NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

Student Contracts and Notification System

Reference Guide

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Table of Contents

Point of Contact:

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Angie Thomas - Placement Admin.	STARS enrollments Notice of placement questions General education contract approval	afthomas@nd.gov	701-328-2597
Kim Vega- Contract Admin.	ND Teach contracts Contract reimbursements Creating User Login Access Medicaid match adjustments	kvega@nd.gov	701-328-2175
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Rachel Tabler- Medically Fragile Admin.	Significant medical condition approval Significant medical condition services questions	ratabler@nd.gov	701-328-3731

References:

North Dakota Century Code (NDCC) – 15.1-29-14 – Student placement for non-educational purposes - Residency determination - Payment of tuition and tutoring charges. Addresses contracts for purposes other than education commonly referred to as Agency Placed Contracts. The student's school district of residence is financially responsible.

North Dakota Century Code (NDCC) – 15.1-32-14 –High-Cost Students Addresses contracts for students with disabilities or students with significant medical conditions commonly referred to as School Placed Contracts. These contracts are placed at the discretion of the Individual Education Program or 504 Team

North Dakota Century Code (NDCC) – 54-01-26 – Residence – Rules for determining. Addresses the rules for determining residency

DPI website link – Tuition and Excess Cost Reimbursement
https://www.nd.gov/dpi/districtsschools/finance-operations/finance/tuition-and-excess-cost-reimbursement

1. Introduction

The Student Contract system is an online application used for the notification of student placements, creating contracts for tuition costs, and reimbursing costs to the school district for the following reasons:

- Students placed for non-educational reasons
- Students placed for educational reasons (as determined by the IEP team or 504 team)
- High-cost students (exceeding 4 times the average cost of education) within your resident district
- Contracts between educating and financially responsible entities
- Reimbursement from the State for excess cost

1.1   Student Contracts, Tienet, and STARS Relationship

The Student Contract system, TieNet, and the State Automated Reporting System (STARS) are connected data systems.

TieNet is used to create and update forms related to special education evaluation, eligibility, and services.

STARS is used (among other things) to:
- Load and update a student's demographic information
- Assign a state student ID (a unique identification number)
- Enroll a student

IMPORTANT

- The Student Contract system refers to the student's enrollment record in STARS to determine the type of contract (general, special education, or medically fragile).
- In order to generate a medically fragile contract, 504 must be selected in STARS.
- Numerous enrollment issues arise from this interaction based on the incomplete or inaccurate data loaded in STARS.
- If you try to create a contract and get an '**enrollment not found**' error message, the likely cause is no STARS enrollment (contact DPI Placement Admin with questions).
- STARS feeds TieNet the student's demographic information
- Notification of Placement and Student Contracts verify the student's State ID in STARS
- Users need specific permissions to view the Foster Care special program in STARS (if you don't see the foster care special program in the student's enrollment, contact your adminstrator or STARS Help for assistance)
- STARS requires the student with an active placement in the student contract system to have the Foster Care special program checked, with the 5 digit notification of placement ID loaded and the type of placement be selected via the Residential Facility dropdown (either Residental Placement or Foster Care/Relative Placement)
- If the student was placed in Foster Care by an out of state agency, check the Foster Care special program, check the box indicating the student is placed by an out of state agency and enter the name of the agency

- If a student is removed from foster care during the school year, indicate the foster care exit date in the foster care special program section of STARS

1.2   Notification of Placements

Agencies placing children are required to notify the interested parties of such placements.

Notices must be sent in a timely manner upon:

1. Initial placement
2. Annually on Sept 15th while in custody
3. Change in Educator

The placing agency or entity funding the student's placement provides SFN 18119, or electronic notice regarding an initial placement, and all subsequent placements of a student to the superintendent of the student's school district of residence and to the superintendent of the admitting or educating district. **(NDCC 15.1-29-14(8))**

To ensure the appropriate school districts' timely and orderly assumption of financial responsibility the notification must be completed:

1. Within five working days after a placement is made under a court order;
2. Within five working days after an emergency placement is made; or
3. At least ten working days prior to any other placement.

Once a notification is completed an auto-generated email is sent to the involved parties listed within the contract system. The primary user emails are set up in the entity's profile, including a staff member identified as the foster care liaison. It is the responsibility of the entity to keep

the user list, emails, permissions, and profiles current. Reach out to DPI Contract Admin for concerns with profile updates.

✓ **IMPORTANT:** In cases of parent or legal guardian placement, the administrator of the facility, or program, determines the district of residence and completes the notification. The parent, legal guardian, or another third party is responsible for residential costs; the student contract should only include educational costs. (NDCC 15.1-29-14 (2))

When the placement is determined by the school district, the administrator of the **school district of residence (**Except in an open enrollment situation) will:

- Submit a Notice of Placement within 30 calendar days of placement. The system automatically sends an email notification to all parties including the educator, resident district, and entity making the placement decision.

1.3   Determining Residency (Financial Responsibility)

✓ **IMPORTANT: The custodial agency determines residency. Residency is determined on initial placement and annually as of Sep 15th.**

NDCC 54-01-26. **Residence - Rules for determining.**

Every person has in law a residence. In determining the place of residence, the following rules must be observed:

1. It is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which the person returns in seasons of repose.

   For example, if the parent is incarcerated, the residency is the location they lived prior to incarceration, not the detention facility

2. There can be only one residence.

3. A residence cannot be lost until another is gained.

   For example, if a parent becomes homeless or transitory, the residency is the location they lived prior to becoming homeless

4. The residence of the supporting parent during the supporting parent's life, and after the supporting parent's death, the residence of the other parent is the residence of the unmarried minor children.

5. An individual's residence does not automatically change upon marriage, but changes in accordance with number 7 (below). The residence of either party to a marriage is not presumptive evidence of the other party's residence.

6. The residence of an unmarried minor who has a parent living cannot be changed by either that minor's own act or that of that minor's guardian.

7. The residence can be changed only by the union of act and intent.

   For example, if a Bismarck resident marries a Bowman resident (union of act), the resident doesn't automatically change until the Bismarck resident demonstrates an intent to move (i.e., forwarding mail, terminating rental agreements, or initiating sale of residence, etc.).

If there are questions as to the legitimacy, then resident districts must reach out to the placing agency for discussion. If it is determined incorrect, the placing agency must void and create a new notification.

Types of Notifications:
- Initial Placement – the first placement submitted when a student comes into custody (residential districts is determined at initial placement)
- Change of Educator Placement – submitted when the student's educational entity changes (a residential district determination remains that of the annual) – may be done multiple times while the student is in custody.
- Annual Sep 15 Residency Notification – annually (as of Sep 15) the placing agency will review the residency determination, update as needed and submit a new notification – requires annual submission while a student is in custody.

1.4   Special Education, General and Significant Medical Condition Contracts

The administrator of the **educating school district** will create and submit an electronic contract with current special education costs, auto-calculated general education costs or daily costs, if applicable, in the student contract system.

Upon approval by all parties with electronic signatures, a student contract is a binding form of agreement.

Special Education Contracts
These guidelines apply to students on IEP's who are attending:

1. Within district, or
2. Out of district/within special education unit, or
3. Out of district/out of special education unit, and (allow special education admin)

   It is an IEP Team decision to educate outside of the child's school of residence. The IDEA §300.116 outlines special education placement considerations.

- ✓ **IMPORTANT:** A contract must be submitted for any student placed if the expected special education costs exceed 4 times in the general school year or may exceed 4 times the average tuition costs with the anticipation of an extended school year contract.

Examples:

- o The current cost of the student's tuition and services is $65,000, and the cost cap is $56,080. Therefore, a student contract is required to reimburse the costs above $56,080.

- o The current cost of the student's tuition is $50,000, and the cost cap is $56,080. A contract may be created as a historical record. If the same student is expected to attend an extended school year (ESY) or summer program and the costs for the regular-year contract and the ESY/summer program services exceed the cost cap of $56,080, then both regular-year summer programs and extended-year contracts must be created to refund the amount above $56,080.

General Education Contracts

For students educating with a North Dakota Public School, the contracts will auto-calculate the costs of tuition based on the educator's financial reports completed in STARS and the number of days of service in the contract.

For students educating with a private or out-of-state educator, service costs for the period of service will need to be defined by an educator and entered with the assistance of the DPI Contract Admin.

Significant Medical Condition Contracts

These guidelines apply to students on 504's who are attending:

1. Within district, or
2. Out of district

It is a 504 Team decision to educate outside of the child's school of residence.

For students educating with a ND Public School, the contracts will auto-calculate the costs of tuition based on the educator's financial reports completed in STARS and the number of days of service in the contract.

For students educating with a private or out-of-state educator, service costs for the period of service will need to be defined by an educator or with the assistance of the DPI Medically Fragile Contract Admin.

- ✓ **IMPORTANT:** A contract must be submitted for any student placed if the expected education costs exceed 4 times in the general school year or may exceed 4 times the average tuition costs with the anticipation of an extended school year contract.

1.5   *Reimbursement Requests*

Request payment for excess cost at the end of the year or the conclusion of services by submitting the electronic reimbursement request from the approved student contract. (see Section 6 for instructions from the Reimbursement Module)

The **Department of Public Instruction** will:

Make a payment to the school at the close of the school year. The school will be responsible for making payment to the resident district if that is the fiscal arrangement. Payment for school placed contracts will be made through STARS and **only** at the conclusion of the school year, or end of services end date.
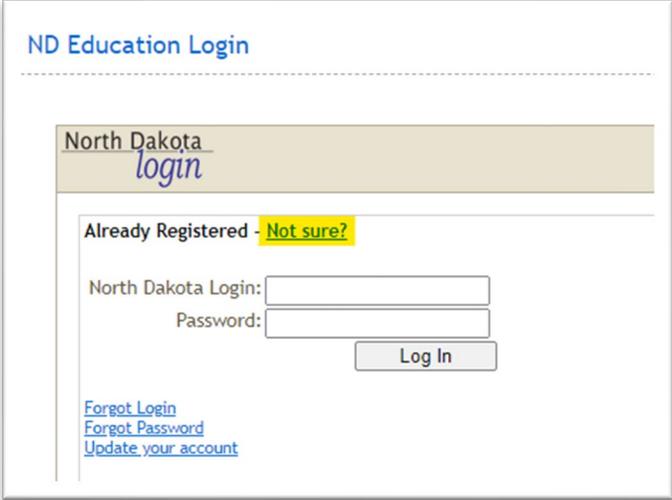
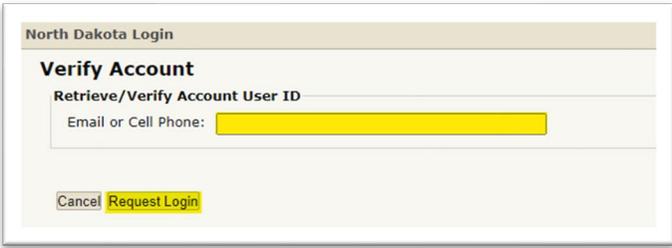## *2.   Accessing the System*

The Student Contract System uses the ND State Login to control access. The ND State Login is controlled by NDIT. If you have problems with a username or password, you will need to contact NDIT.
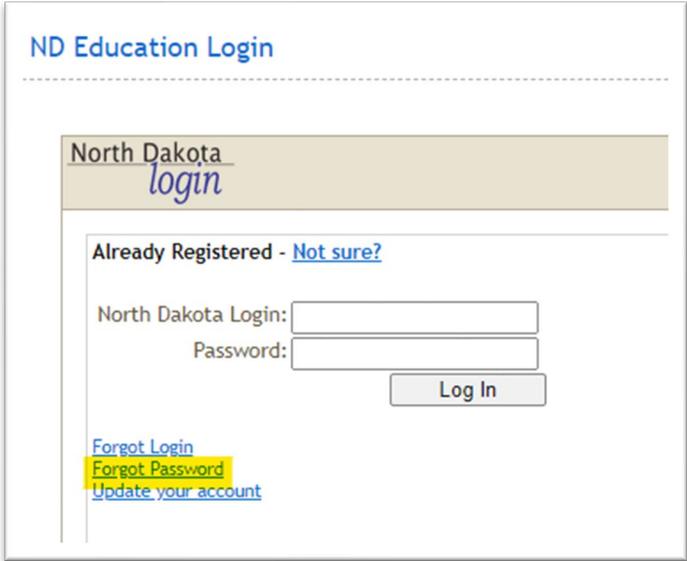
NDIT – (701) 328-4470 or (877) 328-4470

Someone with administrative rights to your entity's Student Contract account can grant access to your ND State Login.

2.1   *Verifying if you already have an ND State Login*

Step	Graphic
Step 1. Go to the Student Contract web application	https://apps.nd.gov/dpi/ndteach/SClogin.aspx
Step 2. Select 'Not Sure'	
Step 3. Enter an email or cell number you think is associated with your ND State Login and hit 'Request Login'	
Step 4. If the system recognized the email or cell phone, it will send you an email with your ND State Login.	

2.2 Resetting your Password

Step	Graphic
Step 1. Go to the Student Contract web application	https://apps.nd.gov/dpi/ndteach/SClogin.aspx
Step 2. Select 'Forgot Password'	
Step 3. Enter your User ID and hit 'Reset'	
Step 4. The system will send an email with password reset instructions to the email associated with your ND State Login.	

2.3 Update your ND State Login Info

Step	Graphic
Step 1. Go to the Student Contract web application	https://apps.nd.gov/dpi/ndteach/SClogin.aspx
Step 2. Select 'Updating your account'	
Step 3. Enter your User ID and Password and hit Login	
Step 4. Update your user info and hit 'Update'	
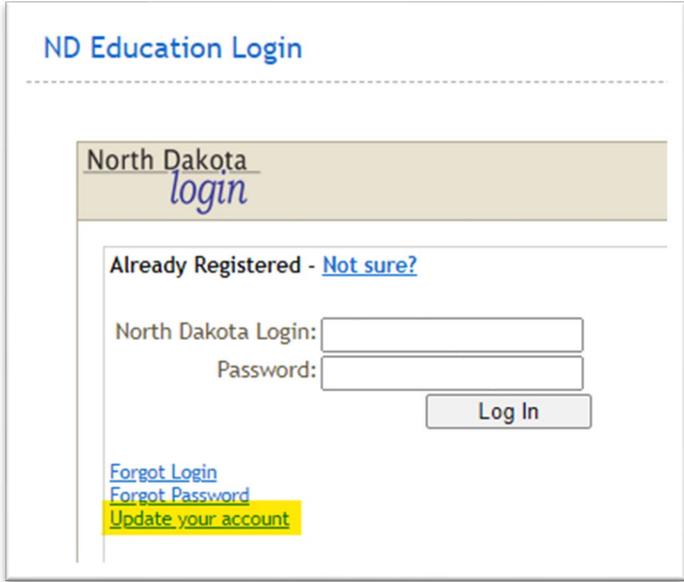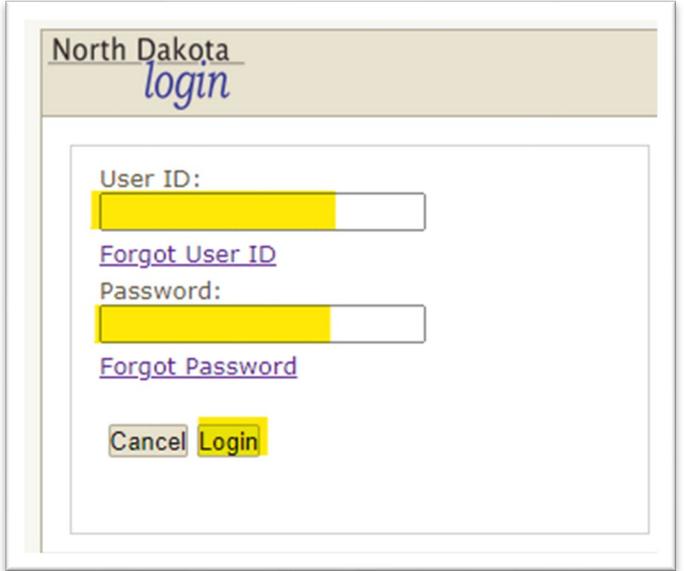
2.4   Setting up New ND State Login

Step	Graphic
Step 1. Go to the Student Contract web application	https://apps.nd.gov/dpi/ndteach/SClogin.aspx
Step 2. Select 'Register Now!' from right side of landing page	New to North Dakota Online Services? » Register Now! Benefits of North Dakota Login ○ One North Dakota Login and password to access multiple ND Online Services ○ Register once for secure access to State services Need help? Read through the FAQ.
Step 3. Enter requested information (items marked with an asterisk are required fields) The email will be used for account recovery but not by the student contract system Agree to the Terms of Use Hit 'Create Account' at the bottom of the screen	**Terms of Use** Please read the Terms of Use North Dakota Login, you agree of your North Dakota Login. ☐ I Agree Cancel Create Account
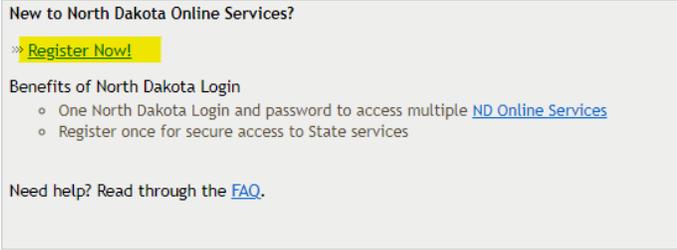
2.5   Updating Entity Info and Adding Users

Step	Graphic
Step 1. Go to the Student Contract web application	https://apps.nd.gov/dpi/ndteach/SClogin.aspx
Step 2. Enter your ND State Login and Password. Hit' Log In'	North Dakota *login* Already Registered - Not sure? North Dakota Login: Password: Log In Forgot Login Forgot Password Update your account
Step 3. Select 'Entity Users' under the Administration section on the left-hand menu Note: your selections may differ from the ones in the picture	Administration »» Manage Staff »» Entity Users »» Statewide Configuration »» Services »» Service Costs »» Set Years Contracts Permitted
If needed, select your entity from the list on the next screen	
Step 4. The lower half of the screen list the users associated with your account To add a user, enter their ND State Login and hit the green arrow to look them up If that is the correct user, hit 'Save' If you want the user to draft Notices of Placement or update entity info or Add user, if greater access needed, check box must be marked admn	Save Add User User Name:
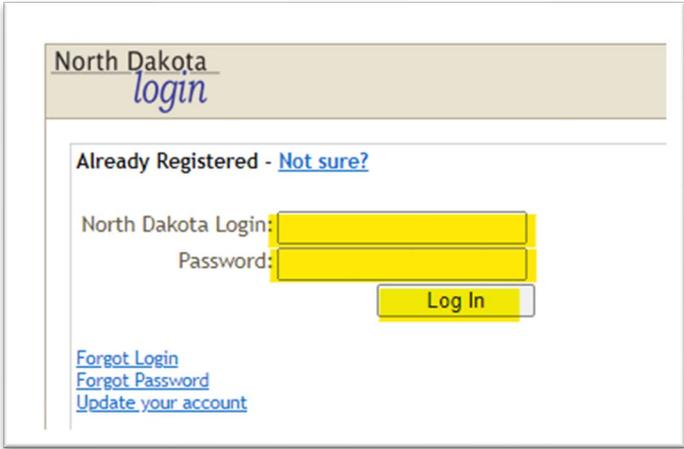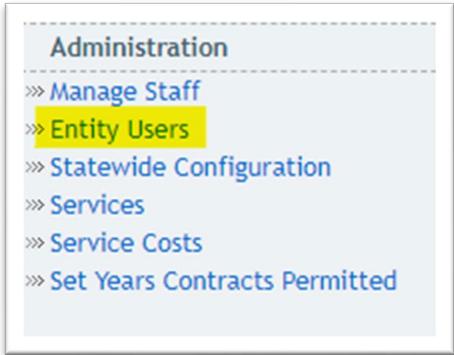
Step	Graphic
user. This can be added by DPI Contract Admin.	
If needed, you can delete user that no longer need access by hitting the 'X' next to their names	**Users** The users below currently h: **ND Login ID**
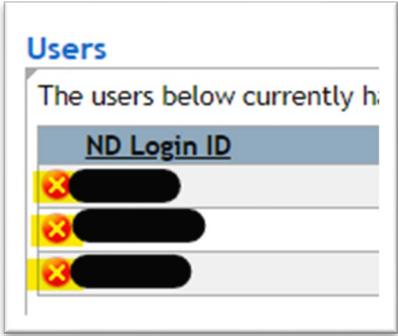
3.   *Notice of Placement*

3.1   *Parts of a Notice of Placement (NoP)*

The NoP should cover the times between initial placement until the student is in a permanent status.

The purpose of the NoP is to identify an educating and residential entity. It is the first step in allowing the educating entity to draft a contract to charge the residential entity.

Part I – Notification

> This identifies the agency making the notification, the educating entity, and the financially responsible entity.

Part II – Purpose of Notification

> This identifies the reason a new NoP is being sent. It also indicates when a specific placement has ended.

Part III – Student Placement Information

> This identifies where the student if placed ('*where the student lays their head at night*'). This should correspond to the educating entity in Part I. A change of address is allowed in this section.

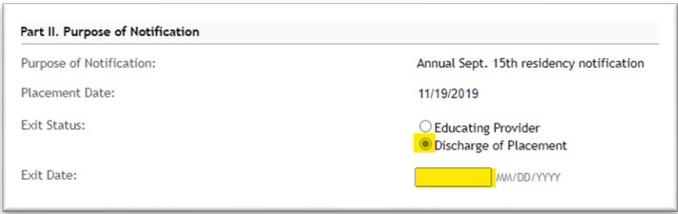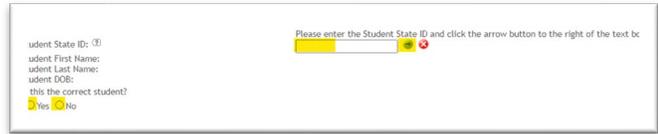Part IV – Residency Determination – Payment of Tuition

> This identifies who is financially responsible for the student's education. It is often the hardest thing to determine. This should correspond to the financially responsible entity in Part I.
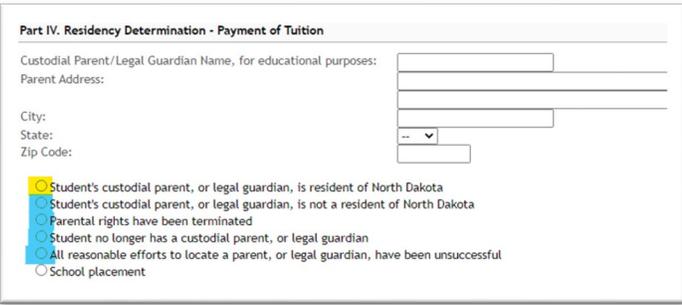
3.2   Placement Scenarios and NoP Sections

Scenario The student:	NoP Type	Placement Date	Discharge Date	Educating Provider	Financial Responsibility
… is placed into foster care or residential facility … is placed under a new or updated custody order … changes residential address	Initial / New Placement	date of placement	blank	entity providing education	Resident Public School District of the Child's parent or legal guardian (prior to foster care entry)
… is moved to new educational setting during foster care	Change in Educator	date of placement	blank	updated to new educating entity	remains the same
… is in foster care or residential facility on Sep 15th	Annual Sept. 15th Residency Notification	remains the same	blank	remains the same	Resident Public School District **as of Sep 15th** of the Child's parent or legal guardian (prior to foster care entry)
… is discharged from foster care or residential facility	None, *updates are made on most resent recent NoP*	remains the same	date of discharge *put on most recent NoP*	remains the same	remains the same
… changes residential address	None; placing agency should notify the Educating and Financially Responsible Entities of address change	remains the same		remains the same	remains the same

3.3   Completing a Notice of Placement (NoP)

Step	Graphic
Step 1. Go to the Student Contract web application	https://apps.nd.gov/dpi/ndteach/SClogin.aspx
Step 2. Select the appropriate school year from the drop-down at the top right of the screen The system rolls over to the next school year on Jul 01 If a student is placed in a summer program between Jul 01 and 14 Aug, select the previous school year	Notification #: Status: -- School Year: 2021-2022 ⌄
Step 3. Select the '**Agency Making Notification**' '**Educating Provider**' – this is the entity providing education (it may be a residential facility) If the facility is not listed, contact NDDPI to get them reviewed and added as a new entity '**Financial Responsibility**' – this is the public school district of the student's parent or guardian In some cases, they be 'State Responsible**'**	Part I. Notification Agency Making Notification: Educating Provider: Financial Responsibility:
Step 4a. Select the purpose of the notification and enter the placement date See **Section 3.2** for a reference chart to help determine what purpose of the notification	Part II. Purpose of Notification Purpose of Notification: ◉ Initial/New placement ○ Annual Sept. 15th residency notification ○ Change in Educator Placement Date: ___ MM/DD/YYYY

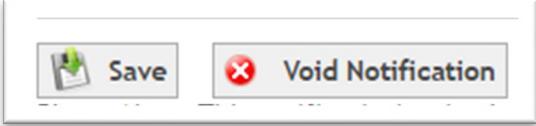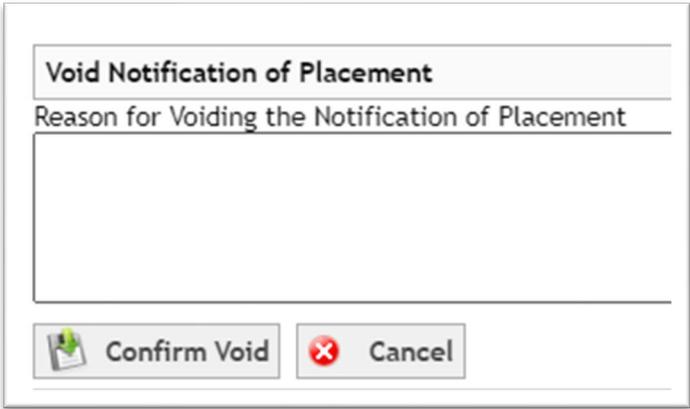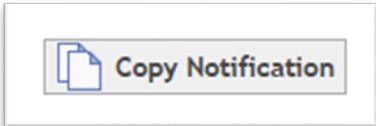| Step	Graphic
Step 4b. If you need to enter an exit date, find the NoP that placed the student in this setting Select 'Discharge of Placement' and enter the Exit Date You can skip to the bottom of the form and hit 'Save'	**Part II. Purpose of Notification** Purpose of Notification: Annual Sept. 15th residency notification Placement Date: 11/19/2019 Exit Status: ○ Educating Provider ◉ Discharge of Placement Exit Date: [ ] MM/DD/YYYY
Step 5. Select the students residential setting A student may be placed with a *custodial parent or legal guardian*, but still be under court ordered placement, this option will not display a create contract option. A student may be initially placed at a *residential facility*, then transition to a *foster family or transitional facility* (in this case, if the educator or financially responsible entity doesn't change, there is no need for a new NoP; section III does allow for a change of address.	**Part III. Student Placement Information** Placed at, or residing with: ○ Custodial Parent/Legal Guardian ○ Residential Facility ○ Foster Family/Relative Placement ○ Nonapplicable - School Placed
Step 6. Enter the student's State ID The local or educating school district' foster care liaison should be able to provide the ID. Hit the green arrow to return the student's demographic info from STARS If it is the correct student, hit 'Yes' If not, hit 'No' and verify the state ID with the local or educating school district Contact DPI for State ID questions	udent State ID: ⑦ — Please enter the Student State ID and click the arrow button to the right of the text bc [ ] ➡ ✗ udent First Name: udent Last Name: udent DOB: this the correct student? ○ Yes ○ No

Step	Graphic
Step 7. Enter the address associated with the residential setting (selected in step 5 above) Enter the agency making the notification Enter the custody order date associated with this NoP	Residential Facility (if applicable) or name of Foster Care: Placement Address: City: State: Zip Code: Placing Agency: Custody Order Date: MM/DD/YYYY
Step 8. Enter the custodial Parent / Legal Guardian's name and address This should validate the district with 'Financial Responsibility' (selected in Part I) ✓ **IMPORTANT**: do not list the placing agency in this section Leave it blank if there is no parent (or parental rights have been terminated) Refer to section 1.5 for rules in determining residency The first selection will make the residential school district financially responsible The next four selections will make the student 'State responsible' ✓ **IMPORTANT**: DPI will contact you if you select 'all reasonable efforts to locate parent are unsuccessful' to verify the actions taken to locate the parent The last one (School Placement) is only used for school placements (see Section 1.4)	Part IV. Residency Determination - Payment of Tuition Custodial Parent/Legal Guardian Name, for educational purposes: Parent Address: City: State: Zip Code: ○ Student's custodial parent, or legal guardian, is resident of North Dakota ○ Student's custodial parent, or legal guardian, is not a resident of North Dakota ○ Parental rights have been terminated ○ Student no longer has a custodial parent, or legal guardian ○ All reasonable efforts to locate a parent, or legal guardian, have been unsuccessful ○ School placement

Step	Graphic
Step 9. Select 'Create Notification'	Create Notification
You can add comments if additional explanation is needed *For example* – list the efforts taken to locate a parent if you selected all reasonable efforts to locate parent are unsuccessful' above	**Comments** No comments have been added. «‹ Add Comment
If comments are added, hit 'Add' (below the comment section)	Cancel Add
Step 10. Hit 'Submit Notification'; if unable to submit or missing the submit button, contact DPI admin for Admin Rights	Save Submit Notification Void Notification
You can print a copy of the notification by selecting 'Print' from the upper right	Print Help
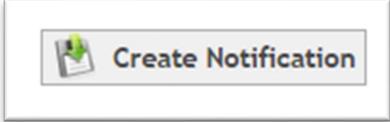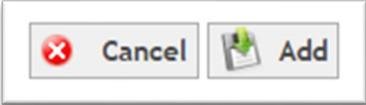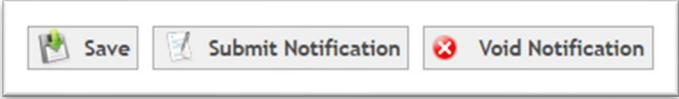
3.4 Searching for Notices of Placement (NoP)

Step	Graphic
Step 1. Go to the Student Contract web application	https://apps.nd.gov/dpi/ndteach/SClogin.aspx
Step 2. Select 'List'	
Step 3. Use any of the fields and 'Placed at' selections to narrow the search The School Year defaults to the current School Year, you can select previous years or clear the school year Hit 'Search'	
If any NoPs fit your search criteria, they will appear in the search results Each column can be sorted	
Step 4. Click on the Notification No to see the associated NoP	
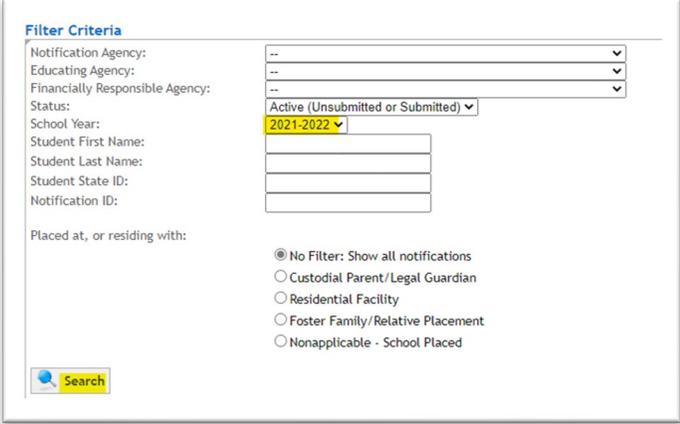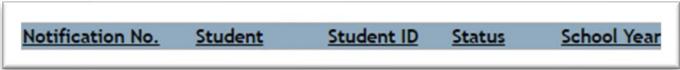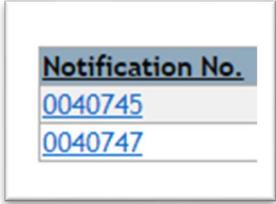
3.5   *Voiding and Copying Notices of Placement (NoP)*

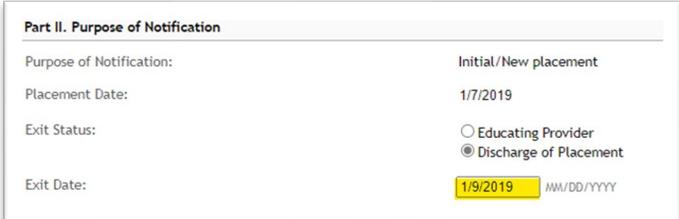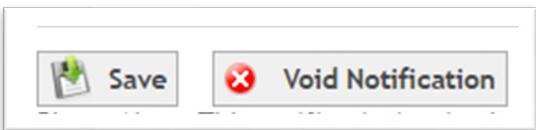| Step	Graphic
Step 1. Go to the Student Contract web application	**https://apps.nd.gov/dpi/ndteach/SClogin.aspx**
Step 2. Search for the NoP (section 3.4)	
Step 3. Go to the bottom of the NoP and select 'Void Notification'	Save Void Notification
Step 4. Add comment to explain why the notice was voided	**Void Notification of Placement** Reason for Voiding the Notification of Placement Confirm Void Cancel
Step 4b. Voided notifications can be copied to a new NoP with editable fields so you can make corrections as needed	Copy Notification

3.6   Entering Exit Status

✓ **IMPORTANT: A notification must be updated with an exit date if a student is no longer in custody, or the student has exited the educator's program.**

Please enter the reason for exiting and the date on all notification of placements prior to creating a new notification.

By entering exit dates:
-   The resident school district can verify the number of days that can be billed for the student's contract at this educator.
-   The resident district can track the student's current educating provider.

Step	Graphic
Step 1. Go to the Student Contract web application	**https://apps.nd.gov/dpi/ndteach/SClogin.aspx**
Step 2. Search for the NoP (section 3.4)	
Step 3. Select 'Educating Provider' or 'Discharge of Placement'	Part II. Purpose of Notification Purpose of Notification: Annual Sept. 15th residency notification Placement Date: 6/11/2019 Exit Status: ◉ Educating Provider ○ Discharge of Placement Exit Date: [ ] MM/DD/YYYY
Step 4. Enter the appropriate exit date	Part II. Purpose of Notification Purpose of Notification: Initial/New placement Placement Date: 1/7/2019 Exit Status: ○ Educating Provider ◉ Discharge of Placement Exit Date: 1/9/2019 MM/DD/YYYY
Step 5. Hit 'Save'	💾 Save ❌ Void Notification

4. Allowable Costs

4.1 Service Costs

Service Codes defined in the student contract system are a district average of the special education and related services provided to children with disabilities or significant medical conditions directly. Each code has a regular school year service code and an ESY service code. The codes used must coincide with the student's IEP or 504. If the codes do not match the IEP or 504, those services will not be reimbursable.

Special education teacher and related services rates for student contracts are determined by:

1. A 12-month yearly average, or
2. By dividing the school year into two periods, a 9-month general average and a 3-month ESY average.

School districts use the Service Cost to compute the costs for a particular service area. When calculating the service cost of each code for special education staff, the district will include the total expenditures of the following:

1. Salaries and benefits of the staff in the district related to the code (i.e. If calculating for code 40, you would include all salaries and benefits of SLPPs in the district).
2. Coordinators working with the specific area
3. If applicable, instructional aides/general education paraprofessionals who are in the classroom and who support all students (i.e., self-contained classroom with aide). It excludes the salaries and benefits of special education paraprofessionals working directly with the student according to section J of the IEP or services listed on the 504.

Special education staff member's salaries and benefits can only be calculated in one code area (i.e. If a special education teacher works with students with Autism and OHI, that teacher salaries and benefits can be prorated for either Code 1, or Code 6, but not duplicated).

The service area will calculate a full-time service as outlined in the example formula below:

Total Expenditures $150,000 (salaries of teachers and aids)
Hours of Service per Year 1050
Total number of FTEs 1.50 (only teachers)
    Formula calculation:
    $150,000 total expenditures divided by 1050 hours of service = $142.86
    $142.86 divided by the total number of FTEs 1.50 = $95.24

The service rate can also be used to create a rate for part-time service. This example is typical of a service rate with a defined hourly rate. See example below:

Total expenditures for the service by hour = $75.00. If the staff member was full- time the total cost of service would be 1050 hours times $75.00 = $78,750.00.

Formula Calculation:
$78,750.00 total expenditures divided by 1050 hours of service = $75.00
$75.00 divided by total number of FTEs 1 = $75.00

If any of the staff has other duties, such as lunchroom duty for an hour, then the percent of time/cost on the contract needs to be prorated accordingly.

If billing for paraprofessional time, which has been prorated for individual services, the costs of these services may not be duplicated in other services.

Utilize the comments section of the contract to explain changes in billing. For example, "*1:1 instruction for reading and math changed to 2/9/21 to small group reading and math totaling 440 min/wk. Paraprofessional increased from 1085 to 1750 min/wk on 2/9/21. Adaptive phy ed was added on 2/9/21 for 100 min/wk*".

Utilize the comment section for other clarification on the contract. For example, "*Consultant is job coach*" (or BCBA, RN, etc.) or "*School psychologist completed three-year evaluation, 180 minutes x one week*".

Below are the codes associated with these calculations:

Code	Description	Agency Defined	Contract Types	Status
01	Autism	True	Special Education	Active
02	Deaf-Blind	True	Special Education	Active
03	Speech Language	True	Special Education	Active
04	Intellectual Disability	True	Special Education	Active
05	Hearing Impaired	True	Special Education	Active
06	Other Health Impaired	True	Special Education	Active
07	Orthopedically Impaired	True	Special Education	Active
08	Emotionally Disturbed	True	Special Education	Active
09	Specific Learning Disability	True	Special Education	Active
10	Intellectual Disability	True	Special Education	Inactive
11	Traumatic Brain Injury	True	Special Education	Active
12	Visually Impaired	True	Special Education	Active
13	Early Childhood Education	True	Special Education	Active
14	Adaptive Physical Education	True	Special Education	Active
15	Assistive Technology	True	Special Education	Active

16	Audiology	True	Special Education	Active
17	Counseling Services	True	Special Education	Active
18	Occupational Therapy	True	Special Education	Active
19	Parent Counseling and Training	True	Special Education	Active
20	Physical Therapy	True	Special Education	Active
21	Recreation Services	True	Special Education	Active
22	School Health Services	True	Special Education	Active
23	School Psychology	True	Special Education	Active
24	Social Work	True	Special Education	Active
25	Work Study	True	Special Education	Active
26	Orientation & Mobility	True	Special Education	Active
31	Non-Categorical Delay	True	Special Education	Active
32	Music Therapy	True	Special Education	Active
40	Speech-Language Pathology Paraprofessional-SLPP	True	Special Education	Active
41	Certified Occupational Therapy Assistant-COTA	True	Special Education	Active
42	Physical Therapy Assistant-PTA	True	Special Education	Active
43	Registered Behavior Technician-RBT	True	Special Education	Active
44	Special Education Technician	True	Special Education	Active
201	Autism - ESY	True	Special Education	Active
202	Deaf-Blind - ESY	True	Special Education	Active
203	Speech Language - ESY	True	Special Education	Active
204	Intellectual Disability- ESY	True	Special Education	Inactive
205	Hearing Impaired - ESY	True	Special Education	Active
206	Other Health Impaired - ESY	True	Special Education	Active
207	Orthopedically Impaired - ESY	True	Special Education	Active

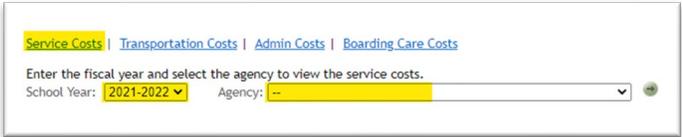| 208	Emotionally Disturbed - ESY	True	Special Education	Active
209	Specific Learning Disability - ESY	True	Special Education	Active
210	Disability - ESY	True	Special Education	Active
211	Traumatic Brain Injury - ESY	True	Special Education	Active
212	Visually Impaired - ESY	True	Special Education	Active
213	Early Childhood Education - ESY	True	Special Education	Active
214	Adaptive Physical Education - ESY	True	Special Education	Active
215	Assistive Technology - ESY	True	Special Education	Active
216	Audiology - ESY	True	Special Education	Active
217	Counseling Services - ESY	True	Special Education	Active
218	Occupational Therapy - ESY	True	Special Education	Active
219	Parent Counseling and Training - ESY	True	Special Education	Active
220	Physical Therapy - ESY	True	Special Education	Active
221	Recreation Services - ESY	True	Special Education	Active
222	School Health Services - ESY	True	Special Education	Active
223	School Psychology - ESY	True	Special Education	Active
224	Social Work - ESY	True	Special Education	Active
225	Work Study - ESY	True	Special Education	Active
226	Non-Categorical Delay- ESY	True	Special Education	Active
231	Adaptive Physical Education - ESY	True	Special Education	Active
232	Music Therapy - ESY	True	Special Education	Active
240	Speech-Language Pathology Paraprofessional-SLPP-ESY	True	Special Education	Active
241	Certified Occupational Therapy Assistant-COTA-ESY	True	Special Education	Active
242	Physical Therapy Assistant-PTA-ESY	True	Special Education	Active

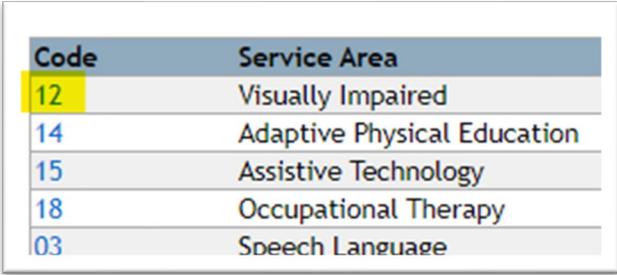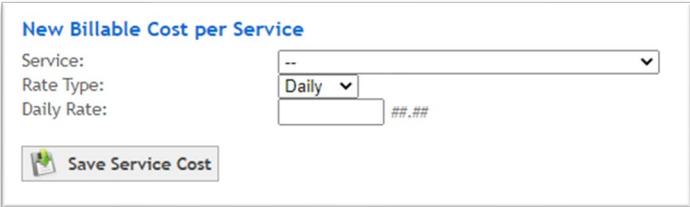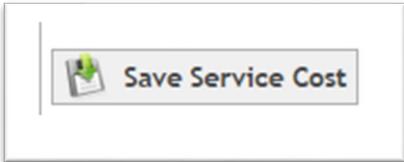|				
243	Registered Behavior Technician-RBT-ESY	True	Special Education	Active
244	Special Education Technician-ESY	True	Special Education	Active

The cost of the service on the student's individual contract must match the services received by the student with respect to the IEP, Section J, or the service listed on the 504. If further explanation is needed, utilize the 'Comments' section in the contracts system.

✓ **IMPORTANT:** Service Costs are locked down for the school year after a contract has been created. If an error was made when creating the service cost and editing is required after a contract has already been completed, please call NDDPI Contract Admin to unlock it. This will allow the user to re-create the rate and save. By adding in, the incorrect rate will be written over or amended.

A service rate that is later edited will not change any student contracts that have been created and approved using the old rate. If an approved contract needs to be amended to use the amended rate, the contract can be amended or voided and re-created. To prevent an excessive amount of voided contracts, please compile the data you need and complete the service rate structures for your district(s) before beginning the task of creating student contracts.

4.2 Verifying/Updating/Adding Service Cost

Step	Graphic
Step 1. Go to the Student Contract web application	**https://apps.nd.gov/dpi/ndteach/SClogin.aspx**
Step 2. Select 'Service Costs' from the Administrative section on the Left Menu Your choice may vary from the picture based on user permissions	Administration »» Manage Staff »» Entity Users »» Statewide Configuration »» Services »» Service Costs »» Set Years Contracts Permitted
Step 3. Select 'Service Cost' tab Select appropriate school year Select the appropriate agency Hit the Green Arrow on the right of the agency selection	Service Costs	Transportation Costs	Admin Costs	Boarding Care Costs Enter the fiscal year and select the agency to view the service costs. School Year: 2021-2022 ✓ Agency: -- ✓

Step	Graphic
Step 4a. Select the service to be updated Codes in Blue are editable by the user Coded in Gray are only editable if unlocked by DPI Contract Admin	**Code** / **Service Area** 12 — Visually Impaired 14 — Adaptive Physical Education 15 — Assistive Technology 18 — Occupational Therapy 03 — Speech Language
Step 4b. To add a Service Cost, select 'Add Service Cost', below the existing service cost table	»» Add Service Cost
Step 4b(1). – Daily Rate – Residential Educators Select a 'Service' from the drop down Select Daily from 'Rate Type' drop down Enter the Daily rate in correct format	**New Billable Cost per Service** Service: -- Rate Type: Daily Daily Rate: ##.## Save Service Cost
Step 4b(2). – Hourly Rate Select a 'Service' from the drop down Select Hourly from 'Rate Type' drop down Enter Hours of service, total expenditures, and number of FTEs	**New Billable Cost per Service** Service: -- Rate Type: Hourly Hours of Service per Year: Total Expenditures: ##.## Total Number of Teacher FTEs (in service area):
Step 4b(3) Select 'Save Service Cost'	Save Service Cost

4.3   Service Unique to Student's Individual Cost

Service Rate codes for numbers 27-30 are unique to each student and are created when you create the student contract.

If you select one of these services, you'll receive the following error: "This service is available when creating a contract and is unique to the student's individual costs."

Code	Description	Agency Defined	Contract Types	Status
27	Paraprofessional	False	Special Education	Active
30	Interpreter Services	False	Special Education	Active

Code 27 is used for paraprofessionals in Section J of the IEP or on the 504. Code 28 is used when an interpreter is listed in Section J of the IEP or on 504. These codes are unique to the individual students and rates are created as you create the contract.

Code	Description	Agency Defined	Contract Types	Status
28	Direct Consultation	False	Special Education	Active

Code 28 is used when outside services have been contracted to fulfill the services in section J of the IEP or on the 504. These services must be provided directly to the student. Indirect consultation is not an allowable cost. Documents pertinent to this contracted service must be attached.

Code	Description	Agency Defined	Contract Types	Status
29	Evaluation Services	False	Special Education	Active

Code 29 allows you to bill for staff member or third-party contractor time spent in the evaluation process while (no flat rate):

- Doing **direct observation** of the student and/or
- Administrating assessments as documented on the Assessment Plan

If this is a contracted service, documents pertinent to this contracted service must be attached.

Code 29 does not allow you to bill for staff member or third-party contractor time spent:

- Meeting with student's parents
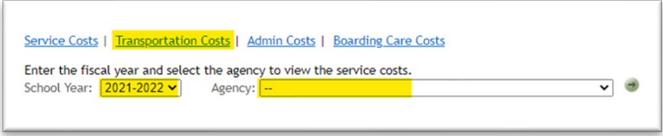- Scoring, preparing, test interpretation, and report writing

Please note that if the student is evaluated and not found eligible for special education, the cost is not reimbursable.
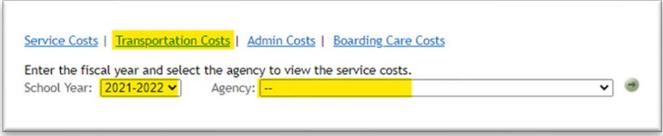
4.4 Special Education Transportation Cost

Individual transportation charges which are unique to a student may be used at the time the contract is created.
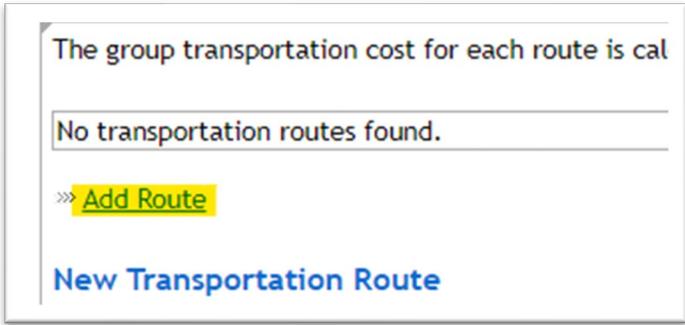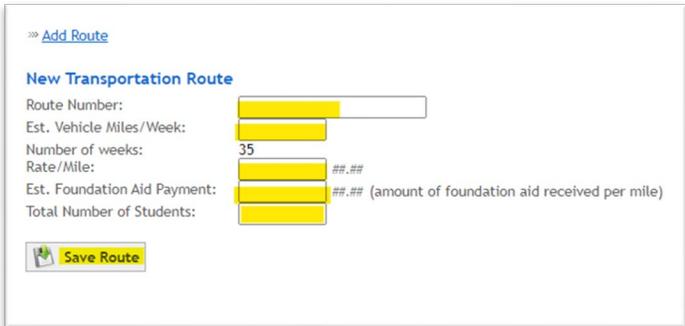
The box below identifies the information needed for an individual cost for transportation. Individual transportation costs can only be added while in the create contract status for an individual student. See **Contract Creation** in this manual for additional information.

4.5   Verifying/Updating/Adding Special Education Transportation Cost

Step	Graphic
Step 1. Go to the Student Contract web application	**https://apps.nd.gov/dpi/ndteach/SClogin.aspx**
Step 2. Select 'Service Costs' from the Administrative section on the Left Menu Your choice may vary from the picture based on user permissions	
Step 3. Select 'Transportation Cost', school year and agency	

4.6   Adding Transportation Route

Step	Graphic
Step 1. Go to the Student Contract web application	**https://apps.nd.gov/dpi/ndteach/SClogin.aspx**
Step 2. Select 'Service Costs' from the Administrative section on the Left Menu Your choice may vary from the picture based on user permissions	
Step 3. Select 'Transportation Cost', school year and agency	

Step	Graphic
Step 4. Select 'Add Route'	The group transportation cost for each route is cal No transportation routes found. ≫ Add Route **New Transportation Route**
Step 5. Enter the requested information and hit 'Save Route' See district transportation administration where needed	≫ Add Route **New Transportation Route** Route Number: Est. Vehicle Miles/Week: Number of weeks: 35 Rate/Mile: ##.## Est. Foundation Aid Payment: ##.## (amount of foundation aid received per mile) Total Number of Students: Save Route

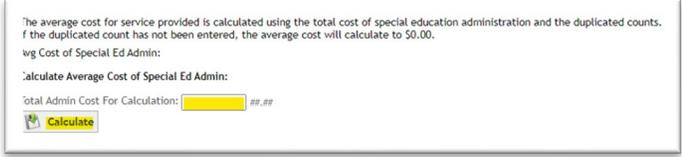## 4.7 Administrative Cost (only applicable for students on IEPs)

To calculate the **Administrative Costs** for a particular Special Education Unit, determine the salaries and benefits for the Director of Special Education, Assistant Directors, and other special education central office staff.

Do not include any staff members that are used in the computation of the 'General Education Costs for Students with Disabilities'.

Do not include program coordinators since these costs should be included in the cost for the individual service areas.

The total number of services provided (unit-wide duplicated count) for the last year the numbers were tracked will be entered by a DPI Contract Administrator.

4.8   Verifying/Updating/Adding Administrative Cost

Step	Graphic
Step 1. Go to the Student Contract web application	**https://apps.nd.gov/dpi/ndteach/SClogin.aspx**
Step 2. Select 'Service Costs' from the Administrative section on the Left Menu Your choice may vary from the picture based on user permissions	
Step 3. Select 'Admin Cost', school year, and Special Education Unit	
Step 4 Enter the total admin cost and hit 'Calculate'	

The Avg Cost of Special Ed Admin will be displayed.

If the duplicated count has not been entered and a calculation of $0.00 is displayed call DPI Contract Admin with request to enter the duplicated number for your unit and the amount will be recalculated.

4.9   Boarding Care Costs

According to Section 15.1-32-19 of the North Dakota Century Code and the policies and procedures as established by the Department of Public Instruction and the Department of Health and Human Services, the Department of Public Instruction will reimburse the local school district, through their special education unit, for **80% of the cost** of allowable boarding care for the student.

If additional information is secured or if the student's arrangements change, NDDPI must be informed to ensure the maximum utilization of appropriated funds.
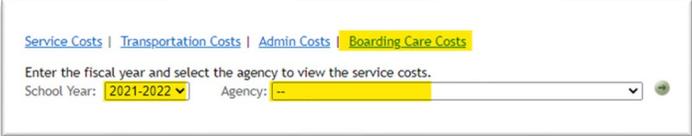
This is documented in the Adaptions of the students IEP section or in ecological factors in the present level.

15.1-32-19. **Boarding care costs - Reimbursement of school district.**
The superintendent of public instruction shall reimburse a student's school district of residence an amount equal to eighty percent of the room and board costs paid by the district for a student with disabilities who is placed in a facility that is located either within or outside of the student's school district of residence in order to receive special education services. The student's school district of residence is liable for any room and board costs in excess of those reimbursed as provided in this section. The placement of a student with disabilities in a public or private facility will be made by a school district. The placement of a student with disabilities in congregate care will be made in a facility designated by the department of human services.

4.10 Verifying/Updating/Adding Boarding Care Cost

✓ **IMPORTANT:** Boarding care cost are only allowed for approved residential facilities.

Step	Graphic
Step 1. Go to the Student Contract web application	**https://apps.nd.gov/dpi/ndteach/SClogin.aspx**
Step 2. Select 'Service Costs' from the Administrative section on the Left Menu Your choice may vary from the picture based on user permissions	
Step 3. Select 'Boarding Care Cost', school year and agency	
Step 4. Fill in a brief description of the boarding care cost and enter the daily rate amount Hit 'Save'	

4.11 General Education Tuition Costs

The general education costs for general education, 504 students, and special education students will auto calculate on the student contract based on the information defined on the contract and in STARS. The contract is interfacing with the STARS financial reports for the ND Public School educators and will prorate the yearly amount based on the number of days defined on the contract.

The formula for general education is based on the calculation of factors to determine average costs for the educating entity. The MIS03 report will determine the factors that make up the formula's State-defined values and the numbers from the educator's financial report in STARS to complete the formula.

Service Start Date:	9/3/2020	Service End Date: 5/27/2021
Number of Days:	175	

Regular Education Costs Total: $2,815.57

Average Cost Per Pupil	$11,097.75	
State Average Capital Outlay	$1,346.34	
State Average Cost for Extracurricular Activities	$407.48	
Total Average Cost Per Pupil		$12,851.57
State Foundation Per Pupil	$10,036.00	
School District Size Factor	1.000	
District Foundation Per Pupil		($10,036.00)
Unadjusted Tuition Charge Per Pupil		$2,815.57
150% of State Average Cost of Education	$15,560.44	
Tuition Charge Per Pupil		$2,815.57
Special Education Costs		$0.00
Total Average Cost Per Pupil (excluding special education)		$2,815.57
Total Regular Education Costs for Contract (175 / 175 days)		$2,815.57

4.12 Residential Daily Costs

Daily Rates are available for private residential facilities only. Daily Rates are used to create rates based on a daily average of special education and general education costs. Private residential facilities must get daily rates approved initially and whenever the daily rates change from year to year by NDDPI.

Private residential facilities can set up a daily rate which includes special education and general education costs.

Allowable costs to be included in the daily rate are:

- Salaries and benefits of the special education teachers
- Coordinators associated with the education program
- Administrative (director, assistant director, central office staff) salaries and benefits associated with the education program
- If applicable, instructional aides/general education paraprofessionals who are in the classroom and who support all students. (i.e., self-contained classroom with aide). It excludes the salaries and benefits of special education paraprofessionals working

directly with the student according to section J of the IEP or services listed on the 504. For information on how to bill for paraprofessionals listed on the IEP or 504, please see section 4.2.

- Salaries and benefits of the general education teachers
- Supplies directly related to education
- Instructional materials related to the student's needs

Not Allowable costs to be included in the daily rate are:

- Related service providers' salaries and benefits (these will be billed as service costs)

Residential facilities will use the following codes to set the daily rates.

Code	Description	Agency Defined	Contract Types	Status
111	Daily Rate Summer Program	True	Special Education	Active
110	Daily Rate 2 - Special Education rate	True	Special Education	Active
500	Daily Rate - Regular Education	True	Regular Education	Active
503	Daily Rate – Summer Programming	True	Regular Education	Active
504	Daily Rate 2 - regular education	True	Regular Education	Active
510	Daily Rate 3 - regular education	True	Regular Education	Active
508	partial day / hourly	True	Regular Education	Active
509	partial day / hourly	True	Regular Education	Active
100	Daily Tuition- Special Education Rate	True	Special Education	Active
120	Daily rate 3 - special education	True	Special Education	Active
112	Daily Rate 3 - Special Education	True	Special Education	Active

Residential facilities will use the service costs to bill for related services provided directly to children with disabilities or significant medical conditions. Service costs are the average cost of service for a private residential facility. Each related service has a regular school year service code and an ESY service code. The codes must coincide with the service and service provider on the student's IEP or 504. If the codes do not match the IEP or 504, those services will not be reimbursable.

Services rates for student contracts are determined by:

1. A 12-month yearly average, or
2. By dividing the school year into two periods, a 9-month general average and a 3-month ESY/summer school average. In this situation, if a student receives ESY and or summer school (programming) a separate contract is required by indicating Summer Program.

The service area will calculate a full-time service as outlined in the example formula below:

Total Expenditures $150,000 (salaries of teachers and aids)
Hours of Service per Year 1050
Total number of FTEs 1.50 (only teachers)
Formula calculation:
$150,000 total expenditures divided by 1050 hours of service = $142.86
$142.86 divided by the total number of FTEs 1.50 = $95.24

The service rate can also be used to create a rate for part-time service. This example is typical of a service rate with a defined hourly rate. See example below:

Total expenditures for the service by hour = $75.00. If the staff member was full- time the total cost of service would be 1050 hours times $75.00 = $78,750.00.
Formula Calculation:
$78,750.00 total expenditures divided by 1050 hours of service = $75.00
$75.00 divided by total number of FTEs 1 = $75.00

Below are the related service codes used by private residential facilities:

Code	Description	Agency Defined	Contract Types	Status
15	Assistive Technology	True	Special Education	Active
16	Audiology	True	Special Education	Active
17	Counseling Services	True	Special Education	Active
18	Occupational Therapy	True	Special Education	Active
19	Parent Counseling and Training	True	Special Education	Active
20	Physical Therapy	True	Special Education	Active
21	Recreation Services	True	Special Education	Active
22	School Health Services	True	Special Education	Active
23	School Psychology	True	Special Education	Active
24	Social Work	True	Special Education	Active
25	Work Study	True	Special Education	Active
26	Orientation & Mobility	True	Special Education	Active

32	Music Therapy	True	Special Education	Active
40	Speech-Language Pathology Paraprofessional-SLPP	True	Special Education	Active
41	Certified Occupational Therapy Assistant-COTA	True	Special Education	Active
42	Physical Therapy Assistant-PTA	True	Special Education	Active
43	Registered Behavior Technician-RBT	True	Special Education	Active
44	Special Education Technician	True	Special Education	Active
215	Assistive Technology - ESY	True	Special Education	Active
216	Audiology - ESY	True	Special Education	Active
217	Counseling Services - ESY	True	Special Education	Active
218	Occupational Therapy - ESY	True	Special Education	Active
219	Parent Counseling and Training - ESY	True	Special Education	Active
220	Physical Therapy - ESY	True	Special Education	Active
221	Recreation Services - ESY	True	Special Education	Active
222	School Health Services - ESY	True	Special Education	Active
223	School Psychology - ESY	True	Special Education	Active
224	Social Work - ESY	True	Special Education	Active
225	Work Study - ESY	True	Special Education	Active
232	Music Therapy - ESY	True	Special Education	Active
240	Speech-Language Pathology Paraprofessional-SLPP-ESY	True	Special Education	Active
241	Certified Occupational Therapy Assistant-COTA-ESY	True	Special Education	Active
242	Physical Therapy Assistant-PTA-ESY	True	Special Education	Active
243	Registered Behavior	True	Special Education	Active

	Technician-RBT-ESY			
244	Special Education Technician-ESY	True	Special Education	Active

4.13 Tutoring Services

Admitting facilities are allowed to bill the resident district tutoring services, provided the tutoring services are delivered by an ND-licensed teacher. Admitting facilities providing tutoring services to general or special education students can use code 511 to charge for tutoring costs. These codes are unique to the individual students and rates are created as you create the contract.

Code	Description	Agency Defined	Contract Types	Status
511	Tutoring	False	Special Education	Active

5. Student Contracts

5.1 How to Read a Contract

Each section can be expanded or contract by selecting the small plus (to expand) or minus (to contract) to the left of the section heading.

The sections are based on the cost associated with each specific student's contract. Each section may not be listed on every contract.

Section 1 – Student Contract Info

> School Year – based on NoP
> School Year Period – selected when notification was created
> Contract For – based on STARS enrollment
> Contract Type – based on NoP
> Placement Type – based on NoP

Section 2 – Student Info

✓ **IMPORTANT –** often contracts are created at initial placement with the assumption the contract will be for the entire enrollment period. If this changes, an amendment is needed to update the service end date**.**

✓ **IMPORTANT -** Contracts will be flagged if the total contract days for all contracts for a single student for a school year exceed 175 days.

> Student info pulled from NoP / STARS
> Educating Entity – entity where the student is placed

Resident Entity – entity responsible for cost
Service Start / End Date – placement date or dates student receiving services
Number of Days – entered when the contract was created (used for cost calculations)
Last Amended – most recent amendment date

Section 3 – Amendments

Amendments are used to modify contracts.
If the Service Start Date needs to be changed, a new NoP is needed, so the current contract needs to be voided. Amendments are needed when the Service End Date, Number of Days or services change.

Section 4 – Transportation

Transportation costs unique to a student, and not available to others, or by a pre-defined route.

Section 5 – Student Service Cost and Calculations

An itemized list of services needed for each student. If the student is on an IEP, these services must align with Section J of their IEP.

Section 6 – Third Party Payments

This section list any of the cost covered by external entities (Medicaid, insurance, etc.). In the case of PreK Special Education, the foundation aid paid to the educating school is not accounted for in the cost calculations. Please enter that amount here.

Section 7 – Reimbursements

This section will list any payments already made for this contract.

Section 8 – Contract Reimbursement Totals

Based on information in STARS and on the student's notification, the cost of education is calculated to reflect the responsibility of the resident district and the State of ND's excess costs reimbursement.

Total Per Student Costs for Tuition – costs of educating the student.
State Allowable Tuition – total cost of tuition used to determine excess costs.
Total Per Student Costs (Resident District Costs) – this amount is owed to the educator by the resident district.
State Reimbursement for Tuition – amount reimbursed for tuition after adjustment for district responsible.
State Reimbursement for Boarding Care - amount of boarding care available for reimbursement.
State Reimbursement for Excess Cost – total reimbursement.

Section 9 – Comments

Comments can be added to the contract for any additional information needed between educator, resident district and NDDPI Admin. This includes changes in services, evaluations, rate of consultants, etc.

Section 10 – Attachments

Attachments (additional documentation) can be added to a contract to assist in approval process.

Section 11 – Workflow

Workflow shows the current approval status

Select 'View/Hide History' to see who and when each step was approved and any comments they added

Section 12 – Legal Statement

The legal statement is the wording used for the contract document. This section of the contract was originally created for special education contracts, and will be undergoing a review, so the statement will change according to the type of contract or will be inclusive of all types of contracts.

5.2   How to distinguish if it is an agency-placed or school-placed   contract?

5.2.1   Agency-Placed Contracts

When a Notice of Placement (NoP) is created, it does not clearly show the type of placement, but this can be determined from Section IV of the NoP.

If the placing agency selected any of the top five selections in section IV (Residency Determination), it indicates an **Agency Placed** contract.
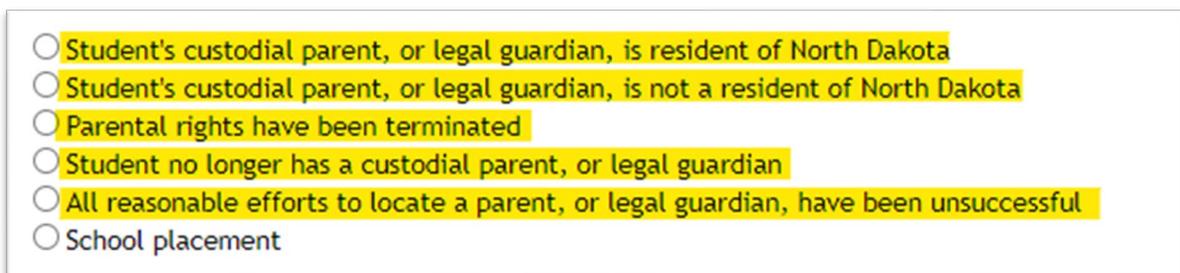
The contract will indicate the type of placement in the top right-hand corner of the contract created from the notification.

The information provided on the top right-hand corner of a contract is generated first from the notification, then from the information in STARS within the student's enrollment record.

If the educator, or resident district, does not feel this information is correct, your point of contact would be the agency making placement, and the district that has the student enrolled.

5.2.2   School-Placed Contracts

When a Notice of Placement (NoP) is created, it does not clearly show the type of placement, but this can be determined from the Section IV of the NoP.

If the user's account is associated with a school or Special Education unit, they will only see 'School Placed' as an option.

○ Student's custodial parent, or legal guardian, is resident of North Dakota
○ Student's custodial parent, or legal guardian, is not a resident of North Dakota
○ Parental rights have been terminated
○ Student no longer has a custodial parent, or legal guardian
○ All reasonable efforts to locate a parent, or legal guardian, have been unsuccessful
○ School placement

The contract will indicate the type of placement in the top right-hand corner of the contract created from the notification.

The information provided on the top right-hand corner of a contract is generated first from the notification, then from the information in STARS within the student's enrollment record.

If the educator, or resident district, does not feel this information is correct, your point of contacts would be the school making placement, and the district which has the student enrolled.

5.2.3   Out-of-State Contracts

Out-of-state public, or private schools are not using NDDPI's system to create student contracts. Prompted by the resident district, NDDPI will create the out-of-state contract for a student in placement. However, prior to the contact being created, the notification of placement form must be in the system with an approved educator. The resident district is responsible for contacting NDDPI with the five pieces of required information listed below.

(When creating the out of state notification, if the notifying agency does not find the educating district in the drop-down list of approved educators, please send new educator requests to DPI Contracts Admin. See the training manual under Notifications, see section 1.2.1, for further details.)

Once the placement notification is in the system, the resident district is responsible for sending five pieces of required information for NDDPI to complete the contract.

The required information needed to complete an out-of-state contract:

- **Notification number,** from the student contract system
- **Student 10-digit ID,** from STARS enrollment
- **To from dates**, if the student has not yet exited the program the anticipated dates of the school year, or actual days if the student has exited the educational program
- **Number of days**, anticipated, or the total amount of days from the invoices if the student has exited the educational program

- **And cost per day**, in some cases, this will be projected. If the student has exited, it will need to be actual based on the average costs per day, or the actual daily rate
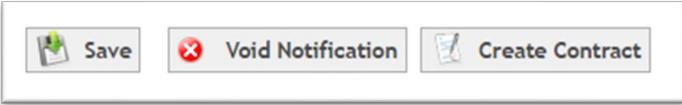
Please email required information to: DPI Contracts Admin. The contract will be created based on actual charges, or anticipated costs for student. After approval, reimbursement will be handled as any other in-state contract. In some cases, if the number of days, or the amount of the tuition changes because the student has exited the program, an amendment must be completed to match the student's dates of service. ***All contract totals must match the total tuition costs invoiced and paid*** to the educator. Please contact DPI Contract Admin with the required amending information to complete any amendments to approved contracts. Only approved contracts can be amended.

## *5.3   Creating a Student Contract*

All contacts should be completed as soon as possible, but **no later than March 1st** to ensure timely reimbursement. Contracts allow the resident district to have a clear understanding of their students' educational costs and their financial responsibility. Contracts should be amended to actual costs at the end of services or the program year.

✓ **IMPORTANT**: The fields and sections available when creating a contract are based on the NoP and STARS enrollment status. Some of the fields are pre-filled or calculated based on the NoP and STARS enrollment status.

✓ **IMPORTANT**: Numerous issues arise from this interaction based on the incomplete or inaccurate data loaded in STARS.

Please see section 1.1 for system relationships

Step	Graphic
Step 1. Go to the Student Contract web application	**https://apps.nd.gov/dpi/ndteach/SClogin.aspx**
Step 2. Search for the appropriate Notice of Placement	**See section 3.4**
Step 3. Select 'Create Contract' at the bottom of the NoP	

Step	Graphic
Step 4. Verify Student's State ID Hit the green arrow to bring in student details Hit 'Continue'	

Step	Graphic
Step 5. Verify School Year (this is pulled from the NoP) Select type of contract **Regular School Year** – go to step 5a **Extended School Year** – go to step 5b **Partial School Year** – used for those students who started the year linked to one financially responsible district; then, on the annual Sep 15th residency determination were linked to a different financially responsible district A Partial School Year contract covers the beginning of the school year up to Sep 14, a second contract (regular school year) will cover the remaining school year	
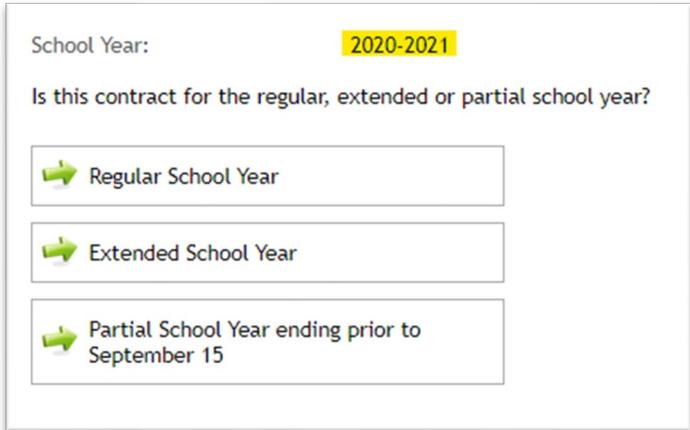
Step 5a. – Regular School Year

Verify information (this is pulled from the NoP and STARS enrollment status)

If anything is wrong, either correct STARS or void and recreate the NoP.

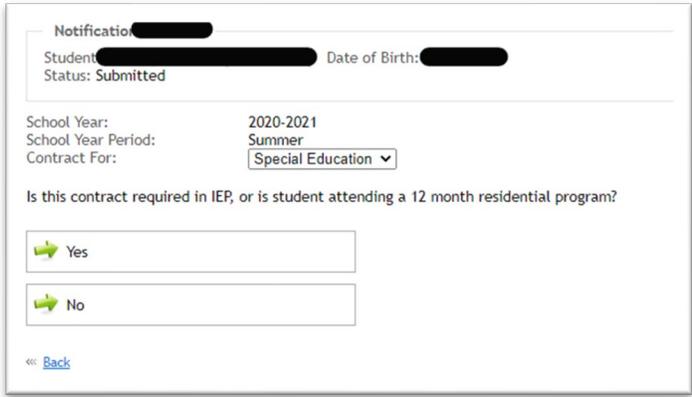Select Create Contract
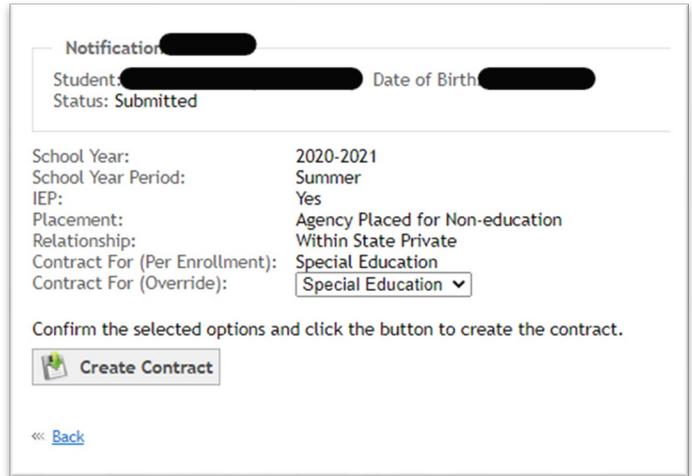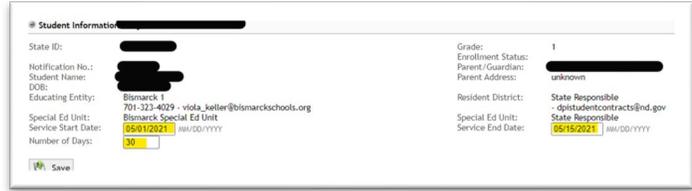
Notification [redacted]
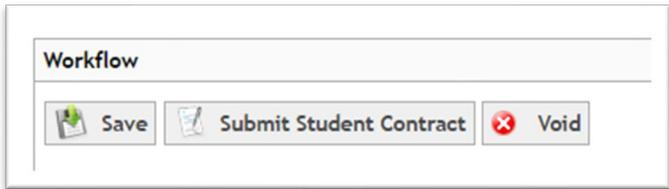Student [redacted]   Date of Birth [redacted]
Status: **Submitted**

School Year:	2020-2021
School Year Period:	Regular
Placement:	Agency Placed for Non-education
Relationship:	Within State, Out of Unit
Contract For (Per Enrollment):	Special Education
Contract For (Override):	Special Education ⌄

Confirm the selected options and click the button to create the contract.

🖼 **Create Contract**

«« Back

Step	Graphic
Step 5b. – Extended School Year Is contract required in IEP or is student attending a 12-month residential program? Yes – go to Step 5b(1) No – go to Step 5b(2)	
Step 5b(1).– Yes Verify information (this is pulled from the NoP and STARS enrollment status) If anything is wrong, correct either the NoP or STARS Select Create Contract	
Step 5b(2). – No Contract cannot be created unless required in IEP	
Step 6. – enter Service Start and End Date, number of days Select 'Save'	
If Available The transportation option when creating a contract allows the creator of the contract to add in the transportation costs if they are unique to a student, and not available to others, or by a pre-defined route	

If Available Boarding Care costs (available on school placed contracts only) must first be created by the residential facility and can be added to a school placed contract. After the required information has been entered, the option to choose a boarding care rate from the drop-down box must be selected	
If Available Student Services and rates for the educator must be created before being added to a contract. Select your service from the drop-down box and proceed with the required information. Required information is based on IEP services for the individual **student**. Refer to Section 4.1 for how to create these rates. Select 'Save & Calculate'	
If Available General education costs are based on information reported in STARS by the educating district. General education costs <u>will not post</u> for students which are open enrolled, or tuition waved in STARS. If information is incorrect, contact your educating provider for assistance. If a correction is needed in STARS, the contract will need to be voided and created again after STARS has been updated	
Step 7– select 'Submit Student Contract'	

5.3.1 How to enter services and service providers for students with disabilities and significant medical conditions.

Services and Service Providers

When entering services and services providers for students with disabilities and significant medical conditions, refer to the IEP (Section J) or 504 (Services section) aligned to the duration of services. Add each service from Section J or the services section for which there is direct service to the student using the number of weeks for each service type. Services that are given directly to the student are reimbursable; therefore, if the service indicates it is consultation indirect, it is not reimbursable and must not be included in the contract.

Make sure to use the code from Section 4.1 that matches the service provider listed on the IEP or 504. If the IEP or 504 has a special education teacher and special education paraprofessional listed for the same services, the IEP or 504 will need to be amended to split these providers apart and designate the correct amount of time for each provider.

This is not allowed:

J. Special Education and Related Services							
Special Education Services	**Minutes and Frequency**	**Start Date**	**Duration**	**Service Provider (Job Title)**	**Location of Services**	**School Year**	**ESY**
Reading Small Group	150 Weekly	08/22/2024	9 Months - full school year	Special Education Teacher/Paraprofessional	Special Education	☑	☐

This is allowed:

J. Special Education and Related Services							
Special Education Services	**Minutes and Frequency**	**Start Date**	**Duration**	**Service Provider (Job Title)**	**Location of Services**	**School Year**	**ESY**
Reading Small Group	30 Weekly	08/22/2024	9 Months - full school year	Special Education Teacher	Special Education	☑	☐
Reading Small Group	30 Weekly	08/22/2024	9 Months - full school year	Paraprofessional	Special Education	☑	☐

To build an accurate student contract, it is necessary to review **ALL** IEPs or 504s that have been initiated or amended during the school term. Multiple IEPs may require the service costs to be split out according to the duration of services.

If a service is not listed on the service page of the IEP, it cannot be billed for or reimbursed. IEP teams can enter notes in the comments section of the student contract if clarification is needed to explain services or changes in services.

Below is an example of services written for different time periods. Both services would be entered into the contract using separate lines.

Related Services	**Minutes and Frequency**	**Start Date**	**Duration**	**Service Provider (Job Title)**	**Location of Services**	**School Year**	**ESY**
Occupational Therapy 1:1	30 Weekly	08/22/2024	3 Months	Occupational Therapist	Special Education	☑	☐
Occupational Therapy Large Group	15 Weekly	11/22/2024	2 Months	Occupational Therapist	General Education	☑	☐

Review Residential Facility and Paraprofessional Hours for total hours within the school day/week
    Total charges for Paraprofessional hours = 47 hours
    But listed on separate lines

Is this for two-on-one services the student is receiving?
Or
Are the 9.50 hours considered residential services and outside of the school day?

Student Services and Cost Calculations Total: $64,135.58

Name	Code	Units/Time	Weeks/Yr	Group Size	Units	Unit Desc	Unit Rate	Cost
Specific Learning Disability	9	4.17/Wk	14.00	2.7	21.62	billable/hr	$87.03	$1,881.59
Specific Learning Disability	9	0.83/Wk	21.00	2.7	6.46	billable/hr	$87.03	$562.21
Specific Learning Disability	9	0.67/Wk	35.00	1.0	23.45	billable/hr	$87.03	$2,040.85
Occupational Therapy	18	1.67/Wk	35.00	1.0	58.45	billable/hr	$85.35	$4,988.71
Adaptive Physical Education	14	2.33/Wk	35.00	7.8	10.46	billable/hr	$80.95	$846.74
Paraprofessional	27	9.50/Wk	35.00	1.0	332.50	billable/hr	$32.47	$10,796.28
Paraprofessional	27	32.00/Wk	35.00	1.0	1,120.00	billable/hr	$38.41	$43,019.20

Review for possible excess weekly hours:

In the example below, the total costs of educational services (highlighted in yellow) total 35.58 hours a week. 30 hours a week is standard, but there may be circumstances that require more hours in a school day for the student.

For example, secondary students may have an average day of over 30 hours. Review IEP to determine if the hours are reasonable for this student.

Also in this example, the total hours for paraprofessionals exceed 30 hours. Review IEP for more detail or call the educator for further explanation.

Student Services and Cost Calculations Total: $91,300.32

Name	Code	Units/Time	Weeks/Yr	Group Size	Units	Unit Desc	Unit Rate	Cost
Intellectual Disability	4	29.00/Wk	35.00	2.7	375.93	billable/hr	$81.63	$30,687.17
Intellectual Disability	4	1.83/Wk	35.00	1.0	64.05	billable/hr	$81.63	$5,228.40
Adaptive Physical Education	14	1.67/Wk	35.00	1.0	58.45	billable/hr	$80.95	$4,731.53
Paraprofessional	27	32.00/Wk	35.00	1.0	1,120.00	billable/hr	$30.00	$33,600.00
Paraprofessional	27	10.50/Wk	35.00	1.0	367.50	billable/hr	$37.11	$13,637.92
Paraprofessional	27	3.50/Wk	35.00	1.0	122.50	billable/hr	$27.88	$3,415.30

Review Specific Learning Disability's (SLD) total Allowable Expenditures

Total Allowable Expenditures $145,813.50
Hours of Service per Year 1050 (175 weeks times 30 hours a week = educational hours)

Total number of FTEs 1.50 (*Teachers are the FTEs, or the units of service*)

Formula Calculation:
$145,813.50 expenditure divided by 1050 educational hours in a year = $138.87 hourly
$138.87 divided by 1.5 FTEs, or teachers, = $92.58

Name	Code	Units/Time	Weeks/Yr	Group size	Units	Unit Desc	Unit Rate	Cost	
Specific Learning Disability	9	29.00	36	1	208.8	billable/h	$92.58	$96,653.52	
Specific Learning Disability	9	16.00	36	1	115.2	billable/h	$92.58	$53,326.08	$149,979.60
Specific Learning Disability	9	7.5	36	1	54	billable/h	$92.58	$24,996.60	
Specific Learning Disability	9	9	36	1	64.8	billable/h	$92.58	$29,995.92	
		61.50						$204,972.12	

The service was built using 1.5 FTE teachers.
An educational week is considered 30 hours times 1.5 FTE's = a max of 45.00 SLD service hours.

In this example, the total hours of SLD that is billed equals 61.50 hours which is a total cost of $204,972.12.

The number of hours billed exceeds the maximum hours in the service which then creates contract costs for more than the total allowed cost, in this case $145,813.50

ESY Services
If completing an Extended School Year (ESY) contract, verify in Section J of the IEP that "ESY services are needed."

Extended school year must be considered for each student with a disability. Justification for the decision made MUST BE STATED BELOW.
- ☑ The review of data indicates that ESY services are needed.
- ☐ The team has determined that ESY services are not necessary.
- ☐ The team needs to collect further data before making a determination and will meet again by

If it is indicated that services are needed, then refer to the Special Education and Related Service Section J and only add services that are marked for ESY. In the example below, one of the codes from 201-210 could be used to charge for 30 minutes/week for 2 months of ESY services.

If students with disabilities will be attending summer school provided to all students at the residential facility, indicate this in the justification section under ESY in Section J of the IEP.

Extended school year must be considered for each student with a disability.Justification for the decision made MUST BE MADE BELOW
- ☐ The review of data indicates that ESY services are needed.
- ☑ The team has determined that ESY services are not necessary.
- ☐ The team needs to collect further data before making a determination and will meet again by

Extended School Year must be considered for each student with a disability. Justification for the teams decision: The student will not be provided ESY services but will be participating in the residential facilty's summer school program.

Group Size

When entering the group size on the contract, look in Section J of the IEP or services section of the 504. Once you determine if the group size is 1-on-1, small group, or large group use the group size number below.

Group Size in IEP	Number of Students	Contract – Group Size
One-on-One	1 student	1
Small Group	2-4 students	2.7
Large Group	5 or more students	7.8

Please ensure that the group size matches what is happening in the classroom as well as the IEP or 504. The example below shows how choosing a group size of 2.7 instead of 1 can reduce the cost by more than 50%.

Group Size of 1
[Units/hour (29.00) x Weeks per Year (35)] divided by Group Size (1) x Unit Rate ($81.63)
((29 x 35) / 1) x 81.63 = $82,854.45

Name	Code	Units/Time	Weeks/Yr	Group Size	Units	Unit Desc	Unit Rate	Cost
❌ Intellectual Disability	4	29.00/Wk	35.00	1.0	1,015.00	billable/hr	$81.63	$82,854.45

Group Size of 2

[Units/hour (29.00) x Weeks per Year (35)] divided by Group Size (2) x Unit Rate ($81.63)
((29 x 35) / 2.7) x 81.63 = $30,687.17

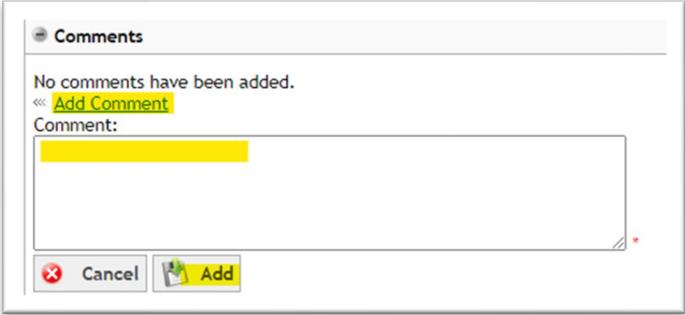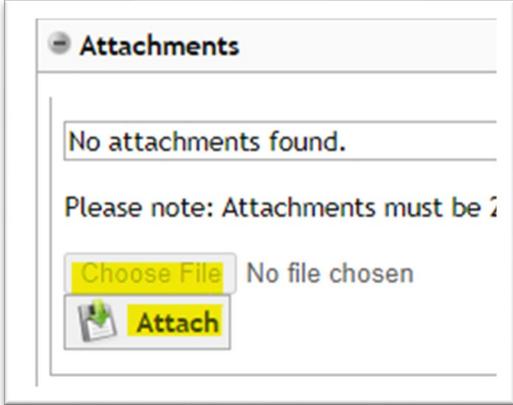| Name	Code	Units/Time	Weeks/Yr	Group Size	Units	Unit Desc	Unit Rate	Cost
❌ Intellectual Disability	4	29.00/Wk	35.00	2.7	375.93	billable/hr	$81.63	$30,687.17

5.4 Search for Contract

Step	Graphic
Step 1. Go to the Student Contract web application	**https://apps.nd.gov/dpi/ndteach/SClogin.aspx**
Step 2. Select 'List' under Contract type	Notifications »» List »» Create Regular Ed Contracts »» List Special Ed Contracts »» List All Contracts »» List Reimbursements »» List
Step 3. Enter the Search criteria and select 'Search'	Filter Criteria with Entity, Contract Status, Student State ID, Student First Name, Educating Agency, Need Approval, Contract For, Student Contract ID, School Year, Pending Amend. Status, Pending Amendment, Student Last Name, Resident Agency, School Year Period, Resident Spec Ed Unit fields. Placed at, or residing with: No Filter: Show all Contracts; Custodial Parent/Legal Guardian; Residential Facility; Foster Family/Relative Placement; Nonapplicable - School Placed. Search / Contract Totals Report
Step 4. Select a contract (by selecting the blue underlined contract number) from the list	Contract No. 00223876, Contract For Special Education, Status Approved, Year 2020-2021, Period Regular State Responsible, Resident Agency, Educating Agency Dakota Boys & Girls Ranch - Minot, Student State ID, Student Name, Pending Amendment No (Approved), Notification No.

5.5 Adding Comments and/or Attachments

Comments are useful if further explanation will help in understanding the contract

Step	Graphic
Step 1. Go to the Student Contract web application	**https://apps.nd.gov/dpi/ndteach/SClogin.aspx**
Step 2. Search for the appropriate Contract	**See section 5.4**
Step 3. Select 'Add Comments', enter a comment, and hit 'Add'	
Step 4. – Select 'choose file', find the file you want to attach and select 'Attach'	

5.6   Checking Status

Step	Graphic
Step 1. Go to the Student Contract web application	**https://apps.nd.gov/dpi/ndteach/SClogin.aspx**
Step 2. Search for the appropriate Contract	**See section 5.4**
Step 3. View the status for each step and expand the Status History by hitting 'View/Hide History' to see who and when the contract was approved	
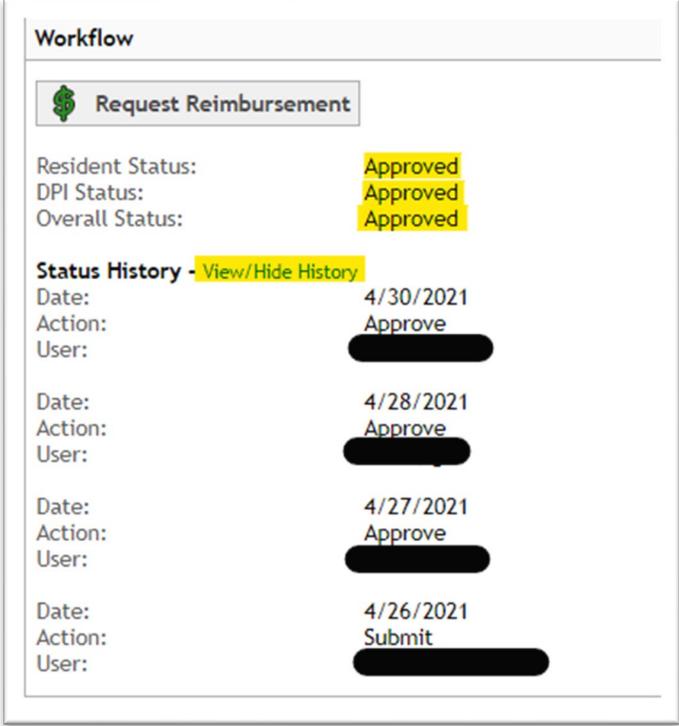
5.7   Contract Approval

The approval workflow generally is:

1. Educator creates the contract and submits
2. Resident district approves or rejects
3. NDDPI fiscal administrator approves, or rejects
4. NDDPI administrator approves, or rejects

General education contracts receive final approval from a DPI Placement Admin.

Special education/ significant medical condition contracts receive final approval from a DPI SpecEd Admin and DPI Medically Fragile Admin.

Educators can create contracts and are allowed to VOID a contract (unless a payment has been made on the contract). If payment has been processed on a contract, contact the DPI Contract Administrator. The reimbursement request will need to be reversed, corrections made, and a new reimbursement submitted for payment.

A resident district can approve, or reject a contract for corrections, or further explanation.

The resident district is responsible for comparing services in the IEP to student services and costs submitted in the student contract system. An audit could include a fiscal review comparing IEP services, the student contract's billable minutes, and group size.

When a contract is pending district approval, the approval, and reject buttons, will be located at the bottom of the contract.
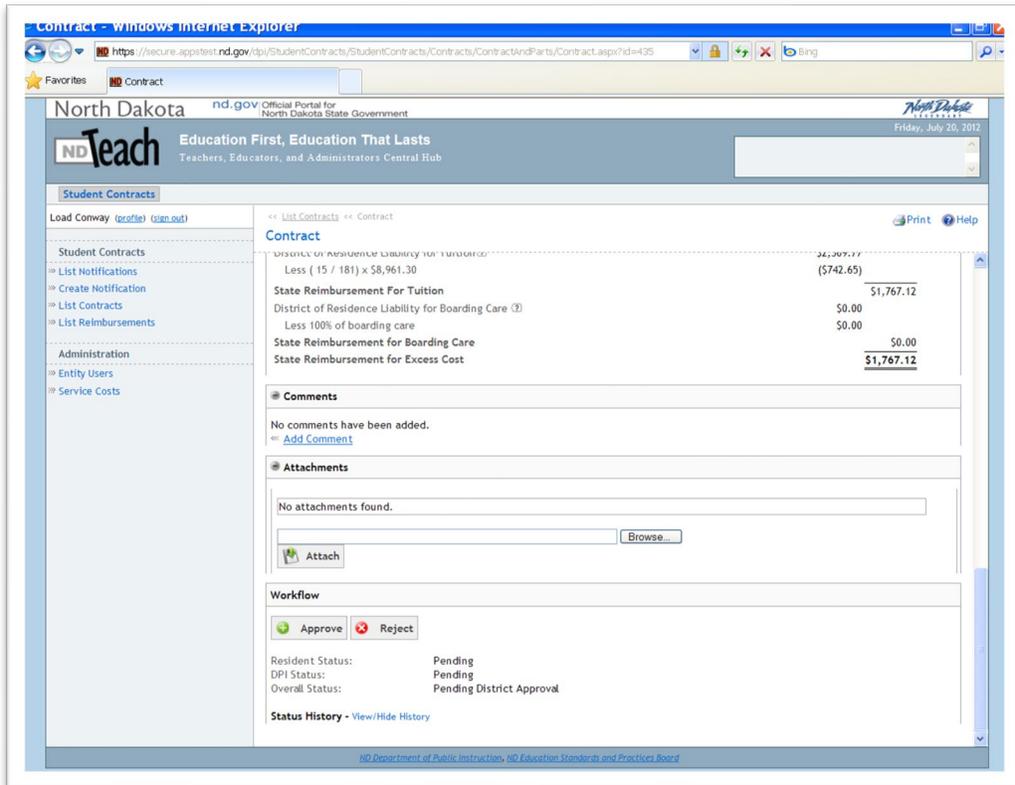
If the **special education** contract is pending district approval, but was amended by the educator, the approval and reject buttons will be in the middle of the contract directly under the **Student Services and Cost Calculations** section.

Student Services and Cost Calculations Total: $9,275.00

Name	Code	Units/Time	Weeks/Yr	Group Size	Units	Unit Desc	Unit Rate	Cost
Daily Tuition - Special Education rate	31	54 /Yr	N/A	N/A	54	billable/day	$175.00	$9,450.00

Contract Amendments:

Pending Amendment (3/7/2018 - 5/24/2018):

Name	Code	Units/Time	Weeks/Yr	Group Size	Units	Unit Desc	Unit Rate	Cost
~~Daily Tuition - Special Education rate~~	~~31~~	~~54 /Yr~~	~~N/A~~	~~N/A~~	~~54~~	~~billable/day~~	~~$175.00~~	~~$9,450.00~~
Daily Tuition - Special Education rate	31	53 /Yr	N/A	N/A	53	billable/day	$175.00	$9,275.00

Approve   Reject

Resident Status: Pending
DPI Status: Pending
Overall Status: Pending District Approval

Has third party payments?   Yes No

Save & Calculate

Total Service Costs: $9,275.00
Total Third Party Payments: $0.00

If the contract is **general education**, then you will need to click the green + button by the general education to open the general education formula. At the bottom you will see a approve or reject button. Workflow for approval follows the standard path.

Student Information

Regular Education Costs Total: $943.30

Reimbursements Total: $973.25

Contract Reimbursement Total: $943.30

The + button indicates the section can be expanded.

The – button indicates it is already open or expanded.

Regular Education Costs Total: $943.30

Pending Amendment:

Average Cost Per Pupil	$10,882.20	
State Average Capital Outlay	$1,109.47	
State Average Cost for Extracurricular Activities	$379.42	
Total Average Cost Per Pupil		$12,371.09
State Foundation Per Pupil	$9,646.00	
School District Size Factor	1.000	
District Foundation Per Pupil		($9,646.00)
Unadjusted Tuition Charge Per Pupil		**$2,725.09**
150% of State Average Cost of Education	$19,861.02	
Tuition Charge Per Pupil		$2,725.09
Special Education Costs		$0.00
Total Average Cost Per Pupil (excluding special education)		**$2,725.09**
Total Regular Education Costs for Contract (63 / 182 days)		**$943.30**

Amendment Workflow

⊕ Approve	❌ Reject

Resident Status:	Not Applicable
DPI Status:	Pending
Overall Status:	Pending Fiscal Review

Amendment History (Show)

5.8 Create Amendment

Once a contract is approved by the resident district, and both state levels, (fiscal and final), a contract can be amended by the educator to reflect any changes that may have occurred.

Step	Graphic
Step 1. Go to the Student Contract web application	**https://apps.nd.gov/dpi/ndteach/SClogin.aspx**
Step 2. Search for the appropriate Contract	**See section 5.4**
Step 3. Select 'Create Amendment'	
Step 4. Enter information and hit 'Submit'	
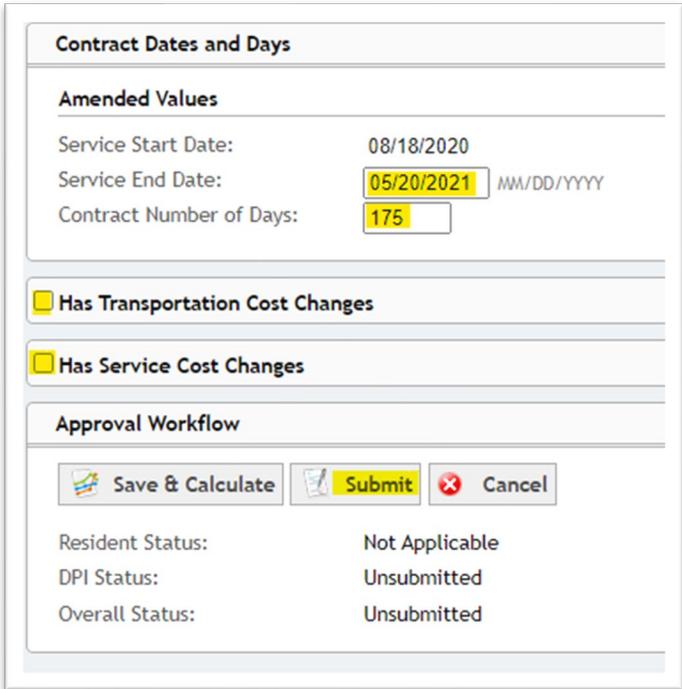
6.   Reimbursements

Crosscheck the student's IEP(s) and the contract amounts.

> **Records** – be sure to keep accurate records of costs, group size, etc., used to complete student contracts. Records used to determine group size and other supporting schedules used for computation of costs, should be kept for the same period as other financial records. These records may be subject to audits.

Reimbursement Request and Reports on Approved Contracts

Contracts receiving **final approval** from DPI Administration, will display the reimbursement button at the bottom of the contract. If a contract is pending approval, or pending amendment, the button will not display.

Reimbursement will be made to the resident Special Education Unit when the student's enrollment is marked special education but made to the educating district if the student is the responsibility of the State of North Dakota, or if the contract is general education.

Distribution of payments for student contracts is through the STARS system, and will generate at the same time a district, or unit, receives their Foundation Aid payment.

If a contract already has a reimbursement created that is pending, a validation will appear requesting the pending request to be completed or voided; before another reimbursement is created.

✓ **IMPORTANT:** If the contract's educator is a private facility, an out-of-state facility or school, an invoice, or invoices, **must be attached** to support the amount requested. Equally important to note, the tuition and related services total must equal the amount on the invoices attached or must equal the amount on the contract at the time of the final request. If the invoices charged to the resident district, and the amount calculated on a contract do not match, the reimbursement request will be rejected. Please contact DPI Administration for out-of-state contracts, or contact the educating facility for contracts needing an amendment.

6.1   Submitting Reimbursements

Step	Graphic
Step 1. Go to the Student Contract web application	**https://apps.nd.gov/dpi/ndteach/SClogin.aspx**
Step 2. Search for the appropriate Contract	**See section 5.4**
Step 3. Select 'Create Amendment'	

Step	Graphic
Step 4. Attach any files to help support the reimbursement request To attach an invoice file to the reimbursement request, the invoice will need to be scanned and saved to your computer drive. Final requests should include all invoices for the duration of the contract. Invoices must total the days and amount on the contract, or the request will be rejected. To speed the approval process, if the invoice includes multiple students, please circle, or highlight, the student on the invoice. A number of our larger schools have multiple pages each month, and can make the approval process more efficient.	**Contract Information (#0025988)** Contract Period From: Contract Period Through: Name of Student: Name of Family (or Family Boarding Care Provider): Educating Entity: Resident Special Education Unit: Resident Agency: Address: City: State: Zip: Attach Invoice File: Choose File No file chosen
Step 5. Tuition and Related Service Cost. Enter from and to dates, number of days claimed, and amount requested	**Education (Tuition) and Related Services** State Reimbursement For Tuition: Total of Requests Submitted: Total of Requests Approved: Balance Remaining: Tuition and Services From: MM/DD/YYYY Tuition and Services To: MM/DD/YYYY Number of days being claimed: Reimbursement Request for Tuition and Services: ##.##
Step 6. Boarding Care Cost. Enter from and to dates, number of days claimed, and amount requested You may not claim more days than established on a contract	**Boarding Care** DPI Share of Boarding Costs: $0.00 Total of Requests Submitted: $0.00 Total of Requests Approved: $0.00 Balance Remaining: n/a Request From Date: MM/DD/YYYY Request To Date: MM/DD/YYYY Number of Days: Reimbursement Request for Boarding Care Costs: ##.##

Step	Graphic
Step 7. Enter name and select Create This will save the request to be submitted later, or submitted immediately after the request has been created and completed The Update button will allow changes to a request that has not yet been approved by DPI Administration. After changes have been made to request, click Update	61 Authorize Authorized Signature: Create Cancel Update
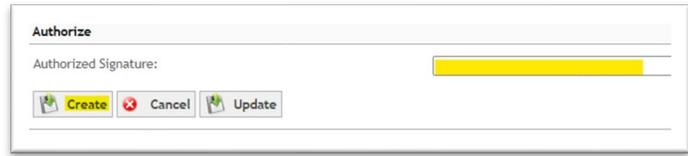
7.   Reports

7.1   Reimbursement Reports

Reimbursement reports are a tool districts and units can utilize to create a report indicating which contracts were paid in the last Foundation Aid cycle, or school year, and the amount paid. A report can be run for payments during a specific length of time, more specifically to a student name, by a contract number, or by resident district. On the left-hand menu options, click on Reimbursements > List.

Step	Graphic
Step 1. Go to the Student Contract web application	**https://apps.nd.gov/dpi/ndteach/SClogin.aspx**
Step 2. Select List (under the Reimbursement section on the left hand menu)	
Step 3 Use the **'Filter Criteria'** to narrow down the search One of the best options for reporting reimbursements is running the report for the month (Final Status Date From: ex. 04-01-2018 To: 04-30-2018) to balance the payments made to a school district, or a special education unit for the Foundation Aid payment voucher.	
Step 4. After you have specified your query and clicked the Reimbursements Report, the option to open a report will appear. This pop-up box will change depending on your browser and your computer versions	

7.2   Contract List Reports

The student contract system can allow school districts, or units, to create reports to view several different statuses, or balances, on contracts. All contract lists available, (special, regular, and all contracts) have a 'List' reports feature.

Step	Graphic
Step 1. Go to the Student Contract web application	**https://apps.nd.gov/dpi/ndteach/SClogin.aspx**

Step	Graphic
Step 2. Select List (under either 'General', Special Ed, or 'All Contracts')	Regular Ed Contracts »» List Special Ed Contracts »» List All Contracts »» List »» Students With Multiple Contracts
Step 3. Use the **'Filter Criteria'** to narrow down the search	(Filter Criteria form with fields: Entity, Contract Status, Student State ID, Student First Name, Educating Agency, Need Approval, Contract For, Student Contract ID, School Year: 2021-2022, Pending Amend. Status, Pending Amendment, Student Last Name, Resident Agency, School Year Period, Resident Spec Ed Unit. Placed at, or residing with: ● No Filter: Show all Contracts ○ Custodial Parent/Legal Guardian ○ Residential Facility ○ Foster Family/Relative Placement)
Step 4. After you have specified your query and clicked the Reimbursements Report, the option to open a report will appear. This pop-up box will change depending on your browser and your computer versions	Contract Totals Report
Pay special attention to contract type and what status the contract is in. (approved, rejected, voided, pending...etc.) Far Left Column		A	B	C
---	---	---	---
1	School Year: 2021-2022		
2			
3	Contract For	Contract Status	Placement Type
4	Regular Education	Approved	Agency Placed for Non-education
5	Regular Education	Approved	Agency Placed for Non-education
6	Regular Education	Approved	Agency Placed for Non-education
7	Regular Education	Approved	Agency Placed for Non-education
8	Regular Education	Approved	Agency Placed for Non-education	
Pay special attention to the balance remaining, it is an active contract with a balance and may require reimbursement NDCC defines the payment period allowed each legislative session Look at the Far Right Column		Y	Z	AA
---	---	---
Tuition + Services To	Tuition Balance	Balance Remaining
5/19/2022	$17,465.81	$17,465.81
5/19/2022	$18,867.39	$18,867.39
5/19/2022	$16,495.49	$16,495.49
5/19/2022	$18,867.39	$18,867.39	

7.3   Reports to Review

The student contract system has the capability to allow school districts or units to create reports to see a number of different statuses, or balances, on contracts.
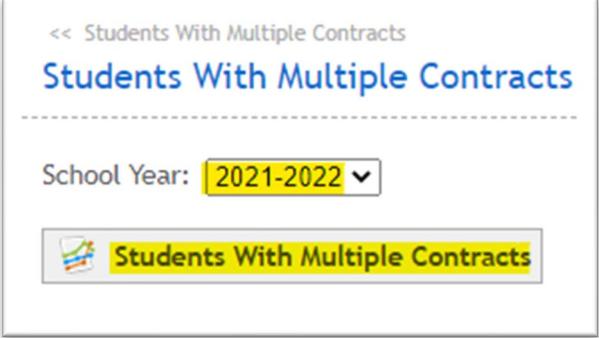
Step	Graphic
Step 1. Go to the Student Contract web application	**https://apps.nd.gov/dpi/ndteach/SClogin.aspx**
Step 2. Select Students With Multiple Contracts (under either ' 'All Contracts')	
Step 3. Select a School Year from the drop-down, then select 'Students with Multiple Contracts'	
This report will enable you to view student contracts who have multiple contracts for their school year. Review the contracts for accuracy and overlapping days of service.	