

## **CONTRACTED SERVICES**

### **School Year 2016-2017**

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### **Purpose**

#### **How should contracted staff be reported?**

Include contracted staff for work that is considered part of the regular operations.

1. Do not include individuals who contract directly with a coop or virtual school provider
2. Include staff employed by another entity (private or hospital) that is Third Party Contracted to provide work that can be considered part of the district's special education and/or related services. These staff work within the district but are employees of the entity with which the district contracts. The district does not pay retirement or other benefits.
3. Do not include employees of contractors who provide a non-regular service; these are staff furnished by the contractor, on- or off-site, to provide the service. Examples may include carpenters, electricians, etc. working for a firm hired to refurbish a school building.

The distinction between staff reported and not reported is whether the special education services are part of the district's regular operation or if it is a non-regular service.

#### **STEP 1: Accessing the Contracted Services Screen**

- Open the PRF. Click on Actions, District Information and then Select Contracted Services.

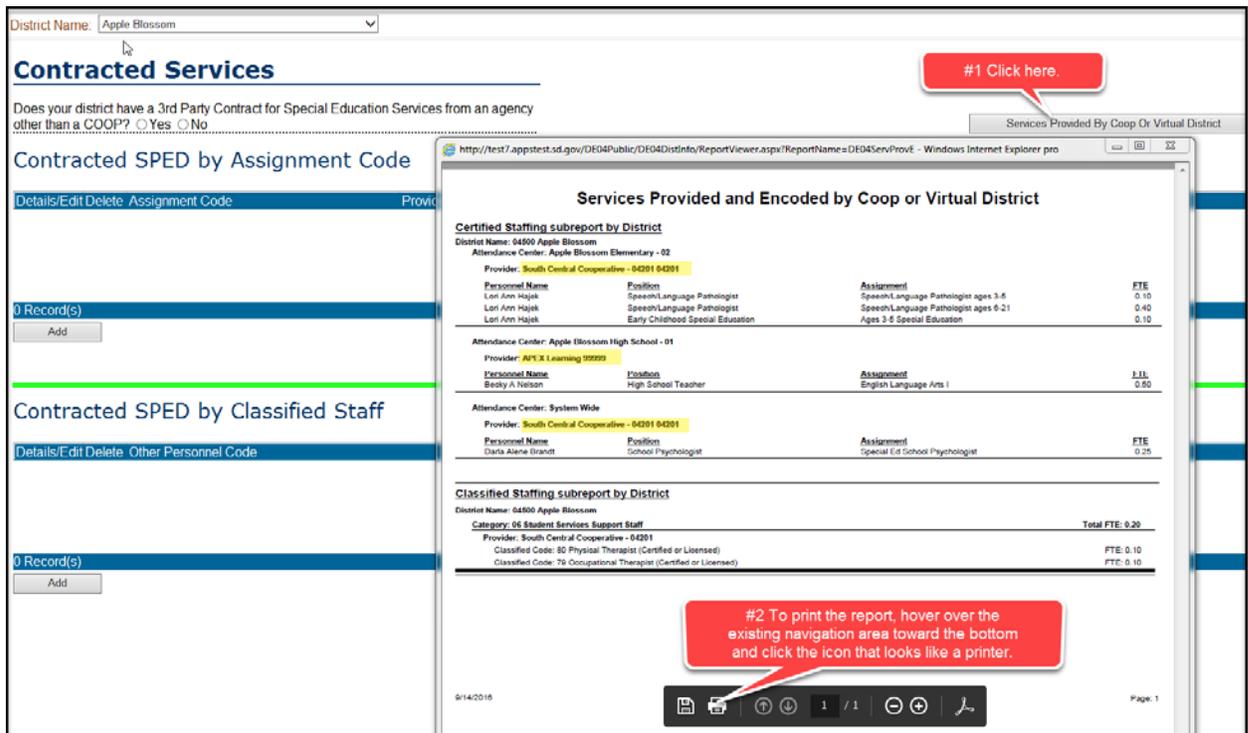


**NOTE:** Approved Virtual School Providers along with the Coops are now required to enter staff and assignments on the Personnel Record Form.

The Virtual School providers include:

- APEX Learning,
- Black Hills Online Learning Community,
- DIAL,
- NSU Center for eLearning, and
- High Plains Alternative School

Public and Non-public districts will no longer be required to encode the SD Virtual School Classes. It is still important to check the accuracy of the data. This can be done by going to the “Contracted Services” screen and clicking on the “Services Provided by Coop or Virtual District” to review the services provided by these schools.



**Contracted Services**

District Name: Apple Blossom

Does your district have a 3rd Party Contract for Special Education Services from an agency other than a COOP?  Yes  No

Contracted SPED by Assignment Code

Contracted SPED by Classified Staff

**Services Provided and Encoded by Coop or Virtual District**

Certified Staffing subreport by District

District Name: 04500 Apple Blossom

Attendance Center: Apple Blossom Elementary - 02

Personnel Name	Position	Assignment	FTE
Lori Ann Hajek	Speech/Language Pathologist	Speech/Language Pathologist ages 3-5	0.10
Lori Ann Hajek	Speech/Language Pathologist	Speech/Language Pathologist ages 6-21	0.40
Lori Ann Hajek	Early Childhood Special Education	Ages 3-5 Special Education	0.10

Attendance Center: Apple Blossom High School - 01

Personnel Name	Position	Assignment	FTE
Becky A. Nelson	High School Teacher	English Language Arts I	0.80

Attendance Center: System Wide

Personnel Name	Position	Assignment	FTE
Darla Aline Brandt	School Psychologist	Special Ed School Psychologist	0.25

Classified Staffing subreport by District

District Name: 04500 Apple Blossom

Category: 06 Student Services Support Staff Total FTE: 0.20

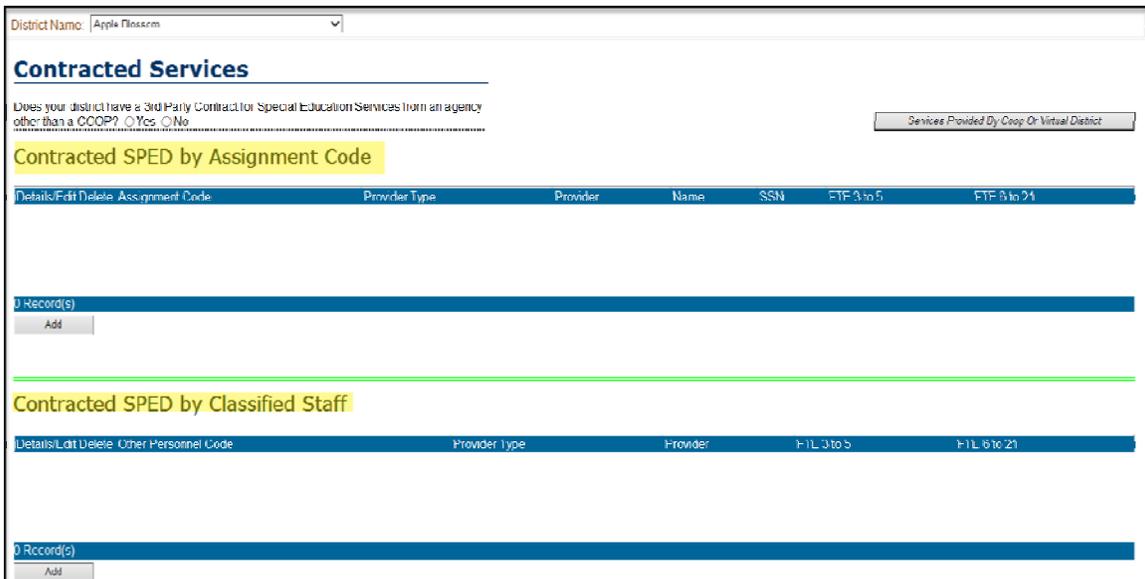
Provider	Classified Code	FTE
South Central Cooperative - 04201	80 Physical Therapist (Certified or Licensed)	FTE: 0.10
	78 Occupational Therapist (Certified or Licensed)	FTE: 0.10

## STEP 2: Updating the Contracted Services Screen.

- For the portion that is contracted special education services, the screen must be accessed and the question – “Does your district have Contracted SPED?” must be answered. Only report those individuals that are coming into the district to provide those services. For example if the students are located at Children’s Care Hospital and Advance, then the district is only paying for the services, and not actually paying the employee. You do not report those staff for students that are located at Children’s Care Hospital and Advance.

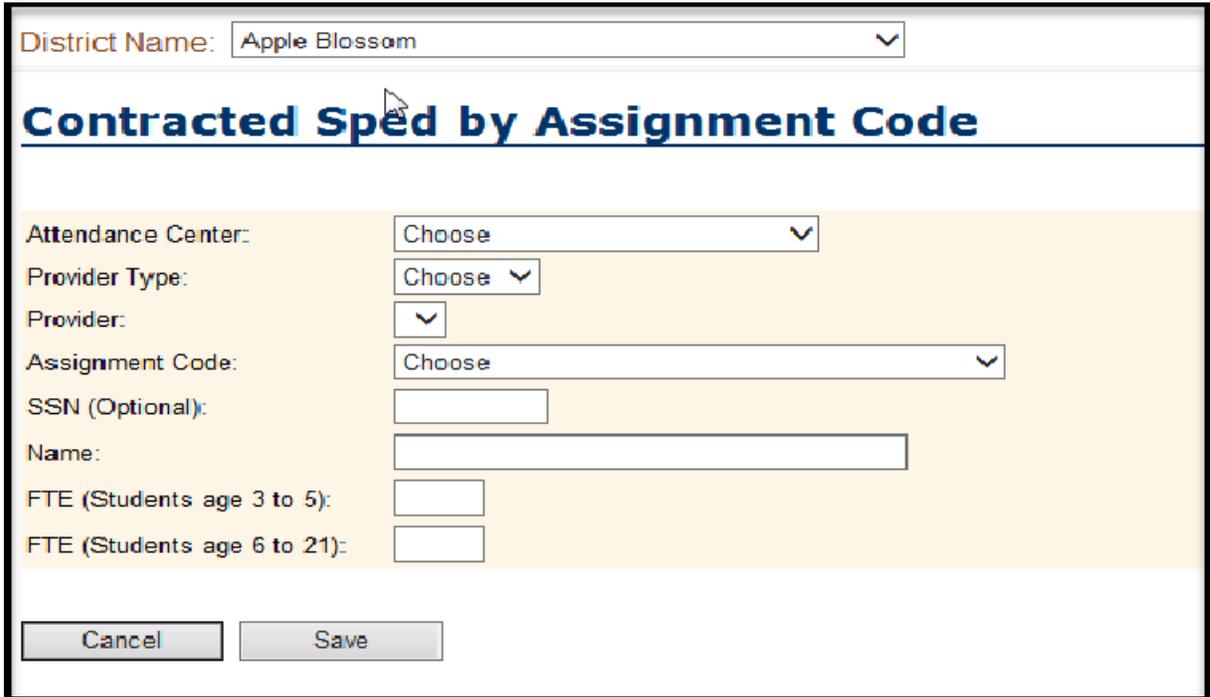


- This screen is divided into two types of information:
  - Contracted Sped by Assignment Code
  - Contracted Sped by Classified Staffing Code

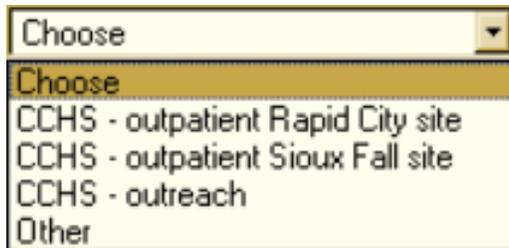


## Adding Contracted SPED by Assignment Code

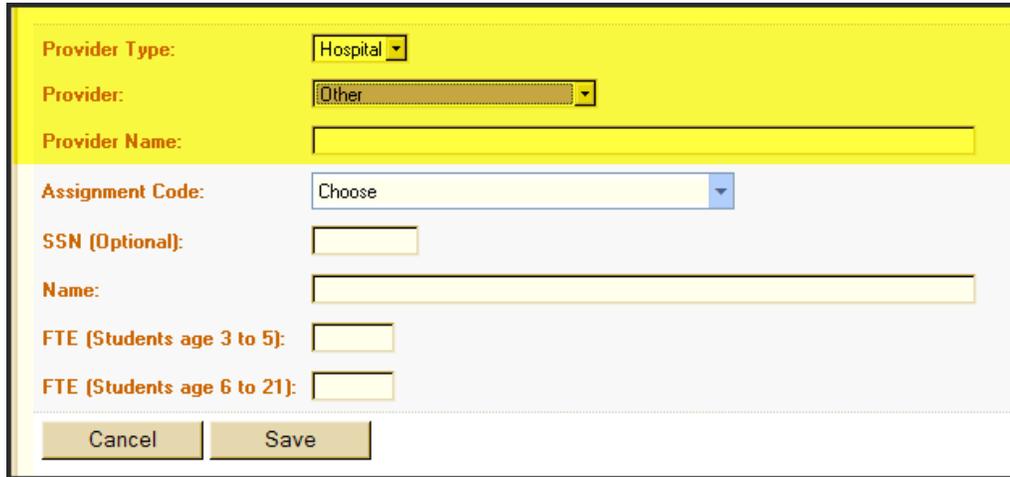
- If you have 3<sup>rd</sup> Party Contracts by Assignment Code (Staffing – Teachers / Administrators / School Service Specialists) then click the Add button for this section.



- Select the Attendance Center:** this is new for the 16-17 collection as we need to know which school the services are being carried out at.
- Select the Provider Type:**
  - The options include:
    - Hospital
    - Private
  - If **Hospital** is selected you will see the following options:



- If you select **Other** you will need to complete the **Provider Name**.



- **Select the Assignment Code**
  - 08007 Adapted Physical Education
  - 58007 Adapted Physical Education (Elem/MS)
  - 21700 Birth-Preschool Special Education (ages 3-5)
  - 21701 Birth-Age 2 Special Education
  - 21801 K-8 Special Education
  - 40501 Psychological Examiner
  - 40402 Special Ed School Psychologist
  - 40002 Special Ed Social Worker
  - 20601 Special Education
  - 40104 Special Education Counselor
  - 40601 Special Education Director
  - 40202 Speech/Language Pathologist (3-5)
  - 40203 Speech/Language Pathologist (6-21)
- **Add the Social Security Number (Optional)**
- **Add the Name if not pre-populated**

Contracted Sped by Assignment Code	
Provider Type:	Private
Provider Name:	Donna Don
Assignment Code:	Speech/Language Pathologist ages 3-5
SSN (Optional):	
Name:	Donna Don
FTE (Students age 3 to 5):	1
FTE (Students age 6 to 21):	0
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

**NOTE: If multiple staff are contracted for one assignment they must be encoded separately.**

- **By the Assignment, identify the % of FTE that works with Students (3 to 5) and (6 to 21).**

If the individual works 25% with students age 3 to 5 and 50% with students age 6 to 21 you would code it as .25 and .50 respectively. It can be difficult to determine the exact percentage. Make your best guess and if you have a better idea after the PRF reopens, this field can be updated.

***If you had selected the Assignment code Speech/Language Pathologist (3-5) then you should enter the FTE only for Students age 3 to 5.***

- **Click Save**
- **Continue adding all Assignments.**

## Adding Contracted SPED by Classified Staff

**NOTE: The process for adding Classified Staff works similar to adding Contracted SPED by Assignment. The differences include:**

- **List of Classified Staffing Codes**
- **Name not required**

District Name:

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### Contracted Sped by Classified Code

Attendance Center:

Provider Type:

Provider:

Classification Code:

FTE (Students age 3 to 5):

FTE (Students age 6 to 21):

- **Select the Attendance Center:** this is new for the 16-17 collection as we need to know which school the services are being carried out at.
- **Select the Classified Staffing**
  - 105 Other Support Staff in Special Education
  - 73 Audiologist (Certified or Licensed)
  - 91 Audiologist (Non certified or Licensed)
  - 108 Braillist
  - 76 Interpreter (Certified or Licensed)
  - 100 Interpreter (Non Certified or Licensed)
  - 79 Occupational Therapist (Certified or Licensed)
  - 78 Occupational Therapist (non Certified or Licensed)
  - 109 Orientation and Mobility Specialist
  - 102 Other Occupational Technicians
  - 80 Physical Therapist (Certified or Licensed)

- 90 Physical Therapist (Non Certified or Licensed)
- 103 Psychiatrist
- 87 Rehabilitation Counselor
- 106 Special Education Department Manager
- 86 Special Ed Recreation and Therapeutic Recreation Specialist
- 104 Special Education School Nurse
- 67 Special Education Specialized Food Service Worker
- 88 Special Education Work Study Coordinator (Job Coach)
- 107 SPED Bus Drivers (no CDL license)
- 110 SPED Academic Assessor

### Reviewing, Editing and Deleting Contracted SPED

- After you have added all relevant information you will see it displayed on the main screen.
- If you need to **Edit** information, click the icon that looks like a piece of paper with a checkmark.
- If you need to **Delete** a provider, click the trash can.

Details/Edit Delete	Assignment Code	Provider Type	Provider	Name
 	21700 - Ages 3-5 Special Education	Hospital	CCHS - outpatient Rapid City site	Mickey Mouse