Department of Education
Dennis M. Walcott, Chancellor

Charter Schools Office
Online Invoicing Application- User Guide 2: Payment Cycles 3-6
Updated 9-27-2012

Introduction

In an effort to create systems that are sustainable and efficient for charter schools, the Charter Schools Office (CSO) is launching an Online Invoicing Application. This online application will eliminate the need to submit spreadsheets every other month as invoices.

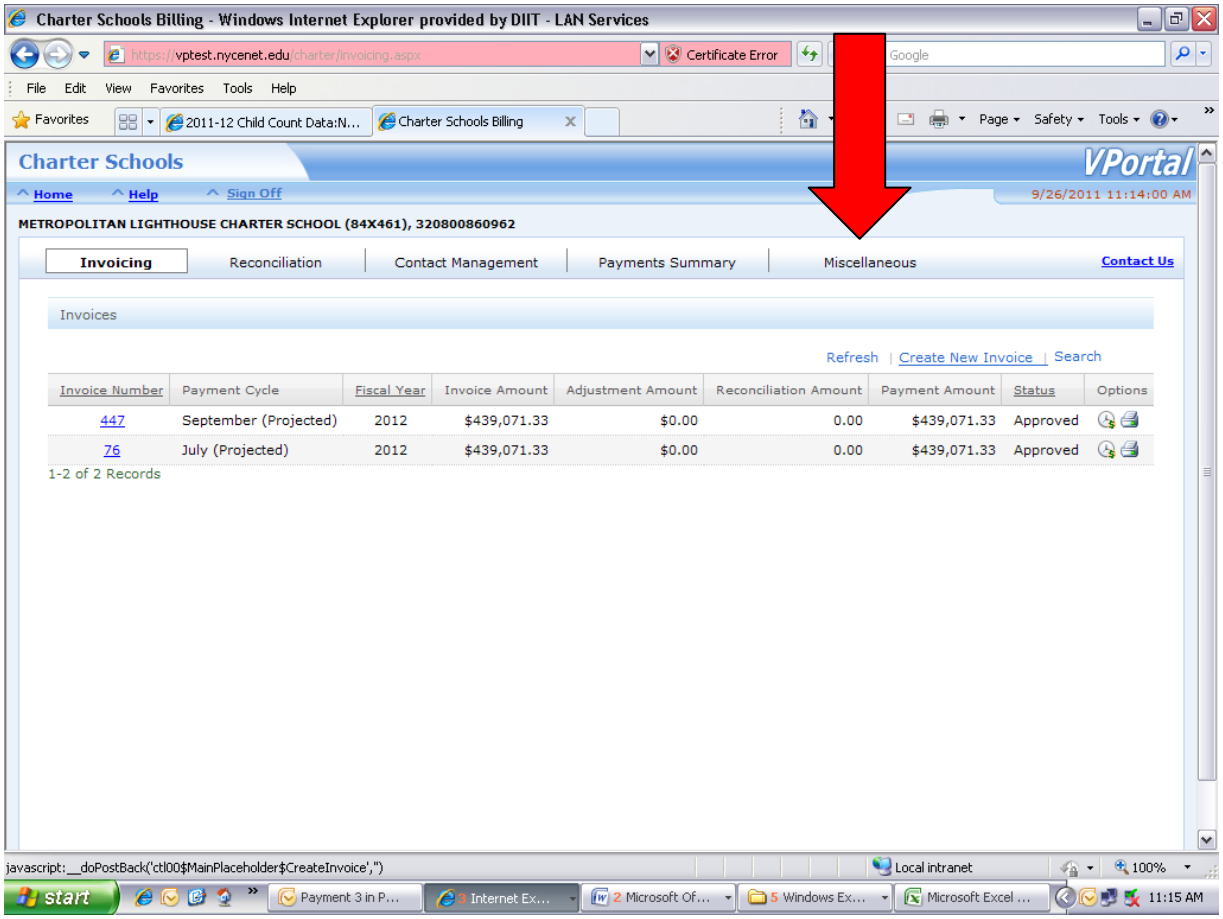
For Payments 3 through 6 of the fiscal cycle, the school's invoice will pull data from ATS and ODS (the underlying data repository for CAP and eventually, SESIS). As such, submitting an invoice for these payments will require that schools check the data for fidelity to school records to ensure proper billing. The invoice for Payments 3-6 has 6 steps:

I. English Language Learner (ELL) Report Count
II. Calendar Set Up
III. Gen Ed Data Verify
IV. SpEd Data Verify
V. Summary
VI. Certification

This guide will go through all steps of the process, and includes a Frequently Asked Questions section as well.

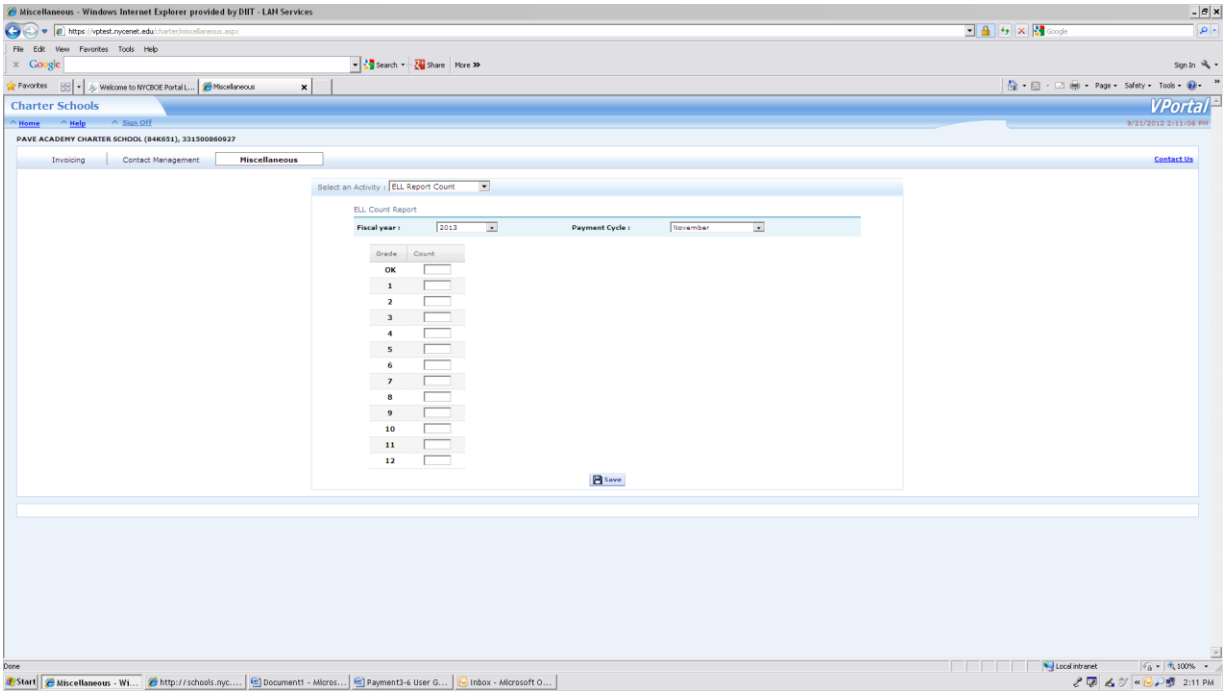
To access the Online Invoice Application, access the Vendor Portal: https://vendorportal.nycenet.edu/vendorportal/Login.aspx

For questions about setting up an account and login into the Vendor Portal, please review pages 2-3 of the user guide for Payments 1 and 2.

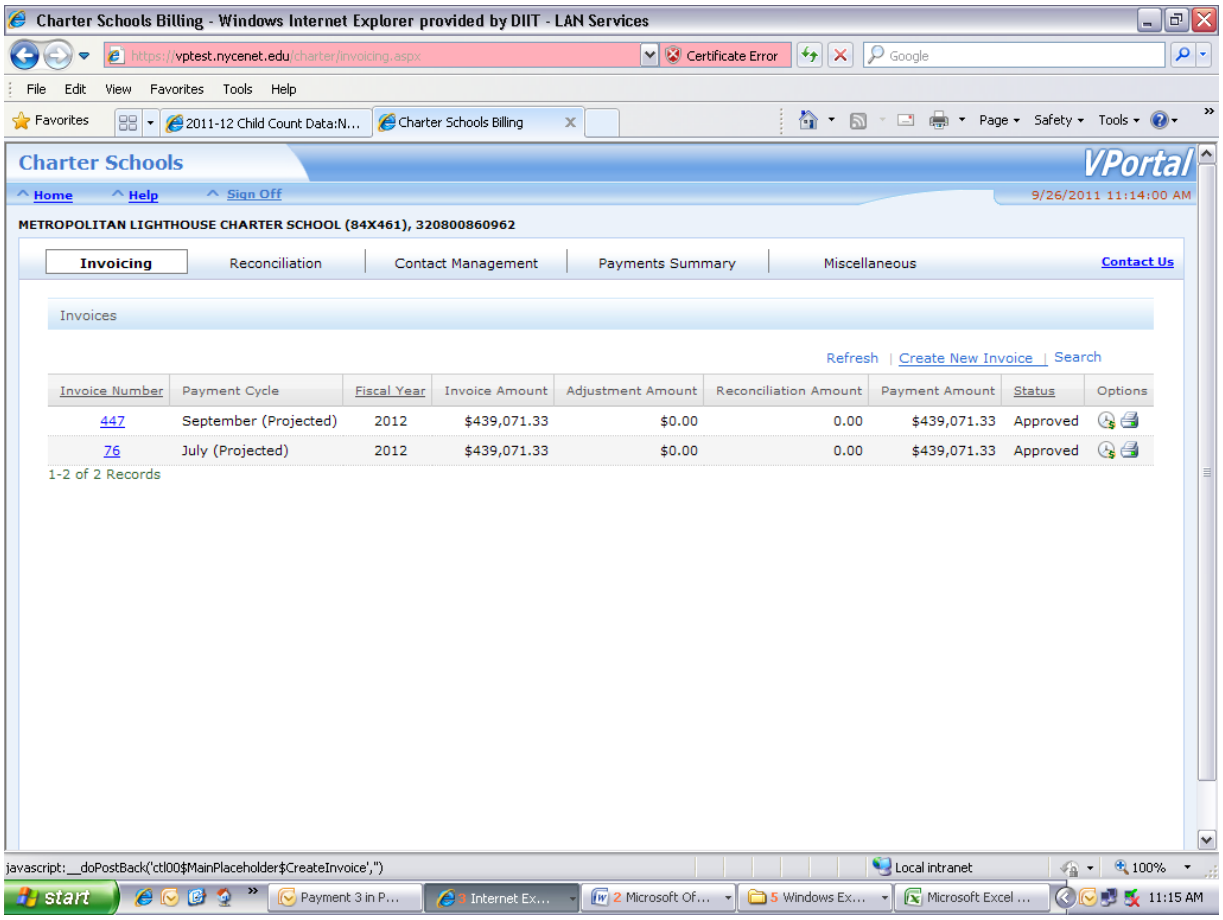


Step 1: English Language Learner (ELL) Report Count

Before creating your invoice, you must enter in your school's current English Language Learners (ELL) enrollment information. To access this screen, click on the miscellaneous tab.

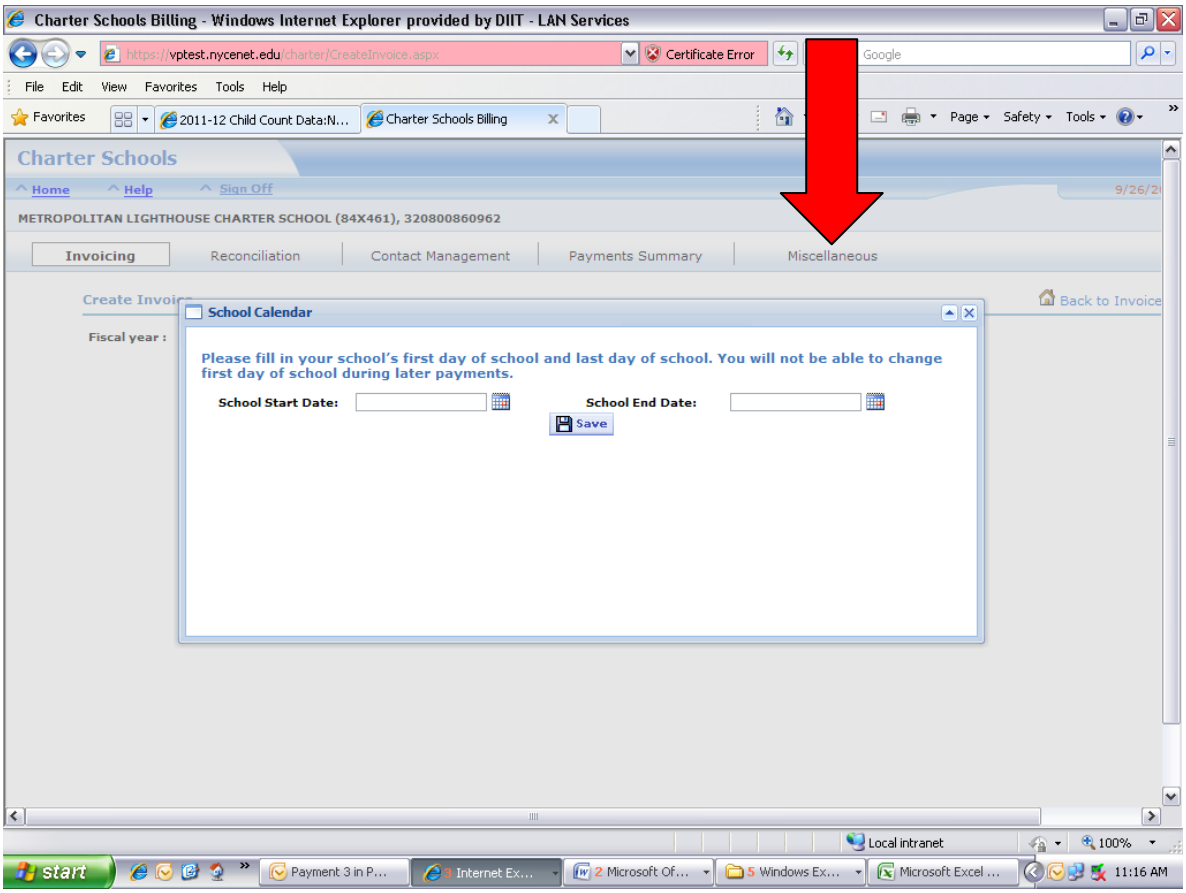


From the “select an activity” drop down menu, please select the ELL Report Count. Please select the correct fiscal year and payment cycle. On the lines provided, enter in the ELL enrollment count by grade. You must enter a number for all grades. Click save. Next, click the invoicing tab. You will now be able to create an invoice.



This screen lists all past and current invoices. Click “Create New Invoice” to start on Payment #3 (November). You will be prompted to enter the Fiscal Year and the Payment Cycle.

After the CSO has processed and approved the invoice, the adjustments column will show any adjustments that the CSO office makes. Explanations for any adjustments can be found on the Summary screen.



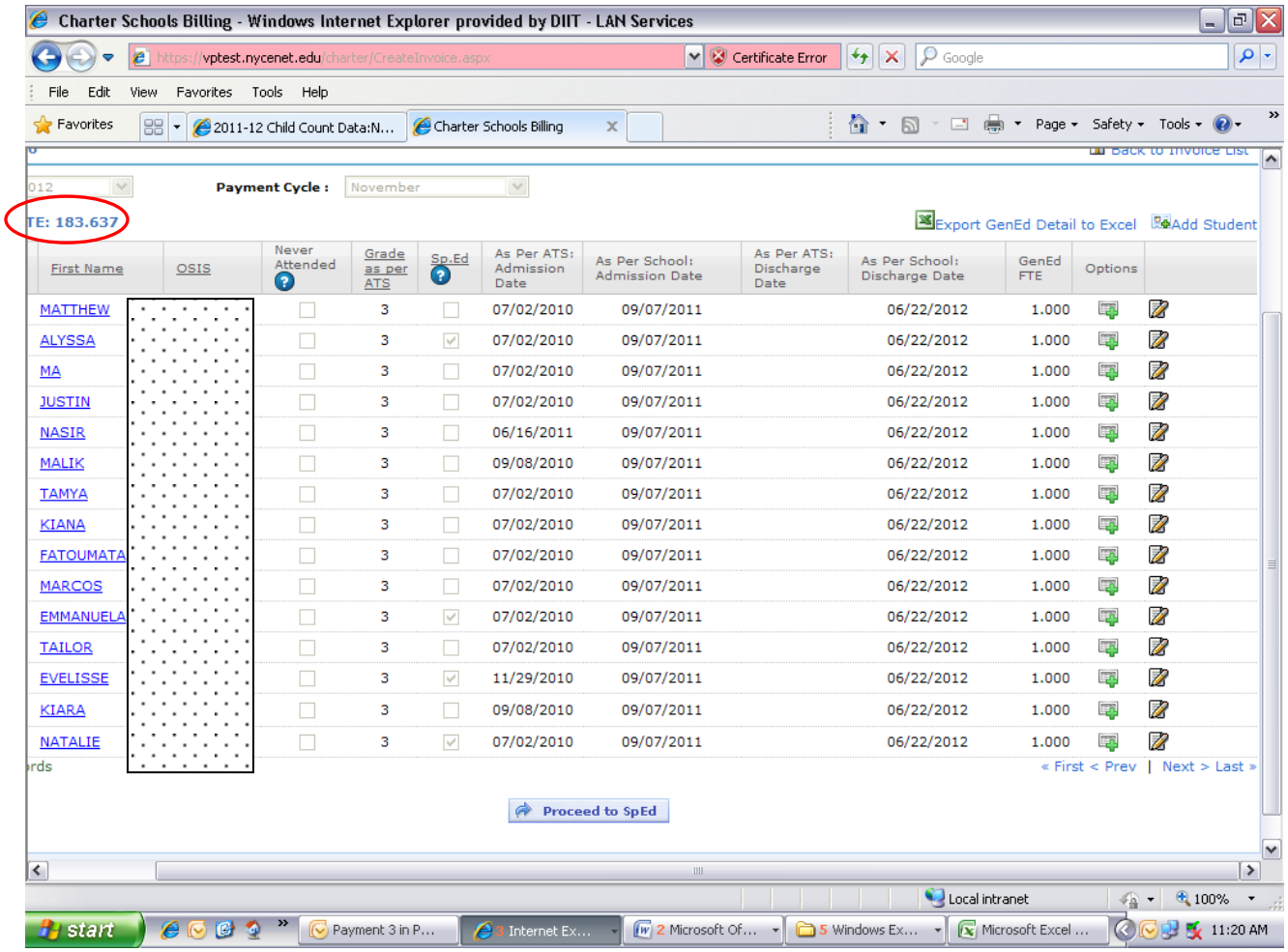
Step 2: Calendar Set Up

Upon creating an invoice for Payment 3, the school will be prompted to enter in the school's calendar. Enter the first and last day of the school year for this school. Do not include summer school, summer sessions, summer academy, etc. These dates will be used as the default start and end date of the school's program for calculating Full Time Equivalencies (FTE's). The school-entered first day of school (as per the calendar function) will be used as the default enrollment date of the student unless the ATS admit date us later. For students enrolled in previous years, schools will not need to update the enrollment date, but will need to make this change for students newly admitted after the summer ATS rollover. The ATS discharge date will be blank for students still on your register. The last day of school that is entered on the calendar function will be assumed as the student's last day of school until there is a change.

You must enter both a start and end date before moving on to the next step.

Because these dates are the basis of all FTE calculations on the following data verify steps, if you need to change these dates after moving on to the next step, any changes you have made to the invoice will be erased.

For Payments 4-6, you will not be able to change the school's start date. For Payments 4-6, schools will only be able to change the school's end date. This calendar functionality can be found under the miscellaneous tab.

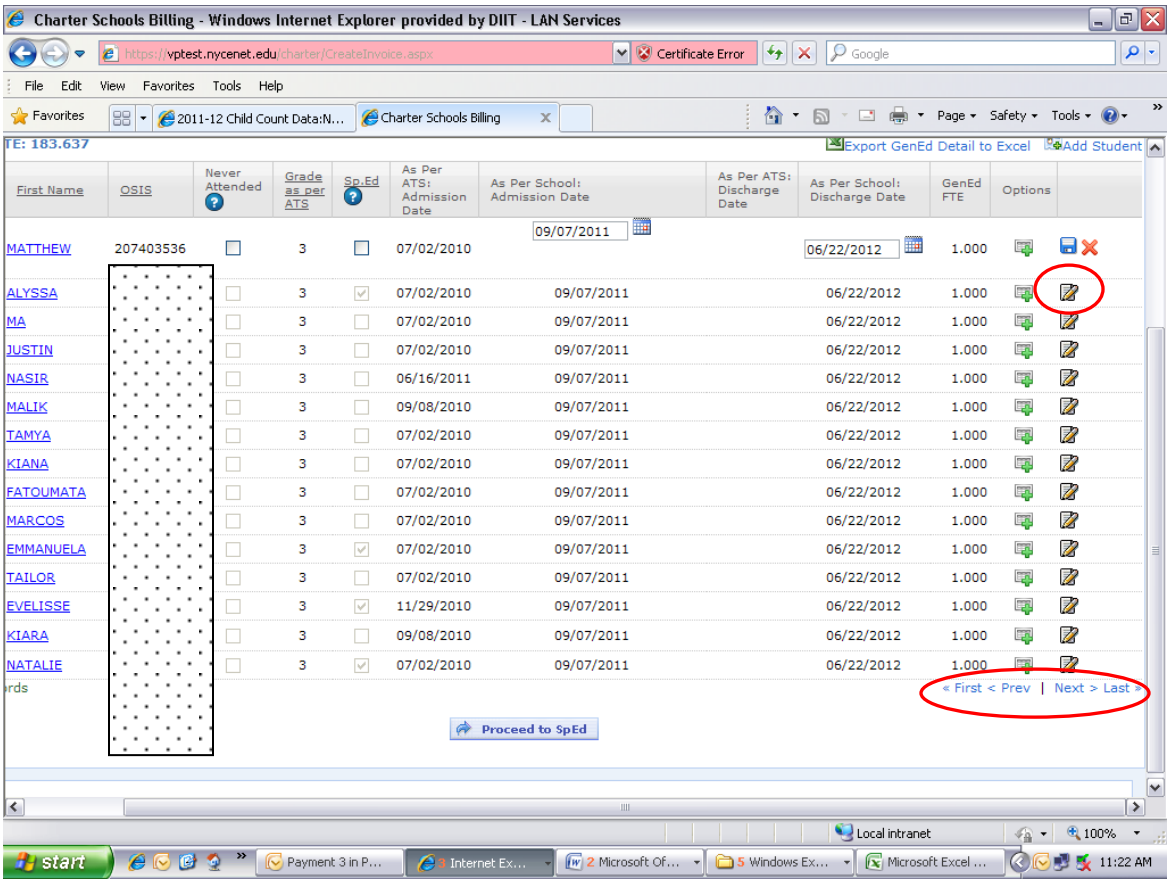


Step 3: GenEd Data Verify

The GenEd screens will list all of the students that are on the ATS roster for this DBN. The CSO will let schools know ahead of time when the data pull will occur. Schools should check all information to verify that it is accurate. Twenty-five records appear per page, with the ability to sort by first name, last name, OSIS, grade, SpEd indicator, and all admit and discharge dates. You can also export all GenEd information to excel by clicking "Export to Excel."

The FTE will calculate using the start date and end date input into the calendar application as the program dates. The fields "As per School: Admission Date" and "As per School: Discharge Date" are used as the service dates. This application uses the same algorithms and business rules to calculate FTE as does the New York State FTE calculator as found at: https://stateaid.nysed.gov/scripts/sa/sa_fte12_12.idc .

The current total GenEd FTE for the invoice will always display in the upper left hand corner of the screen.



Step 3: GenEd Verify (continued)

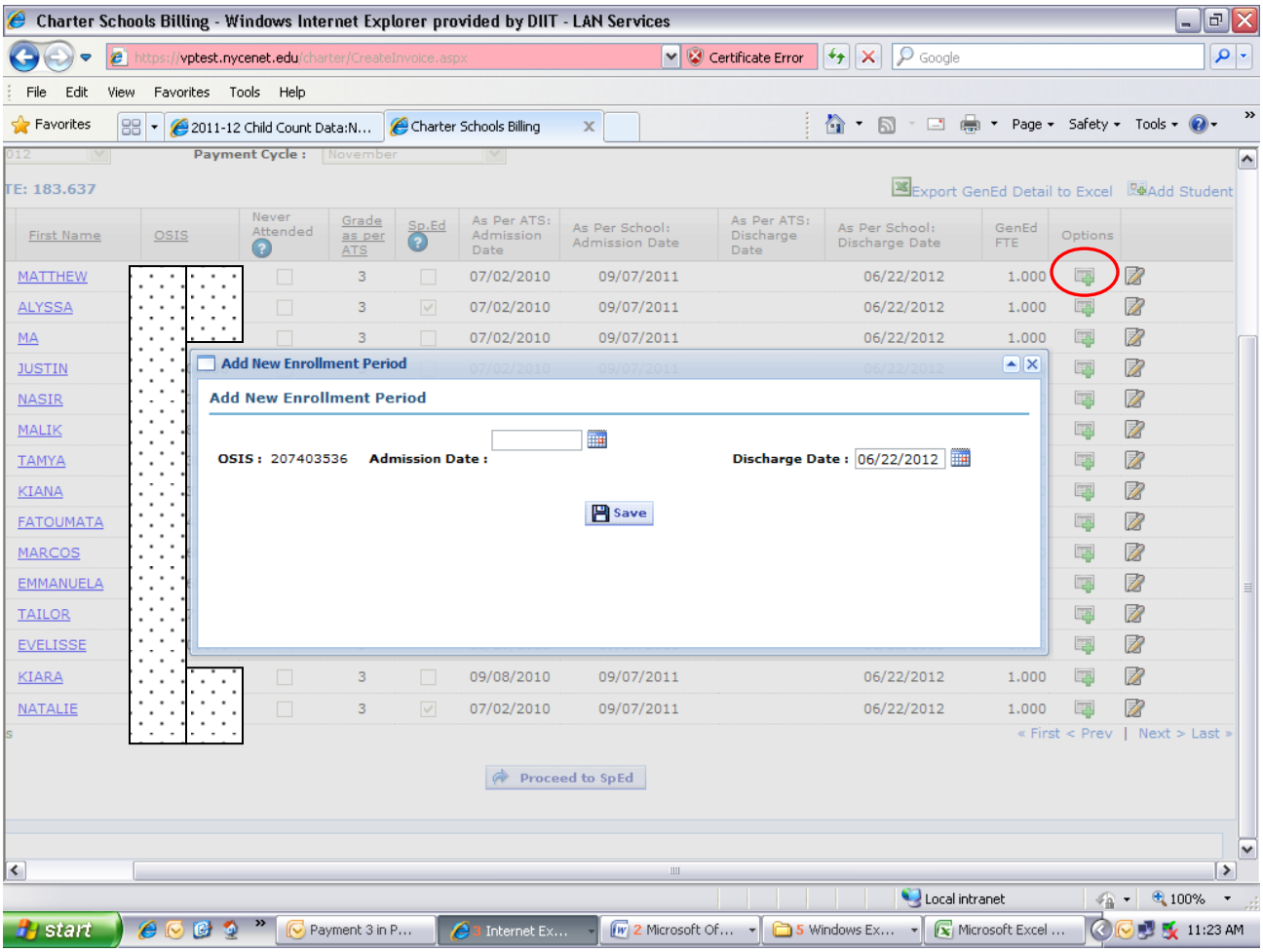
To edit information for any student, click the "Edit" button OR click on the first or last name of the student. Once you do this, you can edit the admit date and discharge date of the student. Saturday and Sunday dates will not be accepted to calculate FTE anywhere in the application.

Students who are identified in ATS and CAP as having an Individualized Education Plan (IEP) will, by default, have the "SpEd" column checked. If a child has an IEP but is not checked, click "Edit" (or click the child's name) to check this column. Alternatively, if a child is checked but does not have an IEP, remove the check. Please note that if a student classified as SpEd is decertified, the invoice should continue to reflect the student as having an IEP during all invoices, as future payments need to reflect the fact that the student received services at some point during the year. Having the SpEd box checked indicates that a student had an IEP at any time during the current school year.

When done editing information for a student, you must hit save. You will not be able to edit another student's information or move on to the next step without first saving.

Be sure to use the navigation buttons to verify all students' FTE (First, Prev, Next, Last). The lower left corner of the screen will indicate how many total records need to be verified. You can also use the "Export GenEd Detail to Excel" function to download all data.

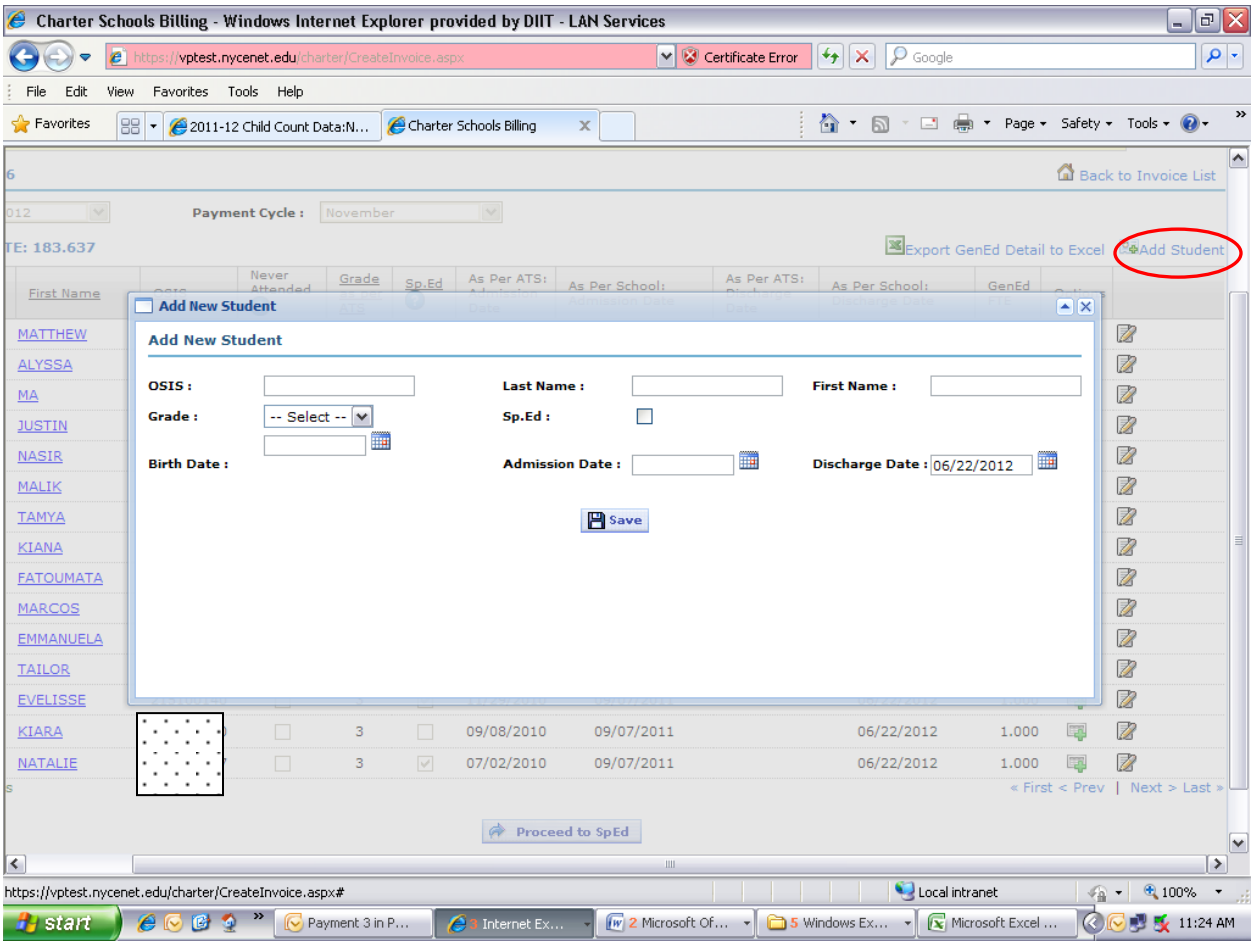
Please note that changes made within the Online Invoice Application will NOT change the data in the source systems (ATS, ODS/CAP/SESIS).



Step 3: GenEd Verify (continued)

If a student is removed from the ATS roster and then returns within the same school year, and this return is not yet reflected in ATS, press the "Add Enrollment" icon next to the student's name. The window pictured above will appear. Here, you will be able to enter the second admission date. The discharge date will be defaulted to the school's last day of school (as per the dates entered into the calendar function). The periods of enrollment cannot overlap. This will allow the school to get the FTE dollars for both periods of enrollment.

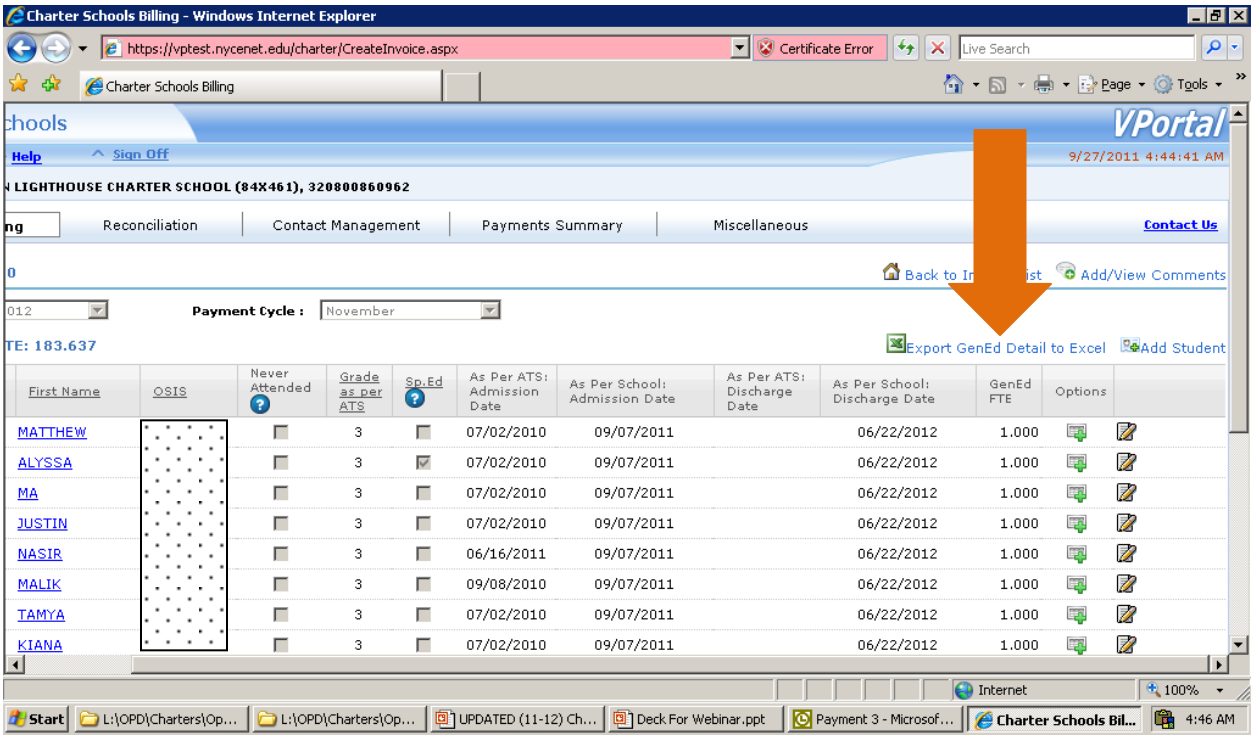
Please note that this new enrollment period will not carry forward to future payments (Payments 4-6). By the next payment (and ATS data pull date), the school must work to ensure that the student has been added back to the ATS register.



Step 3: GenEd Verify (continued)

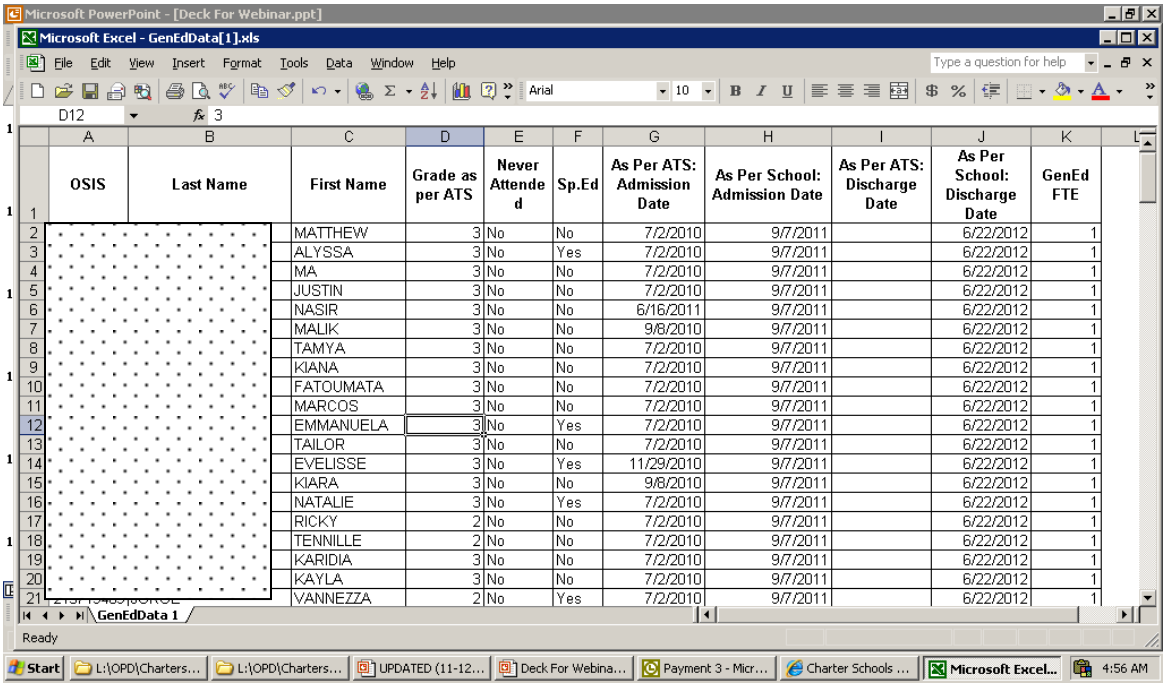
If a student is not appearing on the invoice, the student is not yet on the ATS register for this school. To add this student, click the "Add Student" button. The above window will appear. Enter all the required information and click "Save."

Please note that this new student data will not carry forward to future payments (Payments 4-6). By the next payment (and ATS data pull date), the school must work to ensure that the student has been admitted via ATS.

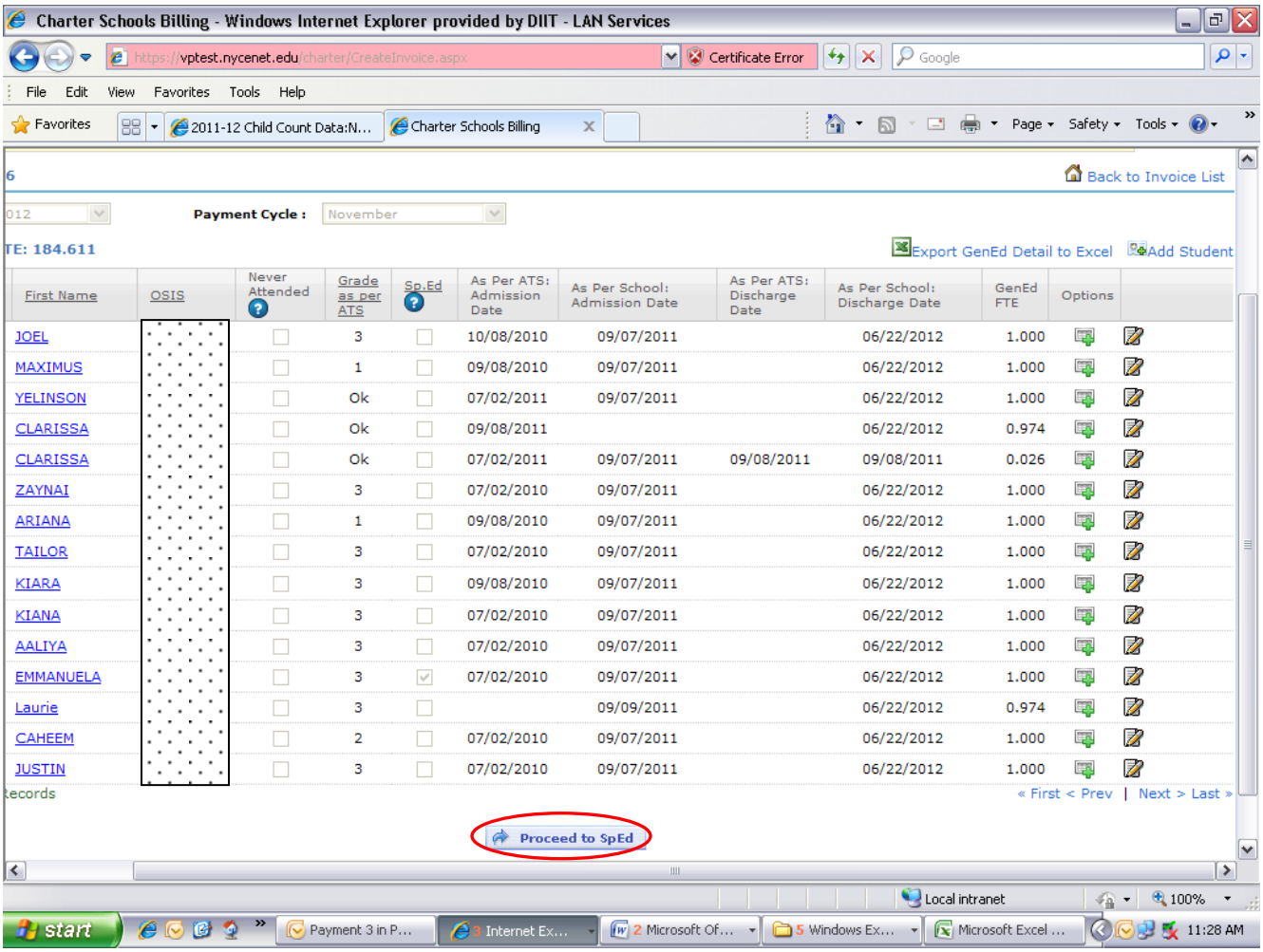


Step 3: GenEd Verify (continued)

Use the Export GenEd Detail to Excel link to download a file that has all fields on the screen. This can be done at any time during the invoice process: before modifying, during modification, or after.



OSIS	Last Name	First Name	Grade as per ATS	Never Attended	Sp.Ed	As Per ATS: Admission Date	As Per School: Admission Date	As Per ATS: Discharge Date	As Per School: Discharge Date	GenEd FTE
		MATTHEW	3	No	No	7/2/2010	9/7/2011		6/22/2012	1
		ALYSSA	3	No	Yes	7/2/2010	9/7/2011		6/22/2012	1
		MA	3	No	No	7/2/2010	9/7/2011		6/22/2012	1
		JUSTIN	3	No	No	7/2/2010	9/7/2011		6/22/2012	1
		NASIR	3	No	No	6/16/2011	9/7/2011		6/22/2012	1
		MALIK	3	No	No	9/8/2010	9/7/2011		6/22/2012	1
		TAMYA	3	No	No	7/2/2010	9/7/2011		6/22/2012	1
		KIANA	3	No	No	7/2/2010	9/7/2011		6/22/2012	1
		FATOUMATA	3	No	No	7/2/2010	9/7/2011		6/22/2012	1
		MARCOS	3	No	No	7/2/2010	9/7/2011		6/22/2012	1
		EMMANUELA	3	No	Yes	7/2/2010	9/7/2011		6/22/2012	1
		TAILOR	3	No	No	7/2/2010	9/7/2011		6/22/2012	1
		EVELISSE	3	No	Yes	11/29/2010	9/7/2011		6/22/2012	1
		KIARA	3	No	No	9/8/2010	9/7/2011		6/22/2012	1
		NATALIE	3	No	Yes	7/2/2010	9/7/2011		6/22/2012	1
		RICKY	2	No	No	7/2/2010	9/7/2011		6/22/2012	1
		TENNILLE	2	No	No	7/2/2010	9/7/2011		6/22/2012	1
		KARIDIA	3	No	No	7/2/2010	9/7/2011		6/22/2012	1
		KAYLA	3	No	No	7/2/2010	9/7/2011		6/22/2012	1
		VANNEZZA	2	No	Yes	7/2/2010	9/7/2011		6/22/2012	1

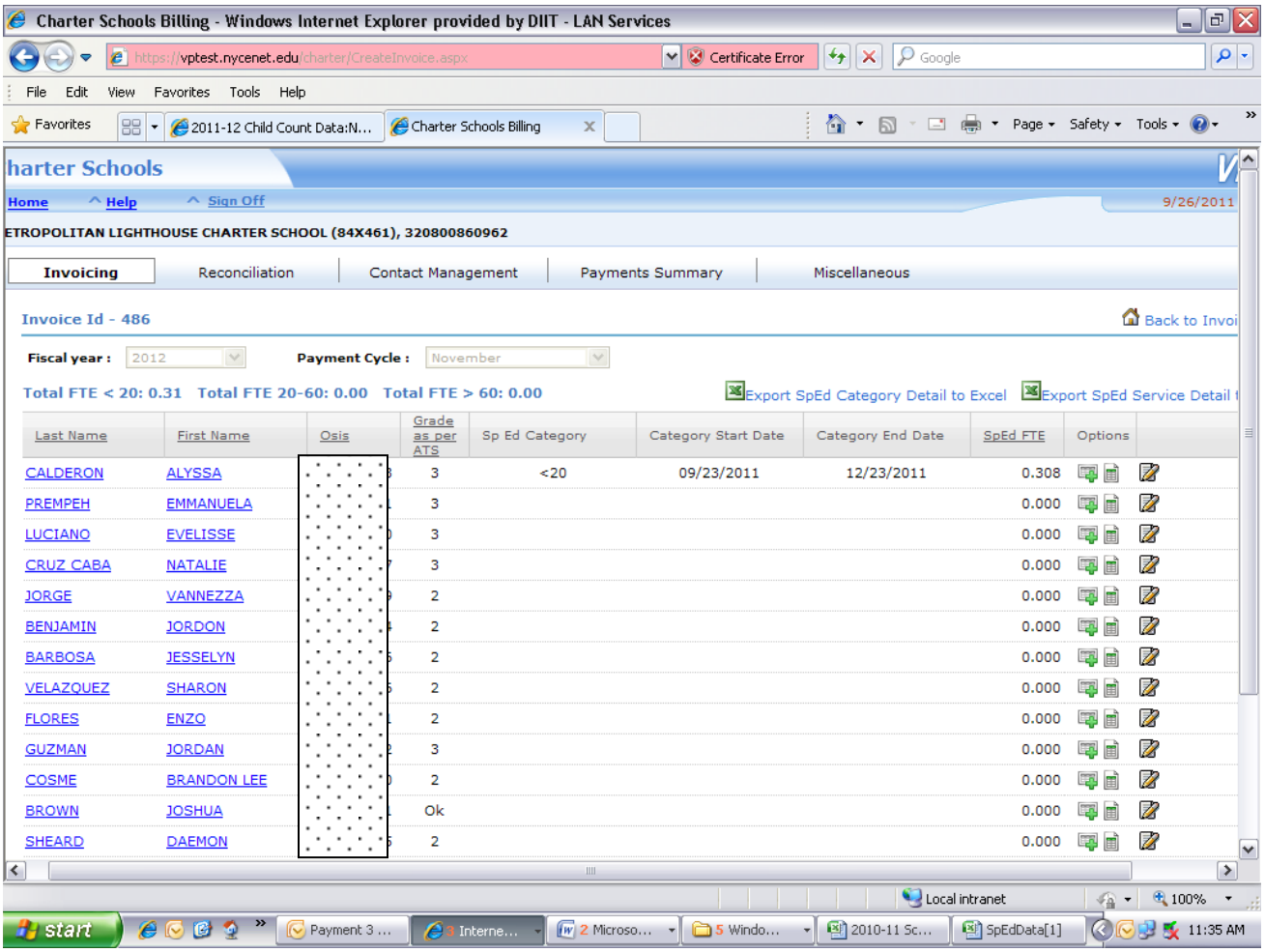


Step 3: GenEd Verify (continued)

Make sure the following have been done:

- ✓ All students who have spent any time in your school during the current school year are reflected on the portal (make sure to use the navigation buttons to move forward through all student records).
- ✓ All admit dates and discharge dates are accurate
- ✓ All students who have had an IEP during the current school year have the SpEd column checked
- ✓ All students who did not attend your school for even one day during the current school year are checked in the "Never Attended" Column
- ✓ Additional enrollment periods of students who have left and come back are reflected
- ✓ Students who are attending your school but have not been regsitered via ATS have been added

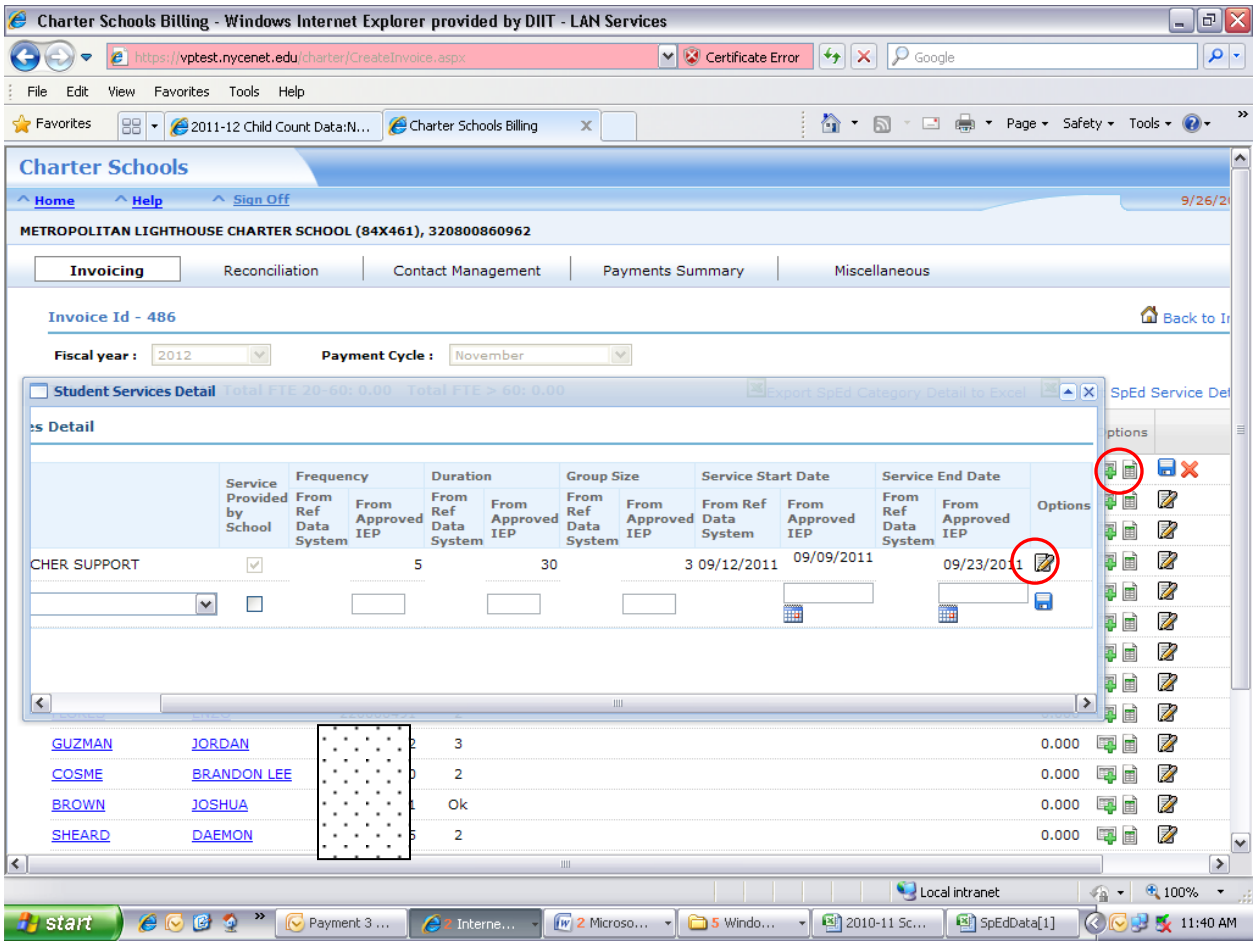
Once done, press the "Proceed to SpEd Screen" to move on.



Step 4: SpEd Data Verify

All students who had the "SpEd" column checked in the GenEd data verify screens will be listed in the SpEd data verify screens. This screen, similar to the GenEd data verify screen, lists twenty five records per page and can be sorted by first name, last name, OSIS, grade, category start date, category end date and FTE.

For each student listed on the SpEd data screens, the school must choose a service category (<20%, 20-60% and >60%), start date for that category and end date for that category. The category should be chosen based on the services that the SCHOOL is providing. Again, the school should not bill for services being provided by the DOE. Until the school selects this information, all SpEd FTE's will be calculated as zero.

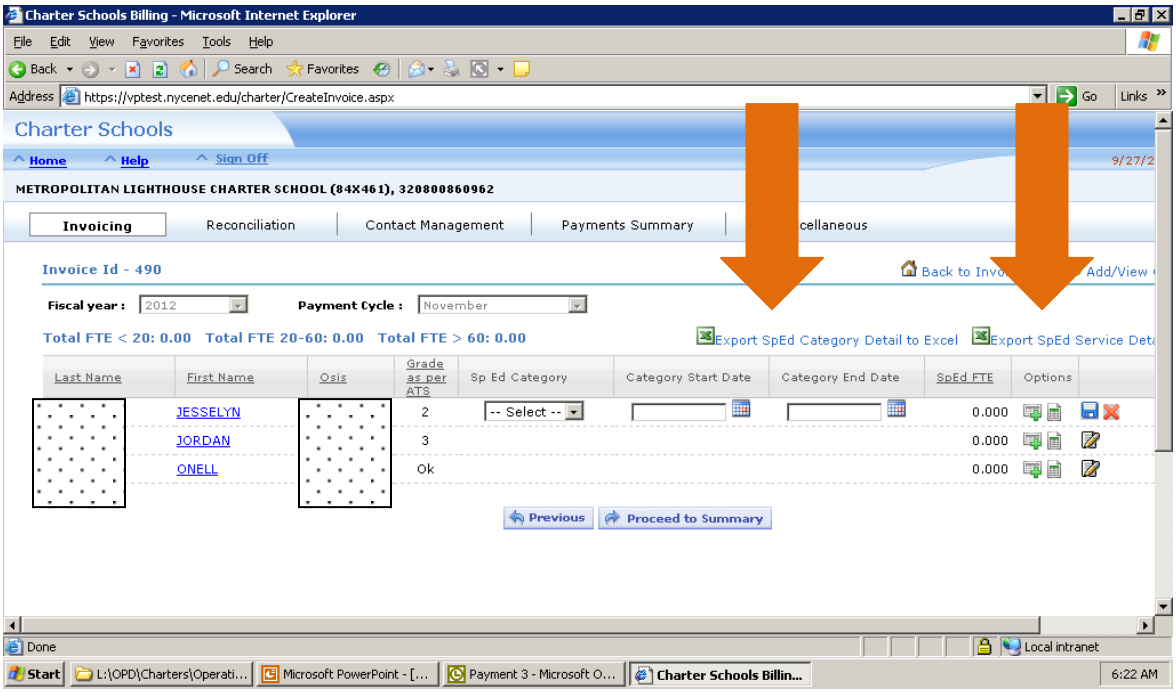


Step 4: SpEd Data Verify (continued)

To choose the service category and dates, the school should press the "Detail" icon and refer to the information pulled from ODS. In this window, all service placements that are listed in ODS will be listed. The school should click the edit option and check off each service that is provided by the school in the "Service Provided by the School" column. This data will be used to verify the service category that is chosen. In this window, the school should fill in the dates for each service, based on first attend dates.

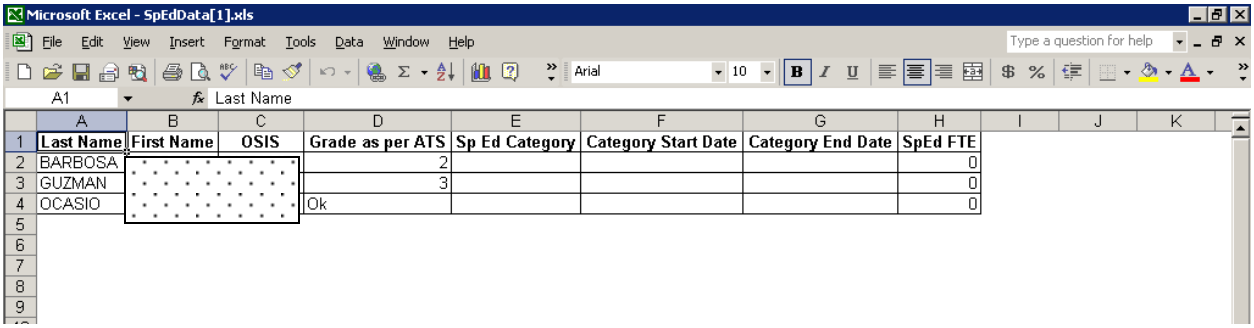
If the school is providing a service that is in a mandated IEP and is not yet reflected in ODS, simply select the service from the drop down menu and enter in the service dates, indicating if the school is providing the service. The school should work with the Committee on Special Education to make sure that this information is in ODS by the next payment invoice. The school must fill out the frequency, duration and group size as per the IEP as well.

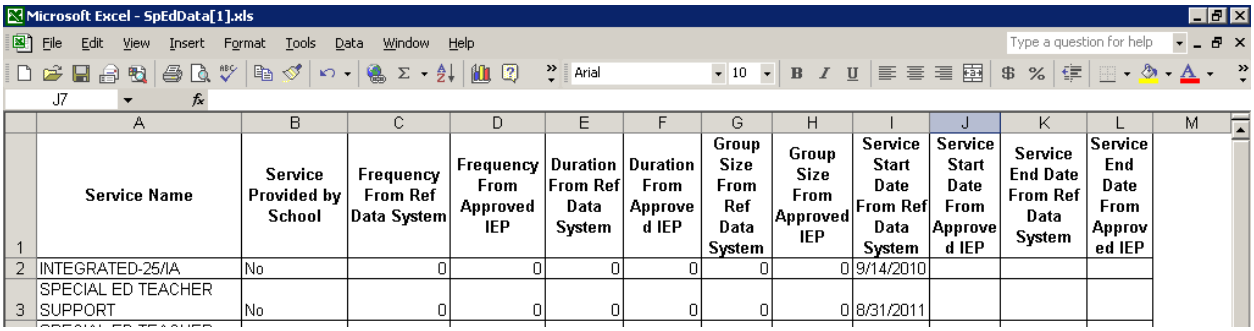
All of this data, either before, during or after modification, can be downloaded to excel using the "Export SpEd Service Detail to Excel" function.

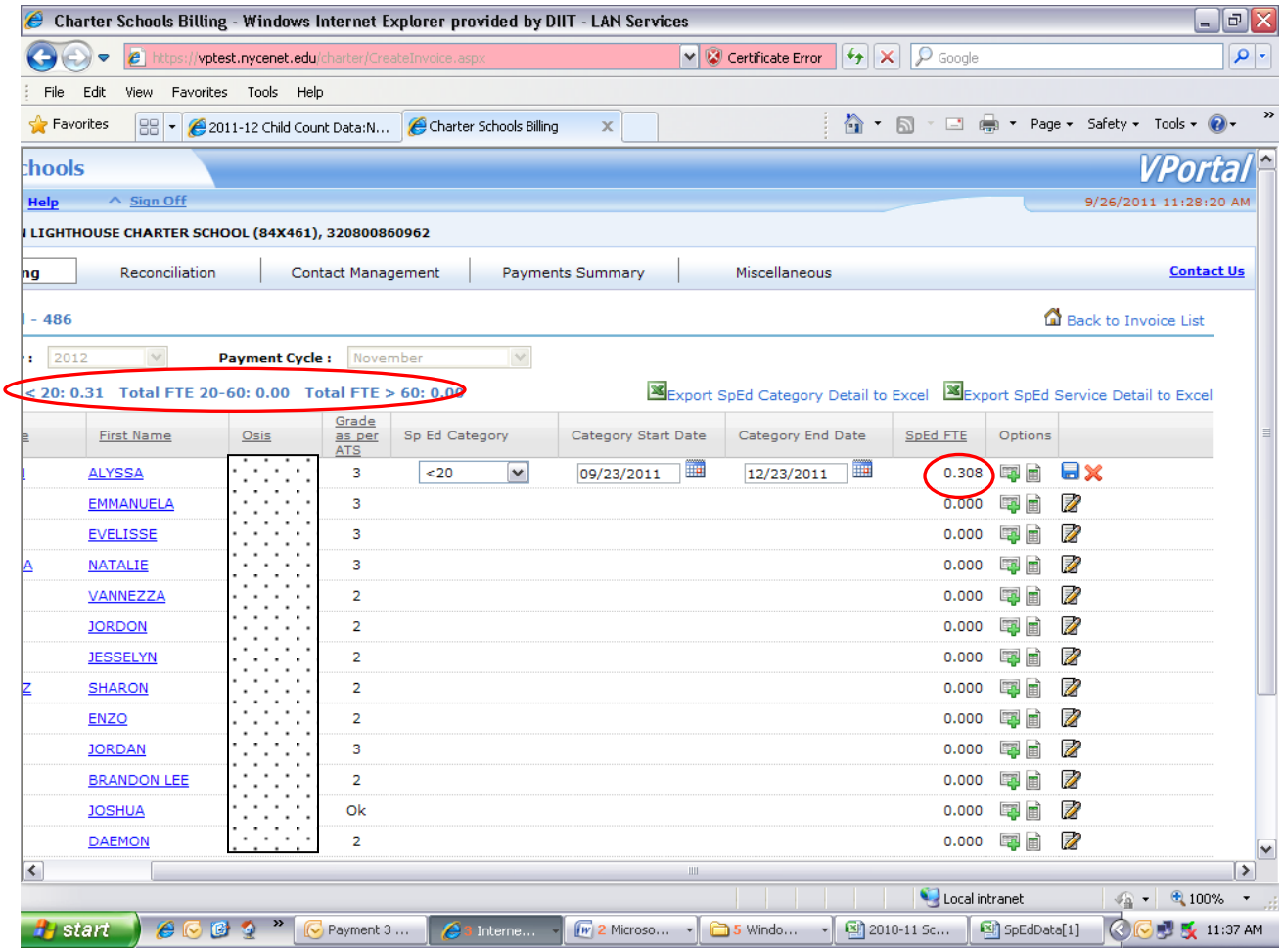


Step 4: SpEd Data Verify (continued)

Use the "Export SpEd Category Detail to Excel" and "Export SpEd Service Detail to Excel" links to export detailed information on services for each child and category (once chosen). This can be done at any time.





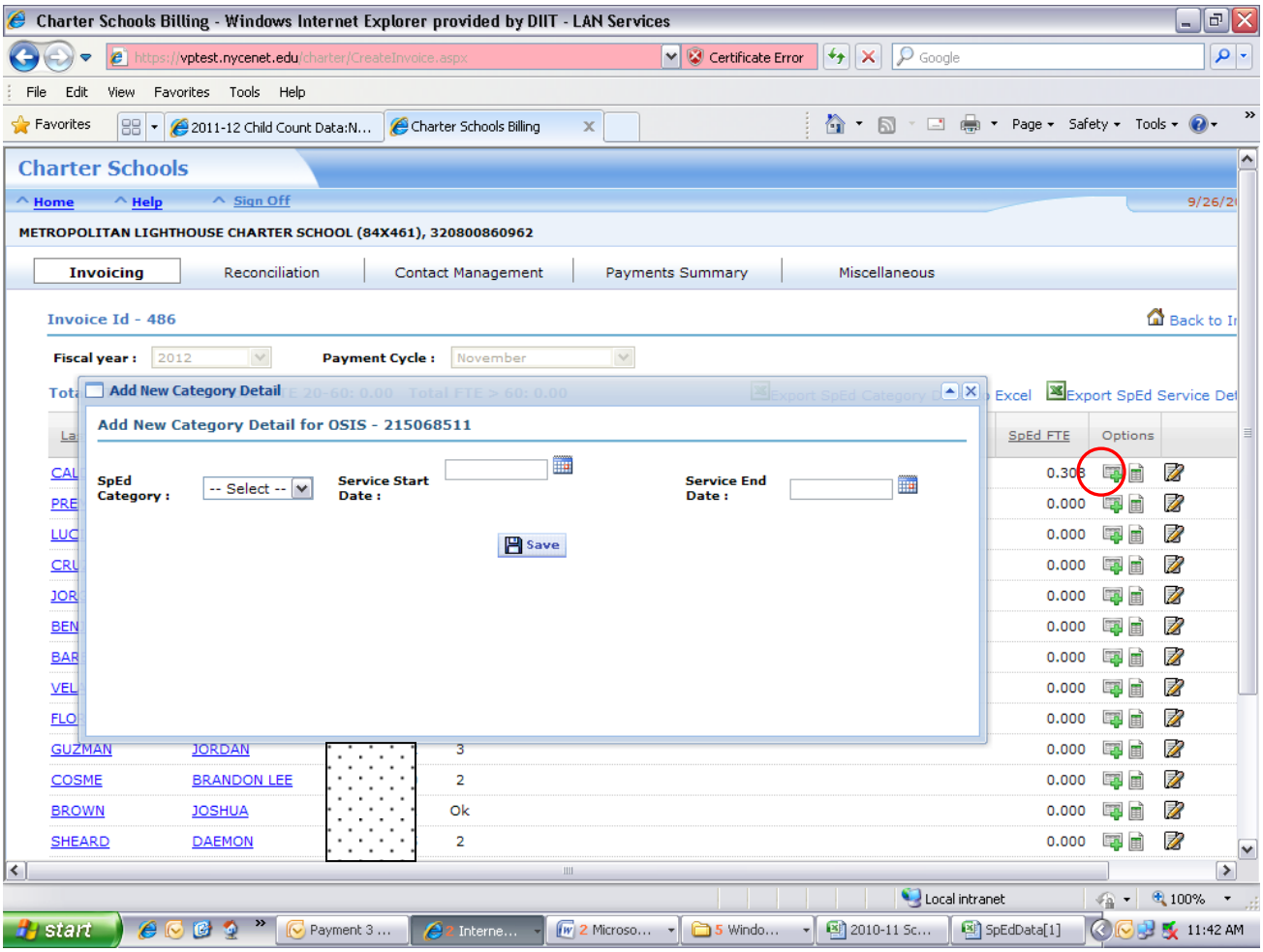


Step 4: SpEd Data Verify (continued)

Now that the services details have been confirmed, click the "Edit" icon, use the drop down to choose the service category, and calendar to choose start and end dates. These will be used to calculate the SpEd FTE for the student. The service category should reflect the services that are mandated by the IEP and are provided by the school.

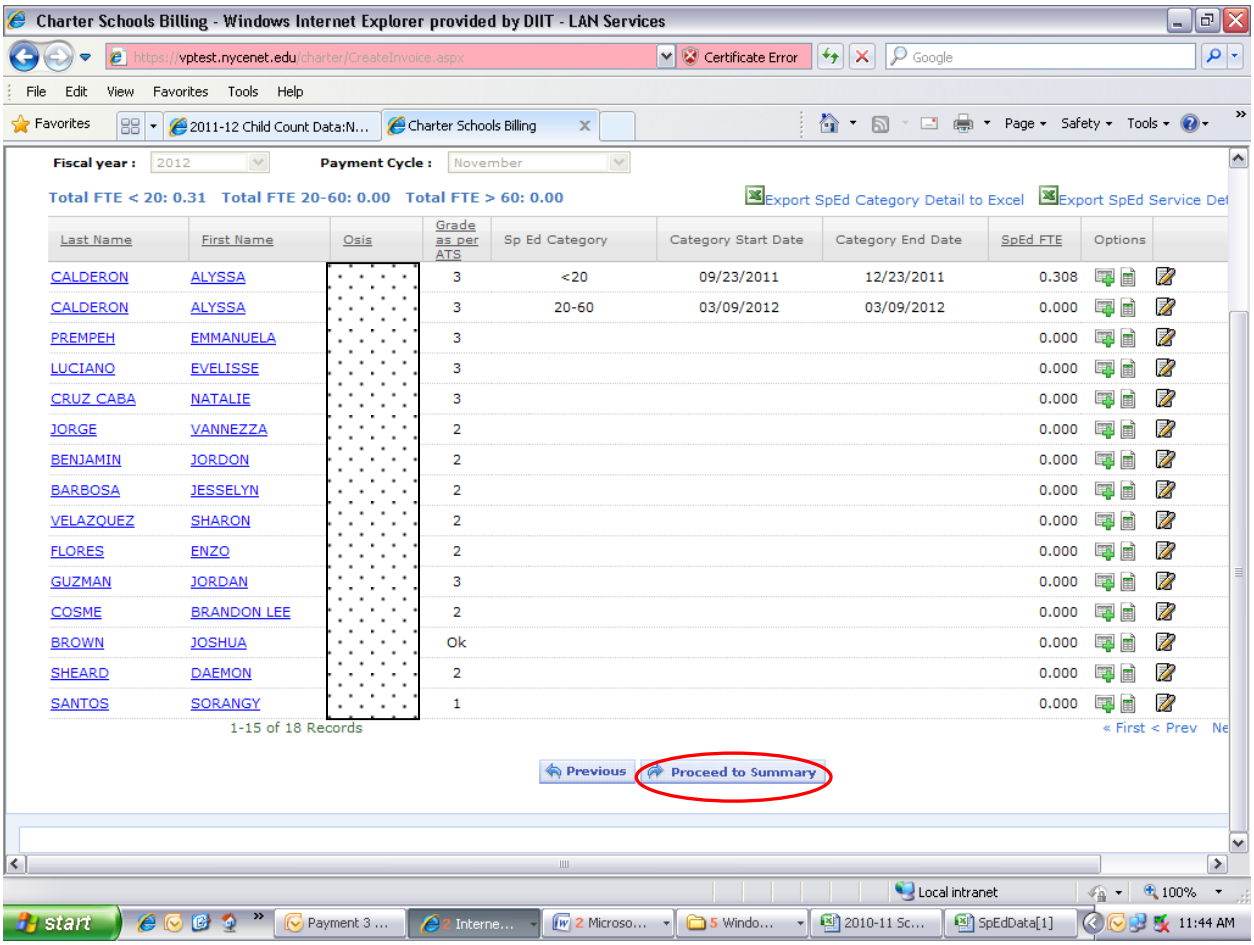
The school can export all data to excel by clicking the "Export SpEd Category Detail to Excel" function.

The SpEd FTE's (broken out by service level category) will update for each student and on the upper left hand side of the screen as well.



Step 4: SpEd Data Verify (continued)

If a student changes service categories during the year, use the "Add" icon next to the student's name. Choose the additional category and category dates. The dates entered here cannot overlap with the dates of the first category. This additional service category and dates must be based on services that the school is providing and mandated by the IEP.



Step 4: SpEd Data Verify (continued)

Make sure the following have been done:

- ✓ Chose a service category and dates for each student on the SpEd screen, based on services provided by the school and mandated by the IEP (make sure to use the "Next" buttons to move forward through all student records).
- ✓ Indicate which services are provided by the school
- ✓ Add additional services that are not yet reflected in ODS
- ✓ Add additional service categories and dates for students who have changed service category during the year

Once done, press the "Proceed to Summary" button.

Charter Schools Billing - Windows Internet Explorer provided by DIIT - LAN Services

https://vptest.nycenet.edu/charter/CreateInvoice.aspx

Total Gen-Ed FTE of NYC resident students:	184.611
SpEd <20 FTE of NYC resident students:	0.590
SpEd 20-60 FTE of NYC resident students:	0.488
SpEd >60 FTE of NYC resident students:	0.410

Please enter detailed Information:

Grade	Gen-Ed FTE	Sp-Ed FTE by Category					High Cost ($)	Total
		< 20%	20-60%	> 60%	NYCACS Only 4	Sp-Ed FTE Total		
OK	42.741	0	0.103	0.051		0.154	0	-
1	48.000	0	0.077	0.051		0.128	0	-
2	47.000	0.154	0.308	0.103		0.565	0	-
3	46.870	0.436	0	0.205		0.641	0	-
4	0	0	0	0		0.000	0	-
5	0	0	0	0		0.000	0	-
6	0	0	0	0		0.000	0	-
7	0	0	0	0		0.000	0	-
8	0	0	0	0		0.000	0	-
9	0	0	0	0		0.000	0	-
10	0	0	0	0		0.000	0	-

Charter Schools Billing - Windows Internet Explorer provided by DIIT - LAN Services

https://vptest.nycenet.edu/charter/CreateInvoice.aspx

10	0	0	0	0		0.000	0	-
11	0	0	0	0		0.000	0	-
12	0	0	0	0		0.000	0	-
Ungraded	0				0	0.000		-
Total FTE	**184.611**	**0.59**	**0.488**	**0.41**	**0**	**1.488**		
Rate	$13,527.00	$0.00	$10,390.00	$19,049.00	$0.00	-	-	-
Total Annual Tuition as of this Payment Cycle	$2,497,233.00	$0.00	$5,070.32	$7,810.09	$0.00	-	$0.00	$12,880.41
Less Paid To Date	$829,656.00							$48,486.66
Total Annual Forecasted as for Nov Payment Cycle	$1,667,577.00					-		($35,606.25)
Payment for this cycle	**$416,894.25**							**($8,901.56)**
Total Gen-Ed + Sp-Ed Payment for this cycle								**$407,992.69**

Notes:

1. Please refer to the Commissioner's Regulations Part 119.1 which define enrollment for charter school students http://www.p12.nysed.gov/psc/csregs119.1.html.
2. For instructions on Special Education Categorization, please refer to: http://www.oms.nysed.gov/stac/schoolage/policy/school-age_reporting.html
3. High Cost Calculation: Please refer to New York State Education Department Office of Management Services STAC and Special Aids Unit for Annualized Cost Calculation Instructions, http://www.oms.nysed.gov/stac/schoolage/avl-payment_reports/annualized_cost_calculation.html
4. As per NYCDOE policy, this category only applies to the New York Center for Autism Charter School.

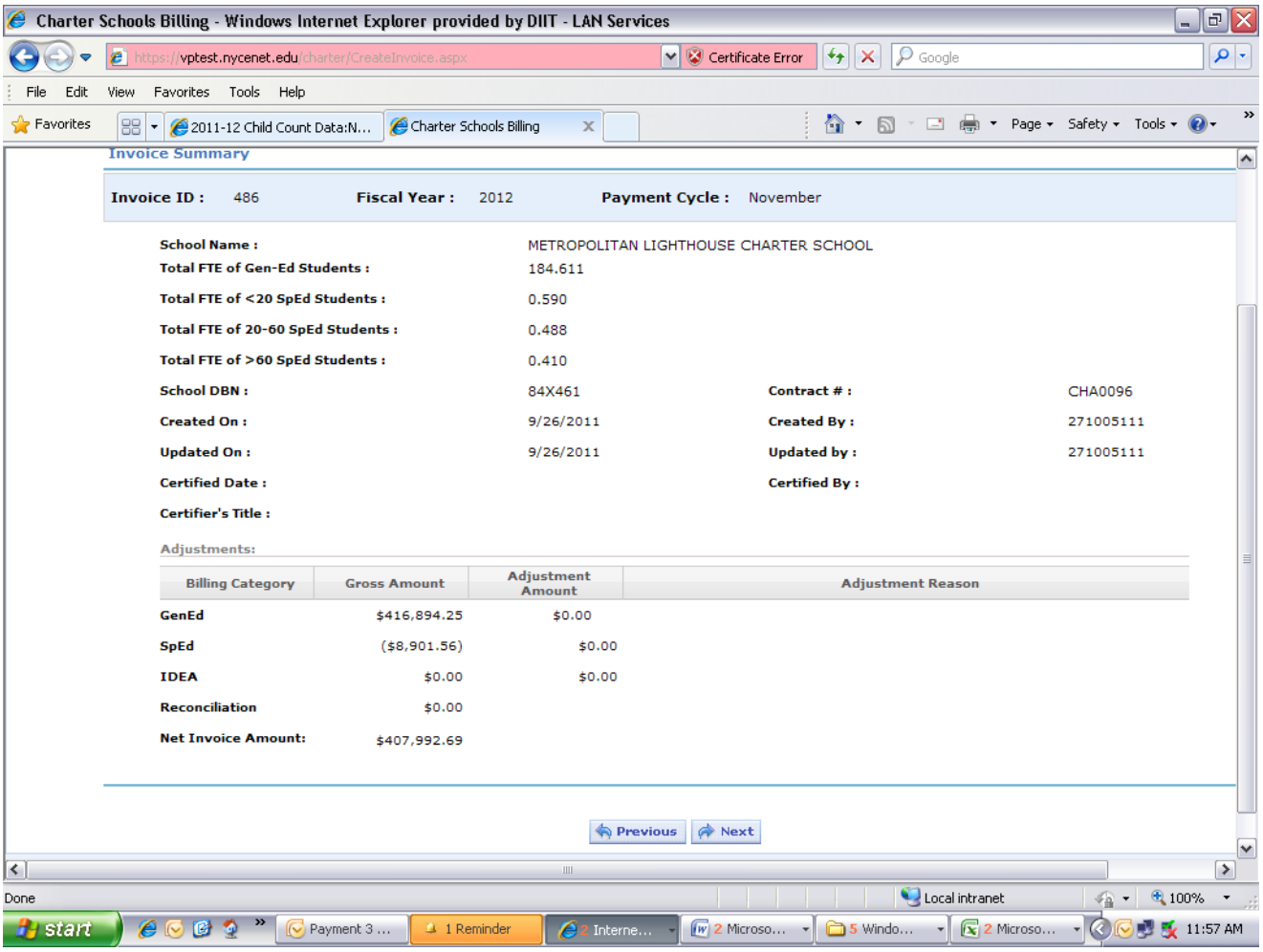
Save | Previous | Next

Step 5: Summary

The Summary screen uses all of the data on the GenEd and SpEd screens to create an invoice. All data fields will be pre-populated. The top portion lists the FTE's by GenEd and SpEd categories, the middle portion breaks the data out by grade and the bottom calculates the payment. To change any data on this page, you must go back to either the GenEd and/or SpEd data verify screens to change the data there.

If you are billing the DOE for high cost, enter the amount for the child by the correct grade. Please keep all documentation of high cost; the CSO will contact you directly for this. Future releases of the application will include functionality to upload documentation of High Cost.

Press "Next" when ready.

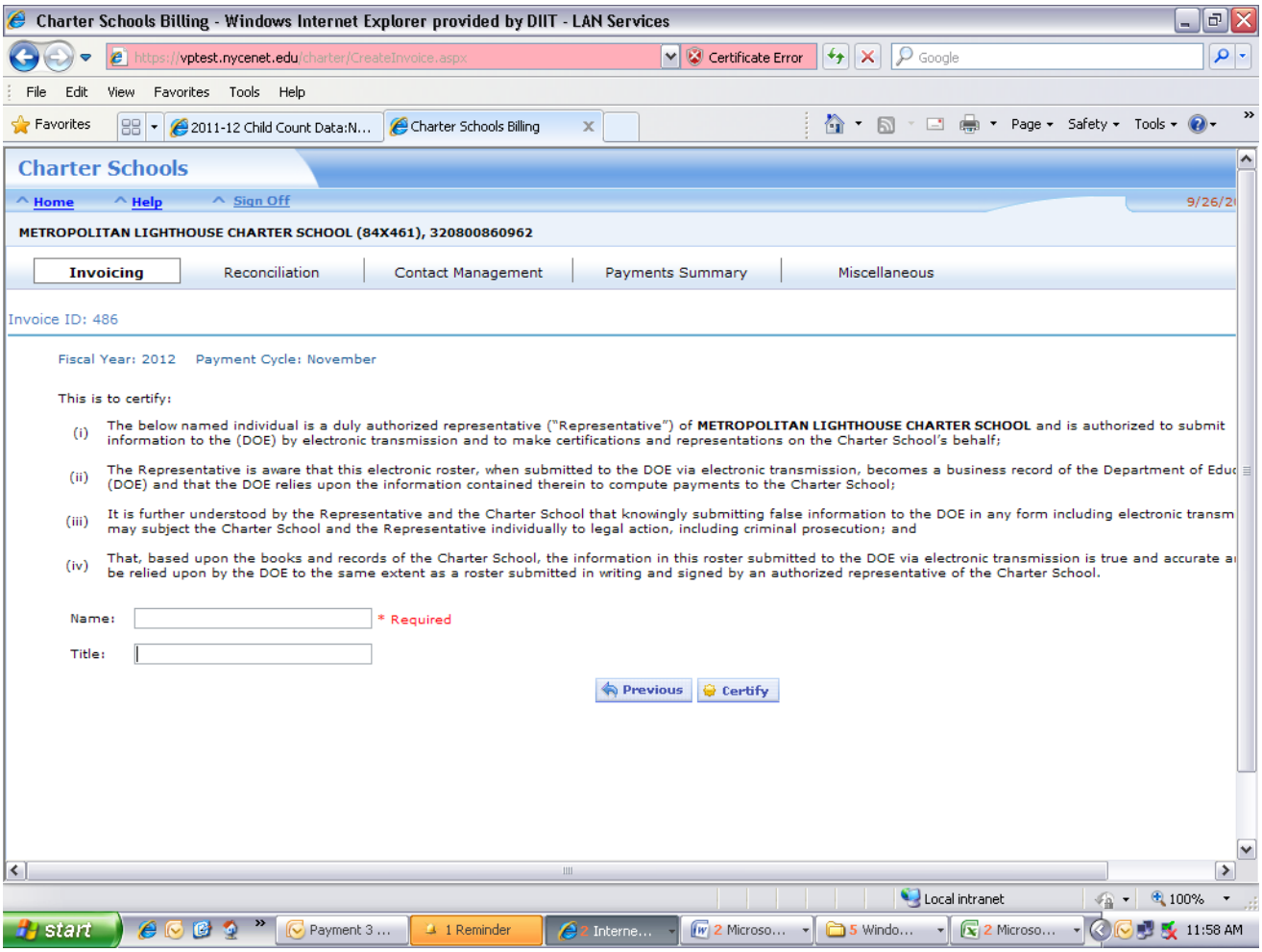


Step 5: Summary (continued)

This screen lists the summary of FTE's for this invoice, as well as payments. The school must enter in who has created and will certify this invoice, long with their title and the date being certified.

Amounts for all billing categories will be listed, along with adjustment amounts and reasons for adjustments (these will appear after the CSO has approved or rejected the invoice).

Press "Next."



Step 6: Certification

Schools should read the certification statements, enter in the name and title of the certifier, and press "Certify."

The invoice will now be sent to the CSO to make adjustments, if any, and approve. You can check on adjustments and status of the invoice, as well as print the summary pages by logging in and clicking on the "Invoicing" tab.

Once the invoice has been certified, it cannot be edited. The school can click on the invoice number to view and/or export to excel any needed screens.

Frequently Asked Questions

Q. Will the submission window always be four days?
A. No. As schools become more accustomed to the Online Invoice Application and are keeping ATS more accurate, the window may in fact become shorter.

Q. Who is legally allowed to submit the invoices for schools?
A. This is decision lives with the school. Schools should use their best judgment and develop policies and procedures around invoice submission.

Q. When can schools begin verifying data?
A. The CSO will let schools know when the invoice window is open and closed.

Q. When are invoices due?
A. The CSO will let schools know when the invoices are due each payment cycle.

Q. What should I do if my school changes our last day of school due to snow days/ some other scheduling reason?
A. Use the "Calendar" functionality under the "Miscellaneous" tab to change the last day of school.

Q. Can I count summer school in the calendar function?
A. Only if it immediately precedes and is contiguous to the beginning of the DOE school year. For example, all students report on August 22nd, and continue through September- use August 22 as the start date. If students have a summer academy for August 1 to August 12, and then report back on September 5, use September 5 as the start date.

Q. What dates are used for FTE calculations?
A. As per the state FTE calculator, the FTE calculator uses four dates: Beginning Date of
Program or Service, Ending Date of Program or Service, Beginning Date of Student Enrollment in Program or Service and Ending Date of Student Enrollment in Program or Service. The Online Invoice Application uses the school's first and last days of school (as per the calendar function) as the program or service dates, and the ATS admit and discharge dates as the enrollment dates, unless the school enters differently. Please see: https://stateaid.nysed.gov/scripts/sa/sa_fte12_12.idc

Q. What should I use for the start date for Special Education Category if my school starts in August?
A. Use the day that the student first receives the applicable special education services. For example, a student who begins to receive speech services would have the "start date" of which ever date that student first attended their speech session for the year, perhaps September 19. But a student in a CTT class, assuming they begin in the CTT class on the schools' first day of school, would have a "start date" of 8/22 (if the school starts on this date). A student, who is assigned a new IEP special education service in October, would have a "start date" in October.

Q. Is it okay if students' start date for GenEd and SpEd are different?
A. Yes, this is okay. The SpEd category start date should reflect first attend dates and when services actually started.

Q. Can you use the first attend date for SpEd services even if the provider did not call in?
A. Yes, but please make sure that you have documentation that supports the first attend date. The provider must still use the IVR system to call in the first attend date. This may be flagged and our office will reach out if we have any questions.

Q. What data that I enter for my school will carry forward to the next payment? Will I have to re-enter all the same information?
A. The following fields will always carry forward to future payments (in the same fiscal year):
Never attended Check off
SpEd Check Off
Admit Date As Per School
Discharge Date As Per School
SpEd Category
Category Start Date
Category End Date
Additional SpEd Category and dates
Service Provided by Charter Check Off
Frequency as per IEP
Duration as per IEP
Group Size as per IEP
Service Start data as per School
Service End Date
Additional SpEd Service

The following fields will NOT carry forward to future payments:
New Enrollment Period - Admit and Discharge Dates
New Student

Q. Will the CSO be monitoring changes that are made to the electronic invoices?
The office will monitor changes but we are aware that changes are necessary and we will reach out if we have questions.

Q. Will all changes made for Payment 3 carry over to Payment 4?
A. All the changes you make in the portal for Payment 3 will carry over to Payment 4 except for adding a new student and adding a new enrollment period

Q. Can you make changes throughout the entire process?
A. You can make changes prior to Step 5: Certification. After certification, no changes can be made.

Q. What are examples of when a school will need to add a SpEd Category?
A. One example is if a student starts off receiving Speech services only (<20%). Midway through the year, the child is recommended and placed into a CTT class (>60%). The child should have a <20% FTE of about 0.500, and a >60% FTE of about 0.500. In the opposite direction, if a student starts the year receiving services and then is decertified, the school should still be billing for the portion of time that services were being delivered.

Q. Should SpEd Category information be filled in regardless of if the school or the DOE provides the service? What if the DOE provides all the services- should we uncheck the student from the SpEd Column?
A. The school should still indicate that the child has an IEP. However, if the school is not providing any of the services, the service category that the school bills for should be <20%. The school should always choose a category that corresponds to the level of service the school provides. In the category detail window, the school should leave unchecked the 'Service Provided by School" column next to all services.

Q. Do you still have to enter in the SPED services for students given SPED services through the DOE?
A. Yes. Please leave the "Provided by the School" column unchecked. Do not use services not provided by the school when considering what category the child should be billed for.

Q. What are examples of when a school would need to add an enrollment period?
A. One example is when a student has a medical issue and is in the hospital for period of time, and receiving alternative education while there. If the student returns to the charter school, the school should receive credit for both periods of enrollment.

Q. What should I do if students who should be discharged on appearing on the roster?
A. If the student did not attend the school for even one day during the current school year, click the "Never Attended" box.

Q. What if a student leaves my school? How do I remove him/her from the invoice?
A. There is no functionality to remove a student, only to indicate when a child was discharged. If a student leaves the school, the school should still be billing for the correct amount of time that the student was in the school. The invoice should always reflect all students who spent any time in the school.

Q. If student has not shown up at a school but they are expected to come, should you check the never attended button?
A. Yes, this should be checked off because a school cannot receive credit if a child has not attended.

Q. Can you save the invoice and come back to it later?
A. Yes. After each edit, the program will force you to save. After saving any edit, you can exit out of the program and resume the invoice at a later time. However, after you certify the invoice, you can no longer make any changes.

Q. Is the excel export available before invoicing period starts?
A. No. The excel export will be timed to correspond with the invoicing period, to make sure the data captured is as up to date as possible.

Q. Does this system integrate with CAP and SESIS or both?
A. Both. This system actually pulls from ODS, which is the data repository system used for both CAP and SESIS.

Q. Do you have to count English Language Learners on the invoice?
A. No, you do not.

Q. Do schools still have to use the FTE calculator?
A. No, the application uses the same algorithms as the State calculator to make the proper FTE calculations.