

2020-2021 Facility Schools Tuition Cost System

Data Elements, Definitions, and Instructions

Purpose: The purpose of the Facility Schools Tuition Cost and December Staff System is to provide a secure means for each approved facility school / program to submit education staff and budget cost line item data necessary for the Department to calculate a tuition cost rate.

Dependencies: Each LEA Approver will log into the Data Pipeline and select Add Record from the left-hand menu. In Facility School Item, select the type of record to enter from the drop-down list: Staff, Tuition Cost Line Item, and Tuition Cost Program Identification. Enter data into the Tuition Cost Program Identification section first, as this section contains data necessary for the system to generate calculations and reports. Current School Year will pre-populate. Select the facility school from the drop-down list. Select the facility school program from the drop-down list. Click the green button to Add New Record.

The following three fields are auto populated in the Program Identification section:

- Applied Program Ratio – based on the selected facility school program (3.50/2.10)
- Instructional Supplies – based on the number of students entered
- Maximum Allowed FTE – based on the facility program ratio and the number of students entered

Application Expectations:

Each tuition cost application will include data in each Facility School Item.

Tuition Cost Program Identification – The number of students served in the program is accurately reported based on prior year's census and current expectations. This number includes students identified with a disability *and* general education students if all students receive the same educational services.

Tuition Cost Line Item - All education costs reported in the application are proportionate to students identified with a disability and must be expended (spent or purchased) within the school year of the application. It is not appropriate to report expenses if activities are not fulfilled or items are not purchased within the school year of the application.

Staff - each tuition cost application will include staff employed in:

- Job Code 202-Special Education Teacher who is appropriately licensed and endorsed in an area of special education appropriate for the student disabilities served in the program. A special education teacher who is employed by a one teacher facility school program must be fully licensed and appropriately endorsed in special education. Employment on temporary status is not allowed.
- Job Code 102-Special Education Director who is appropriately licensed and endorsed in Director of Special Education; this may be a full or part time director employed by the facility school / program, or a director employed on a contractual basis.



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Add Record - All required data fields (*) are reported by selecting from drop down lists or entering data in text fields.

Add Record		
* Indicates required		
Name of Field	Example	Remarks
Facility School Item *	Staff Tuition Cost Line Item Tuition Cost Program Identification	Select from the drop-down list
School Year *	2020-21	Pre-populated for the current school year
School *		Select the 4-digit school code and associated name of the Facility School from the drop-down list
Program *		Select the 5-digit program code and associated name of the Facility School Program from the drop-down list Program name will pre-populate if the Facility School operates a single program A drop-down list will display if the Facility School operates multiple programs

Facility School Item – Identifies the facility school / program items that require data to calculate a tuition cost rate.

School Year – The school year for the tuition cost application.

School – Displays the list of Facility School(s) associated with the role of LEA Approver.

Program – Displays the list of Programs associated with the Facility School.

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Add Record - Tuition Cost Program Identification (contains necessary data for the system to generate Cognos reports and tuition cost rate calculations). Enter data into this section first.

Tuition Cost Program Identification		
* Indicates required		
Name of Field	Example	Remarks
Contact First Name *	Valid first name	Cannot be blank
Contact Last Name *	Valid last name	Cannot be blank
Contact Title *	1-Special Education Director	Select from the drop-down list
Contact Phone Number	0000000000	Numeric 10-digit phone number without dashes
Contact Email Address *	Valid email address	Cannot be blank
Facility School Begin Date (do not include summer programs) *	00000000	MMDDYYYY format
Facility School End Date *	00000000	MMDDYYYY format
Number of Program Days for the School Year	176	Maximum allowed billable days Default is 176 days, can be less but not greater
Average Number of Students to be Served (special education and general education students) *	30	Estimate per prior year's or current available census Includes all students served in the program
Applied Program Ratio	3.50	Non-editable field Pre-populated per the type of program
Instructional Supplies	2000	Non-editable field Auto-calculated based on the Average Number of Students to be Served
Maximum Allowed FTE	2.86	Non-editable field Auto-calculated based on the Applied Program Ratio and the Average Number of Students to be Served

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Tuition Cost Program Identification Data Elements and Definitions

Contact First Name – The first name of the person responsible for the content contained in the tuition cost application.

Contact Last Name – The last name of the person responsible for the content contained in the tuition cost application.

Contact Title – The title of the tuition cost application contact.

Contact Phone Number - The 10-digit numeric phone number of the tuition cost application contact.

Contact Email Address – The email address associated with the tuition cost contact. Notifications associated with the tuition cost application will be sent to the contact at the email address provided.

Facility School Begin Date (do not include summer programs) – The begin date of the facility school program. A begin date cannot be earlier than August 1st of the current school year. Summer school / extended school year program days are not to be included.

Facility School End Date – The end date of the facility school program. The end date cannot be later than June 30th of the current school year. Summer school / extended school year program days are not to be included.

Number of Program Days for the School Year – The maximum number of school days (176) a facility school program can bill the tuition cost rate for students served in a facility school program.

Average Number of Students to be Served (special education and general education students) – The total number of all students served in the facility school program. This includes students identified with a disability *and* general education students if all students receive the same educational services.

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Applied Program Ratio – The applied program ratio will pre-populate once the facility school and facility school program are selected. Facility school programs serving a majority of students identified with an emotional disability have a staff to student applied program ratio at 3.50. Facility school programs serving a majority of students identified as having an intellectual disability, autism spectrum disorder or multiple disabilities have a staff to student applied program ratio at 2.10.

Instructional Supplies – The approved amount for instructional supplies is \$200 per student. The amount of instructional supplies will auto-calculate based on the Average Number of Students to be Served entered.

Maximum Allowed FTE – The maximum allowed FTE will auto-calculate based on the Applied Program Ratio and the Average Number of Students to be served entered.

Tuition Cost Program Identification – Add Record / Create Snapshot (Save Data)

Submit/Add Record – Once data entry is complete in the Tuition Cost Program Identification input screen, click on the Green box “Submit/Add Record”. Only one Program Identification is allowed for each facility school program. The Tuition Cost Program Identification is the first section to complete as this section contains required data necessary for the system to generate tuition cost calculations and reports.

Create a Snapshot – Creating a Snapshot tells the system you are finished entering information and allows the system to “save” data. When a Snapshot is created, the system will check for errors. Errors will either display in the input screen or in error reports. An email is generated to the LEA Approver at the time a Snapshot is created. There is no limit to the number of times a Snapshot is created. To ensure data is “saved” in the system, create a Snapshot frequently.

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Add Record - Tuition Cost Line Item (cost line items require CDE approval, CDE review period identified in the Timelines document).
Enter data into this section after completing the Tuition Cost Program Identification section.

Tuition Cost Line Item		
* Indicates required		
Name of Field	Example	Remarks
Cost Category *	2-Support	Select from the drop-down list
Cost Line Item *	2-4-Support Technology Equipment	Select from the drop-down list
Cost Line Item Detail*	0734-1-Laptops	Select from the drop-down list
Item Cost *	500	No comma or cents Enter the amount for a single Cost Line Item Detail
Item Cost Description *	Dell	Enter the description of the Cost Line Item or N/A (see pages 7-12 for Cost Line Items requiring a specific description)
Item Quantity *	2	Amount will pre-populate System will multiple the Item Cost by the Item Quantity for the total cost

Tuition Cost Line Item Data Elements and Definitions

Cost Category- Unique cost reporting category for allowable tuition cost items.

Cost Line Item - Unique Cost Line Item associated for each Cost Category selection.

Cost Line Item Detail – Unique Cost Line Item Detail code and title associated for each Cost Line Item selection.

Item Cost - The cost amount of a single Cost Line Item Detail. Mileage items selected in Cost Line Item Detail will pre-populate with the current year's state mileage reimbursement rate.

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Item Cost Description – Text field to enter a specific description of the Cost Line Item that may be Required, Optional or N/A based on the Cost Line Item selected.

Item Quantity - The number quantity of the Cost Line Item Detail. If a mileage item is selected in Cost Line Item Detail, enter the total amount of miles in the Item Quantity; the system will multiply the state mileage reimbursement rate by the total number of miles entered for the total cost.

Cost Line Item Categories – The following table contains each Cost Line Item contained in the system and whether a specific description of the Cost Line Item is required in the Item Cost Description text box.

Cost Category	Cost Line Item	Cost Line Item Code/Title	Item Cost Description
1 Instructional	1-1 Instructional Travel	0581-1 In-State Conference Registration Fees per Person	Required
1 Instructional	1-1 Instructional Travel	0581-2 In-State Hotel Costs per Person	Required
1 Instructional	1-1 Instructional Travel	0583-1 Conference Mileage (State Reimbursement Rate)	Required
1 Instructional	1-1 Instructional Travel	0583-2 Education Meetings, Trainings and Other Mileage (State Reimbursement Rate)	Required
1 Instructional	1-3 Instructional Technology Equipment	0734-1 Laptops	Optional or N/A
1 Instructional	1-3 Instructional Technology Equipment	0734-2 Desktops	Optional or N/A
1 Instructional	1-3 Instructional Technology Equipment	0734-3 Printers	Optional or N/A
1 Instructional	1-3 Instructional Technology Equipment	0734-4 Accessories	Optional or N/A

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1 Instructional	1-3 Instructional Technology Equipment	0734-5 Chromebooks	Optional or N/A
1 Instructional	1-3 Instructional Technology Equipment	0734-6 iPads	Optional or N/A
1 Instructional	1-3 Instructional Technology Equipment	0734-7 Projectors	Optional or N/A
1 Instructional	1-3 Instructional Technology Equipment	0734-8 Smart Boards	Optional or N/A
2 Support	2-1 Support Travel	0581-1 In-State Conference Registration Fees per Person	Required
2 Support	2-1 Support Travel	0581-2 In-State Hotel Costs per Person	Required
2 Support	2-1 Support Travel	0581-3 Education Meetings, Trainings and Other Travel	Required
2 Support	2-1 Support Travel	0583-1 Conference Mileage (State Reimbursement Rate)	Required
2 Support	2-1 Support Travel	0583-2 Education Meetings, Trainings and Other Mileage (State Reimbursement Rate)	Required
2 Support	2-2 Support Purchased Services	0390 Other Purchased Professional and Technical Services	Required
2 Support	2-3 Support Supplies	0690-1 Assessments	Required
2 Support	2-3 Support Supplies	0692-2 Protocols	Required
2 Support	2-3 Support Supplies	0690-3 Sensory	Optional or N/A

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2 Support	2-3 Support Supplies	0690-4 Manipulatives	Optional or N/A
2 Support	2-3 Support Supplies	0690-5 Subscriptions	Optional or N/A
2 Support	2-4 Support Technology Equipment	0734-1 Laptops	Optional or N/A
2 Support	2-4 Support Technology Equipment	0734-2 Desktops	Optional or N/A
2 Support	2-4 Support Technology Equipment	0734-3 Printers	Optional or N/A
2 Support	2-4 Support Technology Equipment	0734-4 Accessories	Optional or N/A
2 Support	2-5 Support Electronic Media	0650-1 Computer Software	Optional or N/A
2 Support	2-5 Support Electronic Media	0650-2 Computer License Fees	Optional or N/A
2 Support	2-5 Support Electronic Media	0650-3 FAX Machine	Optional or N/A
2 Support	2-5 Support Electronic Media	0650-4 Online Curriculum	Required
2 Support	2-6 Support Pupil Transportation	0510 Student Transportation Company	Required

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2 Support	2-6 Support Pupil Transportation	0583-4 Student Transportation Mileage (State Reimbursement Rate)	Required
2 Support	2-6 Support Pupil Transportation	0626 Student Transportation Motor Vehicle Fuels	Required
2 Support	2-7 Support Field Trips	0513 Field Trip Membership Fees	Required
2 Support	2-7 Support Field Trips	0580 Field Trip Admission Fees	Required
2 Support	2-7 Support Field Trips	0583-3 Field Trips Mileage (State Reimbursement Rate)	Required
3 Administration	3-1 Administration Legal Services	0331-1 Policy and Procedural Manuals	Required
3 Administration	3-1 Administration Legal Services	0331-2 Staff and Student Handbooks/Contracts	Required
3 Administration	3-1 Administration Legal Services	0331-3 HIPPA Policy and Practice Guidelines	Required
3 Administration	3-1 Administration Legal Services	0331-4 Public Relations/Program Awareness	Required
3 Administration	3-2 Administration Supplies	0600 Supplies	Optional or N/A
4 Business	4-1 Business Services	0332 Audit Services	Required
4 Business	4-1 Business Services	0340 Data Processing/Payroll	Required
4 Business	4-2 Business Supplies	0600 Supplies	Optional or N/A
5 Operations	5-1 Operations Purchased Services	0423 Custodial Services	Required
5 Operations	5-2 Operations Building	0430 Building Repairs and Maintenance	Required

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5 Operations	5-2 Operations Building	0441 Rental of Land and Buildings	Optional or N/A
5 Operations	5-2 Operations Building	0521 Liability Insurance	Optional or N/A
5 Operations	5-2 Operations Building	0522 Property Insurance	Optional or N/A
5 Operations	5-2 Operations Building	0530 Communications	Optional or N/A
5 Operations	5-2 Operations Building	0600 Supplies	Optional or N/A
5 Operations	5-2 Operations Building	0620 Energy	Optional or N/A
5 Operations	5-2 Operations Building	0740 Building Depreciation	Optional or N/A
5 Operations	5-3 Operations Vehicles	0430-1 Vehicles Repair and Maintenance	Optional or N/A
5 Operations	5-3 Operations Vehicles	0443 Vehicle Lease/Rental	Required
5 Operations	5-3 Operations Vehicles	0523 Vehicle Insurance	Optional or N/A
5 Operations	5-3 Operations Vehicles	0732 Vehicle Purchase	Required

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5 Operations	5-3 Operations Vehicles	0740-1 Vehicle Depreciation	Optional or N/A
5 Operations	5-4 Operations Equipment	0430-2 Copy Machine Repairs and Maintenance	Optional or N/A
5 Operations	5-4 Operations Equipment	0442 Copy Machine Lease/Rental	Required
5 Operations	5-4 Operations Equipment	0730 Copy Machine Purchase	Required
5 Operations	5-4 Operations Equipment	0740-2 Copy Machine Depreciation	Optional or N/A
6 General Education	6-1 General Education Supplies	0600 Supplies	Optional or N/A
6 General Education	6-1 General Education Supplies	0640 Books and Periodicals	Optional or N/A
6 General Education	6-1 General Education Supplies	0650 Electronic Media Materials	Optional or N/A
6 General Education	6-1 General Education Supplies	0733 Furniture and Fixtures	Optional or N/A

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Cost Line Item – Add Records / Create Snapshot (Save Data)

Submit/Add Record – Once data entry is complete in the Cost Line Item input screen, click on the Green box “Submit/Add Record”. A new Cost Line Item input screen will display. Continue to enter Cost Line Item data in the system until all items you wish to report in each Cost Line Item category have been entered.

Create a Snapshot – Creating a Snapshot tells the system you are finished entering information and allows the system to “save” data. When a Snapshot is created, the system will check for errors. Errors will either display in the input screen or in error reports. An email is generated to the LEA Approver at the time a Snapshot is created. There is no limit to the number of times a Snapshot is created. To ensure Cost Line Item data is “saved” in the system, create a Snapshot frequently. Entry of Cost Line Items must be complete, and the Tuition Cost Snapshot must be error free on the established due date for Tuition Cost Line Items. Review period by CDE for Cost Line Item approval to ensure data validity and accuracy. Any Cost Line Item determined to be not approved will not be included in the tuition cost rate calculation.

Tuition Cost Snapshot (Cost Line Item)

Facility Schools Menu – Displays the features in the system. Select Snapshot.

Facility School Item – Identifies the Snapshot selections. Select Tuition Cost Snapshot.

School Year – The school year for Tuition Cost Snapshot. The current school year will pre-populate.

School – Displays the list of Facility School(s) associated with the role of LEA Approver.

Program – Displays the list of Programs associated with the Facility School.

Cognos Reports – Review Cognos reports for errors and data accuracy.

- Facility Schools Tuition Cost Snapshot Error Detail Report
- Facility Schools Tuition Cost Snapshot Error Summary Report
- Facility Schools Tuition Cost Line Item Error Detail Report
- Facility Schools Tuition Cost Line Item Error Summary Report
- Facility Schools Tuition Cost Line Item Detail Report

Resolve all errors.

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Add Record - Staff (staff reported in Job Codes requiring a CDE license will only be included in tuition cost rate calculations if they are appropriately licensed and endorsed in special education). Enter data into this section last.

Staff		
* Indicates required		
Name of Field	Example	Remarks
Type of Staff / Personnel *	1-Instructional Salary	Select from the drop-down list
Job Code / Staff Title *	202-Special Education Teacher	Select from the drop-down list
First Name *	Valid first name	Cannot be blank
Last Name *	Valid last name	Cannot be blank
Social Security Number *	000000000	Numeric 9-digit SSN without dashes
Hire / Start Date *	00000000	MMDDYYYY format
End Date *	00000000	Pre-populated as zero fill as staff submitted in tuition cost are actively employed
FTE *	1.00	Four-digit format of 2 decimal places Cannot be greater than 1.00 for individual staff
Salary *	30000	No comma or cents
Benefits *	5000	No comma or cents Zero fill allowed if benefits are not paid Cannot be greater than 50% of salary
Tuition Cost *	0-No 1-Yes	Staff selected 1-Yes are included in the tuition cost rate calculation Staff selected 0-No are stored in the system for December Staff updates

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Staff Data Elements and Definitions

Type of Staff / Personnel - Unique staff reporting category for salaried or purchased services staff in alignment with the unique Job Code / Staff Title.

Job Code / Staff Title - Unique Job Code / Staff Title assigned per the specific duties and responsibilities of an assignment.

First Name – The first name of the staff person reported in the Job Code / Staff Title.

Last Name - The last name of the staff person reported in the Job Code / Staff Title.

Social Security Number – A nine (9) digit number, unique for each individual, used to verify appropriate license/endorsement for the selected Job Code / Staff Title.

Hire / Start Date - The month, day, and year in which an individual started the specific assignment related to the reported Job Code. *Formatted as MMDDYYYY*

End Date - The month, day, and year in which an individual ended the specific assignment related to the reported Job Code. Data is pre-populated as zero fill as staff submitted in tuition cost are actively employed. *Formatted as MMDDYYYY*

FTE - The number of total hours worked divided by the maximum number of compensable hours in a full-time schedule. An FTE of 1.00 is equivalent to a full-time position. FTE must be prorated based on the actual hire date. If staff's Hire / Start date is greater than 14 days after the Program Begin Date, the FTE cannot equal 1.00. If staff has multiple assignments, separate records are entered for each specific assignment. Each Job Code / Staff Title record must contain the FTE attributed to that assignment. *Formatted as two decimal places, e.g. 1.00 for full time staff, 0.50 for half time staff.*

Salary - The annual contract salary an individual is paid excluding the amount of employee benefits. Salary must be prorated in accordance with the submitted FTE. The system will not prorate the salary for you. If staff has multiple assignments, separate records are entered for each specific assignment. Each Job Code / Staff Title record must contain the portion of salary attributed to that assignment.

Benefits – The annual compensation provided to employees including social security, group insurance (health, dental, and life), unemployment / workers compensation, pension plan, etc. Benefits must be prorated in accordance with the submitted FTE. The system will not prorate the benefits for you.

Tuition Cost – A selection to include or not include staff in the tuition cost rate calculation. Staff selected 1-Yes who are appropriately licensed / endorsed for the assignment are included in the tuition cost rate calculation. Staff selected 0-No are stored in the system for December Staff updates.

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Job Code / Staff Title – The following table contains the duties and responsibilities of each Job Code / Staff Title contained in the system necessary to create individual staff records in the Staff input screen.

ADMINISTRATOR			
An administrator is an individual who performs responsibilities associated with executive management, administrative leadership and organization direction and is responsible for developing, directing and interpreting policies or regulations. Including, executing those policies or regulations through the direction of individuals at all levels.			
101	Executive Director	Serves as the chief executive officer and primary advisor to the board of education. Responsibilities include overseeing the development of an educational program and all other activities which impact on that program.	Administration
102	Special Education Director	Performs high-level executive management functions in the areas of administration and instruction.	Support
104	Education Coordinator	Performs professional management, administrative, research, and/or analytical services in a senior leadership role. This may include personnel responsible for services such as evaluation, teacher development, dissemination and curriculum development.	Support
105	Principal	Performs the highest level of executive management functions in an individual school, a group of schools, or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant, and the coordination of staff and student activities.	Administration
106	Dean/General Education Coordinator	Performs high-level executive management functions in an individual school, group of schools, or units of a school system. Primary duties include but are not limited to: 1) supervising student behavior; 2) handling specific assigned duties related to school management; 3) continuing curriculum and staff development; 4) working cooperatively with professional staff; and 5) providing leadership in the instructional program.	Administration

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PROFESSIONAL-INSTRUCTIONAL			
Performs duties requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) including skills in the field of education or educational psychology.			
CLASSROOM INSTRUCTION			
201	Regular Ed Teacher, Elementary Education	Provides learning experiences and care to students during a particular time period in general education at the elementary age level.	General Education
201	Regular Ed Teacher, English	Provides learning experiences and care to students during a particular time period scheduled for content instruction in English.	General Education
201	Regular Ed Teacher, Mathematics	Provides learning experiences and care to students during a particular time period scheduled for content instruction in mathematics.	General Education
201	Regular Ed Teacher, Science	Provides learning experiences and care to students during a particular time period scheduled for content instruction in science.	General Education
201	Regular Ed Teacher, Social Studies	Provides learning experiences and care to students during a particular time period scheduled for content instruction in social studies.	General Education
202	Special Education Teacher	Provides learning experiences and care to special education students during a particular time period or in a given discipline.	Instructional
202	Specialty Teacher, Physical Education	Provides learning experiences and care to special education students during a particular time period scheduled for physical education instruction.	Support
202	Specialty Teacher, Art	Provides learning experiences and care to special education students during a particular time period scheduled for art instruction.	Support
202	Specialty Teacher, Music	Provides learning experiences and care to special education students during a particular time period scheduled for music instruction.	Support
202	Specialty Teacher, Family Consumer	Provides learning experiences and care to special education students during a particular time period scheduled for family consumer/home economics instruction.	Support
202	Specialty Teacher, Industrial Arts/Technology Education	Provides learning experiences and care to special education students during a particular time period scheduled for industrial arts/technology education instruction.	Support
204	Teacher, Permanent Substitute	Provides learning experience and care to students during a particular time period or in a given discipline as a temporary substitute for the regular classroom teacher.	General Education
206	Teacher, Title I	Provides enriched learning experiences and care to at risk students during a particular time period or in a given discipline.	General Education

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INSTRUCTIONAL SUPPORT			
214	Educational Diagnostician	Licensed special education teacher or speech/language pathologist who diagnoses students who might need special education.	Support
215	Instructional Program Consultant	Consults in the management or direction of instructional programs or areas of instruction.	Support
220	Behavioral Specialist	Provides consultation or direct service in the areas of social, emotional and behavioral functioning to meet the individual needs of students in order to improve both academic achievement and social competence.	Support
221	Autism Specialist	Provides assessment, ongoing support and training around programming to educational teams serving students identified as having autism or being on the autism spectrum.	Support
222	Reading Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of reading to meet the individual needs of students through the use of evidence-based practices to improve reading achievement.	General Education
224	Board Certified Behavior Analyst (BCBA)	Delivers consultative or direct behavior analytic services to meet the individual needs of students, and provides support to special education and general education staff in order to improve student access to instruction, behavioral skills and academic achievement.	Support
OTHER SUPPORT			
233	Registered Nurse	Directs school health services and provides nursing services for students, and who is licensed and properly endorsed in accordance with state law.	Support
234	Occupational Therapist	Provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development. These services are designed to improve the individual's functional ability to perform tasks in the home, school, and community settings and include: 1) identification assessment and intervention; 2) adaptation of the environment, and selection, design, and fabrication of assistive and orthodontic devices to facilitate the development of functional skills, and 3) prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.	Support

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235	Physical Therapist	Performs activities including physical methods of treatment and rehabilitation without the use of drugs or surgery.	Support
236	Psychologist	Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.	Support
237	Social Worker	Provides social services for clients who may be individuals, families, groups, communities, organizations, or society in general. Social workers help individuals increase their capacities for problem solving and coping, and help obtain needed resources, facilitate interactions between individuals and their environments, make organizations responsible to individuals, and influence social policies.	Support
238	Speech-Language Pathologist	Diagnoses specific speech or language impairments, and provides speech language services for the habilitation or prevention of communicative impairments and provides counseling and guidance to parents, children/students, and teachers, regarding speech and language development.	Instructional
241	Speech-Language Pathology Assistant	The speech-language pathology assistant (SLPA) serves as a member of an educational team, and holds an authorization by CDE to perform tasks prescribed, directed, and supervised by a certified speech-language pathologist (SLP), in implementing services for children/students with speech, language, cognitive, voice, oral-muscular, augmentative/alternative communication disorders, and hearing impairments in accordance with 1CCR 301-37, 4.11.	Instructional
PROFESSIONAL-OTHER Individuals who perform managerial or supervisory activities or perform assignments requiring a high degree of knowledge and skills which have been obtained through advanced education, training, or experience but not requiring skills in the field of instructional education.			
PROFESSIONAL SUPPORT			
320	Accounting Manager	Designs and maintains financial, staff, student, program, or property records; summarizes, analyzes, or verifies such records; and/or controls and certifies expenditures and receipts.	Business
322	Administrative/Executive Assistant	Performs professional activities assisting an executive officer in directing and managing the functions of a school or system.	Administration
323	Intake Director	Examines and coordinates records of students to determine eligibility of placement.	Administration

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329	Benefits Specialist	Organizes and provides information to employees about organizational fringe benefits.	Administration
337	Grant Developer	Expands opportunities to obtain funds from outside parties in exchange for completion of a task.	Administration
340	Internal Auditor	Verifies account records, including evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of the accounting and reporting systems, and ascertaining compliance with established policies and procedures.	Business
342	Finance Director	Performs professional activities, generally assisting an executive officer, in directing and supervising the functions of professional and support staff. Functions may include budget, finance, human resources, payroll, personnel, purchasing, risk management, etc.	Administration
344	Human Resources Director	Performs activities concerned with staff recruitment, selection, training, and assignment. This includes maintaining staff records, working with administrators in developing pension and insurance plans, and maintaining employer-employee harmony and efficiency through negotiations and internal public relations efforts.	Administration
347	Staff Trainer	Plans, coordinates, and implements in service or training activities to individuals, including CPR, first aid and physical management.	General Education
350	Transition Coordinator	Provides services that: 1) strengthens and coordinates special programs and related services for individuals with special needs, including students with disabilities, who are currently in school or have recently left school and may benefit from assistance during the transition to postsecondary education, vocational training, competitive employment (including supported employment), continuing education or adult services; 2) stimulate the improvement and development of programs for secondary special education; and/or 3) stimulate the improvement of vocational and life skills to enable students with special needs to be better prepared for transition to adult life and services.	Support
357	Maintenance Manager	Performs professional activities assisting an executive officer in directing and supervising the functions of maintenance, transportation, food services, etc.	Operations
357	Food Services Manager	Performs professional activities assisting an executive officer in directing and supervising the functions of maintenance, transportation, food services, etc.	Operations

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COMPUTER TECHNOLOGY			
380	Technology Coordinator	Personnel whose primary function is the technical oversight of a particular hardware/software system. This might also involve personnel supervision. (e.g. Network Administrator, Data Base Administrator, Operating System Administrator, Technology Administrator (small district), Specialized Software Administrator (transportation, library, student information, etc.)	Administration
PARAPROFESSIONALS Performs activities supporting professional - instructional individuals or functions of an organization.			
402	Career Assistant/Job Coach	Assists students in developing and utilizing skills which can be applied to career choices.	Instructional
416	Teaching Assistant, Special Education	Performs the day-to-day activities of teaching special education students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-term evaluative decisions regarding special education students. This includes individuals who may or may not be certified and may include associate degree level preschool classroom instructors (new expanded definition).	Instructional
421	Occupational Therapist Assistant	An individual who holds a Certified Occupational Therapist Assistant (COTA) registration who provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development under the supervision of a licensed occupational therapist.	Support
OFFICE/ADMINISTRATIVE SUPPORT Performs activities associated with data collection, recording and retrieval, preparing, transferring, systematizing, or preserving communications, records, and transactions.			
506	General Office/Secretary	Perform such activities as preparing, transcribing, systematizing or preserving written communication and reports or operating mechanical equipment (e.g., computers, facsimile machines, typewriters, calculators, and word processing equipment); receiving, storing, and dispensing supplies, materials, and equipment.	Support
515	Records Clerk/Data Entry	Establishes and maintains an adequate and efficient system for controlling records (e.g., registration, admission, attendance, IEP's) for an organization. May include data entry into an established database.	Administration

2020-2021 Facility Schools Tuition Cost System

Data Elements, Definitions, and Instructions

CRAFTS/TRADES/SERVICES			
Performs tasks that require skill levels which can be acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This includes assignments in crafts and trades, operative, laborer, and service work.			
608	Custodian	Performs plant housekeeping and servicing activities consisting of the cleaning; operation of the heating, ventilating, and air conditioning systems; and the servicing of building equipment.	Operations
612	Facilities Maintenance Worker	Inspects buildings and office areas to evaluate suitability for occupancy considering such factors as air circulation, lighting, location, and size.	Operations
630	Vehicle Operator	Drives a vehicle such as a truck or automobile used in the service of a school or system.	Operations

Staff – Add Records / Create Snapshot (Save Data)

Submit/Add Record – Once data entry is complete in the Staff input screen, click on the Green box “Submit/Add Record”. A new Staff input screen will display. Continue to enter Staff data in the system until all staff you wish to report in each Staff category have been entered. Staff you wish to include in the tuition cost rate calculation are selected “1-Yes” in the Tuition Cost drop down menu field. Staff selected “0-No” in the Tuition Cost drop down menu field are stored in the system for December Staff updates.

Create a Snapshot – Creating a Snapshot tells the system you are finished entering information and allows the system to “save” data. When a Snapshot is created, the system will check for errors. Errors will either display in the input screen or in error reports. An email is generated to the LEA Approver at the time a Snapshot is created. There is no limit to the number of times a Snapshot is created. To ensure Staff data is “saved” in the system, create a Snapshot frequently.

NOTE: A complete tuition cost application includes data in each Facility School Item: Tuition Cost Program Identification, Cost Line Items, and Staff. The final Tuition Cost Snapshot must be error free before the LEA Approver can Submit the tuition cost application.

2020-2021 Facility Schools Tuition Cost System

Data Elements, Definitions, and Instructions

Tuition Cost Snapshot (Staff)

Facility Schools Menu – Displays the features in the system. Select Snapshot.

Facility School Item – Identifies the Snapshot selections. Select Tuition Cost Snapshot.

School Year – The school year for Tuition Cost Snapshot. The current school year will pre-populate.

School – Displays the list of Facility School(s) associated with the role of LEA Approver.

Program – Displays the list of Programs associated with the Facility School.

Cognos Reports – Review Cognos reports for errors and data accuracy.

- Facility Schools Tuition Cost Snapshot Error Detail Report
- Facility Schools Tuition Cost Snapshot Error Summary Report
- Facility Schools Tuition Cost Staff Detail Report
- Facility Schools Tuition Cost Staff Summary Report
- Facility Schools Tuition Cost Duplicate Staff Report
- Facility Schools Tuition Cost Summary Report (**displays calculated rates**)

Resolve all errors.

The complete tuition cost application is ready to Submit to CDE.

2020-2021 Facility Schools Tuition Cost System

Data Elements, Definitions, and Instructions

Submit Tuition Cost Application Data Elements and Definitions

Facility Schools Menu – Displays the features in the system. Select Status Dashboard.

Facility School Item – Identifies the Snapshot selections. Select Tuition Cost Snapshot.

School Year – The school year for Tuition Cost Snapshot. The current school year will pre-populate.

School – Displays the list of Facility School(s) associated with the role of LEA Approver.

Program – Displays the list of Programs associated with the Facility School.

Click the **“Search”** button.

Once the Facility School Item, School Year, Facility School and Program display, click the **“Search”** button and the Snapshot created will display.

Click on the name of the program in the Program Code column to view details.

Click on the **“Submit to CDE”** button.

Click on the **“Download Sign Off Form”**. The Sign Off Form must be signed by both the Executive / Agency Director and the Special Education Director and emailed to the CDE Facility Schools Tuition Cost System Administrator at FS_TuitionCost@cde.state.co.us

2020-2021 Facility Schools Tuition Cost System

Data Elements, Definitions, and Instructions

CDE Process Post “Submit to CDE” for ALL Facility Schools / Programs

Review period for submitted tuition cost application data to ensure validity and accuracy.

System staff validation check performed to ensure a single staff exceeding a sum of 1.00 FTE is not duplicated in multiple facility schools / programs. Validation check does not apply to part time or contracted staff providing the sum FTE does not exceed 1.00.

Typically this refers to a special education teacher who:

- is employed at a facility school / program at the time the Facility Schools Tuition Cost and December Staff system is open for tuition cost application data
- has Staff data submitted in the system by the facility school / program where employed
- resigns / terminates employment at the “initial” facility school / program
- is hired at a different facility school / program
- has Staff data submitted in the system by the “new” facility school / program as part of their tuition cost application

NOTE: Staff data must reflect the FTE, salary and benefits amounts attributed to the employment time period.

- If staff resigns / terminates employment but is still employed for a period of time at the beginning of the school year, the facility school / program must adjust Staff data accordingly. Enter the staff’s actual End Date and reduce the FTE, salary and benefits amounts according to the end date.
- If staff is hired at a facility school / program after the beginning of the school year, the FTE, salary and benefits amount is prorated according to the hire date. Enter the staff’s actual Hire / Start Date and prorate the FTE, salary and benefits amounts.

If a single staff is duplicated in multiple facility schools / programs, email notification to the affected facility school / program initiated to resolve the duplication.

CDE Accepts and Finalizes tuition cost applications for ALL Facility Schools / Programs.

Documents prepared for submission to the State Board of Education for current school year tuition cost rates approval.