Welcome to the Special Education Reporting System (SPEDFRS) NDE #28-3654. This system combines reporting of ALLOWABLE/REIMBURSABLE Special Education Costs (Birth to Age Five, School Age and Transportation) per Rule 51. – New September 2019
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DATA ENTRY FUNCTIONALITY
- CHROME is the preferred browser
- For best results use a PC
- Copy/Paste disabled
- Tabbing for data entry is preferred
- Session Timeout after two hours of idle time in the system

ACCESS - NDE PORTAL
Sign or Register – For help with Portal Access contact the NDE Helpdesk • ADVISERHelp@NebraskaCloud.org

ACCESS - SPEDFRS
From the “Data Collection tab” -> Select “Add” Activation Codes for SPEDFRS - Enter appropriate UserType Activation Code available from your District Administrator
a. District Viewer
   • Look for the 🗂️ to view data entry detail from the table view
   • No data entry
   • No submit
b. District Financial – a district can have multiple users in this role
   • ESU UserType for assisting districts
   • LEA Data entry
   • Submits to District Approver
   • No changes after submitting to District Approver
c. District Approver
   • Must be the District Administrator
   • Ability to make changes or “Return Collection” to District Financial for changes before submitting to NDE
   • Submit to NDE
   • Submission Deadline: October 31, midnight
   • Must contact NDE for changes after submitting to NDE User Type(s), if necessary, could have access to multiple districts (i.e., ESU=DistrictFinancial and DistrictViewer)
d. Select from the “District” listing to proceed. If you have access to multiple districts, they will display in the dropdown list.

District User access information - displays upper right of the screen
- Portal Username
- District Name and County-District Number
FEATURES – STATUS BAR

- Allows easy visibility of the status of the SPEDFRS data submission
- SPEDFRS Home reorganized
  - Main Menu – Data Entry
  - Program Reimbursement - View
  - Transportation Reimbursement – View

SPEDFRS Home

DATA YEAR – represents the reporting period

AGENCY – Name of district reporting information

MAIN MENU – Access for data input
- “Completed” – Green check mark ☑ indicates done with costs
- “Has Costs” – Blue box □ indicates costs reported
- “Does not have costs” – No fill box □ – indicates no costs reported
- “Incomplete” – Red x ☒ indicates not done with costs

PROGRAM REIMBURSEMENT – View of School Age Payments – State Reimbursement

TRANSPORTATION REIMBURSEMENT – View of Transportation Payments - State Reimbursement
STATUS BAR
- Open – September 01
- Data Input Complete – September 01 – October 31, midnight
- District Administrator Review – September 01 – October 31, midnight
- Automated AFR Validation – October 31 – January 31
  - District Administrator Review – January 1 - January 31
    - If the validation fails, this status will display
    - A system generated email will be sent
- Automated GMS Validation - October 31 – January 31
  - District Administrator Review – January 1 - January 31
    - If the validation fails, this status will display
    - A system generated email will be sent
- NDE Review – January 31 – June 20
- NDE Approval – January 31 – June 20

Main Menu - Contact Information
The person(s) NDE should contact, if necessary. System requires this to be completed first.
1. Select “Edit”
2. Select “fill in my details” this populates the information from the NDE Portal Login, or
3. Complete the required fields for both Program & SPED Transportation Contacts (this can be different than the NDE Portal Login), and
4. “Save Record”
Allowable/Reimbursable AFR Account Information

FEATURES:
- No longer collecting between elementary and secondary costs
- Reporting by Age Groups (0-2, 3-5 and 5-21)
- Reporting by Disbursement Function Codes and Major Object Codes from District’s Accounting Records
- Validations against the Annual Financial Report (AFR) and Grants Management System (GMS)
  - Report IDEA Costs paid in GMS
- Accuracy of the accounting of expenditures by function code(s) impacts your district’s Maintenance of Effort (MOE)
- Reorder rows by selecting ↑↓ in the column headings

Allowable/Reimbursable SPED Costs per Rule 51 – supported by the District’s Accounting Records. Correct accounting of expenditures is important as it affects your district’s Maintenance of Effort (MOE).

1. Select “Enter Costs” for the appropriate SPED Account Information by Age Group (0-2), (3-5) and (5-21), detailed accounting reports are required by SPED Account and Object Code
2. Select “Add Costs” – to report costs
3. “Select an Account” – AFR Disbursement Function Codes from the drop-down list, include IDEA Expenditures paid through GMS
4. Enter the applicable information by Major Object Code
   - Personnel Services – Object Code 100s (salaries)
   - Benefits – Object Code 200s
   - Professional and Technical Services Only – Object Code 300s, include allowable/reimbursable service provider costs
   - Purchased Property Services – Object Code 400s
   - Other Purchased Services – Object Code 500s, include allowable/reimbursable ESU service provider costs
   - General Supplies – Object Code 600s
   - Capital Assets – Object Code 700s
   - Other Dues/Fees – Object Code 800s
5. Select “Save Record”
6. Enter “Comments”, if applicable, and “Save Comments”
7. “Done with Account Information Ages X-XX”
   - Green check mark ☑ indicates - done with costs
   - Blue box ■ – indicates costs reported
   - No fill box □ - Indicates no costs reported
   - Red x ☹ indicates – not done with account information
   - Select “No Costs Reported”
   - Marks the section complete - ☑ indicates- done with costs
8. Returns to the Home Page
InState/OutState Tuition Received

FEATURES:
- Tuition Received
  - InState
  - OutState
- Reporting by Age Groups (0-2, 3-5 and 5-21)

Tuition Received for contracted services provided to another district
1. Select “Enter Costs” for InState/OutState Tuition Received –actual billings to support these costs are required upon submission
2. Select “Add Costs” – to report costs, or
3. Select either “InState/OutState” or “No Costs Reported”
   “InState”
   a. Select “Agency Name” from the drop-down list
   b. Enter “FTE”
   c. Enter amount received by “Ages” 0-2, 3-5 and 5-21
   d. Select “Save Record”
   “OutState”
   a. Enter “Agency ID” and “Agency Name”
   b. Enter “FTE”
   c. Enter amount received by “Ages” 0-2, 3-5 and 5-21
   d. Select “Save Record”
4. Enter “Comments”, if applicable, and “Save Comments”
5. “Done with Tuition Received”
   - Green check mark ☑ indicates- done with costs
   - Red x ☓ indicates – not done with tuition received
   - Blue box ■– indicates costs reported
   - No fill box □– indicates no costs reported
6. Select “No Costs Reported”
   - Marks the section complete
   - Returns to the Home Page
SPED Staff Information

FEATURES:

• Validations against NSSRS SPI Code(s) and Position Assignment(s) performed upon data entry or upload for staff type=professional, paraprofessional and sign language interpreter
  o Errors prevent “save record(s)” and/or upload.

• Option #3-Staff Upload Record Layout –includes: SPI Code (X) and Position Assignment (XXXX) (NSSRS Data) required for (XXXX)-professional, (5162)-sped paraprofessional and (XXXX)-sign language interpreter

• Claiming salaries and benefits – Report Staff claimed in GMS for IDEA – Do not include IDEA CEIS (6411) staff or Flex Funding staff (1195 0-5 & 1125 5-21)

• Warnings – for NDE Review purpose only – should not prevent a “save record”

• Staff Reporting Information for Professional qualified (SPED Endorsed)/licensed (HHS)) staff, SPI Code and Position Assignment

• Reporting by Age Groups (0-2, 3-5 and 5-21)

• Reorder rows by selecting ↑↓ in the column headings

• An option is available to group staff type for Substitutes using NDE Staff ID= “9999999999” and Bus Drivers using NDE Staff ID= “8888888888”.

• Do not include Flex Funding staff names in this section

Staff reporting for employees of the district (owned staff), professional and/or instructional paraprofessionals. For services provided by the ESU, these staff are owned by the ESU and the ESU should be reporting them in Staff Reporting. Individual Staff Reporting is available in SPEDFRS. If you contract for services to students those would be claimed on the contracted services section and need an approved provider rate and number.

**Reporting of Staff Salaries and Benefits - employees of the district**

Do not include Flex Funding staff (1195 0-5 & 1125 5-21) or IDEA CEIS (6411) staff; only report the costs in the Account Information.

1. Select “Enter Costs” for Supplementary Report of Staff Salaries and Benefits

2. Select “Add Costs” – to report costs, or

- there are three options for submitting staff salaries and benefits
a. **Option #1** - Drop Down – Prepopulated for qualified (SPED Endorsed/Licensed) professional staff
   Staff will appear only once in the dropdown – for staff with split positions will need to use Option #2-Manual
   Input to enter additional records
   • First Name – populates
   • MI – populates, if applicable
   • Last Name – populates

b. **Option #2** - Manual Input – professional staff other than qualified (SPED Endorsed/Licensed)
   • First Name – populates
   • MI – populates, if applicable
   • Last Name – populates

c. **Option #3** - Data Upload –Record Layout (revised 9/23/2021) – see page 11 & 12 for record layout
   Use Option #2-manual input for staff not included in the staff upload

3. Select - SPED “SPI Code” and “Position Assignment” – Required for (XXXX)-Professional, 5162-Paraprofessional & (XXX)-Sign Language Interpreter Staff – must be correctly coded in Staff Reporting to be eligible for reimbursement, record will not save/upload with incorrect data. Deadline to submit Staff Reporting Data for the current school year is June 15, audit window – June 30.
   • “S” SPED School Age-State/Local Funds,
   • “I” SPED School Age Federal-IDEA and/or
   • “7” SPED Early Childhood Federal-IDEA/State/Local
   If a SPED staff is split coded in Staff Reporting, separate entries are required in SPEDFRS
   Cannot be a “0” General Education (see exception below)
   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 “0” 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.

4. Select “Supervision” – select a supervision type (supervision or non-supervisory) from the dropdown, required.
   a. **Supervisory** – (Professional, Clerical and Substitute) (required for specific position assignments listed below)
      Requires both SPED Endorsement and Administrative Endorsement – to be eligible for reimbursement
      ❖ 0/S/7/I-2320: Superintendent (prior NDE approval needed)
      ❖ 0/S/7/I-2321: Assistant Superintendent (prior NDE approval needed)
      ❖ 0/S/7/I-2410: Principal (prior NDE approval needed)
      ❖ 0/S/7/I-2415: Assistant Principal (prior NDE approval needed)
      • S/7/I-2323: Special Education Administrator/Director
      • S/7/I-2325: Supervisor/Director
      • 7-2327: Coordinator - Early Childhood Special Education
      • I-2327: Coordinator - School Age SPED Staff Funded by IDEA Grants
      • S-2327: Coordinator - Special Education
      • S-2324: Staff Development Director - Special Education
      • S/7/I-2329: Administrative Assistant - Special Education
      • S/7/I-2322: Chief Administrator - Special Education
   b. **Supervisory or Non-Supervisory** – (Professional, Clerical and Substitute)
      Requires – Professional- “Non-Supervisory” - SPED Endorsement or “Supervisory” - Administrative Endorsement
      if supervision or evaluation of certificated staff - to be eligible for reimbursement
      • S-1110: Program Supervisor/Director
      • 7-1110: Program Supervisor/Director
      • I-1110: Program Supervisor/Director
   c. **Non-supervisory** – (Professional, Paraprofessional, Clerical, Substitute, Certified Sign Language and Bus Driver) - other positions not listed above
5. Select “Ages” 0-2, 3-5 or 5-21 – required, for split coded staff enter separate records
   Appropriate SPI Code required
   - 0-2 & 3-5 = “7”
   - 5-21 = “I” & “5”

6. Select “Type of SPED Staff”, required
   - 1=Professional (requires valid SPED SPI-Code and position Assignment) – requires appropriate SPED Endorsements, per Rule 51
   - 2=Paraprofessional (requires valid SPI-Code, Position Assignment-5162 SPED)
   - 3=Clerical – provide name of supervisor in comments section
   - 4=Substitutes (all types)
   - 5=Certified Sign Language Interpreters – (requires valid SPED SPI-Code and position Assignment) must be certified to determine eligible reimbursement (complete the SLI certification program – contact: Rhonda Fleischer, State Liaison for Programs for Children who are Deaf or Hard of Hearing)
   - 6=Bus Driver

7. Enter “FTE”- if split coded, requires separate entries, combined age groups cannot exceed 1.0 FTE

8. Enter “Salary” amount for specific “Age Group” and position assignment, required

9. Enter “Benefit” amount for specific “Age Group” and position assignment, required

10. Enter “license num (if applicable – not certificated)”

11. Select “Save Record”
   - Table displays with all staff entered
   - Summary of staff information totals entered from the staff and accounting data sections

12. Select “Done with Staff Salaries”
   - Green check mark ✓ indicates - done with costs
   - Red x X indicates – not done with staff
   - Blue box ■ – indicates costs reported
   - No fill box □ – indicates no costs reported

13. Select “No Costs Reported”
   - Marks the section complete - ✓ indicates- done with costs
   - Returns to the Home Page

Data Entry Screen
## OPTION #3 – Upload Supplementary Report

**Please note:** If you choose to upload staff into the Supplementary Report of Expenditures in the Special Education Financial Reporting System (SPEDFRS), any data previously uploaded for the current year will be deleted.

<table>
<thead>
<tr>
<th>Required Field</th>
<th>Column Name in Table</th>
<th>Data Type</th>
<th>Length</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>*NDE Staff ID</td>
<td>NDE_STAFF_ID</td>
<td>Text</td>
<td>10</td>
<td>10 digits (xxxxxxxxxx) NDE Staff ID assigned through the NDE Staff ID system. All staff uploaded into the Supplementary Report must have an NDE STAFF ID number. An option is available to group staff type for “Substitutes” using “9999999999” and “Bus Drivers” using “8888888888”.</td>
</tr>
<tr>
<td>*Last Name</td>
<td>LASTNAME</td>
<td>Text</td>
<td>30</td>
<td>Staff last name</td>
</tr>
<tr>
<td>*First Name</td>
<td>FIRSTNAME</td>
<td>Text</td>
<td>30</td>
<td>Staff first name</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>MI</td>
<td>Text</td>
<td>1</td>
<td>Staff middle initial</td>
</tr>
<tr>
<td>*Staff Type</td>
<td>STAFFTYPE</td>
<td>Text</td>
<td>1</td>
<td>1 digit code (refer to the following codes, split coded would require separate records by Age Group): 1 = Professional (requires valid SPI-Code, Position Assignment) 2 = Paraprofessional (requires, valid SPI-Code, Position Assignment 5162) 3 = Clerical 4 = Substitute 5 = Certified Sign Language Interpreter (requires valid SPI-Code, Position Assignment) 6 = Bus Driver</td>
</tr>
<tr>
<td>*Age Group</td>
<td></td>
<td>Text</td>
<td>1</td>
<td>1 digit code (refer to the following codes): (refer to the following codes): (if split coded, enter separate records, allows for multiple age group) 1 = Ages 0-2 2 = Ages 3-5 3 = Ages 5-21</td>
</tr>
<tr>
<td>*FTE</td>
<td>FTE</td>
<td>Text</td>
<td>4</td>
<td>FTE example (1, 0.5) (if multiple SPI Codes-Position Assignment would have separate FTE, combined not to exceed 1.0)</td>
</tr>
<tr>
<td>*SPI Code</td>
<td>SPI_CODE</td>
<td>Text</td>
<td>1</td>
<td>1 digit code (refer to the following NSSRS SPI Code) for Professional, Paraprofessional &amp; Sign language interpreter 7 - SPED Early Childhood Federal-IDEA/State/Local 5 - SPED School Age-State/Local Funds 1 - SPED School Age Federal-IDEA</td>
</tr>
<tr>
<td>*Position Assignment</td>
<td>Position Assignment</td>
<td>Text</td>
<td>4</td>
<td>Four-digit code (refer to NSSRS Position Assignment (e.g., 1160)</td>
</tr>
<tr>
<td>*Salary</td>
<td>AMOUNT</td>
<td>Text</td>
<td>8</td>
<td>Dollar amount of claim. <strong>Salary only</strong> - DO NOT include benefits (No decimals or comma’s - whole dollars only) (Salary Amount would be by Age Group, if multiple age groups, you will have separate records with the salary disaggregated by age group).</td>
</tr>
<tr>
<td>*Benefits</td>
<td>AMOUNT</td>
<td>Text</td>
<td>8</td>
<td>Dollar amount of claim. <strong>Benefits only</strong> - DO NOT include salary (No decimals or comma’s - whole dollars only) (Benefit Amount would be by Age Group if multiple age groups, you will have separate records with the benefits disaggregated by age group).</td>
</tr>
<tr>
<td>*Supervision</td>
<td>SUPERVISION</td>
<td>Text</td>
<td>1</td>
<td>1 digit code (refer to the following codes): 1 = Supervisory (Professional, Clerical and Substitute) 2 = Non-Supervisory (Professional, Paraprofessional, Clerical, Substitute, Certified Sign Language and Bus Driver)</td>
</tr>
<tr>
<td>License Number</td>
<td>LICNUM</td>
<td>Text</td>
<td>30</td>
<td>License number (if required) - optional</td>
</tr>
</tbody>
</table>

*Required fields for data submission. If a field is not required, it may be left blank.
Files may be prepared in Excel and saved as a .csv file for the upload. To do this, please refer to the following instructions:

Create or open your data file in Excel following the format above. Do not include columns titles or blank records. Each record should contain the following fields (cells) formatted appropriately. Make sure you format the cells, or you may have trouble with your exported .csv file.

<table>
<thead>
<tr>
<th>Field</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDE_STAFF_ID</td>
<td>text</td>
</tr>
<tr>
<td>LASTNAME</td>
<td>text</td>
</tr>
<tr>
<td>FIRSTNAME</td>
<td>text</td>
</tr>
<tr>
<td>MI</td>
<td>text</td>
</tr>
<tr>
<td>STAFFTYPE</td>
<td>text</td>
</tr>
<tr>
<td>AGE GROUP</td>
<td>text</td>
</tr>
<tr>
<td>FTE</td>
<td>text</td>
</tr>
<tr>
<td>SPI CODE</td>
<td>text</td>
</tr>
<tr>
<td>POSITION ASSIGNMENT</td>
<td>text</td>
</tr>
<tr>
<td>SALARY</td>
<td>text</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>text</td>
</tr>
<tr>
<td>SUPERVISION</td>
<td>text</td>
</tr>
<tr>
<td>LICNUM</td>
<td>text</td>
</tr>
</tbody>
</table>

**DO NOT include a header row on the .csv file**

1) After your file is prepared.
2) Select "FILE" on the top toolbar.
3) Click "SAVE AS" from the "FILE" dropdown menu.
4) Change the path where you would like to save the file.
5) Change the name of the file.
6) Change the "Save as type:" to: CSV (*.csv)
7) Click "SAVE"

You may get a message that says "your file name" may contain features that are not compatible with .csv, etc. Just click "Yes". Close the file – do not save. (The file name cannot include space. It can be any name supported by Windows. The file extension should be ".csv")

To see if your file saved in the correct format. Import the file into Excel. Here is the document link for importing into Excel - https://cdn.education.ne.gov/wp-content/uploads/2017/07/StepsForImportingFilesIntoExcel.pdf

- For SPI CODE and Position Assignment see Student & Staff (NSSRS)
- Follow the upload instructions in the Special Education Financial Reporting System (SPEDFRS)

**Note:** This information is provided for your convenience. NDE does not support the method you choose to export data from your data system to a .csv format. For further technical information and support, please contact your data support at your school district or Educational Service Unit.
Contracted Service Providers

**FEATURES**

- AFR Account identification for each NDE Approved Contracted Service Provider being claimed, this should correlate to the SPEDFRS Accounting Section and the District’s Accounting Records by object code 300 and/or 500
- Documentation must be uploaded to support the costs being claimed
- Reporting by Age Groups (0-2, 3-5 and 5-21)
- Reorder rows by selecting ↑ ↓ in the column headings

Requires NDE Service Agency Approved Rate(s) for Non-District Individuals or Agencies that provide special education instruction or related services where appropriate certification, qualification, and/or licensure is required. Costs entered must be documented by actual billings and included in the Account Information 0-2, 3-5 and 5-21 Sections with detailed accounting records.

1. **Select “Enter Costs” for Contracted Service Agencies and Individual Providers**

![Contracted Services](image)

### Summary of Contracted Services and Accounts

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Amount (000s)</th>
<th>Amount (500s)</th>
<th>Professional And Technical Services (500s)</th>
<th>Purchased Services (500s)</th>
<th>TOTAL (Accounting)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ages 0-2</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Ages 3-5</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Ages 5-21</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
</tr>
</tbody>
</table>

2. **Select “Add Costs” – to report costs, or**
3. **Select a “Rate Year”**
4. **Select a Provider - “Contracted Service Agency of Individual Provider” from the dropdown list obtained from the SPED Service Agency System- NDE Approved Provider**
5. **Select “Service Code” - Only the services in the dropdown list are eligible for reimbursement**
6. **Enter “Actual Rate”**
   - Reimbursement cannot exceed actual rate, claimed rate must be equal to or less than the actual rate and supported by accounting records and copies of invoices/billings that includes date of service, type of service, rate, #hours, and age breakdown.
7. **Enter “Quantity”**
8. “Amount” is calculated (actual rate * quantity)
   - Total for “Ages” 0-2, 3-5; and 5-21 should equal this field
   - The system automatically performs rounding in the calculation

9. “Supervision” field
   - Defaults to “non-supervisory” services, except for service code 0001-Supervision which defaults to “supervisory”

10. AFR Account Information – Object Code 300 and/or 500 – required field
    a. By Age Group “Select an AFR Account”
       - 0-2, 3-5 and 5-21
    b. By Age Group Enter Amounts by
       - Object Code 300 and/or
       - Object Code 500
    - Eligible/Reimbursable Costs must be also reported in the Account Information 0-2, 3-5 and 5-21 Sections in SPEDFRS
    - Cost must be coded in the Districts Accounting System and documentation (invoices, accounting reports, etc.) must be upload in the Supporting Information Section in SPEDFRS

11. “Save Record”
    - The system automatically performs rounding in the calculation
    - Cannot exceed the “Amount” calculation, system edit
    - Table displays with all entered contracted data
    - Summary of Contracted Services and Account(s) displays that includes totals entered from contracted and accounting data
    - The system automatically performs rounding in the calculation

12. Enter “Comments”, if applicable, and “Save Comments”

13. Select “Done with Contracted Services”
    - Green check mark ☑ indicates - done with costs
    - Red x ❌ indicates – not done with contracted services
    - Blue box ■ – indicates costs reported
    - No fill box □ – indicates no costs reported

14. Select “No Costs Reported”
    - Marks the section complete - ☑ indicates- done with costs
    - Returns to the Home Page

Data Entry Screen – “Contracted Services”
Transportation Information

FEATURES:

• Vehicle repository – will eliminate the need to reenter vehicles by VIN #, if previously reported in SPEDFRS
• Update VIN of a given vehicle
• Copy and paste VIN and other details of a vehicle
• Invoice upload for new vehicle
• Disposal of a vehicle
• Depreciation tracking by vehicle
• Odometer Readings – beginning of school year – September 1 and ending of school year – August 31
• Validations built to ensure better data submission

To report vehicles and transportation expenditures for Students with Disabilities – Special Education (SPED) Age 3-21 within Portal, Data Collections, Special Education Finance Reporting System (SPEDFRS).
Transportation Admin – Vehicle(s)

Maintains list of vehicles used for SPED, allows a district to add new vehicle and dispose of vehicle for SPED use.

1. **Edit/Delete**
   - Edit is available to modify a saved record
   - Cannot delete a vehicle if previous years costs were reported in SPEDFRS
   - Dispose Vehicle – required if vehicle is removed from the district fleet

2. **Select “Add New Vehicle”** – required for all vehicles used for SPED - Provide the required information (Only for new vehicles. Vehicles added previous year will be there, will need to select them and modified usage for the current year.)

3. **Enter “Vehicles Identification Number (VIN)”** – required must be 17 characters

4. **Purchase documentation is required for “new” vehicles acquired (put in SPED Service) during the reporting school year**

5. **Select “Model Year”** – select year from the drop down

6. **Enter the “Make and Model”** – (i.e., make=brand (Toyota) and model=name of the product (Camry)

7. **Select “Vehicle Type”** – select type from the drop down
   - Car
   - Van
   - SUV
   - Bus

8. **Select “Seating Capacity”** - select from the dropdown

9. **Select “School Year (in SPED use)”** – select from the dropdown (September 1 through August 31, fiscal school year)

10. **Enter the “Fair Market Value/Cost (Purchase Cost)”**
    - Newly purchased district fleet vehicle used for Special Education Service
    - Enter purchase price (i.e., Purchased 2018, enter purchase cost)
    - District fleet vehicle moved into Special Education Service - price the vehicle would sell for on the open market (i.e., previous district owned vehicle -moved to SPED 2018, enter fair market value)
    - Previously purchased vehicles with IDEA funds, if original cost is not readily available, enter $1, claim type would be “Actual Cost”
11. Claim Type - How will the vehicle cost be claimed? – select claim type from the dropdown menu
   - There are three options for “Claim Type”
     • Depreciation
     • Mileage
     • Actual Cost

12. “Depreciation” selected
13. Enter “Estimated Salvage Value” – estimated value of vehicle when it will be disposed of by the school district or no longer used for SPED Transportation
14. “Estimated Useful Life” – length of the period the vehicle will be used for transporting students
15. Calculated field, defaults to:
   • Car = 3 years
   • Van = 3 years
   • SUV = 3 years
   • Bus = 7 years

16. “Depreciation Years Remaining to be claimed” – calculated field
17. “Depreciation per year” - calculated field
18. “Mileage” selected – no action needed, in this section
19. “Actual Cost” selected – no action needed, in this section
20. Invoice Upload – Required
21. Adding a new vehicle, the invoice is required and must support the amount “Fair Market Value (Purchase Cost)” field
22. Select “Save Record”
23. List of “Active Vehicles” display
   a. Edit vehicle record by selecting - Must “Save Record” to save changes
   b. Delete vehicle record by selecting - Removes the record from the system
      • Edit is available to modify a saved record
      • Cannot delete a vehicle if previous years costs were reported in SPEDFRS
      • Dispose Vehicle – required if vehicle is removed from the district fleet

24. Return to “Home”  

Data Entry Screen – “Add Vehicle”
Transportation Information – Mileage

1. Select “Enter Costs”
2. Select “Add Mileage”
3. Select a “Vehicle” from the drop down, if not found go to “Transportation Admin” to add a vehicle used for SPED Services
   - Vehicle Information displays
   - IRS Mileage Rate Display
     - September 1 – December 31
     - January 1 – August 31
4. Enter “Odometer Year Start” – required
5. Enter “Odometer Year End” - required
6. Enter “SPED Mileage” - required
   Number of miles used for SPED only, determines SPED use. (If claiming SPED mileage, the costs of this vehicle cannot include SPED “mileage” costs in the account information section cannot include SPED “mileage”.)
   - Ages 3-5
     - September 1 – December 31
     - January 1 – August 31
   - Ages 5-21
     - September 1 – December 31
     - January 1 – August 31
7. “Amount” - calculated field based on the total SPED miles multiplied by the IRS standard mileage rate (mileage “amount”)
   - Claim Type=“ Depreciation” and Claim Type= “Actual Costs” – include costs in the Accounting Information under the Transportation AFR Accounts which includes (i.e., gas, oil, tires, salaries, etc.)
   - Purchased price of vehicles should not be include in the Accounting Information
   - Claim Type = “Mileage” – do not include any costs of this vehicle in the Accounting Information.
8. “Total Sped Mileage” – calculated field with percentage of SPED Mileage display - SPED Percentages display
9. Select “Save Record”
   - List of SPED Vehicle Costs displays
   - Costs of Vehicles with * must be claimed in the accounting information - (i.e., gas, oil, tires, salaries, etc.)
10. Vehicle Summary Information

- Displays all vehicles being claimed
- Allows for export to excel
- Summary of Vehicle Mileage claimed
11. Select “Done with Transportation Costs”
   - Green check mark ✅ indicates - done with costs
   - Red x ☒ indicates – not done with staff
   - Blue box ■ – indicates costs reported
   - No fill box ☐ – indicates no costs reported

12. Select “No Costs Reported”
   - Marks the section complete - ✅ indicates- done with costs
   - Returns to the Home Page

Deductions

**FEATURES:**
- Student FTE comparison from previous year
- Reporting by Age Groups (0-2, 3-5 and 5-21)

1. Select “Enter Costs”
2. Enter “Student FTE” - “Ages 5-21”
   - Provide an explanation if the Student FTE decreased by more than 3 or 25% from the prior year
   - Requires minimum of 5 character and maximum of 250 characters
3. “Deductions Calculation”
   Prepopulated “Tuition Received” for Ages 0-2, 3-5 and 5-21
4. Enter “Wards of the State Receipt” for Ages 0-2, 3-5 and 5-21
   - do not enter cents, whole dollars only
5. Enter “Other Deductions” for Ages 5-21
   - Provide an explanation of this deduction, requires minimum of 5 character and maximum of 250 characters, this is a required field
6. Select “Save Deductions”
   - Green check mark ✅ indicates- done with costs
   - Red x ☒ indicates – not done with contracted services
   - Blue box ■ – indicates costs reported
   - No fill box ☐ – indicates no costs reported
Supporting Documentation Upload

**FEATURES:**

- System requirement for supporting document required for costs claimed in Account Information, Contracted Services, Tuition Received and Staff Information for Ages 5-21
- Required – must be marked ✓ to submit

1. **Select “Edit”**
   Required for costs claimed in the following sections:

2. **Contracted Service Provider Actual Billings/Invoices** – to include:
   - Vendor Name
   - Date of services provided
   - Type of services
   - Billed rate
   - Quantity
   - Breakdown of ages served (Ages 0-2, 3-5 and 5-21)

3. **Tuition Received** – Actual billings/invoices
4. Account Information – Object Code 100-800 YTD detailed transaction by AFR Account Totals
   • Detailed Accounting Records – 12XX’s and 2XXX’s; save with AFR Account in the file name.
   • Year to Date - district’s accounting records (i.e., Expenditure Audit Report, Transaction Detail Report, etc.) for SPED Function Codes (Detailed Expenditure Audit Report)
   • Original transaction information for Journal Entries
5. Payroll Report – including names
   • Staff Information and Account Information 100/200’s
   • Year to Date Payroll records is needed if the district’s accounting records do not provide staff names for salaries and benefits
6. Requires file format of .pdf, excel and zip
   • PDF format - be sure all column widths are readable, and data is formatted to size of page
7. No space or special characters in file name
8. Maximum file size of 28 MB
9. Allows for multiple files within a section

Submit

FEATURES:
• System generated email prior to the Due Date – October 31 for non-submission of entered data
• Due date counts down, # days prior to submit
• System generated emails to LEAs upon NDE Submit
• Collection History Status
• Submit validations
• Two steps submit process

1. All sections must be marked ✔ to submit
2. Edit’s check must be successful for submit to activate
3. Two types of submit - “Submit” activates with appropriate portal access and if the above criteria are met
   a. “Submit to district administrator” – District Financial User Type
      • Upon completion of data entry must submit to district administrator
      • Emails will be automatically generated prior to the Due Date of October 31 for non-submission
   b. “Submit to NDE” - District Approver/District Administrator User Type
      • Only the District Approver/District Administrator can submit to NDE
      • Due Date – October 31 – system closes at midnight
      • Emails will be automatically generated prior to the Due Date of October 31 for non-submission
      • Must contact NDE for changes after submitting to NDE
Summary

**FEATURES:**
- Provides total summary information by section for Age Groups 0-2, 3-5 and 5-21
- Show/Hide summary section

1. **Select “Show Summary”**
   - Displays by section – Age Group Totals
   - Displays by section – Totals
2. **Select “Hide Summary” – collapse screen**

### Summary of Accounts

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Personnel Services (1060s)</th>
<th>Benefits (2050s)</th>
<th>Professional And Technical Services Only (3080s)</th>
<th>Purchased Property Services (4060s)</th>
<th>Other Purchased Services (5080s)</th>
<th>General Supplies (6060s)</th>
<th>Capital Assets (7060s)</th>
<th>Other Dues/Fees (8060s)</th>
<th>NDE Adjusted Amount</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ages 0-2</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Ages 3-5</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
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<td>0.00</td>
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</tr>
<tr>
<td>Ages 5-21</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
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</tr>
<tr>
<td>TOTAL</td>
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</tbody>
</table>

### Summary of InState/OutState Tuition Received and Others

<table>
<thead>
<tr>
<th>Tuition Received</th>
<th>Ages 0-2</th>
<th>Ages 3-5</th>
<th>Ages 5-21</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>InState</td>
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<tr>
<td>OutState</td>
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<tr>
<td>TOTAL</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Summary of Supplementary Staff Salaries

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Salaries (1060s)</th>
<th>Benefits (2050s)</th>
<th>Personnel Services (1060s) (FTE Funding Embedded)</th>
<th>Benefits (2050s) (FTE Funding Embedded)</th>
<th>Personnel Services (1060s) (FLEX Funding)</th>
<th>Benefits (2050s) (FLEX Funding)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ages 0-2</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Ages 3-5</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Ages 5-21</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Export/Print Feature

**FEATURES:**
- Data collection export to excel, save and print
- Creates a worksheet for each section in the excel workbook
- Program Reimbursement Information

Print Feature
1. Select “Export Data Collection” - provides summary view of data by section
   a. “District Submitted”
      - Populates saved data upon userType=DistrictAdministrator submit
      - No changes updated after the original submit in this view
   b. “Latest/After NDE Review”
      - Populates data changes from the original data submission
      - Includes NDE Review Approval and comments

The cost of vehicles with claim type Actual Cost is claimed separately in Account Information.
Collection Status History

- Status
- Date
- Username

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>User</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/06/20 9:06:16 AM</td>
<td>Data Input Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18/06/20 9:22:10 AM</td>
<td>Data Ready Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/18/20 10:23:45 PM</td>
<td>APR Validation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/18/20 10:23:45 PM</td>
<td>GHS Validation</td>
<td></td>
<td>Year 1 Review</td>
</tr>
<tr>
<td>06/18/20 12:38:52 PM</td>
<td>NEE Reviewed</td>
<td></td>
<td>Year 1 Review</td>
</tr>
<tr>
<td>06/18/20 12:38:52 PM</td>
<td>NEE Approved</td>
<td></td>
<td>Year 1 Review</td>
</tr>
</tbody>
</table>

Program Reimbursement Information

Total Available for Reimbursement (Program)

- Ages 5-21
- Seven Payments, 1st payment December
Transportation Reimbursement Information

Total Available for Reimbursement (Transportation)

- Ages 0-2, 3-5 and 5-21
- Spring of the current school year payment for prior year will processed by NDE

<table>
<thead>
<tr>
<th>Main Menu</th>
<th>Program Reimbursement</th>
<th>Transportation Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Reimbursement Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual Cost Ages 5-21</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Depreciation Ages 5-21</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Mileage Cost Ages 5-21</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Applicable for Year 1 - 1st Semester Claim</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Total Available for Reimbursement (Transportation)</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

Transportation Payment History

- Month
- Claim Amount (at the time of payment)
- Claimant Dates (order by event)
- Transportation Adjustment
- Reconciliation Adjustment
- Amount Paid
- Payment Method Code

Transportation payment records not found

Amount Paid (Year to Date) $0

SPEDFRS AFR Account Code Validations

1. Performed by NDE – the following January of the October 31 deadline
   Using data from SPEDFRS
   - SPED AFR Accounts from submitted data
   Against
   - SPED AFR Account Codes – Annual Financial Report
   - GMS IDEA Payments - Grants Management System
2. Failed Validations result in the following:
   - System generated emails sent to user(s) and contact(s) in SPEDFRS
   - SPEDFRS Data Collection returns to an “open” status, reimbursement placed on “hold”
3. District must resolve the failed validations, either
   - Adjust the SPEDFRS data collection and resubmit to nde, and/or
   - Amend the Annual Financial Report through School Finance, visit the links below
     - Amend AFR – Video (https://youtu.be/XL_1jp7_4v4)
4. Upon completion of #3, SPEDFRS payments will resume.
NDE Contacts

NDE Helpdesk toll free at (888-285-0556) or by email ADVISERHelp@NebraskaCloud.org

Financial Assistance with SPEDFRS:
Lori Adams (402-937-3943) or lori.adams@nebraska.gov
Nancy Lorenz (402-937-2789) or nancy.lorenz@nebraska.gov
Jennifer Mai (402-890-9115) or jennifer.mai@nebraska.gov
Robin Deevy (402-499-5528) or robin.deevy@nebraska.gov

Transportation Assistance with SPEDFRS:
Tom Goeschel (402-890-8912) or tom.goeschel@nebraska.gov
Merci Suarez (402-937-3241) or merci.suarez@nebraska.gov
Greg Prochazka (531-530-9096) or greg.prochazka@nebraska.gov

LINKS

- RULE 51
- SPEDFRS Questions & Answers
- Special Education Reporting Information
- Staff Reporting