

AGENTS OF  
CHANGE FOR  
**EQUITY**



# “NEW” Special Education Financial Reporting System (SPEDFRS)

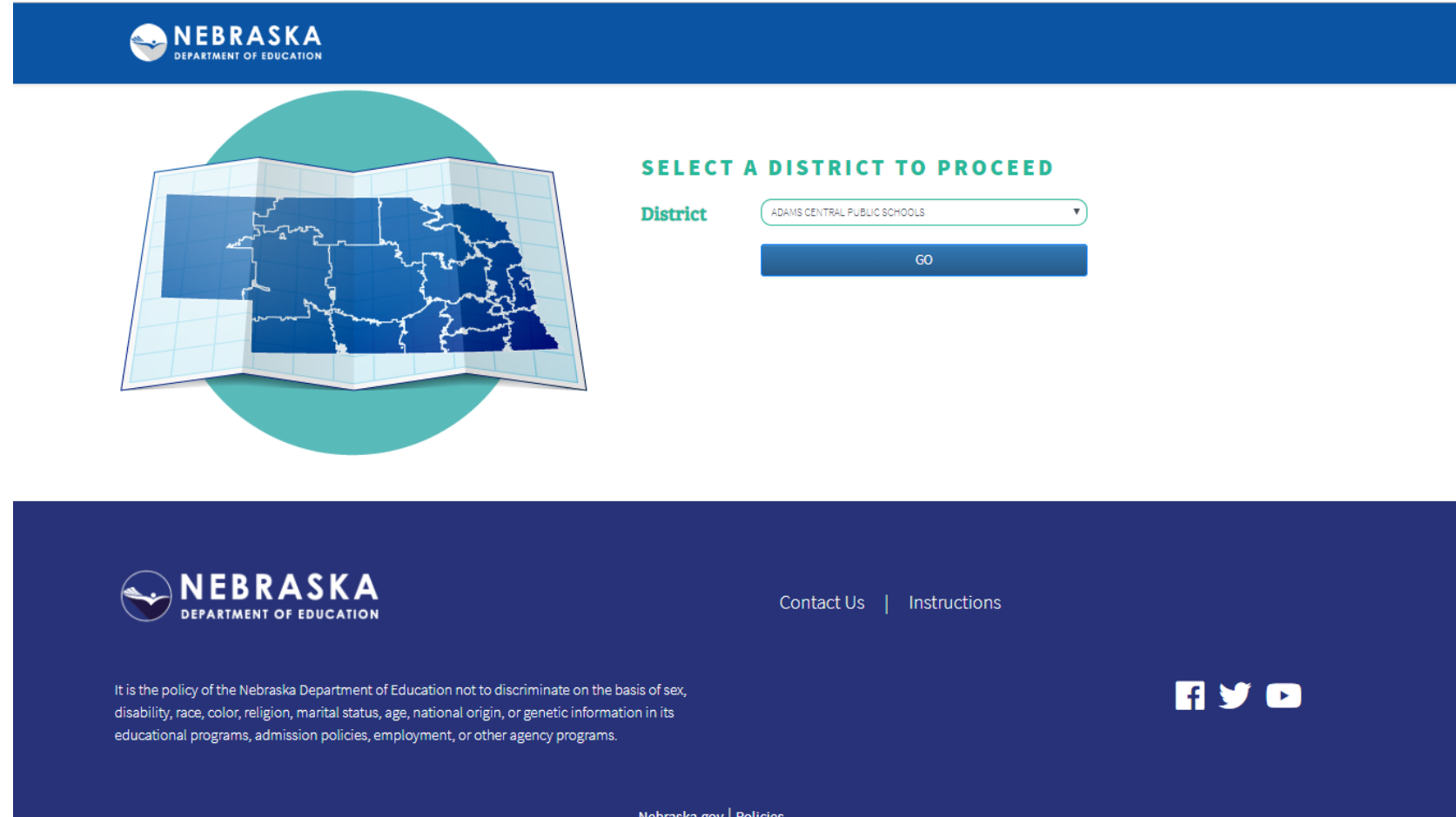
Lori Adams  
Greg Prochazka

# Improvements

- One combined data collection
- New look and feel
- Status bar
- More internal validations
- File upload – allows for larger sizes of supporting documentation for contracted services billings, tuition received billings, accounting and payroll information

# Anticipate – Opening September 23

- New Look and Feel
- Same Due Date: October 31



The screenshot displays the Nebraska Department of Education website. At the top left is the logo with the text "NEBRASKA DEPARTMENT OF EDUCATION". The main content area features a map of Nebraska with district boundaries, overlaid on a teal circular background. To the right of the map is a form titled "SELECT A DISTRICT TO PROCEED". The form includes a label "District" and a dropdown menu currently showing "ADAMS CENTRAL PUBLIC SCHOOLS". Below the dropdown is a blue "GO" button. At the bottom of the page, there is a dark blue footer containing the department logo, navigation links for "Contact Us" and "Instructions", a social media icon set for Facebook, Twitter, and YouTube, and a small text block stating: "It is the policy of the Nebraska Department of Education not to discriminate on the basis of sex, disability, race, color, religion, marital status, age, national origin, or genetic information in its educational programs, admission policies, employment, or other agency programs." The footer also includes the text "Nebraska.gov | Policies" at the bottom right.

# BIGGER PICTURE

- One Data Submission – Combined Reporting – Due 10/31
  - Birth to Age Five Final Financial Report (NDE 06-025) “paper”
  - School Age Final Financial Report – CDC
  - SPED Transportation Final Financial Report (NDE 06-016) “paper”

- Reporting by Age Group

- Reinforcing “Deadlines are Deadlines” Policy – No changes after the audit window, unless extenuating circumstances



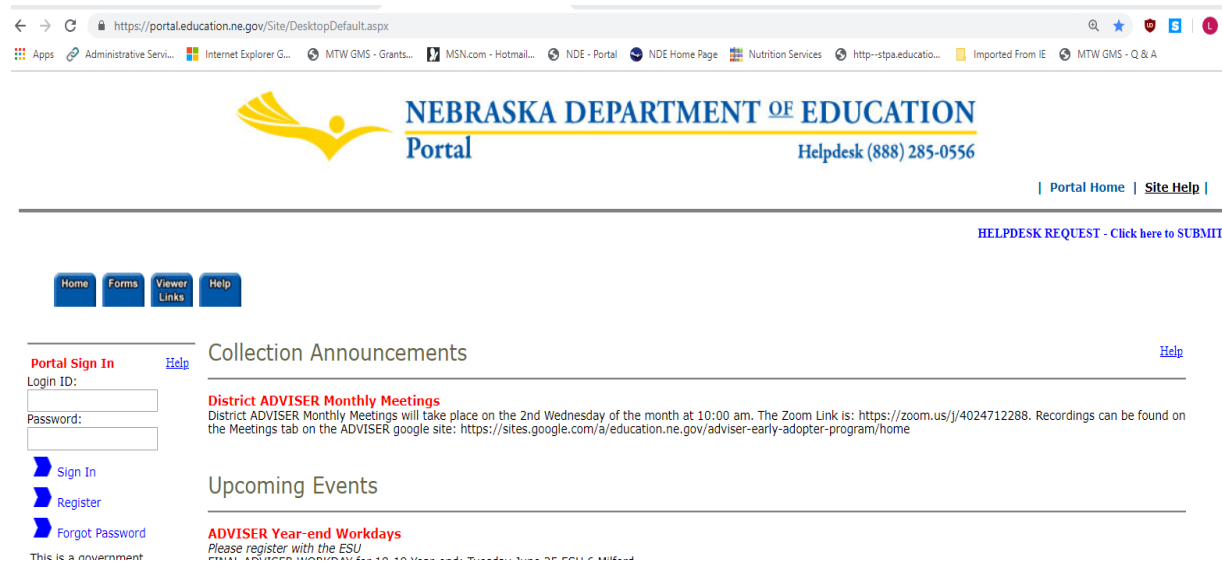
Ages 0-2

Ages 3-5

Ages 5-21

# Access NDE Portal

Access remains the same  
-Data Collections tab



The screenshot shows the Nebraska Department of Education Portal website. The browser address bar displays the URL: https://portal.education.ne.gov/Site/DesktopDefault.aspx. The page header includes the NDE logo, the text "NEBRASKA DEPARTMENT OF EDUCATION Portal", and the phone number "Helpdesk (888) 285-0556". Navigation links for "Portal Home" and "Site Help" are visible. A "HELPDESK REQUEST - Click here to SUBMIT" link is also present. The main content area features a "Portal Sign In" section with fields for "Login ID:" and "Password:", and buttons for "Sign In", "Register", and "Forgot Password". To the right, there are sections for "Collection Announcements" and "Upcoming Events".

User Types require activation codes

**District Viewer** – View only

**District Financial** – Data Entry, submits to District Approver

**District Approver** – Ability to make changes and submit to NDE, should be the District Administrator

# Contact Information

- Contact information is associated with the NDE Portal Login
- Can be updated if portal user is different than the primary contact person

Special Education Financial Report **2018-2019**

| First Name | Last Name | Phone        | Email                   |
|------------|-----------|--------------|-------------------------|
| Lori       | Adams     | 402-471-2637 | lori.adams@nebraska.gov |

[Fill in my details](#) [Back to Home Page](#) [Save Record](#)

# NEW FEATURES

## Progress Bar



## Main Menu with Legend

|                                     |                                     |                                 |                             |
|-------------------------------------|-------------------------------------|---------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Contact Information             | <a href="#">Edit</a>        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Deductions                      | <a href="#">Enter Costs</a> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | SPED Staff Information          | <a href="#">Enter Costs</a> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Contracted Services             | <a href="#">Enter Costs</a> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Tuition Received                | <a href="#">Enter Costs</a> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Account Information (Ages 0-2)  | <a href="#">Enter Costs</a> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Account Information (Ages 3-5)  | <a href="#">Enter Costs</a> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Account Information (Ages 5-21) | <a href="#">Enter Costs</a> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Transportation Information      | <a href="#">Enter Costs</a> |

Incomplete       Has costs  
 Completed       Does not have costs

# Account Information

– Allowable Excess SPED Costs per [Rule 51](#) – supported by the District’s Accounting Records

- Year to Date - district’s accounting records for SPED Function Codes (Detailed Expenditure Audit Report) and original transaction information for Journal Entries
- Payroll records



|                                     |                          |                                 |  |
|-------------------------------------|--------------------------|---------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Account Information (Ages 0-2)  | <input type="button" value="Enter Costs"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Account Information (Ages 3-5)  | <input type="button" value="Enter Costs"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Account Information (Ages 5-21) | <input type="button" value="Enter Costs"/> |



# Streamline Approach



- High Level Object Codes, similar to GMS (i.e., 100, 200, 300, 400, 500, 600 & 700)
- Annual Financial Reports (AFR) SPED Accounts (i.e., 1200, 1291, 1292 etc.)

|   |   | Personal Services | Benefits | Professional And Technical Services | Purchased Property Services | Other Purchased Services | General Supplies | Capital Assets | Total |
|---|---|-------------------|----------|-------------------------------------|-----------------------------|--------------------------|------------------|----------------|-------|
| 1:  | ESSA Accounts   | (100s)            | (200s)   | Only (300s)                         | (400s)                      | (500s)                   | (600s)           | (700s)         | Total |
|   | 01291-Special Education Instructional Programs - Ages 3-5 | 765               | 756      | 765                                 | 9879                        | 98                       | 87               | 6546           | 18896 |

# Tuition Received

- Tuition Received
  - InState
  - OutState
- Appropriate billings are required to support these costs

Special Education Financial Report **2018-2019**

Tuition Received

| Tuition Received   |             |                      |     | Birth to Age Five |                | School Age      |              |
|--------------------|-------------|----------------------|-----|-------------------|----------------|-----------------|--------------|
| InState / OutState | Agency ID   | Agency Name          | FTE | Ages 0-2 Total    | Ages 3-5 Total | Ages 6-21 Total | Total Amount |
| InState            | 01-0090-000 | ADAMS CENTRAL PUBLIC | .15 | \$ 155            | \$ 511         | \$ 5            | \$ 671       |

Cancel Save Record

# Staff Reporting - NSSRS

- Accessing Staff Reporting (NSSRS) data - instructional staff reporting for owned staff, professional and/or instructional paraprofessionals.
- Assist in determining allowable instructional staff per Rule 51
- Data **MUST** be correct in NSSRS-Staff Reporting by June 30 to be considered for reimbursement
- Deadlines are Deadlines – No changes after the audit window, unless extenuating circumstances



# Staff Reporting - NSSRS

- Allowable SPED SPI Codes from NSSRS
  - **“S”** SPED **School Age**-State/Local Funds
  - **“I”** SPED **School Age Federal-IDEA** Funds
  - **“7”** SPED **Early Childhood Federal-IDEA**/Local Funds

*An exception for Rule 51- Section 011.02C2 – regarding reimbursement of administrator(s) “...superintendent, assistant superintendent, principal and assistant principal...” is made for SPI Code “O” and Position Assignment for “Superintendent or Principal” and requires prior approval to be considered for reimbursement – see guidance: [Clarification of Rule 51 – Section 011.02C2 – Administrator\(s\) – Split Funding \(08/15/2018\)](#)*

# Staff Reporting

- there are three options for submitting staff salaries and benefits

1. Drop Down – Prepopulated
2. Manual Input
3. Data Upload – “New” Record Layout

**SUPPLEMENTARY REPORT OF STAFF SALARIES**

The following are the options for submitting the Supplementary Report of Staff Salaries

1) Select SPED qualified or licensed staff at your district from the drop down list below

▼

2) Add staff not in the SPED qualified or licensed staff list by clicking on "Click to Add Staff Not Listed In Drop Down"

[Click to Add Staff Not Listed In Drop Down](#)

3) Upload a file containing your Supplementary Report of Staff Salaries by clicking here

[UPLOAD Supplementary Report](#)

[Back to Main Page](#)

# Staff Reporting



New Concept:  
Reporting by  
Age Group

New Data Fields:

**SPI Code** – NSSRS Data

**Position Assignment** – NSSR Data

**Supervision**

**Age Group**

**FTE “by Age Group”**

**Salary “by Age Group”**

**Benefits “by Age Group”**

NDE Staff ID\*

NDE Staff ID is required

First Name\*

First Name is required

MI

Last Name\*

Last Name is required

SPI Code

Position Assignment Code

Supervision\*

Supervision is required

Age Group\*

Age Group is required

Type of Staff\*

Type of Staff is required

FTE\*

Salary Amount\*





Amount must be between 1 and 30000

Benefits\*

Benefits must be between 1 and 30000

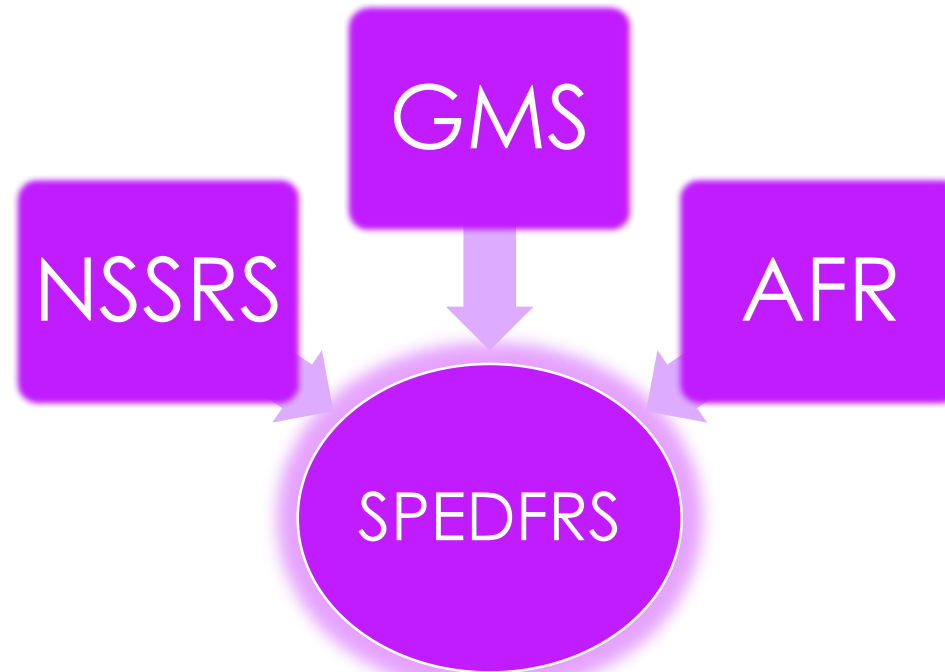
License# (If applicable)

# Staff Reporting

|  | NDE<br>Staff ID | Staff<br>Name        | SPI<br>Code | Position Code   | Supervision | Age<br>Group  | Type<br>of<br>Staff | FTE | Amount   | Benefits | Staff<br>Endorsed | Admin<br>Endorsed | License<br>Num | Comments |
|--|-----------------|----------------------|-------------|---|-------------|---------------|---------------------|-----|----------|----------|-------------------|-------------------|----------------|----------|
|       | 2998046632      | Lindblad,<br>Brent H | S           | 1161 - SPED<br>TEACHER<br>TEACHING CORE<br>SUBJECTS/GRADING | Supervisory | Ages 5-<br>21 | Clerical            | 0.5 | 20000.00 | 2000.00  | True              | True              |                |          |
|   | 5304780575      |                      | S           | 2131 - SPEECH<br>PATHOLOGIST                                | Supervisory | Ages 5-<br>21 | Clerical            | 0.5 | 20000.00 | 2000.00  | True              | True              |                |          |

# New Validations

- Identify Potential Issues Earlier in the NDE Review Process
  - Comparison with the Grants Management System (GMS)
  - Comparison with the Annual Financial Report (AFR)





# Contracted Service Agencies and Individual Providers



- for services provided other than by school districts and ESUs, those providers must have an Approved Rate for reimbursement

Contracted Service Agencies and Individual Providers

Rate Year:  Cancel

Contracted Service Agency or Individual Provider:

Service Code and Rate:

**ALEXANDER, JAYME (952242)**

9809 S 68th Ave Cir  
Papillion NE 68133

**JAYME ALEXANDER**  
 (512) 508-3448  
 jaymemalexander@gmail.com

| Service Code | Approved Rate | Actual Rate | Quantity | Amount  | Supervision | Birth to Age Five |                | School Age      |
|--------------|---------------|-------------|----------|---------|-------------|-------------------|----------------|-----------------|
|              |               |             |          |         |             | Ages 0-2 Total    | Ages 3-5 Total | Ages 5-21 Total |
| 4030         | \$ 56.0000(H) | \$ 50       | 75       | \$ 3750 | Supervisory | \$ 500            | \$ 7550        | \$ 500          |

The summation of totals entered in Ages 0-2, Ages 3-5 and Ages 5-21 should match Amount field

# Transportation

- Included in SPEDFRS
- Work in progress
- More information to come



# Deductions



- Student FTE
  - System comparison of previous FTE reported
  - Requires explanation if the Student FTE decreased by more than 3% or .25% from the prior year
- Tuition
  - Prepopulated Tuition Received by Ages 0-2, 3-5 and 5-21
  - Ward of the State Receipts by Ages 0-2, 3-5 and 5-21
  - Other deductions for Ages 5-21
  - Prepopulated IDEA Grant Funding 5-21 from accounting section of SPEDFRS

# Deductions

Special Education Financial Report **2018-2019**

Deductions

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**Ages 5-21**

|  | 2018-2019 | 2017-2018 |  |
|--|-----------|-----------|--|
| <b>Student FTE</b> (Cumulative of SPED FTE for students with an aggregate of more than three hours per week of all SPED services.) | 1.00      | 3.9800    | Explain why Student FTE decreased by more than 3% or .25%<br><small>Required. Min 5 characters. Max 500 characters</small> |
| <b>Total AAPC deduction</b>  | 7040      |           |  |
| <b>TOTAL</b>   | 7040      |           |  |

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**Deductions Calculation**

|   | Ages 0-2 | Ages 3-5 | Ages 5-21 |
|---|----------|----------|-----------|
| <b>Tuition Received</b> (Please note: Once you complete Tuition Received, the total will automatically be inserted on this line)                              | \$ 1255  | \$ 1611  | \$ 1105   |
| <b>Wards of the State Receipt</b>   | \$ 0     | \$ 0     | \$ 0      |
| <b>Other Deductions</b>   |          |          | \$ 0      |
| <b>IDEA Grant Funding 5-21</b> (Please Note: Once you complete the IDEA Funding on Account Information form, the amount will automatically be inserted here.) |          |          | \$ 15005  |
| <b>TOTAL DEDUCTIONS</b>   | \$ 1255  | \$ 1611  | \$ -6860  |

# Submit

- ALL sections must be marked 
- Submit activates with appropriate portal access
- Only the District Approver/District Administrator can submit

# Look Forward to....

- Training Communication
- Release Date Information

# CONTACTS

- Lori Adams [lori.adams@nebraska.gov](mailto:lori.adams@nebraska.gov)
- Nancy Lorenz [nancy.lorenze@nebraska.gov](mailto:nancy.lorenze@nebraska.gov)
- Barb Von Kampen [barbara.vonkampen@nebraska.gov](mailto:barbara.vonkampen@nebraska.gov)
- Greg Prochazka [greg.prochazka@nebraska.gov](mailto:greg.prochazka@nebraska.gov)



Thank You