



# **SPECIAL EDUCATION RESIDENTIAL PLACEMENT Registry for Facilities**

**USER'S GUIDE  
FY 2024-25**

## PROGRAM OVERVIEW

DESE receives an annual appropriation to reimburse school districts for educational costs for disabled and nondisabled students admitted for short-term and long-term placement in approved residential alcohol/drug abuse and psychiatric facilities. The facility must be an approved Arkansas residential facility.

The Residential Placement Registry Web Application was created to help simplify the processing of reimbursements for the educational costs for disabled and nondisabled students in a residential placement facility. The residential facility initiates the process by registering students in their facility into the online Residential Placement Registry system each quarter with the most accurate information. **The responsible school district must verify all information submitted by the facility and work in collaboration with the facility for any corrections. The school district must submit the Superintendent's Certification to the State with the superintendent's signature. After the State has verified all submitted claims and cleared all discrepancies, reimbursements will be dispersed to the school districts.**

The procedures for out-of-state residential facilities will be the same as in previous years. The out-of-state facility will send detailed student information including instructional days to the school district. The school district will manually enter students online into the MYSPED Residential Placement Out-of-State application. Districts with out-of-state residential students will also need to submit the Superintendent's Certification with the superintendent's signature.

## Reimbursement Requests In State/Out-of-State Facilities

### In-State Facilities

The school districts listed in the table have a facility within their jurisdiction. Residential reimbursement requests will be submitted online through the web-based Residential Placement Registry (RPR) by the facility. These school district's will use the MYSPEd Residential Placement (RPA) to verify the request submitted by the facility in their jurisdiction. During the verification process districts must contact the facilities if there are any billing discrepancies.

### Out-Of-State Facilities

School districts will be receiving bills from the Out-Of-State facility. All out-of-state residential reimbursement requests must be submitted online through the MYSPEd Residential Placement Out-of-State (RPA) by the district from which the student resides. Districts can request reimbursement for disabled students only.

\*Note: The reimbursement rate will be \$60 per day.

LEA#	School District
0203	Hamburg
1602	Westside Cons. (Jonesboro)
1611	Nettleton
1803	West Memphis
2002	Fordyce
2203	Monticello
2301	Conway
2603	Hot Springs
4605	Texarkana
6001	Little Rock
6003	Pulaski County
6201	Forrest City
6303	Bryant
6601	Fort Smith
7203	Fayetteville
7207	Springdale
7311	Searcy

## REQUESTING CURRENT QUARTER REIMBURSEMENTS

In-State facilities reimbursement requests must be submitted online through the web-based Residential Placement Registry (RPR) application by the facility for in-state. Out-of-state facilities must continue to submit detail student information to the responsible district for reimbursement request.

### Quarter Due Dates

The calendar shown in the table below indicates Quarter (Service) Begin and End dates, quarterly RPR data entry dates, and quarterly deadlines for the submission of requests and the “Superintendent’s Certification”.

**\*\* RPA Cycle - Days that the Residential Placement Application will be available for data entry.  
NO ENTRIES FOR REIMBURSEMENT REQUESTS AFTER 5:30 P.M. ON THE RPA CYCLE CLOSE DATE**

	Quarter (Service) Begin Date	Quarter (Service) End Date	Days in Quarter	***RPA*** Cycle	DEADLINE for Facilities/Districts to Enter Student Data	DEADLINE for Superintendent Certification
Quarter 1	August 12, 2024	October 31, 2024	58	August 12 - November 8	November 8, 2024	November 15, 2024
Quarter 2	November 1, 2024	December 20, 2024	31	November 1 - January 6	January 6, 2025	January 13, 2025
Quarter 3	January 6, 2025	March 31, 2025	52	January 6 - April 4	April 4, 2025	April 11, 2025
Quarter 4	April 1, 2025	May 23, 2025	37	April 1 - May 30	May 30, 2025	June 06, 2025
		<b>TOTAL DAYS</b>	<b>178</b>			

Please **DOUBLE CHECK** student information before entering into the RPA system.

This calendar enables all residential facilities to invoice school districts for a maximum of 178 days of educational service. The same dates are available for all in-state and out-state residential facilities to provide educational services and invoice districts for these services. This calendar of eligible billing dates for residential educational services is to allow residential facilities to invoice districts for educational service that are provided on days schools are closed due to weather and/or road conditions.

## Non-Billable Dates

<b>Monday</b>	<b>August 12</b>	<b>First Day</b>		<b>(First Billable Date)</b>
Monday	Sept 2	Labor Day	<b>1</b>	No School---Cannot bill for this day.
Mon-Fri	Nov 25-29	Thanksgiving	<b>5</b>	No School---Cannot bill for these days.
Mon-Tue	Dec 23-31	Christmas	<b>7</b>	No School---Cannot bill for these days.
Wed-Fri	Jan 1-3	New Years	<b>3</b>	No School---Cannot bill for these days.
Monday	Jan 20	MLK Day	<b>1</b>	No School---Cannot bill for this day.
Thur-Fri	Jan 30-31	Prof. Development	<b>2</b>	No School---Cannot bill for these days.
Monday	Feb 17	President's Day	<b>1</b>	No School---Cannot bill for this day.
Mon-Fri	March 24-28	Spring Break	<b>5</b>	No School---Cannot bill for these days.
Thur-Fri	April 17-18	Prof. Development	<b>2</b>	No School---Cannot bill for these days.
<b>Friday</b>	<b>May 23</b>	<b>Last day</b>		<b>(Final Billable Date)</b>

The only exceptions to the non-billable dates are dates approved by the Special Education Finance office as make-up days. Make-up days (due to weather and/or road conditions) may be requested by the facility representative by emailing the request for missed days to [Mikki.Eubank@ade.arkansas.gov](mailto:Mikki.Eubank@ade.arkansas.gov) and copy [Josh.Hart@ade.Arkansas.gov](mailto:Josh.Hart@ade.Arkansas.gov).

[https://arksped.ade.arkansas.gov/Applications/RPA/RPA\\_SignIn.aspx?ReturnUrl=%2fApplications%2fRPA%2f](https://arksped.ade.arkansas.gov/Applications/RPA/RPA_SignIn.aspx?ReturnUrl=%2fApplications%2fRPA%2f)

## **SUBMISSION OF PRIOR QUARTER REIMBURSEMENT REQUEST**

Please note that once a quarter's RPR cycle is closed, any late request will need to be keyed in the **RPR Late Submission Application**. Late submissions are only available for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters. **Please note that late requests may be submitted online at any time after the 1<sup>st</sup> quarter but will not be considered for payment from the ADE until the 4<sup>th</sup> quarter of the fiscal year.** Late submissions will be paid only during the 4<sup>th</sup> quarter of the fiscal year and only if sufficient funds remain after all current quarter requests have been processed/paid.

## Opening an Account

An account registration form is available online. This form must be completed and submitted to ADE Special Education Grants and Data office in order to open an account. Once the account registration form has been received a username and password will be given for access to Residential Placement Registry (RPR). The username will be the LEA number of the district where the facility is located plus an assigned 3 digit code (Example: 6001001). See the account registration form for additional information.

### GETTING STARTED

Go to the: ADE Website

Special Education

Funding & Finance

Residential Placement

RPR Application

Residential Placement Registry

[https://arksped.ade.arkansas.gov/Applications/RPA/RPA\\_SignIn.aspx?ReturnUrl=%2fApplications%2fRPA%2f](https://arksped.ade.arkansas.gov/Applications/RPA/RPA_SignIn.aspx?ReturnUrl=%2fApplications%2fRPA%2f)

The login screen will appear. Enter the username and password assigned when the account was opened.



The screenshot shows a login interface for the 'SPECIAL EDUCATION' Residential Placement Registry. At the top left is a red pencil icon. The title 'SPECIAL EDUCATION' is in blue, bold, uppercase letters. Below it, a horizontal line separates the title from the text 'Welcome to Residential Placement Registry'. A second horizontal line is below that. The login fields are labeled 'User ID:' and 'Password:', each followed by a white text input box. Below the password box is a blue 'Sign In' button. The interface is framed by orange and blue horizontal bars at the top and bottom.

Once sign-in information has been accepted the menu below will appear with four options:

**Residential Placement Registry (Regular)** - Registry for entry of all regular instructional days on student for available quarter.

**Residential Placement Registry (Late)** - Registry for entry of all instructional days on student for a previous quarter.

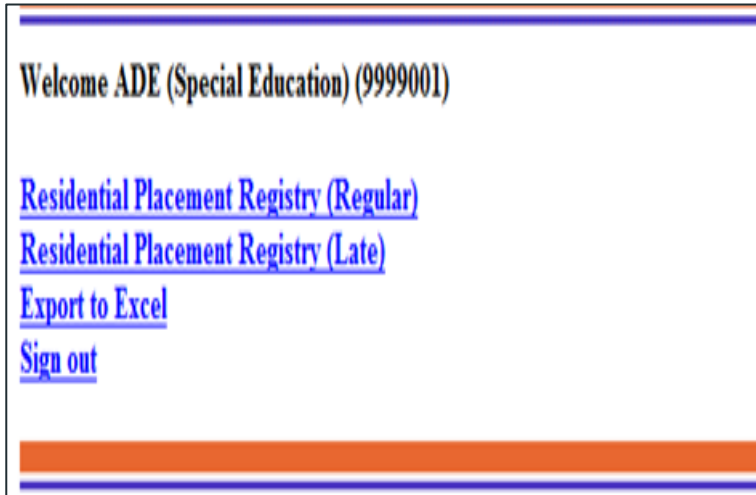
**Export to Excel** - Export any given quarter to excel file.

**Sign out** - Exit Residential Reimbursement application.



# ***RESIDENTIAL PLACEMENT REGISTER (Regular)***

Figure 2: Main Menu



**Click on “Residential Placement Registry (Regular) in Figure 2, the Residential Placement Registry (RPR) Regular screen displays.**

**Figure 3: This initial screen list the student entries. The RPR (regular) contains functions for adding new students, viewing all students in system, the total number days for the year and each quarter, a student search option, and an edit option to edit student detail information. The student information on this screen can be ordered by last name, first name and SSN.**

**Figure 3:RPR (Regular) Screen**

Welcome ADE (Special Education) (9999001)

SCREEN: Residential Placement Registry (Regular) FISCAL YEAR: 2024-25  
MESSAGE:

Search

Search By:

Instructional Days Summary:

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Yearly Total
5	0	0	0	5

[Add Student](#)

		Last Name	First Name	SSN	Date of Birth	Disability	Grade	Q1	Q2	Q3	Q4
		Raja	Sankar	999999999	01/01/2012	ND	01	5			
		Millar	Susan	777777777	05/12/2000	OHI	07				

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# \*\*\*\*\*IMPORTANT\*\*\*\*\*

## Adding Student Information - Please read carefully

After locating the Residential Placement Registry (Regular) screen, click on 'Add Student' option to begin entering information for students. Figure 4 shows the screen for entering detailed information such as the student demographics, disability, last educational setting, active or inactive status, and instruction days.

**PLEASE DOUBLE CHECK SS #, NAME, DOB BEFORE ENTERING.**

Only the information marked with the **red asterisk \*** (upper section) is required for the system to "Save" a record for the student.

**Do not add discharge status information for student until instructional dates have been finalized (see discharged student section).**

A detail description of each field can be found on page 14 of this user guide. After the initial "Save" of the information per student, the only information that will need to be maintained is the instructional days for each quarter.



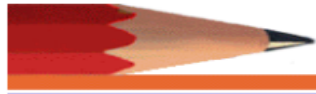
**PLEASE BE CAUTIOUS**



When entering the student information.

**Corrections can not be made once the "SAVE" button has been clicked.**

You will be required to contact the Special Education Finance Administrator at 501-682-4293 and ask for technical assistance concerning the RPR application.



# SPECIAL EDUCATION

SCREEN: Residential Placement Registry (Regular)  
FACILITY NAME: ADE (SPECIAL EDUCATION) - 1 (9999001)  
MESSAGE:

FISCAL YEAR: 2020/21 | Q4

Figure: 4

Notice: **Partial change in the page format. Instructional days are now listed above the discharge information.**

**Student Information**

First Name  \* Middle Name

Last Name  \* SSN  (123456789) \*  
Please double check before entering

DOB  (mm/dd/yyyy)

**Enrollment Information**

Enrollment Date  (mm/dd/yyyy) AR Resident  \*

Disability  \* Grade  \*

Status  \* Last Education Setting  \*

Instructional Start Date	Instructional End Date	Instructional Days
<input type="text" value="X"/>		0

Total Instructional Days 0

Instructional Start Date  \*  
Instructional End Date

**Discharge Information**

Discharge Date  (mm/dd/yyyy) *i* Post Discharge Setting  *i*

Please note the new drop down box referring to AR Resident.

## Adding Student Information (continues)

Figure 5: Instructional Days Section

Instructional Start Date	Instructional End Date	Instructional Days
<input type="checkbox"/> 08/20/2012	---	0
<input type="checkbox"/> 08/20/2012	09/12/2012	17
<input type="checkbox"/> 09/15/2012	---	0
<input type="checkbox"/> 09/15/2012	10/31/2012	33

Total Instructional Days 50

Instructional Start Date  \*

Instructional End Date

The instructional days section has add and delete functions. Enter the “instructional start date” and “instructional end date” (last date of instruction or end of quarter date) for the instruction date interval. Then click the “Add” button, the date interval record will appear in the instruction date grid, therefore allowing the system to capture the information during the “Save” of the student record. If an existing date interval is not needed, click the delete button just before the date interval. The system will accept entry of just the “instructional start date”, in those cases where the end date is not yet known. The system will not include this interval in the calculation of total instructional days if there is not an end date. Another entry can be made when the end date is known (last date of instruction before discharge or last date for quarter). Add as many date intervals as needed in order to be accurate on the exact number of instructional days. For example, in Figure 5, the student enrolled in the facility on ‘08/20/2012’ but end date was not yet known. On ‘09/12/2012’ the student discharged. Another entry was made with the student’s start date ‘08/20/2012’ and the end date ‘09/12/2012’ of instruction.

## Adding Student Information (continues)

Exclude all absentee dates. If student misses a day of instruction for any reason, make another entry with the student's start date, skipping the missed date. The example in Figure 7 demonstrates this instance. On '09/17/2012' the student was absent.

Another entry with start date '09/18/2012' was made at that time. Later a final quarter entry was made using that same start date and the end date for the quarter.

The "Save" button must be selected after the completion of adding a record and all edits, including the adding/deleting of instructional dates, for changes to be saved in system. Make sure you see the **"Successfully data has been saved"** message for verification of save.

Figure 6

Instructional Start Date	Instructional End Date	Instructional Days
X 08/20/2012	08/25/2012	5
X 09/01/2012	09/14/2012	9
X 09/18/2012	---	0
X 09/18/2012	10/31/2012	32

Total Instructional Days 46

Instructional Start Date  \*

Instructional End Date

### ***Adding Student Information (continues)***

The calculate days button is used for calculating total instructional days for all date intervals for the student within the quarter. The system uses the calendar outline on page 4 and 5 when figuring instructional days, refer to for any date that is billable as an instructional day. Non-billable dates will be automatically excluded from interval totals during calculation (see page 5 for non-billable dates). Exclude all non-instructional days including absentees by creating a new interval that excludes the absent date.

Figure 7

The screenshot displays a software interface for managing instructional days. It features a table with three columns: 'Instructional Start Date', 'Instructional End Date', and 'Instructional Days'. Below the table, there is a summary line 'Total Instructional Days 50' and two input fields for 'Instructional Start Date' and 'Instructional End Date'. An 'Add' button is located below the input fields, and a 'Calculate Days' button is circled in red.

	Instructional Start Date	Instructional End Date	Instructional Days
✗	08/20/2012	---	0
✗	08/20/2012	09/12/2012	17
✗	09/15/2012	---	0
✗	09/15/2012	10/31/2012	33

Total Instructional Days 50

Instructional Start Date

Instructional End Date

## ***Adding Student Information (continues)***

A detail description of each field is listed below:

- **Name** – First, Middle and Last (First and last name are required).
- **SSN** – Social Security Number or assigned identification number. (Required)
- **Date of Birth** – Students date of birth.
- **Disability** - Non-disabled, autism, deaf-blind, emotional disturbance. Hearing impairment, multiple disabilities, intellectual disability, other health impairments, orthopedic impairments, developmental delay, speech/language impairments, specific learning disabilities, traumatic brain injury, and visual impairments. (Required)
- **Grade** – Preschool, Kindergarten, 1<sup>st</sup> -12<sup>th</sup>, non-graded. (Required)
- **Last Educational Setting** - ALE, home school, JDC, residential, or school district. (Required) and a range for instructional days. (Required)
- **Status** – Active or Discharged. (Required)
- **Discharge Date** – Date of student’s discharge or last date of instruction. Required if status is discharged.
- **Post Educational Setting** – DYS, day treatment, residential, or school district. Required if status is ‘discharged’.
- **Instructional Start date**- Begin Billing date for instruction days. (Required)
- **Instructional End date** - End Billing date for instruction days.



## Editing Student Information

To edit a student's record already entered and saved, click on (the *EDIT* icon) from the RPR (Regular) screen. This provides access to the student's detail information screen. After modifications to the record, always save the changes before exiting the screen. If you select the "*EDIT*" icon and decide not to edit the information, just exit, to leave the student detail information screen.

**Discharged students cannot be edited.**

Figure 8

Welcome ADE (Special Education) (9999001)

SCREEN: Residential Placement Registry (Regular) FISCAL YEAR: 2012/13

MESSAGE:

Search

Search By: None



Search Reset

Exit

Instructional Days Summary:

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Yearly Total
5	0	0	0	5

Add Student

	Last Name	First Name	SSN	Date of Birth	Disability	Grade	Q1	Q2	Q3	Q4
	Raja	Sankar	999999999	01/01/2012	ND	01	5			
	Millar	Susan	777777777	05/12/2000	OHI	07				

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## Discharged Students

Students are discharged by changing the status of a student from active to 'discharged' along with adding discharged date and post discharge setting. Saving the record with this information puts the student in an inactive mode. Discharged students cannot be edited. **Therefore, please make sure student information is accurate and instructional dates are entered before discharging student.** To change a student's discharged/inactive status, locate the RPR (Regular) screen and click the "change status" icon (amber color) 🟡 (Icon is green for active student and amber when a student is inactive).

Welcome ADE (Special Education) (9999001)

SCREEN: Residential Placement Registry (Regular) FISCAL YEAR: 2012/13

MESSAGE:

Search

Search By: None

Search Reset

Exit

Instructional Days Summary:

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Yearly Total
114	0	0	0	114

Add Student

Last Name	First Name	SSN	Date of Birth	Disability	Grade	Q1	Q2	Q3	Q4
Smith	Jim	88888888	10/12/2003	ED	05	50			
Raja	Sankar	99999999	01/01/2012	ND	01	45			
Millar	Susan	77777777	05/12/2000	OHI	07	19			

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Active student

Inactive/discharged student

Figure 9

s)

The student's enrollment status screen appears, showing the detailed enrollment and discharge history for student. In the enrollment date field enter the student's new enrollment date to make the student active again. Click the save button to save entry to system. After a successful save, the student is active and the system will allow edits to be performed on student.

SCREEN: Residential Placement Registry (Regular)  
 FACILITY NAME: ADE (Special Education) (9999001)  
 MESSAGE: **Successfully data have been saved.**

Last Name:   
 First Name:   
 SSN:   
 Status:   
 Enrollment Date:  (mm/dd/yyyy)

Status	Enrollment Date	Discharge Date	Post Discharge Settings
Discharged	09/01/2012	11/01/2012	Day Treatment
1			

Figure 10

### *Searching for Students*

The search section of the RPR (Regular) screen can be used to search for students by last name, first name, disability, grade level or active/inactive status. Just choose from the “search by” option list the search criteria base and add search information. Once a search is performed, the screen will only show students meeting the criteria entered. Choose the “reset” option to bring the screen back to normal. Information on screen can be ordered by last name, first name and SSN.

Figure 11

Welcome ADE (Special Education) (9999001)

SCREEN: Residential Placement Registry (Regular)  
MESSAGE:

FISCAL YEAR 2024-25

Search  
Search By: None  
Search    Reset

Exit

Instructional Days Summary:

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Yearly Total
5	0	0	0	5

[Add Student](#)

		Last Name	First Name	SSN	Date of Birth	Disability	Grade	Q1	Q2	Q3	Q4
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Raja	Sankar	999999999	01/01/2012	ND	01	5			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Millar	Susan	777777777	05/12/2000	OHI	07				

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## Deleting Student Records

Currently a delete option is not available. Please contact the SPED Finance office directly if there is any reason a student needs to be deleted.

## View previous Year/Quarter data

Previous quarter or year information can be viewed by clicking the drop down menu next to “Fiscal Year” in the right corner of the page on the student detail information screen. This is for viewing purposes only. Editing information in previous years or quarters will not be allowed.

Figure 12

SCREEN: Residential Placement Registry (Regular)  
FACILITY NAME: ADE (Special Education) (9999001)  
MESSAGE: Successfully data have been saved.

FISCAL YEAR: 2024-25 Q1

First Name: Jim  
Last Name: Smith  
Enrollment Date: 08/20/2012 (mm/dd/yyyy)  
DOB: 10/12/2003 (mm/dd/yyyy)  
Disability: Emotional Disturbance  
Status: Active  
Discharge Date: (mm/dd/yyyy)

Middle Name:   
SSN: 888888888 (123456789)  
Grade: 5th Grade  
Last Education Setting: School District  
Post Discharge Setting: --Select--

Instructional Start Date	Instructional End Date	Instructional Days
X 08/20/2012	---	0
X 08/20/2012	09/12/2012	17
X 09/15/2012	---	0
X 09/15/2012	10/31/2012	33

Total Instructional Days 50

Instructional Start Date:   
Instructional End Date:   
Add Calculate Days

Save Exit

## RPR LATE SUBMISSIONS

Late submissions are information from a previous quarter that was missed during the regular submission period.

## Figure 2: Main Menu

Welcome ADE (Special Education) (9999001)

[Residential Placement Registry \(Regular\)](#)  
[Residential Placement Registry \(Late\)](#)  
[Export to Excel](#)  
[Sign out](#)

### Export Data to Excel

To download a copy of the data, use the 'Export to Excel' option on the main menu. Screen prompts user for the year and quarter. It is recommended to download all data for your records after each quarter has been completed.

Welcome ADE (Special Education) (9999001)

[Residential Placement Registry \(Regular\)](#)  
[Residential Placement Registry \(Late\)](#)  
[Export to Excel](#)  
[Sign out](#)



## SPECIAL EDUCATION

Welcome 6001001

Fiscal Year    
Quarter

## Invoicing Procedures

All information must be entered by the announced deadline (see page 4 for “Deadline for facilities to enter student data”) for the current quarter. A report can be generated for invoicing purposes. The facility is responsible for providing the school district with invoice summarizing the total cost using the current rate per day (Currently \$60) for students with disabilities and without disabilities. The export to excel option on the main menu copies data from system. This data can be used to assist with the creation of an invoice.

If you have any problems please contact the ADE Special Education Unit, Finance office for assistance. Mikki Eubank 501-682-4293 or [mikki.eubank@ade.arkansas.gov](mailto:mikki.eubank@ade.arkansas.gov).