March 2018 MIS – FAQ
Non-Public Equivalency and Catastrophic Aid Claims

Non-public Equivalency and Catastrophic Aid claims are collected during the month of April in SPEDPro.

Pre-submission preparation – Month of March

1. Discovery process – Identify current year IEP students who,
   a. Receive IEP support under contract in a private / non-public out of district program
   b. Have special education services costing more than $50,000 for the school year.
   c. Are or may participate in the Kansas School for the Blind or Deaf summer programs

2. Obtain documentation for data entry and auditing
   a. Non-Public equivalency contract forms are posted at www.ksde.org
      i. http://www.ksde.org/Agency/Division-of-Learning-Services/Early-Childhood-Special-Education-and-Title-Services/Special-Education/Special-Education-Fiscal-Resources/Categorical-Aid
      ii. Completed form can be used for data entry
   b. Catastrophic Aid forms are posted at www.ksde.org
      i. http://www.ksde.org/Agency/Division-of-Learning-Services/Early-Childhood-Special-Education-and-Title-Services/Special-Education/Special-Education-Fiscal-Resources/Categorical-Aid
      ii. Completed form can be used for data entry
   c. Obtain copies of the service provider's license
   d. Obtain all bills, invoices and payment vouchers that document the catastrophic expenses paid by the school district, Interlocal or Coop

Data Entry – Month of April

3. Using the completed NPE or Catastrophic forms claims can be submitted to SPEDPro
   a. Importing to SPEDPro
      i. Import specifications can be found in the Data Dictionary
         1. Catastrophic – Page A-2
         2. NPE – Page A-4
      ii. Import files can be created in Excel following the specifications, then saved in text file format (.TXT)
         1. From the Import Files page in SPEDPro > select the file type > browse> choose the file > Upload. Next check Import file history for alerts
            a. Catastrophic aid claim can be reviewed on the Catastrophic Aid data page or by opening the student's IEP list page > select the Catastrophic Aid button or the Catastrophic Aid form on the navigation pane
            b. NPE claim can be reviewed by selecting the student profile > click the NPE Contract link on the navigation pane.
   b. Keyboard entry in SPEDPro
         1. Catastrophic form is accessed by opening the student's IEP list page > select the Catastrophic Aid button – SPEDPro User's Guide pages 44 - 48
            a. Answer the three Justification questions
            b. Enter line item expenditures in whole dollars
            c. Enter line item deductions in whole dollars

2. NPE Contract form can be reviewed by selecting the student profile > click the NPE Contract link on the navigation pane. – SPEDPro User's Guide pages 41 – 43
   a. For each NPE service, click the new button at the top right of the page
   b. Save each completed NPE service.
   c. The NPE contracted agency would be the same building listed on the student's MIS service lines
   d. Submitted NPE claim totals are found on the reports page as NPE summery report.

4. NPE note: – If a student participates in the Kansas School for the Deaf of School for the Blind ESY summer program, the student's neighborhood USD will need access to the student's record in SPEDPro to complete the claim. To obtain access a KIDS record will be needed to make the student to district association.
   a. Contact the KIDS administrator as either KSD or KSB and request a new KIDS record be submitted listing the district's central office as the funding school (D15) in the KIDS record.
   b. Completion of the NPE claim for students at the KSD or KSB summer program only need to create a student profile and completed NPE form. Do not create service lines. Service lines will result in an overlap

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