

Louisiana Believes

High Cost Services (HCS)
2017-2018

High Cost Services Webinar

Welcome

- You are being placed in *listen only* mode as you join the session to reduce background noise.
- No need to worry as there is no audio being shared at the moment. To access audio during the presentation, please dial [1-855-240-2575](tel:1-855-240-2575) and enter the following pin [30160130](tel:30160130).

Webinar Agenda

Agenda

- (1) Overview of High Cost Services
- (2) Allowable Costs
- (3) Allocation Methodology
- (4) Application Process
 - (1) Student Data Tab changes
- (5) Timelines and Next Steps
- (6) Questions

Overview of High Cost Services

High Cost Services (HCS) Overview

- High Cost Services (HCS) provides financial support to school systems and schools to support educating students with high cost disabilities.
- LDOE has approximately \$16.4 million dollars for HCS - \$4 million from IDEA state set aside funds and \$12 million from MFP funds.*
- An additional \$400,000 of IDEA funds are reserved for a second application cycle to be held in October of 2017.

**Note: The availability of the MFP funding could change during the Legislative Session.*

Definition of a High Cost Student

Students are eligible for HCS funds if they meet the following criteria:

- The cost to educate and provide services to the student **exceeds** three times the average per pupil cost of \$11,735.

$$3 \times \$11,735 = \$35,205$$

- The cost to educate and provide services to the student has a significant impact on the overall budget of the LEA.
- All costs in the application are linked to the student's IEP.

Allowable/Unallowable Costs

Allowable Costs

Allowable costs under both funding sources are limited to:

Allowable

Certified teachers in specific low incidence disability areas, for example Deaf/Hard of Hearing and Visual Impairment where students are receiving the majority of their services from a generically certified special education teacher. Both specialty teachers and 1:1 teachers must be described on the IEP.

1:1 or 2:1 paraprofessional support to address the student's high cost services. The terms "child specific aide" or "1:1 or 2:1 paraprofessional" must be indicated on the IEP.

Special transportation costs are limited to personnel, equipment, or services required for the specific high need cost as identified on the IEP. Any transportation costs not specific to the high need student or prorated for this student are unallowable. Services must be provided directly to the student and must be clearly described on the IEP under "Special Transportation."

Specialized equipment or supplies.

Related services, such as nursing services, occupational therapy, physical therapy, speech-language pathology, educational interpreters, Mental Health Professional Counselor that are above and beyond what the majority of students in the school are receiving.

Specialized training needed to implement the student's high cost services.

Unallowable Costs

Unallowable costs under both funding sources include:

Unallowable

Basic classroom costs, such as teachers, materials and supplies, transportation and other routine costs associated with the provision of special education and related services to students with disabilities.

Salary and benefits of bus driver are not reimbursable if the student qualifying as high cost and other students (not qualifying as high cost) are on the bus at the same time.

Related services costs that are provided at the same level as all other students with disabilities. For example, a typical service delivery model is 30 minutes twice a week.

Construction cost such as buildings and sidewalks

Legal fees, court costs or other costs associated with a cause of action brought on behalf of a student with a disability to ensure a FAPE for the child.

LEAs may not use IDEA funds to pay for medical services eligible under the State Medicaid Program per guidance from the United States Department of Education, Office of Special Education Programs (OSEP).

High Cost Services State Plan

Application: 2017-2018 HCS Rnd 1 - 00-
Cycle: Original Application

Project Period: 7/1/2017 - 9/30/2018

[Printer-Friendly](#)

[Click to Return to GMS Access/Select Page](#)

[Click to Return to Menu List / Sign Out](#)

Overview	Student Data	Allocations	Approved Student Data	Budget Detail	Budget Summary	Budget Key Planning Decisions Summary	Submit	Amendment Description	Application History	Page Lock Control	Application Print
--------------------------	------------------------------	-----------------------------	---------------------------------------	-------------------------------	--------------------------------	---	------------------------	---------------------------------------	-------------------------------------	-----------------------------------	-----------------------------------

High Cost Services Overview

Program: High Cost Services Grant

Purpose: The Louisiana Department of Education (LDE) has established a High Cost Services grant to assist LEAs in addressing the needs of high need students with disabilities. The High Cost Services grant is intended to provide additional funding for instructional services as indicated on the student's individualized education program plan (IEP). This fund is made up of money from the state's IDEA allocation and from the Minimum Foundation Program (MFP).

Legislation and Guidance:

[Louisiana High Cost Services State Plan 2017-18](#)

Allocation Methodology

Allocation Methodology

- Applications will be reviewed to determine eligibility. Costs must exceed \$35,205 to be considered.
- Eligible and Allowable costs will be determined for each student.
- In order to be equitably distributed, the total allocation provided to city and parish school systems versus other public schools shall be proportional to the share of total qualifying applications submitted by city and parish school systems versus other public schools.
- For each LEA, the eligible costs are totaled and used to calculate the Percent Impact on the budget of the LEA by assessing the eligible amount as a percent of total state and local revenue.
- All entities within each group shall receive the same percentage of the requested allocation.

Note: Details of the methodology are in the State Plan.

HCS Procedural Safeguards

- HCS funds are not intended to replace any existing state, federal or local special education funds.
- HCS funds are student specific and cannot be used to support other students.
- Any specialized equipment purchased with HCS funds will follow the student to any public school system or school within the state.
- If the student approved for funds no longer needs the services designated in the application, or if the student withdraws or transfers to another school system or school, the system or school that was allocated funds must notify the LDOE.
 - Remaining funds will follow the student who transfers to any public school system or school within the state if the new system or city requests or confirms the need for the funds. Other unused funds will revert back to the State.

HCS Application Process

Logon Page

- Enter User ID
- Enter Password

The screenshot shows the logon interface for the Louisiana Department of Education's E-Grants Management System. At the top, it says "Louisiana Department of Education" and "Welcome to the E-Grants Management System". Below this is a dark teal header with the word "LOGON" in white. The main form area has a light teal background. It contains two input fields: "Username/Email" with a question mark icon to its right, and "Password" with a "Forgot Password" link to its right. At the bottom left, there is a link for "Public Access", and at the bottom right, there is a dark teal button labeled "LOGON".

HCS Application Process

- You must complete the LEA Central Data fields (HCS Contact Information and HCS Assurances) in order for your HCS Round 1 tab to show up under Competitive Grants on the GMS Access Select page.

LEA Central Data

Key Planning Decisions	Contact Information	Assurances	Allocations Summary	Grant Summary	Summary Key Planning Decisions by Program	Summary Key Planning Decisions by Object Code	Page Lock Control	Application Print
Common Assurances		Formula Program Assurances		Discretionary Assurances		Competitive Program Assurances	MOE Assurances	
Early Childhood Assurance Agreement	EC Network Lead Agency Assurance Agreement	Believe and Prepare EC Assurance Agreement	21st CCLC Assurance Agreement	MSP Program Assurance Agreement	High Cost Services Assurances	8(g) Principal Coaching TAP Expansion Assurances	Charter School StartUp Assurances	Redesign Planning 1003a Assurances



HCS Round 1

- GMS Access Select page
 - Competitive Grant
 - HCS Rnd 1 -----Create

Competitive Grant

▶ HCS Rnd 1

Submissions due by 9/18/2017

Create



Student Data Tab

Overview	Student Data	Allocations	Approved Student Data	Budget Detail	Budget Summary	Budget Key Planning Decisions Summary			Submit	Amendment Description	Application History	Page Lock Control	Application Print
Students 1-3	Students 4-6	Students 7-9	Students 10-12	Students 13-15	Students 16-18	Students 19-21	Students 22-24	Students 25-27	Students 28-30	Students 31-33	Students 34-36		

High Cost Services - Student Data

[Click for Instructions](#)

Total number of students for whom data will be entered in this Application:



Total Amount Requested for Students 1-3 Total:

Total Amount Requested for all Students:

Upload

Student Data Tab

Student Data

- You will be allowed to submit requests for up to [30](#) students. There is a place holder for 31-35 but this is to handle transfers after the school year begins.
- Student names and other personal identifiable information [will not](#) be allowed. Students must be given a unique ID # which will correspond with the ID# in SER.
- Ensure the current IEP in SER matches the requested services. No additional information needs to be submitted or uploaded into eGMS.

Sample Student Data

High Cost Services - Student Data

Total number of students for whom data will be entered in this Application:

Student 1

Name:

School Attended:

Sex: Female Male

Exceptionality(ies):

Student Identifier:

Date Student Enrolled in LEA: (mm/dd/yyyy)

Student 1 Description of Services

- The description should include an itemized list of the specialized equipment, supplies, services, and personnel necessary to provide a free appropriate public education to the student. For *eligible and ineligible costs*, refer to the Louisiana High Cost Services State Plan.
- The total amount requested for the student must be \$33,339, three times greater than the average per pupil amount of \$11,113.
- Costs for related service providers should be estimated based on amount of service hours on the student's IEP. (E.g. Student receives physical therapy 60 minutes four times a week. Cost for physical therapy for the student is estimated to be \$400 per week or \$14,400 for the school year.)
- Costs for materials and services should be prorated according to the specific use of the student.
- (E.g. Three students share assistive technology throughout the school day. Cost of assistive technology should be divided by three to determine cost per student. If the student has his/her own assistive technology device that is not shared by other students, the total cost can be budgeted to that student.)
- **All listed services/supports must be documented in the student's IEP.**

Materials, services, supports and personnel:

Child specific para
APE services
PT services
Nursing Services
OT services
AT services

Estimated Cost:

1,000
1,000
2,000
5,000
2,000
1,530

Section of IEP:

General Student Information	▼
General Student Information	▼
Instructional Plan	▼
Program Services	▼
Progress Reports	▼
Accommodations	▼
	▼
	▼
	▼
	▼

Total amount spent on Student 1 education in 2016-2017. Must be more than \$35,205.

Total Amount Requested for Student 1:

Submission

Overview	Student Data	Allocations	Approved Student Data	Budget Detail	Budget Summary	Budget Key Planning Decisions Summary	Submit	Amendment Description	Application History	Page_Lock Control	Application Print
----------	--------------	-------------	-----------------------	---------------	----------------	---------------------------------------	--------	-----------------------	---------------------	-------------------	-------------------

Submit

[Click for Instructions](#)

The Consistency Check must be successfully processed before you can submit your application.

Consistency Check

Lock Application

Unlock Application

Assurances

8/17/2017

Key Planning Decisions

Subrecipient Data Entry

Sponsor Administrator

Grants Management Review 2

Program Budget Review 2

Preliminary Final Review

Business Analyst Review

LDE Final Review

After Submission

It typically takes at least a month to complete the HCS review.

- The application has several layers of review
 - A level 1 and level 2 programmatic review
 - A preliminary review
 - Allocation Development by Ed Finance (occurs outside of the system)
 - Entering of assigned allocations
 - Final Approval
- Next Steps
 - Creation of Amendment 1 for the submission of the HCS budget

Timeline and Next Steps

Date	Activity
August	HCS application is released in eGMS
September 26	Last day to submit HCS application
September – October	Review of applications
October-November	Approval of applications
November	School systems and schools that receive allocations will submit a budget amendment through eGMS
October	Second round of HCS applications
January	Approval of second round of allocations
January-February	School systems and schools that receive second round allocations will submit a budget amendment through eGMS

Questions?

Contacts

Special Education Policy

- Lindsey Mingo – lindsey.mingo@la.gov

Grants Management (Application questions)

- Kenya Jenkins – kenya.Jenkins@la.gov
- Terri Byrd – terri.byrd@la.gov

Grants Management Help Desk

- ldoe.grantshelpdesk@la.gov