



**New Hampshire Department of Education
Bureau of Student Support
Court Ordered Placement Procedures Manual
“Applying for Court Order Payments” (Chapter 402)**



February 2020

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Introduction

The New Hampshire Department of Education, Bureau of Student Support, is offering guidance to districts applying for court ordered payment(s) (Chapter 402). The term “court ordered payment(s) (Chapter 402)” refers to the financial assistance for special education costs distributed under RSA 186-C:19-b,II. This manual offers assistance to school districts and business offices with the court ordered payment(s) (Chapter 402) process. This manual is intended to provide guidance only and does not replace law nor does it replace the New Hampshire Department of Education’s (NHDOE) fiscal review of districts’ submission for court ordered payment(s) (Chapter 402). The NHDOE financial accountability review serves as the conduit to decisions relating to court ordered payment(s) (Chapter 402).

The New Hampshire Department of Education (NHDOE), Bureau of Student Support is pleased to distribute the Court Ordered Placement Procedures Manual (Chapter 402). The Court Ordered Placement Procedures Manual (Chapter 402) was developed using NHDOE issued memorandum, presentations to the field, and input and comments from the LEAs.

Eligibility for Court Ordered Payment(s) (Chapter 402)

School districts may be eligible for court ordered payment(s) (Chapter 402) based on the following:

- The cost to the district for implementing the student's Individualized Education Program (IEP) during the school year (July 1-June 30) must exceed 3 times the estimated state average expenditure per pupil.
 - For students who have been placed in more than one (1) program during this period, costs are cumulative.
 - For students who receive extended school year services during this period, the extended school year services must be entered into the IEP in the Extended School Year Services (ESY) section in NHSEIS in order to be considered for court ordered payment(s) (Chapter 402).
- According to RSA 186-C:19-b, II, the Department of Education shall:
 - Be liable up to 3 times the estimated state average expenditure per pupil for the school year preceding the year of distribution.
 - The Department of Education shall be liable for all costs in excess of 3 times the estimated state average expenditure per pupil for the school year preceding the year of distribution.

Only allowable costs will be considered for court ordered payment(s) (Chapter 402).

Consideration for Eligibility for Court Ordered Payment(s) (Chapter 402)

- Students must meet all of the following criteria to be eligible for the court ordered payment(s) (Chapter 402):
 1. The student must have a court order(s) covering the school year and placing them at a residential school, foster care, or group home. If DCYF has been given authority by the court to place a student residentially and DCYF changes the placement and issues a Residential Change of Place Form, DCYF needs to submit that form to the Court so the Court can issue the Court Order that is required.
 2. The student must not be attending a public school.
 3. The Department of Health and Human Services (DHHS) must have financial responsibility for the residential cost of the student.
 4. Students must be placed in special education day program approved by the Department of Education for

their primary disability.

- School districts must enter in the New Hampshire Special Education Information System (NHSEIS) student evaluation information, the Individualized Education Program (IEP) and placement. The data must be in compliance with the requirements of the New Hampshire Standards for the Education of Students with Disabilities (effective March 24, 2017). Since NHSEIS is the official Special Education Information System (NHSEIS), the NHDOE will only use information entered in the appropriate sections of NHSEIS for consideration of court ordered payment(s) (Chapter 402). The NHDOE will not review IEPs developed with other software systems, IEPs developed by private special education programs/schools or other State's IEPs. It is crucial that the data entered be accurate and up to date. The districts are advised to implement a system of "checks and reviews" to ensure accuracy of the invoices prior to entering the invoice information into NHSEIS.
- When a school district has placed a student in a special education program approved for his/her disability by the NHDOE or by the State in which the program operates, the placement **must be** entered into NHSEIS under program services. The NHDOE will **only** consider placements for court ordered payment(s) (Chapter 402) that are entered in the program services section of NHSEIS including placements for approved special education summer programs. If you are placing a student in an out of state special education program that is not in NHSEIS, has an expired date or will expire soon; it is the district's responsibility to seek special education approval documentation from the host State's DOE. The NHDOE recommends seeking the host State's special education approval prior to placing the student at the program. A list of all current approved special education programs are posted on the district's NHSEIS site. This list is updated every two weeks. Once any approved program in NHSEIS is modified, including out of State programs, the change occurs immediately.

For example, if an approval date is extended in NHSEIS, the change will take place immediately. With the change taking place immediately, this prevents each district having to call the NHDOE to make the change.

If you would like the NHDOE to enter a new out of State special education program or extend the end date, the forms for districts may be found on the NHDOE website under special education and then program approval.

- Costs incurred during any period of time that student's records were out of compliance are not eligible for court ordered payment(s) (Chapter 402).i.e., not having an agreed upon IEP.

- Any changes to an IEP must occur prior to the submission of the IEP for consideration of court ordered payment(s) (Chapter 402).
- Changes to the IEP must follow the Special Education process, Part Ed 1109. Changes made to an IEP after the end date of an IEP will not be accepted by the NHDOE.
- For out of state residential placements that do not separate out tuition and residential costs on the invoices, the rate is figured by splitting the State approved rate. For example, tuition would be 50% of the rate and residential 50% of the rate.

Careful attention must be paid to the following:

- ✓ Only IEPs that have been agreed upon and signed by the parent/guardian will be considered for court ordered payment(s) (Chapter 402). The NHDOE will not consider draft or proposed IEPs for court ordered payment(s) (Chapter 402). Please do not enter invoices based on a draft or proposed IEP, the NHDOE will disallow the costs.
- ✓ Only invoices which have dates that coincide with the dates of the services identified in the IEP will be considered for court ordered payment(s) (Chapter 402).
- ✓ The NHDOE may request a signed copy of the original IEP at any time during the review process. Failure to provide the IEP will result in all costs for this student being disallowed.
- ✓ Prior to submitting cost for court ordered payment(s) (Chapter 402) please review the student's information for any errors. Example: the IEP may state 3 minutes rather than 30 minutes. In the financial summary please make sure that all invoices are attached to a valid IEP.
- ✓ If your school district accidentally overpays the court ordered payment(s) (Chapter 402) cap on a student, it is the districts responsibility to contact the provider for reimbursement of that overpayment. Once you have been refunded, you can forward the proof of reimbursement and outstanding invoices to the Bureau of Special Education for payment.
- ✓ Districts must enter the court placement date and begin date in the student's information page of NHSEIS prior to entering the student invoices.

Responsibilities of the NHDOE

- The NHDOE will review all submissions for court ordered payment(s) (Chapter 402) to ensure that the processes outlined in this manual are followed.
- The NHDOE shall distribute special education payments within 60 days of receipt of invoices from the school district. School districts shall submit education service providers cost to the NHDOE within 30 days of receipt of such cost. The NHDOE shall verify the cost and distribute the appropriate amounts to the education service provider.
- As students are placed in programs, NHSEIS automatically adjusts for this change in capacity as students are being placed in the program.

Entering Information in NHSEIS

Entering the Student's Court Date

Districts must enter the court placement date and begin date prior to entering the student's invoices.

NHSEIS by PCG Education
Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | Students | Wizards | Schools | School System Info | Users | Super User | My Profile | Send Us A Message | PCG

Student | Contacts | Eligibility Process | IEP Process | Documents | Student History

Student Information

John L Smith

This is the new Student Information page. We hope you find it more intuitive. Please send any questions to the Message Board from the main menu!

Demographic Information

| | | | | | |
|--------------------------|------------------------------|----------------------------|--|-----------|---|
| Name: | First: John | Middle: L | Last: Smith | Suffix: * | |
| Student ID: | 2031582 | SASID: | 0011223347 | * | |
| Date of Birth: | 08/01/2000 * (Age: 15 Years) | Place of Birth: | | ? | |
| Gender: | Male | Prim. Language: | English | | |
| Grade: | 9th Grade ? | Language of Instruction: | English | | ? |
| School: | Elementary School ? | Hispanic/Latino Ethnicity: | No | * | |
| Length of School Day: | 5.50 hour(s) (< Std) | Race: * | <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | | |
| District of Liability: ? | Concord | Town of Residence: ? | Concord | | |

Section 402 Placement

| | | | | |
|-----------------------|------------|--|--|--|
| Court Placement Date: | 02/02/2016 | | | |
|-----------------------|------------|--|--|--|

1. Enter Court Placement Date
2. Click on the "Update the Database" button

Entering the Student's Court Placement Begin Date

NHSEIS by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | Students | Wizards | Schools | School System Info | Users | Super User | My Profile | Send Us A Message | PCG

Student | Contacts | Eligibility Process | IEP Process | Documents | Student History

Student Information John L Smith

This is the new Student Information page. We hope you find it more intuitive. Please send any questions to the Message Board from the main menu!

Demographic Information

| | | | | |
|--------------------------|------------------------------|----------------------------|--|-----------|
| Name: | First: John | Middle: L | Last: Smith | Suffix: * |
| Student ID: | 2031582 | SASID: | 0011223347 * | |
| Date of Birth: | 08/01/2000 * (Age: 15 Years) | Place of Birth: | | ? |
| Gender: | Male | Prim. Language: | English | |
| Grade: | 9th Grade ? | Language of Instruction: | English | ? |
| School: | Elementary School ? | Hispanic/Latino Ethnicity: | No * | |
| Length of School Day: | 5.50 hour(s) (< Std) | Race: * | <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | |
| District of Liability: ? | Concord | Town of Residence: ? | Concord | |

Section 402 Placement

| | | | |
|-----------------------|------------|-------------|------------|
| Court Placement Date: | 02/02/2016 | Begin Date: | 02/02/2016 |
|-----------------------|------------|-------------|------------|

Enter the begin date of the court placement

Entering the Student's Court End Date

NHSEIS by PCG Education Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | Students | Wizards | Schools | School System Info | Users | Super User | My Profile | Send Us A Message

Student | Contacts | Eligibility Process | IEP Process | Documents | Student History

Student Information

John L Smith

 This is the new Student Information page. We hope you find it more intuitive. Please send any questions to the Message Board from the main menu!

| Demographic Information | | | | | |
|-------------------------|--|----------------------------|---------------|--|---|
| Name: | First John | Middle L | Last Smith | Suffix * | |
| Student ID: | 2031582 | | SASID: | 0011223347 | * |
| Date of Birth: | 08/01/2000  * (Age: 15 Years) | Place of Birth: | | | ? |
| Gender: | Male | Prim. Language: | | English | |
| Grade: | 9th Grade | Language of Instruction: | | English | ? |
| School: | Elementary School | Hispanic/Latino Ethnicity: | | No | * |
| Length of School Day: | 5.50 hour(s) (< Std) | Race: * | | <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | |
| District of Liability: | Concord | Town of Residence: | | Concord | ? |

When the student is no longer court ordered, enter the court order end date.

| Section 402 Placement | | | | | |
|-----------------------|------------|-------------|------------|-----------|--|
| Court Placement Date: | 02/02/2016 | Begin Date: | 02/02/2016 | End Date: | <input type="text"/>  |

Entering Information into Financial Summary

To begin entering invoices into the Financial Summary section of NHSEIS please go to your district site. Once on the district site, please click on "School System."

The screenshot shows the NHSEIS website interface. At the top, there is a dark blue header with the NHSEIS logo and navigation links: Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout. Below this is a green navigation bar with links: Main Menu | Students | Wizards | Schools | School System Info | Users | Super User | My Profile | Send Us A Message | PCG. The main content area features a "Message of the Day" section with a "Message Board" icon and the text "NHSEIS Messages". Below this, there are several messages with dates and content, such as "1/29/16 T.Hersh. The following documents have been uploaded on NHSEIS: User Permissions Jan 2016 and NHSEIS User P Level." and "1/4/16 T.Hersh. FY 16 Memo 19 has been uploaded." A callout bubble points to the "School System Info" link in the navigation bar, stating "Click on 'School System Info'". Another callout bubble points to the "Message Board" icon, stating "The NHDOE posts information regarding NHSEIS on the Message Board." At the bottom, there are sections for "My Messages" and "My Schools".

Once you have clicked on the “School System” button, please click on the “Financial Summary” button. The Financial Summary is used to determine the court ordered payment(s) (Chapter 402) for child-specific applications.

Once you are in the Financial Summary, please enter the student’s SASID number. You could enter the student’s last name rather than the SASID number. However, if you do enter the student’s last name, more than one student may come up. Please ensure that you have selected the correct student.

The screenshot displays the NHSEIS web application interface. At the top, there is a browser address bar showing the URL: https://nhses.ed.state.nh.us/easyiep.plx?op=alt_authenticated&CustomerName=nhtrainingsit. Below the browser is a navigation menu with the NHSEIS logo and the text "by PCG Education". The menu includes options like "Welcome, Terry", "My Calendar", "Message Board", "Send Us a Message", and "Logout". A secondary menu contains "Main Menu", "Students", "Wizards", "Schools", "School System Info", "Users", "Super User", "My Profile", "Send Us A Message", and "PCG". A third menu contains various system functions, including "School System", "System Info", "Reports", "Assign Schools", "Inactive Students", "User Types", "External Systems", "Finance Summary", "Financial Configuration", "Set Program Rates", "Set Service Rates", "Log Out", "Main Menu", "Summary", "Lists", "Assign Teachers", "Inactive Users", "User Type Assign", "Transfer Student", "Add Providers", "Program Approval", and "Import History".

The main content area is titled "Edit School System Information" and contains a form with the following fields:

| | |
|-------------------------------------|-------------------------------------|
| School System Name: | New Hampshire Training Site * |
| School Year: | 2015-2016 * |
| School System Code: | NHTrain001 ? |
| Address: | 101 Pleasant Street ? |
| City, State, ZipCode: | Concord ? NH ? 03301 ? |
| E-Mail Address: | terry.hersh@ed.state.nh.us ? |
| Phone Number: | 603 271-3775 ? |
| Fax Number: | ? ? Upload New Data |
| Time Zone: | ? |
| SAU: | ? |
| Region: | ? |
| County: | ? |
| Universal Billing System Client ID: | ? |

A callout bubble on the left side of the form contains the text "Click on 'Financial Summary'", with an arrow pointing to the "Finance Summary" button in the navigation menu.

Please confirm that this is the student that you wish to enter invoices for. To continue, please click on the student's name. Please organize your invoices in chronological order; putting the invoices in chronological order will assist you in entering invoices efficiently. The NHDOE calculates CAP and provides this information to the districts. CAP is 3 times the estimated state average expenditure per pupil.

Click on high-lighted name to go to the student's Financial Summary

The screenshot shows the NHSEIS web application interface. At the top, there is a navigation bar with the NHSEIS logo and user information: "Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout". Below this is a secondary menu with options like "Main Menu", "Students", "Wizards", "Schools", "School System Info", "Users", "Super User", "My Profile", and "Send Us A Message | PCG". A third row of buttons includes "School System", "System Info", "Reports", "Assign Schools", "Inactive Students", "User Types", "External Systems", "Finance Summary", "Financial Configuration", "Set Program Rates", and "Set Service Rates". A fourth row of buttons includes "Log Out", "Main Menu", "Summary", "Lists", "Assign Teachers", "Inactive Users", "User Type Assign", "Transfer Student", "Add Providers", "Program Approval", and "Import History".

The main content area is titled "Select a Student Finance Summary" with a "New Mail" icon. It contains a search form with the following fields:

- Student ID: 2031582 Exact Match
- First Name: John Exact Match
- SASID: Exact Match
- Last Name: smith Exact Match

A "Search" button is located to the right of the form. Below the form is a table with the following data:

| School | Grade | Name | Student ID | Age | Dis | Case Manager |
|--------|-------|----------------------|------------|-----|--------|----------------|
| ELEM | 9 | <u>John L. Smith</u> | 2031582 | 15 | SLD,SP | Terry L. HERSH |

Below the table, it says "(1 Students)". At the bottom of the page, there is a logo for "PUBLIC CONSULTING GROUP" and a footer with technical information: "(User Terry L Hersh (superuser), Pool nh (6), App Server nh-01 (interp 1, 1905 hits, 1.06 GB), System nhtrainingsite, Domain none, Page FinancialSelectStudent.htm, Timing (op: 0.31s, content: 0.15s) (StyleSheet easyiep_base_new_center.css, easyiep.css, Menu StyleSheet buttonmenu_new_center.css, linkmenu_new_center.css, treemenu_new_center.css))".

Student's Financial Summary

As districts are entering invoices, NHSEIS is calculating CAP, invoice totals and disallowed costs. The NHDOE highly recommends that districts enter invoices into NHSEIS on a monthly basis. By entering invoices on a monthly basis, districts can audit whether or not they are being appropriately charged for the number of units as identified in the IEP and the cost of the services. When developing an IEP, please think of units as 30 minute increments. By using thirty minute units, this allows for consistency with your vendors. Districts will also be able to verify that they are being charged at the NHDOE's or host State's established rate. If there are errors on the invoice, this will give a district an opportunity to reconcile the invoice prior to the submission for court ordered payment(s) (Chapter 402).

The NHDOE establishes its rate based on 30 minute increments of service. In cases where the service is for 45 minutes, the district should select the service from the drop down. Enter one unit at 30 minutes and one unit at 15 minutes. The rate for the 15 minute unit will be entered using half the established rate. Both the IEP and invoices will need to reflect these entries.

For rates that are not established by the NHDOE, services can be entered for any increment providing the increment matches the rate at which they are being charged. For example, the invoice shows 48 minutes per day. The invoice should show the cost of a 48 minute session.

The NHDOE, in previous reviews of court ordered payment(s) (Chapter 402), have found several incidents of districts entering in more units of services than identified in the IEP. Although districts may provide additional services to students, districts cannot submit for payment for these additional units of services.

Entering Invoices

When entering invoices into NHSEIS, you must enter the name of the vendor, the invoice number as well as the date of the invoice. The NHDOE encourages districts to work with their vendors so that each invoice has an invoice number provided by the vendor. Invoices must clearly identify the student either by name or SASID # who received services. The NHDOE will not consider the costs of an invoice if it is not clearly identified what student received services. This may be done by either the student's SASID # or name on the invoice. Please remember to enter the invoices in chronological order. NHSEIS is designed to populate the dropdown in the service section with information from the IEP. NHSEIS is also designed so that once a vendor has been entered, the district will not need to re-enter the vendor for each invoice.

The screenshot shows the NHSEIS 'Invoices' page. The page header includes the NHSEIS logo and navigation links. The main content area displays the 'Invoices' form for a student named John L. Smith. The form includes fields for Invoice # (0559), Invoice Date (10/30/2016), Payment Date (10/30/2016), Vendor (Concord High School), and District Code (NHTran001). A warning message states: 'The invoice total has exceeded the States Special Education Aid Cap!'. Below the form is a table for 'Invoice # Line Items' with columns for Service, Setting, Begin Date, End Date, Units, Unit Price, Amount, Units Allowed, Price Allowed, Amt. Disallowed, Reason Disallowed, Attendance Certified, State Responsibility, and Medicaid Reimbursabl. The table has four rows, with the first row containing data for a service. A 'Please Note' callout box states: 'Invoice must include student's name or SASID #.'. The page also includes buttons for 'View Line Item Changes', 'Update the Database', 'Add New Invoice', 'Switch to Financial Summary', and 'Delete this Invoice'.

1. Enter Vendor's Invoice Number

2. Enter Date of Invoice

3. Select a vendor from the dropdown

Please Note:
Invoice must include student's name or SASID #.

Figure 1 : Invoice Page

Entering Invoices (Continued)

NHSEIS is designed to generate a dropdown menu from specific sections of the IEP. The specific sections of the IEP that are generated into a dropdown menu in the service section of the financial summary are Special Education Services, Custom Special Education Services and Related Services. The NHDOE understands that there may be situations that a district may need to write on an invoice. It will be the discretion of the NHDOE to decide whether or not the “write on” of an invoice still maintains the integrity of the invoice. Please remember to use the IEP that was in place at the time of the service.

NHSEIS compares the number of units and sessions from these three areas to the data districts enter from the invoices. When there is an overage of number of units and sessions, NHSEIS will disallow the costs. To assist in the review of your invoices, you may indicate when a session is a make-up session. The invoices should reflect the date of services rendered.

If this occurs, districts must re-enter the information using the number of units and sessions agreed upon in the IEP. When districts enter the number of units and the cost per unit, you must enter the units in 30 minute increments.

The NHDOE understands that there may be occasions when districts may have invoices that reflect services that are less than the number of units identified within the IEP. If you encounter this situation, please enter in only the services that have been given.

The NHDOE reviews the invoices to ensure that the information stated on the invoice matches the information on the IEP. If there is a discrepancy that the district is able to correct, the district is given 5 days to make the correction. All e-mail correspondence pertaining to court ordered payment(s) (Chapter 402) will be sent to the district’s special education director. The information entered into NHSEIS must match the invoice in order for the NHDOE to pay the invoice(s).

If districts would like a preliminary report, they can review the annual totals for the student on the Financial Summary page. The annual totals show the total of all the invoices, as well as the disallowed costs. The annual totals also show when a student’s cost meets the “Cap” for court ordered payment(s) (Chapter 402).

Expenses incurred at YDC after the district has met Cap are not paid by the NHDOE. The district shall contact YDC to stop billing.

For invoices with tuition cost, the tuition cost must each be clearly identified in the invoice, including daily rate and the number of units. The units for tuition costs must be entered in by the day.

The NHDOE enters the established rates for the NHDOE's or host State's established rates into NHSEIS. If districts enter an amount over the established rate, NHSEIS will disallow the overage. If this occurs, districts must re-enter the information using the State established rate. Rates can be found on the NHDOE website under the Special Education pages, then under rate setting.

As the NHDOE receives the out of district rates, they are entered into NHSEIS at the time in which they are received. If the rates are not received until November, the rates will not be entered until November. Districts must go to each invoice and select "Update the Database" button only for invoices that are entered prior to the established rate being entered.

The NHDOE is aware that some agencies have more than one approved special education program. When an agency has more than one approved program, the name of the specific program must be clearly identified on the invoice. This will allow the NHDOE to verify the correct rate is being considered for court ordered payment(s) (Chapter 402).

Transportation must be identified in Related Services in order for transportation to be considered for court ordered payment(s) (Chapter 402). Transportation includes travel to and from school and between schools and other locations in which the IEP services are provided. Transportation costs are considered only for the student's transportation. Transportation is part of the dropdown menu under Related Services. By using transportation identified within Related Services, districts will be able to enter units and unit costs for court ordered payment(s) (Chapter 402). When entering services of a bus monitor, please use "Custom Special Education Services" and type in *bus monitor*. If an individual other than a bus monitor provides the service of "monitoring" such as Para-professional, one on one aide, rehabilitative aide, or one on one assistant, the invoice must match the service identified in the IEP. This will allow you to enter the units as well as the unit price. By entering bus monitor under "Custom Education Services" this will allow NHSEIS to populate bus monitor into the dropdown menu under "Service" in the Financial Summary Section.

Financial Summary Invoices

Please select the year in which you will be submitting invoices. NHSEIS calculates costs based on the number of units and unit price. It is essential that the LEA's review the invoices prior to entering the costs into NHSEIS to ensure accuracy of the invoices. Please review the invoices prior to entering into NHSEIS to ensure the invoice clearly identifies the student either by name or SASID #, that the services in the invoices are for services identified in the IEP, and the date of the invoices are the dates identified in the services of the IEP. The invoices must have the dates of services rendered and those dates must coincide with the dates of services in the IEP. If applicable, check to ensure that the rate you have entered is the NHDOE's or host State's established rate.

NHSEIS by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | Students | Wizards | Schools | School System Info | Users | Super User | My Profile | Send Us A Message | PCG

School System | System Info | Reports | Assign Schools | Inactive Students | User Types | External Systems | Finance Summary | Financial Configuration | Set Program Rates | Set Service Rates

Log Out | Main Menu | Summary | Lists | Assign Teachers | Inactive Users | User Type Assign | Transfer Student | Add Providers | Program Approval | Import History

Financial Summary

John L. Smith
[New Mail!](#)

Student ID: Exact Match | First Name: Exact Match |

SASID: Exact Match | Last Name: Exact Match

Student: John L. Smith | Student ID: 2031582 | SASID: 0011223347 | DOB: 08/01/2000 | District of Liability: Concord

Lock School Year
Financial Summary for School Year: 2015-2016

Annual Totals

| | |
|----------------------------------|------|
| Invoice Total: | 0.00 |
| Non-Medicaid Reimbursable Total: | 0.00 |
| Disallowed: | 0.00 |
| Reimbursements: | 0.00 |
| Net 402 Cost: | 0.00 |
| Net Cat Aid Cost: | 0.00 |

There are no Invoices

Click on the drop down menu and select the appropriate school year for which you are seeking reimbursement.

Financial Summary

John L Smith

[New Mail!](#)

| | | | | | | |
|-------------|----------------------|--------------------------------------|-------------|----------------------|--------------------------------------|---------------------------------------|
| Student ID: | <input type="text"/> | <input type="checkbox"/> Exact Match | First Name: | <input type="text"/> | <input type="checkbox"/> Exact Match | <input type="button" value="Search"/> |
| SASID: | <input type="text"/> | <input type="checkbox"/> Exact Match | Last Name: | <input type="text"/> | <input type="checkbox"/> Exact Match | |

Student: John L Smith Student ID: 2031582 SASID: 0011223347 DOB: 08/01/2000 District of Liability:: Concord

Lock School Year

Financial Summary for School Year: 2015-2016

Annual Totals

| | |
|----------------------------------|---------|
| Invoice Total: | 2200.00 |
| Non-Medicaid Reimbursable Total: | 0.00 |
| Disallowed: | 0.00 |
| Reimbursements: | 0.00 |
| Net 402 Cost: | 2200.00 |
| Net Cat Aid Cost: | 0.00 |

Invoices

| Vendor | Invoice Number | Invoice Date | Amount | Disallowed | |
|-------------------------|----------------|--------------|---------|------------|--|
| Concord School District | 123 | 11/01/2015 | 2200.00 | 0.00 | View Line Item Changes |

Invoice total is the total amount of the invoices entered

Invoice totals must populate under Net 402 cost

The cap is pre-populated prior to entering invoices.

It is important to check that the invoices are populating under Net 402 cost. If the invoices are not populating under Net 402 cost stop entering invoices. You need to delete the invoice that has been entered. After the invoice has been deleted go to the student information page and enter the court date and start date.

Invoice Page

Below is a screenshot identifying the areas that were discussed in the directions in the “Entering Invoices,” section.

The screenshot shows the NHSEIS Invoices page. At the top, there is a navigation bar with the NHSEIS logo and various menu items. Below the navigation bar, the page displays student information and a warning message: "The invoice total has exceeded the States Special Education Aid Cap!".

Key areas highlighted by callouts include:

- Invoice # 8589**: A callout explains that this drop-down is generated from Special Education Services, Custom Special Services, & Related Services.
- Invoice Date (10/30/2016)** and **End Date (12/01/2016)**: A callout instructs to enter the Begin and End Date of services detailed in the Invoice.
- Units (8) and Unit Price (100)**: A callout instructs to enter the number of units and the cost per unit. Units must be in 30 minute increments.

The "New Lines" table is as follows:

| # | Service | Setting | Begin Date | End Date | Units | Unit Price | Amount | Units Allowed | Price Allowed | Amt Disallowed | Reason Disallowed | Attendance Certified | State Responsibility | Medicaid Reimbursable |
|----|---|---------|------------|------------|-------|------------|--------|---------------|---------------|----------------|-------------------|----------------------|----------------------|-----------------------|
| #1 | E403 Language Based Program (Special Education Setting) (No Service Provider Title Found) (2 sessions/wk of 2 hr) (11/02/2016 - 11/01/2017) | Day | 11/02/2016 | 12/01/2016 | 8 | 100 | | | | | | | 0.00 | |
| #2 | | Day | | | | | | | | | | | | |
| #3 | | Day | | | | | | | | | | | | |
| #4 | | Day | | | | | | | | | | | | |

Below the table, there are several action buttons: View Line Item Changes, Update the Database, Add New Invoice, Switch to Financial Summary, and Delete this Invoice.

Invoice Page (continued)

NHSEIS
by P21 Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | Students | Wizards | Schools | School System Info | Users | Super User | My Profile | Send Us a Message | PCG

Student | Contacts | Eligibility Process | IEP Process | Services Plan Process | Documents | Student History

INVOICES [New Mail](#)

Student: John L. Smith | Student ID: 2011582 | SAID: 981323247 | DOB: 12/01/2005 | District of Liability: Concord
School Year: 2016 - 2017 (07/01/2016 - 06/30/2017)

The invoice total has exceeded the States Special Education Aid Cap!

| | | | |
|-------------------|------------------------------|---------------|----------------------------------|
| Invoice # | 6550 | Locked | <input type="checkbox"/> Yes |
| Invoice Date | 10/30/2016 | Vendor | Concord High School |
| Payment Date | 10/30/2016 | New Vendor | Add a New Vendor |
| Payment Ref Num. | | Vendor Code | |
| Medicaid Eligible | <input type="checkbox"/> Yes | District Code | 981323247 |

| Invoice | Service | Setting | Begin Date | End Date | Units | Unit Price | Amount | Units Allowed | Price Allowed | Aid Disallow |
|--------------------------|---|----------|------------|-----------|-------|------------|--------|---------------|---------------|--------------|
| <input type="checkbox"/> | Exceptional Costs | | | | | | | | | |
| New Lines | | | | | | | | | | |
| #1 | 401 Language Based Program (Special Education Testing Fee Service Provider Fee Fund) (Amount of \$2,100.00) (20161030) (20161030) | Language | 11/02/2016 | 1/01/2016 | 1 | 2100 | | | | |
| #2 | | Day | | | | | | | | |
| #3 | | Day | | | | | | | | |
| #4 | | Day | | | | | | | | |

(To add a new line item, simply select and enter data for any of the 4 rows above)

[View Line Item Changes](#)
[Update the Database](#)
[Add New Invoice](#)
[Switch to Financial Summary](#)
[Delete this Invoice](#)

Select "Day" from the drop down for Tuition costs

When the student reaches cap the service entered turns green

Invoices New Mail

Student: **Johnny 402 Doe** Student ID: **2055334** SASID: **6666655544** DOB: **10/01/1997** District of Liability: **Concord**
 School Year: **2012 - 2013** (07/01/2012 - 06/30/2013)

The student's invoice total has exceeded the States 402 cap!

| | | | |
|--------------------|------------|----------------|---------------------------------------|
| Invoice # | 23 | Locked: | <input type="checkbox"/> Yes |
| Invoice Date: | 02/01/2013 | Vendor: | New Hampshire Department of Education |
| Payment Date: | 02/01/2013 | New Vendor: | Add a New Vendor |
| Payment Ref Num: | | Vendor Code: | |
| Medicaid Eligible: | Yes | District Code: | NHTS001 |

Amount State is responsible for

Invoice # 23 Line Items

| Inactive | Service | Setting | Begin Date | End Date | Units | Unit Price | Amount | Units Allowed | Price Allowed | Amt Disallowed |
|--------------------------|---|---------|------------|------------|-------|------------|----------|---------------|---------------|----------------|
| <input type="checkbox"/> | 4185 Psychological Services (09/01/2012 - 03/03/2013) | Day | 11/01/2012 | 12/30/2012 | 40 | 600.00 | 24000.00 | 40 | 600.00 | 0.00 |
| <input type="checkbox"/> | Exceptional Costs | | | | | | | | | |
| Totals: | | | | | 40 | 600.00 | 24000.00 | 40 | 600.00 | 0.00 |

| Reason Disallowed | Attendance Certified | State Responsibility | Medicaid Reimbursable |
|-------------------|-------------------------------------|----------------------|--------------------------|
| | <input checked="" type="checkbox"/> | 8348.67 | No |
| | <input type="checkbox"/> | 0.00 | <input type="checkbox"/> |
| | | 8348.67 | |
| | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> |

New Lines

| | | | | | | | | | | |
|----|--|-----|--|--|--|--|--|--|--|--|
| #1 | | Day | | | | | | | | |
| #2 | | Day | | | | | | | | |
| #3 | | Day | | | | | | | | |
| #4 | | Day | | | | | | | | |

(to add a new line item, simply select and enter date for any of the 4 rows above)

When a student reaches Cap, please print clearly on the invoice how much the district paid and how much the NHDOE is responsible to pay. Please do not write in the middle of the invoice, please use either the top of the invoice or the bottom.



Happy Day Department
45000 Pleasant Street
Concord, NH 03301

Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com

Invoice

Bill To:

Desk and Chair School
District
12345 Pencil Way

Invoice #: 21000
Invoice Date: 12/31/2012

NAME: John Doe

SASID #: 1234567899

| Begin Service Date | End Service Date | Description | Quantity/UNIT | Unit Price | Total |
|--|------------------|-----------------------|---------------|------------------------|----------|
| 10/01/2012 | 12/29/2012 | Tuition for John Doe | 9.00 | 500.00 | 4,500.00 |
| 10/01/2012 | 12/29/2012 | Speech Pathology-Ind. | 15.00 | 250.00 | 3,750.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| *If appropriate, please indicate 'Individual' or 'Group' | | | | TOTAL INVOICE AMOUNT | 8,250.00 |
| | | | | Payment/Credit Applied | |
| | | | | TOTAL | 8,250.00 |

SAMPLE

Program Placement

When entering program placement, including placements for approved special education summer programs, into the IEP use “Select Program Placement.” By using “Select Program Placement” this ensures that either the NHDOE or the host State has approved the special education program. By using “Select Program Placement” this also ensures that the student meets the special education approval for the student’s age, gender and primary disability in addition that the number of students within the program has not exceeded capacity. Invoices should not be entered for placement if the name of the day program does not appear in the dropdown menu under “Program Services” in the Service section of the Financial Summary. The NHDOE WILL NOT consider cost for program placement if the program is entered into Custom Special Education Services. The NHDOE will not consider placement costs if the placement is identified in other software systems, IEPs developed by private special education programs/schools or other State’s IEPs. The NHDOE will not consider cost for program placements entered into Custom Special Education Services since this bypasses the business rules associated with program placement.

The screenshot shows the NHSEIS web application interface. At the top, there is a navigation bar with the NHSEIS logo and various user links. Below the navigation bar, there is a search bar and a main menu. The main content area is titled "Search for Special Education Programs" and includes a user name "John January".

Instructions - Use the fields below to search for state-approved programs to add for this student. You must enter a begin and end date for the placement in order to determine capacity.

Note: The search will only return open programs for which the student meets all criteria (age, gender, identified disability, etc.) in NHSEIS.

| | |
|--|----------------------|
| Program Begin Date: (required) | 10/22/2015 |
| Program End Date: (required) | 06/30/2015 |
| Program Name: (enter all or part of the program name) | <input type="text"/> |
| Location: (enter all or part of the location, if known) | <input type="text"/> |
| Provider Name: (enter all or part of the provider's name, if known) | crotched |

Find Program(s) >> << Back

Begin and end dates must be entered into these fields

Attendance

Students must be in attendance in order for the services in an invoice to be considered for court ordered payment(s) (Chapter 402). Place a check in the “Attendance Certified” box to verify the student’s attendance. By checking this box, the district is verifying that the student was present for the services found in the invoice. Districts are responsible to keep student attendance records. Districts do not need to submit attendance records to the NHDOE, however; the district must be able to produce the attendance records if requested by the NHDOE. The NHDOE is not able to consider costs when students are not present to receive the services.

The screenshot shows the NHSEIS Invoices page. At the top, there is a navigation bar with the NHSEIS logo and various menu items. Below the navigation bar, there is a header section with the text "Invoices" and a "New Mail" button. The main content area contains a form for creating an invoice. The form includes fields for Invoice #, Invoice Date, Payment Date, Payment Ref Num, Medicaid Eligible, Locked, Vendor, New Vendor (with an "Add a New Vendor" button), and Vendor Code. Below the form is a table for "Invoice # Line Items" with columns for Del, Inactive, Service, Setting, Begin Date, End Date, Units, Unit Price, Amount, Units Allowed, Price Allowed, Amt Disallowed, Reason Disallowed, Attendance Certified, State Responsibility, and Medicaid Reimburse. There are four rows in the table, each with a "# 1" through "# 4" in the first column. Below the table, there is a "View Line Item Changes" button and an "Update the Database" button. Three callouts are present: one pointing to the Vendor field, one pointing to the "Add a New Vendor" button, and one pointing to the "Attendance Certified" checkbox in the first row of the table.

Program name can be selected from the drop down

Click this button to add a New Vendor

Check this box to Certify Attendance

Disallowed Cost

It is the responsibility of the NHDOE to verify that the invoices entered into NHSEIS are for allowable costs. Here are several examples taken from actual district's invoices in which the NHDOE disallowed. It is the hope of the NHDOE by providing these examples of disallowed costs, it will assist the districts. Each time a district enters disallowable costs into NHSEIS, the NHDOE must then work with the districts to remove the costs. The NHDOE will not consider costs for administrative function of personnel. Administrative functions can include, but not limited to: cost to attend meetings, writing of reports including IEPs, development of IEPs and analysis of data.

- Please do not enter services as one total amount. When you enter services as one total amount NHSEIS will disallow the cost. NHSEIS is constructed so that invoices are entered based on the number of units identified within the IEP. Below is an example of how to properly enter units into NHSEIS.
 - 1 @ a set price Example: Transportation= 1@ \$9,000.00
 - Please enter as 180 units @\$50.00 = \$9,000.00

The school district is responsible for the costs of all evaluations and consultations.

The allowable services on the invoice must match the service identified in the IEP. The IEP under custom special education services identifies a rehabilitative aide and district enters the cost from an invoice that states a one on one paraprofessional. The NHDOE will deny the invoice, you will be asked to remove these invoices from NHSEIS.

Please do not enter invoices for service provider's mileage, travel or hotel stays. These are costs which will be disallowed. If a district enters this information, you will be asked to remove these invoices from NHSEIS.

Please do not enter invoices for supplies such as paper, pencils, art supplies, movie rentals and aids to daily living (ADL). These are costs which will be disallowed. If a district enters this information, you will be asked to remove these invoices from NHSEIS.

Please do not enter the day placement under "Custom Special Education Services." The NHDOE will not consider the cost of placement including placements for approved special education summer programs for tuition that are entered into "Custom Special Education Services." If placement including placements for approved special education summer programs is in any other

section of the IEP other than “Program Placement,” the cost will be disallowed. If a district enters this information, you will be asked to remove these invoices from NHSEIS.

- If the dates of the program identified in the IEP, do not coincide with the invoice dates, the placement will be disallowed. Example:

Invoice dates: July 1, 2012-June 30, 2013 Placement dates: September 1, 2012-June 30, 2013

For this example, you can see that an invoice was submitted for the months of July and August, however, there was no placement identified in the program service section of the IEP for this time period. These are costs which will be disallowed. If a district enters this information, you will be asked to remove these invoices from NHSEIS.

If districts submit invoices that were for services in the previous fiscal year, the NHDOE will disallow the costs identified in the invoices. The NHDOE can only consider invoices for services that have been rendered in the year in which the district is submitting for court ordered payment(s) (Chapter 402).

When districts submit invoices for items that are used for the general special education population these costs will be denied. Examples of such costs may include, but are not limited to: purchasing items for common areas such as hallways, items for the overall special education department such as consumables including diapers, wet wipes and latex gloves cannot be considered a special education cost. These are costs which will be disallowed and districts will be asked to remove these invoices from NHSEIS.

The NHDOE will only consider costs at the NHDOE’s or host State’s established rate. If the district pays over the established rate and enters this into NHSEIS, NHSEIS will disallow the difference between the established rate and the rate for which the district has been charged. Please contact Tamela Dalrymple @ (603) 271-6056 to find out the host State’s established rate.

Example:

Harry F. Benjamin Special Education Program State Established Rate: \$199.99 per day

Harry F. Benjamin Special Education Program Rate Charged to District: \$299.99 per day

If the district enters the rate of \$299.99 per day, NHSEIS will disallow \$100.00. Districts will be asked to correct these invoices in NHSEIS.

The NHDOE will only consider costs that coincide with the information in the services of the IEP. If the district pays for services that have one time period on the invoice and the IEP have another time period. The NHDOE will disallow the costs.

Example:

Invoice states individual OT services for 10/1/12 to 5/13/13

IEP identified individual OT services from 9/1/12 to 3/31/13

The NHDOE will consider the costs for 10/1/12 to 3/31/13. This is the time period that both the invoice and the IEP coincide.

In reviewing previous submissions for court ordered payment(s) (Chapter 402), the NHDOE has found that some districts are considering group when there is only one student receiving services. The NHDOE cannot consider this cost for court ordered payment(s) (Chapter 402) since having one student is not considered “group.” If there are no other students to participate in a “group” service, the IEP should be convened in order to discuss amending the group service in the IEP to an individual service.

The NHDOE cannot consider the cost of a field trip for court ordered payment(s) (Chapter 402).

Invoices must clearly identify the student who received services. Please do not use nick names on the invoices. The NHDOE will not consider the costs of an invoice if it is not clearly identified what student received services. These are costs which will be disallowed and districts will be asked to remove these invoices from NHSEIS.

The NHDOE will not consider costs that are associated with an IEP that has been inactive. You can find inactive events in the student history page in NHSEIS.

Invoices will not be considered for court ordered payment(s) (Chapter 402) from items identified under Support for Personnel, Supplemental Aids and Services or Goals and Objectives section of the IEP. If a district enters this information, you will be asked to remove these invoices from NHSEIS. The NHDOE will only consider costs found in Special Education Services, Custom Special Education Services and Related Services section of the IEP.

There may be incidents that a district might have to figure a cost. If you are figuring a cost of service, please always round down. If a district rounds up, the (units) x (rate) will calculate at an amount over the invoice and it will be disallowed.

Example: Individual Speech rate= \$52.23

Group Speech Rate=\$26.115

→ Correct rate is \$26.11 not \$26.12 Do not round UP

The NHDOE will not endorse an IEP being modified after the expiration of the IEP in order for costs to be eligible for court ordered payment(s) (Chapter 402). If there is a question regarding timelines, the NHDOE will verify in the date created section under student history page.

Districts may not submit court ordered payment(s) (Chapter 402) costs for students who received CAT AID for the same placement(s) during the school year.

It is not the responsibility of the NHDOE to interpret the services identified on an invoice.

- Example: Sally Smith is a social worker who works with the family.
 - The IEP under custom special education services states home school consulting.
 - The invoices state in-home family counseling.

The NHDOE will not interpret the home school consulting as the same service identified in the invoice of in-home family counseling. The NHDOE will disallow these invoices since the services in the invoice do not match the services in the IEP.

Direct instruction is not placement. If a district is attempting to use direct instruction for placement costs, the NHDOE will disallow this cost.

Districts may enter program placement as time of the school day x 5 sessions per week.

- Example: Sally attends the Excel Special Education Program. This is a day program. The information is entered as:
6.5 hours per day x 5 days/week.

Invoices which contain handwritten notes changing the description of the services will not be considered for court ordered payment(s) (Chapter 402).

Tuition for two full placements will not be considered for court ordered payment(s) (Chapter 402).

Disallowed Cost Example

NHSEIS by PCG Education
 Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | Students | Wizards | Schools | School System Info | Users | Super User | My Profile | Send Us A Message | PCG

[School System](#) | [System Info](#) | [Reports](#) | [Assign Schools](#) | [Inactive Students](#) | [User Types](#) | [External Systems](#) | [Finance Summary](#) | [Financial Configuration](#) | [Set Program Rates](#) | [Set Service Rates](#)

Log Out | [Main Menu](#) | [Summary](#) | [Lists](#) | [Assign Teachers](#) | [Inactive Users](#) | [User Type Assign](#) | [Transfer Student](#) | [Add Providers](#) | [Program Approval](#) | [Import History](#)

Invoices [New Mail](#)

Student: John L. Smith Student ID: 2031582 SASID: 0011223347 DOB: 08/01/2000 District of Liability: Concord
 School Year: 2015 - 2016 (07/01/2015 - 06/30/2016)

| | | | |
|--------------------|------------------------------|----------------|----------------------------------|
| Invoice # | 888 | Locked: | <input type="checkbox"/> Yes |
| Invoice Date: | 01/01/2016 | Vendor: | Concord School District |
| Payment Date: | 01/10/2016 | New Vendor: | Add a New Vendor |
| Payment Ref Num: | | Vendor Code: | |
| Medicaid Eligible: | <input type="checkbox"/> Yes | District Code: | NHTrain001 |

| Invoice # 888 Line Items | | | | | | | | | | | | | | | |
|--------------------------|--------------------------|--|---------|------------|------------|-------|------------|--------|---------------|---------------|-----------------|---|-------------------------------------|----------------------|--------------------------|
| Del | Inactive | Service | Setting | Begin Date | End Date | Units | Unit Price | Amount | Units Allowed | Price Allowed | Am't Disallowed | Reason Disallowed | Attendance Certified | State Responsibility | Medicaid Reimbursal |
| <input type="checkbox"/> | <input type="checkbox"/> | 4950 Speech Pathology-Individual (10/12/2015 - 10/11/2016) | Day | 12/01/2015 | 12/31/2015 | 10 | 50.00 | 500.00 | 5 | 50.00 | 250.00 | Calculated units allowed less than number entered | <input checked="" type="checkbox"/> | 0.00 | No |
| | <input type="checkbox"/> | Exceptional Costs | | | | | | | | | | | <input type="checkbox"/> | 0.00 | <input type="checkbox"/> |
| Totals: | | | | | | 10 | 50.00 | 500.00 | 5 | 50.00 | 250.00 | | | 0.00 | |

| New Lines | | | | | | | | | | | | | | | |
|-----------|--|--|-----|--|--|--|--|--|--|--|--|--|--------------------------|--|--------------------------|
| # 1 | | | Day | | | | | | | | | | <input type="checkbox"/> | | <input type="checkbox"/> |
| # 2 | | | Day | | | | | | | | | | <input type="checkbox"/> | | <input type="checkbox"/> |
| # 3 | | | Day | | | | | | | | | | <input type="checkbox"/> | | <input type="checkbox"/> |
| # 4 | | | Day | | | | | | | | | | <input type="checkbox"/> | | <input type="checkbox"/> |

Reason for Disallowed cost=
Units entered are over allowable amount

To correct overage: Re-enter the correct amount of Units as identified in the IEP.

Allowable Costs

Only direct costs attribute to each student's Individualized Education Program (IEP) under Special Education Services, Custom Special Services & Related Services may be considered for court ordered payment(s) (Chapter 402).

For private special education programs, rates have been established by the NHDOE. The rates are the maximum costs which will be allowed when figuring the final court ordered payment(s) (Chapter 402) calculations.

For students who are placed out-of-state, the NHDOE will consider the established rate, which is the rate set by the host State's Department of Education.

Before the NHDOE processes court ordered payment(s) (Chapter 402), it is the responsibility of the district to make all payments to vendors for direct services provided up to the meeting of the Cap and resolve any overpayment of services to vendors.

For Extended School Year Services that occur in the summer months, these ESY services may be considered for court ordered payment(s) (Chapter 402) providing that they meet the requirements as outlined in this Manual. The NHDOE cannot consider "camps" for court ordered payment(s) (Chapter 402) processing since the NHDOE does not have the authority to approve camps for special education programs. For a list of approved special education programs that occur in the summer months, please check the NHSEIS list of approved programs that is posted on the front page of your NHSEIS site.

Inactive Students

You may have to access Inactive Students since they may have exited from special education for reasons such as graduated or aged out. Districts have the ability to submit for court ordered payment(s) (Chapter 402) for students who are inactive within the school year.

How to access the financial summary for an inactive student

To access Inactive students, click on "School System"

The screenshot displays the NHSEIS web application interface. The top navigation bar includes the NHSEIS logo, the text "by PCG Education", and a welcome message "Welcome, Terry" followed by links for "My Calendar", "Message Board", "Send Us a Message", and "Logout". Below this is a secondary menu with "Main Menu", "Students", "Wizards", "Schools", "School System Info", "Users", "Super User", "My Profile", "Send Us A Message", and "PCG". The main content area features a "Message of the Day" section titled "NHSEIS Training" with several messages. At the bottom, there are sections for "My Messages" and "My Schools".

NHSEIS by PCG Education Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | Students | Wizards | Schools | School System Info | Users | Super User | My Profile | Send Us a Message | PCG

School System | System Info | Reports | Assign Schools | Inactive Students | User Types | External Systems | Finance Summary | Financial Configuration | Set Program Rates | Set Service Rates
Log Out | Main Menu | Summary | Lists | Assign Teachers | Inactive Users | User Type Assign | Transfer Student | Add Providers | Program Approval | Import History

Edit School System Information [New Mail](#)

| | |
|-------------------------------------|---|
| School System Name: | New Hampshire Training Site * |
| School Year: | 2015-2016 * |
| School System Code: | NHTrain001 ? |
| Address: | 101 Pleasant Street ? |
| City, State, ZipCode: | Concord ? NH ? 03301 ? |
| E-Mail Address: | herry.hersh@ed.state.nh.us ? |
| Phone Number: | 603 271-3775 ? |
| Fax Number: | ? Upload New Data |
| Time Zone: | |
| SAU: | |
| Region: | |
| County: | |
| Universal Billing System Client ID: | |
| Send Backups To FTP: | (A FTP site must be created for nhtrainingsite before backups can be set to be transferred there automatically) |
| Reference Aggregate: | New Hampshire Special Education Aggregate |
| System Contact: | -none- <input type="checkbox"/> Inactive |
| PCG Manager: | Ryan Johnson |
| Customer Rep: | Ryan Johnson |
| Document Manager: | Scott Brammer |

100%

Click on
"Financial
Summary"

TIMELINES FOR COURT ORDERED PAYMENT(S) (CHAPTER 402)

Districts should be entering court ordered payment(s) (Chapter 402) data into NHSEIS on a monthly basis. The NHDOE is available to assist districts and provide technical assistance throughout the year, in the court ordered payment(s) (Chapter 402) process.

When the student has reached Cap, school districts shall submit special education service provider's costs to the NHDOE within 30 days of receipt of such cost.

- A copy of all invoices used to meet Cap.
- A copy of court order(s) that cover the school year. For example, if any court order in the current school year states that there will be a review hearing on a certain date we need a copy of the court order.
- Please fill out the Cost Verification Form found at the end of this manual.
- Allowable costs of invoices should still be entered into NHSEIS after the CAP has been met, but the district should not make payments after CAP has been reached. If a district has overpaid beyond the CAP amount of allowable costs the district will need to seek reimbursement from the provider before the NHDOE can make payment to the vendor and a copy of the reimbursement check must be submitted to the NHDOE.

The NHDOE shall then verify the cost and distribute the appropriate amount to the education service provider.

The NHDOE shall distribute special education payments within 60 days of receipt of invoice from the school district provided that all of the information submitted is accurate.

APPENDICES

Definitions

“Children in placement for which DCYF has financial responsibility” means all children receiving special education or special education and related services whose placements were made pursuant to RSA 169-B, RSA 169-C or RSA 169-D

“Financially responsible school district” means:

- (1) The school district in which a child most recently resided other than in a home for children, health care facility, or state institution, if such child is not in the legal custody of a parent or if the parent resides outside the state; or**
- (2) The school district in which the parent resides if the child is retained in the legal custody of a parent residing within the state.**

“Legal custody” means those rights and responsibilities as specified in RSA 169-C:3, XVII.

“Legal supervision” means a legal status created by court order wherein the child is permitted to remain in his or her home under the supervision of a child placing agency subject to further court order.

New Hampshire Education Laws Annotated 2016 – 2017 Edition – Please use the link below to access 169-B:13, 169-C:3 XVII 186-C19-b

<http://www.gencourt.state.nh.us/rsa/html/xv/186-c/186-c-mrg.htm>

To access the NH Standards for the Education for Children with Disabilities go to our website in the following link

https://www.education.nh.gov/instruction/special_ed/index.htm

then click on the first link on the left Chapter Ed 1100 Standards for the Education of Children with Disabilities to access Ed 1127.01,1127.02,1127.03,1127.04

