

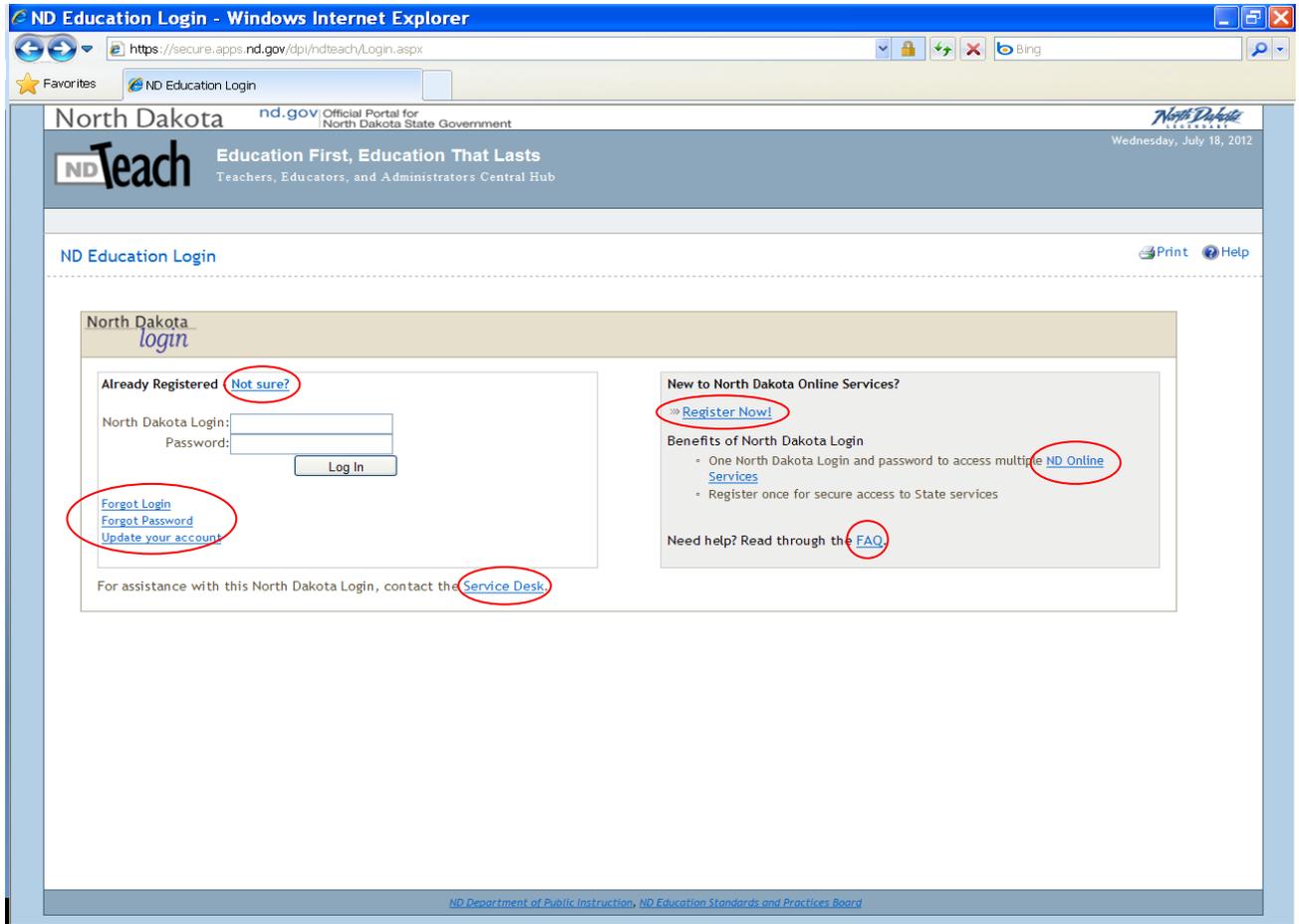
Login Page

- a. The following link is used to enter the electronic student contract system:
<https://secure.apps.nd.gov/dpi/ndteach/sclogin.aspx>

This link also provides additional services to login users:

- b. [Not Sure!](#) – Use this link to determine if an email already exists with the State of ND. This link is a prompt to enter an email address which determines if your email already exists within the database.
- c. [Forgot Login](#) or [Forgot Password](#) – Use these links when all/a portion of your sign-in information has been forgotten. It will send a reminder of the missing information to the login user's email.
- d. [Update your account](#) – This link will allow you to update your personal information. Maintaining current personal information associated with the login ID is the responsibility of the user.
- e. [Service Desk](#) – Use this link to contact the service desk for any questions or concerns regarding the login ID or password. The help desk is the ND State agency which maintains the database for the login users. If specific help is needed regarding entry into the student contract system, or a request for changes needed with entities or users which are already entered into the contract system, please call Kim Vega at 701-328-2175, or email kvega@nd.gov.
- f. [Register Now!](#) – New users will use this link to create a ND login.
- g. [ND Online Services](#) – This link will direct you to the ND State's webpage detailing other services which are available online.
- h. [FAQ](#) Read frequently received questions and answered regarding the North Dakota login services.

Instruction Manual for Student Contracts



Entity Setup

Currently, all ND Public Schools are entered as approved educating entities in addition to a number of out of state public and private schools. A request must be submitted to DPI Administration to add additional out of state residential or public schools not listed in the educating provider drop down list. A DPI Special Education Administrator will review the entity for educational approval.

By clicking on the [Entity Users](#), a user can view the entities which they are linked to, or have user access.

[Create Entity](#), shown below, is a module which only DPI Administration can access, but users may view. Please call, Kim Vega at 701-328-2175, or email kvega@nd.gov for assistance with entities set-up, or changes needed to an entity in the electronic contract system. The yellow screen shot below indicates the information needed for DPI Administration to create a new entity.

The screenshot shows a web browser window titled "Agency - Windows Internet Explorer" displaying the "Create Entity" form. The browser address bar shows the URL: <https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Admin/Agency.aspx>. The page header includes "North Dakota nd.gov Official Portal for North Dakota State Government" and "ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub". The date is Wednesday, July 18, 2012. The navigation menu includes "DPI Admin" and "Student Contracts". The "Create Entity" link is circled in red. The form fields are: Entity Name, Phone, Email, Address, City, State, and Zip Code. There are checkboxes for "Within State of ND?" and "Is Education Provider?". A "Save" button is at the bottom. A yellow box highlights the Entity Name, Phone, Email, and Address fields. The "Entity Users" link in the left navigation menu is also highlighted with a red box.

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Users

Users in the electronic contract system must create a login ID to work in the contract and notification system. The ID is created at the ND State level and may be used for a number of ND State online processes, such as online motor vehicle renewal, or obtaining a ND hunting license. **The link to create a login ID is located at:**

<https://secure.apps.state.nd.us/itd/ldap/registration.htm?apptype=P&rp=https://secure.apps.nd.gov/DPI/ndteach/Login.aspx>. See the **Help** button for [Login Setup video training](#) for additional instructions for first time users. The contract and notification manual & video training can be found at the bottom of the web page.

IMPORTANT: Entities with no administrative users require DPI to enter an administrative user before they can enter the system! Once an administrative user is entered, administrative users can add other users. Please call 701-328-2175, or email kvega@nd.gov with login ID for first time user set-up. Do not include the personal password as this is not needed for set-up in the contract system.

Entity Name: Bismarck 1
Phone: 701-323-4000
Email: kvega@nd.gov
Address: 806 N Washington St
City: Bismarck
State: ND
Zip Code: 58501-3623
 Within State of ND? Is Education Provider?

Users
The users below currently have either user and/or admin access to this entity. If the admin checkbox is not checked, the user is a staff member of the entity and does not have admin permissions.

ND Login ID	Last Name	First Name	Email	Admin
<input checked="" type="checkbox"/> apildap	Miller	Dorice	ddmiller@state.nd.us	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> loadtest1	Conway	Load	nlevi@nd.gov	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> loadtest10	Test	Load	ecornell@state.nd.us	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> loadtest20	Test	Load	ecornell@state.nd.us	<input type="checkbox"/>

Save

Add User
User Name:

This green button serves as the 'next' button

Note – Users can be added or deleted by users with administrative permission. See checked boxes under Users to determine the level of permission.

Instruction Manual for Student Contracts

Users are identified as an entry level user, or as an administrative user. An entry level user is allowed to create and save documents in the system. An administrative user is able to create, save, submit and approve documents in the system. In addition to these tasks, an administrative user has permission to add or delete users under the entity user list.

IMPORTANT – the administrative check box can only be ‘checked’ or applied by DPI Administration. Please call Kim Vega at 701-328-2175, or email kvega@nd.gov to change a user’s status to administrative.

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Service Costs

The **Service Costs** tab located under **Administration** is used to compute the costs for a particular service area by the school districts. This calculation determines the cost of providing a service full time to a particular student. On the student's individual contract, the cost of the service must be prorated to estimate the actual amount of service received by the student.

To create the service costs for a school district -

Click **Service Costs** in the left hand menu under **Administration**.

Click on **Service Costs** located in the top menu selections.

Choose the correct **School Year** from the drop down box.

Select the correct **Agency** from the drop down list.

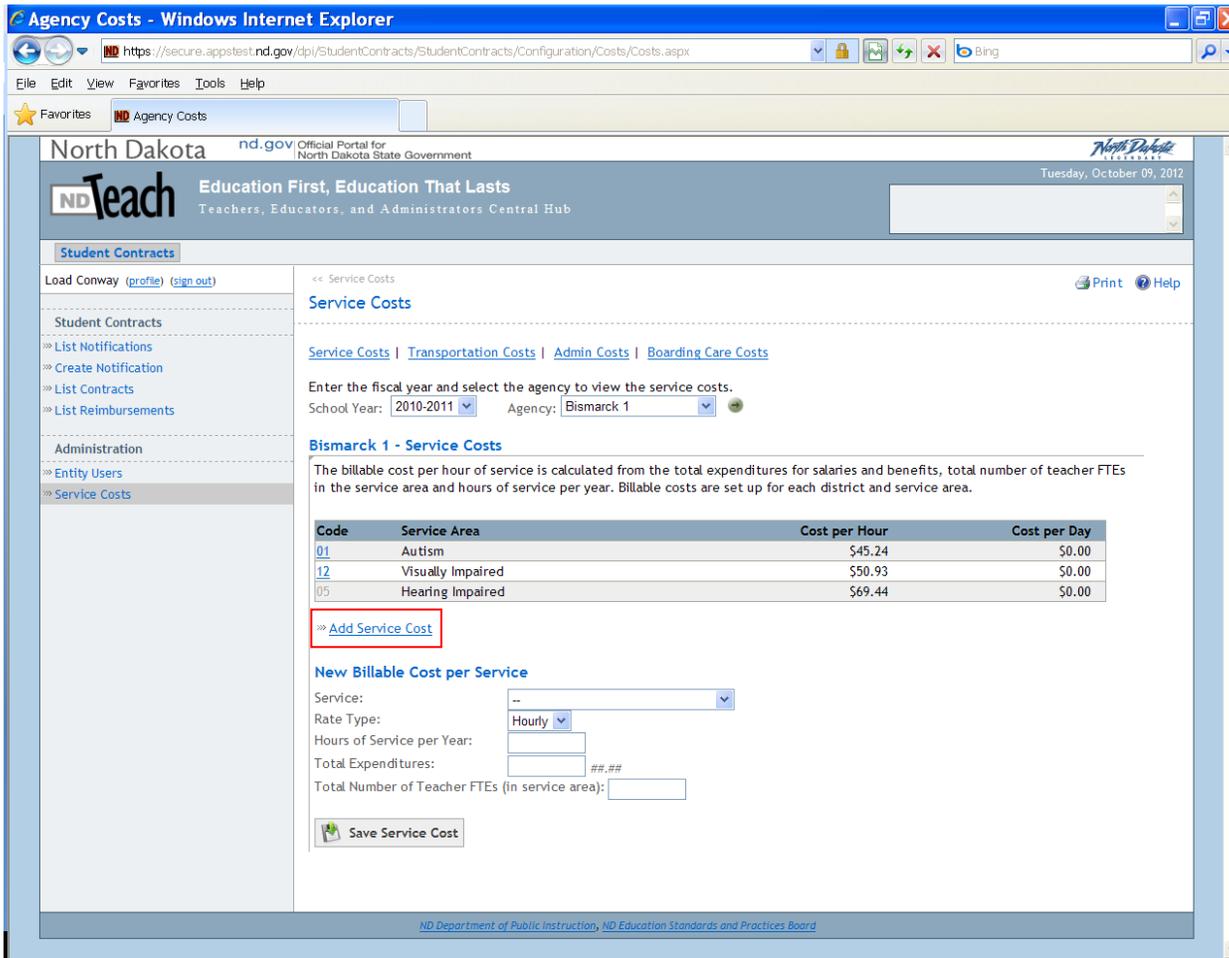
Users may be assigned the responsibility of more than one agency/entity in which case the drop down will display other entities. If an agency/entity appears which the user does not have an association, please call DPI Admn at 701-328-2175 for correction.

Codes in blue may be edited by the user. Shaded out codes are not editable by the user. Please call DPI Admn if changes are needed.

Code	Service Area	Cost per Hour	Cost per Day
01	Autism	\$45.24	\$0.00
12	Visually Impaired	\$50.93	\$0.00
05	Hearing Impaired	\$69.44	\$0.00

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To create the service costs for a school district (cont) -



Click **Add Service Cost**.

Click on the arrow under **Service** for the drop down list of the available services.

Click **Hourly** or **Daily** under **Rate Type** depending on the billing method.

The minimum **Hours of Service per Year** needed to complete the service rate is 1080.

This calculates to 30 hours per week for a 36 week school year. Hours may be higher depending on the work week for service rate's staff.

Enter the **Total Expenditures** for this service area.

The **Total Expenditures** includes salaries and benefits of teachers, coordinators, paraprofessionals, and other personnel in this service area excluding salaries and benefits of paraprofessionals serving individual students or in cases where paraprofessional time for a group of students will be billed. A teacher is used as the unit of service; other personnel are considered as supportive.

Enter the **Total Number of Teacher FTEs** in this service area.

The teacher FTEs in the formula are the unit of service and considered billable minutes. Therefore, the teachers identified in the FTE formula are the units of service and considered billable minutes.

Instruction Manual for Student Contracts

The service area will calculate as outlined in the example formula below:

Total Expenditures \$150,000

Hours of Service per Year 1080

Total number of FTEs 1.50

Formula calculation:

\$150,000 total expenditures divided by 1080 hours
of service = \$138.88

\$138.88 divided by total number of FTEs 1.50 = \$92.58

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 1080 hours times \$75.00 = \$81,000.00.

Formula Calculation:

\$81,000.00 total expenditures divided by 1080 hours
of service = \$75.00

\$75.00 divided by total number of FTEs 1 = \$75.00

IMPORTANT: Service Costs are locked down for the school year after a contract has been created using the service cost. If an error was made when creating the service and editing is required after a contract has already been completed, please call DPI Admn to unlock the rate, which allows the user to re-create the rate, and add again. By adding again the incorrect rate will be written over or amended. Service Rate codes which are shaded blue in color may be edited by user. Service Rate Codes which are gray in color will require DPI Admn to unlock if editing is needed.

A service rate which is later edited will not change any student contracts which have been created & 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. Contracts un-submitted or saved will calculate using new service rate. In order to prevent an excessive amount of voided contracts, please compile your needed data, and complete the service rate structures for your district(s) before beginning the task of creating student contracts.

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Instructions for Service Rates for codes 27, 28, 29, 30

- 27- Paraprofessional
- 28- Consultant Services
- 29- Evaluation Services
- 30- Interpreter Services

Service Rate codes for number 27-30 are unique to the individual student and are created as you create the student contract. Below you will see the validation error you will receive if you attempt to create these codes from the **Service Costs** tab.

The screenshot shows a web browser window titled "Agency Costs - Windows Internet Explorer". The address bar shows the URL: <https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Configuration/Costs/Costs.aspx>. The page header includes "North Dakota nd.gov Official Portal for North Dakota State Government" and "Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub". The date is "Tuesday, October 09, 2012". The main content area is titled "Service Costs" and includes a navigation menu with "Service Costs", "Transportation Costs", "Admin Costs", and "Boarding Care Costs". Below the navigation menu, there is a form to "Enter the fiscal year and select the agency to view the service costs." with "School Year" set to "2012-2013" and "Agency" set to "Bismarck 1". The page title is "Bismarck 1 - Service Costs". A message states: "The billable cost per hour of service is calculated from the total expenditures for salaries and benefits, total number of teacher FTEs in the service area and hours of service per year. Billable costs are set up for each district and service area." Below this, it says "No service costs found." and provides a link to "Add Service Cost". Under the heading "New Billable Cost per Service", the "Service" dropdown is set to "27 - Paraprofessional". A red box highlights the message: "This service is available when creating a contract and is unique to the student's individual costs." The footer of the page reads "ND Department of Public Instruction, ND Education Standards and Practices Board".

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Below is an example of the service rate as it appears in the create contract section of the electronic student contract system. This topic is discussed in greater detail in the **Contract Creation** module located in the Help button.

The screenshot shows a web browser window titled "Contract - Windows Internet Explorer" displaying the "Contract" page on the North Dakota ND Teach website. The page header includes the North Dakota logo, "nd.gov Official Portal for North Dakota State Government", and the date "Tuesday, October 09, 2012". The main content area is titled "Contract" and features a sidebar with navigation links for "Student Contracts" and "Administration". The main content area displays a summary of costs for various categories, all totaling \$0.00:

- Transportation Costs Total: \$0.00
- Boarding Care Costs Total: \$0.00
- Student Services and Cost Calculations Total: \$0.00
- Regular Education Costs Total: \$0.00
- Special Ed Administrative Costs Total: \$0.00
- Contract Reimbursement Total: \$0.00

A red box highlights the "27 - Paraprofessional" service rate form, which includes the following fields:

- Hourly Unit Cost: 0.00
- Units/wk: [] Hours [v]
- Weeks/yr: []
- Group size: []
- Save button

Below the form, there is a "Has third party payments?" section with radio buttons for "Yes" and "No", and a "Save & Calculate" button. The summary shows "Total Service Costs: \$0.00" and "Total Third Party Payments: \$0.00".

Code Descriptions/Service Costs

Service Codes defined in the student contract system consists of approved special education and related services for children with disabilities. Each code has a regular year code and an ESY service code. Rates for student contracts may be determined by a 12 month yearly average, or by dividing the school year into two periods, regular and extended school year (ESY), and creating an average rate for each period. Daily Rates are available for private residential facility to create rates based on a daily average. Service Costs are unique to the school year and need to be re-created each new school year.

Under Agency Defined the word true indicates a fixed rate used for all contracts, false indicates a rate used individually and created when creating the student contract.

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	Educable 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	Trainable Intellectual Disability	True	Special Education	Active
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

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27	Paraprofessional	False	Special Education	Active
28	Consultant Services	False	Special Education	Active
29	Evaluation Services	False	Special Education	Active
30	Interpreter Services	False	Special Education	Active
100	Daily Tuition	True	Special Education	Active
31	Non-Categorical Delay	True	Special Education	Active
101	HOTR Grade K	True	Special Education	Active
102	HOTR Grade 1-6	True	Special Education	Active
103	HOTR Grade 7-8	True	Special Education	Active
104	HOTR Grade 9-12	True	Special Education	Active
105	HOTR Special Education Rate	True	Special Education	Active
106	HOTR Day Treatment Rate	True	Special Education	Active
32	Music Therapy	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	Educable Intellectual Disability- ESY	True	Special Education	Active
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	Trainable Intellectual 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	Orientation & Mobility - ESY	True	Special Education	Active

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231	Non-Categorical Delay - ESY	True	Special Education	Active
232	Music Therapy - ESY	True	Special Education	Active
111	ESY Daily Rate	True	Special Education	Active
110	Daily Rate 2	True	Special Education	Active

Administrative Costs

To calculate the administrative costs of Special Education Administration 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 staffs that are used in the computation of the 'Regular Education Costs for Student with Disabilities'. Do not include program coordinators, since these costs should be included in the cost for the individual service areas.

Click on **Service Costs** in left-hand menu options.

Click on **Admin Costs** from options located at the top under Service Costs.

Enter the **Total Admin Cost for Calculation** for the Special Education Unit with factors mentioned above.

The total number of services provided (unit-wide duplicated count) for the most current year will be entered by a DPI Administrator.

After the total amount of **Total Admin Cost for Calculation** have been entered, click the calculate button. 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 Administration with request to enter the duplicated number for your unit.

The screenshot shows the North Dakota ND Teach website interface. The header includes the ND Teach logo and the slogan "Education First, Education That Lasts". The navigation menu on the left has "Service Costs" highlighted. The main content area is titled "Burleigh Co Special Ed Unit - Admin Costs" and contains a form for calculating the average cost of special education administration. The form includes a "Calculate" button and a text input field for "Total Admin Cost For Calculation". A green arrow points to the "Calculate" button with the text "This button serves as a 'next' button".

Transportation

The following link is provided to users for questions and answers on serving children with disabilities and transportation -- http://www.dpi.state.nd.us/speced/OMB_08-0101_transportation.pdf

Transportation by Routes

Click **Service Costs** in the left-hand margin under Administration.

Click **Transportation Costs** located in the top menu selections.

Choose correct **School Year** from drop down list.

Select the **District** from drop down list.

Click on the **green arrow button**.

The screenshot shows a web browser window titled "Agency Costs - Windows Internet Explorer". The address bar shows the URL: <https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Configuration/Costs/Costs.aspx>. The page header includes "North Dakota nd.gov Official Portal for North Dakota State Government" and "ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub". The date is "Friday, October 19, 2012".

The main content area is titled "Service Costs" and includes a navigation menu with "Service Costs", "Transportation Costs", "Admin Costs", and "Boarding Care Costs". Below this, there are dropdown menus for "School Year" (set to 2009-2010) and "District" (set to Bismarck 1). A green arrow button is visible next to the District dropdown.

The section "Bismarck 1 - Transportation Costs" contains the following text: "The group transportation cost for each route is calculated through the transportation cost per pupil. Click on the route number to calculate the transportation cost per pupil for the selected route."

Route Number	Cost per Pupil
1	\$210.00
12	\$2,340.00

At the bottom of the page, there is a link for "Add Route". The footer text reads "ND Department of Public Instruction, ND Education Standards and Practices Board".

Instruction Manual for Student Contracts

To add a transportation Route:

Click on [Add Route](#).

Enter the **Route Number** or an identification number for the route.

Enter in the **Est. Vehicle Miles/Week** .

The **Number of weeks** is defaulted to 36 and cannot be edited.

Enter the **Rate/Mile** or the cost per mile for the route.

Enter **the Est. Foundation Aid Payment** or the amount of foundation aid received per mile.

Enter the **Total Number of Student** riding the bus.

Click **Save Route** button.

Important: The route is based on the entire school year. The student contract will prorate the cost for an individual student based on the number of days in their contract.

Agency Costs - Windows Internet Explorer
https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Configuration/Costs/Costs.aspx

North Dakota nd.gov Official Portal for North Dakota State Government
Friday, October 19, 2012
ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub

Student Contracts
Load Conway (profile) (sign out)

Service Costs
Service Costs | Transportation Costs | Admin Costs | Boarding Care Costs

Enter the fiscal year and select the agency to view the transportation costs.
School Year: 2010-2011 District: Bismarck 1

Bismarck 1 - Transportation Costs
The group transportation cost for each route is calculated through the transportation cost per pupil. Click on the route number to calculate the transportation cost per pupil for the selected route.

Route Number	Cost per Pupil
1	\$1,230.00
25	\$23,680.00
35	\$83.70

» Add Route

New Transportation Route
Route Number:
Est. Vehicle Miles/Week:
Number of weeks: 36
Rate/Mile: ###
Est. Foundation Aid Payment: ### (amount of foundation aid received per mile)
Total Number of Students:
Save Route

ND Department of Public Instruction, ND Education Standards and Practices Board

Transportation by Individual

Individual transportation charges which are unique to a student may be created 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. See **Contract Creation** in this manual for additional information.

The screenshot shows a web browser window titled "Contract - Windows Internet Explorer" with the URL <https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Contracts/ContractAndParts/Contract.aspx?id=279>. The page header includes "North Dakota nd.gov Official Portal for North Dakota State Government" and "ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub". The date is "Thursday, January 31, 2013".

The main content area is titled "Contract" and contains a form for "Individual" transportation costs. The form has the following fields:

- Est. Vehicle Miles/Week:
- Number of Weeks: 36
- Rate/Mile: ##.##
- Est. Foundation Aid Payment: ##.##

Below the form is a "Save & Calculate" button. The form also displays "Total Transportation Costs: \$0.00".

A red box highlights the following sections:

- Boarding Care Costs Total: \$0.00
- Student Services and Cost Calculations Total: \$0.00
- No service costs found
- Add Service...

Below the highlighted sections are two more "Save & Calculate" buttons. The form also displays "Total Service Costs: \$0.00" and "Total Third Party Payments: \$0.00".

At the bottom of the form, there are several summary rows:

- Regular Education Costs Total: \$0.00
- Special Ed Administrative Costs Total: \$0.00
- Contract Reimbursement Total: \$0.00

The footer of the page reads "CALCULATION OF DISTRICT OF RESIDENCE COST AND STATE LIABILITY" and "ND Department of Public Instruction, ND Education Standards and Practices Board".

Boarding Care

According to Section 15.1-32-14 and 15.1-32-15 of the North Dakota Century Code and the policies and procedures as established by the Department of Public Instruction and the Department of Human Services, the Department of Public Instruction will reimburse the local school district, through their special education unit, for 80% of the cost of boarding care for the student. If additional information is secured, or if there is a change in arrangements for the student, the Department of Public Instruction must be informed so as to ensure an opportunity for maximum utilization of appropriated funds.

Boarding Care is a service rate provided only by private residential facilities. **To enter a boarding care rate for a private facility:**

Click on **Service Cost** located on the left menu bar.

Click on **Boarding Care Costs** from the top menu.

Choose the correct **School Year** and **Agency** from the drop down list.

Click on **Add Boarding Care Cost**. Fill in a brief description of the boarding care costs and enter in the daily rate amount.

Click on the **Save** button to enter the boarding care rates.

The screenshot displays the North Dakota Teach website interface. The header includes the North Dakota logo, the text 'Education First, Education That Lasts', and the date 'Friday, August 31, 2012'. The left sidebar contains a navigation menu with 'Service Costs' highlighted. The main content area shows the 'Service Costs' section with a sub-menu where 'Boarding Care Costs' is selected. Below this, there are dropdown menus for 'School Year' (set to 2012-2013) and 'Agency' (set to Dakota Boys & Girls Ranch - Bismarck). A message states 'No boarding care costs found.' and a link to 'Add Boarding Care Cost' is visible. The form for adding a cost includes fields for 'Description' and 'Daily Rate' (with a '###' placeholder), and a 'Save' button. A red box highlights the 'Boarding Care Costs' menu item, and a white arrow points to the 'Add Boarding Care Cost' link.

TIENET – IEP review

Each student contract containing an excess balance obligated by the State will be compared to the student's IEP in Tienet. Services listed on the contract, but not detailed in Tienet, will not be allowed. Student IEP records must be current in Tienet prior to DPI approval. Each contract will be reviewed from a fiscal and administrative perspective which requires a two step approval process. Please allow ample time for approvals to be completed by all parties involved.

Link to Tienet: <https://tienet3.tienet.maximus.com/userlogin.aspx>