

Opening up the Black Box of Special Education!



Introductions

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Huntley Community School District 158

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What is the Black Box?

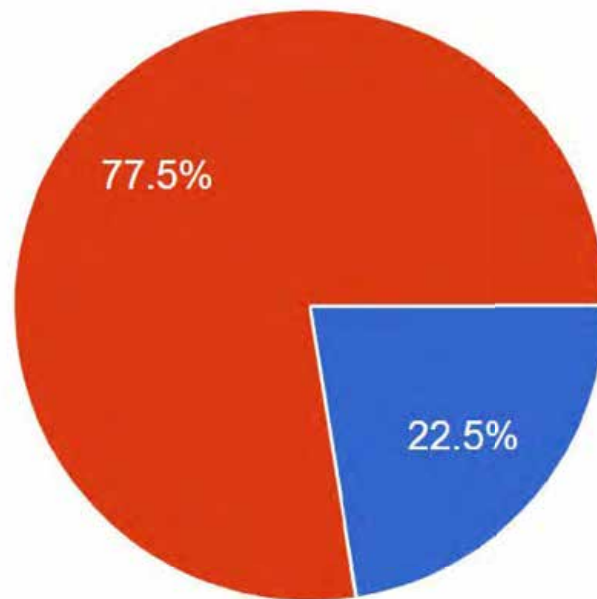


SPECIAL EDUCATION SURVEY!

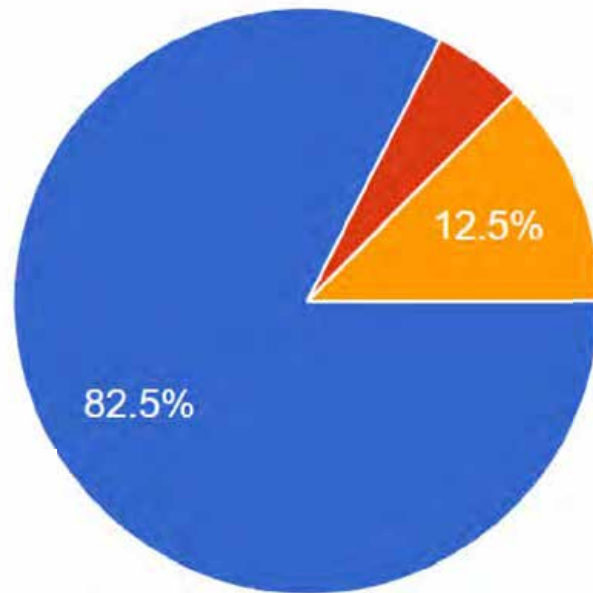
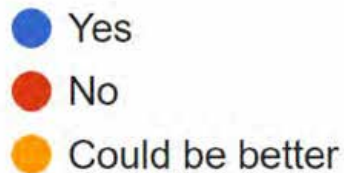


Do you have a full understanding
of ALL Special Education
Revenues and Expenditures?

● Yes
● No



Do you work well with your Special Education Department?



**82.5% Work Well
With SPED!!**

**77.5% DO NOT
have a FULL
Understanding!**

Hmmm, Very Interesting!!!

Survey

1. Do you “Work” with your Special Education Department?

- ✓ Does Fiscal review ALL claims?
- ✓ Does Fiscal have oversight of Medicaid and involvement with all Grants?
- ✓ Do you meet regularly with your Sped team?

2. Approximately what % of your Operating Budget is for Special Education?

- a. 5%
- b. 8.2%
- c. 13.1%
- d. 17.0%

Agenda:

- Building a Relationship with Special Education!
- Medicaid
- Workload & Caseload Management
- Legal Fees! What you need to Know!
- Special Education Claims
- IDEA Grants
- Questions?





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SPED Contracted Services



Medicaid



Fee for Service

- Benchmarking – Identifying the Opportunity!
 - The 158 Story...
- Opportunities and Suggested Next Steps

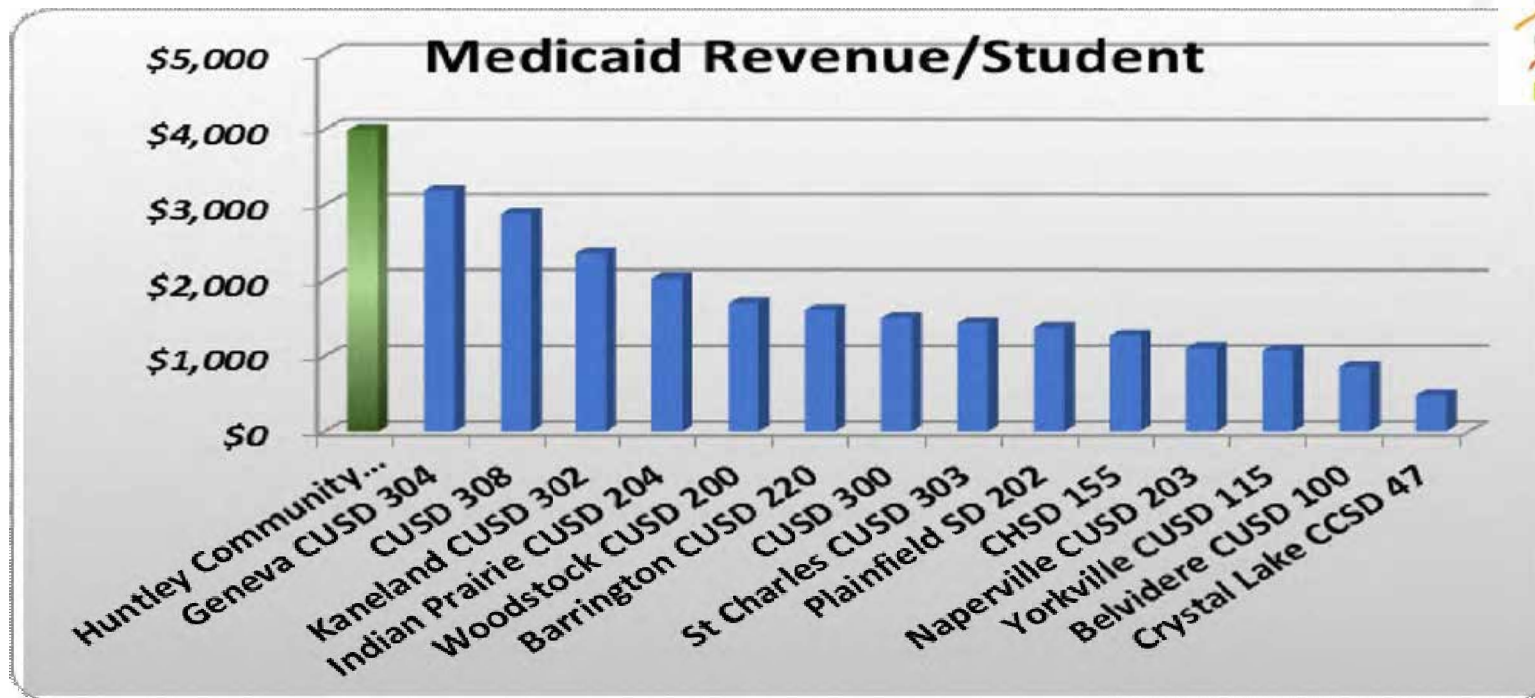


Fee for Service – The Huntley Story

Revenue Bar Chart
Huntley Community School District 156
By: Detail Source
Source: 5 Year Budget and APR

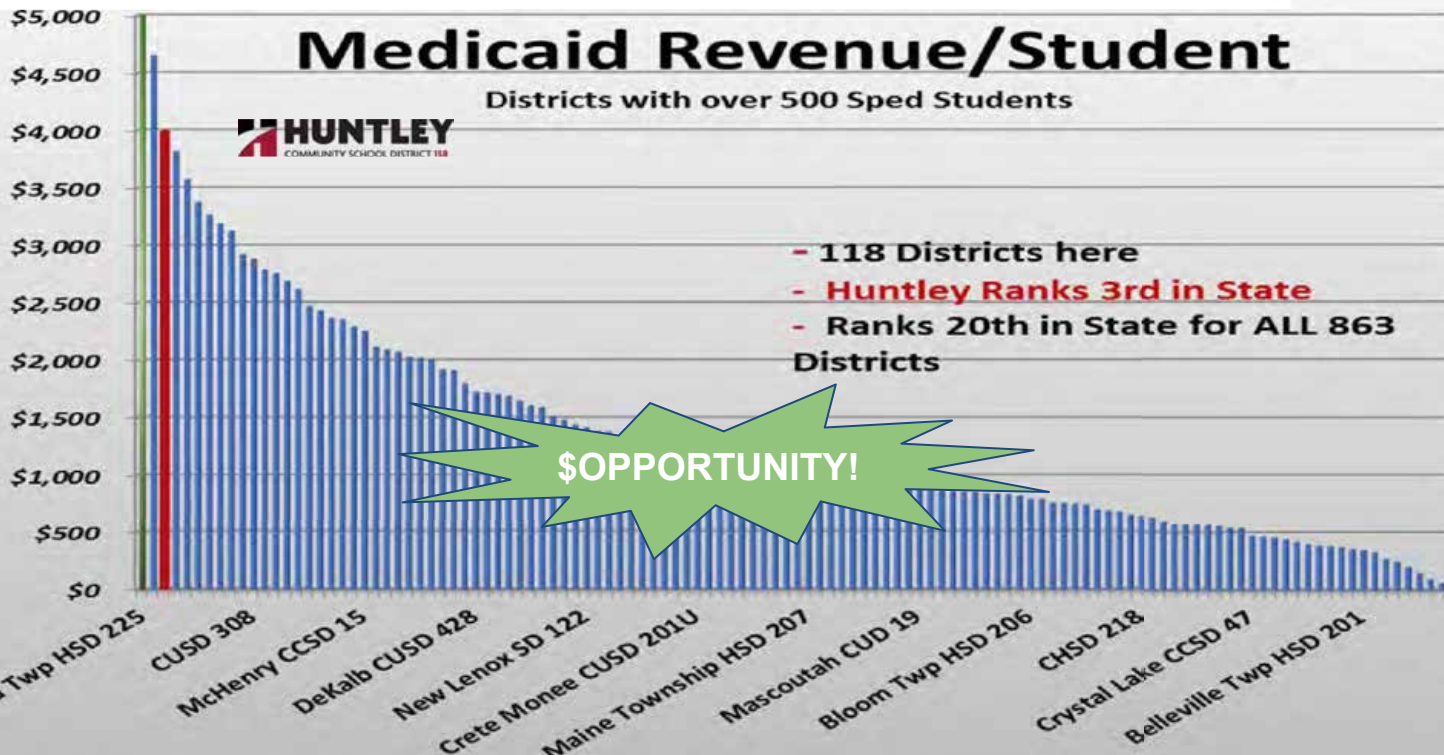


Benchmarking Medicaid



Medicaid Revenue/Student

Districts with over 500 Sped Students



Fee for Service/Cost Settlement – Opportunities

- Open the box, and start “working” with SPED!
- Identify your Medicaid Eligible Students
 - Know your number!
 - Check Name Configurations Against the HFS Medi System - Challenge your Medicaid claiming admin! Free & Reduced List
- Identify Staff
 - Related Services Staff
 - 1:1 Aides (Schools & Private Facilities), Nurses, Audiologists, etc.
 - Contracted Related Services
- Use a Medicaid Vendor
- Create Oversight & Accountability!
 - Caseload & Workload
 - Recording of Sessions
 - IEP Minutes – Is your Staff Meeting their Minutes?





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Administrative Outreach

- FEDERAL reimbursement to state and local agencies for activities related to the administration of the State's Medicaid plan
- Claims submitted through PCG
- Reimbursement for:
 - Medical and health related outreach
 - Case management
 - Admin activities related to delivery of services



Administrative Outreach

1. Create account with PCG (Public Consulting Group)
2. Verify your number of Medicaid eligible students is accurate
3. Identify & add staff for your participant list - NEXT SLIDE
4. Communicate with staff that they are participating in Medicaid Administrative Outreach and to expect random moment time studies (RMTS)
5. Monitor RMTS to ensure all your staff is completing them
6. Submit quarterly financial data



Who Completes Random Moment in Time Study?

- ☐ Audiologist
- ☐ Registered Nurse or Licensed Practical Nurse
- ☐ Occupational Therapist
- ☐ Physical Therapist or Physical Therapist Assistant
- ☐ Social Worker
- ☐ School Psychologist & Licensed Clinical Psychologist
- ☐ Speech Language Therapist or Speech Assistant
- ☐ Interpreters
- ☐ Case Management/Administration
- ☐ Orientation & Mobility Specialist
- ☐ Licensed Clinical Professional Counselor (LCPCs)
- ☐ Registered Behavior Technician
- ☐ Licensed Marriage & Family Therapist
- ☐ School Health Aides

MEDICAID SYSTEM (MMIS)
MARS SUBSYSTEM (M27679N)
REPORT ID: 18PEN571
SEQUENCE.: PROVIDER ID,CATEGORY OF SERVICE

STATE OF ILLINOIS
HEALTHCARE AND FAMILY SERVICES
LEA QUARTERLY TOTAL COST SUMMARY REPORT
QUARTER 10/01/22 THRU 12/31/22

RUN DATE: 01/14/23
RUN TIME: 23:07:05
PAGE: 625

PROVIDER ID: 366005127002
PROVIDER: HUNTLEY COMMUNITY SCHOOL DISTR
ADDRESS: 650 ACADEMIC DR
CITY: ALGONQUIN IL 60102-4423
COUNTY:

PROVIDER TYPE 047

PAYEE NUMBER: 3660051276014201
PAYEE NAME: HUNTLEY COMMUNITY SCHOOL
PAYEE ADDRESS: 650 ACADEMIC DR
PAYEE CITY ST: ALGONQUIN IL 60102-44230

CATEGORY SERVICE	TOTAL SERVICES	TOTAL CLIENTS	TOT/AMT BILLED	SERVICES REJ	TOT/AMT REDUCED	TOT/AMT DEBIT	TOT/AMT CREDIT	TOT/AMT PAYABLE	FEDERAL MATCH
010 NURSIN	424	15	31,672.35	45	4,222.84	.00	4,495.58-	31,945.09	15,572.29
011 PT	177	29	7,078.94	48	6,092.53	.00	3,728.44-	4,714.85	787.34-
012 OT	111	66	5,647.46	65	7,852.36	.00	4,266.56-	2,061.66	2,943.13-
013 S/L/O	2,477	210	90,015.87	821	32,765.38	.00	4,431.99-	61,682.48	32,715.86
030 EPSDT	9	5	108.00	0	18.20	.00	.00	89.80	53.92
056 O/TRAN	3,359	231	74,502.62	284	8,370.41	.00	2,071.29-	68,203.50	39,155.92
058 SOCIL	1,303	191	36,317.83	146	6,193.57	.00	1,922.03-	32,046.29	17,209.38
059 PSYCHO	10	58	615.05	3	1,184.01	.00	1,050.21-	481.25	754.03-
093 IND PR	3,062	62	176,512.07	276	81,635.30	.00	72,043.83-	166,920.60	29,711.28
TOTALS	10,932	867	422,470.19	1,688	148,334.60	.00	94,009.93-	368,145.52	129,934.15

DATE	VOUCHER NUMBER	PAYABLE AMOUNT	DATE	VOUCHER NUMBER	PAYABLE AMOUNT	DATE	VOUCHER NUMBER	PAYABLE AMOUNT
10-18-22	202232162359	.00	11-18-22	2022322E450	4,649.66	12-16-22	2022350E978	125,284.49
		.00	11-29-22	2022333H114	.00	12-20-22	2022354J721	.00
		.00	12-06-22	2022340J362	.00			
		.00	12-13-22	2022347H959	.00			

DPA 3790B(N-1-02)

Work Load & Caseload Management



Work Load

*Illinois Admin Code 226.735 Work Load for Special Education

Work Load Plan is designed to allow:

- FAPE (Free and Appropriate Public Education) in the LRE (Least Restrictive Environment)
- Appropriate staff number to support the students' IEP

Work Load vs. Caseload

Caseload is the number of students with IEPs assigned to that teacher or specialist

Work Load is all of the responsibility required of the special education teacher and specialist to meet the needs of the students.

Work Load Plan

Plan should be based on:

1. Individual instruction time
2. Consultative services and collaboration
3. Attendance at IEP meetings
4. Paperwork and reporting

*Speech therapist caseloads shall not exceed 60 students



Considerations

- Needs of the students
- Meetings required (Evaluation, Re-evaluation & IEP)
- Direct and consult minutes
- Individual vs group
- Case management
- Other duties as assigned (supervision, team meetings, etc...)
- Travel
- Contractual hours



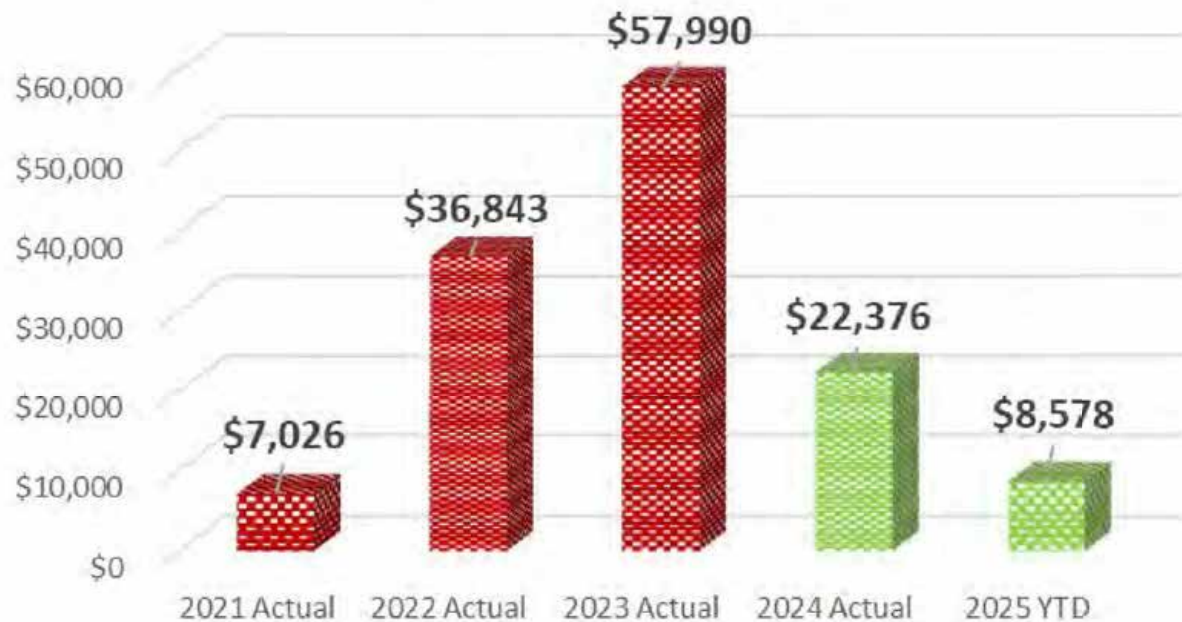
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Legal Fees / Litigation!

What you need to Know!



SPED Legal Fees



Common Legal Costs in Special Education

Disputes over:

- Procedural Errors

- Provision of FAPE (Free and Appropriate Public Education)

- Disagreements about disciplinary recommendations

Professional development

General Consultation

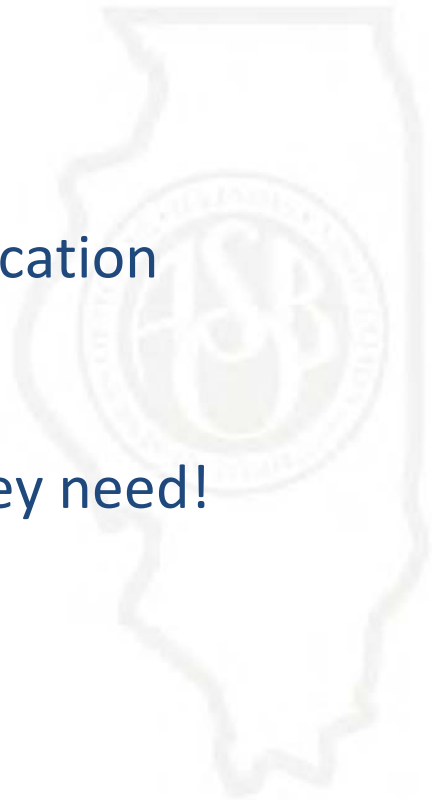
Strategies to reduce legal fees:

Review legal costs with your Director of Special Education

Evaluate and respond to trends

Be proactive in your spending

Ensure Directors of Special Education have what they need!



Special Education Claims



“&” Special Education



&



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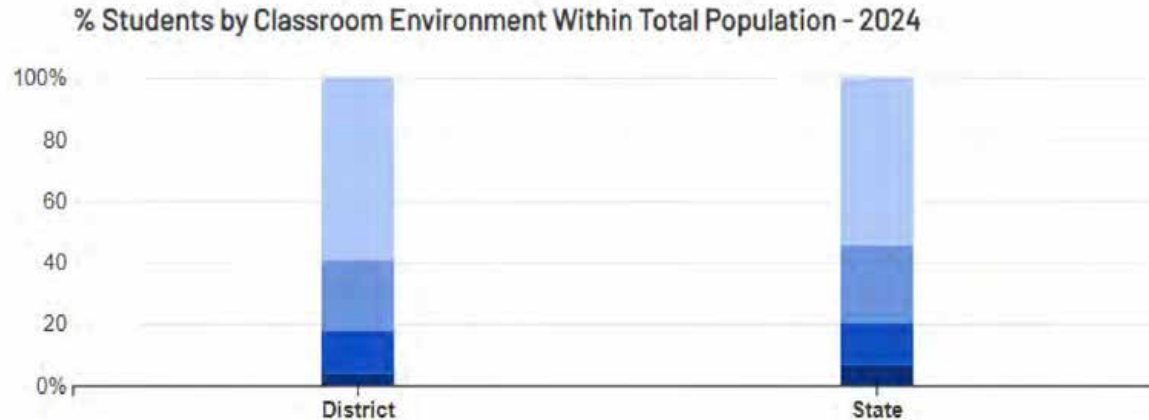
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Special Education in Illinois

- 866 Districts
- 3,835 Schools
- 1.9 Million Students
- 16% with IEPs

(Illinois Report Card 2023-2024)

Educational Environment (EE)



(Illinois Report Card 2023-2024)

Educational Environment (EE)

Level	Educational Environment	2024
District	In Separate Facility	3.4%
	< 40%	14%
	40-79%	23.1%
	>= 80%	59.6%
State	In Separate Facility	6.7%
	< 40%	13.3%
	40-79%	25.6%
	>= 80%	54.5%

(Illinois Report Card 2023-2024)

Private Facility Tuition Reimbursement

Provides reimbursement for a portion of the private facility tuition costs incurred by the district from the prior school year

Reimbursement Formula	
Reimbursement Level	Costs exceeding 2x the district per Capita cost

Private Tuition Claim Due: August 15th

Reimbursed Quarterly

Private Facility Tuition Reimbursement Tips

- 1:1 Aides
- Auditing private facilities
 - Private facilities are assigned a daily rate by the Illinois Purchased Care Review Board
 - You cannot get reimbursed for more than the daily rate so check your bill
 - You can find this in iStar by searching Private Facility or more information at <https://www.isbe.net/Pages/Illinois-Purchased-Care-Review-Board.aspx>
 - Double check that start dates in IStar, Embrace/IEP software and the private facility all agree! Reimbursement can be lost if the start date in IStar is after the actual date at the facility.

Federal Room & Board Reimbursement

District must have an approved ISBE Private Residential Placement Room & Board Reimbursement Form to transmit a claim

[Form 34-37: Application for Approval of Private Residential Placement](#)

Claims submitted monthly through I-Star

Orphanage Reimbursement

Reimburses 100% of the current year tuition costs for eligible students with disabilities who are wards of the State under the guardianship of a public agency or who reside in state residential facilities. This includes regular term and summer term.

Reimbursement Formula

$$\text{Education Costs} + \text{Required Transportation} = \text{Reimbursement}$$

Regular Orphanage Tuition Claim Due: June 15th

STUDENTS MUST BE CODED CORRECTLY IN ISTAR BY MAY 15TH!!!!

Summer Orphanage Tuition Claim Due: November 1st

Reimbursed Quarterly

Illinois State Board of Education

Home

Approvals and Claims

Residential Claims

IEP

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Goal Mine

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IEP Quality

Approvals

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Programs

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Case Load Definition

Reported

Un-Reported

Possible Youth In Care

Possible Youth In Care

This is a list of students that have been identified on a Department of Children and Family Services (DCFS) file provided to ISBE. These students may be identified on this list, then they are currently not listed in the education data collection system as an orphanage student (i.e. Fund Code of E or F) or, they are in I-Star, but miscoded as not being an orphanage student.

PLEASE NOTE: At this time ISTAR validation is only updated on a monthly basis, so new Fund E or F students may not be approved until the end of the month or B until you confirm with ISBE.

Entity: Huntley Comm Sch Dist 158 (2)

School Year: 2019-2020

Search

School Year	District	School	RCDS	Exit Date	Grade	IStar
2020	Huntley Community School District 158	Marlowe Middle School	44-063-1580-22-1003	05/22/2020	8 - Grade 8	
2020	Huntley Community School District 158	Martin Elementary School	44-063-1580-22-2005	05/22/2020	4 - Grade 4	
2020	Huntley Community School District 158	Leggee Elementary School	44-063-1580-22-2004	05/22/2020	5 - Grade 5	
2020	Huntley Community School District 158	Corley Elementary School	44-063-1580-22-2007	05/22/2020	4 - Grade 4	
2020	Huntley Community School District 158	Mackeben Elementary School	44-063-1580-22-2006	05/22/2020	Kindergarten	
2020	Huntley Community School District 158	Corley Elementary School	44-063-1580-22-2007	05/22/2020	4 - Grade 4	
2020	Huntley Community School District 158	Chesak Elementary School	44-063-1580-22-2003	05/22/2020	Pre-K	A
2020	Huntley Community School District 158	Heinemann Middle School	44-063-1580-22-1002	05/22/2020	7 - Grade 7	
2020	Huntley Community School District 158	Marlowe Middle School	44-063-1580-22-1003	05/22/2020	8 - Grade 8	
2020	Huntley Community School District 158	Leggee Elementary School	44-063-1580-22-2004	05/22/2020	Kindergarten	A
2020	Huntley Community School District 158	Leggee Elementary School	44-063-1580-22-2004	05/22/2020	Kindergarten	X
2020	Huntley Community School District 158	Mackeben Elementary School	44-063-1580-22-2006	05/22/2020	Kindergarten	
2020	Huntley Community School District 158	Marlowe Middle School	44-063-1580-22-1003	05/22/2020	8 - Grade 8	
2020	Huntley Community School District 158	Martin Elementary School	44-063-1580-22-2005	05/22/2020	4 - Grade 4	
2020	Huntley Community School District 158	Marlowe Middle School	44-063-1580-22-1003	05/22/2020	8 - Grade 8	

Orphanage

I-Star now provides a Possible Youth in Care report that outlines those eligible students for Fund Code E!

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Tuition Cost Sheets (Orphanage & Tuition-in)

- Cost sheets impact reimbursement for orphan and excess cost
- Include all appropriate staff (1:1 aides)
- Check cost sheets from other schools if they use this for billing purposes (Tuition-in)
- Check cost sheets from your special education department if your business office is not involved in the process
- **See Handout** in Google Drive

Excess Cost Claim

- Reimbursement for educational costs of high-cost, high-need students whose costs are in excess of 4 X's the district per capita tuition charges
- There is no dedicated budget line-item allocation for Excess Cost Students
- Reimbursed from excess federal room & board funds
- Recent prorations range from 0% to 39.5%
 - Most recent proration: 21.6%
 - FY 2021: 0% reimbursement
 - FY 2022: TBD

Excess Cost Claim Due: July 15th

Reimbursed Quarterly

Where to Go for Claims Support

Harrisburg Project: hbug.k12.il.us



IDEA Grant



Where to Start!

- **Collaborate with Special Education!**
- Set up recurring meetings to discuss these items (medicaid, Claims, etc...)
- **Medicaid - Contact your third party provider** and schedule a mtg to review the 3790B report as well as your cost settlement processes. Create a plan to maximize Medicaid.
- **Caseload & Workload** – Work with your HR and Sped teams to understand Sped headcount and implement approval processes tied to workload and caseload.
- **Review/audit your private facility invoices!** Make sure you are not overpaying. (Regular rate versus the intensive rate) - double check all intensive rate invoices to ensure the student has a 1:1 aide.
- **Claims - Work with Sped** to set up a calendar to review and assist with all Sped claims.
- **Contact any of us** if you have questions!

Where to Start

- Collaborate with Sped!
- Connect with Medicaid
- Understand Caseload vs. Workload
- Review/Audit Private Facility Invoices
- Be pro-active and assist Sped with Claims
- Use Available Resources (State Report Card, iStar, Harrisburg Project, etc...)
- Reach out with Questions



Opportunity for Questions, & Answers

We thank you for your time!

Presenters:

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