

# IDEA Budget and Expenditures System

Colorado Department of Education  
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## CDE Single Sign-On

- Single Sign-on (SSO) is a process that allows users to access CDE applications that are approved and have been integrated into CDE Identity Management system.
- To gain access using the single sign-on (SSO) for the IDEA system please contact the Local Access Manager (LAM) for your district.
- LAMs are responsible for administering access to CDE systems. This includes assisting users with their account issues, such as password resets and the lifecycle of user accounts within the organization.

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**CDE Identity Management Applications**

- Colorado Education Data Analysis & Reporting System (CEDAR)
- Colorado Growth Model
- Colorado Adult Education System for Accountability and Reporting (CAESAR)
- Statewide Standard Course Codes System (SSCC)
- Grant Payment System (GPS)
- IDEA Budget and Expenditures System
- Facility Schools Student Data System

**Frequently Asked Questions**

- Family Educational Rights and Privacy Act (FERPA)
- LAM Service Request for Assistance**
- BOCES Agreement
- I Forgot My Password
- Access Management
- Executive Director Registration
- Acceptable Use Policy

**Colorado Department of Education Identity Management**

Since November 2008, CDE has been working on a new Identity Management process that will simplify and streamline the user login process for CDE data systems and enhance security to student-level data. The first phase of the project has involved completing analysis to support a Single Sign-on / Delegated Administration model. This includes drastically reducing the manual effort currently required by districts and CDE resources to assign user ids and passwords by automating the user registration, approval, and password reset processes, and providing districts and administrative units with the ability to maintain users via a Delegated Administration model.

The following training modules are now available to assist the local school districts with the Identity Management implementation.

- [Module 1 - Overview](#)
- [Module 2 - Registering the User Manager](#)
- [Module 3 - Setting up Local Access Managers](#)
- [Module 4 - Creating Users](#)
- [Module 5 - Deactivating Users](#)

Any questions or comments on the organization or operation of this site? [Please contact the CDE Identity Manager](#). Last modified: August 12, 2011  
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<https://cdeapps.cde.state.co.us/index.html>

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**Colorado Department of Education - Single Sign-On**

Username:

Password:

[I forgot my password](#)

WARNING: This computer system may be accessed only by authorized personnel and used only for official state business. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. Inappropriate use may subject violators to criminal, civil, and/or administrative action. All use subject to monitoring.

Any questions or comments on the organization or operation of this site? [Please contact the CDE Identity Manager.](#) Last modified: May 5, 2008

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The screenshot shows the 'Summary' page of the IDEA Federal Budget and Expenditures System. The header includes the CDE logo and 'Colorado Department of Education'. The user is identified as 'Admin Test/Fake'. The page title is 'Welcome to the IDEA Federal Budget and Expenditures System for the State of Colorado'. The main content area contains introductory text about federal requirements for IDEA, the purpose of the system, and the types of funds administered. A footer contains the text '© Colorado Department of Education 2011, V. 20120502.2'.

- This is the summary page for your Admin Unit.
- Click the allocations tab to begin working on your budget revisions.

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The screenshot shows the 'Allocations' tab of the system. It features a 'Filter Allocations' section with dropdown menus for 'Admin Unit Name' (set to 'ADAMS 12 NORTHGLENN'), 'Fiscal Year' (set to '2011-2012'), 'Fund', 'Mask', 'AU Submitted', 'Final Approval', and 'Status'. Below the filters is a 'Download Results' button and a table of allocation data. The table has columns for Year, AU Name, Fund, Amount, Carry Over Photo, Init Appr, Final Appr, All Funds, AU Submitted Date, and Updated.

Year	AU Name	Fund	Amount	Carry Over Photo	Init Appr	Final Appr	All Funds	AU Submitted Date	Updated
2011-2012	ADAMS 12 NORTHGLENN	Part B IDEA	0	0	N	N	N		5/1/2012
2011-2012	ADAMS 12 NORTHGLENN	Federal Law Through	7,000,000	1,000,000 DUDGET	Y	N	Y		5/1/2012
2011-2012	ADAMS 12 NORTHGLENN	Brookton BRR	0	0	N	N	N		5/1/2012
2011-2012	ADAMS 12 NORTHGLENN	Federal Law Through	700,000	10,000 BUDGET	Y	N	Y		5/1/2012

- The allocation tab defaults to the current year. Filter options are also available.
- Quick snapshot of the Fund, amount allocated, carryover, approval status, and the last time the allocation was updated.

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Help | Log Out

User: Adria Test/EdApp

Summary | **Allocations** | Contracts

All fields marked with \* are required.

Previous Page | Line Item Details

#### Allocation Details

\* Admin Unit: ADAMS 12 NORTHGLENN

\* School Year: 2011-2012

\* Crest Rate(%): 1.14

\* Amount: 7,000,000

\* Carry Over: 1,000,000

\* Fund: Part B Flow Through

Status: Open

Verify Amount:

Admin Unit Submitted:

Admin Unit Submit Date:

Initial Approval:

Initial Approval Date: 12/20/2011 10:21

Final Approval:

Final Approval Date:

By checking here, I certify that I have reviewed the information contained in this electronic budget, that to the best of my knowledge the information is complete and accurate, and that all amounts for which I am responsible are in agreement with the figures being submitted.

Delete | **AU Submit**

#### Line Items Summary

Unapproved Amount: 308,409

Approved Amount: 6,691,591

Contingency Amount: 147,212

#### Reports

Report:

Show Report

#### Allocation History

Previous 1-5 of 6 Next 1

Date	Entry Cycle	Amount	Initial Approval	Final Approval	Description
04/30/2012 15:58	EOY	6,355,852	Y	N	Closing entry cycle EOY
04/30/2012 15:57	BUDGET	6,355,852	Y	N	Closing entry cycle BUDGET
10/28/2012 15:56	EOY	6,355,852	Y	N	Closing entry cycle EOY
10/27/2012 11:16	REVIEW	6,355,852	Y	N	Closing entry cycle REVIEW
03/21/2012 12:25	REVIEW1	6,355,852	Y	N	Closing entry cycle REVIEW1

- The allocation details page shows information such as fund source, status of the application, line item summary and allocation history.
- The budget is submitted from this page by checking the certifications box and clicking the AU Submit button.
- No longer a requirement to submit a signature page to CDE

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Hours: Adams TestFedApp

Summary Allocations Contracts

All fields marked with \* are required.

Previous Page Line Item Details

### Allocation Details

\* Admin Unit: ADAMS 12 NORTHGLENN

\* School Year: 2011-2012

\* Cost Rate(%): 0.04

\* Amount: 7,000,000

\* Carry Over: 0,000,000

\* Fund: Par LB Flow Through

Status: Open

Vary Amount:

Admin Unit Submitted:

Admin Unit Submit Date:

Initial Approval:

Initial Approval Date: 12/20/2011 10:21

Final Approval:

Final Approval Date:

By checking here, I verify that I have reviewed the information contained in this electronic budget, that to the best of my knowledge the information is complete and accurate, and that all records for which I am responsible are in agreement with the figures being submitted.

Delete AU Submit

### Line Items Summary

Unapproved Amount: 358,100  
Approved Amount: 6,000,443  
Contingency Amount: 147,217

### Reports

Report:

Show Report

### Allocation History

Date	Entry Cycle	Amount	Initial Approval	Final Approval	Description
04/30/2012 15:58	EOY	6,355,852	Y	N	Closing entry cycle EOY
03/28/2012 15:57	BUDGET	6,355,852	Y	N	Closing entry cycle BUDGET
04/30/2012 15:55	EOY	6,355,852	Y	N	Closing entry cycle EOY
03/21/2012 13:56	REVISE2	6,355,852	Y	N	Closing entry cycle REVISE2
03/21/2012 13:35	REVISE1	6,355,852	Y	N	Closing entry cycle REVISE1

Previous 1-5 of 6 Next 1

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- Reports dropdown menu available. PDF reports for instruction and support totals and combination reports.
- Click on Line item Details to begin working on the application. 8

# Staff

## System Overview and Requirements

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### Object Code

Object Code aligns with the requested staff position

0110 Salaries & Benefits of Regular Employees 0110 & 0200

- Line item detail has a separate field for salary and a separate field for benefits
- these fields auto-populate the requested field

0300 Purchased Professional and Technical Services

- individuals employed on a contractual basis

0592 Services Purchased from Other Colorado Districts/BOCES

- individuals who are employees of another Colorado District/BOCES who you have employed on a contractual basis

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## Project

Project code aligns with the projects outlined in your **approved** Project Narrative

- A Special Education Services
- B Extended School Year or Summer School
- C Charter Schools
- D Early Intervening services
- E School Wide
- F Private Schools

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**Salary** - enter the base salary for the position

**Employee Benefit** – enter the amount of the fringe benefits associated with the position

**Requested (amount)**

amount will auto-populate with the total of the salary and benefits amounts entered once the record is saved

**Approved (amount)**

amount CDE approves, may be

- full requested amount (salary and benefits)
- salary amount only
- benefits amount only

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**Objective (*required* – NEW)**

*MUST* align with the appropriate Objective outlined in your *approved* Project Narrative

**Activity (*required* – NEW)**

*MUST* align with the appropriate Activity outlined in your *approved* Project Narrative under the correct Objective

**Objective and Activity**

- tie together
- if the Objective/Activity reported does not align with the Project Narrative
  - line item will not be approved

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**Support/Instructional**

Identify if the line item is either Support or Instructional

***Upcoming System Enhancement Feature***

- select the position Job Class Code
- Support/Instructional field will auto-populate into the correct category
  - JCC 202 – populates “instructional”
  - JCC 236 – populates “support”

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## Contract

If staff reported is hired on a contractual agreement

- first enter the contract information under the “Contract” tab
- next enter the staff associated with the contract under the “Staff” tab using Object Code 0300 – Purchased Services
- select the corresponding contract from the list that displays in the *Contract dropdown menu* on the staff record
- licensure requirements are applied to contractual staff

Employment Status for contracted staff  
04 – Purchased Services

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Last Name  
First Name  
Middle Name

### **SSN (required)**

- must be a valid 9 digit social security number
- **SSN must *exactly match* the SSN recorded on the provider’s CDE license**
  - incorrect SSN’s may result in the non-approval of staff positions due to “no valid CDE license found”

### **EDID (optional)**

Once Educator Licensing/CDE is fully operational with EDID’s, the SSN will no longer be a required field

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## FTE

Aligns with Payroll Begin and End dates

Must be appropriate for the payroll cycle

- Full time position = 1.0
- Half time position = .500

Change in payroll dates

- position initially submitted on Budget as 1.0
- provider left employment mid-year
- at time of "Revision" FTE/Payroll Begin and End dates MUST be adjusted accordingly

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## District

Select the district from the drop down menu

## Principal Level

- select the appropriate level for the position
- level MUST align with the level of the assignment and the provider's special education endorsement/license
- validation rules incorporated into new system
  - Level 1-Infant with Adm/Inst 0034 Infant Services
  - Level 2-Preschool with Adm/Inst 0035 Early Childhood/PreK
  - Miscoding will result in a displayed "error message"

ALL staff records require a Principal Level

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## Employment Status

- **01-Active Employment** – regular district employees
- **02-On Leave and Not Replaced** – a district employee who is out on **PAID leave** and who will return to position
  - maternity, sick/extended leave
- **04-Purchased Service** – contracted employee
- **05-Summer Active Employment** – employee on Project B-Extended School Year
- **06-Summer Purchased Services** – contracted employee on Project B-Extended School Year
- **08-Intern** – exclusive for School Psychologist or School Social Worker interns
- **10-Additional Pay/Additional Duties** – regular district employee on additional assignment outside of the regular position

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## Job Code

Select the job class code from the drop down menu that corresponds with the provider's assignment

### ***Not sure what code to use?***

- refer to the December Count Data Elements and Definitions at:  
[https://cdeapps.cde.state.co.us/spddec\\_jcc.pdf](https://cdeapps.cde.state.co.us/spddec_jcc.pdf)
- call CDE for assistance

Validation rules incorporated into new system verifying the provider's licensure/endorsement for alignment with the job class code

- if match – position auto approved
- if no match – CDE will deny position and/or request additional information in the "Comment" section of the staff entry screen

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## Teaching Subject

REQUIRED for Job Class Codes:

- 202 - Teacher, special education
- 416 – Teaching Assistant, special education

***NOT REQUIRED for any other Job Class Code***

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## Adm/Inst Area

Select the Adm/Inst that corresponds with the job class code

Validation rules incorporated into new system

- Adm/Inst 0034 Infant Services with Level 1-Infant
- Adm/Inst 0035 Early Childhood/PreK with Level 2-Preschool
- Adm/Inst 0037 Specialty Teacher with:
  - Job Class Code 202 – SPED Teacher
  - Teaching Subject – Art, Music, Physical Education, Family/Consumer, Industrial/Technical Education
- Adm/Inst 0021 Counseling Services with:
  - Job Class Code 211 – Counselor
- Adm/Inst 0032 Home/Hospital Instruction with:
  - Job Class Code 202 – SPED Teacher
- Adm/Inst 0002 Special Education Services with:
  - most job class codes Level 3-Elem, Level 4-Middle, Level 5-High and Level 6-All

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## Staff Line Item Comments

Dialog/text box on the right hand side of the screen to

- review an existing CDE comment
- enter AU comment by typing in box and selecting the "Add Comment" button

Intended for ongoing communication between AU and CDE regarding:

- staff approval issues
- licensure status updates
- to provide clarifying information regarding the staff record/assignment

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## Licensure Status Verification (*NEW FEATURE*)

The provider's license information will display on the individual staff entry screen

If the position is not approved due to licensure issues, you will have the most current license information readily available at the time you are working on the Budget, Revisions or End-of-Year

**If the SSN does not *exactly match* the SSN recorded on the provider's CDE license**

- the record will not auto approve due to "no valid CDE license found"

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# Contracts

## System Overview and Requirements

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### General Contract Information

Some contracts may require the total dollar amount of the contract to be broken out into several separate line item Object Codes.

**Example:** The contract is for a staff developer to provide district level training to special education teachers. This trainer is coming in from out-of-state and the contract stipulates reimbursement for travel expenses. The trainer will also be providing materials to the district.

Code as follows:

- 0300 staff providing the service (JCC 347 Staff Developer)
- 0580 travel expenses (mileage, lodging)
- 0600 supplies (materials)

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## Contract Tab

Used to enter your contract vendor information

No dollar amounts are entered on this Contract Tab

- amounts are entered on Line Item Detail
- Contract/PO No
  - number assigned by the AU
  - should be a unique number for each contract
- Contractor/Company Name
- Start Date and End Date
  - enter the begin and end dates of the contract

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## Staff Tab – *(for contracted staff)*

0300 Staff-Purchased Professional and Technical Services

- contractual agreement that requires a corresponding staff record

0592 Services Purchased from Other Colorado Districts/BOCES

- contractual agreement between the AU and a Colorado District/BOCES that requires a corresponding staff record

Enter the staff associated with the contract under the “Staff” tab

- select the appropriate contract from the drop down list
- job class code must be appropriate for the service being provided
- licensure requirements are applied to contractual staff

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## Purchased Services Tab – (for contracted services)

**Object Code** - aligns with

- the service being purchased
- the appropriate category from the Chart of Accounts

0390 Other Purchased Professional and Technical Services

- contract for professional services not requiring a staff record

0562 Tuition Paid to Other Colorado Districts or BOCES (AUs)

0564 Tuition to Private Sources

- **Example** – preschool program not associated with a district

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0565 Tuition to Agencies with CDE Approved Rates

- refer to the annual approved excess cost rate sheet posted at:  
[http://www.cde.state.co.us/cdespedfin/EXCO\\_Rates.htm](http://www.cde.state.co.us/cdespedfin/EXCO_Rates.htm)

0599 Services Purchased from Other Sources

- **Example** – life skills/transition program not associated with a district, Sopris West

***Not sure what Object Code to use?***

- Call CDE for assistance

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## Contract Line Item Comments

Dialog/text box on the right hand side of the screen to

- review an existing CDE comment
- enter AU comment by typing in box and selecting the "Add Comment" button

In order to help facilitate the approval of contracts, please:

- enter the general scope/purpose of the contract
- this is typically found on the 1<sup>st</sup> page of the contract under "services"

**Example: Scope/purpose of contract is to provide two full days of training on Ziggurat Model**

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## General Licensure and Reporting Requirements

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## Alignment Between Federal Budget and December Count Staff

If a teacher is denied position approval status on the December Count due to holding an inappropriate special education endorsement for the student caseload, this same teacher, in the same assignment, will not be allowed funding through Federal funds.

If the position was initially approved on the Federal Budget at the beginning of the year, the position must then be deleted at the time of:

- Revision process in November or March, or
- during End-of-Year

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Job Class Codes and Grant Project Codes for all individuals must be consistent between **all** CDE collections:

- Federal Budget
- Federal End-of-Year
- December Count

SPED Teachers and SLP's who are determined to be out-of-compliance due to student caseload implications on the December Count are **not eligible for federal funding** and should **not be reported** on your Federal Budget (unless your AU has rectified the situation by a reassignment or the provider's licensure status has changed, e.g., teacher adds an endorsement appropriate for the caseload.)

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## Staff Positions

Job Class Codes must be consistent between the Federal Budget, End-of-Year and December Count collections.

Example:

A position is reported on the Federal Budget as JCC 202 SPED Teacher (caseload not required/submitted)

Same individual is also reported on the December Count, but as JCC 218 Teacher Mentor (bypassing the caseload requirement)

If the position is a teaching position, it should be reported consistently as JCC 202 across collections. If the teacher does not hold appropriate credentials, the AU must have the teacher obtain the proper sped endorsement for the caseload via either:

- the SEE process *or*
- obtaining the added endorsement via 24 hours or content assessment through Educator Licensing (applicable for SPED Generalist only)

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## Staff who serve *both* General/Special Education Students

For staff who provide services to *both* general/special education student populations, the AU is required to:

- conduct a position Time and Effort study
- report *only* the FTE attributed to special education students

*Examples of these positions are:*

- *Nurses*
- *School Psychologists*
- *Social Workers*
- *Counselors*
- *Administrators (who also supervise/coordinate services in areas other than special education)*

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## Licensure Verification *prior to Revision Cycle*

It is the responsibility of the AU to periodically check the licensure status for personnel reported on the initial Federal Budget who have not been approved due to licensure issues.

It is ***not the responsibility*** of CDE to monitor licensure status of your staff.

If a provider does not have an appropriate license issued through Educator Licensing at the time you submit a Revision, that provider should be taken off the application and replaced with a fully licensed individual whose position fits within an Objective/Activity in your ***approved*** Project Narrative.

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## Short Term Substitute Teachers

Substitute teacher positions are defined in the Chart of Accounts:

- as Full-time, part-time, and prorated portions of the costs for work performed by employees of the school district who are hired on a temporary or substitute basis

These positions do not require an individual staff record, report the lump sum dollar amounts under Object Code:

- 0120 Salaries of Temporary Employees

If the substitute is hired as a short term replacement for an instructional staff member:

- select "Instructional" in the Supp/Inst Box

If the substitute is hired as a short term replacement for a support staff member:

- select "Support" in the Supp/Inst Box

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### Licensure for Short Term Substitute Teachers

Short term/daily substitute teachers are required to hold an appropriate CDE license.

CDE does not verify the licensure status for substitutes.

- it is the responsibility of the AU to determine if the substitute holds appropriate credentials
- log into the CDE Educator Licensing Website to verify substitute teacher licensure credentials

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### Long Term Substitute Teachers

If a substitute is hired to fill a vacant position *or* fill a long term substitute position, the individual **must hold** a valid and appropriate Colorado license/credential with an appropriate endorsement for the assignment.

**EXAMPLE:**

Your AU has assigned a long term substitute to fill in for a permanent employee who is out on leave for a specific period of time.

If the permanent employee is being paid while on leave:

- AU may report the permanent employee only for the paid leave period

If the permanent employee is out on *unpaid leave*:

- AU would report the long term substitute teacher

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## Stipends

Stipends are defined in the Chart of Accounts as:

- Additional/Extra Duty Pay/**Stipend**. Amounts paid to employees of the school district in either temporary or permanent positions for work performed in addition to the employee's regular work assignment. Additional/extra duty pay/stipend includes compensation for such assignments as coaching, co-curricular activity sponsorship, supplemental pay for curriculum development, for night school, etc.

These payments do not require an individual staff record, report the lump sum dollar amounts under Object Code:

- 0150 Stipends

### Example of Stipend Payments:

- individual attends a workshop/conference during evening hours, weekends, or summer break

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## Consultants for Professional Development (conferences/workshops)

Consultants hired on a purchase service contract for professional development who:

- provide training to AU staff
- conduct conferences/workshops

The AU must report **both** a contract **and** a staff record for this Consultant using Job Class Code 347 Staff Developer

**Do not use** Job Class Code 347 if the Consultant is providing direct services **or** is conducting assessments for students.

Contact CDE with questions regarding the proper Job Class Code to use.

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## Contact Information

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Questions?

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Questions?