

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.

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 "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, there is a form to "Enter the fiscal year and select the agency to view the service costs." with "School Year: 2010-2011" and "Agency: Bismarck 1".

The section "Bismarck 1 - Service Costs" contains a table with the following data:

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

Below the table is a link for "Add Service Cost".

A callout box on the left side of the screenshot contains the following text: "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." This text points to the code "12" in the table, which is shaded out.

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

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 content includes a header for "North Dakota" and "Education First, Education That Lasts". The main content area is titled "Service Costs" and shows a table of service costs for Bismarck 1. The table has columns for Code, Service Area, Cost per Hour, and Cost per Day. The rows are: 01 Autism (\$45.24 per hour, \$0.00 per day), 12 Visually Impaired (\$50.93 per hour, \$0.00 per day), and 05 Hearing Impaired (\$69.44 per hour, \$0.00 per day). A red box highlights the "Add Service Cost" link below the table. Below the table, there is a form for "New Billable Cost per Service" with fields for Service, Rate Type, Hours of Service per Year, Total Expenditures, and Total Number of Teacher FTEs. A "Save Service Cost" button is at the bottom of the form.

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

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.

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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.

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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 North Dakota State Government's "ND Teach" portal. The page is for creating a contract, with a sidebar on the left containing navigation links like "List Notifications", "Create Notification", "List Contracts", "List Reimbursements", "Administration", "Manage Staff", "Entity Users", "Statewide Configuration", "Services", "Service Costs", and "Set Years Contracts Permitted".

The main content area shows a "Contract" form. A red box highlights the following fields:

- Service Type: 27 - Paraprofessional (dropdown)
- Hourly Unit Cost: 0.00 (text input)
- Units/wk: (text input)
- Hours: (dropdown)
- Weeks/yr: (text input)
- Group size: (text input)
- Buttons: Save, Save & Calculate
- Radio buttons: Has third party payments? Yes No

Below the form, a summary table shows:

Transportation Costs Total:	\$0.00
Boarding Care Costs Total:	\$0.00
Student Services and Cost Calculations Total:	\$0.00
No service costs found	
Total Service Costs:	\$0.00
Total Third Party Payments:	\$0.00
Special Ed Administrative Costs Total:	\$0.00
Contract Reimbursement Total:	\$0.00

At the bottom, a "CALCULATION OF DISTRICT OF RESIDENCE COST AND STATE LIABILITY" table is shown:

Tuition	
Student Service Costs (\$0.00 minus 3rd party pymts of \$0.00)	\$0.00
Cost of Special Ed Admin	\$0.00
Cost of Transportation	\$0.00
Regular Ed Costs for Students with Disabilities	\$0.00
Total Per Student Costs for Tuition	\$0.00