Facility Schools Tuition Cost and December Staff System

Tuition Cost Application
User Guide

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Exceptional Student Services Unit

Office of Facility Schools

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Section I: Introduction and General Information

Introduction

Federal regulation 34 CFR §300.115 requires each Local Education Agency (LEA) ensure a continuum of placement alternatives to meet the educational needs of students eligible for special education services. The Exceptional Children's Educational Act (ECEA) and State Board rules specify that the Department shall establish the tuition cost rate for educating a child with a disability in a facility school to be approved by the State Board of Education [C.R.S. 22-20-109, ECEA Rule 9.01(8)]. The costs for special education services including salaries, benefits, materials, and equipment are calculated and divided by all students served to determine daily tuition cost rates. Tuition cost rates are calculated by CDE annually according to ECEA Rule [ECEA Rule 9.06(1)].

The Facility Schools Tuition Cost and December Staff system will be available for data entry for two open collection windows: Tuition Cost Application and December Staff.

Purpose

The Facility Schools Tuition Cost and December Staff system - Tuition Cost Application User Guide addresses the following topics:

- Add Record
- Edit Record of entered data
- Create a Snapshot
- Create / View Cognos reports
- Review Errors and Warnings
- Status Dashboard
- Submit data to CDE

Tuition Cost Basic Principles

- The Facility School Program will enter the Program Identification, Tuition Cost Line Items, and Staff.
- Tuition Cost Snapshots are created. There is no limit to the number of Snapshots a Facility School Program can create. A Snapshot is the means for the system to perform Error and other checks on entered data and to populate Cognos reports.
- An email is generated to confirm a Tuition Cost Snapshot was created.
- The email will indicate if there are Errors.
- If Errors exist, the Facility School Program will review Errors with a Cognos report.
- The Facility School Program will correct Errors by editing the affected record(s).
- If no Errors exist, the Facility School Program will review the Tuition Cost Summary Report to confirm entered data is complete and correct.
- If entered data is complete and correct, the Facility School Program will submit the Tuition Cost Application and download the Sign Off Form through the Status Dashboard.
- The Sign Off Form is signed by the Executive / Agency Director and the Special Education Director and submitted to CDE.
- The CDE System Administrator will review applications and perform a statewide school / program staff validation process for all applications to ensure no staff is duplicated.

- The CDE System Administrator will finalize and accept all applications.

- If there are issues during the Tuition Cost Application process, The CDE System Administrator will contact the Facility School Program.

- The Facility School Program must employ a CDE licensed / appropriately endorsed special education director, either salaried or on a purchased services contract. Director of special education staff is reported as:

  Job Code / Staff Title = 102 Special Education Director

- The Facility School Program must employ CDE licensed / appropriately endorsed special education teachers. If the Facility School Program is small and only employs one special education teacher, the teacher must be fully licensed / appropriately endorsed in an area of special education appropriate for the student disabilities served in the program. Employment on temporary status is not appropriate or allowed for a one teacher facility program. Special education teacher staff is reported as:

  Job Code / Staff Title = 202 Special Education Teacher

- The FTE entered for Job Codes / Staff Titles: 402 Career Assistant/Job Coach, 416 Teaching Assistant, Special Education and 506 General Office/Secretary will be reduced to half when a Snapshot is created. **Example:** a full-time (actual FTE = 1.00) teaching assistant (Job Code 416) is converted to an applied FTE = 0.50. This process is set in ECEA Rules to allow Facility School Programs to employ additional FTE for staff employed in support positions per the staff to student ratio. The Facility School Program will enter the actual FTE for staff employed in these job codes; the system will conduct the reduction of the FTE to determine the applied FTE.

- Only special education costs will be included in tuition cost rates charged to administrative units.

- All special education costs included in tuition cost rates must be auditable.

- Staff to student ratios will be applied consistently to all facility schools in the determination of tuition cost rates.

- Facility School Programs may include 180 days of salary in the Tuition Cost Application; this includes up to four non-billable, professional development days when students are not attending school. The maximum number of days a Facility School Program can bill the administrative unit of residence is 176 days.

- Tuition cost rates will be determined consistently across all facility schools.

- Separate tuition cost rates must be established if an agency or facility school has special education programs in different sites or locations or runs multiple programs within the same school location.

Two rates will be approved by the Department for each Facility School Program:

- One rate is established for the tuition cost of the special education program, this includes all costs associated with special education services and costs.

- A second rate is established for the additional education costs that are not covered by the state average per pupil revenue (PPR) or the approved tuition cost rate.

Annual Facility Schools Activities

Each year the Facility School Program will access the Facility School Tuition Cost and December Staff system to:

- Submit the annual Tuition Cost Application

- Submit staff data for the annual December Staff collection

Section II: System Functionality

Facility Schools Tuition Cost and December Staff Homepage

The Facility Schools Tuition Cost and December Staff system homepage contains:

- Overview (regulatory and system requirements)

- Deadlines (Tuition Cost Application)

- Data Elements, Definitions, and Instructions (Tuition Cost Application)

- Business Rules (combined Tuition Cost Application and December Staff)

- Additional Resources

  o Tuition Cost Application – Cost Line Items Reference Table

Access the Facility Schools Tuition Cost and December Staff Homepage

Open CDE's homepage in your internet browser, click on the red DISTRICTS tab at the top of the page.

In the red Data Reporting section, click on Data Pipeline online system.

In the Resources Section, click on Data Pipeline Home Page

In the right side column titled **Data Pipeline Home**, click on Periodic Collections to open the list of all CDE collections that are considered periodic (collections with specific open / close dates).

Click on Facility Schools Tuition Cost and December Staff to open the homepage.

The homepage provides information relevant to the system and contains documents to assist in data entry and allowable items.

Overview

Federal regulation requires each local education agency (LEA) ensure a continuum of placement alternatives to meet the educational needs of students eligible for special education services. The student's Individualized Education Program (IEP) team is charged with developing an individualized plan for the student and determining the most appropriate placement for the implementation of the IEP. In some cases, the IEP team may determine the most appropriate placement to be an approved facility school.

Per state ECEA Rules, approved facility schools may charge tuition to the responsible LEA for the additional cost of providing special education services to students with disabilities. ECEA Rules require the Colorado Department of Education to have a process in place to calculate tuition cost rates for approved facility schools. Tuition cost rates are approved annually by the State Board of Education.

The Facility Schools Tuition Cost and December Staff system - Facility Schools Tuition Cost Application contains three sections that make up a complete Tuition Cost Application: 1) Program Identification, 2) Cost Line Items, and 3) Staff. This system provides a secure means for each approved facility school/program to submit budgetary cost items and staff information necessary for the Department to calculate a tuition cost rate.

The system will additionally be used by approved facility schools to submit education December Staff data for those staff employed on December 1st, as required per the Special Education December Count collection, to ensure staff employed in facility schools are appropriately licensed and endorsed and to fulfill Federal and State reporting requirements.

The Office of Facility Schools, through this system, will ensure that tuition cost rates are calculated consistently across all facility school programs and that December Staff data is verified for qualified position status.

Deadlines

Provides system open and close dates and data submission deadlines.

The current year Facility Schools Tuition Cost Application Checklist/Timelines document provides specific dates when data is due in the system. The timeline assists in keeping facility schools / programs on track to meet expected deadlines in order for CDE to review data and complete the data finalization process.

File Layout and Definitions

The current year Facility Schools Tuition Cost Application File Layout and Definitions document contains system data elements, definitions, and instructions that will assist the LEA in entering data for the Tuition Cost Application.

Business Rules

The current year Facility Schools Tuition Cost Application and December Staff Business Rules document provides system Error and Warning codes with the corresponding Error/Warning message.

Additional Resources

The current year Tuition Cost Application – Cost Line Items Reference Table provides information to assist the LEA in accurately entering cost line item data for the Tuition Cost Application. Examples include how to report item cost, quantity and item description.

To access the Facility Schools Tuition Cost and December Staff homepage, bookmark the page at:

http://www.cde.state.co.us/datapipeline/facilityandtuitioncost

Single Sign-On Registration

A designated person who will enter the Tuition Cost Application for a Facility School / Program must request access to Data Pipeline through CDE by submitting the Facility Schools Tuition Cost and December Staff System Access Request form.

Facility Schools Tuition Cost and December Staff System
ACCESS REQUEST

In order to access the Facility Schools Tuition Cost and December Staff System, a user name and password is required for facility schools staff to log into the COE Identity Management (IdM) site. Please use the following form to request a unique, individual user name (typically this is the user's email ID) for **each** facility school staff member you wish to have access to the system to add/ edit staff data and cost line items, or to review detail and summary reports for the Tuition Cost application and December Staff data. IdM passwords are set by the user. This process/ form will also be used to update user access for staff who are no longer employed at your facility program or who no longer need system access. If this occurs, please provide the name of the person who no longer needs system access so that the user name can be deactivated. **It is the facility school's responsibility to inform COE / OFS when Tuition Cost and December Staff System access should be deactivated for a former or reassigned staff member.** You may use this form or send an email message to request accounts be disabled.

Date of Request:			
Facility School:		Location/Program:	
User Name:			
User Title:			
User Phone:			
User email ID:			
Active User:			
Deactivate User:	Yes	No longer employed at facility school program	
	Yes	Role change / Reassigned to different position	

By signing below you are acknowledging that the person listed above is authorized by your facility school / program for user access to the Facility Schools Tuition Cost and December Staff System, or is being deactivated as a user.

Facility Director: _____   **Date:**
        Print Name   **Signature**

Please scan the completed form and send to FS_TuitionCost@cde.state.co.us

Basics of User Roles

Each user is assigned the LEA (local education agency) Approver role and can access their Facility School(s) and associated program(s) only.

Some general information to be aware of regarding user roles:

- A username can be assigned to only one role (LEA Approver) for a specific collection
- Usernames and passwords are not to be shared
- A Facility School can have more than one LEA Approver

Access Data Pipeline for System Login

Open CDE's homepage in your internet browser, click on the red DISTRICTS tab at the top of the page.

To access the Identity Management (IdM) homepage, click on the purple box.

SINGLE SIGN-ON
ACCESS

The recommended bookmark link to access the Data Pipeline is:

- **https://www.cde.state.co.us/idm**

In the Applications section, click on Data Pipeline.

To access the Data Pipeline Username and Password login page, click on the blue box.

Enter your Username and Password in the Sign In box and click Continue.

Once logged in, a blank screen displays with two buttons on the left - Facility Schools and Cognos Report.

Facility Schools Tuition Cost and December Staff System Layout

The Facility Schools Tuition Cost and December Staff system screens within Data Pipeline have the following basic layout and user options:

A standard screen header displays containing the State of Colorado and CDE logos and Data Pipeline title. Below the header is the Welcome line which displays the Username and assigned role (LEA Approver). The right side contains links to the Home Page, FAQ, Help, and the Contact pages. The links for Home Page and Help are currently inactive.

The left menu pane consists of the navigation area for the Facility School Tuition Cost Application

- Facility Schools

  o Status Dashboard
  o Add Record
  o Edit Record
  o Snapshot

- Cognos Report

All fields marked with a red asterisk (*) are required fields.

Screens contain a green Add New Record, Submit/Add Record or Search button

- Text Boxes — allows for user input via keyboard.

- Drop-downs — contain an arrow pointing downward at the end of the field. Click the arrow to expand the dropdown to show possible choices. Highlight the desired data value and click to select the value.

Greyed out fields contain prepopulated data / calculations and cannot be changed.

YELLOW highlighted text fields indicate a Warning in the data entered. Hovering over the field with the mouse will provide further messages to the user.

RED highlighted text fields indicate an Error in the data entered. Hovering over the field with the mouse will provide further messages to the user.

Facility Schools Tuition Cost and December Staff System Screens

The following sections outline each screen available to enter and submit data in the annual Facility Schools Tuition Cost Application. An overview will be provided of each screen, detailed step-by-step instructions to complete each screen, the User Interface Descriptions, and Business Rules.

- Select Facility Schools from the left menu to expand on available screens in the Facility Schools Tuition Cost Application.

A. Add Record

During the application submission period, the Tuition Cost Application is entered through Add Record screens. Added records can then be viewed from Edit Record screens and Errors, if any, can be corrected through the Edit Record screen. Errors may also be viewed from Cognos reports menu. Select the Add Record menu item and the basic Add Record screen will appear.

Add Record for Program Identification, Staff, and Tuition Cost Line Items

Field Name	Field Description / Use	Purpose / Use
Facility School Item	Select from the drop-down list: Program Identification Staff Tuition Cost Line Items	Tells the system the section selected to enter data for the Facility School/Program. Always enter data in the Program Identification section first.
School Year	The current school year will prepopulate	Tells the system the school year for the Tuition Cost Application.
School	Select from the drop-down list the Facility School that is associated with the LEA Approver	Displays the list of Facility School(s) associated with the role of LEA Approver.
Program	Select from the drop-down list the Program associated with the Facility School	Displays the list of Program(s) associated with the Facility School.

A.1 Data Fields for Program Identification

Add Record for Program Identification

- Select Program Identification from the Facility School Item drop-down menu field.

- Current School Year will prepopulate.

- Select the School from the drop-down menu field.

- Select the Program from the drop-down menu field.

- Once Program Identification, School Year, School, and Program are selected, click the Add New Record button and the Program Identification input screen will appear.

Data Fields for Program Identification

Field Name	Field Description / Use	Example / Use
Contact First Name	Enter the first name of the Facility School contact	
Contact Last Name	Enter the last name of the Facility School contact	
Contact Title	Select from the drop-down menu the title of the Facility School contact: 1-Special Education Director 2-Executiive Director 3-Education Coordinator 4-Chief Financial Officer 5-Office Support	
Contact Phone Number	Enter 10-digit number without dashes or dots	3031234567
Contact Email Address		
Facility School Begin Date	Enter MMDDYYYY format	08152020
Facility School End Date	Enter MMDDYYYY format	06302021
Number of Program Days for the School Year	Default = 176 days	Maximum allowed billing days
Average Number of Students to be Served	Enter as a whole number	Estimate of previous year's census and current enrollment projection
Applied Program Ratio	The ratio will prepopulate per the type of program	
Instructional Supplies	The amount will auto-calculate based on the Average Number of Students to be Served entered	10 students * $200 per student = $1,200
Maximum Allowed FTE	The FTE will auto-calculate based on the Applied Program Ratio and the Average Number of Students to be Served entered	
Submit/Add Record button	When the user is finished with data entry for the record click this button to add the record	Tells the system you are finished entering Program Identification data.

Business Rules for Program Identification

Business Rule	Field Behavior	Example
Contact phone number	Must be entered as a 10-digit number without dashes or dots	3031234567

Business Rule	Field Behavior	Example
Facility School Begin Date	Facility School Begin Date cannot be earlier than August 1 of the current school year	If you enter a date earlier than August 1, a screen Error (RED) is displayed.
Facility School End Date	Facility School End Date cannot be later than June 30 of the current school year	If you enter a date later than June 30, a screen Error (RED) is displayed.
Number of Program Days for the School Year	Number of days should equal between 150 and 176 per the facility school program approval	If you enter a number less than 150, a screen Warning (YELLOW) is displayed.
Average Number of Students to be Served	Enter the total number of all students served in the program. This includes students with disabilities and general education students if all students receive the same educational services.	
Maximum Allowed FTE	The FTE will auto-calculate based on the Applied Program Ratio and the Average Number of Students to be Served entered	

Program Identification includes data (Applied Program Ratio, Average Number of Students to be Served and Maximum Allowed FTE) necessary for the system to run Tuition Cost calculations and to generate Cognos reports.

Data must be entered in Program Identification first. If it is not, Snapshots will fail, and Cognos reports cannot be generated.

A.2 Add Record for Staff

Add Record for Staff

- Select Staff from the Facility School Item drop-down menu field.

- Current School Year will prepopulate.

- The School and Program should prepopulate with the selection made in Program Identification.

- Once the Staff item, School Year, School, and Program are selected, click the Add New Record button and the Staff input screen will appear.

- Once data entry for a staff member is complete, click the Submit/Add Record button to enter data for another staff member. Continue until you have entered all education staff data for the Facility School / Program. You may enter only your Tuition Cost staff during the Tuition Cost Application window, or you may add all education staff employed at the Facility School / Program in preparation for the December Staff collection. For staff you wish to include in the tuition cost rate calculation, select 1-Yes in the Tuition Cost drop-down menu field. Staff data entered during the Tuition Cost Application window will display for the December Staff collection.

- The user must enter a pro-rated salary and benefits amounts for those staff reported with a less than 1.00 FTE. The system does not have the capability to automatically calculate a full time salary into a pro-rated FTE salary.

- Staff data will not carry over from one year to the next.

Data Fields for Staff

Field Name	Field Description / Use	Example / Use

Type of Staff / Personnel	Drop-down list includes:
	    1-Instructional Salary
	    2-Instructional Purchased Services
	    3-Support Salary
	    4-Support Purchased Services
	    5-Administration Salary
	    6-Business Salary
	    7-Operations Salary
	    8-General Education Salary	

Job Code / Staff Title	Drop-down list includes the Job Code / Staff Title associated for each Type of Staff / Personnel selection. Refer to the Job Codes and Descriptions document for a complete list of allowable job codes and descriptions at: **https://cdeapps.cde.state.co.us/index.html**	
First Name	Enter the staff's first name	
Last Name	Enter the staff's last name	
Social Security Number	Enter SSN in 9-digit format without dashes or dots	123456789
Hire / Start Date	Enter the staff's start date in MMDDYYYY format	
End Date	Default value of staff's end date = 00000000	Do not enter a staff end date in the Tuition Cost Application as tuition cost staff are active employees.
FTE	Enter FTE in a 4-digit format	1.00, 0.50
Salary	Enter salary as a whole number	Prorate the salary for FTE less than 1.00
Benefits	Enter benefits as a whole number	Prorate the benefits for FTE less than 1.00
Tuition Cost	Select 1-Yes or 0-No	Only those staff marked Tuition Cost 1-Yes will be included in the Tuition Cost rate calculation.

Business Rules for Staff

Business Rule	Field Behavior	Example
Job Code / Staff Title	Each application must include staff reported in Job Code 102 Special Education Director and Job Code 202 Special Education Teacher	
Hire / Start Date	If Hire / Start date is greater than 14 days after the Program Begin Date, staff's FTE cannot equal 1.00. FTE must be prorated per the actual hire date. Hire / Start date cannot be later than the Program End Date	
Benefits	Benefits cannot be greater than 50% of Salary	

Business Rule	Field Behavior	Example
FTE	FTE for individual staff cannot be greater than 1.00. FTE for Job Codes 402 Career Assistant/Job Coach, 416 Teaching Assistant, Special Education, and 506 General Office/Secretary will be reduced to 1/2 of the value entered. Total FTE for all staff in Instructional and Support categories cannot exceed the Maximum Allowed FTE for the Program ratio. You will receive an application Error if total FTE exceeds the maximum allowed FTE.	

A.3 Add Record for Tuition Cost Line Items

Add Record for Tuition Cost Line Items

- Select Tuition Cost Line Items from the Facility School Item drop-down menu field.

- Current School Year will prepopulate.

- The School and Program should prepopulate with the selection you made in Program Identification.

- Once the Tuition Cost Line Items, School Year, School, and Program are selected, click the Add New Record button and the Tuition Cost Line Items input screen will appear.

- Once data entry for a Tuition Cost Line Item is complete, click the Submit/Add Record button to enter another Tuition Cost Line Item. Continue until you have entered all Tuition Cost Line Items for the Facility School / Program.

Data Fields for Tuition Cost Line Items

Field Name	Field Description / Use	Example / Use
Cost Category	Drop-down list includes: 1-Instructional 2-Support 3-Administration 4-Business 5-Operations 6-General Education	
Cost Line Item	Drop-down list includes the Cost Line Items associated for each Cost Category selection. Refer to the Facility Schools Tuition Cost Application Data Elements, Definitions and Instructions document for a complete list of allowable cost line items at: **https://www.cde.state.co.us/datapipeline/facilityandtuitioncost**	
Cost Line Item Detail	Drop-down list includes the Cost Line Item Detail associated for each Cost Line Item selection.	
Item Cost	Enter the total cost of the Cost Line Item	
Item Cost Description	Text field to enter a specific description for the Cost Line Item selection	

Field Name	Field Description / Use	Example / Use
Item Quantity	Enter the number quantity of the item selected in the Cost Line Item Detail. If the quantity exceeds "1" the system will multiply the Item Cost by the Item Quantity for the total amount of the expense. Example: Cost Line Item = Support Supplies, Cost Line Item Detail = Assessments, Item Cost = $25 x Item Quantity = 4. The total amount of $200 will auto-calculate and display in the Tuition Cost Expense Item Detail Report and the Tuition Cost Summary Report.	

Business Rules for Tuition Cost Line Items

Business Rule	Field Behavior	Example
Item Cost	Mileage items selected in Cost Line Item Detail will prepopulate with the current year's state mileage reimbursement rate	
Item Quantity	If a Mileage item is selected in Cost Line Item Detail, enter the total number 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 amount of the expense. The total amount of Mileage reimbursement will auto-calculate and display in the Tuition Cost Line Item Detail Report and the Tuition Cost Summary Report.	

B. Edit Record

This section allows the user to edit or delete records. Once the user has entered Program Identification, Cost Line Items, and Staff data, they will review and/or edit entries and check for Errors directly through the Edit Record input screen. Select Edit Record from the menu item and the basic Edit Record screen will appear.

- Check the box to the left of the record you want to edit or delete.

Edit Record for Program Identification, Staff, and Tuition Cost Line Items

Field Name	Field Description / Use	Purpose / Use
Facility School Item	Drop-down list 　Program Identification 　Staff 　Tuition Cost Line Items	Select the item to review
School Year	Drop-down list 　Default is the current school year	
Error Records	Drop-down list 　Default is All 　Errors and Warnings 　Errors 　Warnings 　No Errors or Warnings	Displays records that have a screen Error or a screen Warning Displays records that have a screen Error or a screen Warning Displays records that have a screen Error Displays records that have a screen Warning Displays no records

Field Name	Field Description / Use	Purpose / Use
School	Drop-down list	Displays the list of Facility Schools associated with the role of LEA approver.
Program	Drop-down list	Displays the list of Program(s) associated with the Facility School selected.

Button Name	Button Description / Use	Purpose / Use
Search	When this button is clicked, an additional screen will display to populate data entered in the Facility School Item selection	Tells the system to search for records entered in the Item selection.

NOTE: the message **Fields shown in RED have an Error** will appear on the screen regardless of whether there is an Error in the data. This message is a standard feature of Data Pipeline collections and cannot be removed. Scroll to the right to display all data fields in the record. If no field is shown in RED, there are no Errors.

B.1 Edit Record – Data Fields for Program Identification

Edit Record for Program Identification

- Select Program Identification from the Facility School Item drop-down menu field.

- Current School Year will prepopulate.

- Select All in the Error Records drop-down menu field.

- Select the School from the drop-down menu field.

- Select the Program from the drop-down menu field.

- Click the Search button and the Program Identification record will appear.

- Scroll from left to right to view all fields in the record.

- Check the box to the left of the record you want to edit or delete.

Field Name	Field Description / Use	Purpose / Use
School Name	Displays the School selected	You cannot edit this field
Program Name	Displays the Program selected	You cannot edit this field
Contact First Name	Displays the first name entered	
Contact Last Name	Displays the last name entered	
Contact Title	Displays the contact title selected	
Contact Phone Number	Displays the phone number entered	
Facility School Begin Date	Displays the Facility School Begin Date entered	
Facility school End Date	Displays the Facility School End Date entered	
Number of Program Days	Displays the Number of Program Days entered	
Average Number of Students to be Served	Displays the Average Number of Students to be Served entered	

Button Name	Button Description / Use	Purpose / Use
Save	Will save any changes made to any field in the selected record	

Button Name	Button Description / Use	Purpose / Use
Delete	Will delete the selected record	
Back	Click the Back button to return to the main Edit Record screen	

Edit Record – Business Rules for Program Identification

Business Rule	Field Behavior	Example
Contact phone number	Must be entered as a 10-digit number without dashes or dots	If you edit a phone number to be less than 10 digits, the field will display a screen Error (RED).
Facility School Begin Date	Facility School Begin Date cannot be earlier than 8/1 of the current school year	If you edit a record to be earlier than 8/1, the field will display a screen Error (RED).
Facility School End Date	Facility School End Date cannot be later than 6/30 of the current school year	If you edit a record to be later than 6/30, the field will display a screen Error (RED).
Number of Program Days for the School Year	Number of days should equal between 150 and 176 per the facility school program approval	If you edit a record to be greater than 176, the field will display a screen Error (RED). If you edit a record to be between 0 and 150 days, the field will display a screen Warning (YELLOW).

B.2 Edit Record – Data Fields for Staff

Edit Record for Staff

- Select Staff from the Facility School Item drop-down menu field.

- Current School Year will prepopulate.

- Select the type of records you want to display from the Error Records drop-down menu field.

- Select the School from the drop-down menu field.

- Select the Program from the drop-down menu field.

- Click the Search button and the Staff record(s) will appear.

- Scroll from left to right to view all fields in the record

- Check the box to the left of the record you want to edit or delete

Edit Record – Data Fields for Staff

Field Name	Field Description / Use	Purpose / Use
School Name	Displays the School selected when the Program Identification was entered	Cannot edit this field
Program Name	Displays the Program selected when the Program Identification was entered	Cannot edit this field

Field Name	Field Description / Use	Purpose / Use
Type of Staff / Personnel	Displays the Staff / Personnel category selected when the Staff record was entered	Edit this field if you need to change the Type of Staff / Personnel selection. If changed, the Job Code / Staff Title must also be changed.
Job Code / Staff Title	Displays the Job Code / Staff Title category selected when the Staff record was entered	If the Type of Staff / Personnel is changed, you must reselect the Job Code / Staff Title from the drop-down menu field.
First Name	Displays the first name entered	
Last Name	Displays the last name entered	
Social Security Number	Displays the SSN entered	
Hire / Start Date	Displays the Hire / Start date entered	
End Date	Default end date = 00000000	
FTE	Displays the FTE entered	Will display a screen Error (RED) if the FTE is entered in an incorrect format
Salary	Displays the salary entered	Prorate the salary for FTE less than 1.00
Benefits	Displays the benefits entered	Prorate the benefits for FTE less than 1.00
Tuition Cost	Displays the selection 1-Yes or 0-No entered	Only staff entered with 1-Yes in the Tuition Cost menu field will be included in the tuition cost rate calculation.

Button Name	Button Description	Purpose / Use
Save	Will save any changes made to any field in the selected record	
Delete	Will delete the selected record	
Back	Click the Back button to return to the main Edit Record screen	

When you click the "Back" button, you will see Filter options. This is useful if you want to view records for staff entered in specific Type of Staff / Personnel or Job Code / Staff Title categories, or to search staff by last name.

Edit Record – Business Rules for Staff

Business Rule	Field Behavior	Example
Social Security Number	SSN must be entered in a 9-digit format without dashes or dots	If you edit an SSN to be less than 9 digits, the field will display a screen Error (RED).
Hire / Start Date	Hire / Start Date must be entered in MMDDYYYY format	If you edit a Hire / Start Date to not be in the MMDDYYYY format, the field will display a screen Error (RED) If Hire / Start Date is greater than 14 days after the Program Begin Date, the field will display a screen Error (RED).

Business Rule	Field Behavior	Example
End Date	End Date defaults to 00000000	If you edit an End Date to not be in the 00000000 or MMDDYYYY format, the field will display a screen Error (RED).
FTE	FTE must be in a 4-digit format	If you edit an FTE to not be in the correct 4-digit format (x.xx), the field will display a screen Error (RED).

B.3 Edit Record – Data Fields for Tuition Cost Line Items

Edit Record for Tuition Cost Line Items

- Select Tuition Cost Line Items from the Facility School Item drop-down menu field.

- Current School Year will prepopulate.

- Select the type of records you want to display from the Error Records drop-down menu field.

- Select the School from the drop-down menu field.

- Select the Program from the drop-down menu field.

- Click the Search button and the Tuition Cost Line Items record(s) will appear.

- Scroll from left to right to view all fields in the record.

- Check the box to the left of the record you want to edit or delete.

Edit Record – Data Fields for Tuition Cost Line Items

Field Name	Field Description / Use	Purpose / Use
School Name	Displays the School selected when the Program Identification was entered	Cannot edit this field
Program Name	Displays the Program selected when the Program Identification was entered	Cannot edit this field
Cost Category	Displays the Cost Category selected when the Cost Line Item record was entered	Edit this field if you need to change the Cost Category selection. If changed, the Cost Line Item must also be changed.
Cost Line Item	Displays the Cost Line Item category selected when the Cost Line Item record was entered	If the Cost Category is changed, you must reselect the Cost Line Item from the drop-down menu field.
Cost Line Item Detail	Displays the Cost Line Item Detail category selected when the Cost Line Item record was entered	If the Cost Line Item category is changed, you must reselect the Cost Line Item Detail from the drop-down menu field.
Item Cost	Displays the total cost entered for the Cost Line Item	
Item Cost Description	Displays the item description entered for the Cost Line Item	
Item Quantity	Displays the quantity entered for the Cost Line Item	

Button Name	Button Description	Purpose / Use
Save	Will save any changes made to any field in the selected record	
Delete	Will delete the selected record	
Back	Click the Back button to return you to the main Edit Record screen	

When you click the Back button, you will see Filter options. This is useful if you want to view a specific Cost Category, Cost Line Item, or Cost Line Item Detail.

Edit Record – Business Rules for Tuition Cost Line Items

Business Rule	Field Behavior	Example
Cost Line Item Detail	When a Mileage item is selected in the Cost Line Item Detail, the Item Cost will prepopulate with the current year's state mileage reimbursement rate	
Item Cost	Item Cost must be entered as a whole number	
Item Cost Description	Enter a description of the Cost Line Item Detail in the text box	

C. Snapshot

Creating a Snapshot tells the system you are finished entering data required to submit a Facility Schools Tuition Cost Application. In order for a Snapshot to generate and populate Cognos reports, the Program Identification and at least one Cost Line Item and one Staff record must be entered. When a Snapshot is created, the system will check for Errors. After the Snapshot is created, you will be able to review and correct any Errors in Edit Record screens and create a new Snapshot. Once a Snapshot is created, the staff's license information will populate into the Tuition Cost Staff Summary Report.

Snapshot

Select the Snapshot menu item and the basic Facility School Snapshot screen will appear.

- Select Tuition Cost Snapshot from the Facility School Item drop-down menu field.

- Current School Year will prepopulate.

- Select the Facility School from the School Code drop-down menu field.

- Select the Facility School Program from the Program Code drop-down menu field.

- Click the Search button and the Create Snapshot screen will appear.

- Click Create Snapshot button and a message will appear that a Snapshot creation was triggered.

  Snapshot creation triggered and processing. A notification email will be sent upon completion.

- You will receive an email when the Snapshot is created.

- The email will contain the number of entries in the Tuition Cost Application and the number of Errors. There is no limit to the number of times a Snapshot can be created. The **final** Snapshot must be Error free before you can submit the Tuition Cost Application.

Snapshot – Data Fields

Field Name	Field Description / Use	Purpose / Use
Facility School Item	Select from the drop-down list: December Staff Snapshot Tuition Cost Snapshot	Tells the system you are finished entering data for the Facility and Program Tuition Cost Application or education staff for the December Staff Collection. There is no limit to the number of Snapshots you can create. A Snapshot should be created each time you are finished entering data into the system, so it is saved.
School Year	Drop-down list with the school year for which the application / collection is open	Tells the system the school year for the Tuition Cost Application.
School	Select from the drop-down list the Facility School that is associated with the (LEA Approver)	Displays the list of Facility School(s) associated with the role of LEA Approver.
Program	Select from the drop-down list the Program associated with the Facility School	Displays the list of Program(s) associated with the Facility School.

D. Cognos Reports

The Facility Schools Tuition Cost and December Staff System uses Cognos Reporting. These reports help identify Errors in the application and to review and validate the data entered.

- Select Cognos Reports from the left menu pane and the basic Cognos Menu screen will appear.

- Click the Facility Schools menu to expand the list of reports available.

- Click on the report you want to run from the report menu.

- Select the School Year from the drop-down menu field.

- Select the School Code from the Select School drop-down menu field.

- Select the Program Code from the Select Program drop-down menu field.

- Click the Finish button in the lower left corner of the screen.

- Reports default display is PDF format. To change the format, click on the format drop-down menu and select another format. Available formats are HTML, XML and Excel.

Key Tuition Cost Application Reports

Facility Schools Tuition Cost Line Item Detail Report – displays each entered Cost Line Item, including the description of the Cost Line Item, total Quantity, individual cost Amount and the Total Amount of the Cost Line Item. All allowable Cost Item categories will display in the report regardless of whether you entered data in the Cost Item category. When a Snapshot is created, the system conducts the multiplication of Quantity x individual cost Amount to calculate the Total Amount of the Cost Line Item. Review this report to confirm all Cost Items and associated costs have been entered before submitting the Tuition Cost Application.

Facility Schools Tuition Cost Staff Detail Report – displays each entered staff member by Staff Category and Job Code / Staff Title. All allowable Staff Categories display in the report regardless of whether you entered staff data in the Job Code / Staff Title category. When a Snapshot is created, the report will populate the entered staff information and if the staff is to be included in the Tuition Cost Application, as indicated in the field titled Tuition Cost Y/N. Staff entered as Tuition Cost = N are not included in the tuition cost rate calculation. Review this report to ensure you have not missed entering staff in any Staff Category.

Facility Schools Tuition Cost Staff Summary Report – displays entered staff information in alphabetical order by staff's last name. When a Snapshot is created, the report will populate the entered staff information, including the staff's CDE license information by License Type, Expiration Date, and Endorsement. Flags are set in the columns titled SPED License Approved, Temporary Status (TEE), and SPED Qualified, to indicate if the staff's license is appropriate for the reported Job Code / Staff Title. Review this report to ensure you have not missed entering staff in any Staff Category and that staff are appropriately licensed and endorsed.

Facility Schools Tuition Cost Summary Report – displays the summary information of entered Cost Line Items; total staff FTEs, salaries, and benefits by category type; the program's Applied Program Ratio; and maximum and allowed staff FTE totals. The current year Base Per Pupil Funding (PPR) will prepopulate in Row 45, the Daily per Student Tuition Cost Rate will display in Row 54 and the Daily per Student Additional Education Cost Rate will display in Row 56. Review this report to ensure you have not missed entering any Tuition Cost Application information. The rates that display in Rows 54 and 56 are the facility school / program rates that are submitted to the State Board of Education for approval.

Error Detail and Summary Reports – displays any Errors or Warnings that are generated in the system. Review these reports to view the list of Errors or Warnings for the various components of the system. Pay particular attention if the Tuition Cost Application generates Error TU002. This Error may indicate that a staff is reported at multiple facility school programs at full-time employment. No staff may be reported in any individual or multiple facility school program(s) with an FTE that exceeds 1.00. Review Error Detail and Summary reports to ensure the Tuition Cost Application is Error free. Errors that are generated must be cleared before the Tuition Cost Application can be submitted and data is finalized. Warnings will not prevent submission of the Tuition Cost Application.

E. Status Dashboard

The Status Dashboard allows the Facility School to submit and view the status of the Tuition Cost Application.

- Select the Status Dashboard from the left menu pane and the basic Status Dashboard screen will appear.

- Once you have corrected all Errors and your application is Error free, select Tuition Cost Snapshot. There is no limit to the number of Snapshots you can create, but the **final** Snapshot must be Error free before you can submit your Tuition Cost Application.

- Current School Year will prepopulate.

- Select the Facility School from the Facility School Code drop-down menu field.

- Select the Program from the Program Code drop-down menu field.

- Click the Search button.

- Once the Facility School Item, School Year, Facility School, and Program are selected, click the Search button and the Snapshot created will appear.

E.1 Submit Tuition Cost Application to CDE

- 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.

If the Facility School attempts to submit their Tuition Cost Application with Errors, a message is generated stating the Program has not met the threshold for validation Errors.

The program (displays the program code) has not met the threshold for validation errors.

When you submit your Tuition Cost Application, you will receive an email to verify the Snapshot has been submitted. Data is now locked and cannot be modified. If changes are necessary, contact the CDE System Administrator to have your data unlocked.

E.2 Download Sign Off Form

After a Tuition Cost Application is submitted to CDE, the LEA Approver will download the Sign Off Form. This form is signed by both the Executive / Agency Director and the Special Education Director of the Facility School / Program and emailed to the CDE System Administrator at **FS_TuitionCost@cde.state.co.us**. The form will download in the lower left corner of the screen. Click on the PDF to open the form.