

Compensatory Services Claims August 2020

Chris Brown

Director of Operations
Exceptional Student
Services



Compensatory Services Claims

Under the current climate, public education agencies (PEAs) may need relief when a free appropriate public education (FAPE) was unable to be provided as a result of the Spring/Summer 2020 school closure and resultant emergency remote learning ordered.

Relief

The state is providing relief for services already provided by the PEA to absorb some of the burden.

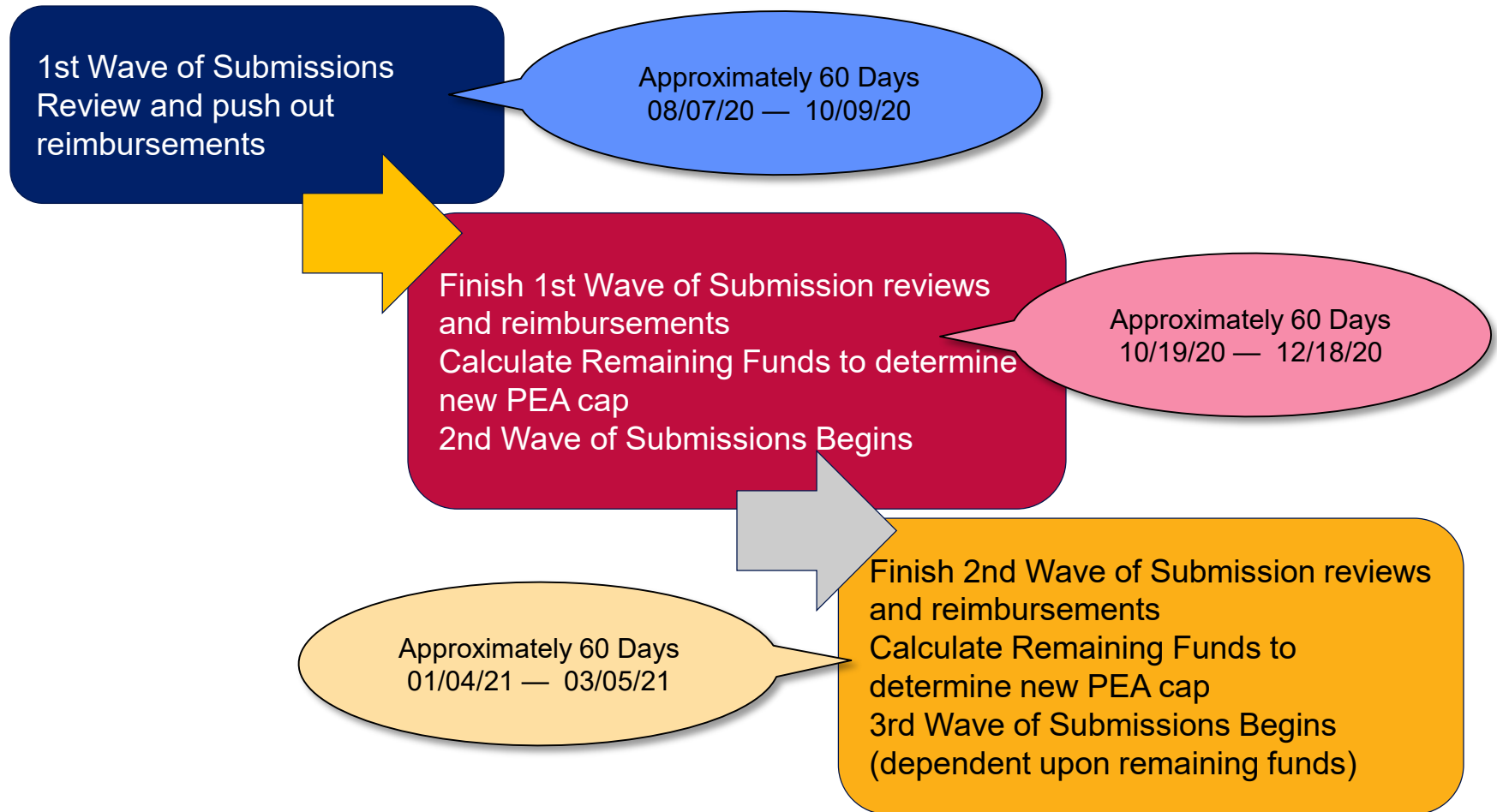
ADE/Exceptional Student Services advocated for a portion of CARES Act funds to be dedicated to compensatory education which was supported by Superintendent Hoffman.

Amounts

Exceptional Student Services was able to obtain 5 million dollars from CARES Act funds to reimburse PEAs in waves until the funds are depleted.

These funds will be accessible as reimbursements reviewed in approximately 60-day waves. Initially, each PEA will be capped to \$3,000 per wave. Amounts will be revised after each wave after the budget of remaining funds is calculated.

Process



Process (continued)

Disclaimers

- Reimburse for expenditures already incurred by the PEA
- Dates for any waves beyond the initial are subject to change
- Available amounts to all PEAs after the first wave are subject to change of availability
- IDEA Maintenance of Effort is still in effect currently (see slide 23)

System

Exceptional Student Services has extended the functionality of the special education claim system to take applications for reimbursement of compensatory services provided to a student with a disability.

Compensatory Services Item Checklist for Applications

The following information will be required for a PEA to submit a claim for reimbursement:

- State Student ID
- Current IEP
- Invoices showing costs of compensatory services
 - If costs are shared among multiple students or services, dollar amounts must be apportioned to each student in the claim
- Documentation showing what compensatory services were needed as a result of circumstances due to COVID-19

Supporting Documentation

The supporting documentation and services provided should align with services outlined in the IEP. Compensatory services due to noncompliance or negligence by the PEA is not reimbursable by this fund. This fund is primarily used to relieve some burden by the PEA for compensatory services due to circumstances surrounding COVID-19.

Process of Review

Review Rubric

Teams: ESS Program Management
ESS Program Support & Monitoring and Dispute Resolution as support

Eligibility

- ✓ Submitted within a wave timeframe
- ✓ Provide document attachments
- ✓ Request within the dollar caps for the PEA

Documentation

- ✓ Current IEP
- ✓ Accurate invoices or journals (apportioned if needed) of compensatory services provided
- ✓ Supporting information provided what compensatory services were needed and agreed upon

Content

- ✓ Compensatory Services documentation shows it was needed as a result of circumstances due to COVID-19
- ✓ Compensatory Services documentation aligns to IEP
- ✓ May adjust in the future if needed due to circumstances

Walkthrough



The application can be found within the ESS Portal section of ADEConnect. Users must have the role of ESS Compensatory Services Claims :: Entity User.



Entity administrators at your PEA will need to assign roles for users.



You can find your entity administrator by clicking the find entity administrator link in the top right of ADEConnect.


Walkthrough (2 of 12)

Once a user has access to the application, they can enter the ESS Portal from ADEConnect. A user can then click the ESS Compensatory Services link.

Administrative Applications
Systems that facilitate administrative business processes such as Private Day School, RTC, Vouchers and Surrogate applications.

App efforts

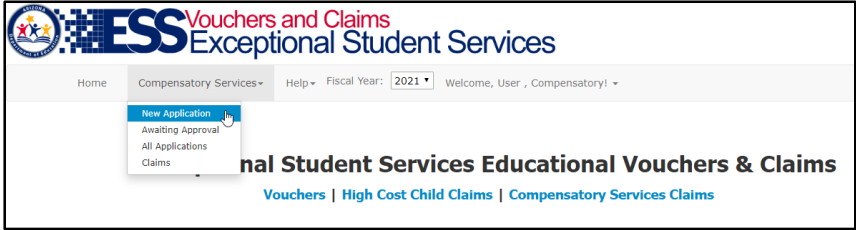
- 1% Threshold
- ESS Compensatory Services
- ESS High Cost
- ESS Special Education Program Approvals
- ESS Surrogate
- ESS Vouchers



Walkthrough (3 of 12)

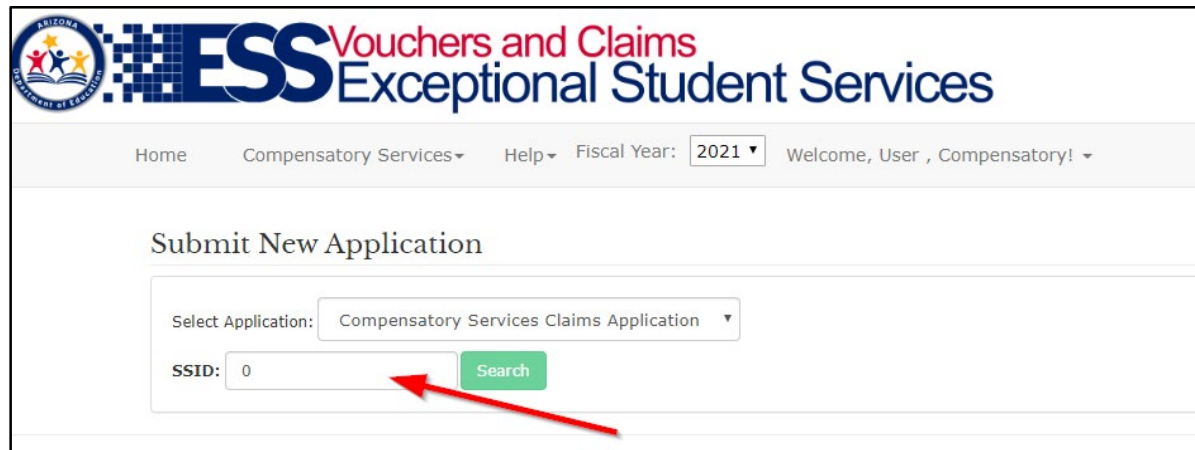
The system uses the same framework as educational vouchers and high cost child claims. The front page has been restructured to dedicated sections on each source of funding streams.

At the top menu, a user can hover over compensatory services and click new application to start a new claim.



Walkthrough (4 of 12)

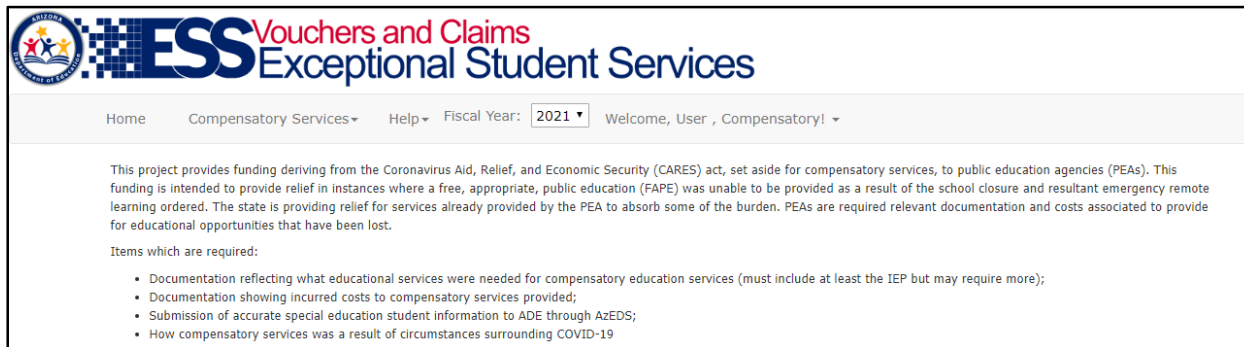
The system will ask the user to submit a student ID for basic validation. The expectation is that, since an IEP is already in effect for the student, the student will have a state student ID assigned to him or her.



The screenshot shows the ESS Vouchers and Claims web application interface. The header includes the Arizona Department of Education logo and the text "ESS Vouchers and Claims Exceptional Student Services". The navigation bar contains links for Home, Compensatory Services, Help, and a Fiscal Year dropdown menu set to 2021. The main content area is titled "Submit New Application" and features a form with a dropdown menu for "Select Application" (currently showing "Compensatory Services Claims Application") and an "SSID" input field containing the number "0". A red arrow points to the SSID input field, and a green "Search" button is located to its right.

Walkthrough (5 of 12)

The user will see some information regarding these types of claims. He or she will then be prompted to provide a variety of information regarding the claim for that single student.



The screenshot shows the top portion of a web application. At the top left is the logo for the Arizona Department of Education, featuring a sun, a star, and three stylized figures. To the right of the logo is the text "ESS Vouchers and Claims" in red and blue, with "Exceptional Student Services" in blue below it. Below the header is a navigation bar with links for "Home", "Compensatory Services", and "Help". To the right of these links is a "Fiscal Year:" dropdown menu currently set to "2021", and a user greeting "Welcome, User , Compensatory!". Below the navigation bar is a main content area with a paragraph of text explaining the project's purpose: "This project provides funding deriving from the Coronavirus Aid, Relief, and Economic Security (CARES) act, set aside for compensatory services, to public education agencies (PEAs). This funding is intended to provide relief in instances where a free, appropriate, public education (FAPE) was unable to be provided as a result of the school closure and resultant emergency remote learning ordered. The state is providing relief for services already provided by the PEA to absorb some of the burden. PEAs are required relevant documentation and costs associated to provide for educational opportunities that have been lost." Below this paragraph is the heading "Items which are required:" followed by a bulleted list of four requirements: "Documentation reflecting what educational services were needed for compensatory education services (must include at least the IEP but may require more);", "Documentation showing incurred costs to compensatory services provided;", "Submission of accurate special education student information to ADE through AzEDS;", and "How compensatory services was a result of circumstances surrounding COVID-19".

Walkthrough (6 of 12)

Compensatory Services Claims Application Details

District: SSID: Student Name: Birth Date:

* IEP Date:

* Requested Claim Amount:

Claim Date Range: * Start: * End:

Comments:

Upload Document:

Select Document Type(s):*

IEP Invoice Other

No file chosen

* Field is mandatory.

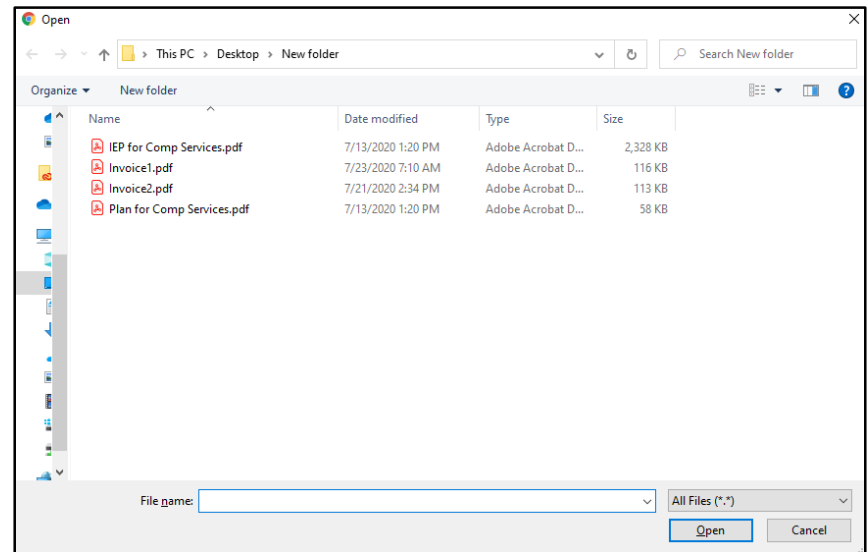
Walkthrough (7 of 12)

The following fields will be required for the claim to be submitted:

- IEP Date
The date the IEP was created or revised last
- Requested Claim Amount
How much the PEA is requesting for reimbursement
- Claim Date Range
The time period of services for which you are requesting reimbursement

Walkthrough (8 of 12)

Users will be allowed to upload as many documents as needed in the Upload Documentation section. Users can upload a single file or multiple files at a time.



Walkthrough (9 of 12)

Once a user has submitted everything, you will be required to electronically sign, and you can submit the claim for review.

The screenshot shows a web form titled "Terms of agreement". The text reads: "The PEA understands the compensatory education services funding will be provided for one year if the following occurs:" followed by a numbered list of six items (1.1 to 1.6). Below the list is a checkbox with the text: "By checking the box and submitting your signature, you certify that you have read and understood the provisions of this application and any potential financial consequences. Your acknowledgment is considered an electronic signature with legal effect, validity, and enforceability." There are three orange arrows pointing to the checkbox, the "Signature" button, and the "Submit For Approval" button.

Terms of agreement

The PEA understands the compensatory education services funding will be provided for one year if the following occurs:

- 1.1 CARES funds are available to support this program;
- 1.2 Claims for reimbursement meet criteria outlined in instructions, guidance, or rubrics;
- 1.3 PEA maintains its commitments by adhering to the Contractor Responsibilities;
- 1.4 PEA provides sufficient documentation reflecting what educational services were needed for compensatory education services;
- 1.5 PEA provides sufficient documentation showing incurred costs to compensatory services provided;
- 1.6 PEA has submitted accurate special education student information to ADE;

By checking the box and submitting your signature, you certify that you have read and understood the provisions of this application and any potential financial consequences. Your acknowledgment is considered an electronic signature with legal effect, validity, and enforceability.

Signature

Submit For Approval Cancel

Walkthrough (10 of 12)

If there are any errors in the submission, the system will tell you what items must be resolved. Once those items are corrected, it should let you submit.

* Field is mandatory.

Please enter a valid IEP Date

Please enter a valid Requested Claim Amount

Please enter a valid Claim Start Date

Please enter a valid Claim End Date

Please enter a valid Signature.

You must accept terms and conditions to proceed further.

Walkthrough (11 of 12)

If there are any items that must be revised, ESS Program Management will reject the claim application. During the rejection, the team can provide comments within the application and email the submitter if the information exceeds the character length in the comment section.

Walkthrough (12 of 12)

The status of all the claims for your PEA can be seen by clicking all applications under the compensatory services menu option. This will provide a summarized list of all applications you have submitted.

All Applications

Show 50 entries

Application	SSID	Student Name	Birth Date	Application ID	Application Type
View	XXXXXXXXXX	Adrian, Matthew	09/09/2008	36504	Compensatory Services Claims
View	XXXXXXXXXX	Oliver, Dominic	12/15/2008	36493	Compensatory Services Claims

Showing 1 to 2 of 2 entries

Final Notes

Since there have been no direct COVID-19 IDEA Maintenance of Effort waivers granted at this time, **PEAs must ensure they are still maintaining fiscal effort with state funds.** There are some other funding sources that can be used for students with disabilities this year and compensatory services.

- State Funds
- IDEA Entitlement Grant
- IDEA High Cost Child (specific scenarios)

Questions



Chris Brown

Chris.Brown@azed.gov

ESS Program Management

ESSProgMgmt@azed.gov