Using the Aide Box to Request Reimbursement
for Student-Specific Education Aides

NYSED STAC/Medicaid Unit
STAC Homepage: http://www.oms.nysed.gov/stac/

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Outline

Definitions and Acronyms

- CSE: Committee on Special Education
- CPSE: Committee on Preschool Special Education
- IEP: Individualized Education Program
- EFRT: STAC Online System (to submit and verify reimbursement claims)
- PII: Personally Identifiable Information (e.g., student name, date of birth)
- Education: Special education service provided to student during education hours
  - In–person instruction: Occurs at the site of education provider
  - Remote instruction: Occurs at remote location, outside of provider facility
- Maintenance: Room and board for CSE-placed residential students outside of education hours

Student-Specific Aides Overview

- Student-specific aides provide assistance to specific students in accordance with the recommendation made by the CSE/CPSE on an IEP.

    - Student-specific aides work directly with an individual student or students. Student-specific aides are different from classroom aides, classroom aides are part of the special education classroom/education rate.

- Student-specific aides must be added to respective service approval records on EFRT by districts/counties to receive state reimbursement.
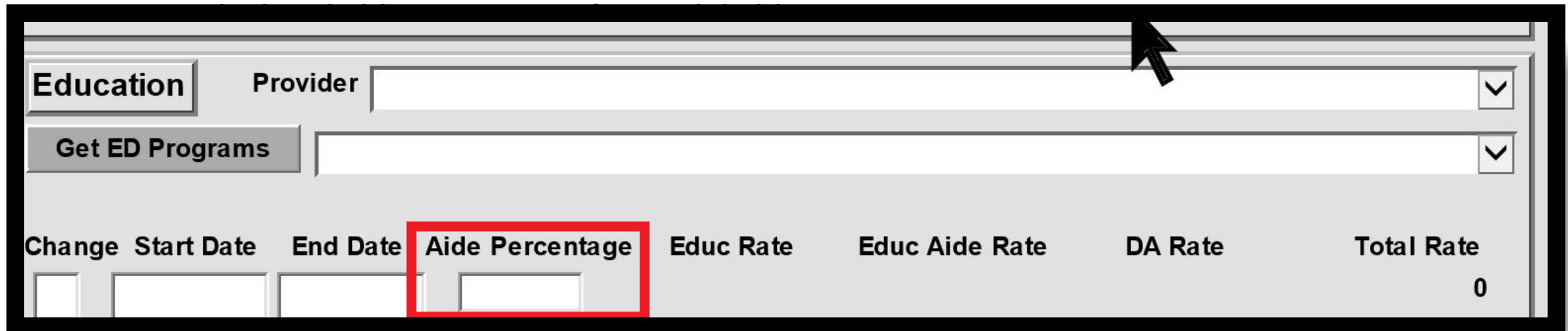
Two Different Ways to Add a Student-Specific Aide on EFRT

1. Add aide to service approval directly on EFRT using Aide Percentage box

   – Available only for education component of in-state placements

   – Is not used for out-of-state or maintenance aides, student-specific nurses or student-specific interpreters

2. Submit a student-specific aide request form

   – Available only for out-of-state or maintenance aides, student-specific nurses and student-specific interpreters

What is the Aide Percentage box?

- The Aide Percentage box is the mechanism for districts/counties to add student-specific aides to the education component of service approvals at in-state providers.
    - Enter 100 for full-time aides providing services in-person or remotely (virtually) for the entire enrollment period;

EFRT Screens Utilizing
Aide Percentage Box

Preschool (used by counties):

– DSPRE: 2-month and 10-month preschool placements

School-Age (used by school districts):

– DSUMR: 2-month school age public/private placements

– DSPRV: 10-month school age private placements

– DSCSM: 2-month school age chapter placements

– DSCHP: 10-month school age chapter placements

Aide Percentage Calculations

- Use the Aide Percentage Calculation Worksheet in the link below to calculate the Aide Percentage value for each student requiring a student-specific aide

- Aide Percentage Instructions
  http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/calculating_aide_percentages.html

- Aide Percentage Calculation Worksheet:
  http://www.oms.nysed.gov/stac/forms/aide_percentage_worksheet.pdf

Aide Percentage Calculations Worksheet

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THE STATE EDUCATION DEPARTMENT

Student-Specific Aide Percentage Calculation Worksheet

This worksheet is used by representatives of School Districts and Municipalities to calculate the values that will be recorded in the Aide Percentage boxes on the service approval screens within the STAC Online (EFRT) System. The default values reflect a full-time 1:1 aide. Replace default values as necessary. This worksheet should only be utilized by **school districts and counties** when the cost of the education aide/assistant is not included in a tuition rate.

Student-Specific Education Aides:
Do not include classroom paraprofessionals who work with all of the special education students in the class.

PERCENTAGE OF SCHOOL DAY AIDE SCHEDULED WITH STUDENT		PERCENTAGE OF DAYS PER WEEK AIDE SCHEDULED WITH STUDENT		ADJUSTMENT FOR UNEXPECTED CLOSURES/TRANSITIONS TO REMOTE LEARNING WITH NO AIDE		AIDE PERCENTAGE (ENTER IN EFRT)
Hours/Day Aide Scheduled	Hours/Day Student Enrolled in Program	Avg Days/Week Aide Scheduled	Days/Week Student Enrolled in Program	Program Days with Aide*	Scheduled Program Days × Student FTE	
5.00 / 5.00		5.00 / 5.00		180 / 180		
100.00%	×	100.00%	×	100.00%	=	100%

* Include student legal absences. Do not include time during school closures.

Shared Education Aides:
This section should only be utilized for student-specific education aides who worked with multiple students on a greater than 1:1 basis. If the aide worked with multiple students on a 1:1 basis on different days or during different parts of the day, use the Aide Percentage from above.

AIDE PERCENTAGE (FROM ABOVE)		NUMBER OF STUDENTS SHARING AIDE DURING TIME SCHEDULED WITH THIS STUDENT		PRORATED AIDE PERCENTAGE (ENTER IN EFRT)
100%	/	1	=	100%

Aide Percentage Calculation Explained (1 of 5)

PERCENTAGE OF SCHOOL DAY
AIDE SCHEDULED WITH STUDENT

Hours/Day Aide Scheduled		Hours/Day Student Enrolled in Program
5.00	/	5.00

100.00%

Example #1:

Hours/Day Aide Scheduled
The student's IEP recommends that the student-specific education aide spend 2.5 hours each day with the student. District/county would enter "2.50" in this field.

Hours/Day Student Enrolled in Program
The student's IEP authorizes the student to receive 2.5 hours of education each day in a 5.0 hour per day program. District/county would enter "2.50" in this field.

Example #2:

Hours/Day Aide Scheduled
The student's IEP recommends that the student-specific education aide spend 0.5 hours each day with the student. District/county would enter "0.50" in this field.

Hours/Day Student Enrolled in Program
The student's IEP authorizes the student to receive 5.0 hours of education each day in a 5.0 hour per day program. District/county would enter "5.00" in this field.

Aide Percentage Calculation Explained (2 of 5)

PERCENTAGE OF DAYS PER WEEK AIDE SCHEDULED WITH STUDENT

Avg Days/Week Aide Scheduled	Days/Week Student Enrolled in Program
5.00	/ 5.00

100.00%

Example #1:

Avg. Days/Week Aide Scheduled

Student's IEP authorizes 1:1 aide services 5 days per week. The school schedules the 1:1 aide services in the classroom each Monday through Friday. District/county would enter "5" in this field.

Days/Week Student Enrolled in Program

Student's IEP authorizes education services 5 days per week. District/county would enter "5" in this field.

Example #2:

Avg. Days/Week Aide Scheduled

Student's IEP authorizes 1:1 aide services 3 days per week. The school schedules the 1:1 aide services in the classroom each Monday , Wednesday and Friday. District/county would enter "3" in this field.

Days/Week Student Enrolled in Program

Student's IEP authorizes education services 5 days per week. District/county would enter "5" in this field.

Aide Percentage Calculation Explained (3 of 5)

The impacts of the COVID-19 pandemic on reimbursement for student-specific education aides will be discussed in additional detail on slides 19 and 20 later in the presentation.

ADJUSTMENT FOR UNEXPECTED CLOSURES/TRANSITIONS TO REMOTE LEARNING WITH NO AIDE

Program Days with Aide*		Scheduled Program Days × Student FTE
180	/	**180**
	100.00%	

Adjustment for Unexpected Closures/Transitions to Remote Learning with No Aide

Example #1:

Program Days with Aide
This student did not encounter any unexpected closures or transitions to remote learning during the school year. District/county would enter "180" in this field.

Scheduled Program Days × Student FTE
Program operates for 180 program days. Student FTE = .1.00. District/county would enter "180" in this field. (180 program days x 1.000 FTE).

Example #2:

Student's IEP authorizes education services for 10 months. 1:1 aide services are authorized for 5 days per week (180 program days) during the school year. The student is scheduled to receive services in the classroom. Beginning in March, the student transitions from an in-person learning model (with 1:1 aide services) to a remote model (without 1:1 aide services). There are 70 program days without an aide from March 1 – June 30.

Program Days with Aide
District/county would enter "110" in this field. (180 program days minus 70 program days).

Scheduled Program Days × Student FTE
District/county would enter "180" in this field. (180 program days x 1.000 FTE).
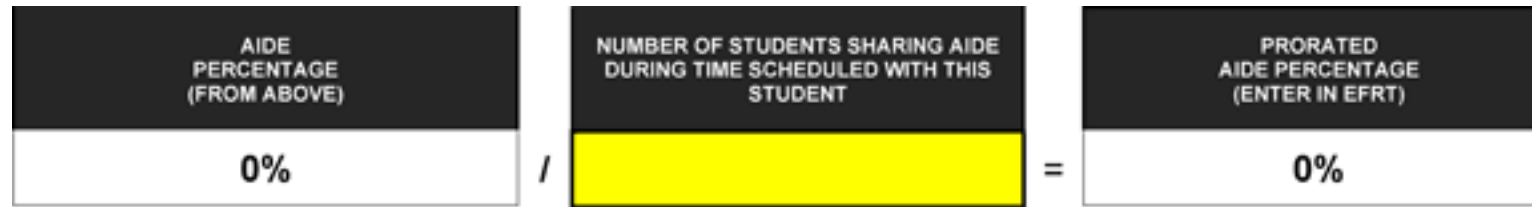
Aide Percentage Calculation Explained (4 of 5)

AIDE
PERCENTAGE
(ENTER IN EFRT)

100%

- Aide Percentage is calculated based on the values entered in the earlier boxes.

- Aide Percentage is rounded to nearest integer for entry in EFRT.

Aide Percentage Calculation Explained (5 of 5)

AIDE PERCENTAGE (FROM ABOVE)		NUMBER OF STUDENTS SHARING AIDE DURING TIME SCHEDULED WITH THIS STUDENT		PRORATED AIDE PERCENTAGE (ENTER IN EFRT)
0%	/		=	0%

Example #1:

Number of Students Sharing Aide During Time Scheduled with this Student
If this student's aide is shared with one additional student while the aide is working with this student, for a total of two students. District/county would enter "2" in this field.

Enter the Prorated Aide Percentage from the far-right box of this section in EFRT.

Example #2:

Number of Students Sharing Aide During Time Scheduled with this Student
If this student's aide is not shared with any additional students, district/county would not use this section of the Aide Percentage worksheet.

Instead, the Aide Percentage from the far-right Aide Percentage box of the section above would get entered in EFRT.

Entering Aide Percentage Values in EFRT

1) Navigate to the respective service approval the aide needs to be added
   NOTE: Use DQCLD to access list of available service approvals.

2) Select and delete the contents of the "Go to" box in the top-right portion of the screen.

3) Press the "Enter" key on your keyboard. The screen should switch from Mode "Inquiry" to Mode "Change".

4) Scroll down to the Education section of the service approval.

5) Depending on the screen, there may be a "Change" field to the left of the "Start Date" field. If there is, type a capital letter "C" in this field.
   If the "Change" text box is not present, disregard this step and proceed to #6.

6) Enter the value calculated on the worksheet into the Aide Percentage box.

7) Scroll down to the bottom of the page and click the "Change" button.

8) Check for your Usercode and current date at the bottom of the page to confirm that the change was successfully processed.

Things to keep in mind while using the Aide Percentage box… (1 of 3)

1) Aide percentages must be reported as integers. Aide percentages calculated on worksheet will be rounded to the nearest whole percentage as necessary.
Example: 45.65% should be entered at "**46**" on the service approval screen.

2) If a student-specific aide is required for all 12 months, the Aide Percentage must be calculated separately for 10-month and 2-month.

Things to keep in mind while using the Aide Percentage box… (2 of 3)

3) Do **<u>not</u>** include teacher aides, teaching assistants, and paraprofessionals shared by all of the students in the classroom. The costs for those positions are included in the tuition (education) rate.

4) Do **<u>not</u>** include transportation time. For preschool placements and July/August school age placements, aide costs during transportation should be included in the transportation cost.

Things to keep in mind while using the Aide Percentage box… (3 of 3)

5)   The Hours Per Day values should not exceed 5.
Example: A student attends a program that operates 5.5 hours per day. The aide is with the student for two hours a day. The calculation should be calculated using 2/5 for the Hours Per Day, not 2/5.5.

Considerations Resulting from the COVID-19 Pandemic (1 of 2)

- **Pursuant to direction from the New York State Division of the Budget,** for the 2019-20 and 2020-21 school years, state reimbursement will only be provided for 1:1 aides for days on which the aides actually provide(d) either in-person or remote services consistent with the student's IEP. State reimbursement will not be provided for days that 1:1 aides were laid off, furloughed, or did not provide support services to students consistent with IEP requirements.

Considerations Resulting from the COVID-19 Pandemic (2 of 2)

- Pursuant to direction from the New York State Division of the Budget, for the 2019-20 and 2020-21 school years, **the Aide Percentage must account for student-specific aide services not delivered due to school closures from the COVID-19 pandemic.**

- Use the "Adjustment for Unexpected Closures/Transitions to Remote Learning with No Aide" box on the Aide Percentage Calculation Form to account for student-specific aide services not provided in-person or remote (virtually) for the 2019-20 and 2020-21 school years.

ADJUSTMENT FOR UNEXPECTED CLOSURES/TRANSITIONS TO REMOTE LEARNING WITH NO AIDE	
Program Days with Aide*	Scheduled Program Days × Student FTE
180 /	**180**
100.00%	

When is a Student-Specific Aide Request form required?
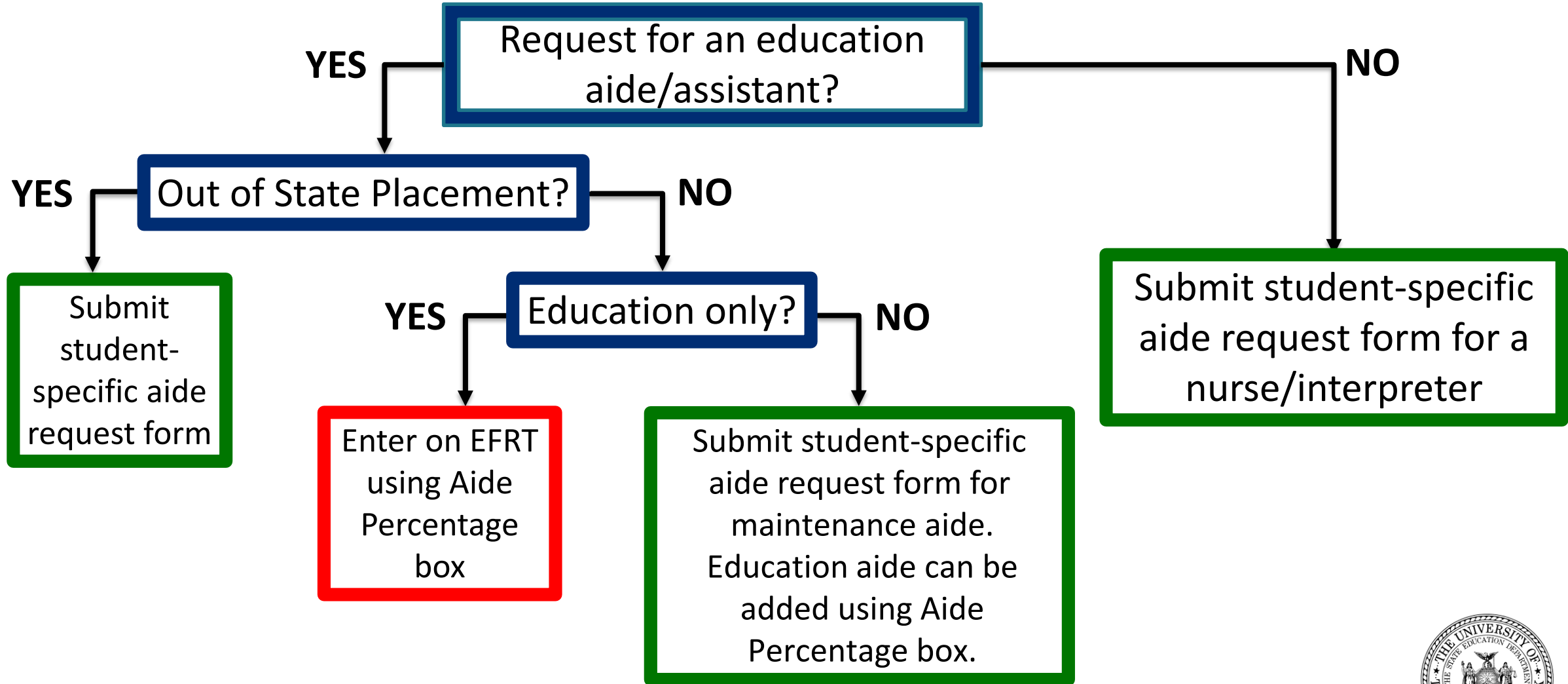
Student-Specific Aide F.A.Q.

Q: **Does a student-specific aide request form need to be submitted for every aide placement?**

A: No, school districts and counties can add education aides to in-state placements using the Aide Percentage box

Q: **What aide types <u>require</u> a student-specific aide request form?**

A: A student-specific aide request form must be submitted for:

- All out-of-state aides

- All nurses and interpreters

- All maintenance aides

Deadlines

- The student-specific aide must be received/entered/verified prior to a school year's statute of limitations.

  - Closeout dates:
    - Preschool closeout dates:
      http://www.oms.nysed.gov/stac/preschool/AVL/home.html
    - School Age closeout dates:
      http://www.oms.nysed.gov/stac/schoolage/payments/deadlines.html

- Be proactive! No penalty for submitting ahead of time.

  - Earlier submissions allow more time for resolving issues

  - Out-of-state aides and maintenance aides require approval from other offices, and this can add additional processing time

Protect PII

Student Personally Identifiable Information (PII)

- Any information that can be used to identify a particular student is considered PII.

  – Names, addresses, dates of birth, etc.

  – Protected by FERPA, HIPAA and NYS Personal Privacy Protection Law

- E-mail: Refer to students exclusively by STAC ID

- Sign up for and take advantage of SED File Transfer Manager (FTM)

SED File Transfer Manager

- Simple, secure and instantaneous!

  – Required transmission method for aide request forms

- Don't miss out, sign up now!

  – Submit Authorization Form for access.

  – NYSED STAC Homepage ➔ Forms ➔ Authorization Form for Access to the SED File Transfer Manager (FTM)

    - Direct link to access form:
      http://www.oms.nysed.gov/stac/forms/stac-603_form_authorization_ftp.pdf

Contact Information

Contact the STAC/Medicaid unit if you have any questions!

- Main Telephone Number: (518) 474-7116
- General Email Address: OMSSTAC@nysed.gov