USER MANUAL: SPECIAL EDUCATION FINANCIAL REPORTING SYSTEM (SPEDFRS)

Updated – November, 2022

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

Contents

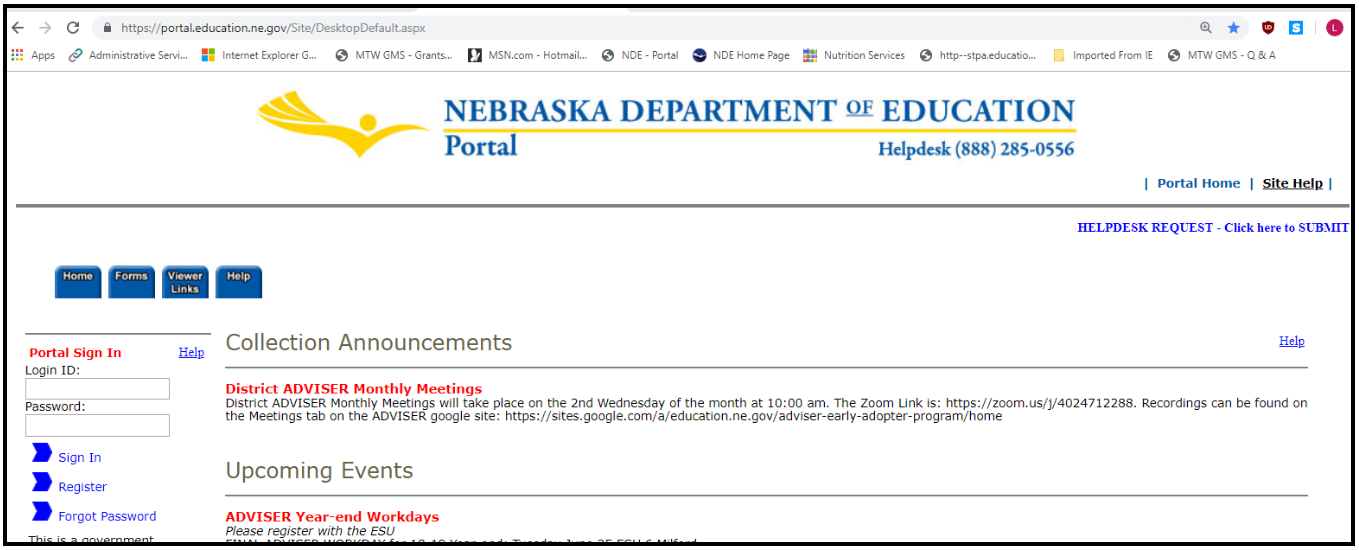
DATA ENTRY FUNCTIONALITY

- *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)](mailto:ADVISERHelp@NebraskaCloud.org)

1. *URL -* https://portal.education.ne.gov/Site/DesktopDefault.aspx



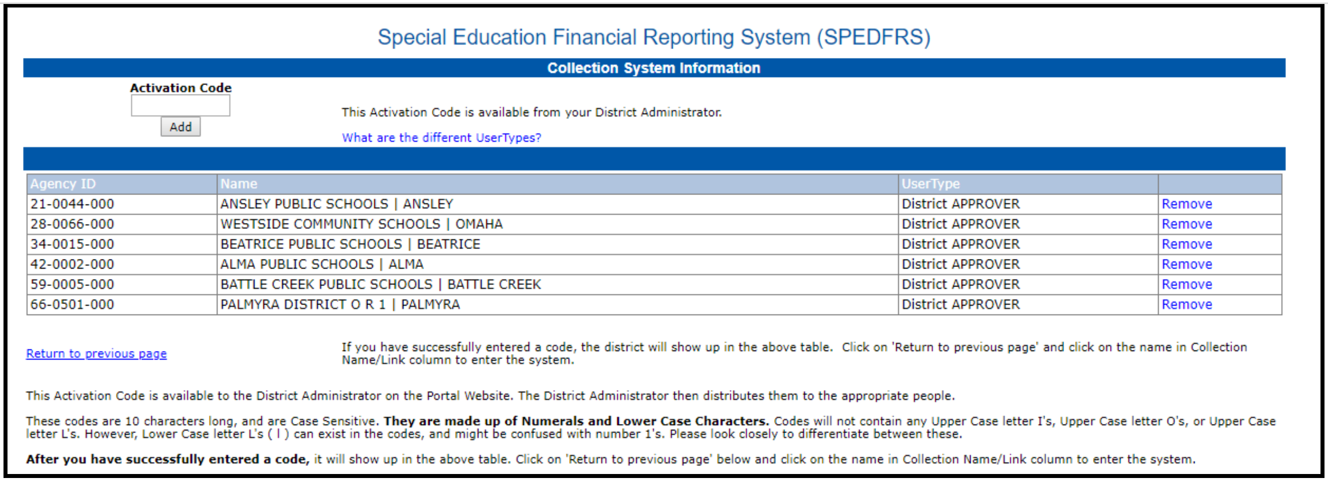
ACCESS - SPEDFRS

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)*



Special Education Financial Reporting System (SPEDFRS)

Collection System Information

Activation Code

Add

This Activation Code is available from your District Administrator.

What are the different UserTypes?

Agency ID	Name	UserType	
21-0044-000	ANSLEY PUBLIC SCHOOLS | ANSLEY	District APPROVER	Remove
28-0066-000	WESTSIDE COMMUNITY SCHOOLS | OMAHA	District APPROVER	Remove
34-0015-000	BEATRICE PUBLIC SCHOOLS | BEATRICE	District APPROVER	Remove
42-0002-000	ALMA PUBLIC SCHOOLS | ALMA	District APPROVER	Remove
59-0005-000	BATTLE CREEK PUBLIC SCHOOLS | BATTLE CREEK	District APPROVER	Remove
66-0501-000	PALMYRA DISTRICT O R 1 | PALMYRA	District APPROVER	Remove

Return to previous page

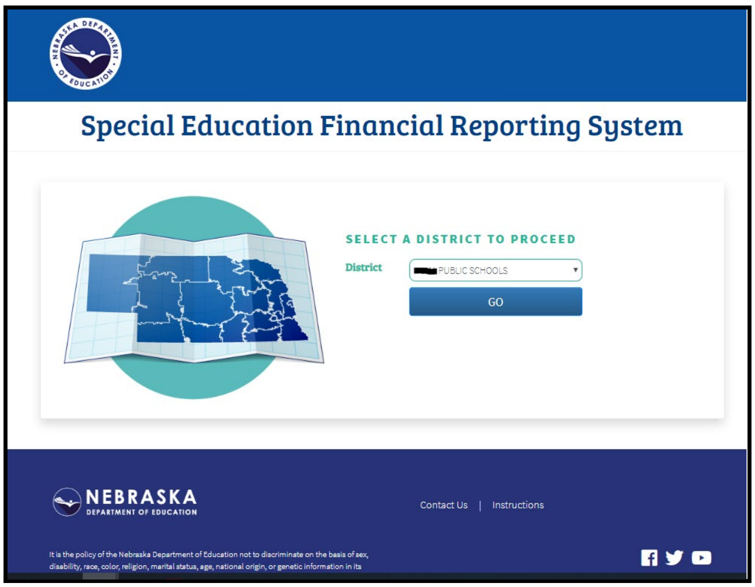
If you have successfully entered a code, the district will show up in the above table. Click on 'Return to previous page' and click on the name in Collection Name/Link column to enter the system.

This Activation Code is available to the District Administrator on the Portal Website. The District Administrator then distributes them to the appropriate people.

These codes are 10 characters long, and are Case Sensitive. **They are made up of Numerals and Lower Case Characters.** Codes will not contain any Upper Case letter I's, Upper Case letter O's, or Upper Case letter L's. However, Lower Case letter L's (l) can exist in the codes, and might be confused with number 1's. Please look closely to differentiate between these.

After you have successfully entered a code, it will show up in the above table. Click on 'Return to previous page' below and click on the name in Collection Name/Link column to enter the system.

d. Select from the "District" listing to proceed. If you have access to multiple districts, they will display in the dropdown list.



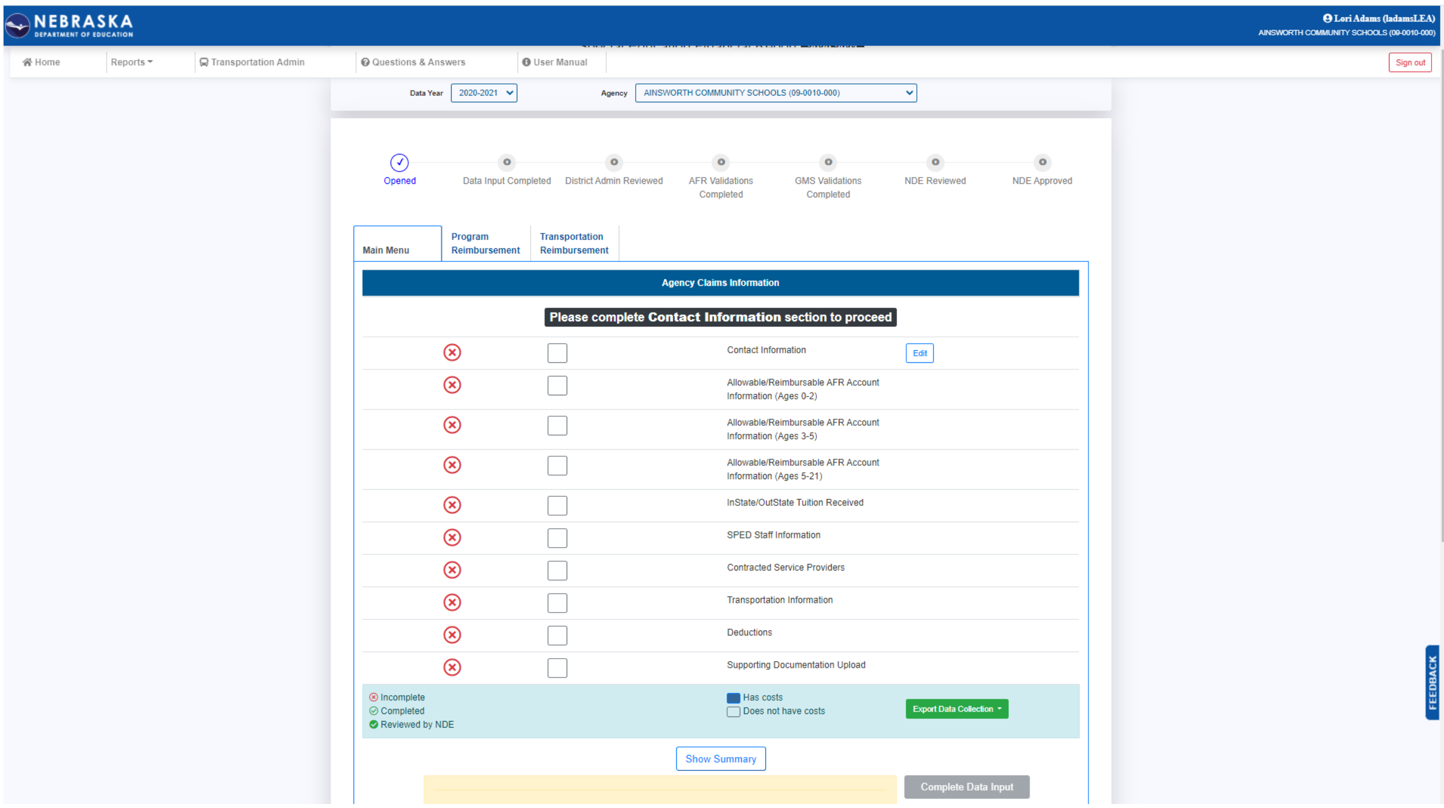
District User access information - displays upper right of the screen

- *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*

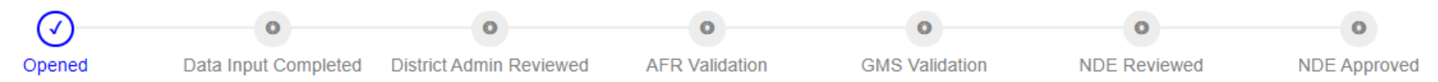
SPEDFRS **Home**



***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*



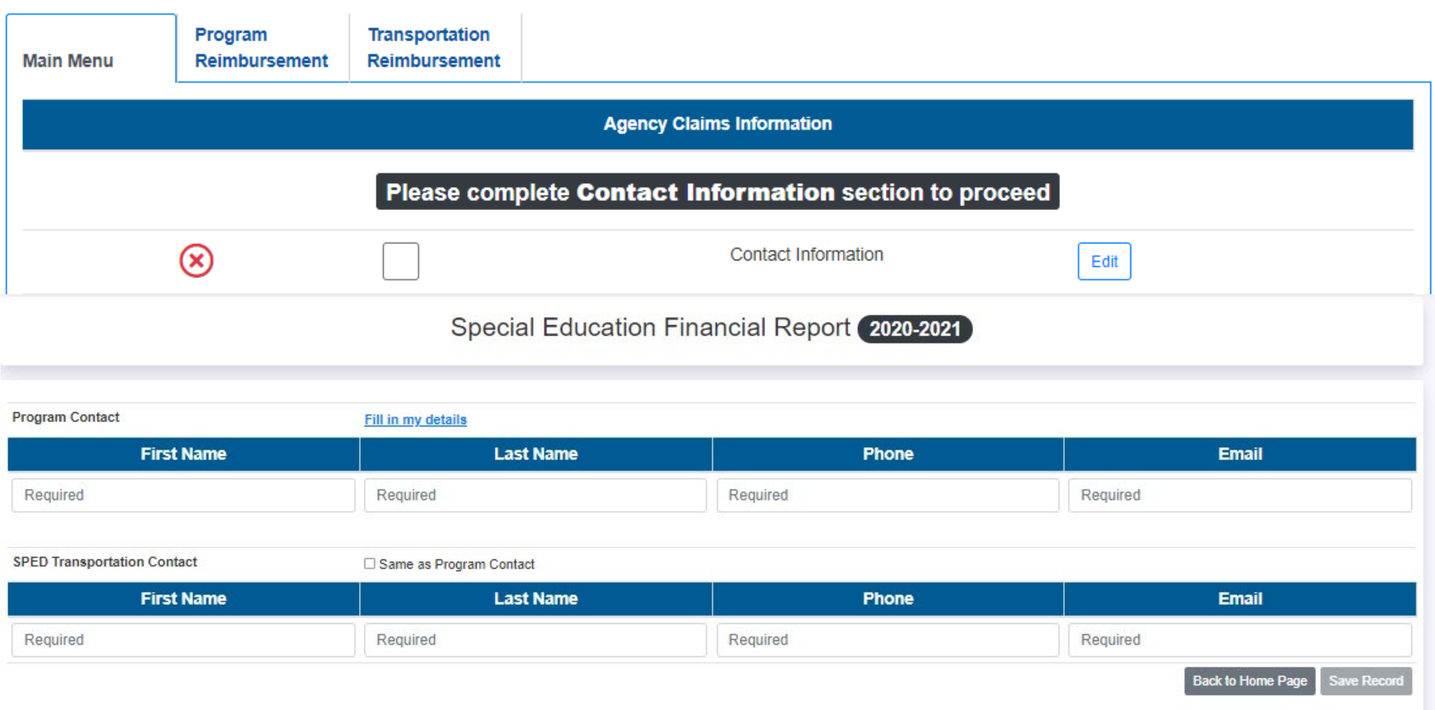
STATUS BAR

- *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*

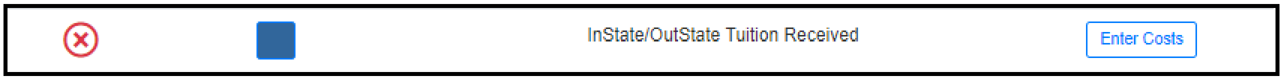
Allowable/Reimbursable SPED *Costs per* [Rule 51] *– supported by the District's Accounting Records. Correct accounting of expenditures is important as it affects your district's Maintenance of Effort (MOE).*

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

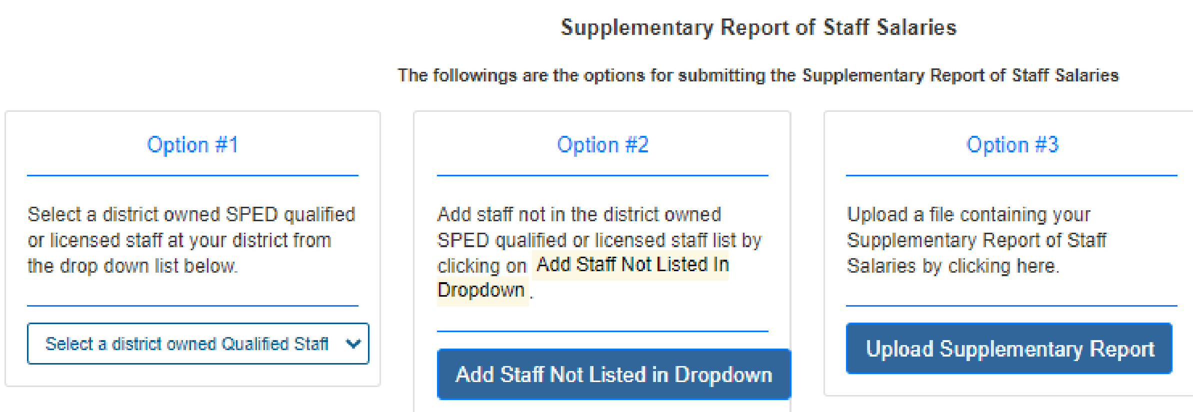
FEATURES:

- *Validations against NSSRS SPI Code(s)s and Position Assignment(s) performed upon data entry or upload for staff type=professional, paraprofessional and sign language interpreter*
  - *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*

NEW

- ***Teacher Substitute** must be in NSSRS as **0-5190** and include a Teacher Certificate to be eligible for reimbursement and claimed as **Staff Type=7 Teacher Substitute in SPEDFRS***

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.*

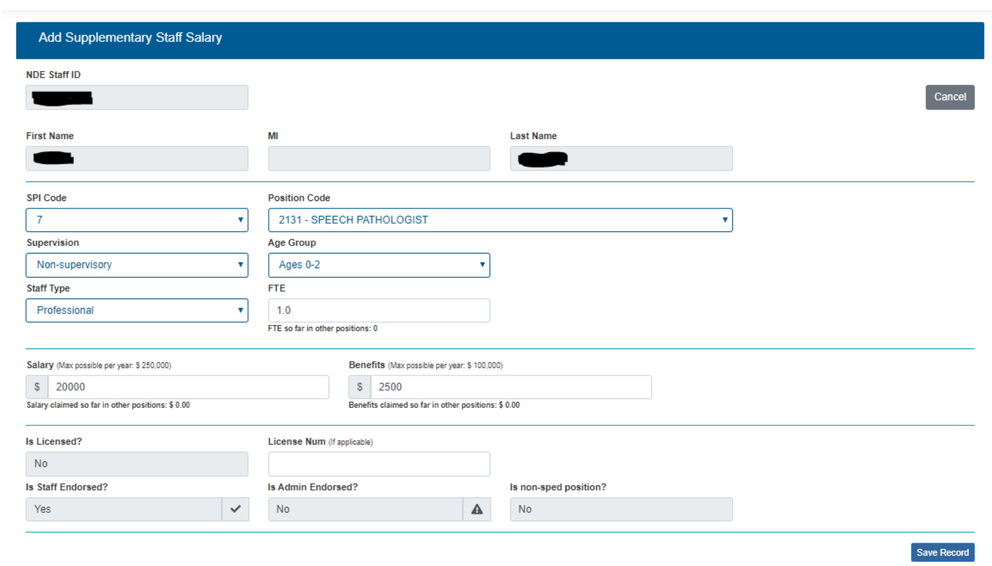
a. ***Supervisory*** *– (Professional, Clerical and Substitute) (required for specific position assignments listed below*
*Requires **both** SPED Endorsement and Administrative Endorsement – to be eligible for reimbursement*
- ❖ *0/S/7/I -2320: Superintendent **(prior NDE approval needed)***
- ❖ *0/S/7/I 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' & "S"*
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* ***(not to include Teacher Substitute, paraprofessional only)***
   - *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=Teacher Substitute (0-5190 required in NSSRS)***
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 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.

Required Field	Column Name in Table	Data Type	Length	NOTES
*NDE Staff ID	NDE_STAFF_ID	Text	10	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 "**Para** Substitutes" using "9999999999" and "Bus Drivers" using "8888888888".
*Last Name	LASTNAME	Text	30	Staff last name
*First Name	FIRSTNAME	Text	30	Staff first name
Middle Initial	MI	Text	1	Staff middle initial
*Staff Type	STAFFTYPE	Text	1	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 ***(not to include Teacher Substitute)*** 5 = Certified Sign Language Interpreter *(requires valid SPI-Code, Position Assignment)* 6 = Bus Driver **7 = Teacher Substitute *(requires SPI-Code=0, Position Assignment-5190)***
*Age Group		Text	*1*	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
*FTE	FTE	Text	4	FTE example (1, 0.5) (if multiple SPI Codes-Position Assignment would have separate FTE, combined not to exceed 1.0)
*SPI Code	SPI_CODE	Text	1	1 digit code (refer to the following NSSRS SPI Code) for Professional, Paraprofessional & Sign language interpreter 7 - SPED Early Childhood Federal-IDEA/State/Local *S - SPED School Age-State/Local Funds* *I - SPED* School Age Federal-IDEA
*Position Assignment	Position Assignment	Text	4	Four-digit code (refer to NSSRS Position Assignment (e.g., 1160)
*Salary	AMOUNT	Text	8	Dollar amount of claim. **Salary only** - 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).
*Benefits	AMOUNT	Text	8	Dollar amount of claim. **Benefits only** - 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).
*Supervision	SUPERVISION	Text	1	1 digit code (refer to the following codes): 1 = Supervisory (Professional, Clerical and ***Substitute)*** 2 = Non-Supervisory (Professional, Paraprofessional, Clerical, Substitute, Certified Sign Language, Bus Driver, and **Teacher Substitute)**
License Number	LICNUM	Text	30	License number (if required) - optional
*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.
NDE_STAFF_ID = text LASTNAME = text FIRSTNAME = text MI = text STAFFTYPE = text AGE GROUP=text FTE = text SPI CODE = text POSITION ASSIGNMENT = text SALARY = text BENEFITS = text SUPERVISION = text LICNUM = text **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.*

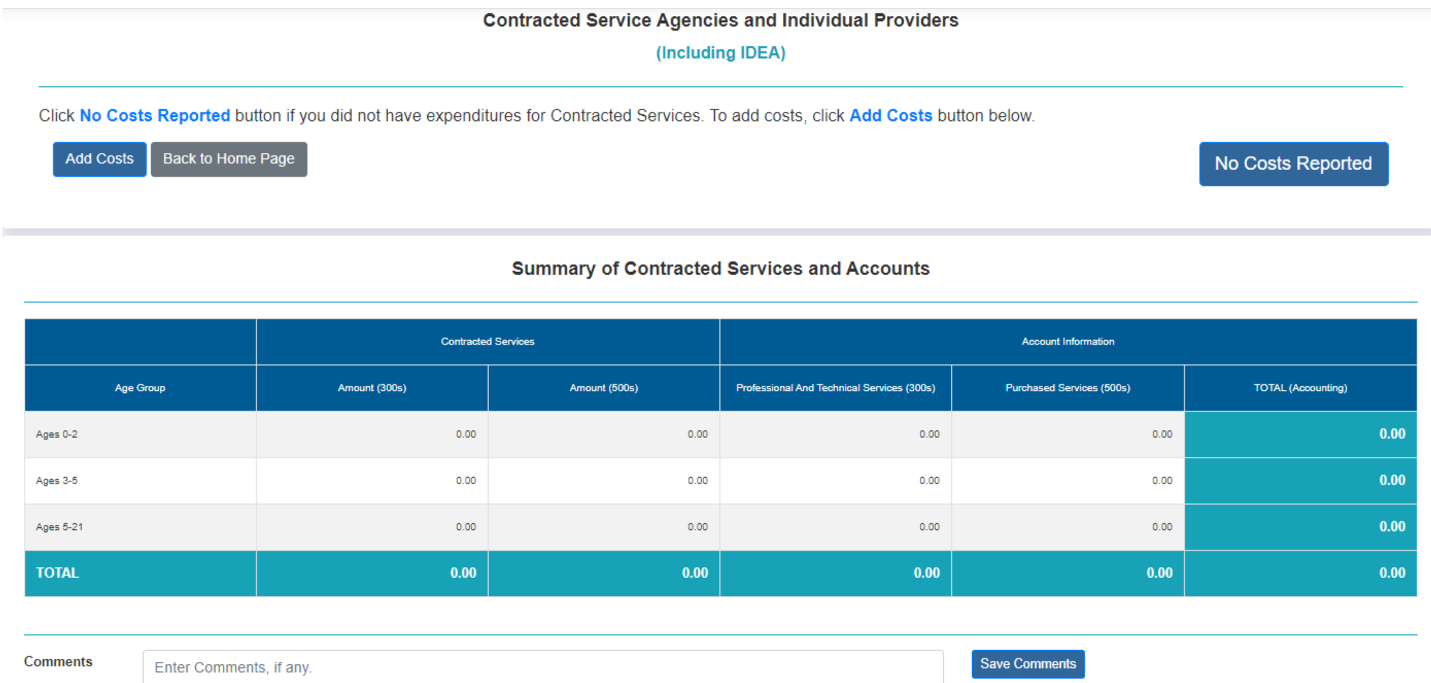
Contracted Service Providers

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 Service Agencies and Individual Providers

(Including IDEA)

Click **No Costs Reported** button if you did not have expenditures for Contracted Services. To add costs, click **Add Costs** button below.

Add Costs | Back to Home Page | No Costs Reported

Summary of Contracted Services and Accounts

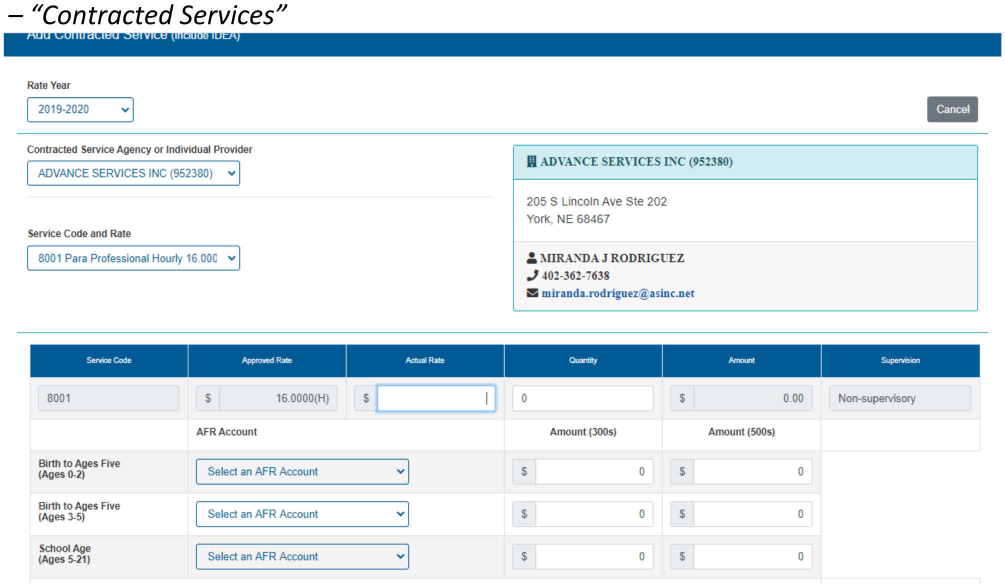
	Contracted Services		Account Information		
Age Group	Amount (300s)	Amount (500s)	Professional And Technical Services (300s)	Purchased Services (500s)	TOTAL (Accounting)
Ages 0-2	0.00	0.00	0.00	0.00	0.00
Ages 3-5	0.00	0.00	0.00	0.00	0.00
Ages 5-21	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	0.00

Comments | Enter Comments, if any. | Save Comments

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"

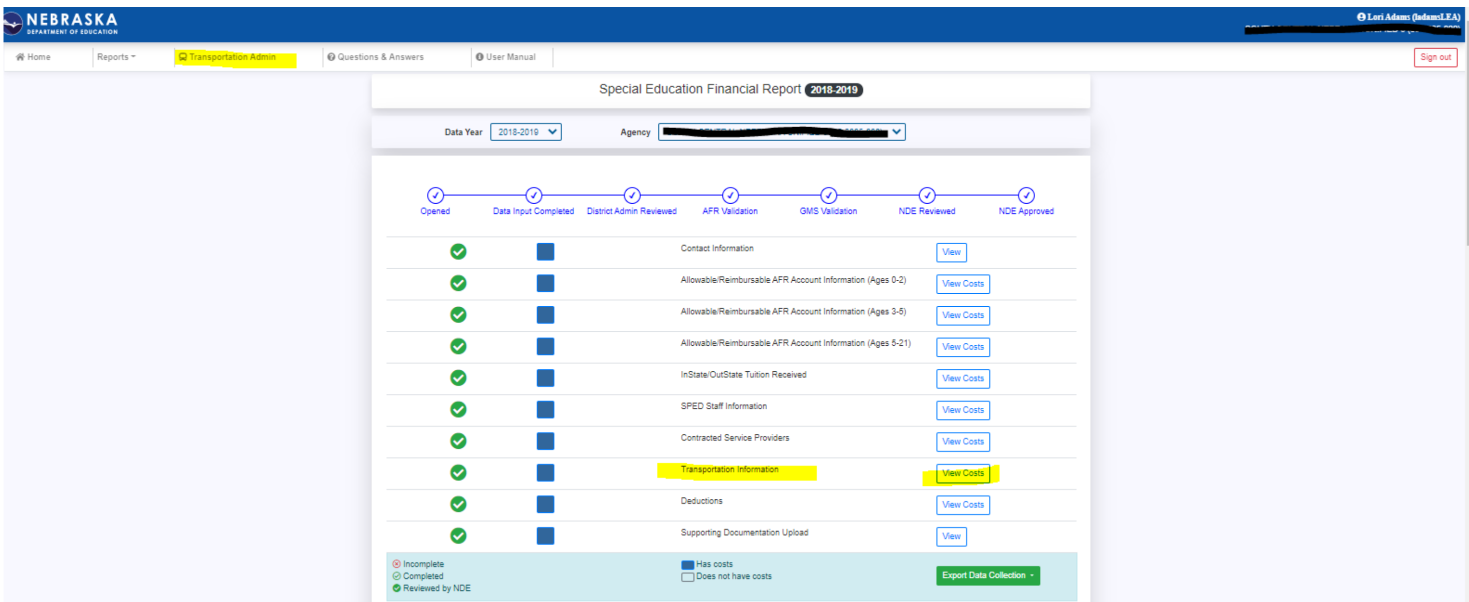


Transportation Information

FEATURES:

- *Vehicle repository – will eliminate the need to renter 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*

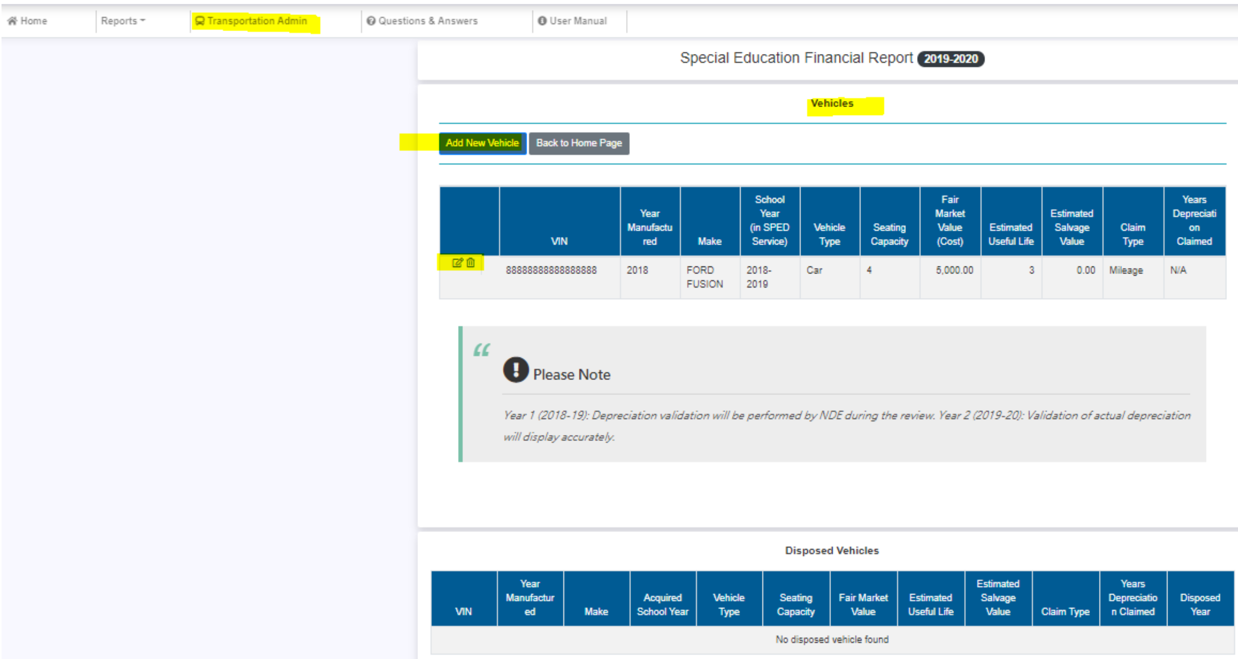
To report vehicles and transportation expenditures for Students with Disabilities – Special Education (SPED) Age 3-21 within Portal, Data Collections, Special Education Finance Reporting System (SPEDFRS).



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.

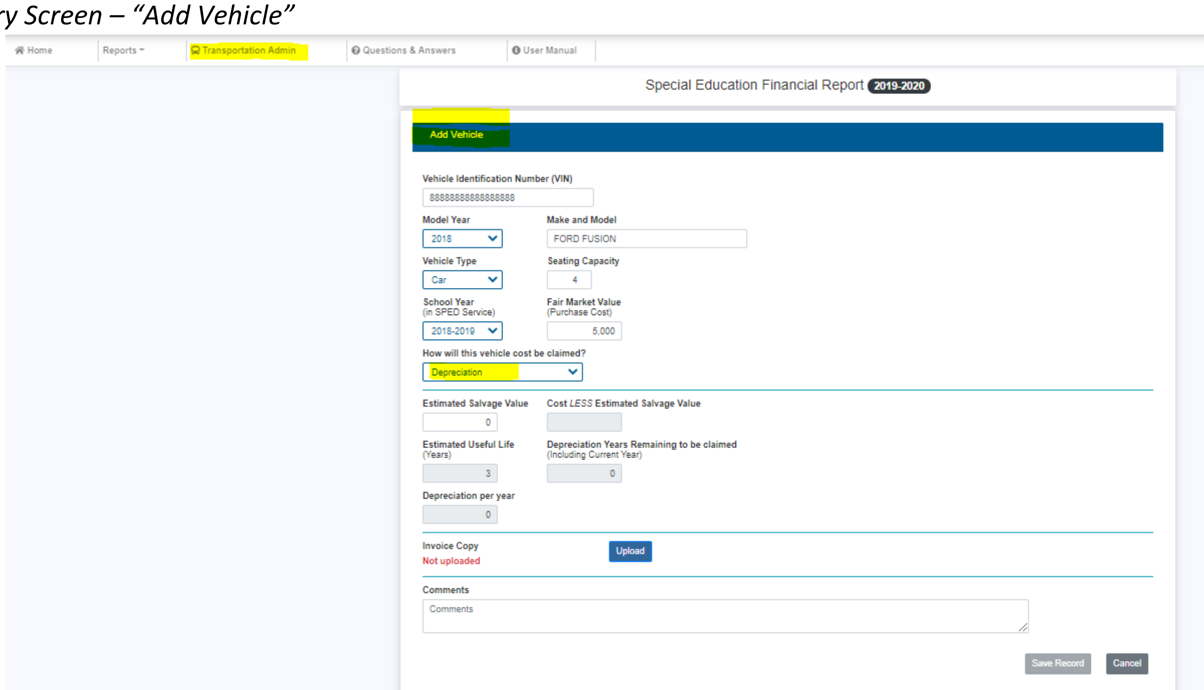
1. *Edit/Delete* –
   - *Edit is available to modify a saved record*
   - *Cannot delete a vehicle if previous years costs were reported in SPEDFRS*
   - *Dispose Vehicle – required if vehicle is removed from the district fleet*



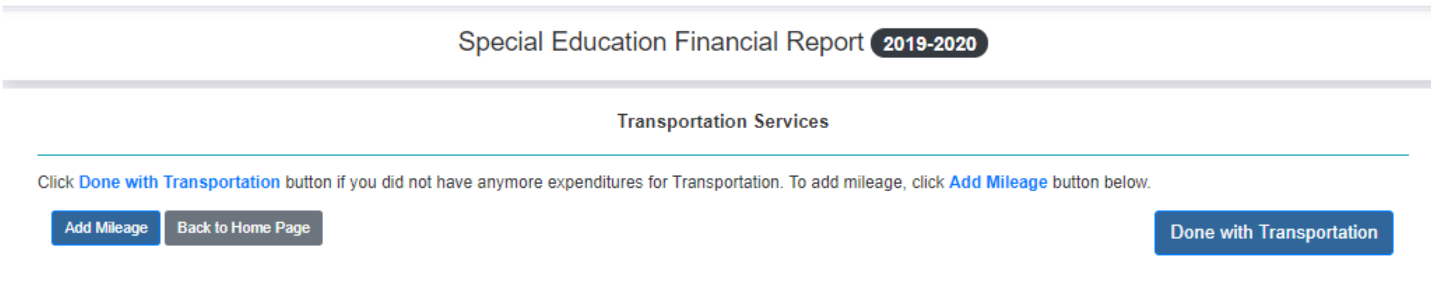
2. *Select "Add New Vehicle" – required for all vehicles used for SPED - Provide the required information (Only for new vehicles. Vehicles added previous year will be there, will need to select them and modified usage for the current year.)*
3. *Enter "Vehicles Identification Number (VIN)" – required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

Data Entry Screen – "Add Vehicle"

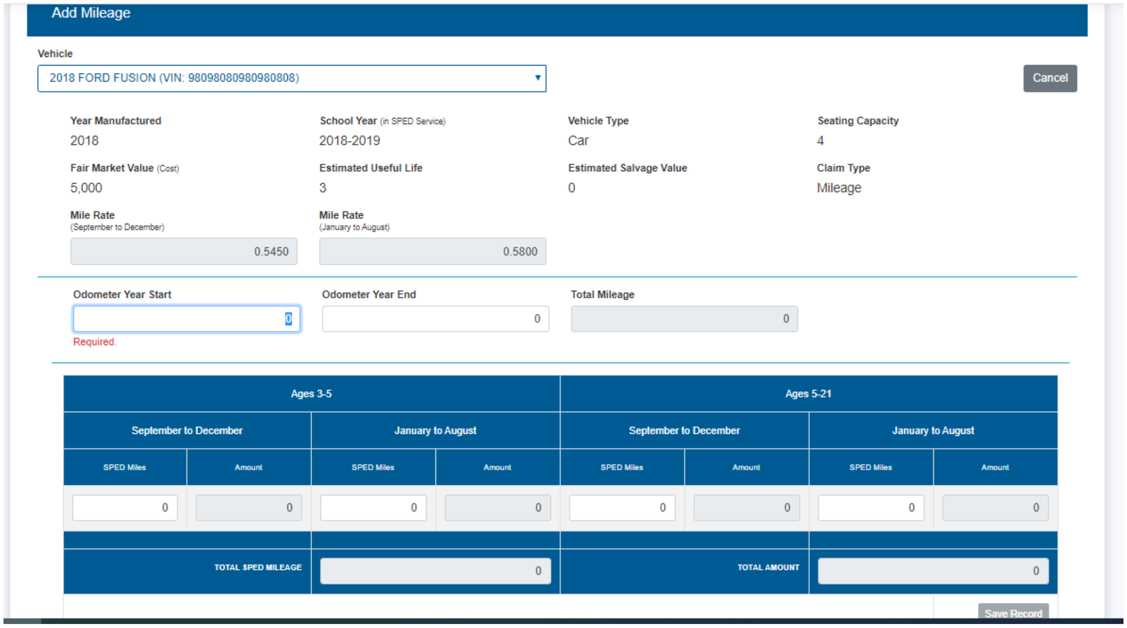


Transportation Information – Mileage

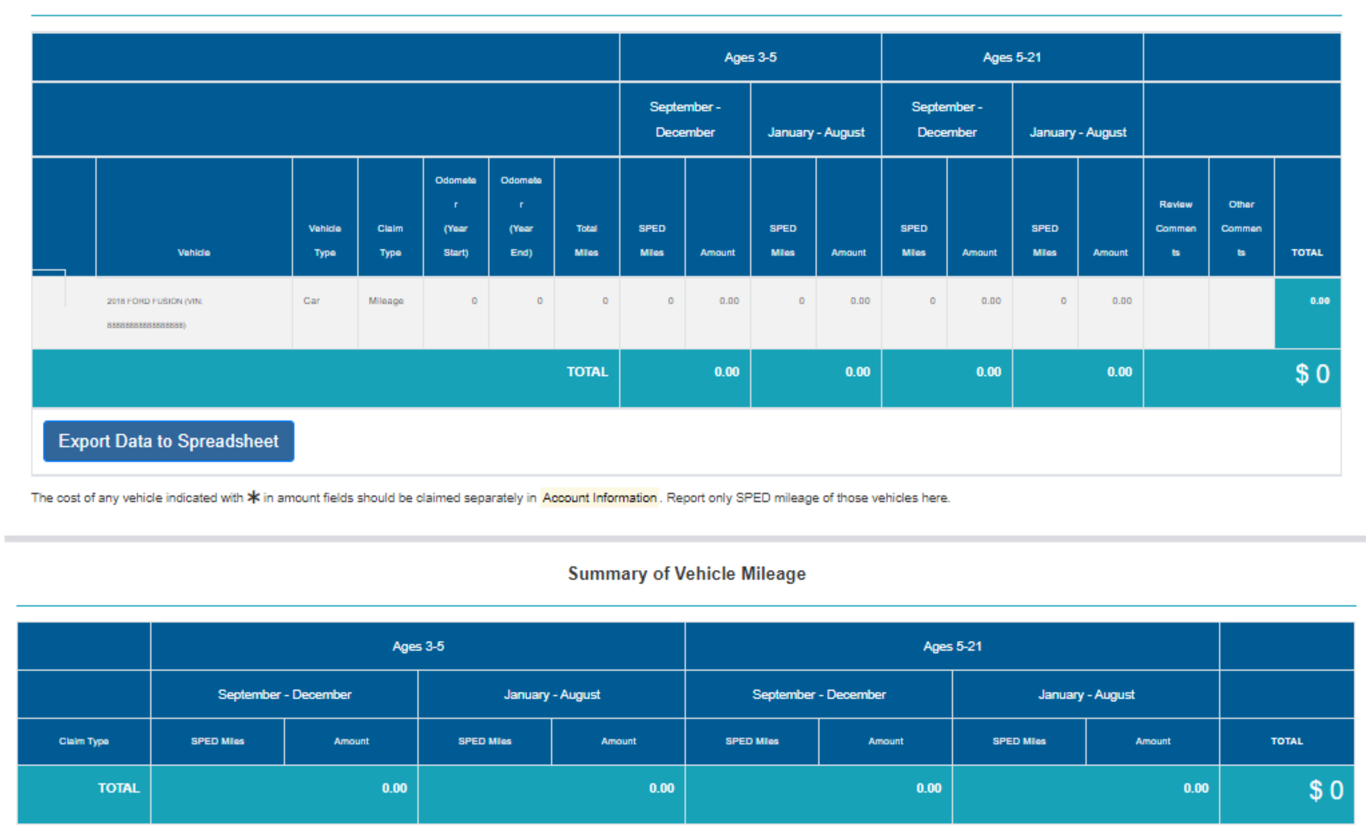


1. *Select "Enter Costs"*
2. *Select "Add Mileage"*
3. *Select a "Vehicle" from the drop down, if not found go to "Transportation Admin" to add a vehicle used for SPED Services*
    - *Vehicle Information displays*
    - *IRS Mileage Rate Display*
        - *September 1 – December 31*
        - *January 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.)*

Data Entry Screen – "Add Mileage"



10. *Vehicle Summary Information*
    - *Displays all vehicles being claimed*
    - *Allows for export to excel*
    - *Summary of Vehicle Mileage claimed*

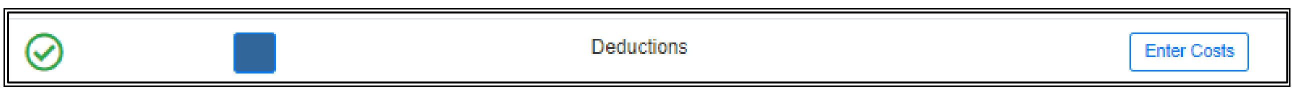


11. *Select "Done with Transportation Costs"*
    - *Green check mark indicates - done with costs*
    - *Red x indicates – not done with staff*
    - *Blue box – indicates costs reported*
    - *No fill box – indicates no costs reported*
12. *Select "No Costs Reported"*
    - *Marks the section complete - 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 Sate 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*

Data Entry Screen – "Deductions"

Special Education Financial Report **2018-2019**

Deductions

Ages 5-21		
	2018-2019	2017-2018
Student FTE (Cumulative of SPED FTE for students with an aggregate of more than three hours per week of all SPED services.)	3.00	3.9800
Total AAPC deduction	7079	
TOTAL	21,237	

Deductions Calculation			
	Ages 0-2	Ages 3-5	Ages 5-21
Tuition Received (Please note: Once you complete Tuition Received, the total will automatically be inserted on this line)	$ 44	$ Not reported	$ 22
Wards of the State Receipt	$ 0	$ 0	$ 0
Other Deductions			$ 0
TOTAL DEDUCTIONS	$ 44	$ 0	$ 21,259

Cancel | Save Deductions

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*
- *Records Retention Schedule includes 5 years of retention*

Supporting Documentation Upload | Edit

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

   Select the section you are uploading documentation for

   Select a section
   - Select a section
   - Contracted Service Provider Actual Bills
   - Tuition Received bill(s) and/or receipt(s)
   - Account Information – oc 100-800 YTD detailed transaction by AFR Account Totals
   - Payroll Report-including names

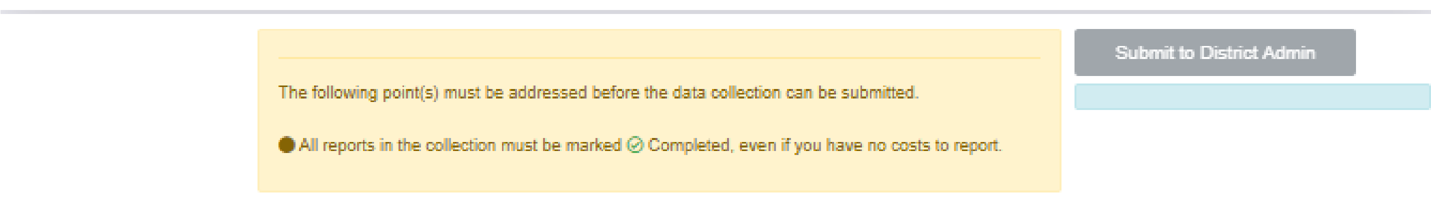
2. *Contracted Service Provider Actual Billings/Invoices – to include:*
   - *Vendor Name*
   - *Date of services provided*
   - *Type of services*
   - *Billed rate*
   - *Quantity*
   - *Breakdown of ages served (Ages 0-2, 3-5 and 5-21)*
3. *Tuition Received –Actual billings/invoices*

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*

Show Summary

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

Hide Summary

Summary of Accounts

Age Group	Personnel Services (100s)	Benefits (200s)	Professional And Technical Services Only (300s)	Purchased Property Services (400s)	Other Purchased Services (500s)	General Supplies (600s)	Capital Assets (700s)	Other Dues/Fees (800s)	NDE Adjusted Amount	TOTAL
Ages 0-2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ages 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ages 5-21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Summary of InState/OutState Tuition Received and Others

Tuition Received	Ages 0-2	Ages 3-5	Ages 5-21	TOTAL
InState	0.00	0.00	0.00	0.00
OutState	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00

Summary of Supplementary Staff Salaries

	Staff Salaries		Account Information			
Age Group	Salaries (100s)	Benefits (200s)	Personnel Services (100s) (Flex Funding Excluded)	Benefits (200s) (Flex Funding Excluded)	Personnel Services (100s) (FLEX Funding)	Benefits (200s) (FLEX Funding)
Ages 0-2	0.00	0.00	0.00	0.00	0.00	0.00
Ages 3-5	0.00	0.00	0.00	0.00	0.00	0.00
Ages 5-21	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00

Summary of Contracted Services and Accounts

	Contracted Services		Account Information		
Age Group	Amount (300s)	Amoun (500s)	Professional And Technical Services (300s)	Purchased Services (500s)	TOTAL (Accounting)
Ages 0-2	0.00	0.00	0.00	0.00	0.00
Ages 3-5	0.00	0.00	0.00	0.00	0.00
Ages 5-21	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	0.00

Summary of Vehicle Mileage

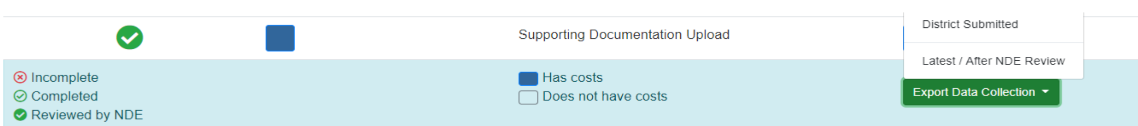
	Ages 3-5				Ages 5-21				
	September - December		January - August		September - December		January - August		
Claim Type	SPED Miles	Amount	SPED Miles	Amount	SPED Miles	Amount	SPED Miles	Amount	TOTAL
TOTAL		0.00		0.00		0.00		0.00	$ 0

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

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=DistrictAdministator 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*

Collection Status History

- *Status*
- *Date*
- *Username*

Collection Status History

Date	Status	User	Comments
10/16/2019 1:49:16 PM	Data Input Completed	[redacted]	
10/25/2019 8:17:42 AM	District Admin Reviewed	[redacted]	
6/18/2020 12:28:49 PM	AFR Validation		Year 1 Review
6/18/2020 12:30:44 PM	GMS Validation		Year 1 Review
6/18/2020 12:30:52 PM	NDE Reviewed		Year 1 Review
6/18/2020 12:30:58 PM	NDE Approved		Year 1 Review

Program Reimbursement Information

Total Available for Reimbursement (Program)

- *Ages 5-21*
- *Seven Payments, 1st payment December*

Main Menu | Program Reimbursement | Transportation Reimbursement

Print This Page

Program Reimbursement Information

Total Special Education and Support Services (Flex) Ages 5-21		0
SPED Staff Review Adjustment	*plus*	0
Contracted Services Review Adjustment	*plus*	0
Flex Funding Ages 5-21 0		
Total Supervision from Contracted Services and Staff Information 0		
8.00 % of (Total Special Education **less** Support Services + IDEA Ages 5-21) + (SPED Staff Review Adjustment) + (Contracted Services Review Adjustment) - (Total Supervision) [0 + (0) + (0) - 0] X 8.00 / 100 = 0		
Excess Supervision [0 - 0] (positive number difference only)	*less*	0
5.00 % of (Total Special Education and Support Services (Flex) Ages 5-21) + (SPED Staff Review Adjustment) + (Contracted Services Review Adjustment) [0 + (0) + (0)] X 5.00 / 100 = 0		
Excess Support Services Flex Funding Ages 5-21 - 5.00 % of [(Total Special Education and Support Services (Flex) Ages 5-21) + (SPED Staff Review Adjustment) + (Contracted Services Review Adjustment)] [0 - 0] (positive number difference only)	*less*	0
Total Deductions (Student FTE * Total AAPC Deduction) + (Tuition Received Ages 5-21 + Wards of the State Receipt Ages 5-21 + Other Deductions)	*less*	0
Total Available for Reimbursement (Program)	$	0

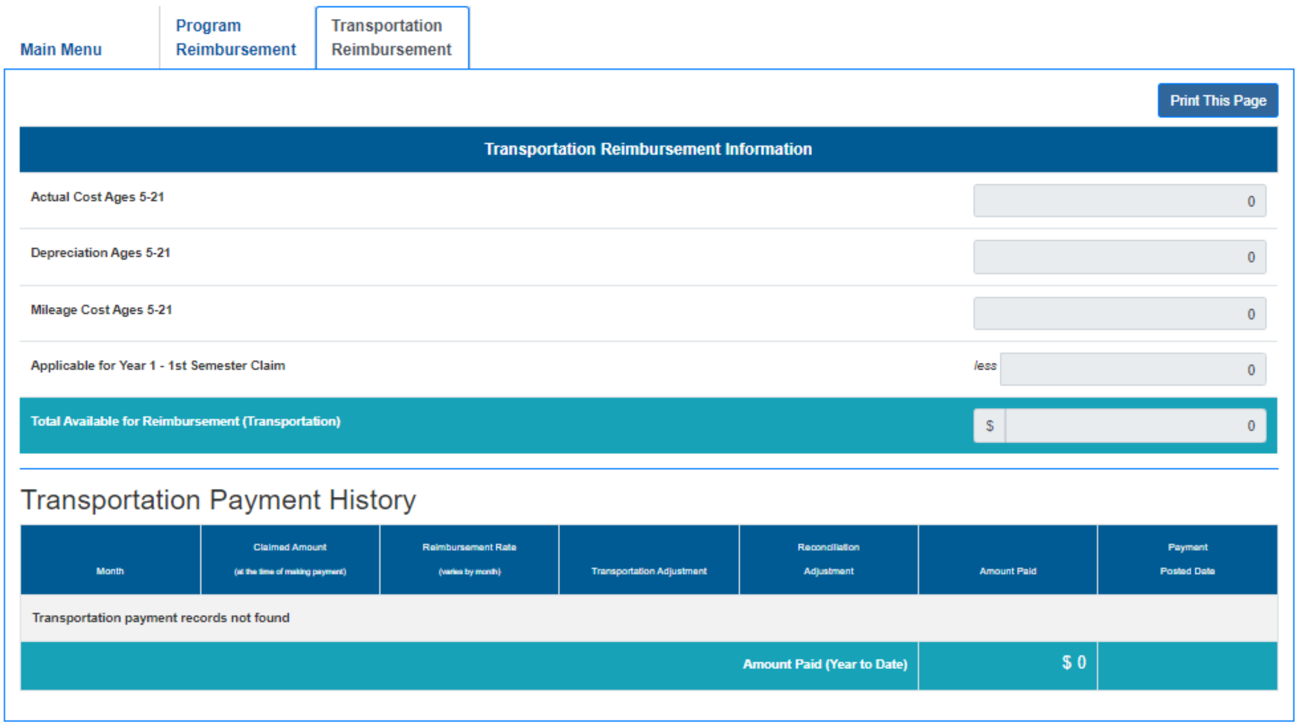
Program Payment History

Month	Claimed Amount (at the time of making payment)	Reimbursement Rate (varies by month)	MIPS Adjustment	MoE Adjustment	Reconciliation Adjustment	Amount Paid	Payment Posted Date
Program payment records not found							
					Amount Paid (Year to Date)	$ 0	

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*



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
     - https://cdn.education.ne.gov/wp-content/uploads/2021/02/Steps-to-amend-AFR.pdf
     - https://cdn.education.ne.gov/wp-content/uploads/2021/02/Copy-of-Amendment-Template.xlsx
     - 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:
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

- Annual Financial Report – School District Information
- RULE 51
- SPEDFRS Questions & Answers
- Special Education Reporting Information
- Staff Reporting