

Errors, Discrepancies, and Substitutes.

Errors

Any assignment that is an error indicates a complete loss of funding for that position AND any non-professionals (paras) supervised by that position. Only professionals are errors, even though any paras supervised by the person are also not funded. If you do not understand why someone is an error, PLEASE read below, and if you still don't understand, contact me.

These are the three steps to take to see how to fix an error:

1) The first thing to check is always, "Am I claiming this person for what they are doing?" (is the area correct, are the grades correct, are the dates correct). The system is checking their qualifications against what you entered.

2) What does the error say? That tells you specifically what the problem the system found. "Endorsement not correct for level" tells you the endorsement is right for the area, but the GRADES are not.

3) After reading the error, check how the person is licensed. Are they licensed correctly (area, grades, dates) for what you claimed?

- If they are licensed correctly, then let me know
- If they are NOT licensed correctly, then IF THEY ARE A CLASSROOM TEACHER, you may be able to get partial reimbursement as a substitute. Teachers can be claimed as a substitute for themselves during times they lack a specific endorsement, as long as they have a valid teaching license of an appropriate sort. Non-classroom teachers (OTs, school psychs, administrators, SLPs, etc) must be qualified for their position and cannot be claimed as substitutes.

You can always contact me for help, and sometimes things are a bit of a puzzle. But when you call me, I'll walk you through those three steps (what are they doing, what is the error, what is the actual license), so by looking at those things, you can resolve a lot of errors yourself.

Help me answer your email faster:

Subject line: A specific subject helps me have the right resources available to answer your email faster. I have lots of emails with the subject "Help!" or "Caps problem". District (D0XXX) and problem is a good subject line, so "D0123 Error on Fred Jones" is better than "Help with an error"

Contact information: If you want me to call you, please provide a phone number. And your LEA ID number that you use in CAPS is useful (D0xxx, not "Smith County" or "Interlocal of Awesome", which is not a field in the payment report.)

Information on the problem: Along with your question, you can just paste the entire line from the payment report in, if the issue is an error or discrepancy as that would provide all the information from the program I need. Otherwise please provide information specific to your question such as Employee ID and name AND what the error says, not just "I have an error that I don't think is correct on Fred".

The words used in the error message tell you (and me) where to look for the problem.

Copy and Paste at least ID numbers: If you send me a screenshot, I sometimes can't make out the ID numbers without some digital wizardry. If you copy and paste the name and ID number directly into the email, it's much easier for me to copy and check on.

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<http://www.ksde.org/Default.aspx?tabid=538#CAPS>

KSDE licensed areas and common errors.

Contact teacher licensure for detailed inquiries on a teacher's license. I do not have the training or access to be able to answer detailed questions on a license, problems with a license, problems with an application. What I CAN answer are questions about how an existing license works with reimbursement.

There are two parts to a teaching license, the underlying license and the endorsements. A provisional endorsement has an expiration date, but if the underlying license is not renewed, the endorsement does not "exist" after the license expires. Each endorsement has an "area" (the endorsement name, which describes the services the teacher is licensed to provide) and grade levels. BOTH must match what the teacher is claimed as doing to be eligible for reimbursement.

<https://appspublic.ksde.org/TLL/SearchLicense.aspx> is the educator license lookup, use the Educator ID (the ID number used in CAPS) and the teacher's last name to look up their KSDE license. I wrote up a VERY brief guide to reading the license lookup at <https://www.ksde.org/Portals/0/SES/funding/CatAid/License-KSDELicenseLookup.pdf>. KSDE licensed staff can apply for renewal up to 6 months prior to their license expiration.

Common errors on KSDE licensed staff and how to fix them:

Certificate expired

The KSDE license is expired during the dates claimed. If there is NO active KSDE license/substitute license/emergency substitute license, then reimbursement is generally not possible. Be sure to check the area, some non-KSDE areas used to have licenses issued by KSDE (school social worker, school nurse, speech language path), and if you are claiming a nurse (NU) as a teacher, then the system will look for a KSDE license under that ID number and may find an expired license.

Certificate not found

Three possibilities:

- 1) You are using the wrong ID. The educator ID must be used, not a number created in CAPS.
- 2) The position has the wrong area. The system will not check non-KSDE licenses for a KSDE licensed area.
- 3) The person has no KSDE license and reimbursement is not possible.

Endorsement not correct for area

Two possibilities:

- 1) The position has the wrong area. There is a chart in the reimbursement guide that lists endorsements and what areas they can apply to. If the area of the position is correct, then go to option 2.
- 2) The person does not have the correct endorsement for their position. If the teacher does not qualify for a waiver, they may be claimable as a substitute if they are claimed in a teaching area.

Endorsement not correct for level

Two possibilities:

- 1) The position has the wrong grade levels. If the person is working with 2nd and 3rd graders, but claimed as KG-12, their endorsement may not cover all the grades being claiming. But only change the position grades to correctly reflect what the person is doing. If the grades are correct, then go to option 2.
- 2) The person does not have the correct endorsement for the grades they are working with. If the teacher does not qualify for a waiver, they may be claimable as a substitute if they are claimed in a teaching area.

Waiver not correct for (area or level)

Much like the endorsement errors above, the waiver was issued for a specific area and grades. The position the teacher is in does not match the waiver. If the waiver is incorrect, please contact teacher licensure about possibly resubmitting or having it corrected. If the position is incorrect, correct the position. If the person is working in a grade or area not covered by their waiver, they may need to be claimed as a substitute.

Substitute not approved – see last page of this document

Non-KSDE licensed areas and common errors.

"License" in reimbursement can mean certification or other type of qualification.

Generally, if someone is licensed (in the legal sense) in Kansas (such as Occupational Therapists), then I look their license up online and it doesn't need to be sent in. When adding a new person, sending me their name, ID # in CAPS, and license area and license# will speed things up. Otherwise I get the information from the error "License not in system" on the payment report so it's very important to use the person's licensed name.

For people who are not licensed in Kansas, but are certified through a state or national certification system, many of those have online lookups that I can use, but a few do not provide all the information I need (such as start dates). I've tried to specify that in the Reimbursement Guide in Appendix C. Interpreters and Braille transcribers I generally need the qualifications sent in, as they tend to qualify through tests which are not public.

Non-classroom teachers cannot be claimed as substitutes, so if someone is not qualified for their position, they are probably not reimbursable.

Common errors on non-KSDE licensed staff and how to fix them:

License not correct for area

Two possibilities:

- 1) The position has the wrong area. Claiming a PT as an OT will generate this error. Change the area on the position.
- 2) I entered the license incorrectly. Please let me know ASAP.

License not effective

The license does not cover the time being claimed. If the person had a license during these dates, let me know, otherwise this time is probably not reimbursable.

License expired

The license in CAPS expired before the claimed dates. Contact me if the person has renewed and this error persists past a week, I do contact the licensing agency to confirm the new start date of licensure.

License not in system

Two possibilities:

- 1) If it's been a couple of days, I cannot find the license.
 - o Is the name the same as on the license lookup (is Michelle Smith licensed as Chelle York)?
 - o Is the area correct (are you claiming an OT as a PT)?
 - o Does the person actually hold the correct license (LPNs may not be claimed as area NU for example)?
 - o Is this an area that I cannot verify online? Interpreters in particular must have test results sent in.
- 2) The person is already in the system under a different ID number. If you create a new ID when someone updates their name, then the system will not match up their license. Each person should have only one active ID in CAPS.

Discrepancies

Discrepancies (x in the far right column on the payment report) are professionals who have licensing issues one or more days you are claiming for them. A discrepancy means the person **IS CORRECTLY LICENSED**, but not for the entire time claimed. Only professionals are marked with an x, even though any paras are also reduced when their supervisor is a discrepancy.

- On the excel version of the payment report, comparing the claimed and eligible FTE will show you all staff who are being reduced, including paras.
 - Para reductions are due to supervision issues. Check that the start and end dates match if the supervisor is not a discrepancy.
- Check the claimed and eligible dates to see if the discrepancy is at the start or end of the assignment, if all the dates match, there is a licensure lapse in the middle.
- If a classroom teacher is a discrepancy and had a valid teaching or substitute license during the time they lacked the correct endorsement, they MAY be able to be claimed as a substitute. See the last page of this document, or <https://www.ksde.org/Portals/0/SES/funding/CatAid/CAPS-ClaimSubstitute.pdf>.
- Teachers can apply for renewal 6 months prior to their expiration, most Kansas licensed personnel can apply 30-45 days prior to expiration. After say, January, please verify that any KSDE licensed personnel whose license is expiring (listed as a discrepancy) has applied for renewal. If the license does not show a renewal AND the Application Status is "Not Active", no renewal has been applied for.
- Non-KSDE licensed staff generally cannot be fixed if they are not licensed throughout. If I missed a temporary license, please let me know. If you believe a discrepancy is incorrect (I missed a temporary SLP license or a non-KSDE renewal more than a week after it's in place), send me an email with the ID #, area, and license # and the issue (such as "please check Fred Smith #1234567890, SLP #1234, he had a temporary license (#4321) covering the first part of the year.")

Substitute Teachers

The term "Substitute" in reimbursement is a bit different than use in employment or conversation. We reimburse for people who are qualified to provide a service (or qualified to assist in the provision). For reimbursement, claiming a classroom teacher as a substitute means you are qualifying them for the position using the substitute teaching regulations. So you don't need to claim someone as a substitute if they are correctly licensed for the teaching area and grades they are teaching, even if you are employing them as a substitute.

Substitutes should only be submitted for reimbursement when there is no "regular" classroom teacher being paid. As long as the regular teacher is being paid (including short term disability insurance pay) only the original special education certified teacher should be claimed for categorical aid.

Substitute teachers must be licensed by KSDE either as a teacher, or substitute/emergency substitute. Sub approval will not be given for teachers with no KSDE license of any kind during the dates claimed. You may claim the time before (or after) a teacher has a special education certification as a substitute, as long as the teacher has a teaching license. Make an assignment for the dates the system should use the substitute regulations AND an assignment for the dates covered by the appropriate endorsement. <https://www.ksde.org/Portals/0/SES/funding/CatAid/CAPS-ClaimSubstitute.pdf>

"Classroom teacher" is specified because in Kansas special education law, the term "special teacher" refers to ALL staff (including paras), but when the substitute regulations say "teacher", they mean teacher in the traditional sense of classroom teacher. So the substitute regulations do not apply to non-teaching areas, such as school leadership and school specialists, or to paras or non-KSDE licensed professions such as SLPs.

Can I claim this teacher as a substitute?

Go to: <https://appspublic.ksde.org/TLL/SearchLicense.aspx>

Enter the Employee ID (Educator ID) and last name of the teacher. That will bring up the teacher's license.

DURING THE NEEDED TIME, did the teacher have a teaching license or a substitute or esub license? If so, you should be able to claim that time as a substitute up to the regulatory limits of:

Valid teaching license – 125 days = .67 FTE

Substitute license – 90 days = .48 FTE

ESub with degree – 30 days = .16 FTE

ESub without degree – 15 days = .08 FTE

Limited Apprentice License (LAL) and Limited Teacher Apprentice Program (LTAP) licenses.

These licenses cannot be used to substitute teach in a different area or grade, they exist for their specific purpose. If a holder of one of these also has an esub, they could be claimed using the esub license, but working them outside the limits of the apprentice license could endanger their participation in the program. A specific restriction only on the LAL license is that the first semester the applicant is in the program they are required to be employed as a para, therefore we will not provide reimbursement for them as the teacher on an esub license during that semester. The LTAP license does not have this restriction. LAL license holders may be claimed as substitutes for days in the semester they receive the license prior to the license being issued (ie, license issued 1/29, can claim 1/1-1/28 as sub) IF they have an esub license. I strongly recommend that a para entering one of these programs get an esub license immediately, as that will ensure maximum reimbursement as well as getting the fingerprints/background check out of the way.

Common error on Substitutes:

Substitute not approved

If this error persists, there is a reason I am not approving the sub. Contact me if you don't know the reason.