NYC DOE – Office of Early Childhood Education

UPK Vendor User Manual

User Manual for UPK Vendor Portal users

January 31, 2011

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1. Introduction

This document is a user manual for Universal Pre-Kindergarten (UPK) Vendor Portal. All the features available for Vendor user are described in this document.

The document has a general section for brief introduction and later, specific sections on Budget and Enrollments.

2. General Information

2.1. System Requirements

The user can access Vendor Portal website at following URL https://vendorportal.nycenet.edu/vendorportal/login.aspx on Microsoft Internet Explorer 7.x or newer browser.

2.2. How to Register

A user can view the instructions to register as a new user by clicking on *How to Register?* link as circled in red Figure 1.

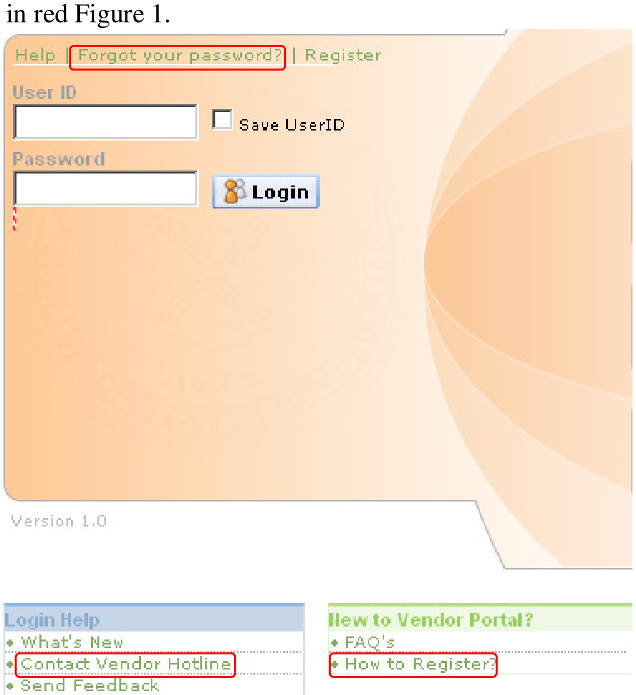


Figure 1: Vendor Portal Login screen

Once the user logs in successfully, a link to the application through the DOE's Vendor Portal will appear as marked in Figure 2's right side.

If the vendor user forgets the password, then the user can use the *Forgot your Password* link in the Figure 1 above. If you are having trouble still, please use the link above named *Contact Vendor Hotline.*

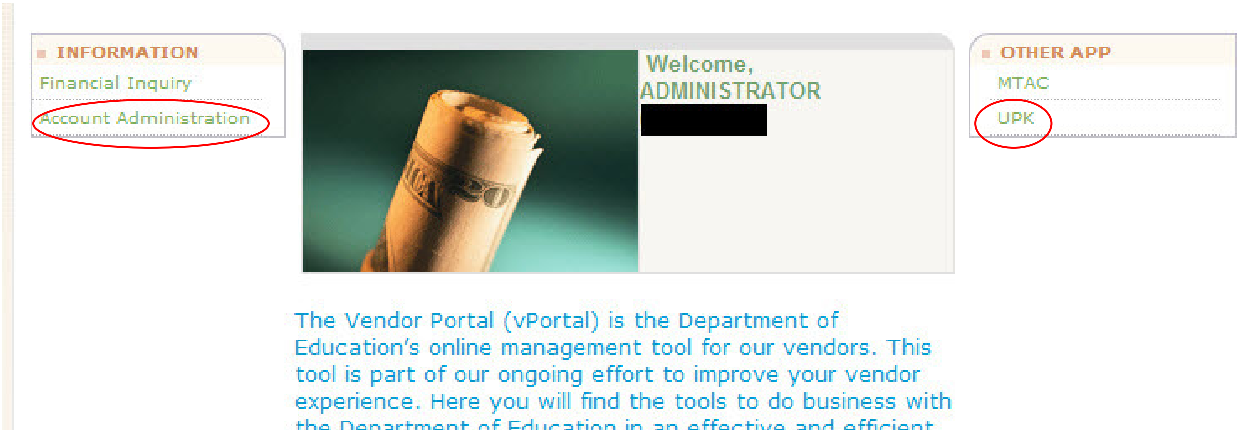


Figure 2: Vendor Portal screen after user logs in

If the link does not appear, please contact DCP representative with whom you interact. The providers who have contracted with DOE for UPK only see the *UPK* link (circled in red) after DCP completes provisioning steps.

2.3. How to Add/Edit users and control access

The administrator user (the one who can log in with 9-digit Federal Tax ID) at the Provider's organization can create *child accounts* to allow access to the Vendor Portal for other employees. This can be achieved via Account Administration shown in Figure 2 on the left side.

A "child account" is a way to give an employee a selective access to applications and/or functions within the application. The administrator can control the access level for each of the child accounts.

Steps to create a child account and grant access to NCLB applications

- Select *Account Administration* (Figure 2's left side) from the first screen after logging in
- On resulting page, select *Add/Edit users* and a screen as shown below comes up showing a list of existing users

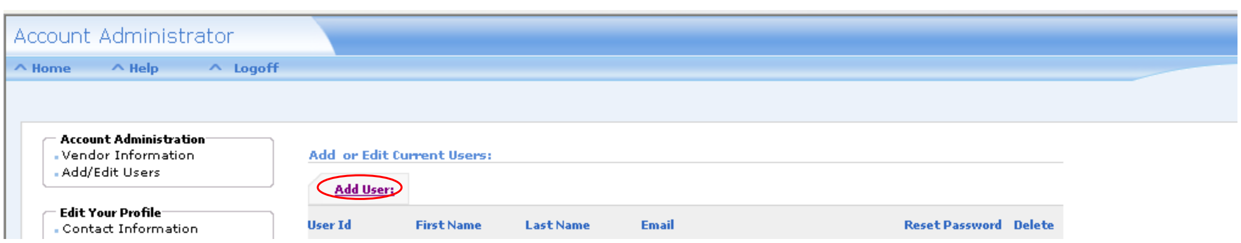


Figure 3 : Add users tab screen

- Click on *Add Users* and a form as shown below comes up

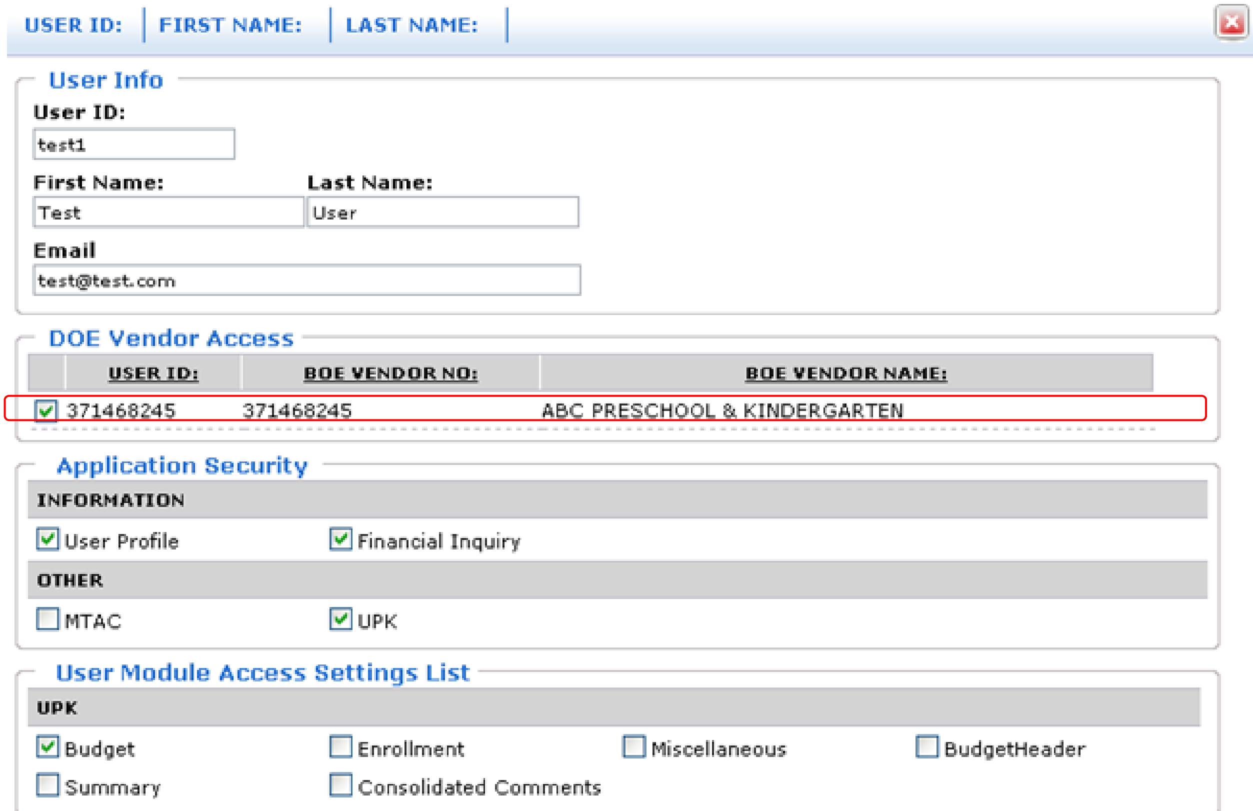


Figure 4: Add users form screen

- **User Info section**: Enter appropriate information in the respective fields. Note that this User ID becomes the way for the child account to access the Vendor Portal now.

- **DOE Vendor Access section:** Put a check on the check box before proceeding to other sections.

  Please note that it is mandatory to put a check mark on *circled* check box for newly created child account for DOE Vendor access. If a user forgets to put a check mark then the application may not work as expected.

- **Application Security section:** Select the access for the user from Application Security section's Information.

- **User Module Access Settings List section:** Select the sub-section you want to provide access to the child account user.

- Click on **Save** button after you are done with this section.

After submitting the info, the system automatically generates an email to the newly created user in the email provided on the form, informing the username and password for access to the Vendor Portal.

3. Budget

The OECE personnel inspect these budget forms to keep a check on the Vendor costs and determine if the service pricing is reasonable. If any discrepancy is found, the OECE personnel send the plan back to the vendor for updating.

Click on *UPK* link results in the following screen:

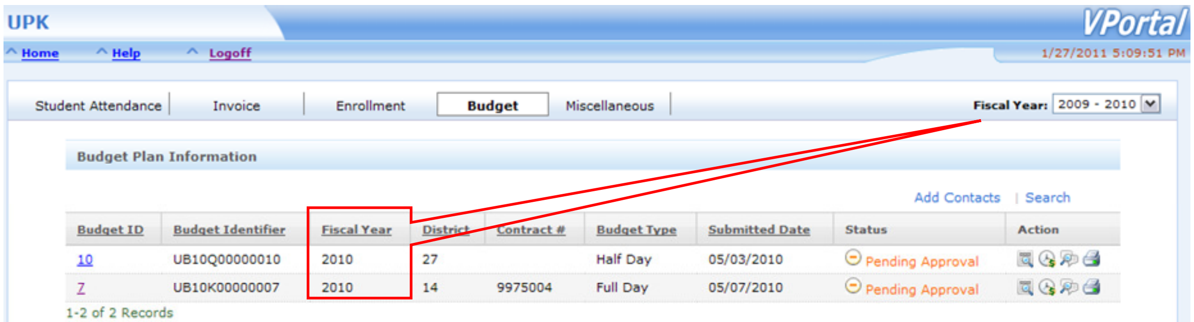


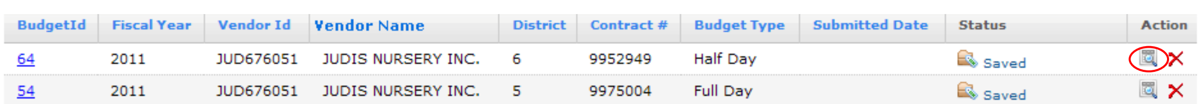
Figure 5: Budget screen

In above screen, vendor users will see budgets of the Fiscal Year selected at the right top. For instance, in the above example, the vendor can see only FY 2010's budget because the selection of right top is 2009-2010.

Please note that a newly registered vendor with no prior budget plan will see the message *No Records* found instead of Figure 6.

The landing page has three links:
Add Contacts : The link displays Contact Management screen.
Add New Budget : The link displays a new budget form.
Search : The link displays search options.

Before creating a budget, the contacts must be added in order to enable their addition on the budget. Once the vendor has completed filling the budget information, it must be certified and then submitted for DOE review. In Fig 5 above, the budget status will remain *Pending Approval* until it is being reviewed and approved by OECE personnel. The budget status may change to *Rejected,* if the OECE personnel rejects a submitted budget. If a submitted budget is approved by all the relevant OECE personnel, the budget status will change to *Approved*.

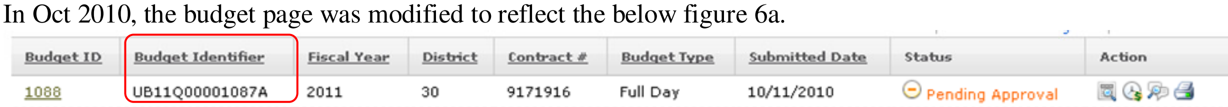


BudgetId	Fiscal Year	Vendor Id	Vendor Name	District	Contract #	Budget Type	Submitted Date	Status	Action
64	2011	JUD676051	JUDIS NURSERY INC.	6	9952949	Half Day		Saved	
54	2011	JUD676051	JUDIS NURSERY INC.	5	9975004	Full Day		Saved	

Figure 6: Budget search result screen

Vendor can view the budget summary by clicking on icon. This summary can also be accessed from inside the budget (right top of the budget). The Budget summary screen is shown in Appendix. The columns are sortable wherever the column header appears blue.

In Oct 2010, the budget page was modified to reflect the below figure 6a.



Budget ID	Budget Identifier	Fiscal Year	District	Contract #	Budget Type	Submitted Date	Status	Action
1088	UB11Q00001087A	2011	30	9171916	Full Day	10/11/2010	Pending Approval	

Figure 6a: Budget search result screen

In the new screen, a budget identifier appears, allowing users to identify the parent budgets. The nomenclature is as follows:

- UB stands for UPK Budget.
- 11 stands for Fiscal Year 11
- Q stands for the Queens borough
- And rest of the number indicates whether the budget is a parent or child. If the budget is a parent then the rest of the number will match the budget ID and if the budget is a child budget, it will show an A, B, C, etc at the end while the number stays the same as the parent.
  For instance, in the example shown in Figure 6 a, budget ID 1088 has Budget Identifier as UB11Q00001087A; this means that the budget is a child budget of parent with Budget ID 1087.

3.1. Manage Contacts

In Budget section, clicking on *Add Contacts* link results in the screen as shown in Fig 7.

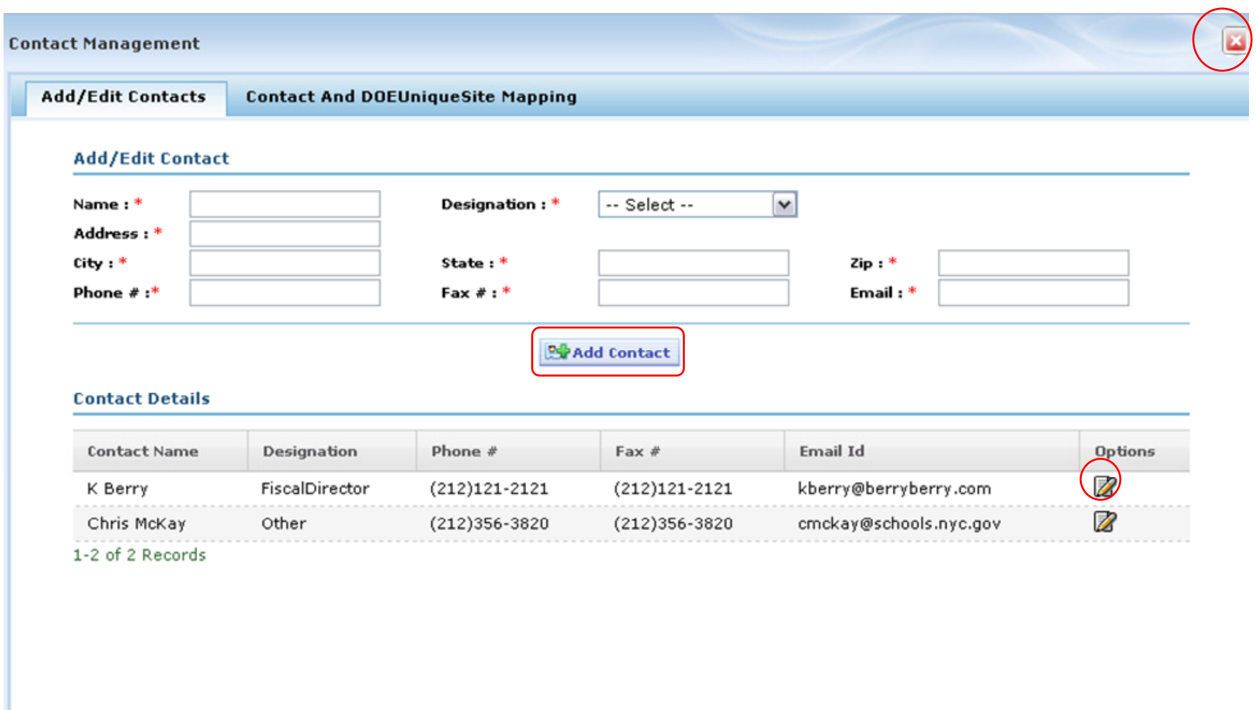


Figure 7: Contact Management screen

- A user must fill-up all the fields marked (*) and click on Add Contact button to create a new contact.
- Later, the vendor user can edit the contact details by clicking on the icon.
- To close the window, use the button to close the window.

The contacts added from Contact Management are auto-populated under the drop down menu field of *Name* field that lies under the Owner Details section of the Add Budget form.

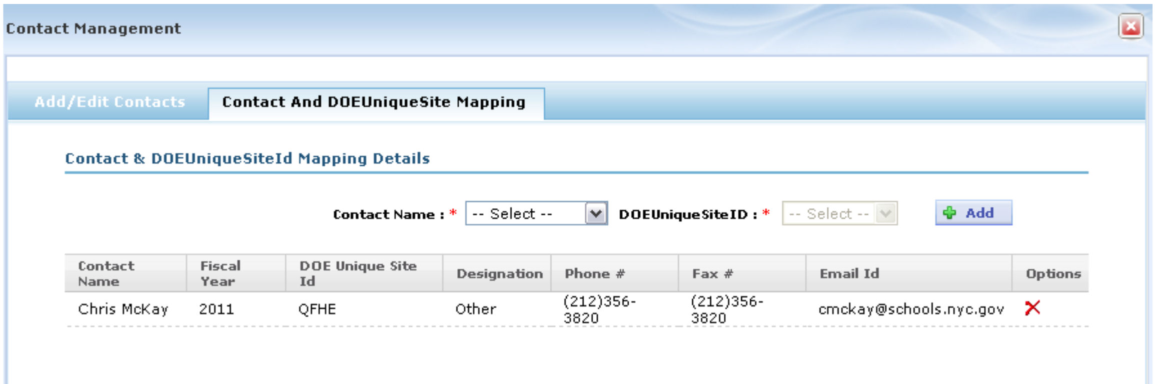


Figure 8a: Contact and DOE Unique Site Mapping screen

In Oct 2010, a feature was added to allow DOE Unique Site ID (4 character Site ID) to be mapped to specific contacts for a given Fiscal Year.

The vendor user can select the contact name, and DOE Unique Site Id. The fiscal year is picked up from the main page's right side field. Please note that if the DOE Unique Site ID is not coming up, it implies that the DOE personnel have are yet to carry out the mapping and/or allocate it in DOE Admin module.

3.2. Search a Budget

Vendors can search the budgets by different search options. Clicking on *Search* link results in screen below:

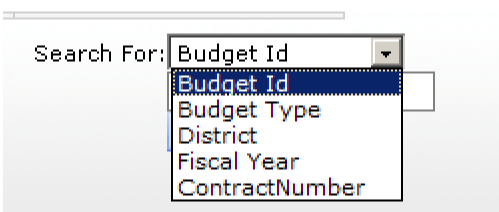


Figure 9: Search screen

3.3. Create New Budget

Click on *Add New Budget* will result in screen as shown in Fig 9. Once you fill the required fields and hit Save, the Save button becomes Edit button. In order to edit any detail again, please click on Edit and the Edit button becomes Save button allowing the user to Save again.

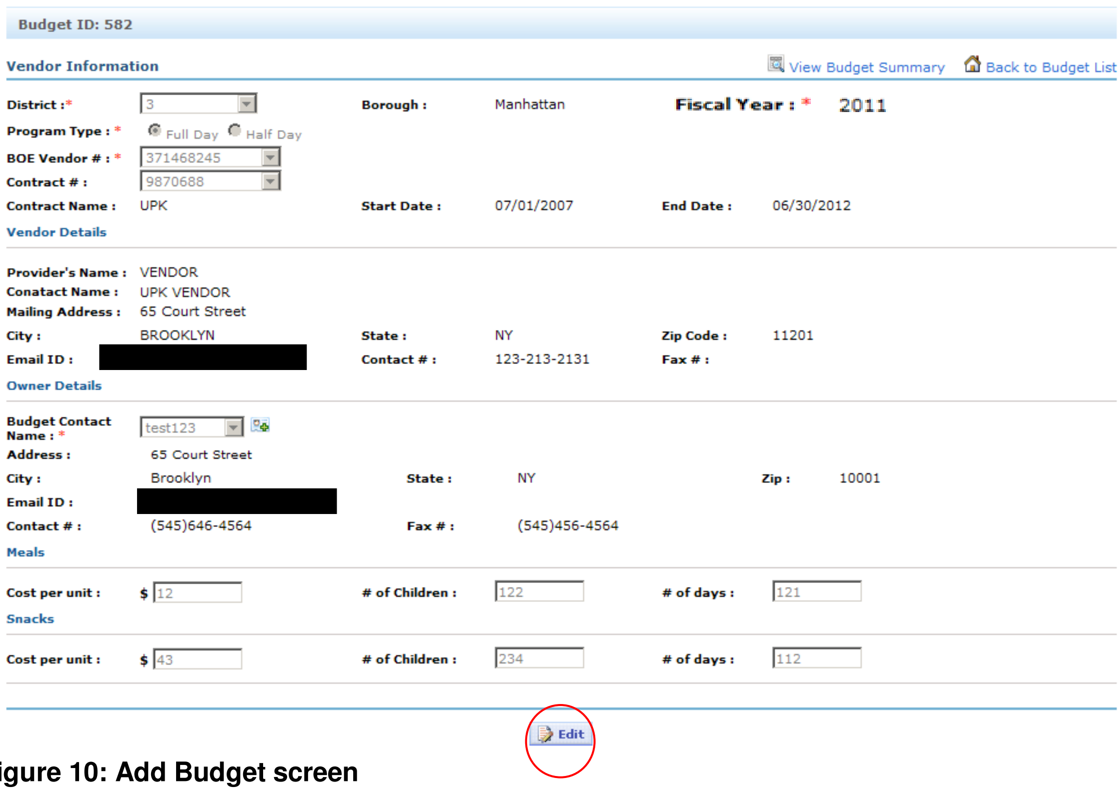


Figure 10: Add Budget screen

Vendor Information section

- All the fields marked * are mandatory to choose.
- If BOE Vendor # is not present under the *BOE Vendor #* field, then contact the Division of Contract and Procurement to check whether the W9 process is completed and if your organizati on has a BOE Vendor #.
- The contract details are auto-populated as a contract number is selected from Contract# drop down menu field.
- Click on *Back to budget List* link to return to the budget list.
- Click on *View Budget Summary* link to view budget summary.

Owner Details

- Selection of name from *Name* drop down field auto-populates other the fields under *Owner Details* subsection. Click on icon to add/manage new contacts. This opens a *Contact Management* screen as shown in Fig 7.

Meals and Snacks

- The Meals and Snacks subsections are optional for a user to fill information. However, a user must fill each sub-section completely.
- The user cannot exceed the value in *# of days* sub-section more than 300 days.
- Click on *Save* to save the Budget form. Click on *Edit* button to edit a saved form as shown in Fig 7.

3.3.1. Add a Site

- Click on *Add New Site* link as circled in Fig 8 to add a new site. This results on Site detail screen is shown in Fig 10.

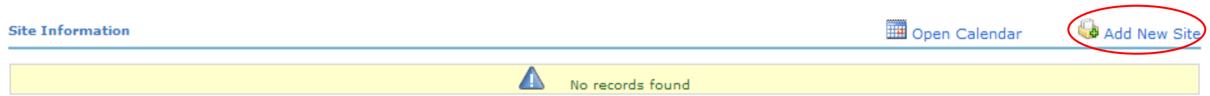


Figure 11: Site Information screen

3.3.1.1. Fill General Information

All the fields are mandatory in the *General Information* tab are mandatory for the user to fill-up.

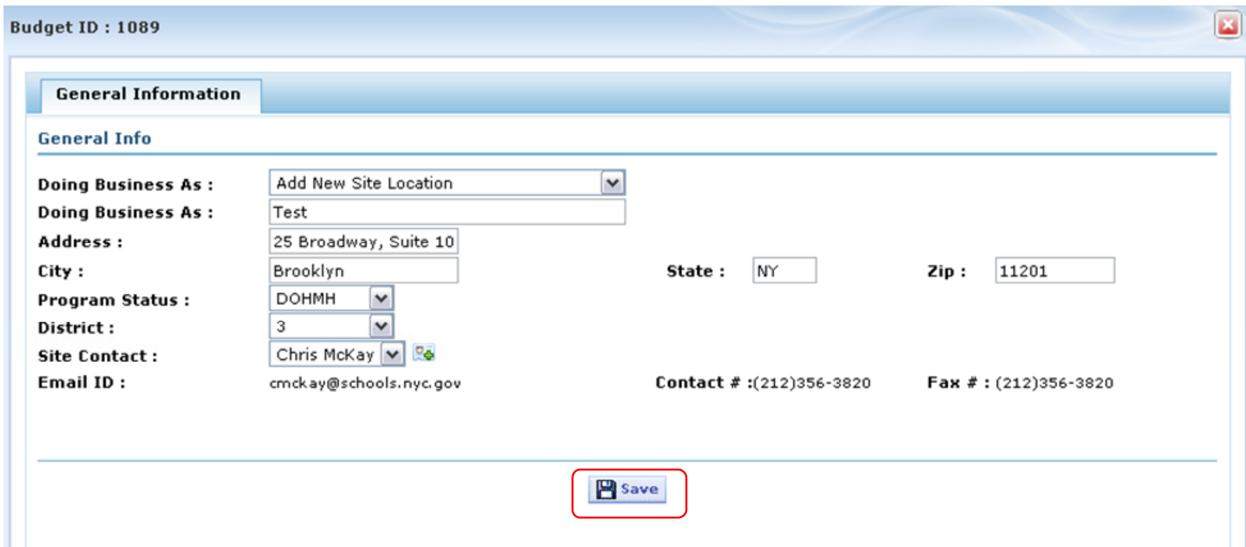


Figure 12: Site detail screen- Add new Site location

- Click on *Save* to save the General Information details. A site record is created on the budget page each time a user adds a new site.
- A user can add a new site location by choosing *Add New Site Location* option for *Doing Business As* field. The user must then fill the site location details in other fields.
- A user can also use the existing site location by choosing business name from the *Doing Business As* drop down field menu. The site location details are auto-populated upon selection of an existing site location
- The *District* field drop down menu options are associated with the Borough chosen on the main Budget page as shown in the *Vendor Information* section
- Selection of name from *Site Contact* drop down field auto-populates other the fields under *Owner Details* subsection. Click on icon to add/manage new contacts. This opens a *Contact Management* screen as shown in Fig 7.
- Click on *Save* makes Appendix C1, Appendix C2 appear along with the checkboxes for Meals or Snacks for the site as shown in the following figure.
- Use the red cross icon at the right top to close out of this screen.

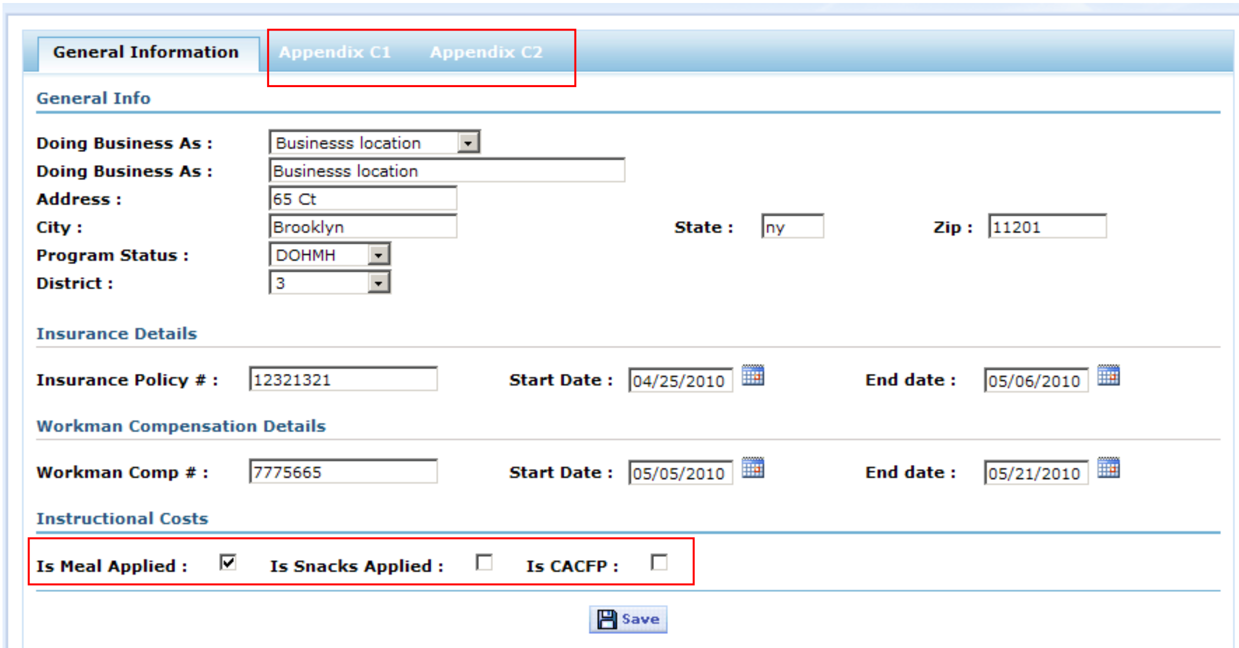


Figure 13a: Site detail screen- Add new Site location

3.3.1.2. Fill Appendix C1 for a Site

- Click on *Appendix C1* results in the screen as shown below:

Figure 14: Appendix C1-Facility Costs screen

- All the fields in the Facility Costs tab are optional. Vendor must fill out whichever ones are applicable.
- The user cannot exceed the calculated value in *Cost Per Sq.Ft* sub-section more than $15/sq.ft

- Click on button to edit or insert a record for each type of facility costs as shown in Fig 12.
- Click on save icon to update and save the information for each type of facility costs.
- Click on to empty out the values in a record.

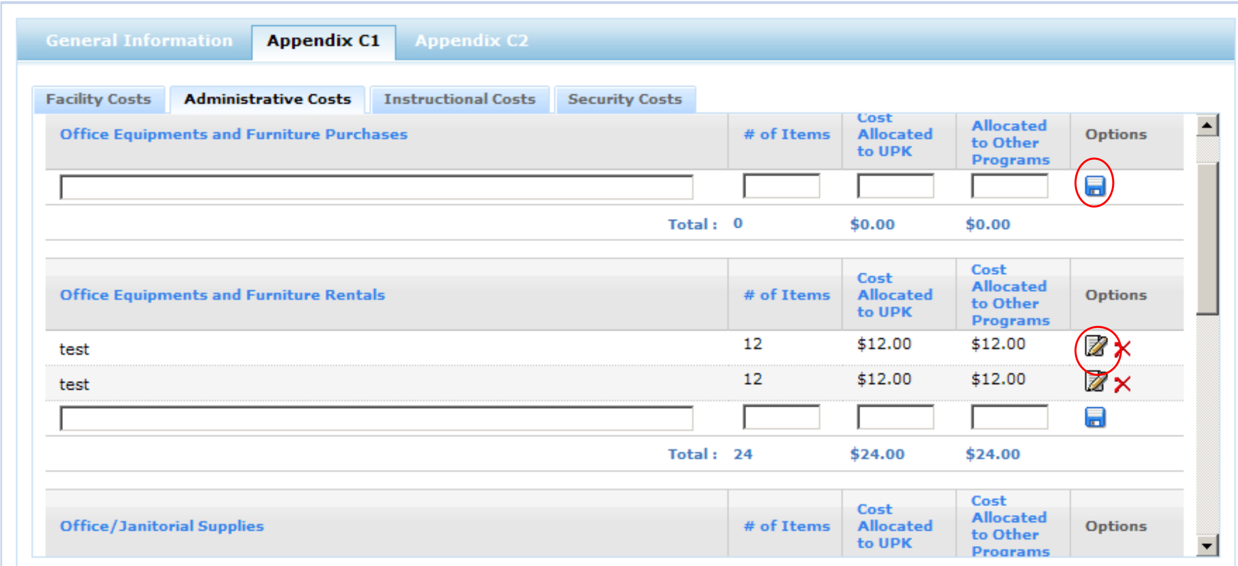


Figure 15: Appendix C1- Administrative Costs screen

- All the fields in the *Administrative Costs* tab are optional.
- Click on icon to add single/multiple records for each type of *Administrative Costs* as shown in Fig 12. Click on button to edit or insert a record for each type of *Administrative Costs*. Click on to delete a record.
- Advertising costs cannot exceed $1000 across sites for the budget
- Family involvement cannot exceed more than 1% of Total Contract Award Amount.

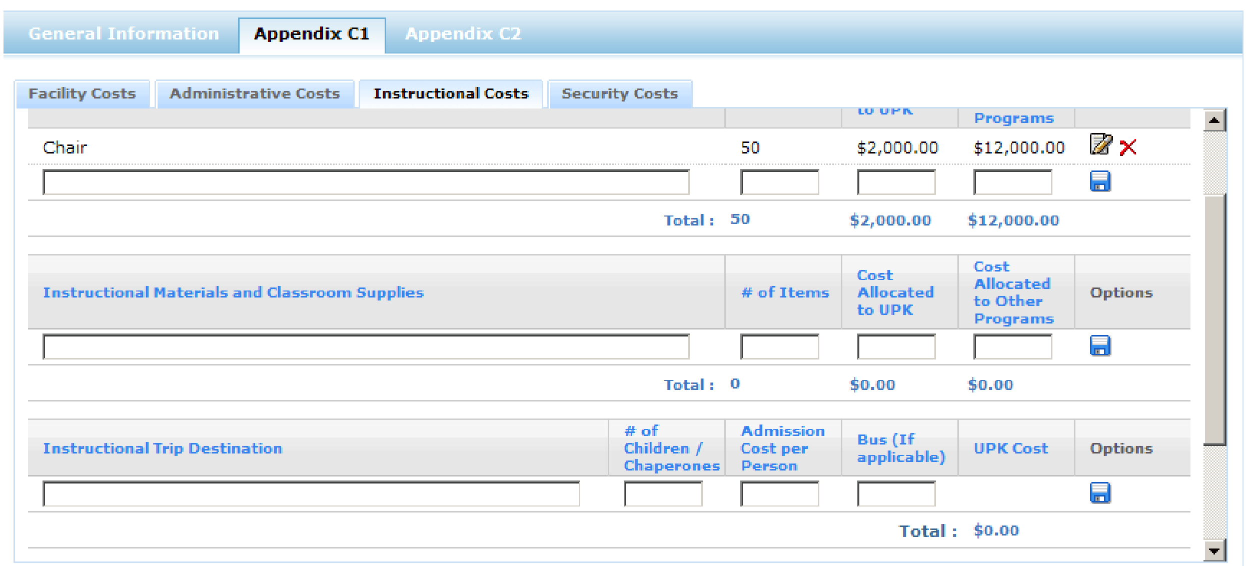


Figure 16: Appendix C1- Instructional Costs screen

- All the fields in the *Instructional Costs* tab are optional.
- Click on icon to add single/multiple records for each type of *Instructional Costs* as shown in Fig 14.
- The user cannot exceed the value in *Admission Cost per Person* field under *Instructional Trip Destination* section more that $10.

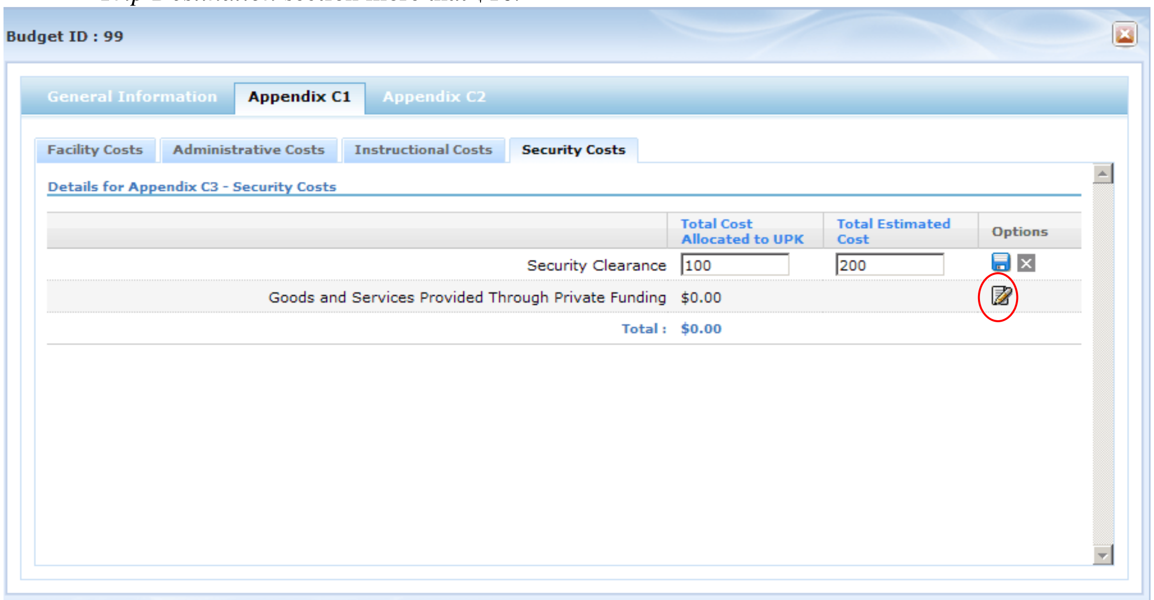


Figure 17: Appendix C1- Security Costs

- All the fields in the *Security Costs* tab are optional.
- Click on button to edit or insert information for each type of *Security Costs* as shown in Fig 15.
- Click on button to update and save the information for each type of *Security Costs* as shown in Fig 16.

3.3.1.3. **Fill Appendix C2 for a Site**

- Click on *Appendix C2* results in the screen as shown below:

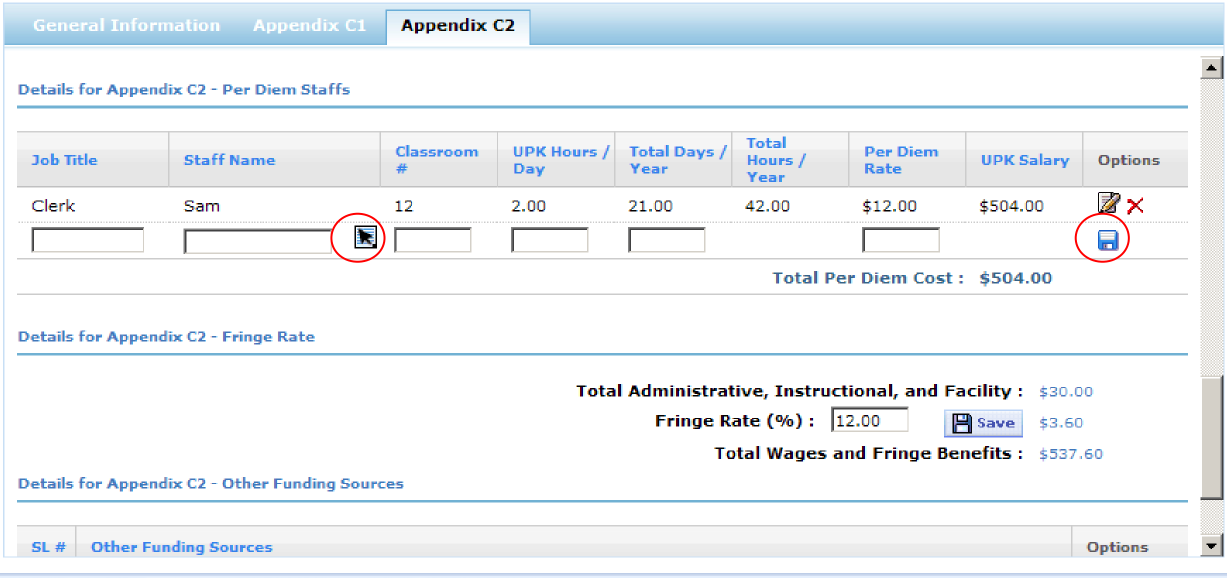


Figure 18: Appendix C2 screen

- All the fields in the *Appendix C2* tab are optional except the *Fringe Rate* field.
- The user cannot exceed the value in *UPK Hours/Day* field more than 24hrs
- The user must enter timings in *Class Begins* and *Class Ends* fields under Details for *Appendix C2-Classroom Utilization* section in military time format. For instance – 12:00 AM
- The amount in UPK Salary field is calculated as the *Per Diem Rate *Total Days/Year*
- Click on icon to add single/multiple records for each type of costs as shown in Fig 16
- Click on *Save* button to save the fringe rate entered by user.
- Click on button to search for the PETS employees. This results in a screen as shown below:

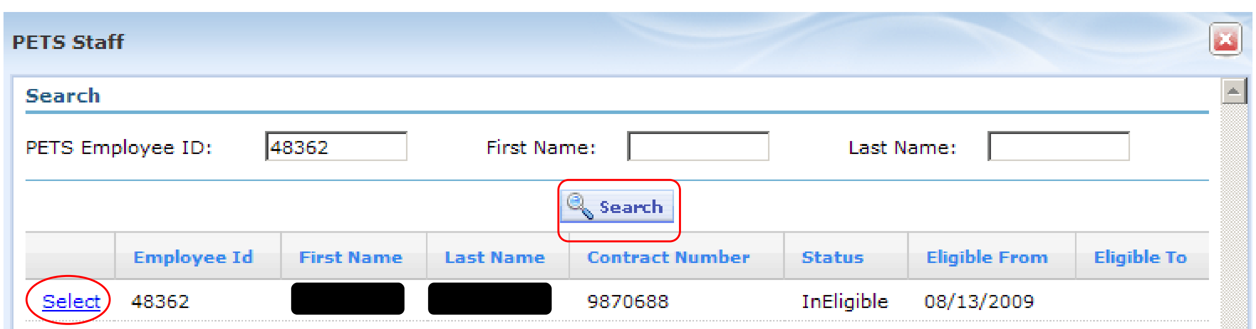


Figure 19: PETS Staff search screen

- Click on *Search* button to submit the search details. For instance, a search on *PETS Employee ID* field may result in more than one record depending on the contract to which they are associated. Click on *Select* to choose the PETS Employee id from search results.
- Users are allowed to type in the name of the user as well if a PETS entry is not made. However, it is strongly encouraged that employees who have access to student data or direct physical access to students be entered in PETS.
- Please note that it takes about 24 hours for a PETS entered employee to come over to the Vendor Portal.

3.3.2. Site Information section

Figure 20: Budget form- Open Calendar on budget screen

- Click on *Open Calendar* link to enter calendar on budget. Clicking on *Open Calendar* link results in below screen.

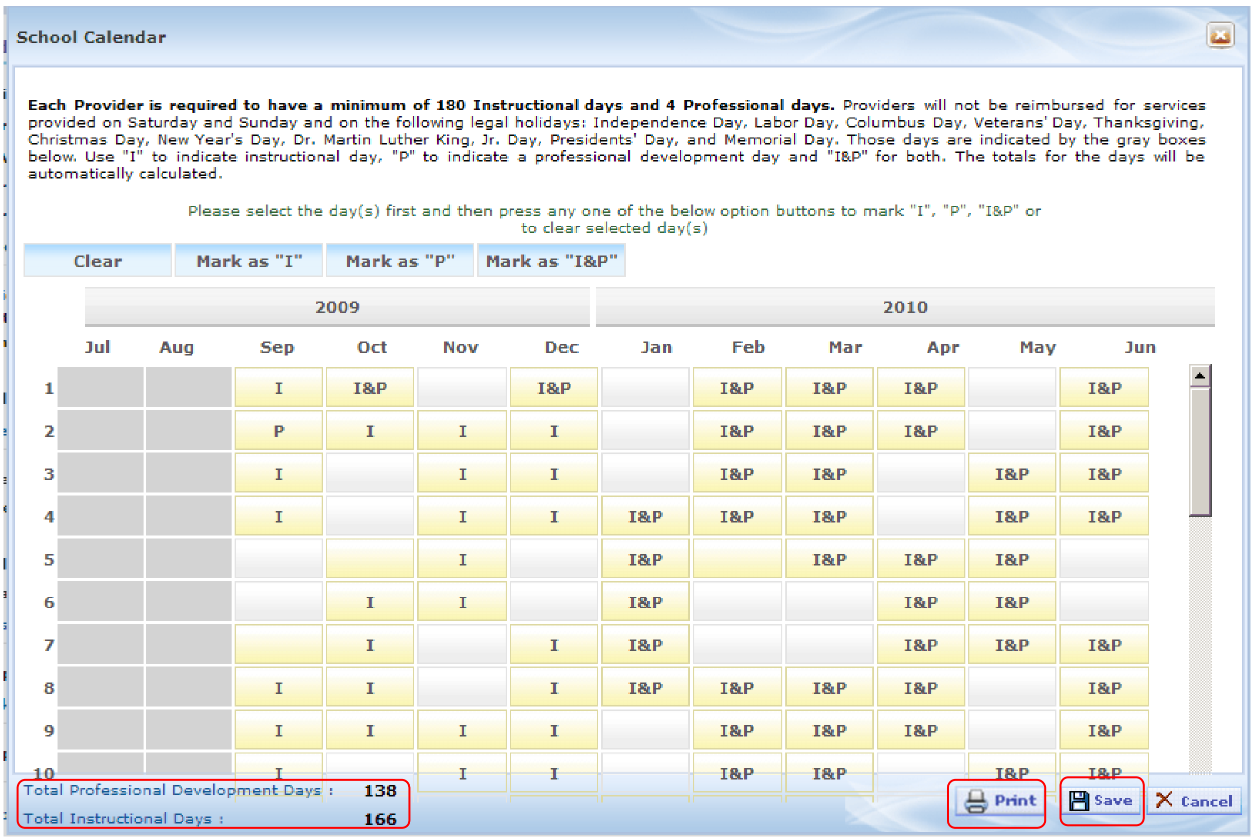


Figure 21: Calendar screen

- Grey marked cells (darker or lighter) are not usable.
- Please fill values for days from Sep 1 to June 30 of a calendar year.
- By clicking the mouse pointer on any date of the month, it's color will change from yellow to blue. Select multiple such days and use one of the buttons at the top of the calendar to indicate which type of the day it is.
- Click on *Clear* to remove the day type indicated for a particular day; click on *Mark as "I"* to indicate instructional day; click on *Mark as "P*" to indicate professional development day; click on *Mark as "I&P"* to indicate both Instructional and Professional development day.
- Click *Save* to save your selections.
- The user can see the total for each type of day indicated by a provider at the bottom of Calendar

Please note that it is mandatory for UPK program to have a minimum of 180 instructional days and 4 professional development days for budget submission.

Please note that once a user submits the calendar along with the budget, the user can further edit it to keep current via Calendar Management icon on the Budget grid as follows:

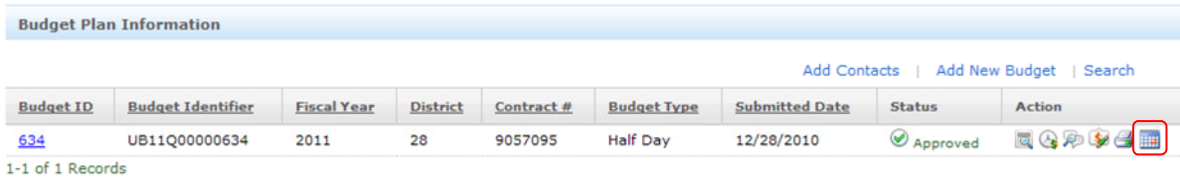


Figure 22a: Calendar Management icon on the Budget grid screen

3.3.3. Total Annual Contract Cost

- The fields under *Total Contract Cost* section are auto-calculated from the information entered in Appendix C1 and Appendix C2 for site(s).

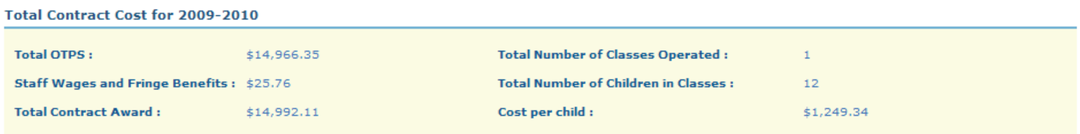


Figure 23: Total Contract Cost screen for fiscal Year 2009-2010

3.3.4. Allocation Methodology

- Vendors can enter Allocation Methodology on the budget. Click on the *Allocation Methodology* to expand or collapse the screen, as shown in Fig 21and Fig 22

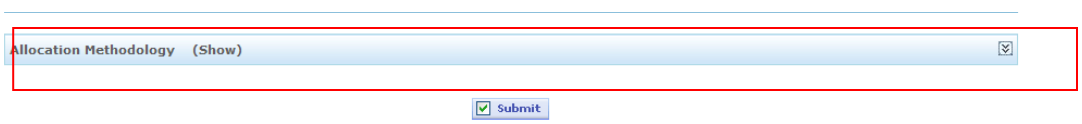


Figure 24: Allocation Methodology screen

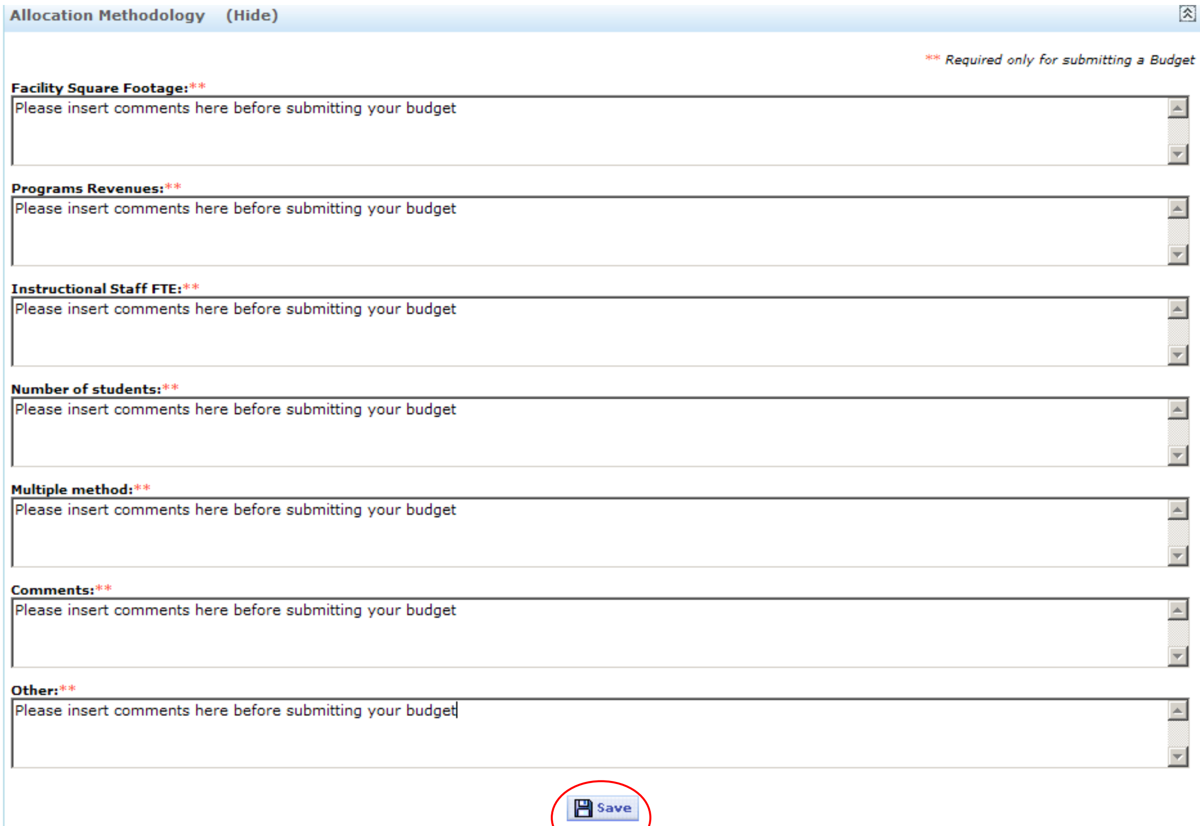


Figure 25: Allocation Methodology details screen

- All the fields in the *Allocation Methodology* section are mandatory for budget submission.
- Click on *Save* to save the details filled-up for each of the Allocation Methodology subsections.
- This Save works only to Save Allocation Methodology section. It does not save rest of the budget details.

3.3.5. View Comments

- The vendor has an ability to add/view comments at the budget level, allocation methodology, as well as individual lines. The vendor user can view comments icon as shown in Fig 24, 25, 26. A thought –bubble indicates that comments have been made at line-item levels within Site details.

Figure 26: Add/view comments on Vendor information section

Figure 27: Add/view comments on Allocation Methodology section

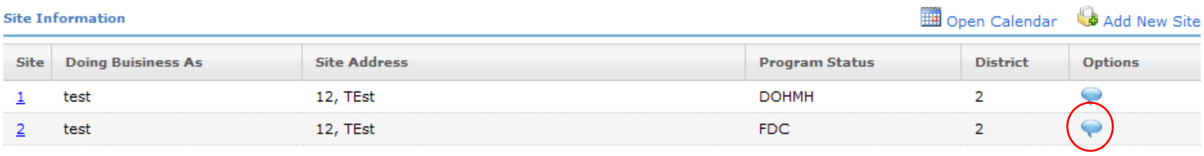


Figure 28: Add/view comments on Site Information section

- Clicks on *Add/View Comments* link for any for the above section, results in a comment screen. For instance, click on *Add/View Comments* link on Vendor information section will result in below screen:

Figure 29: Comments on Budget screen

- Click on *Save* to save the comment.
- A vendor can only view comments for approved budgets. An *Add Comments* icon will be placed at same position as shown in Fig 24, 25, 26.

3.4. Print a Budget

In the budget list, under Actions column, click on Print icon

Add Contacts | Add New Budget | Search

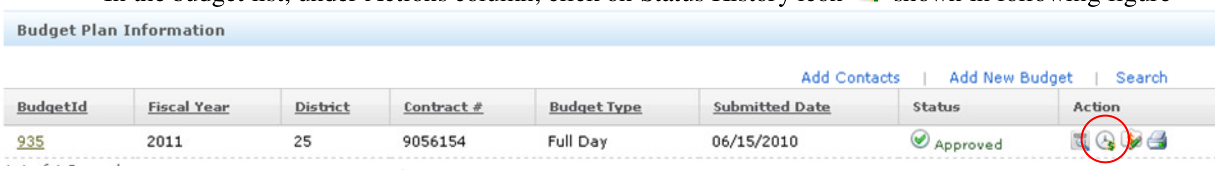
BudgetId	Fiscal Year	District	Contract #	Budget Type	Submitted Date	Status	Action
935	2011	25	9056154	Full Day	06/15/2010	Approved	

Figure 30: Budget with Print icon

Once clicked, the user is taken to a different page. On the new page, there will be a Print button at the right top. The user must click on this button to get the printer options.

3.5. Check status of a Budget

In the budget list, under Actions column, click on Status History icon shown in following figure



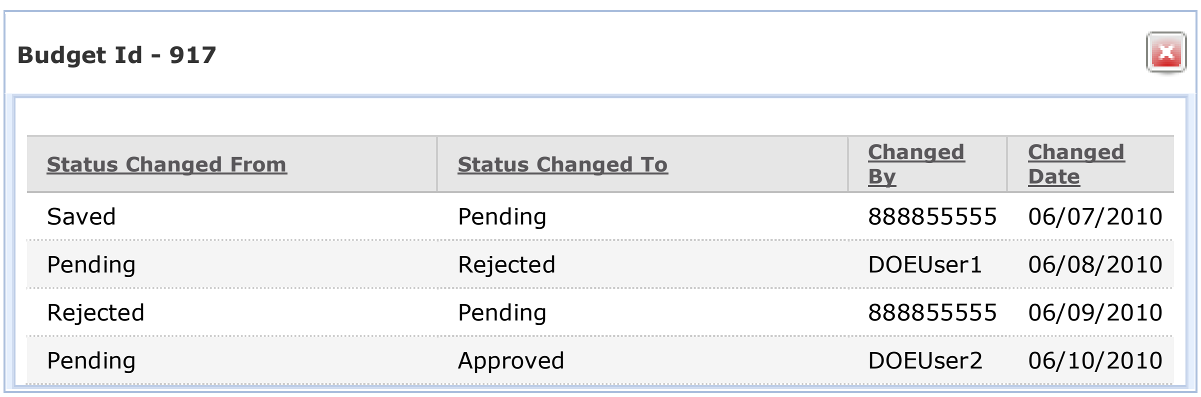
Budget Plan Information

Add Contacts | Add New Budget | Search

BudgetId	Fiscal Year	District	Contract #	Budget Type	Submitted Date	Status	Action
935	2011	25	9056154	Full Day	06/15/2010	Approved	

Figure 31: Budget with Status History icon

Once the user clicks on the Status history icon, the user gets an account of sequence of the steps that the budget has been through as shown in the following figure:



Budget Id - 917

Status Changed From	Status Changed To	Changed By	Changed Date
Saved	Pending	888855555	06/07/2010
Pending	Rejected	DOEUser1	06/08/2010
Rejected	Pending	888855555	06/09/2010
Pending	Approved	DOEUser2	06/10/2010

Figure 32: Budget Status history

3.6. Amend/Revise a Budget

Providers can amend/revise a budget only when it is approved by DOE. In the budget list, under Actions column, click on Amend icon shown in following figure

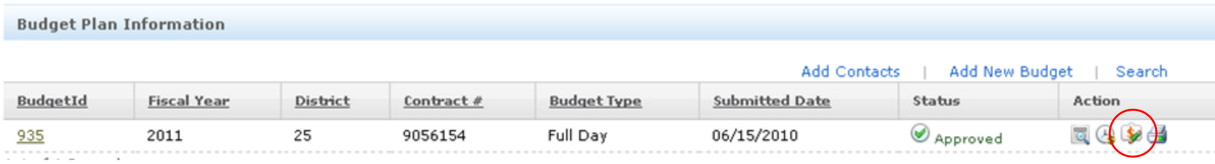


Figure 33: Approved Budget with Amend icon

The user must click on the Amend icon. The original budget opens up. This budget will have a button at the bottom of the Budget Header "**Amend Budget**" as shown in the following figure.

Figure 34: Amend Budget button at the bottom of the Budget Header

The user must click on the *Amend Budget* button to generate a new budget, which will be a copy of an existing budget. This action creates a new budget with a new Budget ID. The user must note the budget ID of this newly created budget.

Also, the following message will appear:

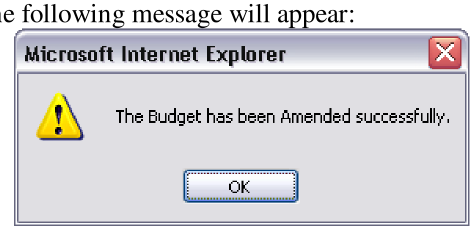


Figure 35: Message once the user clicks Amend button

The earlier budget's status will change from Approved to Amended. The user must work on the newly created budget in status Saved and not the earlier budget with status Amended.

In Oct 2010, the budget page was modified to reflect the below figure 6a.

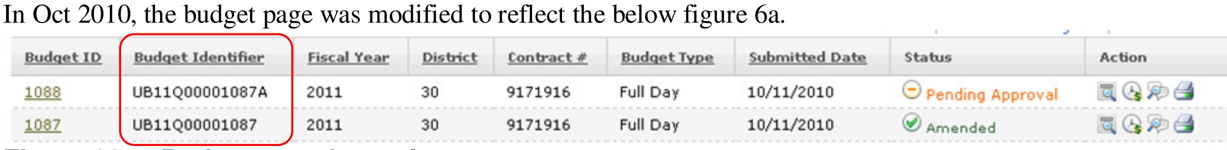


Figure 32 a: Budget search result screen

In the new screen, a budget identifier appears, allowing users to identify the parent budgets. The nomenclature is as follows:

- UB stands for UPK Budget.
- 11 stands for Fiscal Year 11
- Q stands for the Queens borough
- Rest of the number in the identifier indicates whether the budget is a parent or child. If the budget is a parent then the rest of the number will match the budget ID and if the budget is a child budget, it will show an A, B, C, etc at the end while the number stays the same as the parent.

  For instance, in the example shown in Figure 6 a, budget ID 1088 has Budget Identifier as UB11Q00001087A; this means that the budget is a child budget of parent with Budget ID 1087. The UB11Q00001087 budget can no longer be edited and only UB11Q00001087A can be worked upon while in Saved or Rejected stage.

In addition, at the top of the budget header page, a message appears as shown in the following figure:

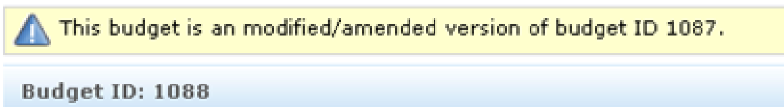


Figure 32 b: Budget Header page indicating the parent budget of a revised budget

3.7. View a Budget's consolidated comments

The user can view a budget's consolidated Comments. In the budget list, under Actions column, click on View Consolidate Comments icon shown in following figure

Figure 36: Amend Budget button at the bottom of the Budget Header

4. Enrollment

- The click on *Enrollment* tab, results in below screen:

Figure 37: Enrollment landing screen

The landing page has four tabs:

Draft : The tab displays student enrollments, which are in saved state and yet to be submitted

Pending DOE Review: The tab displays student enrollments, which are in pending review by DOE

Approved : The tab displays student enrollments, which are approved by School session secretary

Rejected : The tab displays student enrollments, which are rejected by School session secretary

- Vendors can search the enrollments by different search options. Clicking on *Search* link results in screen below:

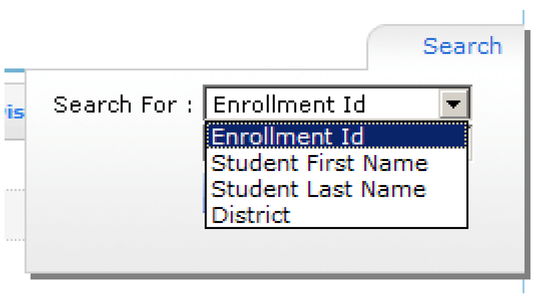


Figure 38: Search screen

- Click on *Enroll Student* link to enroll a student. The resulting screen is shown in Fig 30.

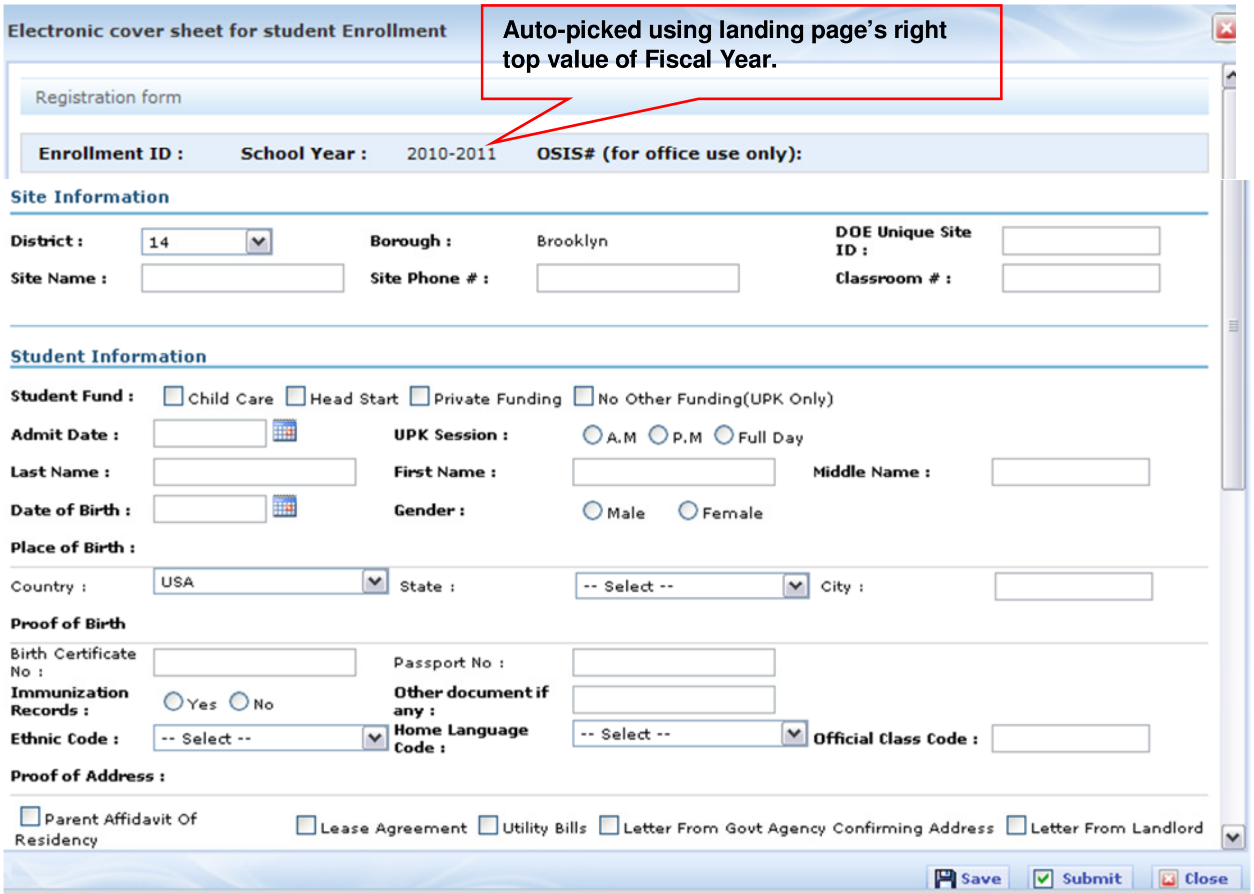
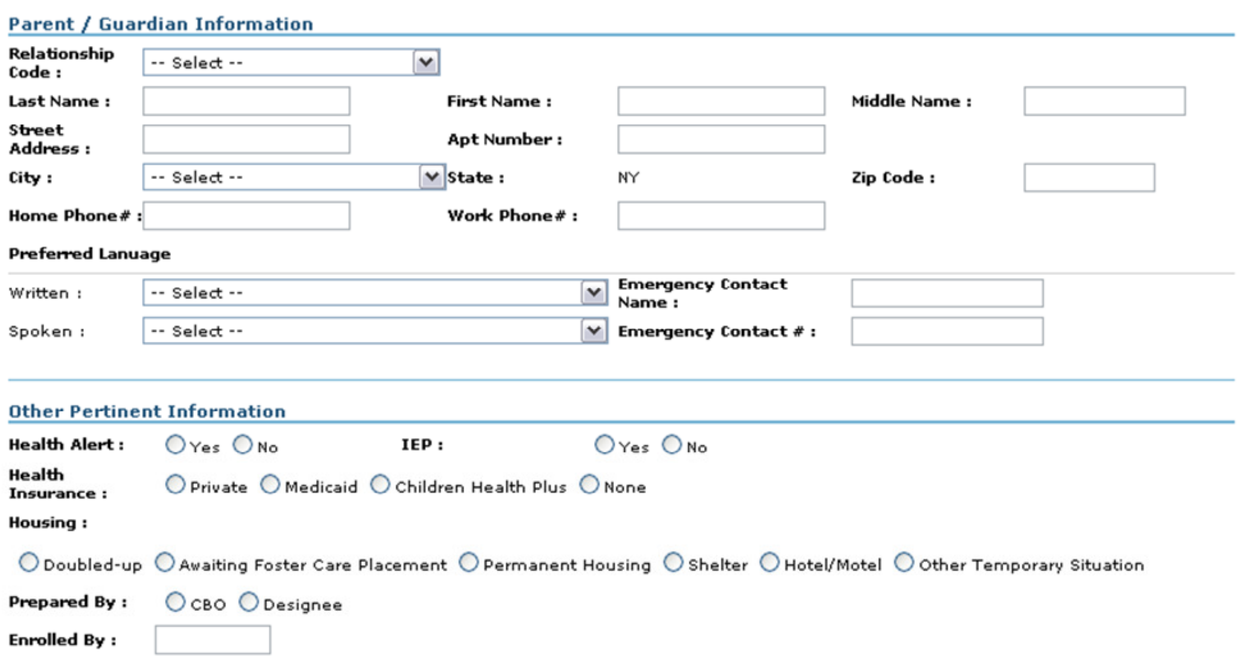


Figure 39: Registration form – part 1

- For a user to save an enrollment form *School Year*, *Last Name,* and *First Name* fields are mandatory.
- The user must enter a valid zip code that is associated with the Borough.
- The user needs to provide details for *City* and *State* fields if the country selected under Country drop down field menu is non-USA.
- *DOE Unique Site ID* field is the 4 character unique site id. It must have first letter as the borough letter following by three characters. If the user does not know the DOE Unique Site ID, they can contact the OECE operations staff.
- *Classroom #* field is for the vendor to identify their classrooms
- *Official Class Code* field is three digit number provided by the OECE Operations staff only and if not available, can be procured from the OECE staff.
- *Student Fund* field is mandatory, i.e., at least one of the checkboxes must be checked
- Click on *Submit* button to submit the Registration form.
- Click on *Save* button to save the Registration form.
- Click on *Print* button to print the Registration form.
- Click on *Add/View comments* button to add/view comments. A user will be able to add comments only for the *Rejected* enrollments.



Parent / Guardian Information

Relationship Code : -- Select --

Last Name : First Name : Middle Name :

Street Address : Apt Number :

City : -- Select -- State : NY Zip Code :

Home Phone# : Work Phone# :

Preferred Lanuage

Written : -- Select -- Emergency Contact Name :

Spoken : -- Select -- Emergency Contact # :

Other Pertinent Information

Health Alert : Yes No IEP : Yes No

Health Insurance : Private Medicaid Children Health Plus None

Housing :

Doubled-up Awaiting Foster Care Placement Permanent Housing Shelter Hotel/Motel Other Temporary Situation

Prepared By : CBO Designee

Enrolled By :

Figure 40: Registration form – part 2

In Oct 2010, a feature was added to provide OSIS# field and it will be filled up by DOE personnel only. This field will not have any value on the old records. This field will have value only on records, where the DOE personnel have added OSIS# on the electronic form during approval.

The OSIS # will be available right next to the School Year field as shown in the following figure.

Electronic cover sheet for student Enrollment ID : 277

Registration form

School Year : 2010 - 2011 OSIS# (for office use only): 898989891

Figure 37a: Registration form – OSIS # inclusion for new records

5. Attendance

In Oct 2010, OECE rolled out a new module for online attendance submission by the vendors. This section deals with details about the module.

5.1. For Non-ACS vendors

Figure 41: Student Attendance link in the top navigation bar

The users can reach the Attendance module by clicking on the *Student Attendance* link at the top navigation bar.
For a non-ACS vendor to create an attendance, following pre-requisites must be fulfilled:

a. The vendor must have submitted the budget for which the vendor is trying to create an attendance.
b. The vendor's submitted budget must be approved by Contracts division in order for the budget id to appear in the drop down.
c. The DOE personnel must assign specific Official Class Codes to the vendor's Budget in the DOE Admin system. If the vendor user does not see an Official Class Code after creation of Attendance, the user must reach out to the Operations Analyst they have been interacting with in order to ensure that the Official Class Code is allotted to the Tax ID in the PreKIDS system.

To create a new attendance, use the link for Create Attendance at the right top in Student Attendance:

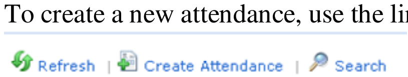


Figure 42: Create Attendance link

Once the user clicks on Create Attendance, following form comes up:

Figure 43: Create Attendance

The form in the above figure allows the user to create an attendance for a specific fiscal year against a budget ID and for a specific service month. Click Save to generate the attendance and following page appears:

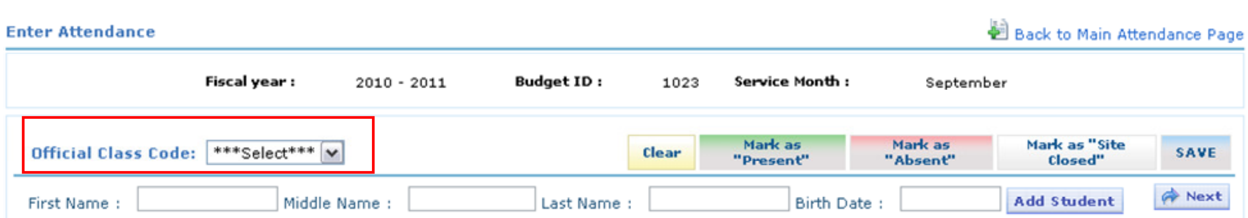


Figure 44: Attendance grid when the vendor does not choose an Official Class Code

Choose the accurate Official Class Code and the roster will load up if ATS (Automate The School system) has an entry for the student.

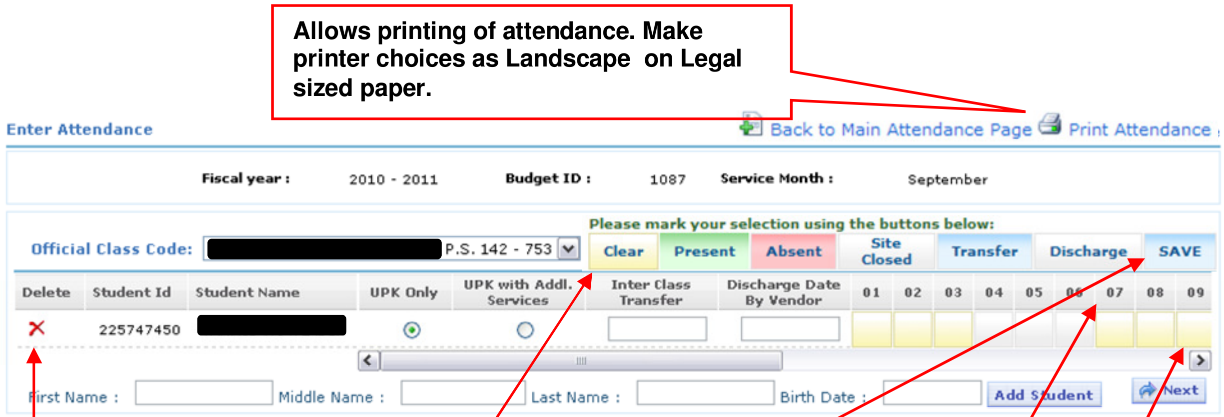


Figure 45: Attendance grid when the vendor chooses an Official Class Code

- When the user reaches this screen, please click Save at least once. Click *Save* SAVE button to save your selections. Please note that if the user does not click Save then the chosen values are lost. Also, if the user does not click Save at least once after coming to this page, then the students are not saved on the roster – to fix that, the attendance must be deleted and re-created.
- The dates for the month appear as columns after Discharge Date By vendor column.
- To mark an attendance, the user must cli ck on the yellow box(es) appearing in above figure and then mark using above buttons as Present/Absent/SiteClosed/Transfer/Discharge and finally, click Save. Grey boxes indicate that the days are either weekends or DOE holidays.
- By clicking the mouse pointer on any date of the month, it's color will change from yellow to blue. Select multiple such days and use one of the buttons at the top of the calendar to indicate which type of the day it is.
- Click on *Clear* to remove the day type indicated for a particular day; click on *Mark as "Present"* to indicate the student's Presence; click on *Mark as "Absent*" to indicate Absence; click on *Mark as "Site Closed"* to indicate the instructional site was closed. If Site Closed is marked then the vendor will have the Site marked as Closed for all students for that day (column).
- A vendor must enter the *Inter-Class transfer* date if the student has an inter class transfer. It is an optional field.
- A vendor must enter the *Discharge Date* if the student is discharged from the vendor's services. It is an optional field.
- If the user marks a specific student's row with Delete by clicking on ✕ (red cross) then the whole row of student is marked as N/A. This comes handy when the system is reflecting a student, who never showed up at the vendor's site.
- If a student does not show up in the roster then the vendor user can Add a Student using the Add Student button. Alternatively, if during coordination with DOE, the vendor gets to know that the students will be entered in the (ATS) system later, then the vendor can delete this attendance and create a new one once the students are added to the system.

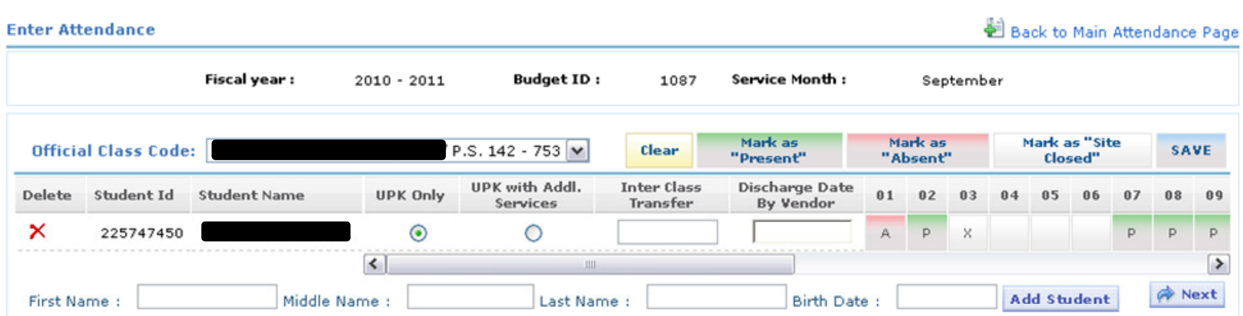


Figure 46: Attendance grid when the vendor has submitted values

Absent appears as A with red shading; Present appears as P with green shading; Site Closed appears as x with no color in the background.

The system does not allow a user to mark attendance for a future date.

Summary page

The user will see a summary on the next page, by clicking on Next button, as shown in the figure below.

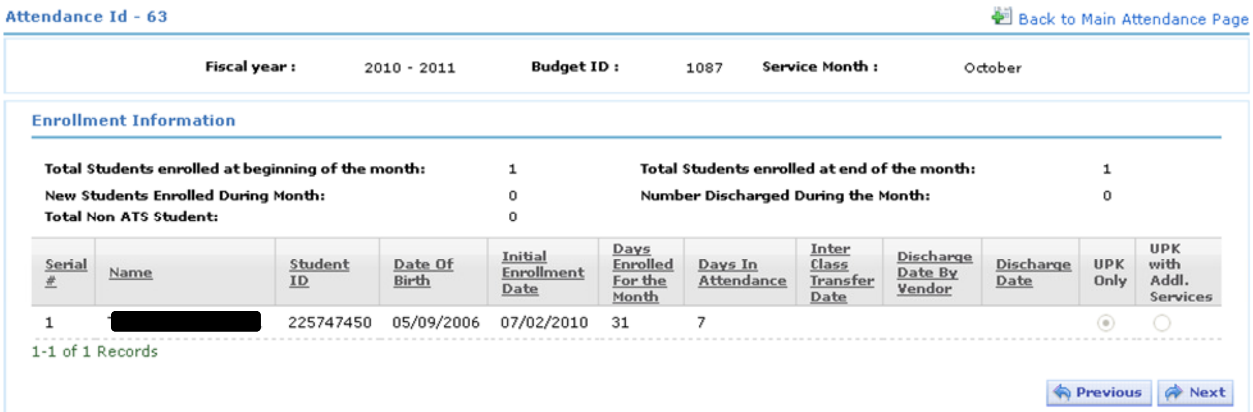


Figure 47: Attendance summary page

The user can click Previous or Next buttons at the right bottom to navigate. If the budget is associated to more than one site then a drop down mechanism will appear indicating various summary pages.

If the user tries to go to the next page without completing all the attendances then the user will get an error message as follows:

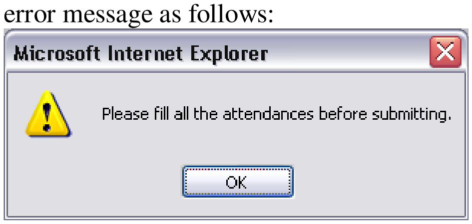


Figure 48: Error message for a user trying to submit an attendance without marking all the available spaces.

Attendance certification

A vendor must certify the attendance for it to be deemed certified for the purpose of Invoicing.

Attendances for revised budgets

If a vendor revises/amends a budget and DOE fully approves the revised budget, the vendor must create attendances against the revised budget for the following service months.

The grid for saved and submitted attendances is as below:

Attendance Header Id	Budget ID	Fiscal Year	Service Month	Status	Options
63	1087	2011	October	Saved Attendance	⊗
62	1084	2011	October	Saved Attendance	✕

Figure 49: Attendance grid

Use the ✕ button to delete an attendance in draft mode.

5.2. For ACS vendors

For an ACS vendor to create an attendance, following pre-requisites must be fulfilled the DOE personnel must assign specific Official Class Codes to the vendor's Tax ID in the DOE Admin system. If the vendor user does not see an Official Class Code after creation of Attendance, the user must reach out to the Operations Analyst they have been interacting with in order to ensure that the Official Class Code has been allotted to them in the PreKIDS system.

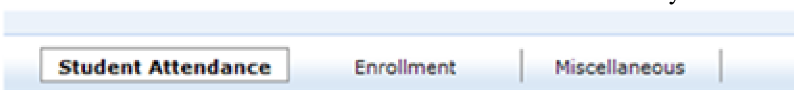


Figure: Student Attendance link in the top navigation bar

The users can reach the Attendance module by clicking on the *Student Attendance* link at the top navigation bar.

For an ACS vendor to create an attendance, following pre-requisite must be satisfied:
The DOE personnel must assign a site and specific Official Class Code(s) to the class site in the DOE Admin system. If the vendor user does not see an Official Class Code after creation of Attendance, the user must reach out to the Operations Analyst they have been interacting with in order to ensure that the Official Class Code is allotted to the Tax ID in PreKIDS.

To create a new attendance, use the link for Create Attendance at the right top in Student Attendance:

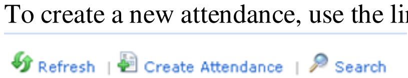
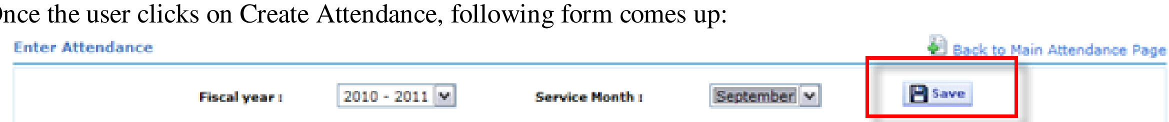


Figure: Create Attendance link on the Student Attendance page.

Once the user clicks on Create Attendance, following form comes up:



The form in the above figure allows the user to create an attendance for a specific fiscal year and a specific service month. Click Save to generate the attendance and following page appears:

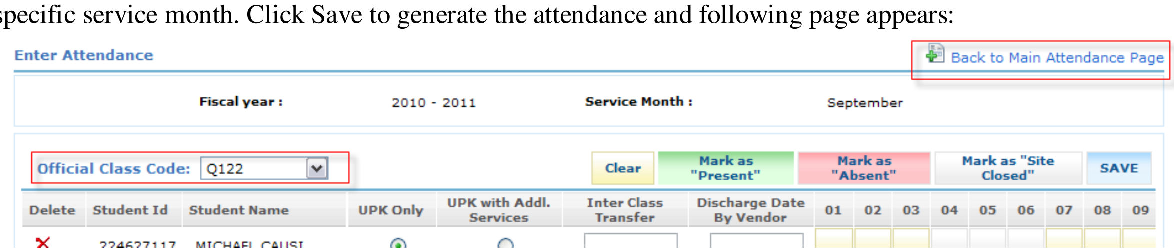


Figure: Attendance Roster page.

Choose the accurate Official Class Code and the roster will load up if ATS (Automate The School system) has an entry for the student. Note: Changes in ATS take about one day to reflect in PreKIDS.

Attendance Creation

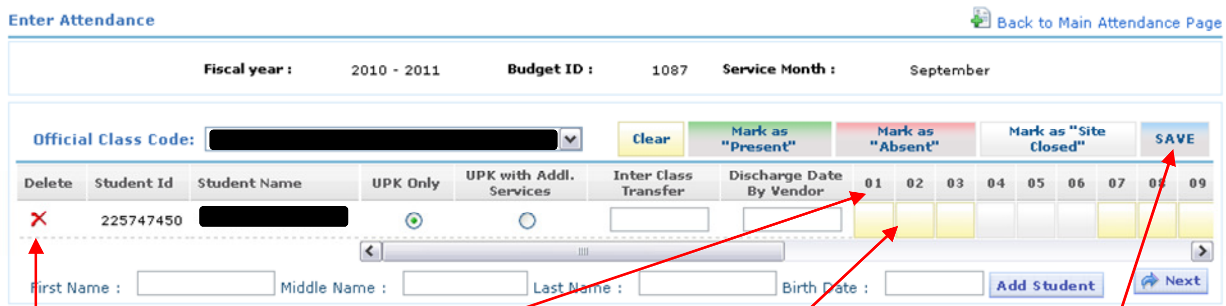


Figure: Attendance grid when the vendor chooses an Official Class Code

- The dates for the month appear as columns after Discharge Date By vendor column.
- To mark an attendance, the user must click on the yellow box(es) appearing in above figure and click on them. Grey boxes indicate that the days are either weekends or DOE holidays.
- By clicking the mouse pointer on any date of the month, it's color will change from yellow to blue. Select multiple such days and use one of the buttons at the top of the calendar to indicate which type of the day it is.
- Click on *Clear* to remove the day type indicated for a particular day; click on *Mark as "Present"* to indicate the student's Presence; click on *Mark as "Absent"* to indicate Absence; click on *Mark as "Site Closed"* to indicate the instructional site was closed. If Site Closed is marked then the vendor will have the Site marked as Closed for all students for that day (column).
- Click *Save* SAVE button to save your selections. Please note that if the user does not click Save then the chosen values are lost.
- A vendor must enter the *Inter-Class transfer* date if the student has an inter class transfer. It is an optional field.
- A vendor must enter the *Discharge Date* if the student is discharged from the vendor's services. It is an optional field.
- If the user marks a specific student's row with Delete by clicking on (red cross) then the whole row of student is marked as N/A. This comes handy when the system is reflecting a student, who never showed up at the vendor's site.
- If a student does not show up in the roster then the vendor user can *Add a Student* using the Add Student button. Alternatively, if during coordination with DOE, the vendor gets to know that the students will be entered in the (ATS) system later, then the vendor can delete this attendance and create a new one once the students are added to the system.

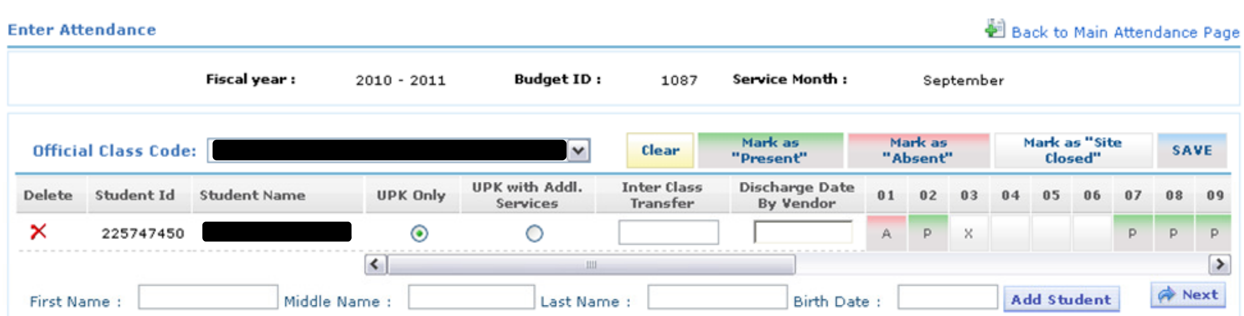


Figure: Attendance grid when the vendor has submitted values

Absent appears as A with red shading; Present appears as P with green shading; Site Closed appears as x with no color in the background.

The system does not allow a user to mark attendance for a future date.

Summary page

The user will see a summary on the next page, by clicking on Next button, as shown in the figure below.

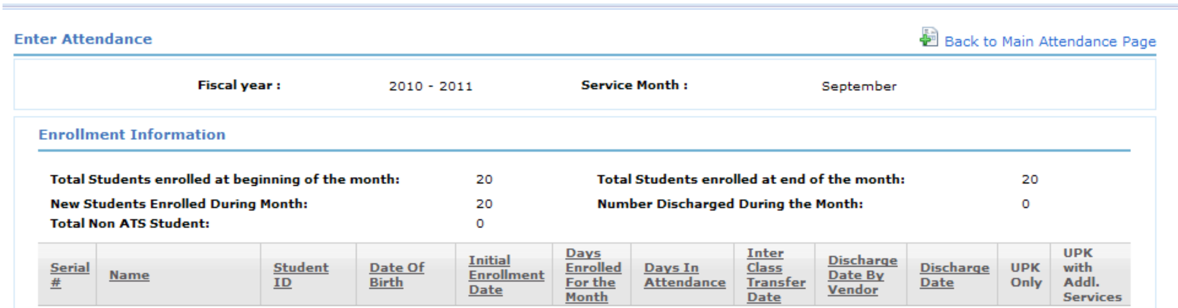
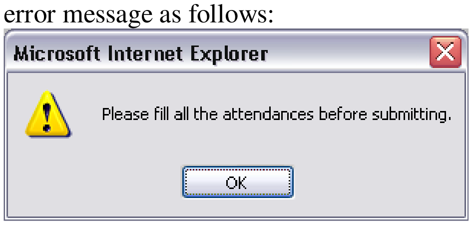


Figure: Attendance Summary page.

The user can click Previous or Next buttons at the right bottom to navigate. If the budget is associated to more than one site then a drop down mechanism will appear indicating various summary pages.

If the user tries to go to the next page without completing all the attendances then the user will get an error message as follows:



Attendance certification

A vendor must certify the attendance for it to be deemed 'certified'.

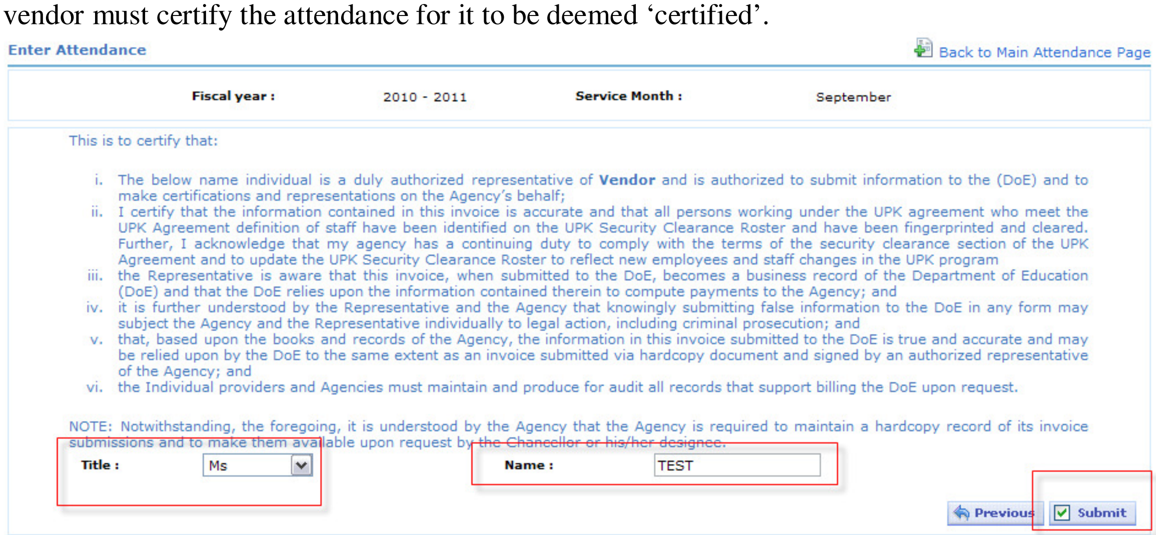


Figure: Attendance Certification page.

6. Invoicing

This section applies only to the non-ACS vendors.

6.1. Create and Certify Invoice

Invoice certification has a pre-requisite that the vendor must fill out and certify the attendance for the prior month. For instance, if a vendor user wants to generate an invoice for the month of November, then the vendor user must fill out the attendance for the service month of October.

Figure 50: Invoice link in the top navigation bar

The users can reach the Invoice module by clicking on the *Invoice* link at the top navigation bar.

Figure 51: Create Invoice link at the right top of Invoice module page

The user must click on Create Invoice to get the following page:

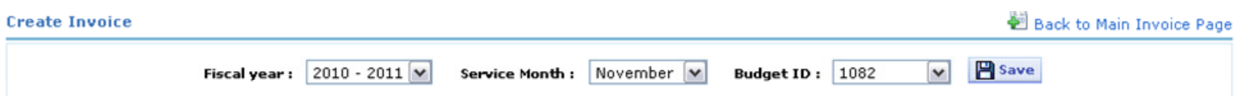


Figure 52: Invoice creation form

The user must choose the appropriate fiscal year, service month, and budget ID and click Save in order to generate an invoice.

If a budget does not appear in the budget ID list then it implies that for the chosen fiscal year, and service month, the vendor cannot use that budget ID either because the budget is pending approval or because the budget ID's approval timeline was not consistent with the required process. For any questions about the budget ID issues, please contact the Contracts/Operations Analyst or Contracts/Operations Manager of usual interfacing.

Once the user clicks on *Save* button, the page in the following figure appears:

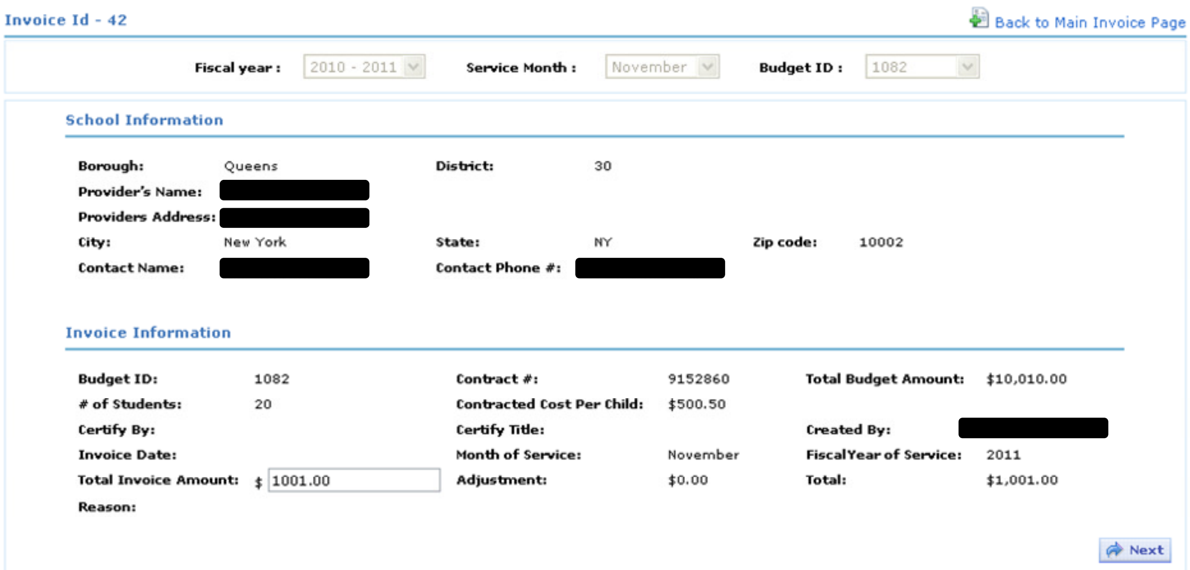


Figure 53: Invoice details page

The system derives the invoice details from the Budget. The Total Invoice Amount is editable only for allowing reduced amount. If a higher amount than what's due is entered, the vendor will receive an error message as follows:

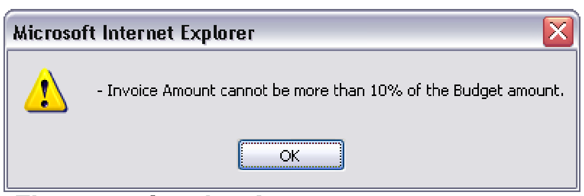


Figure 54: Invoice Amount error message

Click Next at the right bottom of the Invoice information to go to the next page. If the user gets the following message above the invoice, it implies that the vendor user has not yet submitted the requisite attendances.

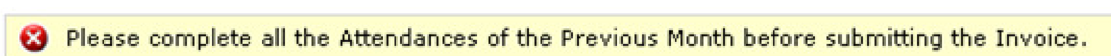
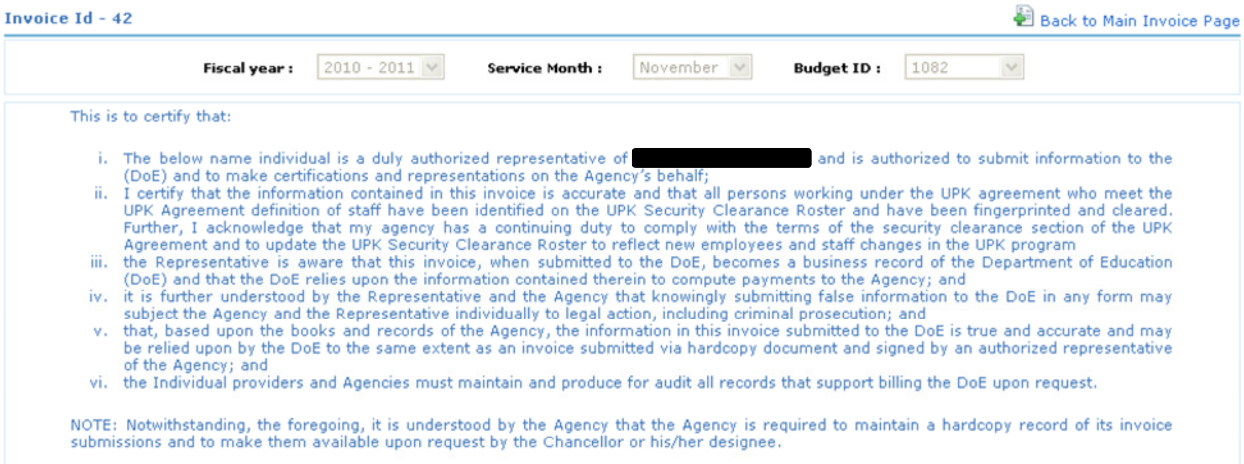


Figure 55: Invoice Amount error message

A user can keep such an invoice in saved state to come in and certify later.

However, if the above figure's error message does not come up, then the vendor user can go ahead and certify the invoice.


Invoice Id - 42

Back to Main Invoice Page

Fiscal year : 2010 - 2011 Service Month : November Budget ID : 1082

This is to certify that:

i. The below name individual is a duly authorized representative of [redacted] and is authorized to submit information to the (DoE) and to make certifications and representations on the Agency's behalf;
ii. I certify that the information contained in this invoice is accurate and that all persons working under the UPK agreement who meet the UPK Agreement definition of staff have been identified on the UPK Security Clearance Roster and have been fingerprinted and cleared. Further, I acknowledge that my agency has a continuing duty to comply with the terms of the security clearance section of the UPK Agreement and to update the UPK Security Clearance Roster to reflect new employees and staff changes in the UPK program
iii. the Representative is aware that this invoice, when submitted to the DoE, becomes a business record of the Department of Education (DoE) and that the DoE relies upon the information contained therein to compute payments to the Agency; and
iv. it is further understood by the Representative and the Agency that knowingly submitting false information to the DoE in any form may subject the Agency and the Representative individually to legal action, including criminal prosecution; and
v. that, based upon the books and records of the Agency, the information in this invoice submitted to the DoE is true and accurate and may be relied upon by the DoE to the same extent as an invoice submitted via hardcopy document and signed by an authorized representative of the Agency; and
vi. the Individual providers and Agencies must maintain and produce for audit all records that support billing the DoE upon request.

NOTE: Notwithstanding, the foregoing, it is understood by the Agency that the Agency is required to maintain a hardcopy record of its invoice submissions and to make them available upon request by the Chancellor or his/her designee.

Figure 56: Invoice Certification page

Click on Certify and provide details such as name, title, etc.

Once the vendor submits the invoice, it will appear as *Pending* on the main page (following figure). Draft and Approved indicate the states of the invoices.


Budget Invoices

Refresh | Create Invoice | Search

Invoice Id	Budget ID	Fiscal Year	Service Month	Total Amount	Invoice Amount	Submit Date	Status	Options
41	1087	2011	September	$3,010.00	$602.00	10/11/2010	Pending	
40	1084	2011	September	$13,020.00	$2,604.00	10/11/2010	Approved	
39	1082	2011	September	$10,010.00	$2,002.00	10/11/2010	Approved	

Figure 57: Invoice Landing page

- Note: in the above figure, the vendor does not generate the September invoices. The September invoices are generated by the DOE personnel in the Admin system as a form of Advance Payment.

6.2. Search an Invoice

Vendors can search the invoices by different search criteria. Clicking on *Search* link results in screen below:

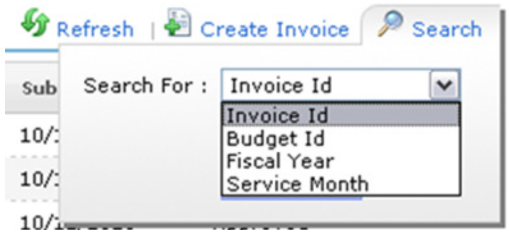


Figure 58: Search Invoice option

6.3. Delete an Invoice

Vendor users can delete an invoice in Draft mode using the ✕ button under Options on the Main Invoice page.

Invoice Id	Budget ID	Fiscal Year	Service Month	Total Amount	Invoice Amount	Submit Date	Status	Options
41	1087	2011	September	$3,010.00	$602.00	10/11/2010	Pending	
40	1084	2011	September	$13,020.00	$2,604.00	10/11/2010	Approved	
39	1082	2011	September	$10,010.00	$2,002.00	10/11/2010	Approved	
42	1082	2011	November	$10,010.00	$1,001.00		Draft	✕

Figure 59: Invoice Landing page with delete option

6.4. Comments on an Invoice

A vendor must read the Comments by clicking on the View Comments inside the invoice as shown in the following figure.

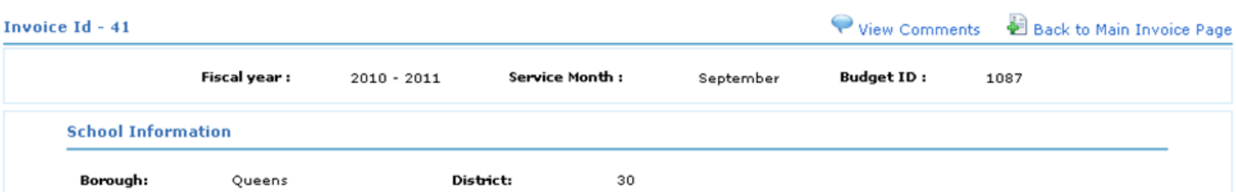


Figure 60: Viewing comments on a Rejected Invoice

6.5. Adjustments on an Invoice

A vendor can view any adjustments applied to invoices and specific reasons provided by DOE for the same in the Invoice Information section.

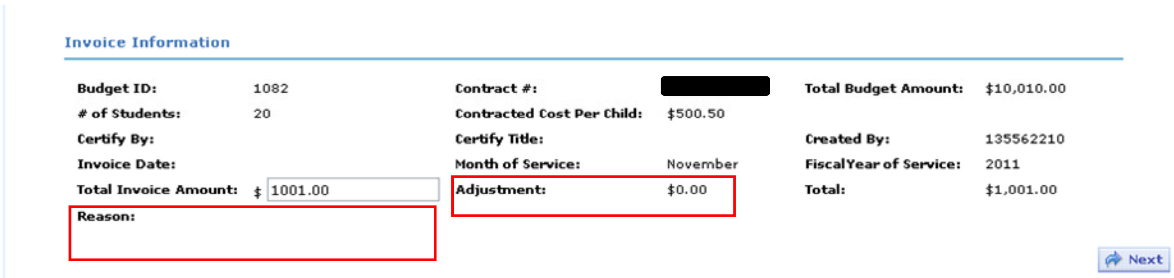


Figure 61: Invoice Certification page

When the DOE staff applies any Adjustments, it appears in the sections marked in the figure above.

7. Screenings

This section applies to ACS and non-ACS vendors. Click on Miscellaneous on the top navigation bar to reach the screenings module.

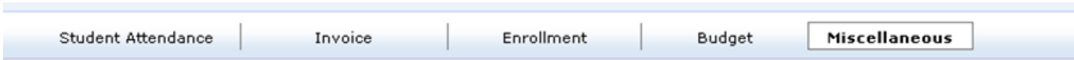


Figure 62: Miscellaneous link in the top navigation bar

Later, choose the activity as Student Screening as shown in the following figure

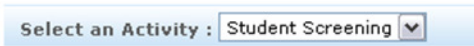


Figure 63: Student Screening Activity selection

Following screen comes up

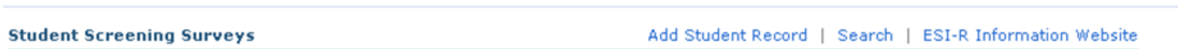


Figure 64: Main page for student Screening

Of the three options, we will go through them one by one in the following description.

7.1. Add Student Record

Click on Add Student Record and the following screen comes up:

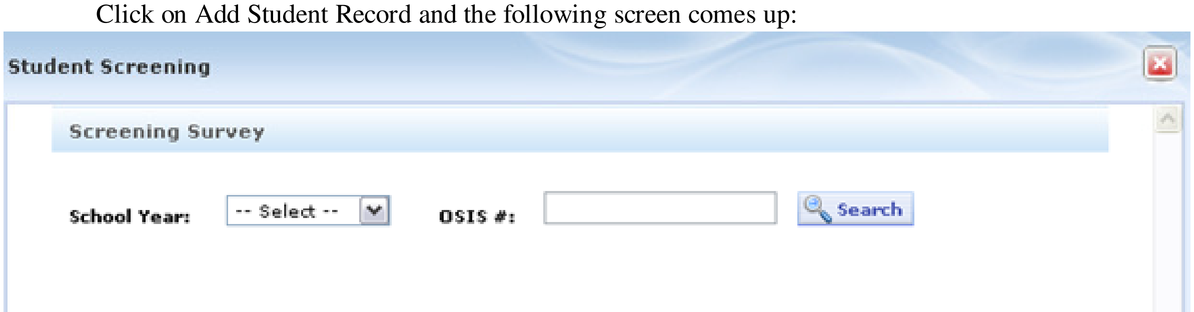


Figure 65: Student Screening form- part 1

The form can be closed by clicking on Cancel at left bottom or the red cross at the right top.

On the form, first select the school year applicable and type in the OSIS# (student id issued by DOE) to search a student. Once the user provides the two fields and clicks on Search, the system will search if the student is associated to the vendor.

If a match is not found, the system shows a screen as shown in the following figure. In this situation, first note that there are a few pre-requisites:

- For non-ACS vendors, the budget should have passed a certain approval stage with DOE before you would be able to do this
- For ACS or non-ACS vendors, the DOE personnel should have done appropriate mapping of Official Class Codes with the Tax IDs

If the user perceives that the student must show up, then consult with your Operations / Contracts Analyst or Manager at the OECE with a consolidated list of such issues.

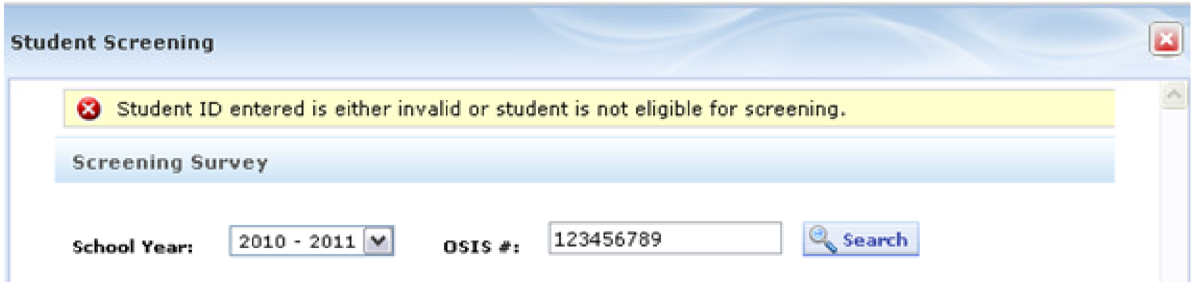


Figure 66: Student Screening form- part 2 – when match is not found

However, if a match is found then a step-by-step questionnaire begins:

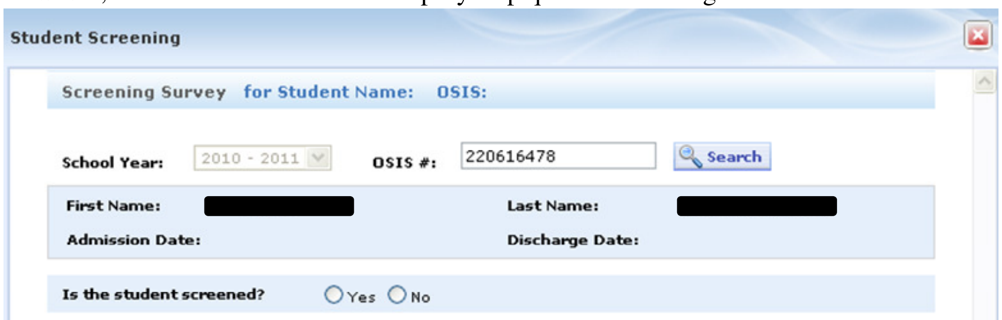


Figure 67: Student Screening form- part 2 – when match is found

Click on Save at the bottom of the pop-up screen:

Figure 68: Student Screening form- part 3 – buttons for form actions

If student was not screened, then mark as such and specify the reason for not screening.

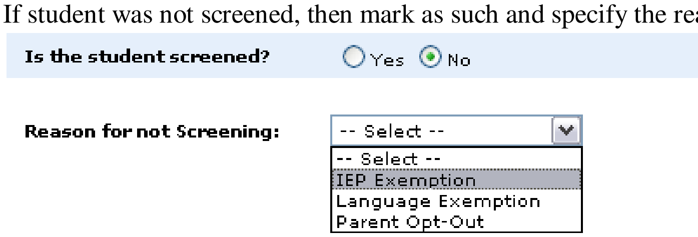


Figure 69: Student Screening form- for students who are not screened

Make sure that plenty of comments are specified using the Add/View Comments link as shown in the following figure.

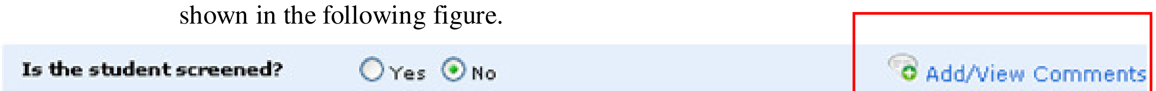


Figure 70: Student Screening form- comments

Once the user clicks on the Add/View Comments, following screen pops up.

Figure 71: Student Screening form- comments

Enter the comments in the text box provided and click Save button. The instructions on this page are self-explanatory. Specifically, note that the user cannot edit the comments once saved.

If the user enters that the student was screened then following screen comes up:

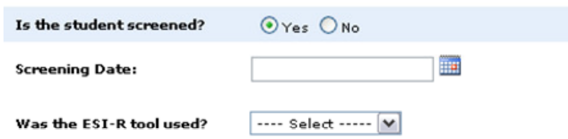


Figure 72: Student Screening form- for students who are screened

- Screening Date cannot be a future date.
- In case of Re-screen's follow up screening entry, the Screening Date cannot be before 56 days from earlier screening.

If user chooses the option stating that an ESI-R tool was used, then specific version must be specified along with Results.

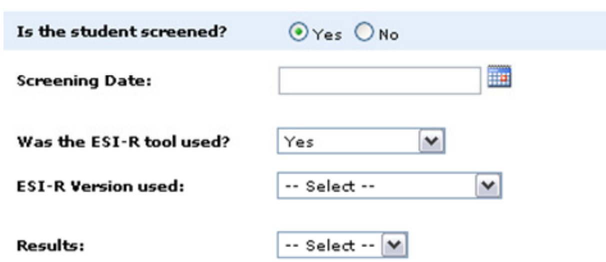


Figure 73: Student Screening form- for students who are screened with ESI-R

If user chooses the option stating that an ESI-R tool was not used, then following screen comes up:

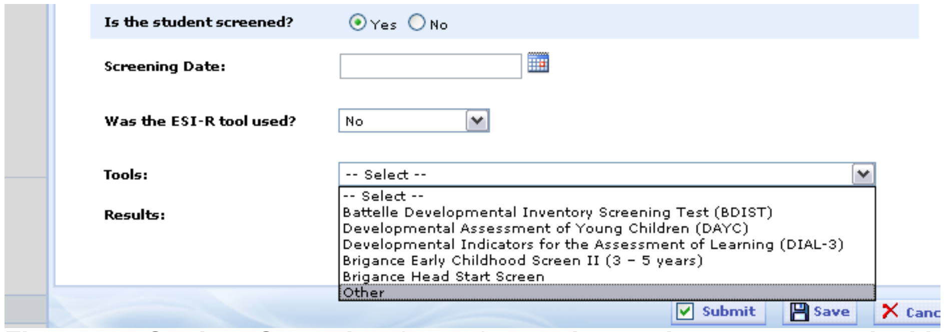


Figure 74: Student Screening form- for students who are screened with non ESI-R tool

Results can be marked as either of Ok, Refer, Re-Screen.

Finally, click the Submit button to submit the screening record for the student. A certification page pops up as in the following figure:

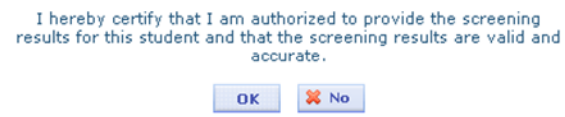


Figure 75: Student Screening form certification at submission

7.2. Search

This option allows the user to search screening records created using a variety of fields as shown in the following figure.

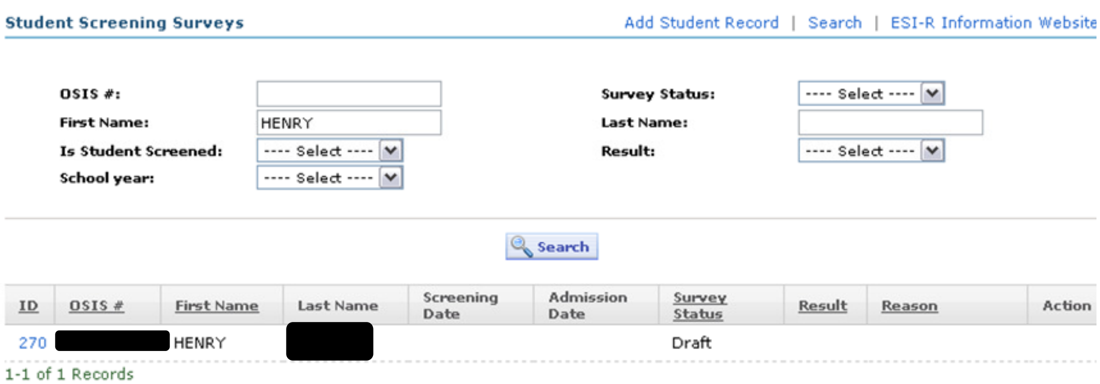
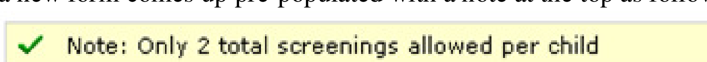


Figure 76: Searching a student screening record already created

7.3. Enter Re-Screen follow-up record for a student

If a student's earlier screening is marked as Re-screen, that entry will have the icon of  next to it in the Action column on the search results.

The user must click this in order to enter the re-screen results. Once the user clicks this icon, a new form comes up pre-populated with a note at the top as follows:



7.4. ESI-R Information Website

This provides a link to the ESI-R information.

8. Expenditure Reporting

Vendor users need to report on Expenditures twice a year and correspondingly, there are two reports: Mid-year Expenditure Report and End-Year Expenditure Report.

While Mid-Year Expenditure report allows vendor users to exceed budgeted costs during submission (with a notification to submit an Amended Budget), the End-Year allows exceeding only in OTPS section by a certain threshold. End Year report's PS section has zero tolerance for excess expenditure.

8.1. Create an Expenditure Report

The vendor user can create and report on Expenditures against budgeted amount by clicking on the *Create/View Expenditure* icon under Action column in Budget section.

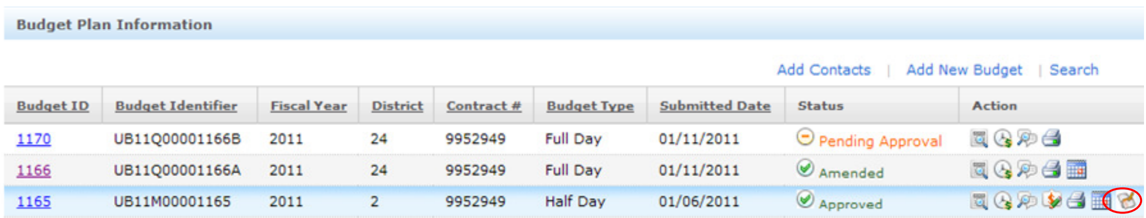


Figure 77: Budget screen with Expenditure icon under Action Column

Steps to create Expenditure report:

a. Click on the *Create/View Expenditure* icon and following screen will open up

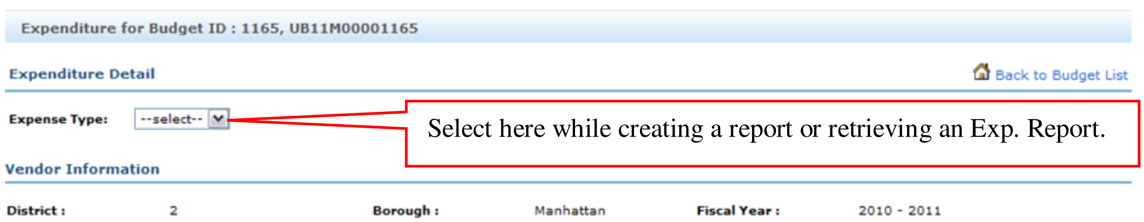


Figure 78: Expenditure header page

b. Select Expense Type as either Mid-Year or End-Year.
c. Scroll down. At the bottom of the page, click on *Create Expenditure Report* button.
d. The user can note a few changes as shown in the following figure:

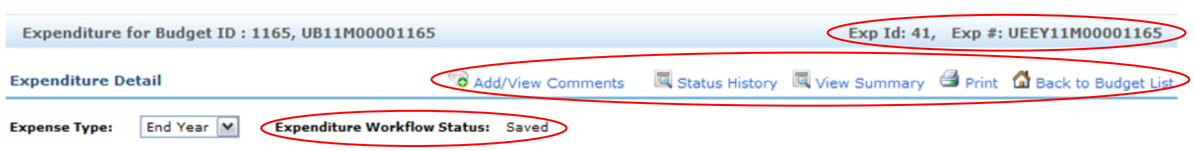


Figure 79: Expenditure header page with information when the type is chosen

i. Add/View Comments shows all the Expenditure Header level comments.
ii. Status history will provide a pop-up showing workflow history for the Summary
iii. View Summary shows the Summary of Total Expenditures v/s Total expenditures charged to UPK Program
iv. Print allows printing of the entire Expenditure
v. Clicking on *Back to Budget List* takes the user back to the Budget list page
vi. Exp# has following nomenclature:
   - *UE* stands for UPK Expenditure Report record
   - *EY* stands for End Year

- *11* stands for Fiscal Year
- *M* stands for Geo-Borough of the budget
- Rest of the number represents the Budget ID

e. Further, scroll down to observe the Site grid as follows (the budget may have more than one site)

Site Information

Site	DOE Unique Site Id	Doing Buisiness As	Site Address	Program Status	District
1		name abc	queens ny ny 10232	FDC	4

Figure 80: Site grid from Expenditure header page

f. Fill out the meals and snacks section as below on the Expenditure Header page and click on *Save Expenditure Report* button

Meals & Snacks

	Budgeted		Actual Costs	
	Meals	Snacks	Meals	Snacks
# of children	200	0	150	0
Cost per Unit	80.00	0.00	80.00	0.00
# of days	40	0	35	0
Total	**640,000.00**	**0.00**	**420,000.00**	**0.00**

Figure 81: Meals and Snacks Expenditure details on Expenditure Header page

g. Click on Submit only after all individual site forms are filled out. To go out individual site details, click on individual Site # to go inside site details form and observe the form.

Expenditure Information For Site #1 Of UEEY11M00001165 Back to Expenditure Header

Use this to go back to the Exp. header page

Use this to comment on the line item

	Budget Information		Mid Year Expenditures	End Year Expenditures		
	Total Budgeted Costs	Total Budgeted Costs to UPK Program	Total Expenditures	Total Expenditures	Total Expenditures charged to UPK Program	Unspent Balance
OTPS - Facility Costs						
Facility Costs	25.00	15.00	0.00	335.00	335.00	(320.00)
Electric	1000.00	1000.00	0.00	0.00	0.00	1000.00
Gas / Fuel	0.00	0.00	0.00	0.00	0.00	0.00
Telephone / Internet	0.00	0.00	0.00	0.00	0.00	0.00
Cost of Licenses/Permits for UPK program	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal - Facility Costs	1,025.00	1,015.00	0.00	335.00	335.00	680.00

Figure 82: End-Year Expenditure form: OTPS – Facility Costs

Note that the items where budgeted amount was 0, the form fields under Expenditures will appear as disabled. Also, note that an End Year report will represent the Mid-Year Expenditures on the form

If a user tries to exceed certain limits then following sample alert messages will pop-up:

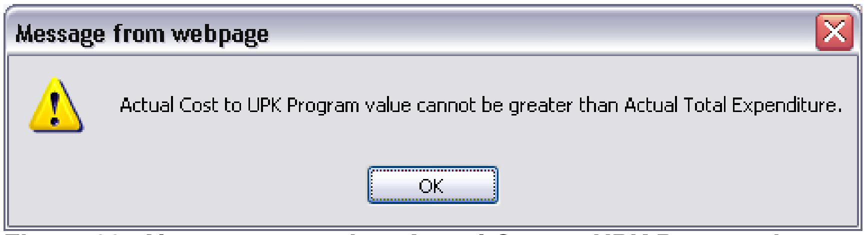


Figure 83: Alert message when Actual Cost to UPK Program is reported to be higher than Actual Total Expenditure

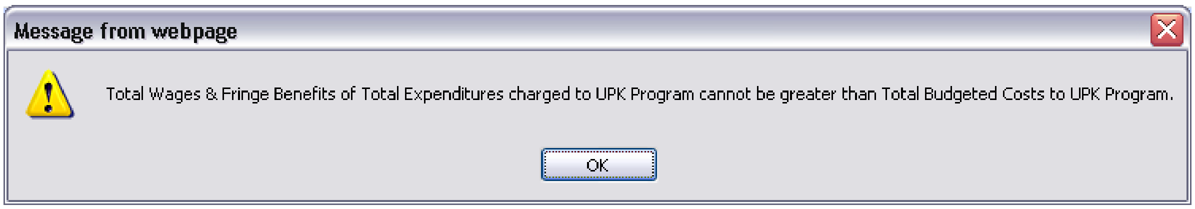


Figure 84: Alert message when Total Expenditures charged to UPK Program exceed Budgeted costs for UPK Program in PS section

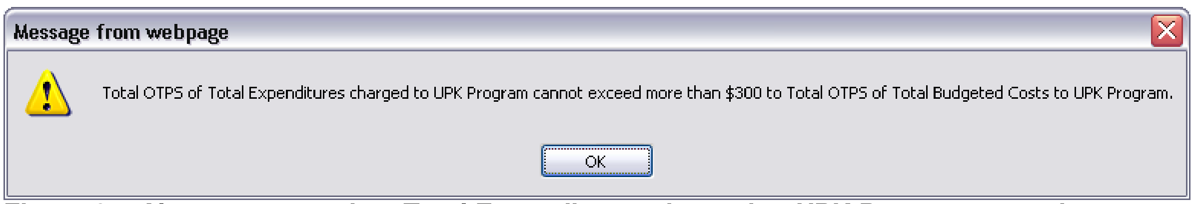


Figure 85: Alert message when Total Expenditures charged to UPK Program exceed Budgeted costs for UPK Program by over 300$ in OTPS section

Please note that if 75% of Equipment and Furniture Purchase Budget is not used up in the Mid year form, then an alert will pop-up on the form.

OTPS - Administrative Costs						
Office Equipment and Furniture Purchases	0.00	0.00	0.00	0.00	0.00	0.00
Office Equipment and Furniture Rental	0.00	0.00	0.00	0.00	0.00	0.00
Office/Janitorial Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Consultants(e.g bookkeeper, accountant, exterminator, security services)	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00	0.00	0.00
Advertising	0.00	0.00	0.00	0.00	0.00	0.00
Postage	0.00	0.00	0.00	0.00	0.00	0.00
Transportation Costs	0.00	0.00	0.00	0.00	0.00	0.00
Minor Maintenance and Repair of Equipment and Facilities (Less than $2500 annually)	0.00	0.00	0.00	0.00	0.00	0.00
Family Involvement	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal - Administrative Costs	0.00	0.00	0.00	0.00	0.00	0.00

Figure 86: End-Year Expenditure form: OTPS – Administrative Costs

OTPS - Instructional Costs						
Equipment and Furniture Purchase (Refer to the UPK Expenditure Guide for specific guidelines)	0.00	0.00	0.00	0.00	0.00	**0.0**
Instructional Materials and Classroom Supplies	0.00	0.00	0.00	0.00	0.00	**0.0**
Instructional Field Trips (Trips must have an educational component and the cost of admission and bus must be itemized when applicable. There is a maximum of 3 paid trips per year and a $10.00 limit per person per trip)	0.00	0.00	0.00	0.00	0.00	**0.0**
Consultants (Instructional consultants providing professional support services, staff developers, music/art instructors, nurses, nutritionist, social workers)	0.00	0.00	0.00	0.00	0.00	**0.0**
Subtotal - Instructional Costs	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.0**
OTPS - Security Clearance Costs						
Security Clearance	0.00	0.00	0.00	0.00	0.00	**0.0**

Figure 87: End-Year Expenditure form: OTPS – Instructional Costs and Security Costs

Total OTPS	**2,045.00**	**2,025.00**	**0.00**	**10,000.00**	**1,000.00**	**1,025.00**
Goods and Services Provided Through Private Funding	0.00	0.00	0.00	0.00	0.00	**0.00**

Figure 88: End-Year Expenditure form: Total OTPS

Please note that the *Goods and Services Provided Through Private Funding* is not added to the Grand Total at the bottom of the form.

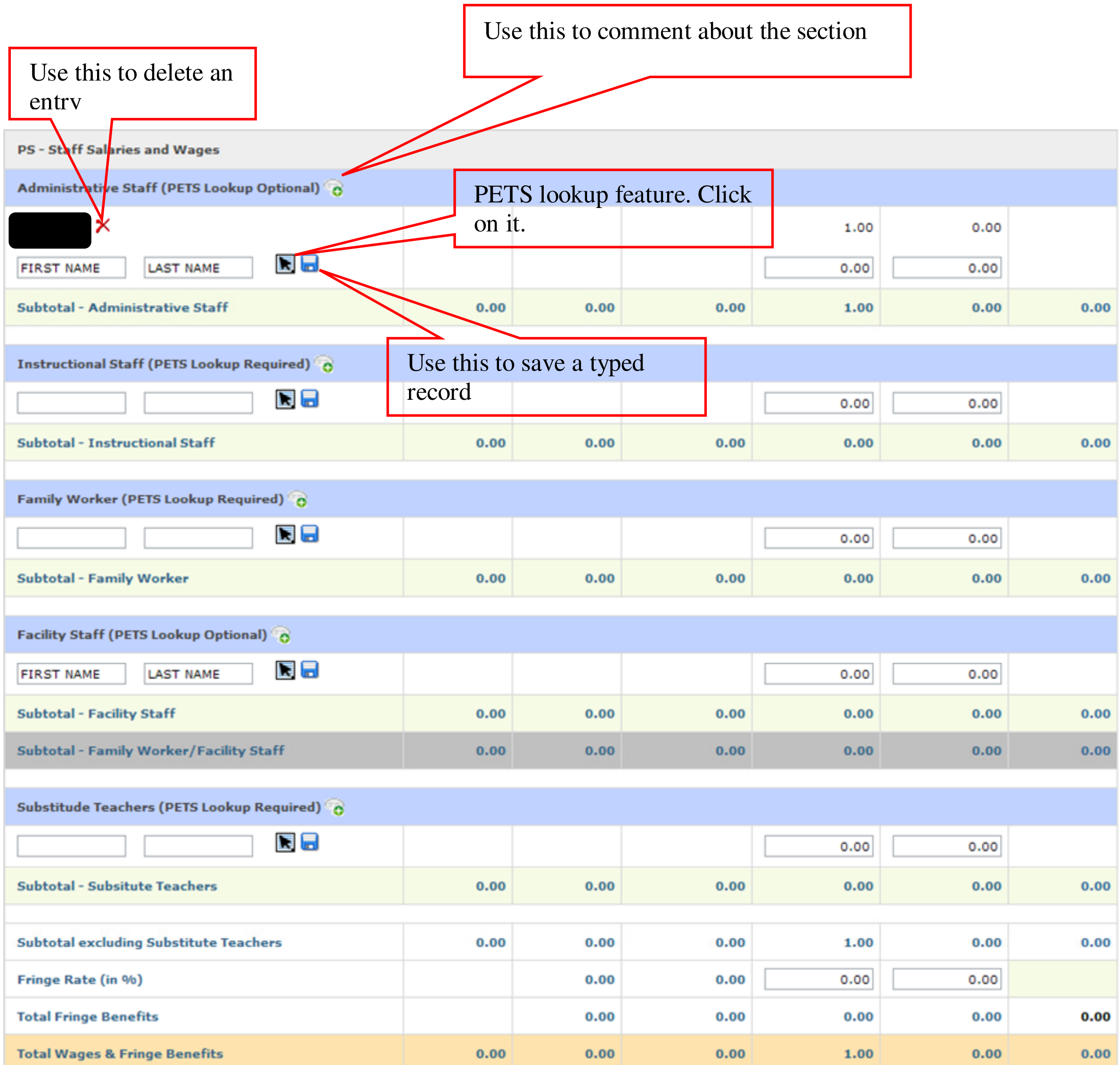


Figure 89: End-Year Expenditure form: PS – Staff Salaries and Wages

Please note that the user must search using the PETS lookup feature for all of the sections above. In case the user does not find their staff member in the PETS lookup, the user can type the name up only in case of Administrative Staff and Facility Staff sections. If there is a similar trouble in any other type of staff category, please contact your Operations Analyst and/or Operations Manager, who you work with as DOE point of contact to find the reason. Some of the usual reasons are:

- PETS may not have the staff member mapped to the accurate contract number
- PETS updates take one business day to reflect in Pre-KIDS and so, there can be a potential timing issue

PETS screen referenced in the earlier screen appears as follows:

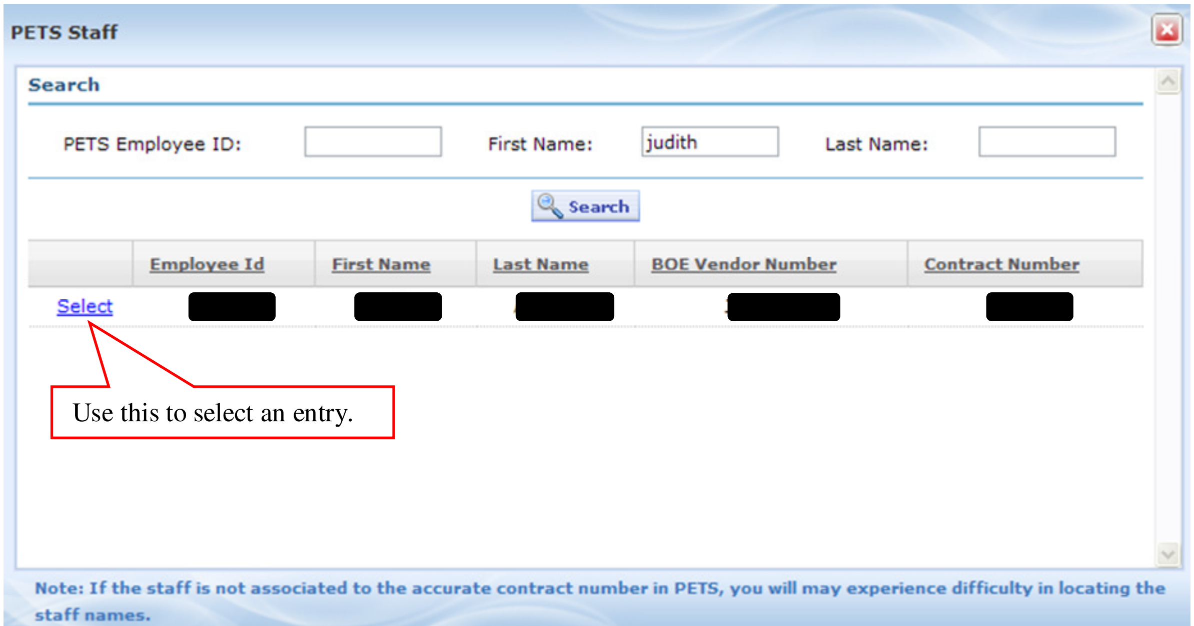


Figure 90: Screen for selecting the staff member from a PETS lookup

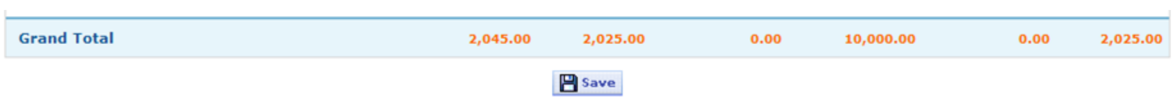
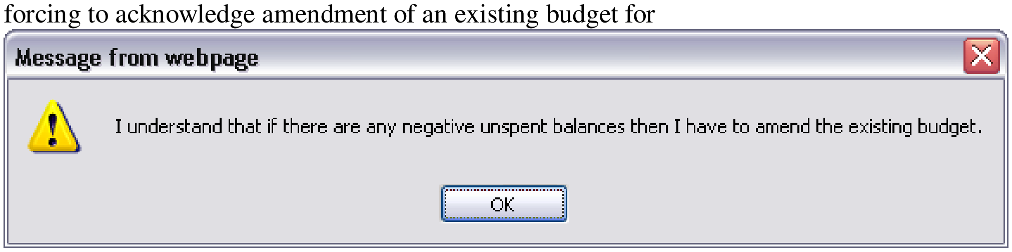


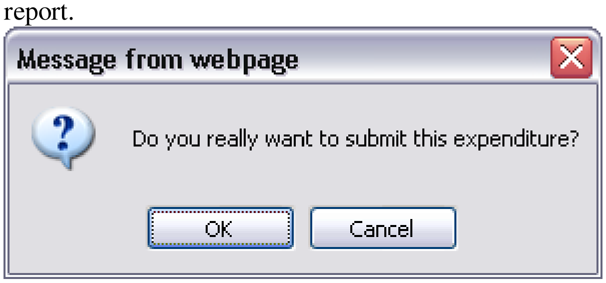
Figure 91: End-Year Expenditure form: Grand Total with Save button

Once entire Expenditure report is filled out, please click return back to Expenditure header page and click *Submit Expenditure Report* button at the bottom of the header page. Alternatively, one can save the Expenditure report and return back to it later for updates without submitting.

In Mid-Year Expenditure report filing, on Submit, occasionally, a vendor user may get following message forcing to acknowledge amendment of an existing budget for



Next, the following confirmation box will appear. Click OK if you want to proceed further and certify the report.



This is to certify that:

i. I am a representative of [redacted] who is duly authorized to submit information to the New York City Department of Education ("DOE") and to make certifications and representations on the School's behalf.

ii. I am aware that this Mid Year Expenditure Report ("Expenditure Report"), when submitted to the DOE, becomes a business record of the DOE and that the DOE relies upon the information contained therein.

iii. It is further understood that knowingly submitting false information to the DOE may subject the School and the Representative to legal action, including criminal prosecution.

iv. Based on the books and records of the School, the information in this Expenditure Report is true and accurate. The identified costs, which were incurred or accrued in the school year in connection with the UPK program, are supported by records, including allocation worksheets, as applicable. The records are maintained by the School and are available to the DOE upon request.
v. Reimbursement has not been sought from or made by any other public or private entity in whole or in part for any costs charged to the UPK program.

vi. During the period for which this Expenditure Report is submitted, all persons working under the UPK Agreement who met the definition of "staff" were identified on the UPK Security Clearance Roster and were fingerprinted and cleared as required under the terms of the UPK Agreement. Further, I acknowledge that the School has a continuing duty to comply with the terms of the security clearance section of the UPK Agreement and to update the UPK Security Clearance Roster to reflect new employees and staff changes in the UPK program and

vii. It is understood that the School is required to maintain a hardcopy record of its Expenditure Report submissions and to make them available upon request by the Chancellor or his/her designee.

Certify By:*

Certify | Cancel

Figure: Certification page for Expenditure report

The user must type in his/her full name and click *Certify* button if the user wants to certify. If the user wants to back out and not certify at this stage then they can click on *Cancel* button.

8.2. Edit/View an Expenditure Report

The vendor user can retrieve a report for viewing or editing using similar steps as shown in earlier section.

The vendor user can edit/view an existing Expenditure report by clicking on the *Create/View Expenditure* icon under Action column in Budget section.

Budget Plan Information

Add Contacts | Add New Budget | Search

Budget ID	Budget Identifier	Fiscal Year	District	Contract #	Budget Type	Submitted Date	Status	Action
1170	UB11Q00001166B	2011	24	9952949	Full Day	01/11/2011	Pending Approval	
1166	UB11Q00001166A	2011	24	9952949	Full Day	01/11/2011	Amended	
1165	UB11M00001165	2011	2	9952949	Half Day	01/06/2011	Approved	

Figure 92: Budget screen with Expenditure icon under Action Column

Steps to create Expenditure report:

a. Locate the budget

b. Click on the *Create/View Expenditure* icon and following screen will open up

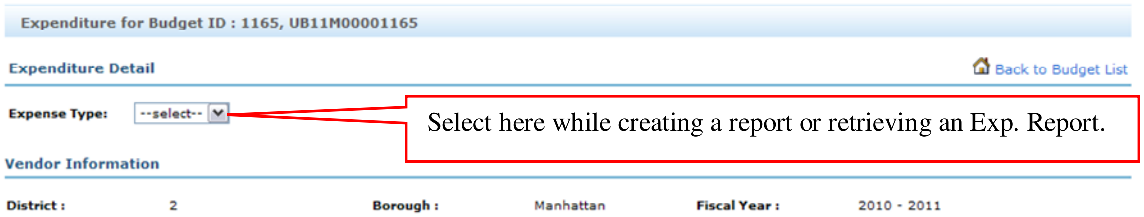


Figure 93: Expenditure header page

c. Select Expense Type as either Mid-Year or End-Year and the earlier saved budget will appear.

9. Appendices

9.1. Appendix- Budget Summary

#	OTPS - FACILITY COSTS	TOTAL ESTIMATED COST	TOTAL COST ALLOCATED TO UPK	Site #: 1	Site #: 2
1	Facility Costs	$2,488.00	$244.00	$122.00	$122.00
2	Electric	$101,655.99	$100,221.99	$222.00	$99,999.99
3	Gas / Fuel	$1,410.00	$621.00	$544.00	$77.00
4	Telephone / Internet	$656.00	$152.00	$76.00	$76.00
5	Cost of Licences/Permits for UPK program	$124.00	$78.00	$22.00	$56.00
	SUBTOTAL OTPS FACILITY COST	**$106,333.99**	**$101,316.99**	**$986.00**	**$100,330.99**

Figure 94: Facility Costs summary screen

	OTPS - ADMINISTRATIVE COSTS				
6	Office Equipment and Furniture Purchases	$57.00	$24.00	$12.00	$12.00
7	Office Equipment and Furniture Rental	$1,248.00	$1,224.00	$12.00	$1,212.00
8	Office/Janitorial Supplies	$38.00	$14.00	$12.00	$2.00
9	Consultants(e.g bookkeeper, accountant, exterminator, security services)	$360.00	$336.00	$123.00	$213.00
10	Insurance	$176.00	$33.00	$12.00	$21.00
11	Advertising	$268.00	$34.00	$12.00	$22.00
12	Postage	$57.00	$33.00	$12.00	$21.00
13	Transportation Costs	$68.00	$34.00	$12.00	$22.00
14	Minor Maintenance and Repair of Equipment and Facilities (Less than $2500 annually)	$46.00	$23.00	$12.00	$11.00
15	Family Involvement	$2,688.00	$244.00	$222.00	$22.00
	SUBTOTAL OTPS ADMINISTRATIVE COSTS	**$5,006.00**	**$1,999.00**	**$441.00**	**$1,558.00**

Figure 95: Administrative Costs summary screen

	OTPS - INSTRUCTIONAL COSTS				
16	Equipment and Furniture Purchase	$33.00	$21.00	$21.00	$0.00
17	Instructional Materials and Classroom Supplies	$322.00	$222.00	$222.00	$0.00
18	Consultants	$24.00	$12.00	$12.00	$0.00
19	Instructional Field Trips		$36.00	$36.00	$0.00
20	Meals		$30,672.00	NO	NO
21	Snacks		$1,759,824.00	NO	NO
	SUBTOTAL OTPS INSTRUCTIONAL COSTS	**$1,790,911.00**	**$1,790,787.00**	**$291.00**	**$0.00**
	OTPS - SECURITY CLEARANCE COSTS				
22	Security Clearance	$832.00	$789.00	$789.00	$0.00
	TOTAL OTPS	**$1,903,082.99**	**$1,894,891.99**	**$2,507.00**	**$101,888.99**
23	Goods and Services Provided Through Private Funding		$897.00	$897.00	$0.00
	PS - STAFF SALARIES AND WAGES				
24	Administrative Staff	$1,000.00	$1,000,000.00	$0.00	$1,000,000.00
25	Instructional Staff	$912.00	$9,122.00	$12.00	$9,110.00
26	Facility Staff	$356.00	$122,257.00	$35.00	$122,222.00
27	Per Diem Staff		$258,488.00	$16,928.00	$241,560.00
28	Fringes		$135,761.72	$1.88	$135,759.84
	TOTAL PS	**$396,517.72**	**$1,525,628.72**	**$16,976.88**	**$1,508,651.84**

Figure 96: Instructional Costs, Security Clearance Costs, and Ps-Staff Salaries and Wages costs summary screen