

## **Circuit Breaker Reimbursement Update Instructions (Spring 2004)**

As you may be aware, Circuit Breaker reimburses high cost special needs placements in the same year that they occur. As a result, it is necessary that you provide us with updated student placement information through the Circuit Breaker Update Form. Below please find information you will need to complete this process. The Circuit Breaker Update Form must be uploaded via the [DOE Security Portal](#) **no later than May 27, 2004**. Third quarter payment cannot be generated until this information is submitted. There will be one final update period for FY04 late June.

### **Downloading the files**

There are two files located in the [Department's Security Portal](#), **04CBERRXXX** and **CB04UPDATEXXX** (XXX represents your 3 digit district code). Please download both files to your hard drive. Once you have saved both files to your hard drive you are ready to proceed.

### **ERR FILE**

**04CBERRXXX** contains a listing of students that have a variety of errors. The file is a workbook that contains two worksheets (titled *Key Codes and Findings*). The Key Codes worksheet will provide a description of all errors. The Findings worksheet will list the students in question for your district. Some students have been included in the Update form but contain minor errors when matched to the SIMS database. We ask that you verify these students and make the necessary changes on the Update form or SIMS database. For those students that are excluded, you will need to verify the information and reenter that student's information onto the Update form.

### **Update file**

**04CBUpdateXXX** contains verified student information originally reported on your CB1 claim file plus any data from 28M4 forms that were submitted. Please be aware that this file is built on the premise that one student can have multiple placements during the year. For example, if a student is in a Private Approved School for a summer program and then attends another private program during the school year, that student has two placements. Many students will have multiple placements throughout the year. As placements change, so does a student's cost, so it is necessary to include all changes to student's programs that will affect their cost.

*Please note that upon opening the file, you will see a warning message stating that the file contains macros. The macros are features we put in the file to make it easier to navigate and complete. When you see this message, be sure to click "Enable Macros".*

The file is a workbook that contains several worksheets (titled *Sum\_ALL*, *Sum\_SASID* and *Claim*). You can access the worksheets by clicking the title on the tab in the lower left hand corner of the file. If you can't see the tabs, make sure your window is maximized.

**Sum\_All** worksheet contains a listing of all your students.

**Sum\_SASID** worksheet contains all placement information for one particular student.

**Claim** worksheet is the reimbursement matrix where you modify or add student services or placements.

Certain cells show a little "Red Triangle" in the upper right hand corner of the cell. By placing your cursor over this "Red Triangle", additional comments concerning the cell's contents will be displayed.

Other cells have a "drop down box". Once the cell is selected, an "Arrow" will be displayed on the right hand side of the cell. By clicking on this arrow, a drop down list pertaining to that cell will be displayed. Simply click your cursor on the appropriate entry and it will be populated for you.

## Placement Definitions

**Approved One to One Services** – Services provided to student in an out of district placement that are not included in the cost of tuition. OSD approval must be in place in order to be reimbursed.

**Cost Share** – Another agency, other than DOE, is contributing toward the cost of a student's placement.

**Cycle** – The number of days in your school's cycle. Usually services are delineated in the Service Delivery Section of the IEP. Most IEPs state that the student will receive x hours of service/cycle (cycle on most IEPs we have seen are by week).

**In-District** – Services provided by a district for a student placed in the local school system. **Please note: any changes to an originally claimed In-District student with a Summer Program will require the student information be completely reentered. The Summer program should be entered as a separate placement and the School year program as a separate placement.**

**Joint Responsibility (2<sup>nd</sup> LEA)** – More than one district has fiscal responsibility.

**LEA/Collaborative** – For students in a program run by a Local Educational Agency or a collaborative program

**OSD Approved 10/12 Month Programs** – Private Special Education day and residential school programs that are approved by OSD.

**OSD Approved Sole Source** – Approved individual pricing authorization for a student attending an unapproved program.

**OSD Approved Summer Programs** – Out of district summer programs that are approved by OSD

**Other/Pending Sole Source** – Awaiting individual pricing authorization for a student attending an unapproved program.

**Special Indicator** – Students that are abandoned, homeless or a state ward

**Summer Program In District** – 10 week summer program provided by the local district. Should be entered as a supplemental in district service.

**Supplemental In District** – Additional services provided by the district when a student is in an out of district placement.

## Examples of Various Placement Changes

Cell references mentioned below pertain to Excel worksheet columns and rows – for example, cell F16 refers to column F, row 16.

**Example A (In district to out of district):** Student was originally reported as an in district student for the entire school year. Mid way through the year the student required an out of district placement. In order to make this change on the update form, you must terminate the original placement first:

### **To terminate the In District component:**

1. Select the student's SASID number from the SUM\_All worksheet and click the "Modify" button.
2. This will bring you to the Sum\_SASID worksheet. Select the appropriate placement number and click the "Modify" button.
3. This will bring you to the claim form which will populate information for that placement.
4. Next you should enter the termination date in cell F16 and change the number of days in cell G16. Click the "update and save" button. Select "**NO**" to modify the current placement.

***Note: Changes to any originally claimed In District students with a Summer Program will require reentry of a) the Summer component as a separate placement, and b) the school year section as another placement.***

### **To add the Out of District placement:**

5. Change cell H7 to "out of district" by clicking on the dropdown arrow. This will bring you to the out of district section of the claim form.
6. Enter all appropriate out of district placement information including new placement dates.
7. Click the "update and save" button and click "**YES**" to save as a new placement. This will save the placement information and assign a placement number. You can review the placement by clicking on the Sum\_SASID worksheet.

**Example B (Out of district one to one Services):** Student is placed in an out of district placement. It is determined that additional one to one services are needed and will be provided by the private school. These services require OSD approval and must be requested by the local school district. These services are considered a separate placement and should be added as follows:

1. Select the student's SASID number from the SUM\_All worksheet and click the "Modify" button.
2. This will bring you to the Sum\_SASID worksheet. Select the appropriate placement number and click "Modify" button.
3. This will bring you to the claim form which will populate information for that placement.
4. Click the "Clear form" button as only one placement can be entered at a time.
5. OSD approved one to one services should be entered on line 61. Enter information in all cells.
6. Click the "update and save" button and click "**YES**" to save as a new placement. This will save the placement information and assign a placement number. You can review the placement by clicking on the Sum\_SASID worksheet.

**Example C (Supplemental Services):** Student is placed in an out of district placement. It is determined that additional one to one services are needed and will be provided by the local school district. These services are considered a separate placement and should be added as follows:

1. Select the student's SASID number from the SUM\_All worksheet and click the "Modify" button.
2. This will bring you to the Sum\_SASID worksheet. Select the appropriate placement number and click "Modify" button.
3. This will bring you to the claim form which will populate information for that placement.
4. Click the "Clear form" button as only one placement can be entered at a time.
5. Select "Supplemental" from the dropdown arrow in cell D15. Enter the start and end dates, number of days services are provided and services provided.
6. Click the "update and save" button and click "**Yes**" to save as a new placement. This will save the placement information and assign a placement number. You can review the placement by clicking on the Sum\_SASID worksheet.

**Example D (Entering a New SASID):** To enter information for a new student not previously claimed:

1. Click the "New SASID" button. Enter the student's SASID in the *New SASID box* that appears. This will bring you to a blank claim form.
2. Enter all student information. Select in or out of district (cell H7) and that will bring you to that section of the claim form.
3. Enter the appropriate placement information.
4. Click the "update and save" button. This will save the placement information and assign a placement number. You can review the placement by clicking on the Sum\_SASID worksheet.

**Example E (a new student with a DSS cost share):** To enter a new student enrolled in an Approved Private School and costs are shared between the school district and DSS:

1. Click the "New SASID" button. Enter the student's SASID in the *New SASID box* that appears. This will bring you to a blank claim form.
2. Enter all student information. Select out of district (cell H7) and that will bring you to that section of the claim form.
3. Enter the appropriate placement information.
  - a. In the event the Private School **does not** have a Day rate set by OSD, be sure to include the portion DSS is responsible for in Cell N4 and be sure to claim the student as a "Day" placement in column F.
  - b. If the Private School **has** an approved Day rate, and that rate is the amount the district is paying, select the program code for the day rate and claim the student as a "Day" Placement in column F. **In this instance, you do not fill an amount in Cell N4.**
4. Click the "update and save" button. This will save the placement information and assign a placement number. You can review the placement by clicking on the Sum\_SASID worksheet.

**Example F (a cost share with another district):** If a new student is cost shared with another district:

1. Click the “New SASID” button. Enter the student’s SASID in the *New SASID box* that appears. This will bring you to a blank claim form.
2. Enter all student information. Select in or out of district (cell H7) and that will bring you to that section of the claim form.
3. Enter the appropriate placement information.
  - a. In the event that both districts are paying a private school, select the appropriate program code and be sure to enter the 2<sup>nd</sup> LEA, cell H4 and the amount the 2<sup>nd</sup> LEA is paying in cell N5.
  - b. In the event that one district is paying the private school and the other district is paying the LEA, the district paying the private school should enter the appropriate program code in the out of district section and indicate the 2<sup>nd</sup> LEA in cell H4 and the dollar amount that is received from the sharing district in cell N5. The district that is not paying the private school should claim their portion of the costs for this student as tuition in cell E64.
4. Click the “update and save” button. This will save the placement information and assign a placement number. You can review the placement by clicking on the Sum\_SASID worksheet.

**Example G (a new student with a cost share other than DSS):** To enter a new student is enrolled in an Approved Private School and costs are shared between the school district and another state agency:

1. Click the “New SASID” button. Enter the student’s SASID in the *New SASID box* that appears. This will bring you to a blank update form.
2. Enter all student information. Be sure to enter the cost shared agency and the dollar amount in cells M6/M7 and N6/N7. Select in or out of district (cell H7) and that will bring you to that section of the claim form.
3. Enter the appropriate placement information.
4. Click the “update and save” button. This will save the placement information and assign a placement number. You can review the placement by clicking on the Sum\_SASID worksheet.

**Uploading your file** – The Circuit Breaker Update Form must be uploaded via the DOE Security Portal no later than May 27, 2004. See separate upload instructions.