

PUTTING STUDENTS FIRST



March STAC Talk

Special Education Aid Assistance Service

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& Alyssa Scarcella



www.questar.org

Agenda

1. DVPUB Verifications
2. DCPOD Screen
3. DCPUB Screen

3

DVPUB Verifications

Verification is now open for **ALL** 10-Month
High Cost Public Placements

Online Verification for 10-Month Placements (DVPUB)

4

- DVPUB verification for all 2021-22 10-month High-Cost Public placements
 - In-District (*may require DCPUB screen*)
 - Other Public District (*will require DCPOD screen*)
 - BOCES Placements (*may require DCPUB screen*)
 - *Must use SED approved BOCES Year End Final Cost Reports:*
https://www.oms.nysed.gov/stac/schoolage/schoolage_placement_summary/public_excess_cost/202122_boces_yearend_report_table.html
 - **Verification Due: June 30, 2023**
(*current year aid*)

SED Approved BOCES Reports

5

Questar III BOCES example

| | | | | | |
|--------|--|------------|------------|--|------------|
| 499000 | BOCES Questar III (Renn-Colum- Greene) | 09/08/2021 | 06/24/2022 | Summary-Level Year-End Final Cost Report for High Cost Students | 01/24/2023 |
| 509000 | BOCES Rockland | 09/10/2021 | 06/24/2022 | Summary-Level Year-End Final Cost Report for High Cost Students | 11/04/2022 |
| 519000 | BOCES St. Lawrence-Lewis | 09/03/2021 | 06/24/2022 | Summary-Level Year-End Final Cost Report for High Cost Students | 10/20/2022 |

| Questar III BOCES Year-End Final Cost Report for High Cost Students 2021-2022 | | | | | |
|---|--|-------------------|-----------------|--------------------------------|----------------------|
| District: East Greenbush CSD | | | | | |
| | | <u>Start Date</u> | <u>End Date</u> | <u>Weeks Billed</u> | <u>Calculated On</u> |
| BOCES Program Year: | | 09/08/2021 | 06/24/2022 | 40 (Assumes 4 weeks per month) | 01/24/2023 |
| | | | | <u>Printed On</u> | 01/24/2023 |

Page 1 of 7

DVPUB Verification Screen

6

Date 03/09/23
Time 09:28

New York State Education Department
Section (3602.19) High Cost-Public Verification Screen

Go to
Menu

School Year
2122

CSE District
281230040000

District Count - Total records / Records Verified
20 / 9

Selection Type:
☒ Unverified
☐ Unverified DCPUB/DCPOD
☐ Verified and Not Reviewed by SED
☐ Reviewed and Locked by SED**
☐ All Records

Record Counts:
Unverified: 2
Unverified DCPUB/DCPOD: 0
Verified and Not Reviewed by SED: 0
Reviewed and Locked by SED**: 0
All Records: 2

Get Providers
EXAMPLETOWN UFSD
281230040000

First 4 Letters of Last Name (Optional)

Get AVL

Sort by Approved Cost Descending ☐

** Districts have [view only rights](#) for "Reviewed and Locked by SED" Records
*DCPUB/DCPOD Record Required

CSE District Threshold: 74016
CSE District Public Excess Cost Ratio: .250

COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS
Contact Name Phone #
E-mail Address Verification Completed ☐

Education Provider Program Dates - 09/10/21 - 06/24/22

| Last and First Names | From | To | Current Appr | 10-Month Annualized Cost | Prev Verified | Verified | Verify | Reviewed and Locked by SED |
|----------------------------------|--------------|----------|------------------|---------------------------------|--------------------------|--------------------------|--------|----------------------------|
| Education Provider Name and Code | Half | FTE | Date Rec Entered | Unverified DCPUB/DCPOD Required | Verified Date | Date Locked | | |
| EXAMPLE STUDENT | 09/10/21 | 06/24/22 | 137,101.00 | 0 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| EXAMPLETOWN UFSD | 281230040000 | | | | | | | |
| H98765 02 11/22/11 | | 1.000 | 11/12/21 | | | | | |

DVPUB Verification Process

7

- ❑ **All Public Placements**
- ❑ Amendments in the To/From date fields and Annualized Costs field
 - If student was enrolled for a 1.0 FTE, you do not need to adjust dates
- ❑ Verification needs to be completed one provider at a time
- ❑ Review dates and cost, and check verify box on DVPUB if record is correct

Verification Completed

8

- ❑ Once you review all verifications
 - ▣ **Click Verification Completed** button
 - ▣ **Click Submit** at bottom (date will be embedded)
- ❑ Verified records reviewed and approved by STAC will be locked
 - ▣ If district needs to amend and re-verify a locked record, contact the NYSED STAC Unit

| | | | |
|--|--|--|---|
| CSE District Threshold: 74016 | | COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS | |
| CSE District Public Excess Cost Ratio: .250 | | Contact Name Tyler Gates | Phone # 5184796862 |
| Education Provider Program Dates - 09/10/21 - 06/24/22 | | E-mail Address tyler.gates@questar.org | Verification Completed <input type="checkbox"/> |



DCPOD Screen

High-Cost Student Worksheet for Other
District Placements

DCPOD Required Records

10

- Provides standard method for reporting and breaking down costs for students educated by another district, where the other district billed using actual costs
- Provides information about actual Nonresident Tuition Report (NRT) rates for students educated by another district, where the other district billed using the NRT rate

Student and District Information

11

| | | | | | | |
|--|---|------------------------------|--|-----------------------------------|---------------------------|--------------|
| Date 03/09/23 | New York State Education Department | Go to <input type="text"/> | (For non-resident placements) | | | |
| Time 09:48 | HIGH COST STUDENT WORKSHEET (Other District) | | <input type="button" value="Menu"/> | | | |
| STAC ID | School Year | Rec Num | Name | Date of Birth | Mode | |
| Z12348 | 2122 | 03 | SCOTT ALEX | 05/10/02 | Add | |
| <input type="button" value="Inquire"/> | Set browser to 57% to print as single page | | | Public Excess Cost Aid Ratio .594 | District Threshold 48,588 | |
| Start Date | End Date | To Amend Start or End Dates: | <input type="button" value="GO TO DSPUB"/> | FTE | CSE District APPLE CSD | 010101010 |
| 09/01/21 | 06/24/22 | | | 1.000 | Ed Provider GRAPE CSD | 02 02 020 20 |
| Previous Annualized Rate | | | Current 10-Month Annualized Cost | | | |
| 118,221.00 | | | 114,622.00 | | | |

Section I. The NRT Section

12

| | | | |
|--|--|--|---|
| I. NRT | <input type="radio"/> Non Resident Tuition (NRT) Rate (Full Day K-6 Student with Disabilities) 47775 | <input type="radio"/> Non Resident Tuition (NRT) Rate (Grade 7-12 Student with Disabilities) 49257 | <input checked="" type="radio"/> Other Educating District Billed Using Actual Costs (Provide Cost Breakdown Below) |
| <p>For Remaining Sections: If FTE is less than 1.000, divide actual cost by FTE to annualize Upload Invoices/Cost Breakdowns to GoAnywhere</p> | | | |

- ❑ You must select whether the other educating district billed using an NRT rate or billed using actual costs
- ❑ Note: If the other educating district has billed using the NRT rate, the aid available for services provided by the Non-Resident district is capped at the NRT rate.

Section II. Special Education Classrooms

13

| II. Special Ed Classrooms | | | | | Excluded Cost List |
|---------------------------|---------------------------------|-------------------------|-----------------------------|---------------------|--|
| Placement Type | IEP Ratio: Stud:Teach + Para | Total Placement Cost | Actual Students in Class | Total Child Cost | |
| SPECIAL CLASS ▼ | 12 : 1 + 1 | 47054 | 1 | 47054.00 | General Education Costs; CSE Admin Costs; Evaluations; Building Costs; Select Services; Substitute Teachers; Transportation; Field Trips; Classroom Equipment; Classroom Software/Technology; Class Supplies/Materials/Textbooks; Admin Costs (Superintendents, Business Office, PPS, Guidance etc.); Clerical Costs (Front Office, Account Clerks, Secretaries, etc.); and ANY other services not on IEP |
| ▼ | 0 : 0 + 0 | 0 | 0 | | |
| ▼ | 0 : 0 + 0 | 0 | 0 | | |
| ▼ | 0 : 0 + 0 | 0 | 0 | | |

*Special education students only Additional Special Education Classroom Costs (Explain in Comments): 0 Classroom Cost for this Child: 47054.00

Section III. Child-Specific Aide

14

| III. Child-Specific1:1 Aide/Shared Aide/Nurse/Interpreter | | (Not included In-District or BOCES reported cost above) | | |
|---|-------------------------|---|----------------------|---------------------|
| Type of 1:1 | Provider Type | Total Cost | # of Students Served | Student Annual Cost |
| Aide/Teaching Asst ▾ | Non-Resident District ▾ | 34287 | 1 | 34,287.00 |
| ▾ | ▾ | 0 | 0 | |

Section IV. Related Services

15

| IV. Related/Other Services (Not included in reported cost above) | | | (As indicated on IEP) | | | |
|--|-----------------------|---------------------------------|---------------------------|---|-----------------------------|------------------------|
| Service Type | Provider Type | Total Amount Billed Per Student | IEP Session Length (Mins) | Provided to: | Actual # of Sessions Billed | Session Cost Per Child |
| Occupational Therapy | Non-Resident District | 3916.00 | 45 | <input type="radio"/> Individual <input checked="" type="radio"/> Group | 30 | 130.53 |
| Speech/Language Therapy | Non-Resident District | 11749.00 | 30 | <input type="radio"/> Individual <input checked="" type="radio"/> Group | 90 | 130.54 |
| Speech/Language Therapy | Non-Resident District | 17616.00 | 30 | <input checked="" type="radio"/> Individual <input type="radio"/> Group | 90 | 195.73 |
| | | 0 | 0 | <input checked="" type="radio"/> Individual <input type="radio"/> Group | 0 | |
| | | 0 | 0 | <input checked="" type="radio"/> Individual <input type="radio"/> Group | 0 | |
| | | 0 | 0 | <input checked="" type="radio"/> Individual <input type="radio"/> Group | 0 | |

****Actual number of sessions cannot exceed the number of sessions specified on IEP.**

If more than six, enter total annual cost by type of remaining services: (and provide explanation in comments)

| | | | |
|-------------------------|---------------|----------------|------------------|
| (Non-Resident District) | (BOCES Extra) | (CSE District) | (Other Provider) |
| 0 | 0 | 0 | 0 |

Section V. Other Child Specific Costs and Comments & Summary Section

16

| V. Other Child Specific Costs | | Cost Category | Additional Information | Total Other Child-Specific Costs |
|---|--|--|-------------------------------------|----------------------------------|
| Provided by CSE District Only | | <input type="text"/> | <input type="text"/> | <input type="text" value="0"/> |
| If you entered additional Related Services or Other Child-Specific costs, please explain below: | | | District Contact Information | |
| Comments: <input type="text"/> | | Contact Name <input type="text" value="Tyler Gates"/> | | |
| Comments: <input type="text"/> | | E-mail Address <input type="text" value="Tyler.Gates@questar.org"/> | | |
| Enter 03/03/23 DIST Update | | User DVPUB4 Phone# <input type="text" value="(518)479-6862"/> (Ex: 5181235555 - 10 digits) | | |
| Required for Inquiry | | Inquire | ADD | Change |
| Non Resident Tuition | | Total 10-Month Annualized Cost | | |
| Special Classrooms Subtotal | | (Verify this amount on DVPUB) | | |
| 47054.00 | | 114,622.00 | | |
| 1:1/Shared Aide Subtotal | | High Cost Aid Available | | |
| 34287.00 | | 13,591.00 | | |
| Related Services Subtotal | | | | |
| 33281.00 | | | | |
| Other Child-Specific Costs Subtotal | | | | |
| | | | | |
| SED use only: VERIFIED & LOCKED <input checked="" type="checkbox"/> Lock Record | | | | |
| SED Changes: | | | | |
| <input type="text"/> | | | | |
| <input type="text"/> | | | | |
| <input type="text"/> | | | | |

DCPUB Screen

High Cost Student Worksheet for
BOCES/In-District

DCPUB Requirements

18

- ❑ **DCPUB:** cost calculation online screen
- ❑ Required for:
 - ▣ Pre-selected records identified by STAC Unit
 - Filter on Unverified DCPUB Required on DVPUB screen
 - ▣ BOCES records where verified costs exceed 10-month annualized cost listed on BOCES year-end final cost report
 - Without completion of DCPUB for BOCES students, records will be capped at BOCES report cost

DCPUB Required Records

19

- Records will appear under 'Unverified DCPUB Required' and a 'DCPUB Required' label will be added to the record (*BOCES students will not be flagged*)

Date 03/09/23
Time 09:28
New York State Education Department
Go to
Menu

Section (3602.19) High Cost-Public Verification Screen

| School Year | CSE District | District Count - Total records / Records Verified | Selection Type: | Record Counts: |
|-------------|-------------------------------|---|--|-----------------------|
| 2122 | 281230040000 EXAMPLETOWN UFSD | 20 / 9 | <input checked="" type="radio"/> Unverified <input type="radio"/> Unverified DCPUB/DCPOD Required* <input type="radio"/> Verified and Not Reviewed by SED <input type="radio"/> Reviewed and Locked by SED** <input type="radio"/> All Records | 2 0 0 0 2 |

Get Providers
EXAMPLETOWN UFSD
281230040000

First 4 Letters of Last Name (Optional)
Get AVL
Sort by Approved Cost Descending ☐

** Districts have [view only rights](#) for "Reviewed and Locked by SED" Records

*DCPUB/DCPOD Record Required

CSE District Threshold: 74016
CSE District Public Excess Cost Ratio: .250

COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS
Contact Name Phone #
E-mail Address Verification Completed ☐

Education Provider Program Dates - 09/10/21 - 06/24/22

| Last and First Names | From | To | Current Appr | 10-Month Annualized Cost | Verify | Reviewed and Locked by SED |
|----------------------------------|--------------|----------|------------------|---------------------------------|--------------------------|----------------------------|
| Education Provider Name and Code | Half | FTE | Date Rec Entered | Unverified DCPUB/DCPOD Required | Verified Date | Date Locked |
| EXAMPLE STUDENT | 09/10/21 | 06/24/22 | 137,101.00 | 0 | <input type="checkbox"/> | <input type="checkbox"/> |
| EXAMPLETOWN UFSD | 281230040000 | | | DCPUB Required | | |
| H98765 02 11/22/11 | | 1.000 | 11/12/21 | | | |

DCPUB Required Records

20

- After DCPUB is completed, the label on DVPUB will display '**DCPUB On**' and the record can be verified from the unverified selection type

Date 03/09/23
Time 09:28

New York State Education Department

Go to

Menu

Section (3602.19) High Cost-Public Verification Screen

School Year
2122

CSE District
281230040000
EXAMPLETOWN UFSD

District Count - Total records / Records Verified
20 / 9

Selection Type:
☒ Unverified
☐ Unverified DCPUB/DCPOD Required*
☐ Verified and Not Reviewed by SED
☐ Reviewed and Locked by SED**
☐ All Records

Record Counts:
2
0
0
0
2

Get Providers

EXAMPLETOWN UFSD

281230040000

First 4 Letters of Last Name (Optional)

Get AVL

Sort by Approved Cost Descending ☐

** Districts have [view only rights](#) for "Reviewed and Locked by SED" Records

*DCPUB/DCPOD Record Required

CSE District Threshold: 74016
CSE District Public Excess Cost Ratio: .250

COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS

Education Provider Program Dates - 09/10/21 - 06/24/22

Contact Name Phone #

E-mail Address

Verification Completed ☐

| Last and First Names | | From | To | Current Appr | 10-Month Annualized Cost | | Verify | Reviewed and Locked by SED |
|----------------------------------|---------|--------------|-------|------------------|---------------------------------|----------|--------------------------|----------------------------|
| Education Provider Name and Code | | Half | FTE | Date Rec Entered | Prev Verified | Verified | Verified Date | Date Locked |
| STAC ID | Rec | DOB | | | Unverified DCPUB/DCPOD Required | | | |
| EXAMPLE | STUDENT | | | 137,101.00 | | 141004 | <input type="checkbox"/> | <input type="checkbox"/> |
| EXAMPLETOWN UFSD | | 281230040000 | | | DCPUB on | | | |
| H98765 | 02 | 11/22/11 | 1.000 | 11/12/21 | | | | |

Student and District Information and Section I. BOCES

21

| | | | | | |
|---|--------------------|--|--|----------------------------|------------------------|
| Date 03/09/23 | | New York State Education Department | | Go to <input type="text"/> | |
| Time 10:29 | | HIGH COST STUDENT WORKSHEET (BOCES/In-District) <input type="button" value="Menu"/> | | | |
| STAC ID | School Year | Rec Num | Name | Date of Birth | Mode |
| Z12348 | 2122 | 03 | SCOTT ALEX | 05/10/02 | Add |
| <input type="button" value="Inquire"/> Set browser to 57% to print as single page | | | Public Excess Cost Aid Ratio .594 District Threshold 48,588 | | |
| Start Date | End Date | To Amend Start or End Dates: | FTE | CSE District | Ed Provider |
| 09/01/21 | 06/23/22 | <input type="button" value="GO TO DSPUB"/> | 1.000 | APPLE CSD | APPLE CSD |
| | | | | | 010101010 010101010 |
| Previous Annualized Rate | | | Current 10-Month Annualized Cost | | |
| 58,349.35 | | | 58,348.85 | | |
| I. BOCES BOCES 10-Month Annualized Cost (from Year-End Final Cost Report) <input type="text" value="0"/> If all of the student's costs are included in this amount, proceed directly to the bottom of the screen and submit. | | | | | |
| For Remaining Sections: If FTE is less than 1.000, divide actual cost by FTE to annualize | | | | | |

Note: only to be used for full-time BOCES placements

Section II. A & B

Special Education Classroom

22

II. InDistrict Classroom - Totals

SECTION II-A. Full Day Self Contained Special Education Classroom

IEP Ratio:
Stud:Teach + Para

6: 1 + 1

Actual Students
in Class

6

Classroom Salaries:

84056

Special Ed Teachers

Classroom Aides/T.A.s

28721

Classroom Fringe Benefits:

39433

Total Cost of Special Classroom: 164,954.00

Classroom Cost for this Child: 27,492.33

SECTION II-B. Period-Based Special Education Placements

| Placement Type | (Spec. Ed Teachers/Classrooms Aides) Total Salaries | Total Fringe | Teacher Work Day (Exclude Lunch) Length in Mins: | Group Size* | Sessions Per Cycle | Sessions Length: (Mins) | Frequency | Total Child Cost |
|----------------|--|--------------|--|----------------|--------------------------|-------------------------------|-----------|---------------------|
| | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | 0 | 0 | 0 | 0 | 0 | 0 | | |

*Special education students only

Additional Special Education Classroom Costs (Explain in Comments):

0

Placement Cost for this Child:

Section III. Child-Specific Aide

23

| III. Child-Specific1:1 Aide/Shared Aide/Nurse/Interpreter | | (Not included In-District or BOCES reported cost above) | | | |
|---|----------------|---|---------------|----------------------|---------------------|
| Type of 1:1 | Provider Type | Annual Salary | Annual Fringe | # of Students Served | Student Annual Cost |
| Aide/Teaching Asst ▼ | CSE District ▼ | 23841 | 4097 | 1 | 27,578.00 |
| ▼ | ▼ | 0 | 0 | 0 | |

Section IV. Related Services

24

| IV. Related/Other Services | | (Not included in reported cost above) | | | | | |
|----------------------------|----------------|---------------------------------------|------------------------|------------|------------------------|--------------------|------------------|
| Service Type | Provider Type | Length of Sessions (Mins) | Total Cost Per Session | Group Size | Session Cost Per Child | ** Actual Sessions | Total Child Cost |
| Adaptive Phys Ed | District | 40 | 56.98 | 2 | 28.49 | 36 | 1025.64 |
| Physical Therapy | Other Provider | 30 | 69.5 | 5 | 13.90 | 36 | 500.40 |
| Speech/Language Therapy | District | 30 | 50.17 | 3 | 16.72 | 72 | 1203.84 |
| Counseling Services | District | 30 | 45.74 | 3 | 15.24 | 36 | 548.64 |
| | | 0 | 0 | 0 | | 0 | |
| | | 0 | 0 | 0 | | 0 | |

****Actual number of sessions cannot exceed the number of sessions specified on IEP.**

If more than six, enter total annual cost by type of remaining services:
(and provide explanation in comments)

| | | |
|---------------|------------|------------------|
| (BOCES Extra) | (District) | (Other Provider) |
| 0 | 0 | 0 |

Section V. Other Child Specific Costs and Comments & Summary Section

25

| V. Other Child Specific Costs | | Cost Category | Additional Information | Total Other Child-Specific Costs |
|---|--|---|------------------------------------|---|
| | | <input type="text"/> | <input type="text"/> | <input type="text" value="0"/> |
| If you entered additional Related Services or Other Child-Specific costs, please explain below: | | | District Contact Information | |
| Comments: <input type="text"/> | | Contact Name <input type="text" value="Tyler Gates"/> | | |
| Comments: <input type="text"/> | | E-mail Address <input type="text" value="tyler.gates@questar.org"/> | | |
| Enter | | Update | User | Phone# <input type="text" value="5184796862"/> (Ex: 5181235555 - 10 digits) |
| Required for Inquiry | | <input type="button" value="Inquire"/> | <input type="button" value="ADD"/> | <input type="button" value="Change"/> |
| BOCES Subtotal | | Total 10-Month Annualized Cost (Verify this amount on DVPUB) | | |
| In-District Subtotal 27492.33 | | | | |
| 1:1/Shared Aide Subtotal 27578.00 | | 58,348.85 | | |
| Related Services Subtotal 3278.52 | | Estimated High Cost Aid Available | | |
| Other Child-Specific Costs Subtotal | | 10,766.72 | | |
| SED use only: VERIFIED & LOCKED <input checked="" type="checkbox"/> Lock Record | | | | |
| SED Changes: | | | | |
| <input type="text"/> | | | | |
| <input type="text"/> | | | | |
| <input type="text"/> | | | | |

SED Selected Records

26

- Submit additional back-up documentation for verified students selected by STAC unit for in-depth review
- ▣ Districts will receive email from the NYSED STAC Unit requesting IEPs and cost documentation for selected students identified for review

SED Selected Records

27

- SED will request the following
 - ▣ A DCPUB filled out (if you have not already)
 - ▣ A copy of the student's IEP
 - ▣ Invoices for any contracted related service
 - ▣ If a related service cost over \$15,000 then you will need back up documentation
 - ▣ Upload documentation to the SED FTM

Next STAC Talk

28

- April 18, 2023 @ 9:00 a.m.
 - Topics:
 - Review March Payments
 - New School Year Prep:
 - 2023-24 Program Dates
 - Summer Program Applications (New or Amended)
 - Reapplications
- View previous STAC Talk Webinars:
<https://www.questar.org/services/financial/stac/webinars/>

Questions/Contact Us

29

Special Education Aid Assistance Service

Questar III BOCES

10 Empire State Boulevard

Castleton, NY 12033

518-477-2635 (p) **option 2**

mary.mosher@questar.org – *Team Leader*

angela.beber@questar.org

tyler.gates@questar.org

robert.rabideau@questar.org

alyssa.scarcella@questar.org

<https://www.questar.org/services/financial/stac/>