

# Supplemental Education Services Beginning Of Year 2008-2009

**St. Francis College**

**180 Remsen Street, Founders Hall**

**August 19, 2008**

# Items for Discussion

- Program Time Line for 2008-09
- Update on Contract Process
- Provider Program Responsibilities
- SES Process
- Compliance
- Personnel Eligibility Tracking System (PETS)
- Reporting & Communication
- New Requirements
- NCLB Online Attendance System

# SES Program Time Line

SES PROGRAM TIMELINE FOR 2008-2009	
Early September 2008	An SES information package will be back-packed home with eligible students.
September-October 2008	Schools hold NCLB information session/Provider Fair.
October 2008	Parents submit completed enrollment form to the Provider.
October 2008	Enrollment Forms are processed and providers contact parents with the start date and location of SES program.
<b>October 20, 2008</b>	<b>Supplemental Educational Services begin. Enrollment is ongoing through April 30, 2009.</b>
January 2009	An SES information package will be back-packed home with eligible students in newly identified schools.
January 2009	Newly identified schools will conduct NCLB information sessions/Provider Fairs to help parents learn more about the SES process.
January 2009	Parents submit completed enrollment form to the Provider.
January-February 2009	Enrollment forms are processed and providers contact parents with the start dates and location of student program.
February 23, 2009	Supplemental Educational Services begin for newly identified schools.
April 30, 2009	Last day for providers to submit enrollment forms to the ISC.
<b>June 30, 2009</b>	<b>Last day of SES services</b>

# Update on Contracting Process

## Contract Update

- Status of pending contracts for amended and new providers
  - Cost summary breakdown
  - Preparation of contract for signatures & registration with City Comptroller's office
  - New providers cannot receive access to NCLB database and PETS until contract is registered

**Provider may not enroll or tutor students until contract is registered by the Comptroller's office.**

# Provider Responsibilities

## Providers in Schools: Negotiate Classroom Space with Principals

- Apply for an Extended Use Permit
- Understand the Facilities Usage Charge
- Sign Engagement Notice with Principal

## Hiring Teachers & Parents

- ONLY DOE Teachers may be hired by provider
- Lead teachers that are DoE employees may not supervise program
- Parents MAY NOT work in the same location as child is enrolled

## Fingerprinting/Security Clearance

- Contract requirement for ALL provider employees having access to children or their records, or visiting schools to be fingerprinted and cleared
- Photo ID Badges
- PETS Online Employee Tracking System

# SES Process

Identification of Students

Notification to Parents

Enrollment Process

Tutoring Sessions

Attendance

Certification and Payment

How to Label DVDs

# Identification of Students /Notification To Parents

## Identification of Students

- 274 Schools have been identified as required to offer SES services because of their SINI status
- Approximately 170,000 eligible students have been identified based on free lunch eligibility as of June 2008
- Notification to Parents – postcards by end of August
- SES materials delivered to schools last week in August
- SES packets will be sent home to students in the first week of school

Enrollment is ongoing through April 30, 2009

(applications must be in ISC by COB April 30, 2009).

# SES Enrollment Process

## Parent Selection

- Parents may select providers anywhere in NYC
- Parents are directed to contact and speak with providers
- Parents are directed to return the forms to the provider

## Marketing Your Program

- Cannot market directly to students!
- No marketing/recruitment incentives
- Schools will conduct provider fair/information session – can be held in conjunction with other parent events
- School are directed to invite all providers

## Submission and Processing of Provider Selection Forms

- All forms must be signed by provider and parent
- Provider submits forms to ISCs for processing
- Change of Provider requests are only allowed to correct errors or for compelling reasons

**KNOW YOUR ISC CONTACTS & CORRECT ADDRESSES TO AVOID DELAYS IN PROCESSING FORMS!!**

# Tutoring Sessions

Providers must conduct a **pre-assessment** to determine the areas for improvement for each student

Plans are to be individualized

**Student Education Plans** must be completed in consultation with parent, signed by parent and a copy delivered to parent, school and the SES Implementation Office

- DOE will withhold payment until Student Plans are submitted

## Daily Student Sign-in and Sign-Out

- All students must sign in and sign out of each session with start and end time using the Daily Student Sign-in Template available online at the below site.

[http://schools.nyc.gov/RulesPolicies/NCLB/SES/Providers/KeyDocumentsandResources/Prov\\_Resources.htm](http://schools.nyc.gov/RulesPolicies/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm)

**This is the form that must be used.**

Adequate supervision is necessary at all times

# Attendance

## Student Attendance data entry

- All providers must use the Vendor Portal to establish attendance records
- Attendance must be entered on a monthly basis so DOE can track participation

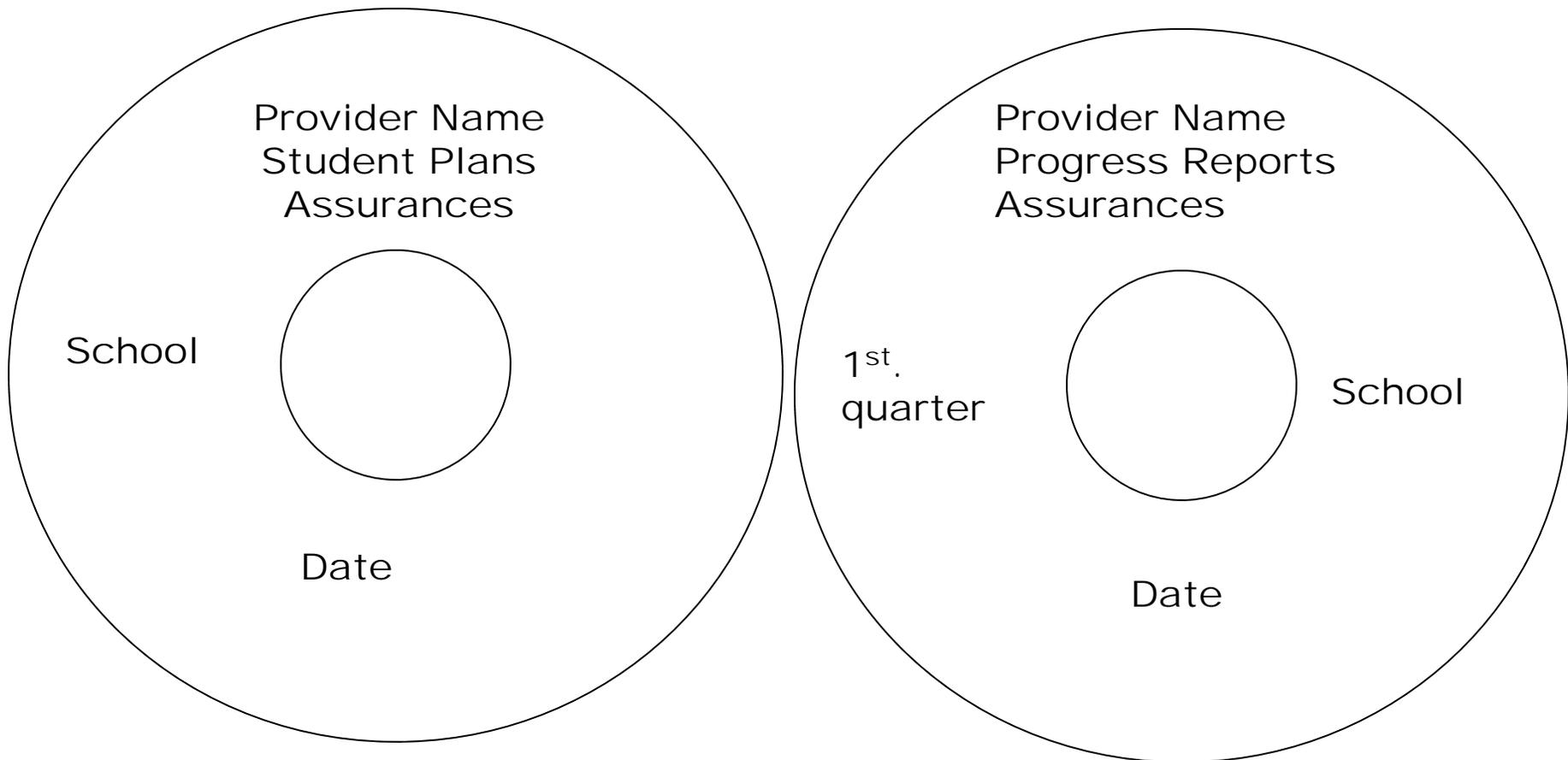
## Student Attendance/Progress Report

- Must be completed and submitted on a quarterly basis and given to parents and school – efforts should be made to have parents sign reports
- Quarterly means after 25%, 50%,75% and 100% of services rendered to the student
- DOE will not allow attendance upload for students for whom reports have not been submitted

## Certification and Payment

- Providers must certify student attendance records in NCLB/SES Attendance Database monthly
- Payment: 30-45 business days following certification
- Reconciliation – ongoing
- E-commerce program: 2% of invoice for expedited processing and payment (10 business days)
- 9% facilities usage charge will be deducted from invoices for use of NYCDOE school space

## How to label CDs/DVDs containing SEPs or PRs



# Compliance

All providers must adhere to the Code of Professional Conduct and Ethics

Providers MAY NOT

- Compensate school district employees (gifts) in exchange benefits for your SES program or any illegal purpose
- Offer a parent or student an incentive to sign-up with your program
- Photo-copy the provider selection form
- Encourage students/parents to switch providers once enrolled
- Begin tutoring services (or be paid) until all teachers have been entered and cleared in PETS system- this includes DOE teachers
- Offer tutoring in a subject they are not contracted to provide (e.g. Test Prep, Credit recovery, science)

## Incentives Policy

The Contractor shall not offer any rewards, gifts, and/or incentives to students for any reason whatsoever pertaining to services rendered under this Agreement unless said rewards, gifts and/or incentives is part of Contractor's State approved program and is incorporated into the DOE contract.

Providers may not market directly to students, nor offer any kind of incentive or promise of an incentive to a student, parent or other family member, including token gifts such as caps, water bottles, pens, etc. (Providers are prohibited from offering any type of incentive or rewards to students except providers that have a state approved program that includes a rewards program for attendance and/or achievement and is of a nominal value.)

Before Contractor can offer any rewards to students pursuant to their State approved program, Contractor must submit a written description of the source of funding used to pay for any proposed incentives as well as a description of the type of incentives proposed to the Board for review.

## Incentives Policy - continued

If at any time during the Term of this Agreement, the State enacts legislation or NYSED promulgates rules and/or regulations or sets policy which specifically allow for performance related rewards, gifts and/or incentives, Contractor will remain obligated to (1) submit a written description to the Board before implementing any rewards program; (2) update the Board if said program is changed for any reason; and (3) comply with the State law and/or rule/regulation and/or policy.

Contractor's failure to submit written description and/or update will result in the withholding of payment and/or termination of this Agreement.

# SCI Recommendations

Providers may not make offers or gifts or funds to schools; donations are to be made to the Fund for Public Schools.

Providers must inform parents they can only register with one provider.

Providers are to have a compliance officer or identify/designate a high-level employee to ensure that the program is in compliance with all applicable federal, state and local regulations, policies and procedures, and adheres to the terms and conditions of the contract agreement with the NYCDOE.

Providers are required to report any wrongdoing to the Office of the Special Commissioner of Investigations for the NYC School District.

Providers may use NYCDOE attendance sheets only;

- > Attendance sheets must be signed by students at the start and conclusion of each session, noting the actual time of arrival and departure.
- > Attendance sheets must be signed by instructors and countersigned by supervisors (Providers who deliver services in student homes must secure parent signature).

All non DOE employees must sign in and sign out of school buildings and wear visible photo - ID badges

# Personnel Eligibility Tracking System (PETS)

## PETS Process

- All personnel associated with SES are subject to background checks and fingerprinting
- all individuals employed by a contracted vendor and who have direct contact with NYCDOE students or have access to student records are subject to fingerprinting. All provider employees that come in direct contact with students or who have access to records must undergo a required security clearance procedure as outlined by the city and arranged through the NYCDOE

**NOTE: NEW FOR 2008-2009 staff under 18 years of age must be entered into PETS.**

## Monthly certification process

- Reviewing rosters
- Updating employee status
- Taking appropriate actions regarding ineligible employees

# Reporting and Communication

## Reporting Requirements

- Pre-Assessments –
- Student Plans – individualized - (completed via the vendor portal)
- Student Attendance/Progress Reports - (completed via the vendor portal)
- Daily Student Sign-In/Sign-Out Forms [Key documents and resources on our web site](#)
- Provider Assurance Forms [Key documents and resources on our web site](#)
- End of Year Report

### REMINDER:

- Please submit PART C and D if you haven't done so!

# New Requirements

- PETS and under 18 year olds
- On-line Student Education Plans
- On-line Quarterly Reports
- Maximum 180 minutes of tutoring; one session a day
- No marketing incentives
- New NCLB-SES database

# New Application for SES-NCLB



8/5/2008 1:19:56 PM

Mayor's Office | Contracts & Purchasing | Financial Operations | News and Features

Help | Forgot your password? | Register

User ID  
  Save UserID

Password



Version 1.0

**Login Help**

- What's New
- Contact Vendor Hotline
- Send Feedback

**New to Vendor Portal?**

- FAQ's
- How to Register?

**Take a Guided Tour**

- View AV file

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# Overview of new application

- ❑ Access through DOE Vendor Portal  
<https://vendorportal.nycenet.edu/vendorportal>
- ❑ User management; allow/restrict access to parts of the application
- ❑ Easier upload function, **(text file instead of XML)**
- ❑ Groups/Location/Instructor set-up in upload
- ❑ Online validation on uploaded file
  - Opportunity to correct (**some**) errors
  - Ability to certify/invoice only when **all** records are accepted

## Download format

The download function will provide a list of all students who have enrolled with the provider.

- As of second upload, only **attendance date**, **begin time** and **end time** needs to be entered.
- After first upload of attendance, the attendance groups, instructors, and locations are stored and returned on next download.

# Upload of attendance

- Upload will be on-line real time
- Edit or delete the error records
- Batch must be submitted without errors to proceed to the next step
- Submit Batch, to create an invoice number
- Certify invoices will cue the invoice for payment

# Screen shot of managing upload batches

NCLB Upload VPortal 

[Home](#)   [Help](#)   [Logoff](#)
7/2/2008 2:35:26 PM

[Upload File](#) | [Status Page](#)

[Refresh](#)   [Search](#)

BATCH ID	DATE CREATED	ERROR	PASS	DELETED	TOTAL	STATUS	INVOICE NO:	ACTION
675	6/27/2008 6:26:37 PM	0	0	0	0	Failed Format Validation		
674	6/26/2008 5:47:43 PM	0	<u>1</u>	0	<u>1</u>	Submitted	NCLB08JUN11315	
673	6/26/2008 5:30:51 PM	<u>1</u>	0	0	<u>1</u>	Failed Rules Validation		
672	6/26/2008 5:29:00 PM	<u>22</u>	<u>1</u>	0	<u>23</u>	Failed Rules Validation		
671	6/26/2008 3:56:15 PM	0	0	0	0	Failed Format Validation		
670	6/26/2008 3:50:05 PM	0	0	0	0	Deleted Batch		
669	6/26/2008 3:39:49 PM	<u>1</u>	0	0	<u>1</u>	Failed Rules Validation		
668	6/26/2008 3:24:45 PM	0	<u>1</u>	0	<u>1</u>	Passed Rules Validation		
667	6/26/2008 3:09:40 PM	0	0	<u>1</u>	<u>1</u>	Deleted Batch		
666	6/26/2008 3:06:49 PM	0	<u>1</u>	0	<u>1</u>	Passed Rules Validation		
665	6/26/2008 2:44:43 PM	<u>1</u>	0	0	<u>1</u>	Failed Rules Validation		
664	6/26/2008 2:43:38 PM	0	0	0	0	Failed Format Validation		
663	6/26/2008 2:34:23 PM	<u>1</u>	0	0	<u>1</u>	Failed Rules Validation		
662	6/26/2008 2:32:55 PM	<u>1</u>	0	0	<u>1</u>	Failed Rules Validation		
661	6/26/2008 2:32:43 PM	0	0	0	0	Records Failed to be Inserted		

1 2 3 4 5 6 7 8 9

# Editing error records

BATCH ID: 564 | ATTENDANCE ID: 76874 | STATUS: RECORD FAILED VALIDATION | [SHOW ERROR SUMMARY](#)



## Non Editable

Fiscal Year:	<input type="text" value="2008"/>	School ID:	<input type="text" value="21K228"/>	NCLB Service Code:	<input type="text" value="005"/>
NCLB Provider Code:	<input type="text" value="60"/>	Provider Tax ID:	<input type="text" value="113316253"/>	Osis Id:	<input type="text" value="202387106"/>
Last Name:	<input type="text" value="SAKKIJHA"/>	First Name:	<input type="text" value="HANEEN"/>		
Start Date:	<input type="text" value="05/23/2008"/>	End Date:	<input type="text" value="06/30/2008"/>		

## Required

Attendance Group Code:	<input type="text" value="G456"/>	Service Date:	<input type="text" value="06/07/2008"/>	Instructor 1:	<input type="text" value="22"/>
Start Time:	<input type="text" value="10:00:00 AM"/>	End Time:	<input type="text" value="01:00: PM"/>		
Location Code:	<input type="text" value="21K228"/>	DOE Location:	<input type="text" value="Y"/>		

## Optional

Instructor 2:	<input type="text"/>	Instructor 3:	<input type="text"/>	Instructor 4:	<input type="text"/>
Instructor 5:	<input type="text"/>	Instructor 6:	<input type="text"/>	Instructor 7:	<input type="text"/>
Instructor 8:	<input type="text"/>	Instructor 9:	<input type="text"/>	Instructor 10:	<input type="text"/>
Location Name:	<input type="text"/>	Address:	<input type="text"/>	Floor:	<input type="text"/>
Room Number:	<input type="text"/>	City:	<input type="text"/>	State:	<input type="text"/>
Zipcode:	<input type="text"/>	Phone Number:	<input type="text"/>	Extension:	<input type="text"/>
Fax:	<input type="text"/>	NCLB Vendor Invoice:	<input type="text"/>	NCLB Invoice Amount:	<input type="text"/>
SES Program ID:	<input type="text"/>	Provider Student Number:	<input type="text"/>		

[Previous](#)

[Next](#)

Submit

Cancel

# Planning for implementation of the new system

- Invitation to start training/testing the system was sent out in July.
- We hope for a successful training/test for every provider before we go live by the end of September.

# COMMUNICATION

For programmatic support, contact:

[NCLBSESProgramSupport@schools.nyc.gov](mailto:NCLBSESProgramSupport@schools.nyc.gov) or [NCLBSES@schools.nyc.gov](mailto:NCLBSES@schools.nyc.gov)

For technical support, contact:

[NCLBSupport@schools.nyc.gov](mailto:NCLBSupport@schools.nyc.gov)

Personnel Eligibility Tracking System (PETS)

[Petstechnicalsupport@schools.nyc.gov](mailto:Petstechnicalsupport@schools.nyc.gov)

NCLB/SES Web site

<http://schools.nyc.gov/RulesPolicies/NCLB/SES>

Division of Contracts and Purchasing

<http://schools.nyc.gov/Offices/DCP/Vendor/NoChildLeftBehind/Default.htm>

NCLB/SES Database/Vendor Portal

<https://vendorportal.nycenet.edu>

- Maintain regular and ongoing communications with parents & schools during the enrollment process and throughout program
- Notify NYCDOE of any personnel changes immediately by updating provider contact information sheet on the vendor's portal