PI 1505 Special Education Annual Report Instructions

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Introduction

The PI-1505-Special Education Annual Report (PI-1505SE) collects special education (fund 27) expenditures. This data is primarily used to pay state special education categorical aid to eligible entities as per 115.88 Wis. Stats. Public school districts, Cooperative Educational Service Agencies, County Children with Disabilities Education Boards, and 2r Charter Schools are the entities eligible to receive state special education categorical aid. In addition, this data is used by the Department of Public Instruction as well as other organizations and individuals to view state-wide special education expenses.

Questions about the report or this document can be directed to:

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608-267-9212

Report Access

To access the PI-1505SE report:

School Districts only:

1. Navigate to the School Finance Services Homepage located at the following link: http://sfs.dpi.wi.gov/
2. Click on the link titled "School Finance Reporting Portal."
3. Click on the link titled "Log In to View or Submit Data."
4. Enter user ID and password.
5. Select entity link, type in entity name, or type in entity number, and hit "Enter."
6. Click on the link titled "Financial Data Home."
7. Click on the link titled "Special Education Annual Report."
8. Click on the link titled "Show Login"
9. Click on the link titled "Special Education Annual." A series of links will drop down to access the various pages of the report.

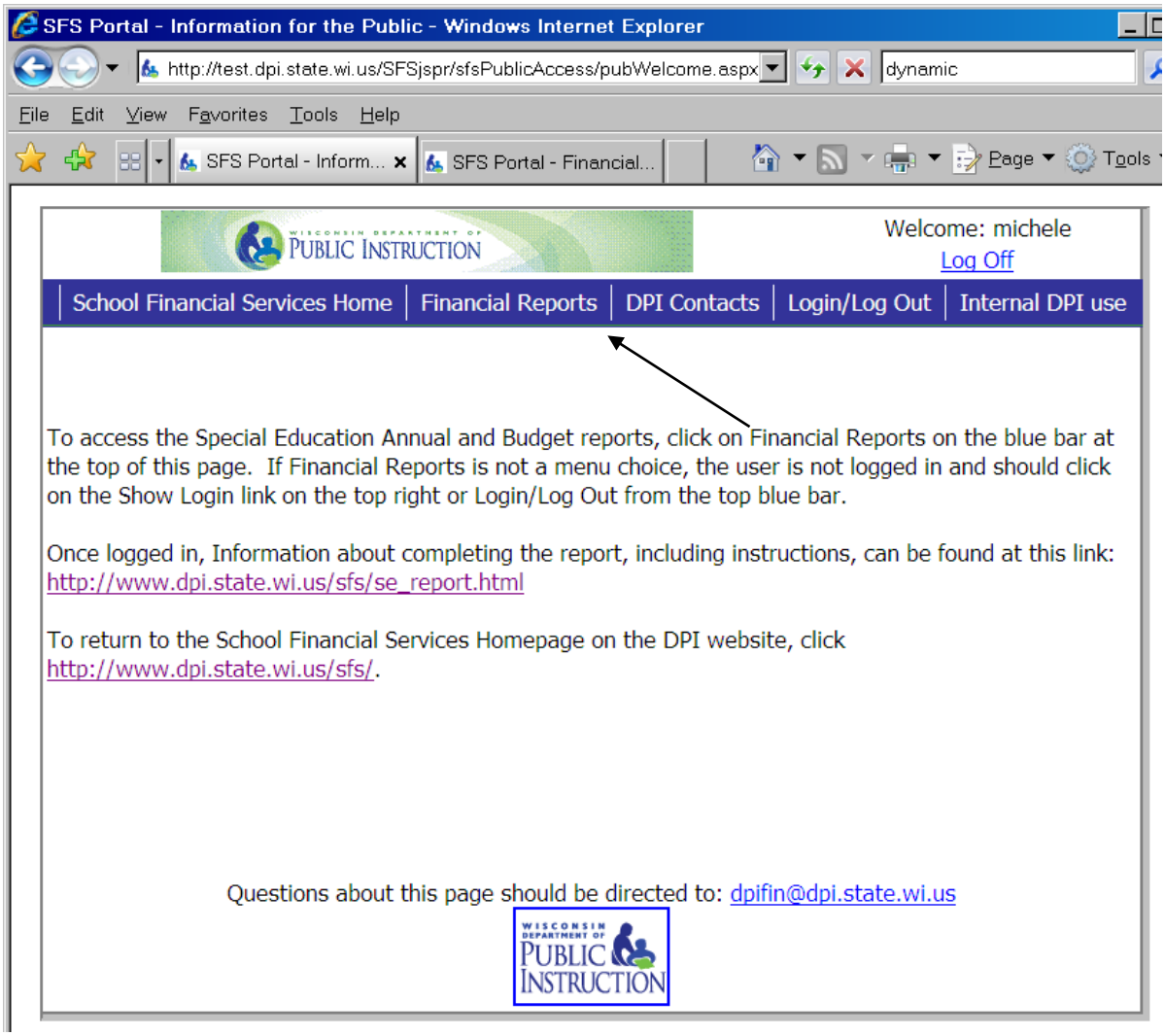
CESAs and CCDEBs only:

1. Navigate to the School Finance Services Homepage located at the following link: http://sfs.dpi.wi.gov/
2. Click on the link titled "School Finance Reporting Portal."
3. Click on the link titled "CESA & CCDEB Log In to Submit Data."
4. Select entity link, type in entity name, or type in entity number, and hit "Enter."
5. Click on the link titled "Financial Data Home."
6. Click on the link titled "Special Education Annual Report."
7. Click on the link titled "Show Login"
8. Enter user ID and password.
9. Click on the link titled "Special Education Annual." A series of links will drop down to access the various pages of the report.

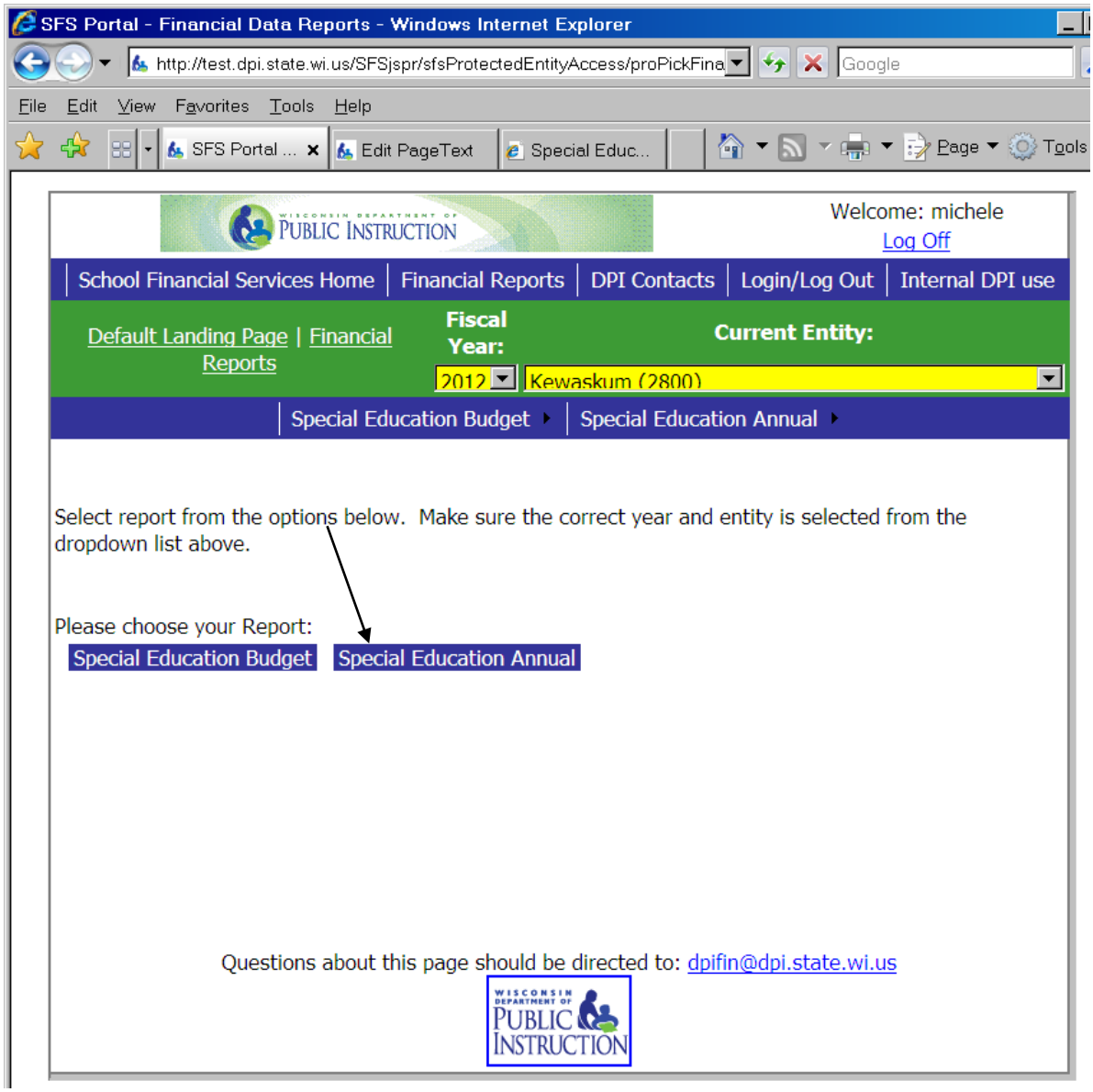
General Report Navigation

General help and navigation instructions are available in the "Help and Navigation" link on the Main Menu. In addition, at the top of each page (if available) is a link to a webcast tutorial that provides information on how to complete the data entry for that specific page.

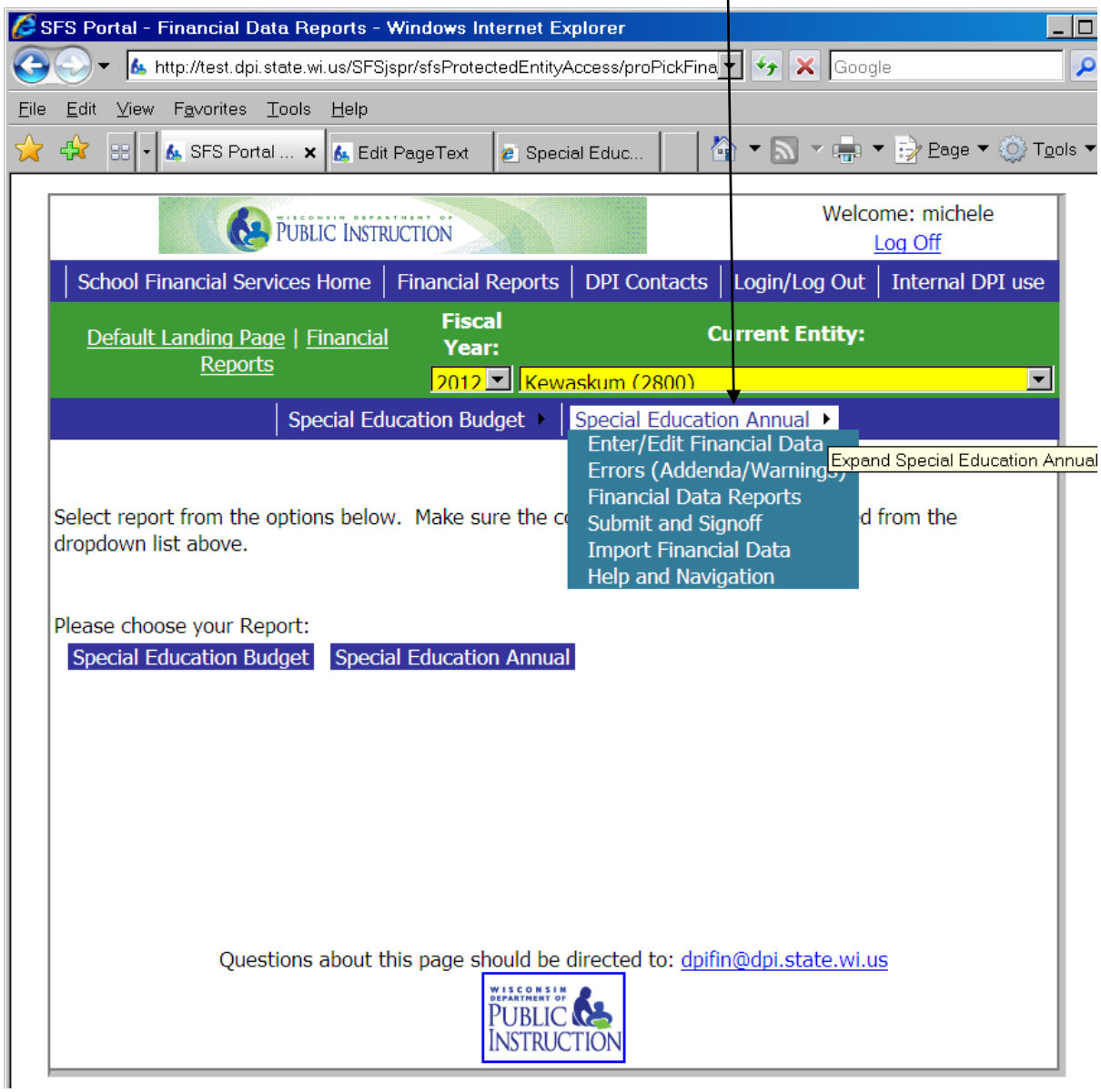
To navigate from screen to screen, users should click on the appropriate link located on top of the screen. Users should not use the "back" button on the internet browser to move from screen to screen.



Select the Budget or Annual from this main Financial Reports menu.

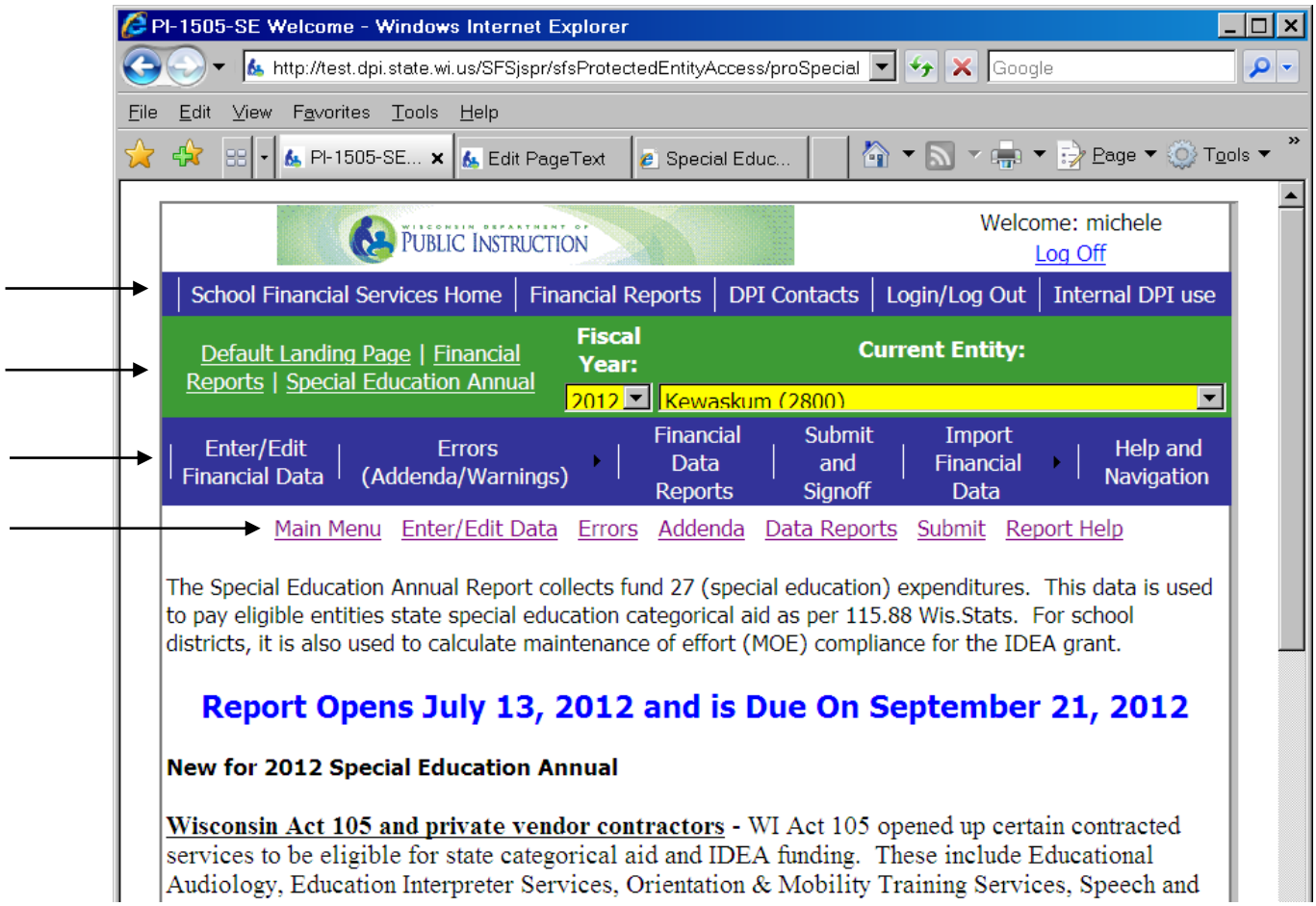

SFS Portal - Financial Data Reports - Windows Internet Explorer
http://test.dpi.state.wi.us/SFSjspr/sfsProtectedEntityAccess/proPickFina
Google
File Edit View Favorites Tools Help
SFS Portal ...
Edit PageText
Special Educ...
Page
Tools
Welcome: michele
Log Off
School Financial Services Home
Financial Reports
DPI Contacts
Login/Log Out
Internal DPI use
Default Landing Page | Financial Reports
Fiscal Year:
Current Entity:
2012
Kewaskum (2800)
Special Education Budget
Special Education Annual
Select report from the options below. Make sure the correct year and entity is selected from the dropdown list above.
Please choose your Report:
Special Education Budget
Special Education Annual
Questions about this page should be directed to: dpifin@dpi.state.wi.us

Another option to go directly to the menu item you would like to access is by selecting the report and menu item from the blue bar. It is recommended that before beginning the report, the user review the new items for the year, which is found on the main Special Education Annual Page, which is also the Main Menu from the links within each report.



This is the Main Menu Screen. This page has 3 levels of menu. The top blue bar is a very high level menu that will remain throughout the report. The middle green menu will remain throughout the report as well, but the path links on the left of the year and entity will be dynamic and change depending on the page you are on. You will be able to use this to navigate to higher level menus of the page. The bottom blue menu bar is available only on the Main Menu page of the Special Education Annual Report. You will be able to access all areas of the report using the

Main Menu blue bar. The hyperlinks below the Main Menu blue bar will remain available on all pages of the report for ease of navigation.

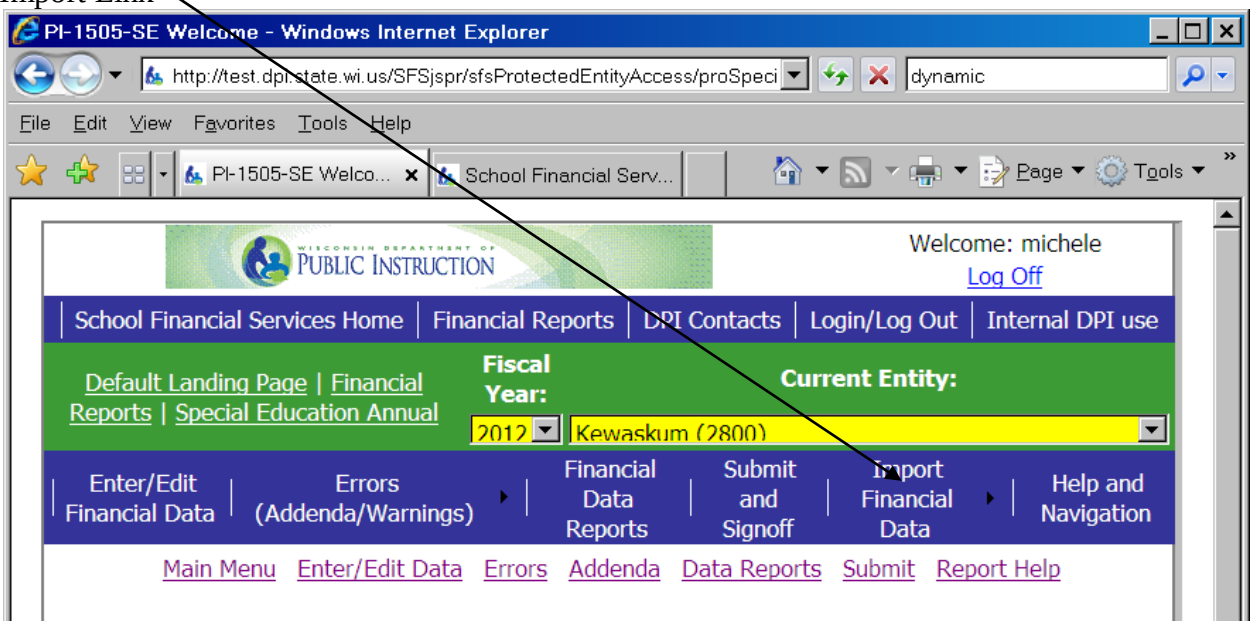


Import Data

Reporting entities may elect to upload data directly into the PI-1505SE report. Information on the required file format of the strip file is found at http://www.dpi.wi.gov/sfs/vendor.html.

Access to the Import Financial Data link is found on the Main Menu blue bar of the PI-1505SE report. After clicking on Import Financial Data from the Main Menu, users should click on the "Browse" button and navigate to the location of the strip file on the user's computer. Highlight the file name and click "Open." Once the strip file name is identified in the source box, the user should click on the "Load File" button. The data will upload into the report.

Import Link



After the upload, users will automatically be directed to the Strip File Warnings page. If the program encounters problems during the upload process, warnings will be created and displayed on the Warnings page. A warning would be created in the event a user attempted to upload an account that does not exist or a user uploaded a summary account that did not total to the associated detail accounts.

Users are allowed to upload a file multiple times. Uploading a strip file deletes any existing information in the "Enter/Edit Financial Data" link and allows the user to start over. Any manually entered data in the addenda will remain and may need to be amended or deleted based on the data from the most recent strip file.

Special Education Report Import Financial Data

Reporting entities may elect to upload data directly into the PI-1505SE report. Information on the required file format of the strip file is found at http://www.dpi.wi.gov/sfs/vendor.html. Click on the "Browse" button and navigate to the location of the strip file on your computer. Highlight the file name and click "Open." Once the strip file's name is identified in the source box, click on the "Load File" button.

If the program encounters problems during the upload process, warnings will be created and displayed in the "Addenda, Errors, and Warnings" link on the "Warnings" tab.

Users are allowed to upload a file multiple times. Uploading a strip file deletes any existing data in the "Enter/Edit Financial Data" link and allows the user to start over. Any manually entered data in the addenda will remain and may need to be amended or deleted based on the data from the most recent strip file.

Reporting Data For:

Fiscal Year: 2010 Binder ID: DIST_PI-1505-SE Report ID: DIST_PI-1505-SE

Source File:

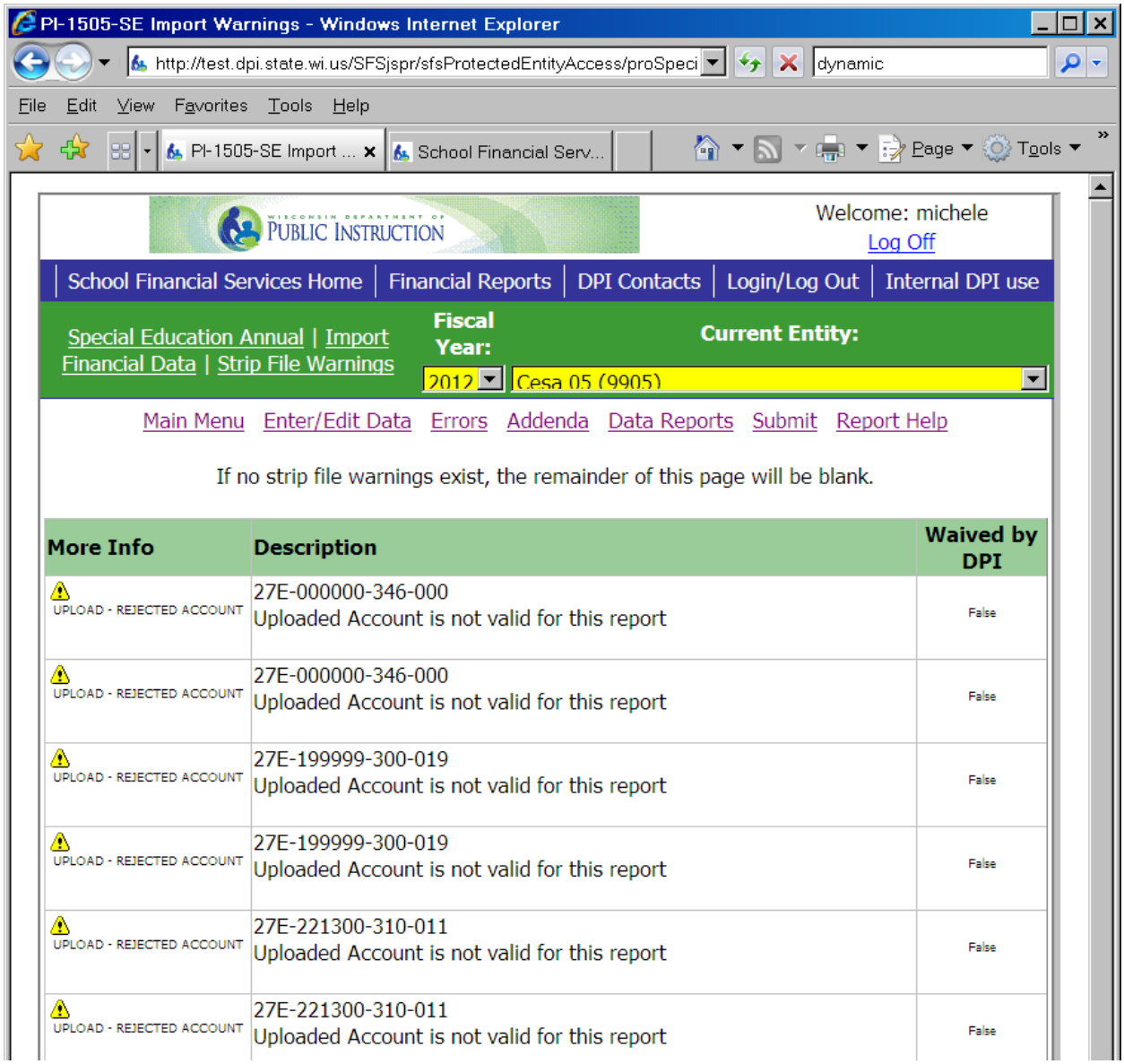
G:\SFS\Ames.Lori\Special Education\Fiscal_Report\Sped_Annual_Test_File.txt Browse...

Load File

Once the file is identified in the "Source File" box, hit the "Load File" button.

Hit "Browse" to navigate to the location of your strip file computer.

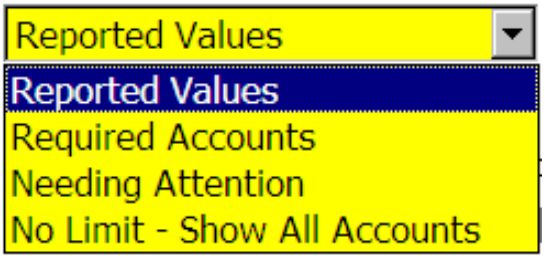
Strip File Warnings – To access the list of strip file warnings, click on the tab titled "Strip File Warnings." Users may receive a warning if the upload file summary account amount does not equal the associated detail account amounts in the upload file.



Users may elect to fix the upload file and upload the data once again. In this instance, the warnings would no longer display in the "Strip File Warnings" tab. The user may elect to manually fix the accounts in the "Enter/Edit Financial Data" link. If the user manually fixes the accounts, the warnings will continue to display in the "Strip File Warnings" tab. The report may be submitted with warnings.

Manual Data Entry

Users wishing to manually enter data or amend uploaded data would do so in the "Enter/Edit Financial Data" link. When first entering this link, only those accounts that have reported amounts will display. If no data has been manually entered or uploaded to the report, no account numbers will display.



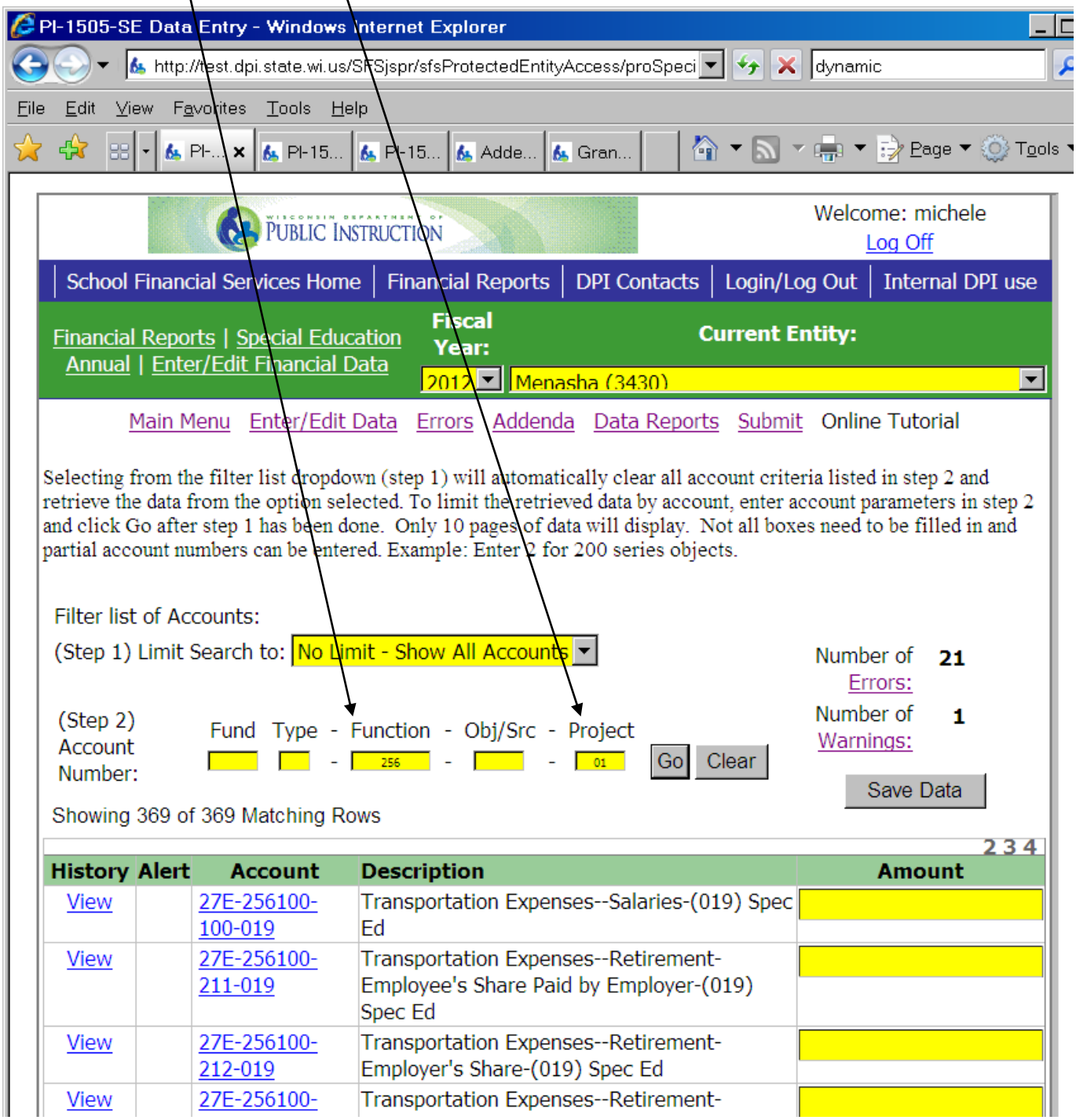
To search for an account that does not already have a reported amount, select No Limit - Show All Accounts and enter all or part of the account elements in the yellow account number boxes, and click Go.

To show accounts that do have reported amounts, select Reported Values from the drop down menu. To search for specific accounts, enter part or all of the account number elements in the account number boxes, and click Go. Only those account numbers that have reported amounts and fit the search criteria will display.

Note that selecting from the drop down menu is step one and then limiting the search criteria by account number is step two. The system is programmed to perform a "clear" and "go" when a new selection is made from the drop down menu. This means all account number search criteria will be cleared when a new selection is made from the drop down menu.

If the number of accounts returned by the search exceeds the number that can be displayed on one page, links to the additional pages will be displayed. Data will not be lost when the user navigates to the additional pages, but the "Save" button must ultimately be clicked in order to run the report edits. If the "Save" button is not clicked, an error will be created until that function is performed.

No limit - Show All Accounts will bring up more than the 10 pages displayed. Users will want to limit the search criteria. Not all boxes need to be completed in order to search and partial numbers may be used. You can see in the example below only partial numbers are filled in. The system will automatically fill in the remainder of the field with a wild card "?". The example has the function as 256 and project 01. This will retrieve all functions beginning with 256 and all 011 and 019 project numbers.



Data may only be entered in yellow-colored boxes. The yellow box is used to represent those detail accounts that may be edited by the user. If the box is white, the account is a summary account that automatically totals based on the detail data the user has entered.

White boxes are summary accounts that total amounts entered in the detail accounts (yellow boxes).

1 2

History	Account	Description	Amount
View	27E-000000-000-000	-No Function Defined-Object 000 test dcp-Not Project Specific	$490,305.28
View	27E-150000-000-000	Function 150xxx Description-Function 150xxx Description-Object 000 test dcp-Not Project Specific	$370,573.50
View	27E-158000-000-000	Combined Cost Reporting-Function 158000-Object 000 test dcp-Not Project Specific	$264,687.98
View	27E-158000-100-011	Combined Cost Reporting-Function 158000-Salaries-Project Added to differentiate question numbers	$164,578.20
View	27E-158000-211-011	Combined Cost Reporting-Function 158000-Retirement-Employee's Share Paid by Employer-	$10,697.58
View	27E-158000-212-011	Combined Cost Reporting-Function 158000-Retirement-Employer's Share-	$10,051.80
View	27E-158000-220-011	Combined Cost Reporting-Function 158000-Social Security-Project Added to differentiate question numbers	$12,590.23

Amounts may only be entered in yellow boxes. Hit "tab" to move from account to account.

To move from line to line, use the tab key. Do not hit the "enter" key as hitting this key may result in all unsaved data being lost. After entering financial data, click on the box titled "Save" to lock in all entered data. Users should plan to save data at least every ten minutes in order to retain all entered data. The program, as part of its security system, times out after approximately fifteen minutes if no action key, such as the save button, is used, and all unsaved data is lost.

Required Accounts

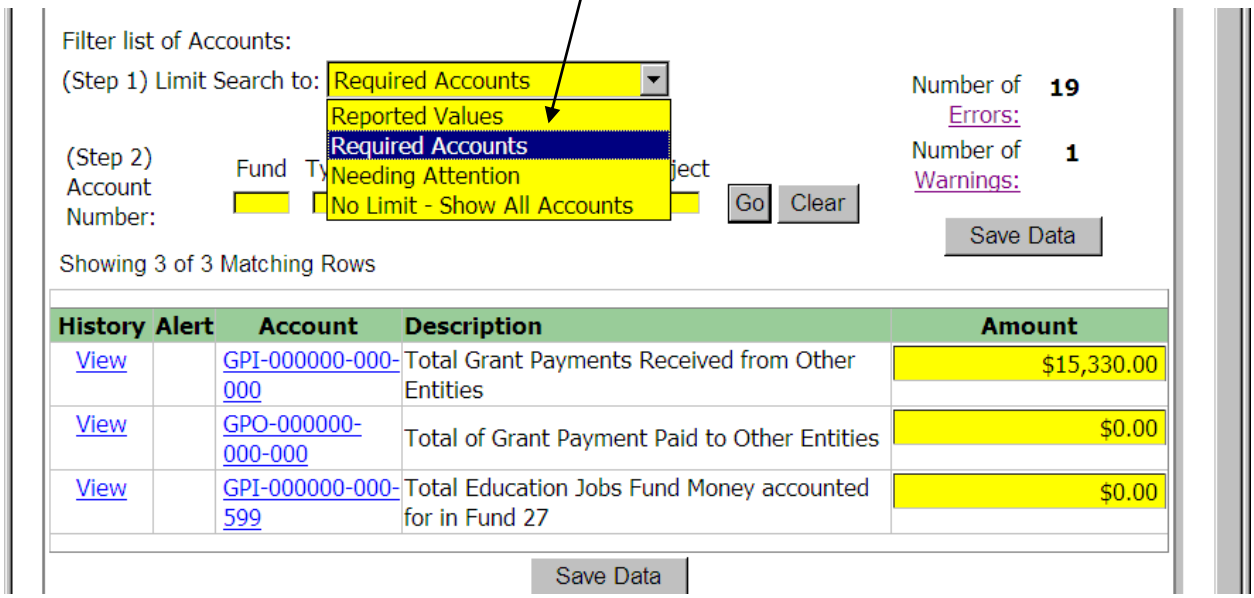
Two accounts exist in the report that must have a reported amount, even if the amount is zero: GPO.000000.000.000 (grant payments out) and GPI.000000.000.000 (grant payments in). These accounts are not considered expense accounts and would not be included in the user's upload file. These accounts are used to gather data needed to correctly calculate the state special education aid paid to eligible entities. Until these two accounts have a reported amount, the report will display two errors. Reports may not be submitted until all errors have been resolved.

To access these accounts, users should navigate to the "Enter/Edit Financial Data" link. On this page, the user should select Required Accounts from the drop down and click Go. The accounts will display and data amounts should be reported based on the following account explanations.

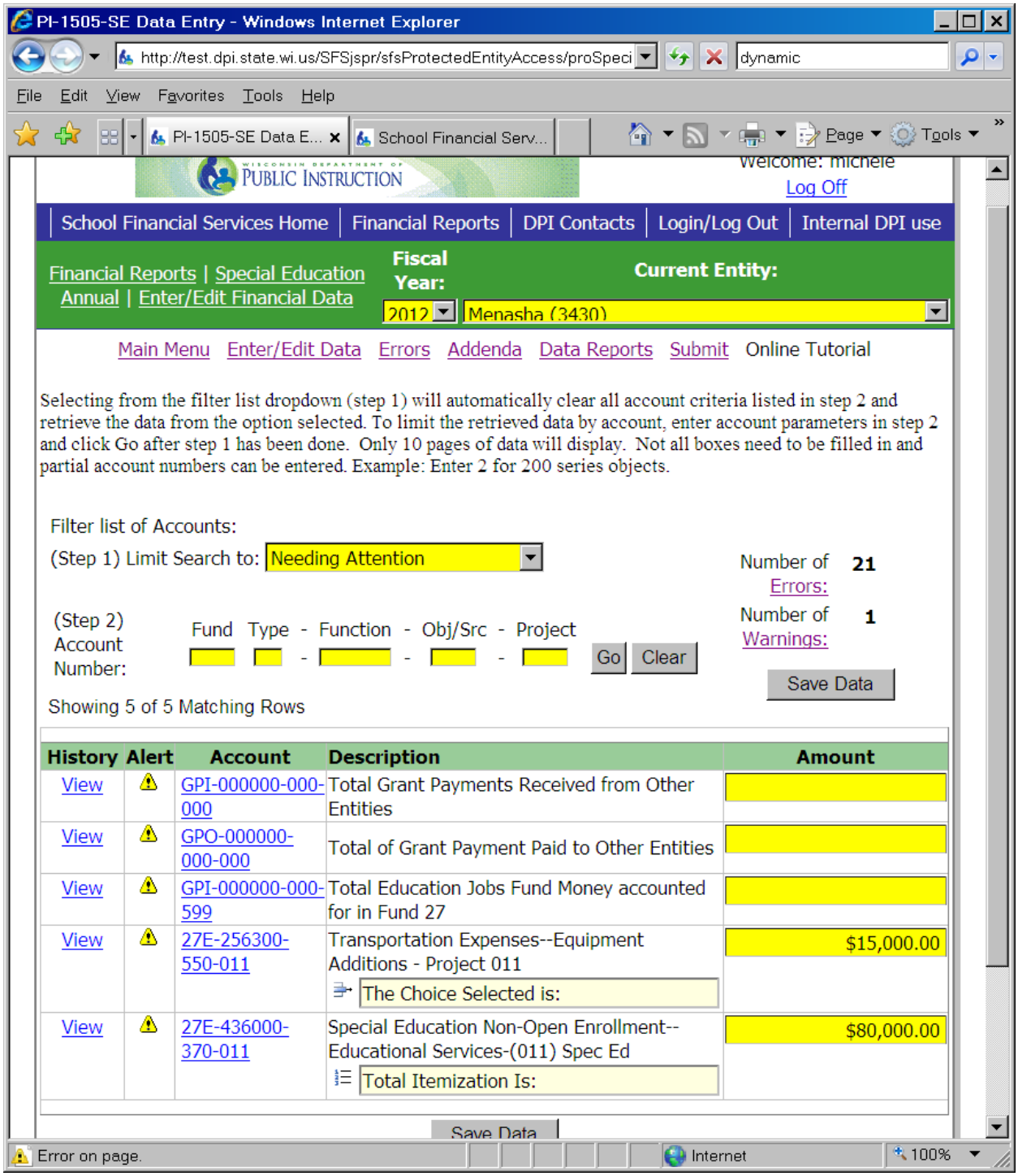
GPI.000000.000.000 – In this account, please identify the amount of any grant payments your entity has received from a School District, CESA, CCDEB, 2R Charter School, or any other private agency or organization for services. Do not include any payments direct from DPI, any transits of sate special education categorical aid, or any Medicaid payments in this account. If your entity has not received any grant payments, please enter zero in this account.

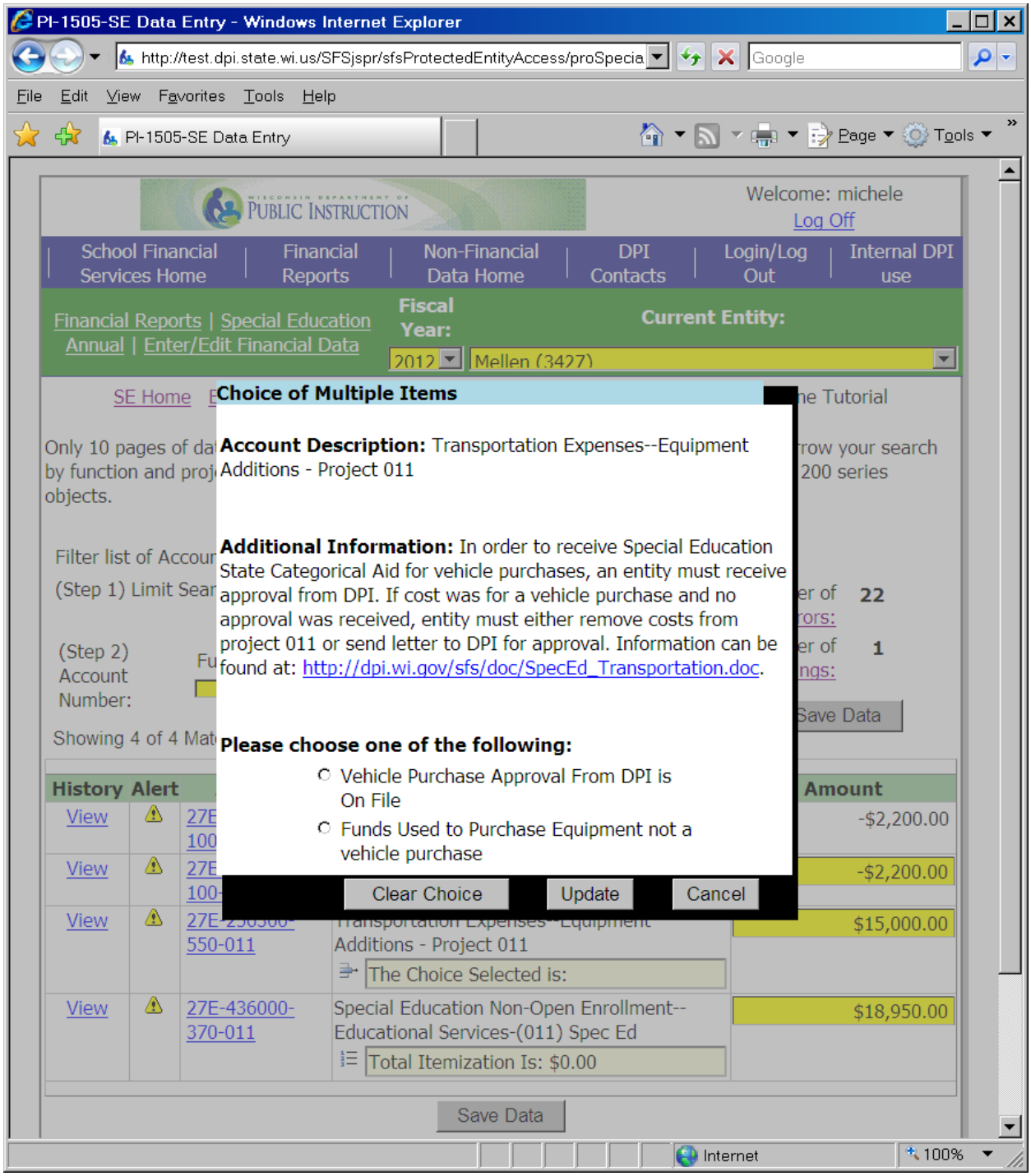
GPO.000000.000.000 – In this account, please identify the amount of any grant payments your entity has paid to a School District, CESA, CCDEB, or 2R Charter School. A transit of state special education categorical aid or a Medicaid transit is not considered a grant payment and should not be included in this account. If your entity has not made any grant payments, please enter zero in this account.

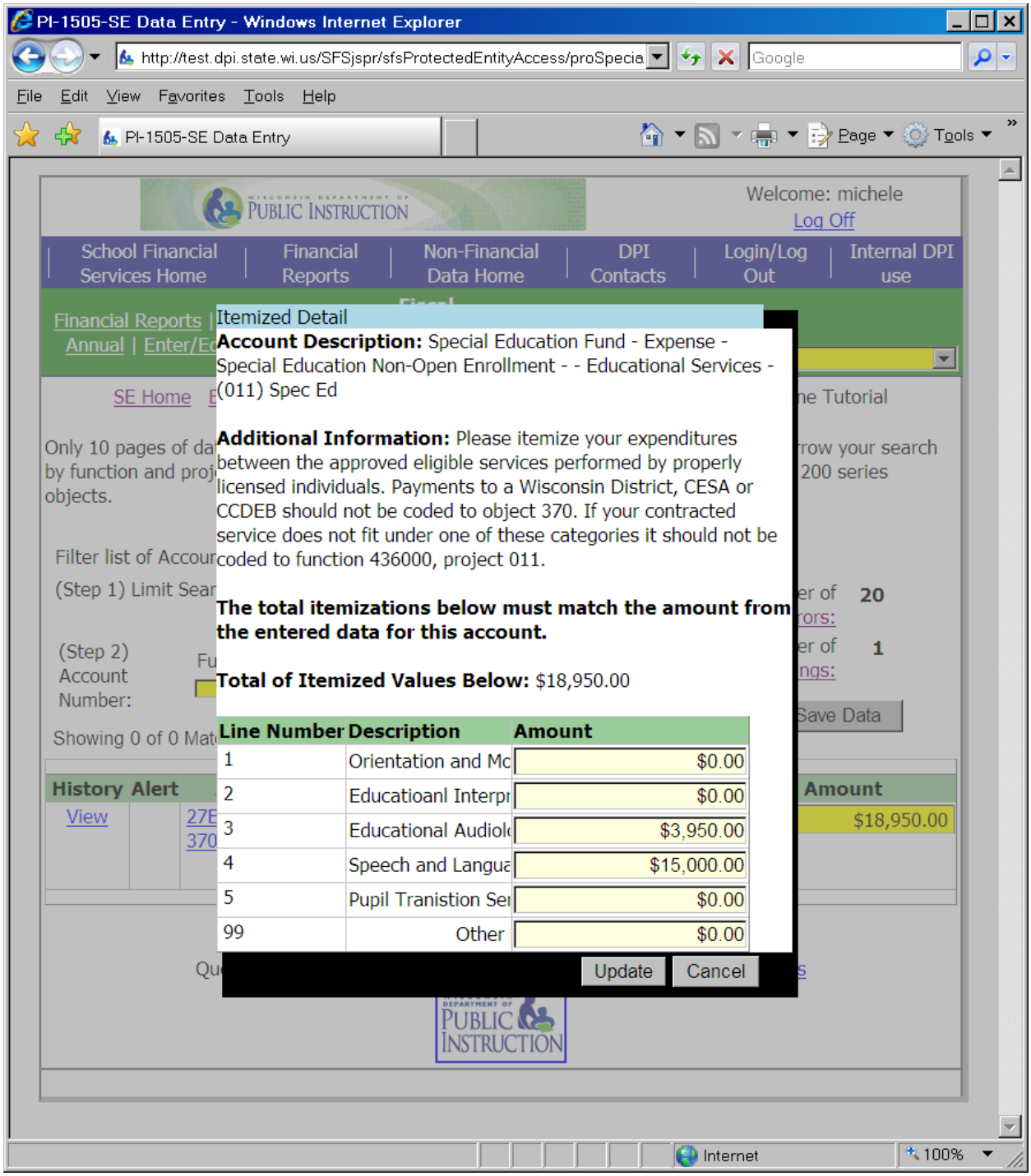
To access the three required accounts, select Required Accounts from the drop down menu.



Needing Attention

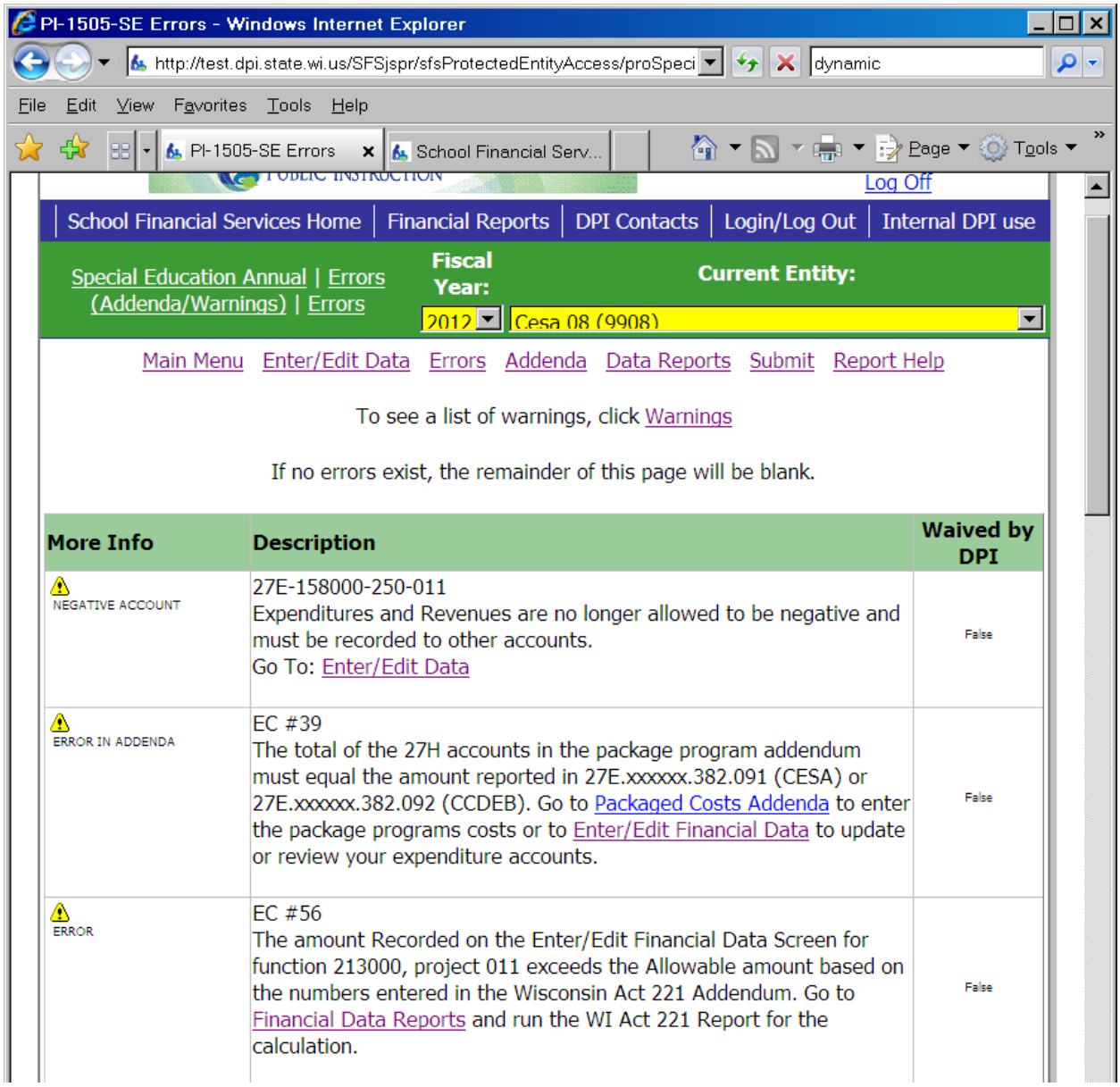



PI-1505-SE Data Entry - Windows Internet Explorer
http://test.dpi.state.wi.us/SFSjspr/sfsProtectedEntityAccess/proSpecia
File Edit View Favorites Tools Help
PI-1505-SE Data Entry
Page Tools
PUBLIC INSTRUCTION
Welcome: michele
Log Off
School Financial Services Home
Financial Reports
Non-Financial Data Home
DPI Contacts
Login/Log Out
Internal DPI use
Financial Reports | Special Education Annual | Enter/Edit Financial Data
Fiscal Year:
Current Entity:
2012
Mellen (3427)
SE Home
Choice of Multiple Items
Account Description: Transportation Expenses--Equipment Additions - Project 011
Additional Information: In order to receive Special Education State Categorical Aid for vehicle purchases, an entity must receive approval from DPI. If cost was for a vehicle purchase and no approval was received, entity must either remove costs from project 011 or send letter to DPI for approval. Information can be found at: http://dpi.wi.gov/sfs/doc/SpecEd_Transportation.doc.
Please choose one of the following:
Vehicle Purchase Approval From DPI is On File
Funds Used to Purchase Equipment not a vehicle purchase
Clear Choice
Update
Cancel
Save Data
History
Alert
Amount
View
-$2,200.00
View
-$2,200.00
View
550-011
Additions - Project 011
The Choice Selected is:
$15,000.00
View
27E-436000-370-011
Special Education Non-Open Enrollment--Educational Services-(011) Spec Ed
Total Itemization Is: $0.00
$18,950.00
Save Data
Internet
100%


PI-1505-SE Data Entry - Windows Internet Explorer
http://test.dpi.state.wi.us/SFSjspr/sfsProtectedEntityAccess/proSpecia
File Edit View Favorites Tools Help
PI-1505-SE Data Entry
Page Tools
PUBLIC INSTRUCTION
Welcome: michele
Log Off
School Financial Services Home
Financial Reports
Non-Financial Data Home
DPI Contacts
Login/Log Out
Internal DPI use
Financial Reports
Annual
SE Home
Only 10 pages of da
by function and proj
objects.
Filter list of Accour
(Step 1) Limit Sear
(Step 2) Account Number:
Showing 0 of 0 Mat
History Alert
View
Amount
$18,950.00
Itemized Detail
Account Description: Special Education Fund - Expense - Special Education Non-Open Enrollment - - Educational Services - (011) Spec Ed
Additional Information: Please itemize your expenditures between the approved eligible services performed by properly licensed individuals. Payments to a Wisconsin District, CESA or CCDEB should not be coded to object 370. If your contracted service does not fit under one of these categories it should not be coded to function 436000, project 011.
The total itemizations below must match the amount from the entered data for this account.
Total of Itemized Values Below: $18,950.00
Line Number Description Amount
1 Orientation and Mc $0.00
2 Educatioanl Interpr $0.00
3 Educational Audiol $3,950.00
4 Speech and Langua $15,000.00
5 Pupil Tranistion Se $0.00
99 Other $0.00
Update
Cancel
Save Data
Internet
100%

Errors and Warnings

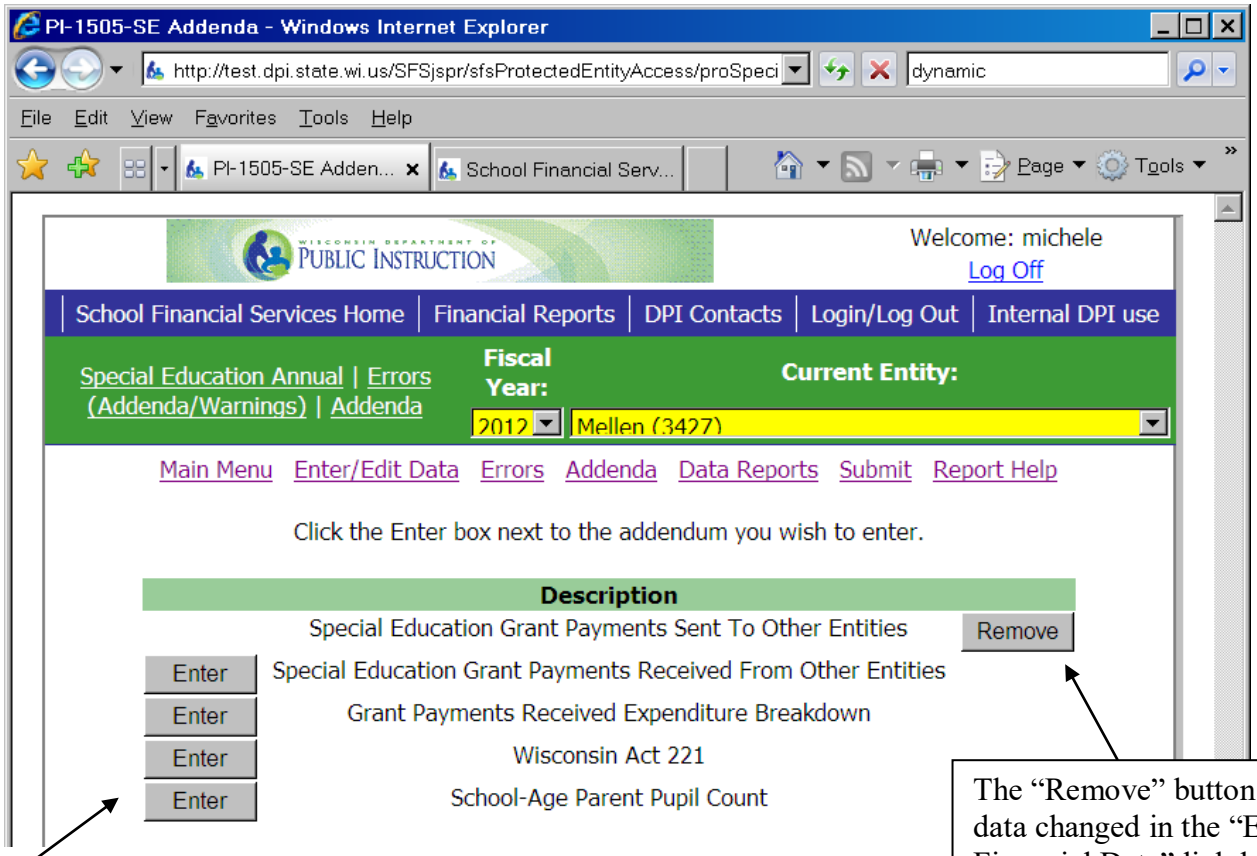
Errors – To access the list of errors, click on the tab titled "Errors." In this tab, the user will see a short description of the error as well as the location of the error within the report. Corrections to the errors are made either in the "Enter/Edit Financial Data" link or in the appropriate addendum. All errors must be corrected prior to report submittal. Since many of the errors that initially display are as a result of unfinished addendum and will disappear once addendum are complete, users should address all addendum prior to reviewing the errors.



Warnings - Only warnings that relate to the comparison between the amounts reported in the special education annual report and the amounts entered in the full annual report will display in this tab. Users will be allowed to submit the special education annual report with warnings. Users will only be able to submit the SAFR full annual report when all differences have been resolved.

Addenda

Required Addenda – Addendum may be created if amounts are entered in certain account numbers in the "Enter/Edit Financial Data" link and additional information is needed. To access the addendum, click on the appropriate "Enter" button. Even after addendum data has been entered, the specific "Enter" button will remain. Users will know that the addendum is complete if the error count is at zero. If a "Remove" button appears next to the addendum, it means that the data in the "Enter/Edit Financial Data" link has changed, and the addendum is no longer required. The "Remove" button will eliminate any data that was previously entered in that addendum.



Click "Enter" to access the addendum and enter the required information.

The "Remove" button appears if data changed in the "Enter/Edit Financial Data" link has changed, and the previously entered addendum information is no longer needed.

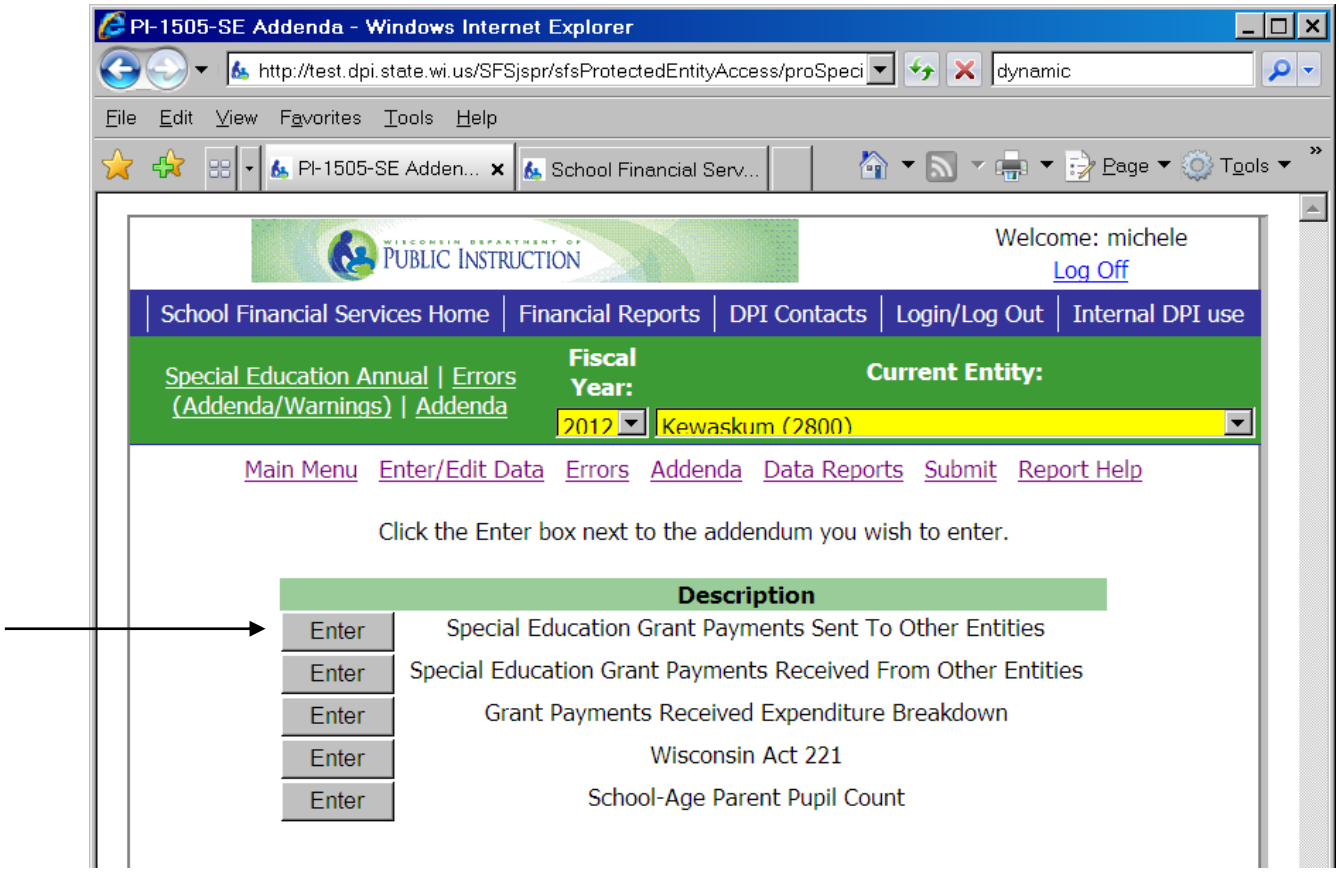
Reporting Grant Payments Paid Out

Special Education Categorical Aid should not be paid on expenses that are funded by grant money. If one entity reimburses another entity for services with grant money, DPI must ensure that all expenditures reimbursed with grant money have been appropriately identified and not included in the categorical aid calculation.

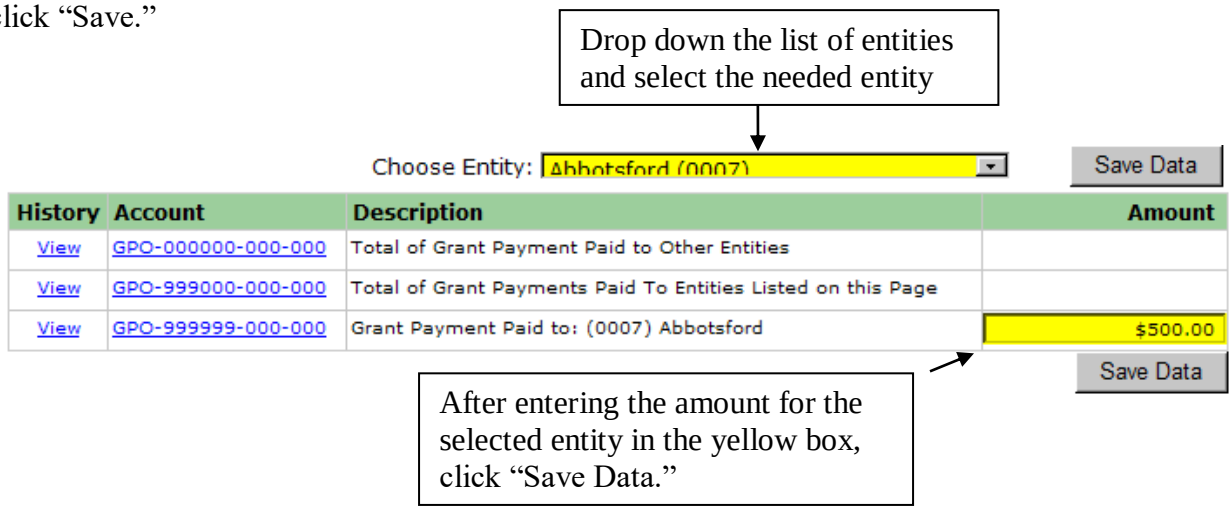
In addition to reporting this grant payment as an expense in the "Enter/Edit Financial Data" link, the user also needs to record this amount in the GPO.000000.000.000 (grant payment out) auxiliary account. To access this account, check only the box titled "Show Required Accounts Only" and click on the search button in the "Enter/Edit Financial Data" link. (See "Required Accounts" section above.)

GPO.000000.000.000 – In this account, please identify the amount of any grant payments your entity has paid to a School District, CESA, CCDEB, or 2R Charter School. A transit of state special education categorical aid or a Medicaid transit is not considered a grant payment and should not be included in this account. If your entity has not made any grant payments, please enter zero in this account.

If an amount greater than zero is entered into this account, users will be required to complete an addendum. The addendum requires the user to identify the recipient of the grant payment and is located in the "Addenda, Errors, and Warnings" link on the "Addenda" tab. To access the addendum, click on the "Enter" button next to the words "Special Education Grant Payments Sent to Other Entities."



Special Education Grant Payments Sent to Other Entities: Once in the addendum, the amount of total grant payments sent to other entities entered on the "Enter/Edit Financial Data" link is displayed on the screen so that users can match the total amount with the detailed amounts identified by entity. To enter a specific entity, go to the yellow "Choose Entity" box and drop down the list of available entities. Select the appropriate entity. Once selected, the user will see a yellow box appear in the "Amount" column. Enter the amount paid to this specific entity and click "Save."



A running total of the detailed entity amount is displayed in the GPO.999000.000.000 account so that users can easily see if the detailed entity total matches the total entered on the GPO.000000.000.000 summary account.

Choose Entity: Choose Entity

Save Data

History	Account	Description	Amount
View	GPO-000000-000-000	Total of Grant Payment Paid to Other Entities	$500.00
View	GPO-999000-000-000	Total of Grant Payments Paid To Entities Listed on this Page	$500.00
View	GPO-999999-000-000	Grant Payment Paid to: (0007) Abbotsford	$500.00

Save Data

The addendum is balanced when the first two account numbers are equal.

As part of the annual report auditing, DPI will ensure that the amount a paying entity reports in account GPO.000000.000.000 (grant payment out) equals the amount the receiving entity reports in their GPI.000000.000.000 (grant payment in). To assist entities in reconciling, a special report has been created in the "Financial Data Reports" link titled "Reconcile Grant Payments" that will display the various payments and receipts as well as identify whether or not the amounts equal.

Reporting Grant Payments Received

Special Education Categorical Aid should not be paid on expenses that are funded by federal or state grant money. If one entity reimburses another entity for services with grant money, DPI must ensure that all expenditures reimbursed with grant money have been appropriately identified and not included in the categorical aid calculation.

If the entity has received payment for services with grant funds, the user must record the amount in the GPI.000000.000.000 (grant payment in) auxiliary account. To access this account, change the Step 1 dropdown to "Required Accounts."

GPI.000000.000.000 – In this account, please identify the amount of any grant payments your entity has received from a School District, CESA, CCDEB, 2R Charter School, or any other private agency or organization for services. Do not include any payments direct from DPI, any transits of sate special education categorical aid, or any Medicaid payments in this account. If your entity has not received any grant payments, please enter zero in this account.

If an amount greater than zero is entered into this account, users will be required to complete two addenda. The addenda are located in the "Addenda, Errors, and Warnings" link on the "Addenda" tab.

Main Menu Enter/Edit Data Errors Addenda Data Reports Submit Report Help

Click the Enter box next to the addendum you wish to enter.

	Description
Enter	Special Education Grant Payments Sent To Other Entities
Enter	Special Education Grant Payments Received From Other Entities
Enter	Grant Payments Received Expenditure Breakdown
Enter	Wisconsin Act 221
Enter	School-Age Parent Pupil Count

Special Education Grant Payments Received From Other Entities: To access the addendum, click on the "Enter" box. Once in the addendum, the amount of total grant payments received from other entities entered on the "Enter/Edit Financial Data" link is displayed on the screen so that users can match the total amount with the detailed amounts identified by entity. To enter a specific entity, go to the yellow "Choose Entity" box and drop down the list of available entities. Select the appropriate entity. Select "Other" if the payer is not a school district, CESA, CCDEB or 2R charter school. Once selected, the user will see a yellow box appear in the "Amount" column. Enter the amount received

Drop down the list and select the needed entity. If not another school district, CESA, CCDEB, or 2R Charter School, select "other."

Choose Entity: Abbotsford (0007) Save Data

History	Account	Description	Amount
View	GPI-000000-000-000	Total Grant Payments Received from Other Entities	
View	GPI-999000-000-000	Total of Grant Payments Received from Entities Listed on this Page	
View	GPI-999999-000-000	Grant Payment Received from:	500

Save Data

After entering the amount for the selected entity, click "Save Data."

A running total of the detailed entity amount is displayed in the GPI.999000.000.000 account so that users can easily see if the detailed entity total matches the total entered on the GPI.000000.000.000 summary account.

Choose Entity: Choose Entity

Save Data

History	Account	Description	Amount
View	GPI-000000-000-000	Total Grant Payments Received from Other Entities	$500.00
View	GPI-999000-000-000	Total of Grant Payments Received from Entities Listed on this Page	$500.00
View	GPI-999999-000-000	Grant Payment Received from: (0007) Abbotsford	$500.00

Save Data

The addendum is balanced when the first two account numbers are equal.

As part of the annual report auditing, DPI will ensure that the amount a paying entity reports in account GPO.000000.000.000 (grant payment out) equals the amount the receiving entity reports in their GPI.000000.000.000 (grant payment in). To assist entities in reconciling, a special report has been created in the "Financial Data Reports" link titled "Reconcile Grant Payments" that will display the various payments and receipts as well as identify whether or not the amounts equal.

Grant Payments Received Expenditure Breakdown: This intent of this addendum is to identify the associated expense funded by the grant money. This addendum is generated when an amount greater than zero has been entered into the "Grant Payments Received from Other Entities" (GPI) required account or projects 315, 317, 515 or 517. To access the addendum, click on the "Enter" box. Once in the addendum, the amount of total grant payments received from other entities entered on the "Enter/Edit Financial Data" link is displayed on the screen so that users can match ount with the receipt breakout by account.

GPI.000000.000.000 is pulled into this addendum from the "Enter/Edit Financial Data" link.

The total of the 27S, NFS, and 27D accounts must equal the amount in the GPI.000000.000.000 account.

History	Account	Description	Amount
View	GPI-000000-000-000	Total Grant Payments Received from Other Entities	$500.00
View	27S-000000-000-315	Special Summary of All Project 315's	
View	27S-000000-000-317	Special Summary of All Project 317's	
View	27S-000000-000-515	Special Summary of All Project 515's	
View	27S-000000-000-517	Special Summary of All Project 517's	$250.00
View	NFS-000000-999-998	Flat Rate Open Enrollment Tuition	
View	NFS-000000-999-999	Expense in a Fund Other Than 27	
View	27D-152000-000-011	Early Childhood-not provided-Object 000 test dcp-Project Added to differentiate question numbers	
View	27D-156100-000-011	Function 156xxx Description-Hearing Impaired and Deaf/Blind-Object 000 test dcp-Project Added to differentiate question	

If the expense funded by the grant money is in a project code 011, then the user should identify the specific function associated with the project code 011. If the expense funded by the grant money is in a project code 019, then the function is not relevant and the amount can be placed in one account, 27D.999999.999.019. Sometimes the expense funded by the grant money is not accounted for in fund 27. In this instance, the amount should be identified in the NFS.000000.999.999.

Project codes 315, 317, 515, and 517 by definition mean that the associated expense has been funded by grant money. The program will automatically pull in the total expense amounts

associated with these project numbers from the data entered in the "Enter/Edit Financial Data" link. If expense amounts in these project numbers or in the Grant Payments In (GPI) account are in error, the amounts can only be changed in the "Enter/Edit Financial Data" link. Once changed, the new amounts will automatically display in the addendum.

To complete the addendum, the account breakout must equal the amount in the GPI.000000.000.000 (grant payment in) summary account.

NOTE: Amounts entered on the GPREB addendum for pupil services functions 212000, 213000, 214000, and 215000 will be checked against the Act 221 Addendum. See the "Reporting Aidable Cost for Certain Pupil Service Positions" section.

Cost-Reimbursement vs. Lump Sum Grants

IDEA flow-through and preschool grants are current year reimbursements of specific, budgeted costs, so grant reconciliations of those funds should match dollar-for-dollar between the paying and receiving LEAs. However, some discretionary grants are lump sums for completion of a contract or fulfillment of specific performance indicators. Many discretionary grants via CESA are of the latter type.

An LEA is only required to offset their actual expenditures related to a particular grant as a deductible receipt. If the grant is a lump sum greater than the actual expenditures, the difference between the actual and the lump sum is not a deductible receipt. This difference is reported on the GPREB addendum on the "Expenditure in a Fund Other than 27" line.

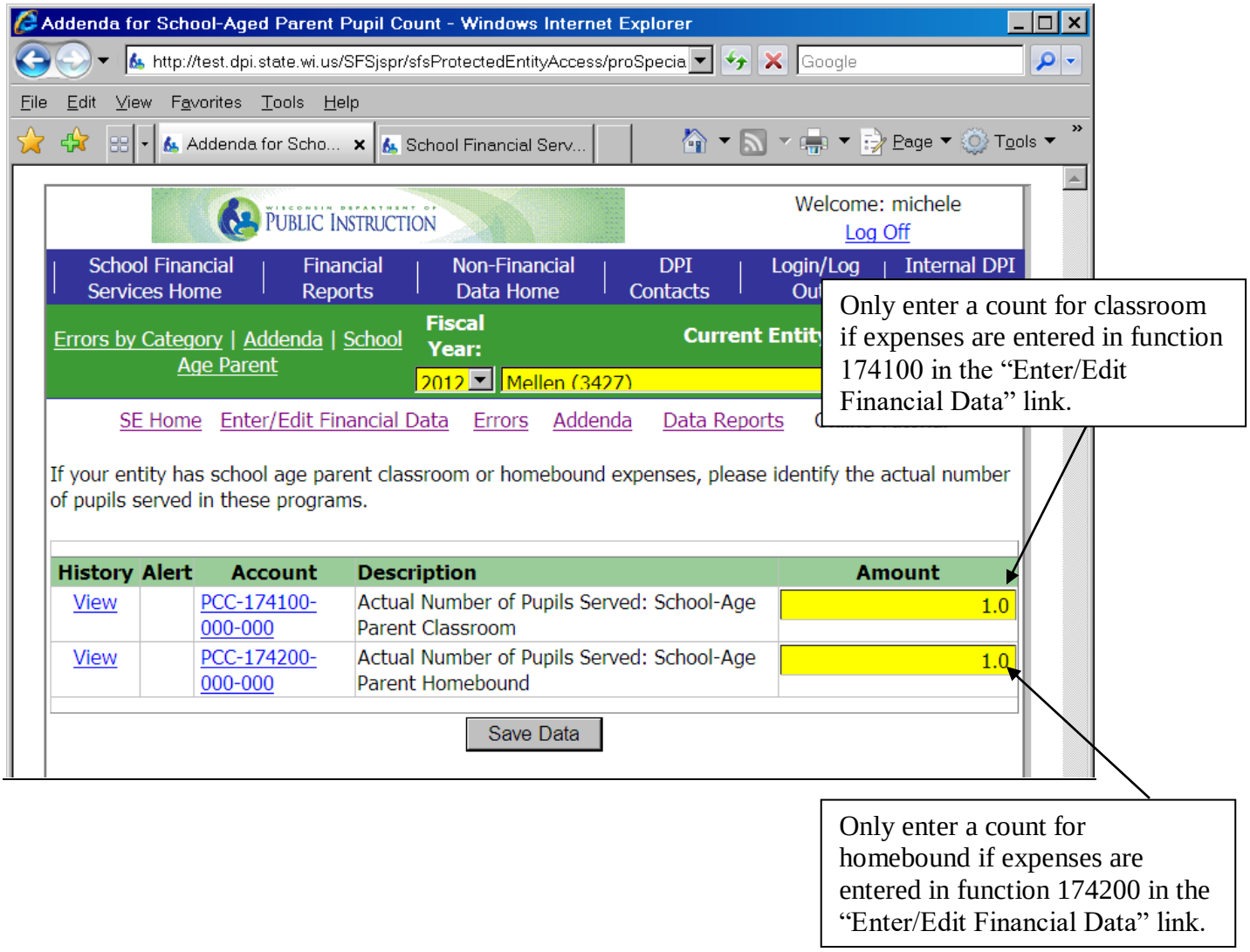
Reporting School Age Parent Programs

Some entities offer either school age parent classroom (SAPC) or school age parent homebound (SAPH) programs. If an entity reports an amount in function 174100 (sapc) or 174200 (saph) on the "Enter/Edit Financial Data" page, additional reporting is required. An addendum will be created on the "Addendum" tab in the "Addendum, Errors, and Warnings" link.

On the addendum tab, users should click the "Enter" button next to the words "School Age Parent Pupil Count." Once in this addendum, the user should identify the number of school age parent pupils served in either the classroom or homebound program. After entering the pupil count numbers, click on the "Save" button.

If the user reports an amount in function 174100, the user must enter the number of pupils served in the classroom program or the report will generate an error. Having an expense implies that pupils were served.

If the user reports an amount in function 174200, the user must enter the number of pupils served in the homebound program or the report will generate an error. Having an expense implies that pupils were served.



Reporting Aidable Cost for Certain Pupil Service Positions

Wisconsin Act 221 identifies the maximum amount salary/benefits an entity is allowed to claim for state special education categorical aid for social worker, guidance counselor, nurse, and psychologist positions.

The information entered into the Wisconsin Act 221 Addendum is used to calculate the maximum amount that should be accounted for in fund 27, project code 011. In order to assist districts in determining this amount, a spreadsheet has been created that will calculate the amount. This worksheet is available at http://sfs.dpi.wi.gov/sfs_se_report.

Entities are required to fill out an addendum to report the information needed to calculate aidable cost for social worker, guidance counselor, nurse, and psychologist positions. On the addendum tab, users should click the "Enter" button next to the words "Wisconsin Act 221."

Main Menu Enter/Edit Data Errors Addenda Data Reports Submit Report Help

Click the Enter box next to the addendum you wish to enter.

	Description
Enter	Special Education Grant Payments Sent To Other Entities
Enter	Special Education Grant Payments Received From Other Entities
Enter	Grant Payments Received Expenditure Breakdown
Enter	Wisconsin Act 221
Enter	School-Age Parent Pupil Count

Districts enter data in a maximum of four boxes for each type of position. Districts are asked to input the salary and benefit expenses for only those individuals in positions that require appropriate social worker, guidance counselor, nurse (RN), and psychologist licenses.

History	Alert	Account	Description	Amount
View		NFS-212000-000-000	Identify the salary and benefit expense accounted for in function 212000 from ALL funds for staff needing a license #50 broken down into one of the following three categories. Do not include the same expense in more than one category.	$211,603.97
View		NFS-212000-000-001	Funded with non-grant (local) dollars	$111,603.97
View		NFS-212000-000-002	Funded with grant dollars awarded to you.	$75,000.00
View		NFS-212000-000-003	Identified on the "no valid license list."	$0.00
View		NFS-212000-000-004	Funded with grant dollars awarded to another LEA and paid to you.	$25,000.00

The total of these four boxes should equal the total salary/benefits, not just the fund 27 share.

This box does not include just the fund 27 share nor should it include the salary/benefit expense for positions that do not require licensure such as administrative assistants or health aides that don't require an RN's license.

Funded with non-grant (local) dollars: The amount entered in this box should total the salary and benefits funded with local dollars. Again, this does not mean just fund 27. It is any portion of the individual's salary/benefits that are funded with local dollars in any fund.

Funded with grant dollars awarded to you: The amount entered in this box should total the salary and benefits funded with grant dollars awarded to your agency. Again, this does not mean just fund 27. It is any portion of the individual's salary/benefits that are funded with grant dollars in any fund. **State special education categorical aid is not considered "grant" money.**

Not holding a valid license for the assignment: The amount entered in this box should total the salary and benefits for the individual(s) that the LEA knows are not properly licensed for the assignment. Dollar amounts for individuals that don't require a license such as administrative assistance would not be included on this line or any other line in the addendum.

Funded with grant dollars awarded to another LEA and paid to you: The amount entered in this box should total the salary and benefits funded with grant dollars awarded to another LEA and paid to your agency (e.g. another district buying psychologist's time with IDEA flow-through dollars). Again, **state special education categorical aid is not considered "grant" money.**

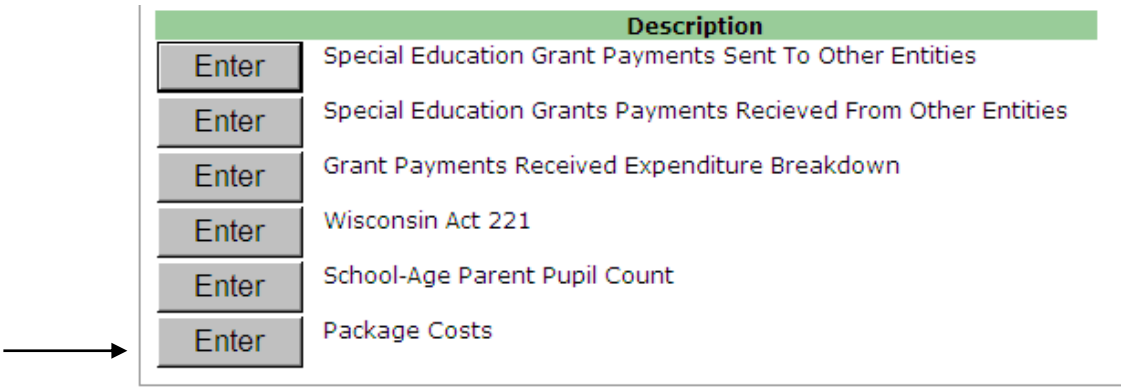
The total amount of these four boxes should be the total salary and benefits for all the positions that require these licenses regardless of fund.

Reporting Aidable Cost for Package Programs (CESAs & CCDEBs)

Package programs are the result of a contract between a CESA or CCDEB and a district. In a package program, the district acts as a "host" district, hires the employee, and pays all the salary and benefits. The CESA or CCDEB reimburses the "host" district in full for the cost of the salary and benefits. The CESA or CCDEB is then responsible for claiming the aidable cost related to the salary/benefits paid by the "host" district and reimbursed by the CESA/CCDEB.

To reimburse the "host" district, the CESA would use the appropriate account number ending with a project code 091 in the "Enter/Edit Financial Data" link. To reimburse the "host" district, the CCDEB would use the appropriate account number ending with a project code 092 in the "Enter/Edit Financial Data" link. If an amount greater than zero is entered in project code 091 or 092, an addendum is created titled "Package Costs."

On the addendum tab, users should click the "Enter" button next to the words "Package Costs."



To enter a specific entity, go to the yellow "Choose Entity" box and drop down the list of available entities. Enter the amount of aidable cost for the chosen entity by the appropriate function in the yellow boxes. After entering all amounts, click the "Save Data" button.

Drop down list of entities and select the needed entity.

Detail by Entity | Summary

Choose Entity: Abbotsford (0007) Save Data

History	Account	Description	Amount
View	27P-152000-000-011	Package Cost of Early Childhood Expenses for Entity:	
View	27P-156100-000-011	Package Cost of Hearing Impaired and Deaf/Blind Expenses for Entity:	
View	27P-156200-000-011	Package Cost of Homebound Expences for Entity:	
View	27P-156600-000-011	Package Cost of Speech Language Expences for Entity:	
View	27P-156700-000-011	Package Cost of Visually Impaired Expenses for Entity:	

Enter the amounts for the entity by function number and click "Save Data."

On the detail tab, you can see amounts by entity. The "Summary" tab allows you to see all amounts entered for all entities summarized by account number. The total amount of account number 27.H.000000.000.000 on the summary tab should be equal to the amount of expense entered in either project code 091 (CESA) or project code 092 (CCDEB) in the "Enter/Edit Financial Data" link.

The amount in the 27.H.000000.000.000 should equal the amount in project code 091 (CESA) or 092 (CCDEB) on the "Enter/Edit Financial Data" link.

Detail by Entity | Summary

History	Account	Description	Amount
View	27H-000000-000-000	Total of Package Costs	$14,000.00
View	27H-152000-000-011	Total Package Cost of Early Childhood	$1,000.00
View	27H-156600-000-011	Total Package Cost of Speech Language Expences	$5,000.00
View	27H-158000-000-011	Total Package Cost of Combined Cost Reporting Expenses	$8,000.00

Financial Data Reports

Various reports automatically create as data is entered in the "Enter/Edit Financial Data" link and the various addenda. To access these reports, users should navigate to the "Financial Data Reports" link.

The following entity specific reports are available and may be accessed by simply clicking on the appropriate link. The report will display on the screen and may be printed or exported to other software programs.

Title	Description
Reconcile Grant Payments	Report to help reconcile grant payments made between organizations
PI-1505-SE Reported Values	Values Reported in the PI-1505-SE (Annual Special Ed Report)
PI-1505-SE Expenses By Project	Expenses Reported in the PI-1505-SE (Annual Special Ed Report) by project number.
Reconcile PI-1505-SE to PI-1505	Report to help reconcile PI-1505-SE to PI-1505
PI-1505-SE Aid Estimate	This is an AID Estimate calculation based on the information Entered in the PI-1505-SE
Act 221 Reconciliation for PI-1505-SE	Wisconsin Act 221 Calculation and Comparison to SAFR expenditures

PI-1505SE-Reported Values: This report simply displays all the data entered in the "Enter/Edit Financial Data" link and the various addenda.

PI-1505SE-Expenses by Project: This report simply displays all the expenses entered in the "Enter/Edit Financial Data" link by project number.

Reconcile PI-1505SE to PI 1505: This report displays any discrepancies between amounts reported in the PI 1505 SE as compared to the full SAFR PI 1505 annual report. Since the PI-1505SE annual report is a subset of the full PI 1505 SAFR annual report, amounts should match between the two reports. The discrepancies between the two reports will only display in the special education annual report. No errors will be created in this report. The errors will actually display in the full SAFR annual report, and the full SAFR annual report may not be submitted until all discrepancies (errors) are resolved.

Reconcile Grant Payments: This report compares and displays the amount of grant payments other entities reported paying to your entity with what you reported receiving from other entities as identified in the following accounts.

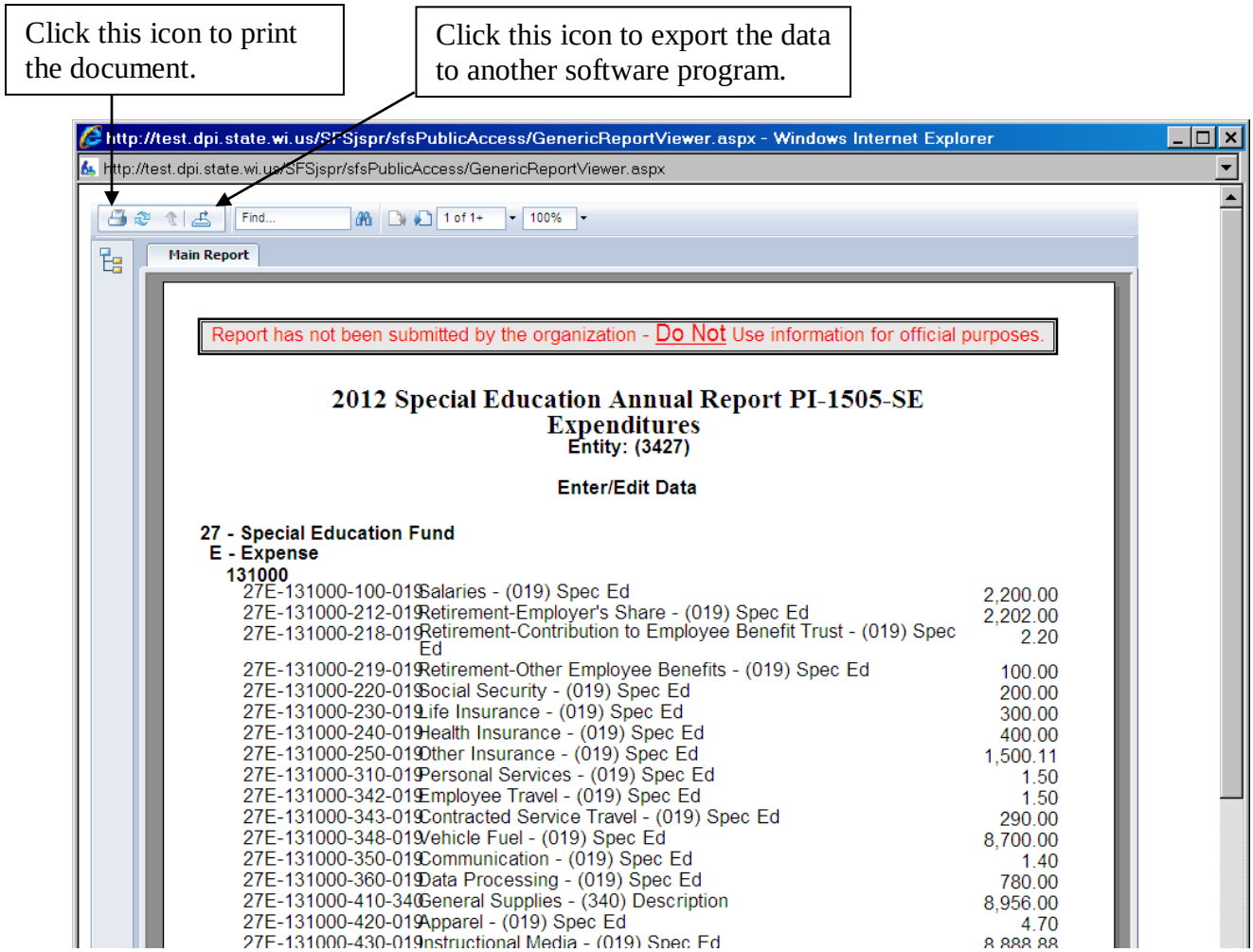
GPO.000000.000.000 (Grant Payment Out As Identified by Other Entities)
GPI.000000.000.000 (Grant Payment In as Identified by Your Entity)

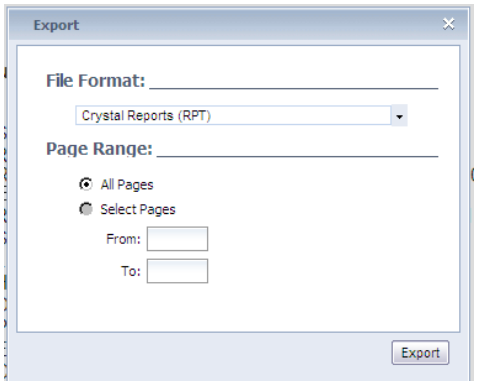
These two amounts should equal. Although an error is not created in the actual report, all discrepancies need to be resolved prior to the completion of DPI's internal report review.

PI-1505-SE Aid Estimate: This report calculates and displays a state special education aid estimate based on data entered in the "Enter/Edit Financial Data" link. The calculated amount is just an estimate and does not include any adjustments that may occur as a result of auditing the data.

To print the report, click on the printer icon located in the task bar located above the report. A window will appear that will walk you thru the print process. If a window does not appear, pop-up windows are being blocked on your computer and must be "unblocked" before you may continue thru the print process. Contact your local technical support if assistance is needed with pop-up windows.

To export the data, click on the export icon located in the task bar right above the report. A window will appear to walk you through the export process. You will identify the software program from the format drop down list and then click "ok." You will then be asked to either open or save the report. If a window does not appear, pop-up windows are being blocked on your computer and must be "unblocked" before you may continue thru the export process. Contact your local technical support if assistance is needed with pop-up windows.





If you don't see a pop-up window after clicking on the "print" or "export" icon, pop-up windows are being blocked. If assistance is needed in unblocking pop-ups, contact your local technical assistance.

After all data has been entered, warnings have been reviewed, and errors have been resolved, users must submit the report. To submit the report, users should navigate to the "Submit and Signoff" link. After clicking on the "Submit" button, users will see that the report status will show as "submitted" with a submission date and time.

Special Education Report Submission and Sign-Off

Clicking the "submit" button is certification that this data is accurate and complete to the best of your knowledge and belief. Your entity will not receive a separate certification page requiring signatures from the District Administrator and Board Clerk. Instead, this report is considered a "subset" of the full Annual Report and is covered by the signed certification page from the full Annual Report.

Certification Statement:

I certify that the data submitted on this report is, to the best of my knowledge and belief, accurate and complete.

Number of Errors: 0 **Number of Warnings:** 0

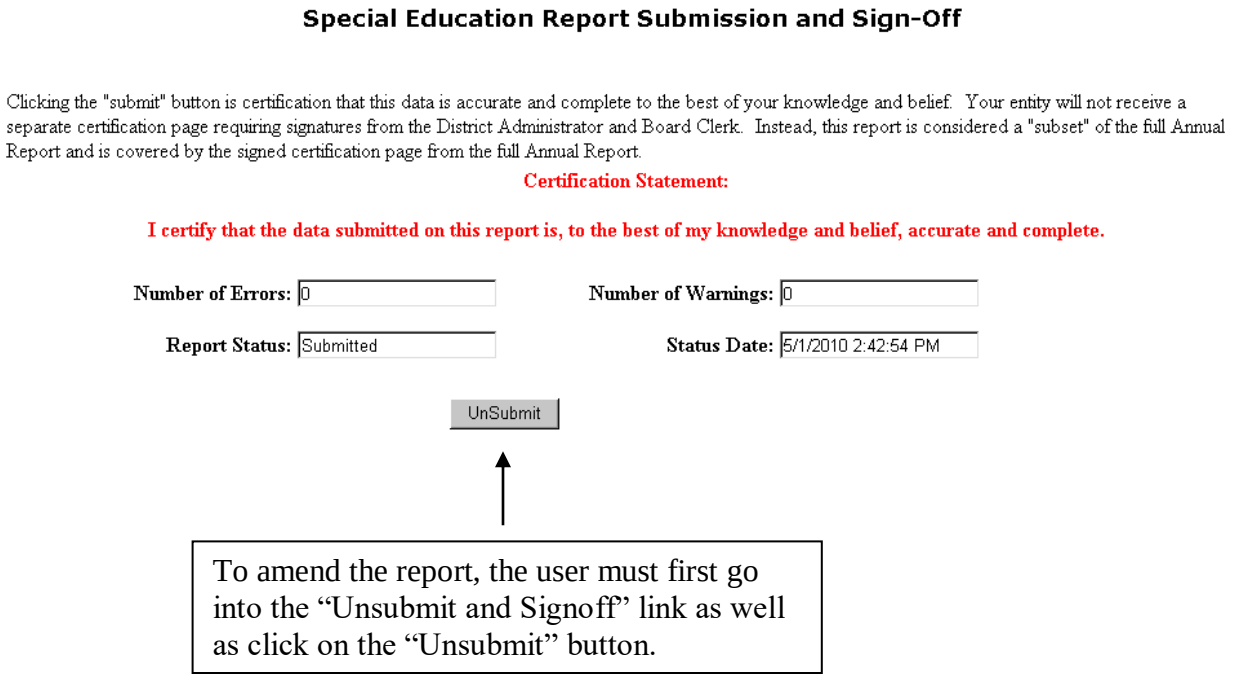
Report Status: **Status Date:**

Submit

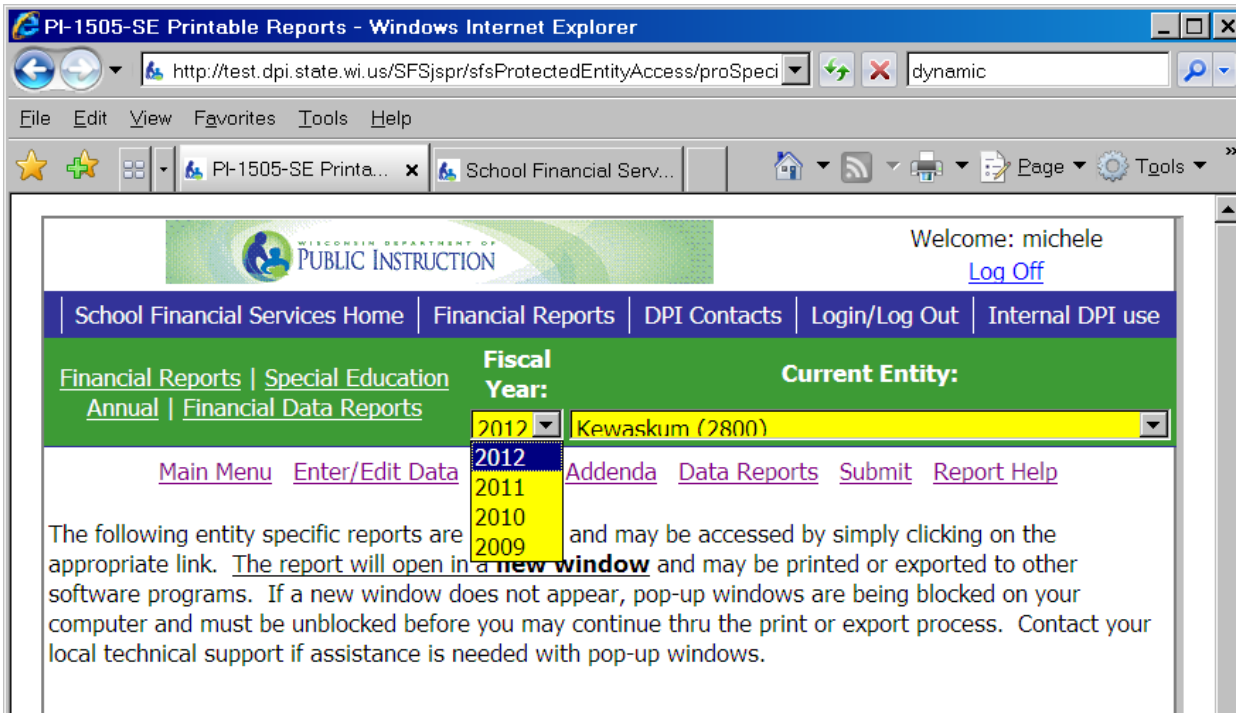
The submit button is only available if the error count is zero. Once the submit button is pushed, the report status of "submitted" and the date/time will be displayed.

Amending the Report

All data amendments are made online. Users will need to first unsubmit the report by clicking on the “Unsubmit Report” link and clicking on the “Unsubmit” button. After amending the data, users should resubmit the report by clicking on the “Submit and Signoff” link and clicking on the “Submit” button.



To amend the report, the user must first go into the “Unsubmit and Signoff” link as well as click on the “Unsubmit” button.

Viewing Previous Fiscal Year Data

Users may view prior year PI-1505SE reports. While logged in, the user can simply drop down the list of available years and select the desired year. The user will also need to click on the "Special Education Annual Report" link on the left-hand side of the screen in order access the selected year's actual report.