

Missouri



Department of Elementary &
Secondary Education

Special Education

Funds Management

573-751-0622

**Early Childhood Special Education
Overview Webinar Series
Fall 2008**

EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)

- Provides funding for ages 3, 4 and 5 year olds not kindergarten eligible
- Funding comes from three sources:
 - Federal IDEA Section 619, Preschool
 - Federal IDEA Section 611, Part B
 - State
- Districts reimbursed 100% of approved costs

ECSE EXPENDITURE REPORT (ER)

- Districts request reimbursement by completing a web based Expenditure Report (ER) after the end of the school year
 - No up front application for funds is required
 - Cannot submit until Annual Secretary of the Board Report (ASBR) is approved

WHICH DISTRICTS NEED TO SUBMIT THE ECSE ER?

- District who actually provides the service reports the costs on their ECSE ER
 - Districts may not charge another district tuition or other fees for providing ECSE services
- Cooperatives
 - Fiscal Agent submits ER for services they provide
 - Sending District submits ER if they provide transportation or other services for the child

ECSE ER IS COMPARED TO:

- **Core Data information submitted by district:**
 - Screen 18 (Educator Data)
 - Screen 20 (Course and Assignment Data)
- **Annual Secretary of the Board Report (ASBR)**
Function Codes:
 - 2559 ECSE Transportation
 - 1280 All other ECSE Expenditures

PLANNING AND TRACKING ECSE EXPENDITURES

- **Districts will need to:**
 - Plan and track expenditures for ER
 - Keep documentation and justification for all ECSE expenditures
- **Expenditures must follow:**
 - State regulations as defined in the MO State Plan for Special Education
 - Other requirements as outlined by the Division of Special Education

QUESTIONS TO ASK PRIOR TO OBLIGATING FUNDS FOR ECSE

- **Is this a cost that has to occur for the ECSE program to exist?**
 - The answer must be **YES**
- **Is this the most cost effective way to provide this service/program?**
 - The answer must be **YES**
 - Document options reviewed and why most cost effective
- **Is this an expenditure our district would have even if we did not have an ECSE program?**
 - The answer must be **NO**
 - If answered YES, it is not an approvable expense

BLENDED PROGRAMS

**Programs may be funded by Title I, ECSE and/or
Missouri Preschool Project (MPP)**

ECSE EXPENDITURE REPORT TECHNICAL ASSISTANCE

- **Web link to documents:**
<http://dese.mo.gov/divspeced/Finance/ecseindex.html>
 - Expenditure Report (ER) Training Guide
 - Important Reminders
 - Terminology
 - Navigating the ER
 - Page by Page Instructions
 - Core Data Personnel Detail Worksheet
 - Object Code layout for ER

ECSE EXPENDITURE REPORT (ER)



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Web Applications

▼ User Applications

▼ Administrative and Financial Services

- ▷ Annual Report of the County Clerk to the State Board of Education
- ▷ Annual Secretary of the Board Report - Charter
- ▷ Annual Secretary of the Board Report - District
- ▷ DESE Payment Management
- ▷ School Finance Menu

▼ Cross-Divisional Systems

- ▷ ePeGS

▼ School Improvement

- ▷ Data Collection - Work (Data Entry)
- ▷ MSIP District Response to the Standards

▼ Special Education

- ▷ Early Childhood
- ▷ Part B Application

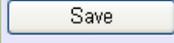
▼ Report

- ▷ Report Menu

▼ User Information

- ▷ Change Password
- ▷ Logon/Logoff

IMPORTANT REMINDERS FOR ER

- Save buttons 
 - Click on save button before proceeding to next page or data will be lost
- Delete buttons 
 - Used to delete previously added items
- Add more lines function 
 - Used to add more lines in a section as needed

EDIT BUTTONS

Red edit button will appear if an edit is needed

- Warning
 - Review warning
 - May submit
- Hard Error
 - Must fix
 - May not submit

EXPENDITURE REPORT (ER) SCREENS

- Web Login screen
 - User ID
 - Password
- Application Menu
 - Select “Early Childhood” under the Special Education header
- Expenditure Report Year/Cycle list is displayed
 - Select appropriate Year/Cycle

CONTACT PAGE

- **The following MUST be filled out before the ER can be accessed:**
 - Contact Information
 - Sending Districts (districts who send children to another district or co-op for ECSE services)
 - First Step Referrals
 - December 1 child count
 - ECSE Unduplicated Child Count

ECSE ER DETAILS PAGE

- **Annual Secretary of the Board Report (ASBR) data**
- **ECSE Expenditure Report data**
 - Amounts collected from data entered in ER report
- **Medicaid Revenue**
 - Direct Services
 - School District Administration Claiming (SDAC)
- **DESE Adjustment**
- **Menu**
- **Cost per Child**

CONTRACTUAL SERVICES PAGE

- Approved Private Agencies
 - - Drop down box
- Independent Contractors
 - - Therapists
 - - Consultants

CORE DATA PERSONNEL PAGE

- Teachers
- Ancillary
- Paraprofessionals

CORE DATA PERSONNEL DETAIL PAGE

- Detail page must be completed for each staff member
- Educator field:
 - Drop down box displays ECSE staff on Core Data
- Certification button
 - Links to Teacher Certification information
- Extra duty should be listed as “other” and then explained

EQUIPMENT PAGE 羊

UNIT COST \$1000 OR MORE

- **Itemize costs in appropriate section:**
 - Instruction
 - Pupil Support
 - Assistive Technology
 - Age appropriate testing materials
- **Items not allowed:**
 - Playground equipment
 - Intercom systems
 - Screening instruments

EXTENDED SCHOOL YEAR (ESY) PAGE

- Occurs in two fiscal years
 - July/August of prior school year
 - June of current fiscal year
- Report expenditures **paid** from July 1 through June 30 of the school year

LEASES/CAPITAL COSTS

- Prior approval is required
 - Real Estate
 - May not lease one of your own buildings
 - Buses
 - Office Equipment
 - Only for programs in separate facilities
- Copies sent to DESE
 - Leases
 - Lease/purchases

OPERATION OF PLANT PAGE

(Costs for Separate Facilities Only)

- **Custodian**
 - FTE
 - Salaries & Benefits
- **Utilities**
- **Supplies**
- **Equipment**

OTHER PERSONNEL (NON-CORE DATA) PAGE

- **Secretaries**
 - FTE
 - Salaries & Benefits
- **Short-term subs for:**
 - Teachers
 - Paraprofessionals

PROFESSIONAL DEVELOPMENT (PD) PAGE

For each activity:

- Name and Location
 - “Other” activities must list activity name and location
- Number of Participants
 - District
 - ECSE
- ECSE only costs

STAFF MILEAGE PAGE

- **Instructional Staff Mileage**
- **Ancillary Staff Mileage**
- **Administrative Staff Mileage**

START UP COSTS PAGE

- **Classrooms - \$7500**
 - Includes supplies and equipment
- **Itinerant Positions - \$1200**
 - Includes supplies and equipment
- **District Justification**
 - Explain why additional classes/positions needed

SUPPLIES PAGE 羊

UNIT COST LESS THAN \$1000

- **Program Maintenance Calculation**
 - Instructional/Ancillary materials for program
 - Portion used to replace items on rotating basis
- **Supplies exceeding maintenance amount**
 - Itemize costs in appropriate section:
 - Instruction
 - Pupil Support (Assistive Technology)
 - Justify on Comments page

TRANSPORTATION PAGE

- **Bus Drivers – salaries and benefits**
- **Bus Aides – salaries and benefits**
- **Contracted transportation**
- **Transportation supplies**
 - Unit cost of less than \$1000
- **Transportation equipment**
 - Unit cost of more than \$1000

COMPLETED ECSE ER

ECSE Expenditure Report Details Page:

- Compare ASBR with ECSE Expenditures
- Some differences in Object codes may occur due to some variances between ECSE system design and district reporting requirements

SUBMITTAL AND COMMENTS PAGE

- **Comments**
 - District
 - DESE
- **Submit after ASBR is DESE approved**
- **DESE Review**

AMENDMENTS

**Districts may only create 4 ECSE
expenditure report cycles per year!**

ECSE PAYMENTS

- Based upon prior year's expenditures
- Nine (9) equal payments (October – June)

QUESTIONS?

Contact the Special Education Funds
Management Section:

- E-mail: webreplyspefm@dese.mo.gov
- Telephone: (573) 751-0622