



Slide 1

Slide notes:

Type your name to sign in to the FSP State Compensatory Education quiz module.

Your Name:

Example: Emily Davies

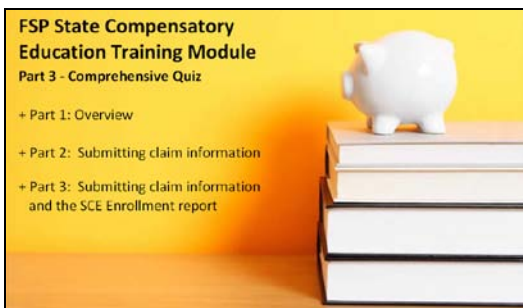
NOTE: This training module incorporates the latest FSP subsystem revisions as of July 4, 2011.

If any later modifications are made to the subsystem, they may result in minor differences between the application and the training module. These small discrepancies are expected and should not invalidate the core concepts presented in this module.

If you observe major discrepancies, however, please alert your supervisor or the team technical writer.

Slide 2

Slide notes:



Slide 3

Slide notes: Welcome to the Comprehensive Quiz for the FSP State Compensatory Education training module. This quiz covers:... Part 1, Overview,...Part 2, Submitting claim information,...and Part 3, submitting claim information and the SCE enrollment report.

Multiple Choice

When a district user submits data where does it go next?

☒ A) To the district or charter schools approver, who submits it to TEA

☐ B) To the administrator at TEA for review

☐ C) To Data Management at TEA for calculations

☐ D) To the State Funding manager at TEA for review

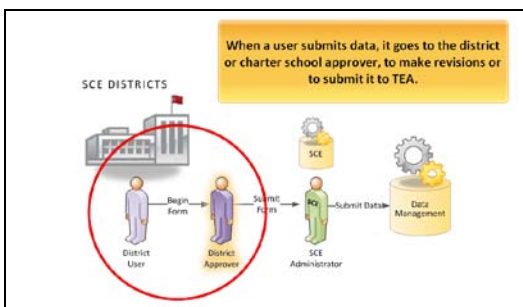
Question 1 of 15

Correct - Click anywhere or press 'Y' to continue

Incorrect - Click anywhere or press 'Y' to continue

Slide 4

Slide notes: When a district user submits data, where does it go next?



Slide 5

Slide notes: When a user submits data, it goes to the district or charter school approver, to make revisions or to submit it to TEA.

Multiple Choice

When do Estimates open?

☒ A) Early July

☐ B) Late August

☐ C) September 1st

☐ D) Late June

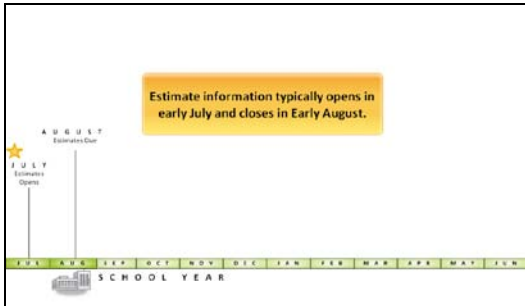
Question 2 of 15

Correct - Click anywhere or press 'Y' to continue

Incorrect - Click anywhere or press 'Y' to continue

Slide 6

Slide notes: When do Estimates open?



Slide 7

Slide notes: Estimate information typically opens in early July and closes in Early August.

Fill-in-the-blank

Correct - Click anywhere or press 'y' to continue

Complete the sentence below by filling in the blanks.

1 status means that the User or Approver saved the form after the TEA administrator returned the form to them.

Incorrect - Click anywhere or press 'y' to continue

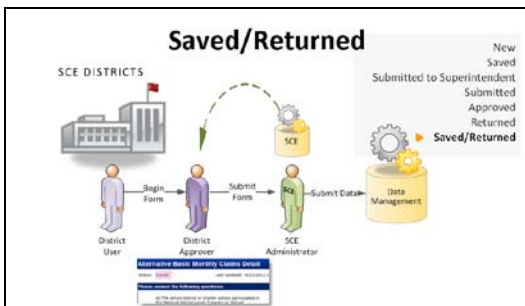
Try again

Review Item (1/2 x 100, 0/20, 1/347)

Question 3 of 15 Clear Back Skip Submit

Slide 8

Slide notes: Fill in the blank. **Blank** status means that the User or Approver saved the form after the SCE administrator returned the form to them.



Slide 9

Slide notes: **Saved/Returned** means that the User or Approver saved the data after it has been returned by the administrator.

True/False

In order to enable menu options on the landing page you must enter estimate data.

☐ A) True
☒ B) False

Correct - Click anywhere or press 'y' to continue

Incorrect - Click anywhere or press 'y' to continue

Review Item (1/2 x 100, 0/20, 1/347)

Question 4 of 15 Clear Back Skip Submit

Slide 10

Slide notes: True or False: In order to enable menu options on the landing page you must enter estimate data.

FSP

FLORIDA STATE PROGRAM

County District Number: 240004 Year: 2011-2012

FALSE
Until you enter the contact information for your district the Actions and Report options will remain disabled.

Slide 11

Slide notes: False. Until you enter the **contact information** for your district the Actions and Reports options will remain disabled.

True/False

If a material change occurs you must enter user comments to explain the change before you submit the data to your superintendent.

☒ A) True
☐ B) False

Correct - Click anywhere or press 'y' to continue

Incorrect - Click anywhere or press 'y' to continue

Review Item (1/2 x 100, 0/20, 1/347)

Question 5 of 15 Clear Back Skip Submit

Slide 12

Slide notes: True or False. If a material change occurs you must enter user comments to explain the change before you submit the data to your superintendent

FSP
 Simulation School Program
 District Profile Programs School District State Aid Reports
 District Profile Programs School District State Aid Reports
 SCE Estimate
 Status: Saved
 TRUE
 If a material change flag appears you must enter an explanation for the increase or decrease in the user comments field.
 Enter SCE Estimate
 2009-2010 2010-2011 Material
 SCE Estimate 242.13 242.13 [X]
 User Comments
 Admin Comments
 Save Submit to Superintendent Cancel

Slide 13

Slide notes: True. If a material change flag appears you ****must**** enter an explanation for the increase or decrease in the user comments field.

True/False
 If errors occur on the page you can still submit the data to your superintendent.
☐ A) True
☒ B) False
 Correct - Click anywhere or press Y to continue
 Incorrect - Click anywhere or press Y to continue
 Review Area (1/2 x 80, 0/20, Y 347)
 Question 6 of 15 Clear Back Skip Submit

Slide 14

Slide notes: TRUE or FALSE: If errors occur on the page you can still submit the data to your superintendent.

FSP
 Simulation School Program
 District Profile Programs School District State Aid Reports
 District Profile Programs School District State Aid Reports
 SCE Estimate Detail
 Status: Saved
 FALSE
 If any errors did occur, they would display at the top of the page. You will need to correct all the errors prior to submitting to the superintendent.
 Enter SCE Estimate
 SCE Estimate
 User Comments
 Admin Comments
 Save Submit to Superintendent Cancel

Slide 15

Slide notes: FALSE. If any errors ****did**** occur, they would display at the top of the page. You will need to correct ****all**** the errors prior to submitting to the superintendent.

Multiple Choice
 When can you enter November's data?
☒ A) December 1st
☐ B) December 15th
☐ C) November 1st
☐ D) November 15th
 Correct - Click anywhere or press Y to continue
 Incorrect - Click anywhere or press Y to continue
 Try again
 Review Area (1/2 x 80, 0/20, Y 347)
 Question 7 of 15 Clear Back Skip Submit

Slide 16

Slide notes: When can you enter November's data?

FSP
 Simulation School Program
 District Profile Programs School District State Aid Reports
 District Profile Programs School District State Aid Reports
 Enter Alternative Entry Monthly Claims
 December 1st.
 On the first of each month, the previous month then becomes available for data entry.
 Claims
 Date Alternative Entry Material Change
 10/2010
 11/2010
 December 1st
 January 1st
 User Comments
 Admin Comments
 Save Submit to Superintendent Cancel

Slide 17

Slide notes: December first. On the first of each month, the previous month then becomes available for data entry.

Fill-in-the-blank
 Comments must be entered when the data entered results in a 1.
 Correct - Click anywhere or press Y to continue
 Incorrect - Click anywhere or press Y to continue
 Try again
 Review Area (1/2 x 80, 0/20, Y 347)
 Question 8 of 15 Clear Back Skip Submit

Slide 18

Slide notes: Comments must be entered when the data entered results in a BLANK.

Enter Alternative Basic Monthly Claims

Claim Date	Alternative Rate	Material Change
10/2010	213	
11/2010	213	
12/2010	215	
1/2011	213	
2/2011	214	
3/2011	214	
4/2011	245	☒
5/2011	245	
6/2011	245	
7/2011	245	

User Comments

Admin Comments

If a Material Change flag appears, this means that an explanation for the change **MUST** be included in the user comments field.

Slide 19

Slide notes: If a Material Change flag appears, this means that an explanation for the change ****must**** be included in the user comments field.

Multiple Choice

When attaching a document to the application, the document must be...

☐ A) .pdf
☐ B) .doc
☐ C) .docx
☐ D) .xps
☒ E) All the above

Question 9 of 15

Clear Back Skip Submit

Correct - Click anywhere or press 'Y' to continue
Incorrect - Click anywhere or press 'Y' to continue
Try again

Slide 20

Slide notes: When attaching a document to the application, the document must be...

Contracts must be one of the following extensions: .pdf, .doc, .docx, or .xps.

Upload Contract Document

Instructions:

- Each attachment cannot be larger than 10 MB.
- Attachments must have one of the following extensions: .pdf, .doc, .docx, .xls.
- If documents are scanned, scan them using PDF format.
- DO NOT attach documents that have not been requested.

Contract:

Attach File

User Comments

Admin Comments

Attached Files: No documents have been found. Remove Selected

.pdf
.doc
.docx
.xps

Slide 21

Slide notes: Contracts must be one of the following extensions: .pdf, .doc, .docx, or .xps.

True/False

When attaching a contract, attach as many documents as you think appropriate.

☐ A) True
☒ B) False

Question 10 of 15

Clear Back Skip Submit

Correct - Click anywhere or press 'Y' to continue
Incorrect - Click anywhere or press 'Y' to continue

Slide 22

Slide notes: When attaching a contract, attach as many documents as you think appropriate.

FALSE

As noted in the instructions, documents which have not been requested, should **NOT** be attached.

Upload Contract Document

Instructions:

- Each attachment cannot be larger than 10 MB.
- Attachments must have one of the following extensions: .pdf, .doc, .docx, .xls.
- If documents are scanned, scan them using PDF format.
- DO NOT attach documents that have not been requested.

Contract:

Attach File

User Comments

Admin Comments

Attached Files: No documents have been found. Remove Selected

Slide 23

Slide notes: False. As noted in the instructions, documents which have not been requested, should ****not**** be attached.

True/False

Once a document has been attached, it cannot be removed.

☐ A) True
☒ B) False

Question 11 of 15

Clear Back Skip Submit

Correct - Click anywhere or press 'Y' to continue
Incorrect - Click anywhere or press 'Y' to continue

Slide 24

Slide notes: True or False. Once a document has been attached, it can not be removed.

Upload Contract Document

Instructions:

- Each attachment cannot be larger than 10 MB.
- Attachments must have one of the following extensions: pdf, doc, docx, xls.
- If documents are scanned, scan them using PDF format.
- DO NOT attach documents that have not been requested.

Attached Files:

Contract	☒	Remove Selected
----------	-------------------------------------	-----------------

FALSE
If you wish to delete a contract that has already been attached, click the contract box under Attached Files, then click the Removed Selected button.

Other Comments:

Admin Comments:

Save Submit to Superadmin Cancel

Slide 25

Slide notes: False! If you wish to delete a contract that has already been attached, click the contract box under Attached Files, then click the Removed Selected button.**

True/False

Correct - Click anywhere or press 'Y' to continue

Incorrect - Click anywhere or press 'Y' to continue

All districts and Charters are eligible to submit RC&T claims.

☐ A) True

☐ B) False

FALSE

Review Area
(12 of 15)
(1/25 Y 347)

Question 12 of 15

Clear Back Skip Submit

Slide 26

Slide notes: True or False. All districts and Charters are eligible to submit RC&T claims.

Residential Care & Treatment SCE Claims Detail

Status: New Last Updated:

Please answer the following questions:

FALSE
If the answers to your questions prove you eligible to submit Residential Care & Treatment Claims, a blank table will appear for you to enter your data.

a) Did not participate in the National School Lunch Program or School Breakfast Program through a contract with the Texas Department of Agriculture (TDA) AND did not submit these students as the State Priority Claims for Alternative State Compensatory Education reporting to the Division of State Funding.

b) Participated in the National School Lunch Program or School Breakfast Program through a contract with the Texas Department of Agriculture (TDA) AND the charter school did not file the claims for reimbursement through TDA's AND the school district did not include the charter's free and reduced lunch counts in the school district's reimbursement claims on TDA's. (Must be stated in contract)

c) Participated in the National School Lunch Program or School Breakfast Program through a contract with a Texas School District AND the charter school did not file the claims for reimbursement through TDA's AND the school district did not include the charter's free and reduced lunch counts in the school district's reimbursement claims on TDA's. (Must be stated in contract)

d) Served Non-Special Education Students in a Residential Treatment Facility in a School District where the parents or legal guardian of the student (s) do not reside.

☒ Yes ☐ No

☒ Yes ☐ No

☒ Yes ☐ No

☒ Yes ☐ No

Slide 27

Slide notes: False! If the answers to your questions prove you eligible to submit Residential Care & Treatment Claims, a blank table will appear for you to enter your data.

Multiple Choice

Correct - Click anywhere or press 'Y' to continue

Incorrect - Click anywhere or press 'Y' to continue

How many contracts can be attached at any one time?

☒ A) One

☐ B) Two

☐ C) Three

☐ D) Unlimited

FALSE

Review Area
(13 of 15)
(1/25 Y 347)

Question 13 of 15

Clear Back Skip Submit

Slide 28

Slide notes: How many contracts can be attached at any one time?

Residential Care & Treatment SCE Claims Detail

Status: New Last Updated:

Please answer the following questions:

FALSE

Only ONE contract can be attached.

a) Did not participate in the National School Lunch Program or School Breakfast Program through a contract with the Texas Department of Agriculture (TDA) AND did not submit these students as the State Priority Claims for Alternative State Compensatory Education reporting to the Division of State Funding.

b) Participated in the National School Lunch Program or School Breakfast Program through a contract with the Texas Department of Agriculture (TDA) AND the charter school did not file the claims for reimbursement through TDA's AND the school district did not include the charter's free and reduced lunch counts in the school district's reimbursement claims on TDA's. (Must be stated in contract)

c) Participated in the National School Lunch Program or School Breakfast Program through a contract with a Texas School District AND the charter school did not file the claims for reimbursement through TDA's AND the school district did not include the charter's free and reduced lunch counts in the school district's reimbursement claims on TDA's. (Must be stated in contract)

d) Served Non-Special Education Students in a Residential Treatment Facility in a School District where the parents or legal guardian of the student (s) do not reside.

☒ Yes ☐ No

☒ Yes ☐ No

☒ Yes ☐ No

☒ Yes ☐ No

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Slide notes: Only **one** contract can be attached, as indicated by the error message at the top of the page.

Multiple Choice

Correct - Click anywhere or press 'Y' to continue

Incorrect - Click anywhere or press 'Y' to continue

Contracts must be attached for RC&T claims when...

☒ A) B or C are yes

☐ B) Both A and B are no

☐ C) All questions are yes

☐ D) A, B, or C are yes

FALSE

Review Area
(14 of 15)
(1/25 Y 347)

Question 14 of 15

Clear Back Skip Submit

Slide 30

Slide notes: Contracts must be attached for RC&T claims when...

Slide 31

Slide notes: If the answers to questions B or C are Yes, then you ****must**** attach the actual contract.

Slide 32

Slide notes: The definition of SCE Enrollment is...

Slide 33

Slide notes: SCE enrollment is the highest six-month average of the total SCE claims. This is the sum of TDA SCE claims, Alternative basic monthly claims, RC&T SCE claims and Contract SCE claims.

Slide 34

Slide notes: Congratulations! You have completed the Comprehensive Quiz for the FSP State Compensatory Education training module. We covered: Part 1, Overview, Part 2, Submitting claim information, and Part 3, submitting claim information and the SCE enrollment report.

Slide 35

Slide notes: The certificate on this screen shows your score for the FSP State Compensatory Education training module. Follow the instructions on screen to print a copy of this certificate for your records. If you are not satisfied with your score, you can take the quiz over until you have achieved your desired score.

Slide 36

Slide notes: