2018 Duplicate Count
Webinar

School Auditing Office

Agenda

- Overview/Process
- Syncplicity Folder
- Documentation
- Funding/Edit Checks
- Preparation
- Resources
- Contact Information
- Questions

Overview

Each year Colorado public school districts participate in the Student October Count data submission.
Information submitted by districts during this process is used to determine each district's Total Program and per pupil funding.

Overview

In order to ensure that funding for a given student does not exceed the maximum allowable level, the School Auditing Office, with the help of the CDE Data Services Office, conducts the Duplicate Count prior to finalizing the Student October Count data.

Process

- The duplicate count process starts once all districts have submitted their Student October Count Snapshot.

- After all Snapshots have been submitted, Data Services runs the duplicate count process which includes generating the "Audit Exception Report".

  - This report indicates, for each district, which of their funded students are also being submitted for funding by another district AND the total funding for the student (by both districts) exceeding the allowable amount

Process

- Once the duplicate count process is ran, districts with students on the "Audit Exception Report" will receive an email instructing them to access their report from Cognos.

- Districts will then be required to submit all audit documentation to the School Auditing Office as outlined in the Student October Count Audit Resource Guide for students who appear on this report.

- Documentation will need to be uploaded to the district's audit Syncplicity folder.

Process

- The School Auditing Office will then review all documentation provided for each student to determine which district is entitled to submit the student for funding, and at what level.
  - The School Auditing Office will notify each district as to the duplicate count findings (decisions will be uploaded to the district's Syncplicity audit duplicate count subfolder)
  - Data Services will unlock the Snapshot for any district needing to change their data per the duplicate count findings

- Districts will then need to:
  - Make the appropriate adjustments to their interchange files **AND**
  - Regenerate their Student October Count Snapshot **AND**
  - Re-submit their Snapshot

Audit Exception Report

- **2** Sections
    - Summary of Pupils Being Reported by Another District: Funding Duplicates
        - Must submit documentation to the School Auditing Office for these students

    - Summary of Pupils Being Reported by Another District: PAI Duplicates
        - Do <u>not</u> submit documentation to the School Auditing Office for these students
        - Student has been reported by a BOCES with an 01-08 pupil attendance information (PAI) code and by a district with an 01-08 PAI code. You may want to change student PAI code to 31 or 33

    - REMOVED- Summary of Pupils Being Reported by a Facility
        - This section has been removed from this report. Any student who appears as a duplicate with a facility will be flagged and reviewed at the time of audit. Districts should ensure that they are not including facility students for funding for whom the district is not paying for the basic educational services (most districts are only paying for special education services which the districts receive funds for through the Special Education December count).

Audit Syncplicity Folder

- All duplicate count documentation <u>must</u> be provided to the School Auditing Office securely via Syncplicity
  - Deadline is Tuesday, November 13, 2018 at 5pm (Data Services will send out an email if this deadline is adjusted for any reason)
  - Duplicate Count documentation will <u>NOT</u> be accepted via email, USPS or hand-delivery
    - Emails containing PII will be deleted immediately

- All duplicate count audit documentation must be uploaded to the "Duplicate Count" subfolder found within the district's main audit folder.
  - Failure to do so may result in your district not being able to include the listed students for funding in your 2018 Student October Count.

- If you do not already have access to this Syncplicity folder, please email the School Auditing Office at: audit@cde.state.co.us
  - In the subject line of the email, please include your:
    - District Number
    - District Name
    - "Duplicate Count Contact"
      - Example: 0000_Test District_Duplicate Count Contact

Audit Syncplicity Folder

- An audit Syncplicity folder has been created for each district.

- The naming convention for these Syncplicity Folders are as follows:
  - District Number_District Name_Audit_FAST
    - For example: 0010_Mapleton 1_Audit_FAST

- These Syncplicity folders have the following subfolders:
  - At-Risk
  - Audit Report
  - Duplicate Count
  - Pupil Count
  - Transportation_CDE40

Audit Syncplicity Folder

📁 0000_Test District_Audit_FAST

All Files ▸ **0000_Test District_Audit_FAST**

Name ▲
📁 At-Risk Count
📁 Audit Report
📁 Duplicate Count
📁 Pupil Count
📁 Transportation_CDE40

Documentation

- For each student included on the "Audit Exception Report", the district will need to upload all necessary documentation for the School Auditing Office to confirm eligibility. This includes, but is not limited to:
  - District/School/Program Calendar
  - School/Program Bell Schedule
  - Household Demographic Printout (from SIS)
  - Enrollment History
  - Attendance Verification
  - Student Schedule
  - Additional documentation, as applicable (i.e., corresponding Student/Course Type/Scenario)
    - Please refer to the "Student October Count Audit Resource Guide" for specific documentation requirements

Documentation

- When submitting duplicate count documentation, <u>you must upload one document per student</u> (this document can be multiple pages) with the following naming convention:

    - District Number_SASID_Student Last Name_Student First Name
        - Ex: 0010_9999999991_Smith_John

    0010_9999999991_Smith_John.pdf

Documentation

- In the event your district concedes funding for a student, you must include a document for that student with the following naming convention:

    - District Number_SASID_Student Last Name_Student First Name_Concede
        - Ex: 0010_9999999992_Smith_Jane_Concede

    PDF 0010_9999999992_Smith_Jane_Concede.pdf

    - This document can be "blank".

Total Funding Allotment

- During the Student October Count data submission process, districts can submit students with the following funding codes:
  - Full-Time funding (1.0 FTE)
    - Funding Codes 64, 80, 81, 91 or 92
  - Part-Time funding (0.5 FTE)
    - Funding Codes 82, 83, 84, 85, 94 or 95
  - No funding (0.0 FTE)
    - Funding Codes 86, 87, 89, 96

- Edit checks are in place to ensure that a given district does not submit an individual student for a funding level that is not allowed per statute.

Total Funding Allotment

- In general, the following rules apply <u>UNLESS</u> a given student meets specific exception criteria which would allow for more/less funding:

  - Students in grades 1-12 not to exceed a total of 1.0 FTE
  - Home school students (regardless of grade level) not to exceed a total of 0.5 FTE
  - Kindergarten students not to exceed a total of 0.5 FTE
  - Preschool students are not allowed to be submitted for funding unless they are funded with a CPP slot or have an IEP (usually not to exceed 0.5 FTE)

Total Funding Allotment

In order to ensure that the allowable funding is not exceeded <u>when a given student is submitted for funding by multiple districts</u>, the following criteria/edit checks will result in a student being included in the duplicate count process:

Edit Checks

- Students, in any grade level, who are submitted for more than a total of 1.0 FTE

- Kindergarten students who are submitted for more than a total of 0.5 FTE, when at least one district has submitted the student for a minimum of 0.5 FTE

- Home school students who are submitted for more than a total of 0.5 FTE (as identified by any district who has reported the student with a Home Based Education Flag code of "1")

- Preschool students who are submitted for more than a total of 0.5 FTE, when at least one district has submitted the student for a minimum of 0.5 FTE

Preparation

Because the turn-around time for providing duplicate count documentation is very short:

- Districts are encouraged to monitor the Cognos report titled "Summary of Pupils Being Reported by Another District" report.
  - Contact other district (if appropriate)
  - Begin gathering electronic documentation evidencing eligibility

- This report provides a list of students who are being reported by (1) another district, (2) another District and a BOCES and/or (3) a Facility

- Keep in mind that this report is limited as it only includes students reported by districts that have generated a Snapshot, and will only include students who are "error free".

Consideration

When a district is trying to decide whether it is eligible to include a student for funding, the following information should be considered...

Consideration

In the event a student meets the funding criteria at multiple districts, and each district is using a different count date, the following is the general count date "hierarchy" that is used to determine which district is eligible to submit the student for funding:

1. District using the official pupil enrollment count date (10/3)

2. District using an approved alternative count date (either before or after the official pupil enrollment count date)

3. District who has a student who transfers in during the count window from another Colorado public school district after the pupil enrollment count date

4. District who has a student who transfers in during an alternative count window from another Colorado public school district after the alternative count date

Whenever possible, districts should try to resolve duplicate count issues related to count date/enrollment prior to the duplicate count process.

Official Count Date Takes Precedence

Districts using the pupil enrollment count date (10/3) will always have precedence over those that are using an alternative count date (whether the alternative count date comes before or after the pupil enrollment count date).

- *This is also true of districts using the alternative Preschool Count Date of Nov. 1- the pupil enrollment count date takes precedence*

Example:

- Student meets all funding requirements at District A who used the pupil enrollment count date (10/3)

- Student also meets all funding requirements at District B who used an alternative count date (10/11).

- In this instance, District A is allowed to count the student for funding.

Transferring on the Pupil Enrollment Count Date

If a transferring student meets the attendance criteria on the count date at multiple districts (assuming they are all using the same count date), the receiving district is eligible to submit the student for funding.

Example:

- Student was enrolled and attended at District A in the morning on the pupil enrollment count date (10/3).

- The student then transfers to District B and attended in the afternoon on the pupil enrollment count date (10/3).

- Even though the student met all funding criteria at both schools on the pupil enrollment count date, District B (the receiving district) is allowed to count the student for funding.

Two Districts with Approved Alternative Count Dates

If a student meets all funding requirements at two different districts who each had an approved alternative count date, then the receiving district is eligible to include the student for funding.

Example:

- District A had an approved alternative count date of 9/21

- District B had an approved alternative count date of 10/5

- The student was able to meet the funding criteria at each district because the student transferred on 9/26 from District A to District B.

- Even though funding criteria were met at both districts, District B (the receiving district) is allowed to count the student for funding.

Preschool/Kindergarten Students Enrolled Simultaneously in Multiple Districts

In the event a preschool or kindergarten student is attending two districts part-time simultaneously, and both districts are using <u>the same count date</u>, then:

- The district of primary residence is allowed to submit the student for funding

If parents share joint custody (half time with each parent) and there is no parenting agreement that would indicate which parent is considered the custodial parent for educational purposes only, then the district at which the student was first enrolled would be eligible for funding.

Preschool/kindergarten students can only be funded with a full-day program-experience at one location.

Home School Student Enrolled Simultaneously in Multiple Districts

If a home school student is taking supplemental courses simultaneously at two separate districts (who have the same count date), AND meets the part-time funding criteria at both, the district of primary residence is allowed to submit the student for funding.

In the event neither district is the district of primary residence, then both districts should submit documentation for consideration during the duplicate count process.

If a student is enrolled full-time in an approved Colorado public online school or program, the district of residence is not obligated to provide supplemental educational opportunities to that student. Such decisions are left up to each individual district.

So...

- If a student has been enrolled in both schools (online and brick and mortar) for the <u>entire school year</u>, and <u>continues to be enrolled in both beyond the count date</u>, then...
  - If the online school is providing a full-time educational program, and the brick and mortar is providing a part-time educational program, it is likely that the online school would be allowed to submit the student for full-time funding.

When in doubt, both districts are encouraged to submit documentation during the duplicate count.

Students Transferring In-State into a District After the Pupil Enrollment Count Date

Students transferring from one Colorado public school district to another after the pupil enrollment count date, but during the count period, are only eligible for funding at the receiving district _if the student did not meet the funding criteria at the sending district._

For more transfer scenario information and examples, please refer to the Transfer Students (Enrollment Exceptions) section and Appendix D of the Student October Count Audit Resource Guide

http://www.cde.state.co.us/cdefinance/studentoctobercountauditresourceguide2018

Consideration

If districts are unable to come to a resolution regarding who is eligible to submit the student for funding, then both districts are encourage to submit documentation during the duplicate count process for funding consideration.

Facility Students- Clarification

Funding for Approved Facility students

- Approved facility schools receive funding from CDE that is allocated through the legislative process.

- They bill only for the days the student attends their school and are paid monthly through the School Finance Office.

- They do not receive any funding from Student October

Facility Students- Clarification

What are districts paying for?

- Typically a school district is paying Tuition Cost for special education services for students with IEPs.

- It is very rare that a district would be paying for a general education student to attend a facility school.

- There is a contract between the district and the facility school for every student who attends the facility school and within that contract it states what the district is paying for.

Facility Students- Clarification

If the district is paying for the basic (general) education services for a student, the district can submit the student for funding in Student October. This is in addition to any tuition costs the district is paying for special education services and should be stated clearly in the contract between the district and the facility school.

If the district is only paying for special education services, then the district **cannot** submit the student for funding in Student October.

The funding for special education services comes through December Count.

Facility Students- Clarification

Short - Term Placements

If a district has a student who is placed <u>short-term</u> in a facility, the district may be able to include the student for funding if <u>all</u> of the following criteria have been met:

- Student established attendance with the district during the current school year prior to the pupil enrollment count date <u>AND</u>
- Student was still enrolled with the district as of the pupil enrollment count date <u>AND</u>
- Student had a schedule with the district that supported funding eligibility as of the pupil enrollment count date <u>AND</u>
- Student resumes attendance with the district within 30 days following the pupil enrollment count date

Duplicate Count Resources

For more information regarding the duplicate count process, please visit the School Auditing Office Duplicate Count webpage:

http://www.cde.state.co.us/cdefinance/duplicatecount

Webpage

School Auditing Office

Audit Process
At-Risk / Free Lunch Count
Pupil Count
    Duplicate Count
Transportation
Training Schedule
Contact Us

Capital Construction

Grants Fiscal

School Nutrition (OSN)

School Transportation

Calendar

Contact Us

Home / School Auditing Office / Pupil Count

Duplicate Count

Overview

Each year Colorado public school districts participate in the Student October Count data submission to the Colorado Department of Education. Information included in this data submission is used to determine each district's Total Program and per pupil funding.

⚠ **Duplicate Count Training**

During the data submission, districts are permitted to submit students with the following funding codes:

- Full-Time Funding (1.0 FTE)
  - Funding Codes 64, 80, 81, 91, or 92
- Part-Time Funding (0.5 FTE)
  - Funding Codes 82, 83, 84, 85, 94, or 95
- No Funding (0.0 FTE)
  - Funding Codes 86, 87, 89, or 96

In general, the following rules apply **UNLESS** a student meets specific exception criteria which would allow for more or less funding as outlined in the Student October Count Audit Resource Guide:

- Students in grades 1 through 12 are not to exceed a total of 1.0 FTE
- Home-school students (regardless of grade level) are not to exceed a total of 0.5 FTE
- Kindergarten students are not to exceed a total of 0.5 FTE
- Preschool students are not allowed to be submitted for funding **UNLESS** they are funded with a CPP slot or are receiving services under an Individualized Education Program, or IEP (usually not to exceed 0.5 FTE)

Edit checks are in place to ensure that each district does not exceed the allowable funding for an individual student as describe above. In order to ensure that the allowable funding as outlined in statute is not exceeded for any given student across the state of Colorado, the School Auditing Office conducts the duplicate count process prior to finalizing all Student October Count data. For any student that appears in the duplicate count process, districts must submit documentation to the School Auditing Office for funding consideration. Failure to do so will likely result in the district being required to change the student's reported funding level.

Presentations 🎤

Resources 📋

Contact Us

School Auditing Office

Email: audit@cde.state.co.us

Website: http://www.cde.state.co.us/cdefinance/auditunit

Rebecca McRee, Audit Supervisor

mcree_r@cde.state.co.us