TEA
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How to Complete APEX Applications

APEX Application Topics
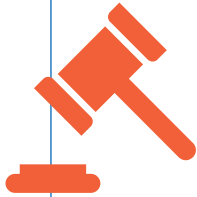
1 Overview of APEX Application

2 Entering Day* and Residential Applications

3 Entering High Cost Fund Applications

*Throughout the presentation, all placements that meet the definition of day programs outlined in 19 TAC §89.1094 will be referred to as nonpublic day, or nonpublic.

Overview of APEX Application

Purpose of APEX Application

State Reporting Requirement

- **LEAs are required to notify TEA, within 30 calendar days, of all nonpublic or non-district operated day program placements or nonpublic residential program placements of students with disabilities.**
  - 19 Texas Administrative Code (TAC) §89.1094
  - 19 Texas Administrative Code (TAC) §89.1092
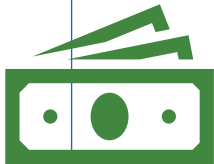
Funding Entry Point

- Determines Foundation School Program funding for the state special education allotment for education services for nonpublic placements.
- Determines whether the LEA is eligible for an IDEA-B Discretionary Residential award.
- Entry point for potential High Cost Fund award for nonpublic placements.
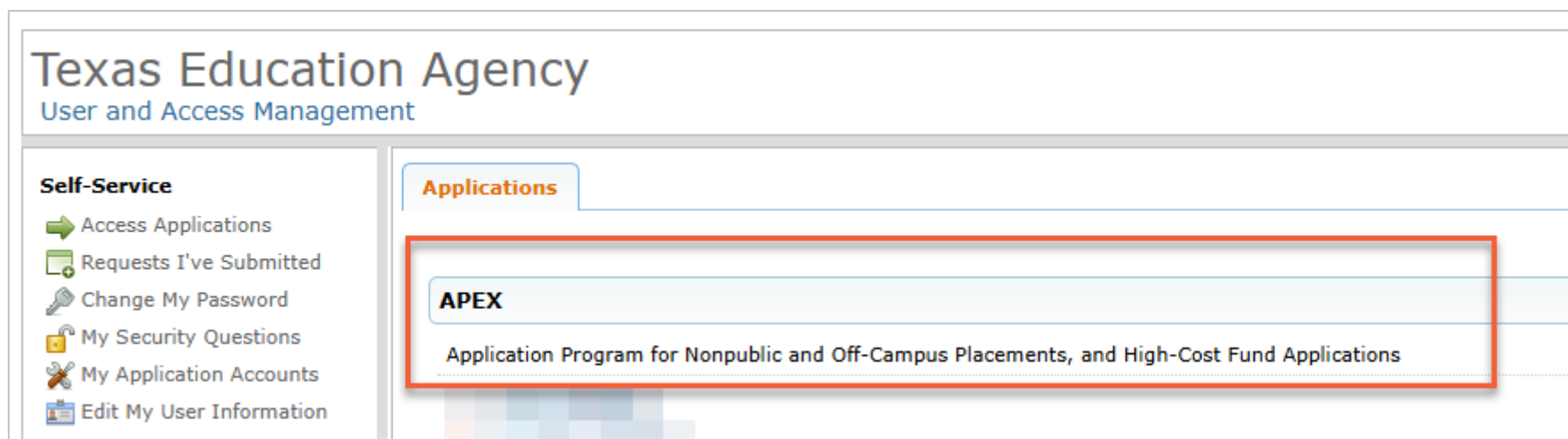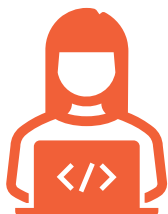
High Cost Funding Application Platform

- Used to request potential additional funding for qualifying nonpublic day and residential placements, and in district students.
- Requesting HCF is optional.
- Award monies are not guaranteed; award contingent on availability of funds and prorated by LRE.

APEX Application via TEAL

The APEX Application is accessed via the Texas Education Agency Login (TEAL) Portal.
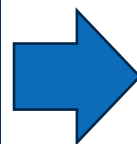
For detailed information on how to obtain a TEAL account and/or APEX access, view the **APEX User Manual**.

Texas Education Agency
User and Access Management

Self-Service

- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information

Applications

APEX

Application Program for Nonpublic and Off-Campus Placements, and High-Cost Fund Applications

APEX Home Page

APEX home page orientation bar indicates:

School Year

Application Type
(Day, Residential, High Cost Funds)

District Type
(Single Member District or Fiscal Agent)

APEX Application Summary Page

Select the **Application Summary** page to view the **Student Roster** for the specific type of application.

Entering Day/Residential Applications
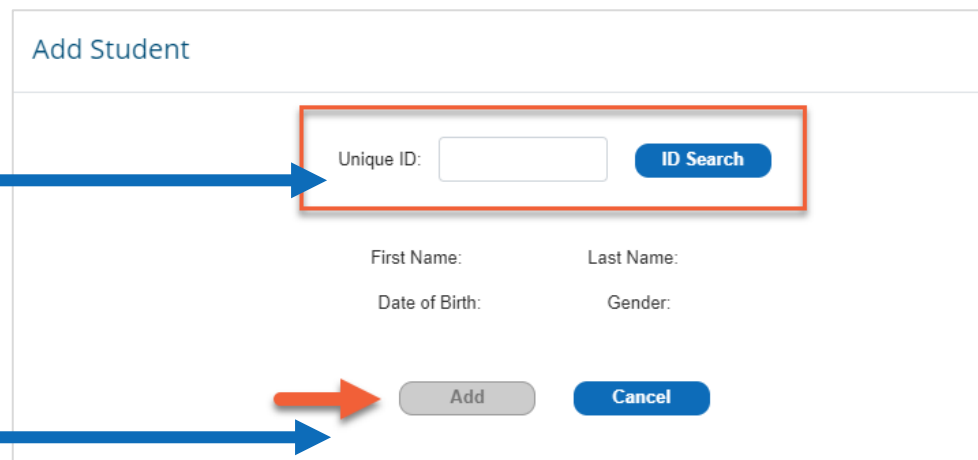
Adding a Student for Day/Residential Applications

Application Summary page, **Student Roster** section:

Click **Add.**

Enter the student's **Unique ID number** and click **ID Search.**

When the student information populates, click **Add.**

The student will now appear in the **Student Roster** of the **Application Summary** page:

Click on the student's hyperlinked name to open the **Student Application** and begin data entry specific to the student.

Entering Student Information for Day/Residential

Enter the **Original Date of Placement** (the date the student was first placed at the facility).

Select the student's **current Placement Status** from the drop-down menu.

Application Summary   Reports

Home » Application Summary » Student Application

Status : Not Started

Student Information

Unique ID		Last Name	
First Name		Gender	
Date of Birth			

Original Date of Placement   mm/dd/yyyy

Placement Status   --- SELECT --- ⌄

--- SELECT ---
Initial Placement
Continuing Placement
Placed Back to Campus
Moved from District
Graduated
Change in Placement
Parent Withdrew

Funding   Add Facility

Contract # 1 🗑

Contract Dates From   mm/dd/yyyy   To   mm/dd/yyyy   TEA Received Date

Entering Contract Information for Day/Residential

Enter the **Contract From** and **Contract To** dates to indicate the beginning and end dates of the current contract.

Dates must fall between **8/1 through 7/31** of the current school year.

For bulk contracts, student specific information must be entered; unoccupied "seats" are not funded.

Funding Add Facility

Contract # 1 🗑

Contract Dates From | mm/dd/yyyy 📅

'From' date must not be prior to 8/1

To | mm/dd/yyyy 📅
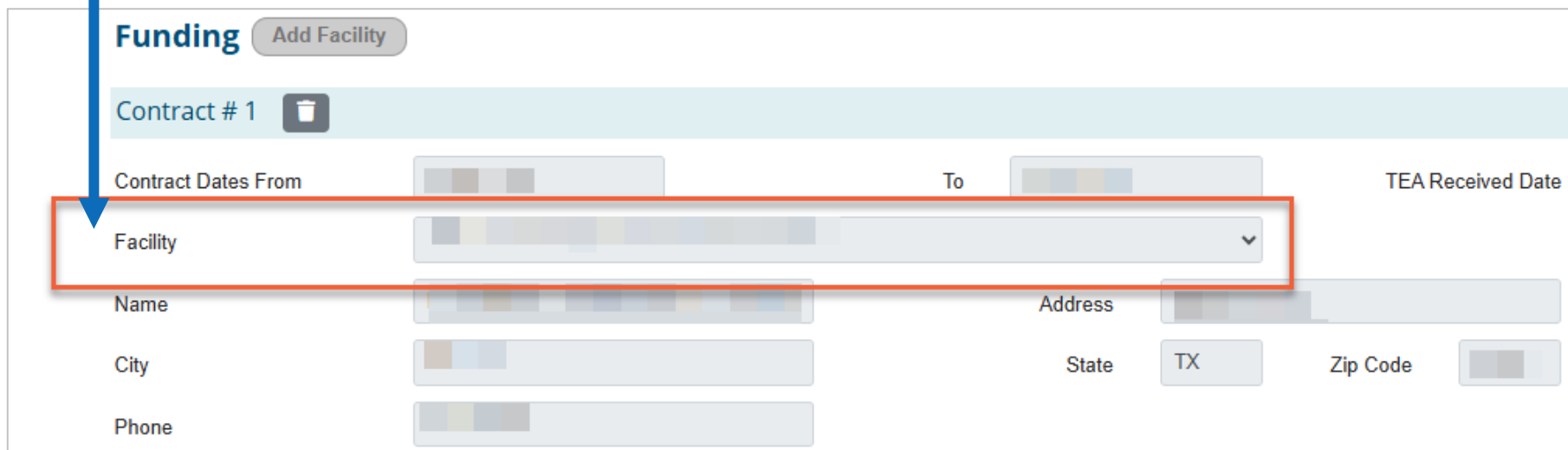
'To' date must not be after 7/31

Facility | --- SELECT ---

Contract dates that extend beyond the regular school year through 7/31 may only be included in the APEX application if the student's Individualized Education Program (IEP) recommends summer Extended School Year (ESY) for that school year.

Entering Facility Information for Day/Residential

Select the **facility** that corresponds to those contract dates.

> The facility information will auto-populate if you choose a currently approved facility from the drop-down menu.

> If the facility is not on the list, select *Not Yet Approved Facility* and manually enter the information. Refer to **TEA program guidance** for requirements specific to the initial facility approval process.

Funding [Add Facility]

Contract # 1 🗑

Contract Dates From		To		TEA Received Date
Facility				
Name		Address		
City		State	TX	Zip Code
Phone				

Entering Instructional Setting & Disability Type

Enter Instructional Setting by selecting from drop-down.

Nonpublic Residential will auto-populate to 50.

Phone	
Instructional Setting	--- SELECT ---
Primary Disability	--- SELECT ---
Additional Disability	--- SELECT ---

Enter Disability by selecting from drop-down

Instructional Setting	--- SELECT ---
Primary Disability	--- SELECT ---
Additional Disability	--- SELECT ---

Ensure that the instructional setting code is accurate and consistently applied in the student's IEP, in the LEA's local attendance accounting system, in Texas Student Data System (TSDS) Public Education Information Management System (PEIMS), and in the APEX application, as it affects state funding from the Foundation School Program (FSP).

Day Application: Lines 1-4

Line 1. Select which entity provides the education services.

Line 2. No data entry. The data is auto-populated based on contract dates entered in APEX.

Line 3. Enter the total **number of days in contract (*instructional days*).**

Line 4. Enter the total **contract cost*.**

1. Provision of Education Services

☐ Education Services are provided by the LEA; if education services are provided by the LEA in which the facility is located, an agreement for special education service must be provided

☐ Facility provides the education services

2. **Estimate of Education Services**   Months =   Full Time Equivalent (FTE)

3. Total Number of Days in Contract   Daily Rate

4. Total Contract Cost $ Prorated Contract Cost $ Prorated Contract Cost Override $

*For bulk "seats" contracts, enter student specific costs based on student-specific enrollment and withdrawal dates.

Residential Application: Lines 1 and 2

Line 1. Select which entity provides the education services.

Line 2. No data entry; system auto-populates data based on the contract dates entered in APEX.

Type of Authority:
○ Local Intellectual Disability Authority (LIDA)   ○ Mental Health Authority (MHA)

1. Provision of Education Services

☐ Education Services are provided by the LEA; if education services are provided by the LEA in which the facility is located, an agreement for special education service must be provided

☐ Facility provides the education services

2. Estimate of Education Services   LEA ABA $ 6160.00   / 365 x   365   x 1.70 = $10,472.00   Total Education Services

Residential Application: Line 3

Select the **service** and **service type** provided by the facility.

Enter the **# of sessions** and the **unit cost** for that service type.

Select Add Row for additional service types.

2. Estimate of Education Services LEA ABA $ 6160.00 / 365 x 365 x 1.70 = $10,472.00 Total Education Services

3. Related, Speech, Supplemental, and Support Services Provided Add Row

Service	Service Type	# Sessions/Interventions	Unit cost	Subtotal
--- SELECT ---	--- SELECT ---		$	$

Total for Related, Speech, Supplemental, and Support Services Provided $0.00

If the facility provides a service at no cost, do not add the service to the APEX application.

17

Residential Application: Line 4

Enter the **daily rate** charged by the facility for the residential services.

The _maximum allowable daily rate_, is displayed in the _Not to exceed_ portion of Line 4.

Adding a **second contract** for Day/Residential Applications:

If you wish to add multiple contracts for:
- the **same student** for,
- the **same school year** for,
- the **same type of placement.**

Click **Add Facility** at the top portion of the **Funding** section in the applicable student application page.

Original Date of Placement	mm/dd/yyyy	Placement Status	--- SELECT -

Funding Add Facility

Contract # 1 🗑

Contract Dates From	mm/dd/yyyy	To	mm/dd/yyyy

Enter data in the **Contract #2** section that will appear at the lower portion of the Contract #1 section.

Ensure the contract dates don't overlap.

Contract # 2 🗑

Contract Dates From	mm/dd/yyyy	To	mm/dd/yyyy	TEA Received Date

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Required file uploads for Day/Residential Applications: IEP; Facility Contract; and APEX Application Checklist

| 1. Click **Choose File** to select the document housed on your computer. | 2. Select **File Type** to assign the type of document being uploaded. | 3. Click **Add Another File** to upload additional files. |
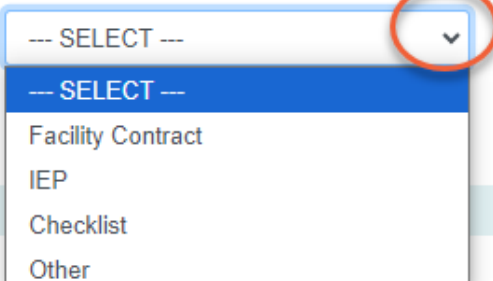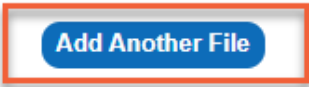
File Upload

- Valid File Types: Adobe PDF (**.pdf**), MS Word (**.doc/.docx**), MS Excel (**.csv/.xls/.xlsx**)
- Max File Size : **30 MB**
- Max File Name Length : **50 chars**

Choose File   No file chosen   File Type: --- SELECT --- ▾

Add Another File

--- SELECT ---
Facility Contract
IEP
Checklist
Other

| File Name | File Type |

Certifying and Submitting Day/Residential Applications

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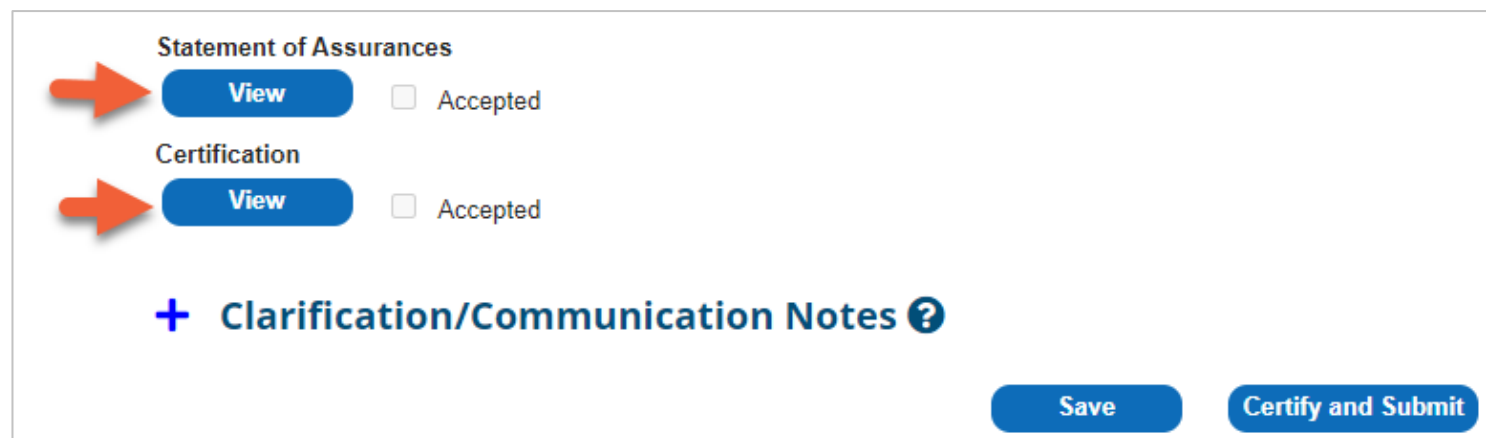
1. Click **View** under the **Statement of Assurances.**

2. Read the document and click **Yes** at the bottom of the page. A check mark will appear next to Accepted.

3. Click **View** under the **Certification**.

4. Read the document and click **Yes** at the bottom of the page. A check mark will appear next to Accepted.

5. Click **Certify and Submit.**

Statement of Assurances

➡ [View] ☐ Accepted

Certification

➡ [View] ☐ Accepted

+ Clarification/Communication Notes ❓

[Save] [Certify and Submit]

Ensure your application moves to SUBMITTED status. Otherwise, it will not be processed.

Submitting Clarifications for Day/Residential Applications

If a TEA program team member needs more information or revisions, the application will be placed in **Clarify** status and an automated email notification will be sent*.

*Automated email notifications are sent to the LEA's current APEX users.

Statement of Assurances
View   ☐ Accepted

Certification
View   ☐ Accepted

+ Clarification/Communication Notes ❓

Save   Certify and Submit

On the **Application Summary** page, click on the student's hyperlinked name.

Notes section:
At the bottom of the student's **Student Application** page, below the Statement of Assurances and Certification section, click on the **plus sign** to expand the **Clarification/Communication Notes.**

Depending on the nature of the clarifications requested, **revise your application by**:

➢ Making changes to the student information or funding sections;

➢ Uploading additional documents; and/or

➢ Adding an explanatory note, by selecting the **Add Note** button.

Clarification/Communication Notes ❓

Add Note
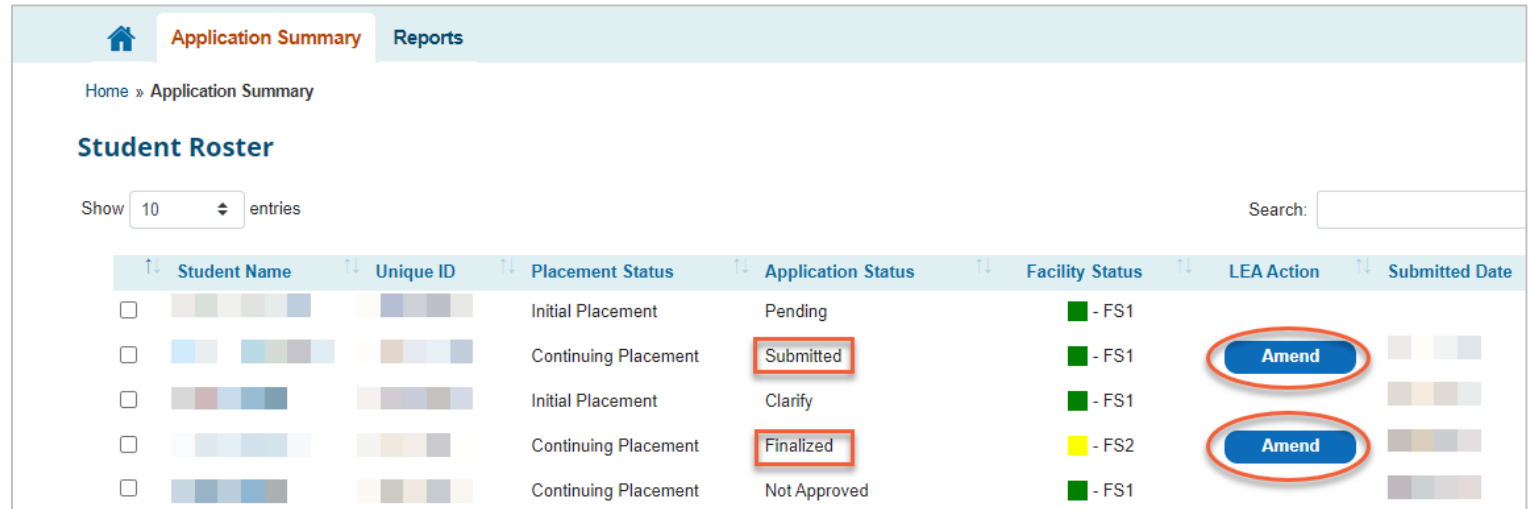
After responding to the clarification request, **re-Certify and re-Submit** your application so TEA staff can complete the application review.

Failure to re-Certify and re-Submit will keep the application in CLARIFY or PENDING status and will not be processed.

Amending Day/Residential Applications

If an application is in **SUBMITTED** or **FINALIZED** status, you may amend the student's application.

1. **Click** the Amend button

2. **Select a reason** for the amendment from the drop-down menu. Application status will revert to pending.

3. Make revision and re-Certify and re-Submit. Ensure application moves to SUBMITTED status*.

* Failure to resubmit will leave application in PENDING status and will not be processed.

24

Entering High Cost Funds (HCF) Applications

Starting a High Cost Funds (HCF) Application

Proceed to the **Application Summary** page for High Cost Funds.

Superintendent Information auto-populates.

Enter Additional Contact Information

Click Save and Start HCF Application

LEAs are highly encouraged to enter additional contact information. Automated emails related to the LEA's HCF application will be sent to the LEA's current APEX users and the contacts listed in this Contacts section.

Student Roster in High Cost Funds Application

Student Roster displayed on the HCF **Application Summary** page.

Nonpublic Day/Nonpublic Residential Placement Types in HCF:

Students' data **automatically port over** into the HCF **Student Roster** from the separate **Nonpublic Day and Residential applications** that are in **Finalized** status.

Student Roster

Example of HCF Student Roster

Show [10] entries

	Student Name	Unique Id	Placement Status	Placement Type
☐			Continuing Placement	Non-Public Day
☐			Continuing Placement	Non-Public Residential

[Add] [Recover] [Delete]

In District Placement Type in HCF:

Manually **add** other students (In District) for whom you wish to request HCF.

The In District students will then appear in the Student Roster

Student Roster

Example of HCF Student Roster

Show [10] entries

	Student Name	Unique Id	Placement Status	Placement Type
☐			Continuing Placement	Non-Public Day
☐			Continuing Placement	Non-Public Residential
☐				In District

Funding Section in Student Application:

Medicaid/SHARS Reimbursement Amount

If your LEA participates in the School Health and Related Services (SHARS) reimbursement program **AND** you expect to receive SHARS reimbursement for any of the costs itemized in the student's HCF application, **enter the dollar amount** you expect to receive.
(Not applicable to nonpublic residential placement type.)

Otherwise, leave this field blank.

Funding

Medicaid/SHARS Reimbursement Amount

Please ensure you have submitted eligible SHARS costs for reimbursement, and please ensure the SHARS amount entered above includes all SHARS eligible costs within this application.

Nonpublic **Residential** Placement Type in HCF

No Data Entry is performed in the Nonpublic Residential Placement Type in the HCF application.

The **Amount of Residential 25% Set-Aside being spent** is the amount being requested for a High Cost Fund award.

Review and determine if the Requested Amount meets the **Qualifying Cost Amount.**

Qualifying Cost Amount changes annually and can be found on the HCF Webpage.

NP Residential Costs

Eligible Residential Costs

Residential Facility	
Residential Placement Cost	$211,644.00
Discretionary Residential Award Amount	$90,532.00
Amount of Residential 25% Set-Aside being spent	$95,397.00
Requested Total	$95,397.00
Approved Total	$95,397.00
Aggregate Requested Total*	$95,397.00 — Meets the Qualifying Cost Amount

Example of Nonpublic Residential placement type in High Cost Funds.

The Amount of Residential 25% Set-Aside being spent is the HCF request.

Nonpublic Day in HCF:

Total **Tuition Cost** (contract amount) ports over from the Nonpublic Day application into the HCF application.

LEA may add additional costs that are not included in tuition cost, e.g, transportation costs, bus aide cost.

Review and determine if **Requested Total** meets the HCF **Qualifying Cost Amount.**

Qualifying Cost Amount changes annually and can be found on the HCF Webpage.

NP Day Costs

Personnel Prorating Calculator

Personnel Type	Description	Salary, Wages, or Contract Cost at HOURLY RATE	# Minutes per week Providing Student Services	# of Weeks Services Provided	# of Students Served, including this student	Prorated Cost for Student	IEP Page #	Review Status	Ineligible Reason

Excess Transportation Costs

Type of Transportation	Student's Daily Mileage ROUND TRIP	Cost per Mile	# of Days Transported	# of Students Transported	Annual Transportation Cost Per Student [if Special Route] OR Total Contract Amount for all Riders [if Private Route]	Estimated State Transportation Allotment	Estimated Excess Transportation cost	IEP Page #	Review Status	Ineligible Reason

Standard and Other Costs

Cost Type	Description	Amount	IEP Page #	Review Status	Ineligible Reason

Non-Public Day School	Number of Days in Contract	Tuition Cost for Non-Public Day School
Contract		$218,483.66

Example of Nonpublic Day placement type in High Cost Funds.

Requested Total	$218,483.66
Approved Total	$218,483.66
Aggregate Requested Total*	$218,483.66

Meets the Qualifying Cost Amount

In District Placement Type in HCF

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1. **Manually add the In District student** by selecting the **Add** button located at the lower portion of the High Cost Fund **Student Roster**.

Add   Recover   Delete

2. Enter the student's Unique ID number and click **ID Search**. When the student's name appears, click **Add.**

Add Student

Unique ID: ID Search

First Name: Last Name:
Date of Birth: Gender:

Add   Cancel

The student's name will now appear in the HCF **Student Roster**.

3. Click on the student's hyperlinked name to open the student's **Student Application** page.

Student Roster

Show 10 entries   Search:

	Student Name	Unique Id	Placement Status	Placement Type	Clarification Required
☐				In District	

31

In District Student Demographics

Enter the **In District** student's **Instructional Setting** and **Disability/ies**.

Ensure the instructional setting code you select in the APEX application matches the code in the student's IEP.

In District Costs in High Cost Fund Application

All costs for In District placement types must be manually added to the Student Application page.

All costs must be **incurred between 8/1 through 7/31** of the current school year.

If costs extend **beyond the regular LEA school year** through 7/31, the student's IEP must recommend **summer ESY** for that school year.

All costs must be associated with **direct** special education and related services that are **identified in the student's IEP**.

In District Costs

Personnel Prorating Calculator

Personnel Type	Description	Salary, Wages, or Contract Cost at HOURLY RATE	# Minutes per week Providing Student Services	# of Weeks Services Provided	# of Students Served, including this student	Prorated Cost for Student	IEP Page #	Review Status	Ineligible Reason

Excess Transportation Costs

Type of Transportation ❓	Student's Daily Mileage ROUND TRIP ❓	Cost per Mile ❓	# of Days Transported	# of Students Transported	Annual Transportation Cost Per Student [if Special Route] OR Total Contract Amount for all Riders [if Private Route] ❓	Estimated State Transportation Allotment	Estimated Excess Transportation cost	IEP Page #	Review Status	Ineligible Reason

Standard and Other Costs

*IEP Page # column: If this service is not denoted in the IEP, then it will not be approved.

Cost Type	Description	Amount	IEP Page #	Review Status	Ineligible Reason

Personnel Prorating Calculator in HCF Application

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Use the **PERSONNEL PRORATING CALCULATOR section** to enter personnel and/or contracted services costs associated with this student.

Click **Add Row** to enter the first cost and then enter the applicable data.

To enter additional personnel or contracted services, click the **Add Row** button again.

Bus Driver Costs are not eligible.

In District Costs

Personnel Prorating Calculator   [Add Row]

Personnel Type	Description	Salary, Wages, or Contract Cost at HOURLY RATE	# Minutes per week Providing Student Services	# of Weeks Services Provided	# of Students Served, including this student	Prorated Cost for Student	IEP Page #	Review Status	Ineligible Reason	
SELECT										🗑

Excess Transportation Costs in HCF Application

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Use the **EXCESS TRANSPORTATION COSTS** section to enter transportation data for this student, if desired to include excess transportation costs in your HCF request.

Hover over the **question mark icons** in the column headings to view specific information and instructions pertaining to that heading.

Click **Add Row** to enter transportation data.

Excess transportation costs are the costs that **exceed** the estimated amount your LEA may receive from state transportation funds through the Foundation School Program.

Excess Transportation Costs   **Add Row**

*IEP Page # column: If this service is not denoted in the IEP, then it will not be approved.

Type of Transportation ❓	Student's Daily Mileage ROUND TRIP ❓	Cost per Mile ❓	# of Days Transported ❓	# of Students Transported ❓	Annual Transportation Cost Per Student [if Special Route] OR Total Contract Amount for all Riders [if Private Route] ❓	Estimated State Transportation Allotment	Estimated Excess Transportation cost	IEP Page #	Review Status	Ineligible Reason

Standard and Other Costs in HCF Application

Use the **STANDARD AND OTHER COSTS** section to enter costs that are **not** personnel/contracted services or transportation costs.

Click **Add Row** to add a standard or other cost.

Choose **Standard** under **Cost Type** if you intend to enter a cost for:
- assistive technology,
- equipment,
- Regional Day School Program for the Deaf (RDSPD) fee,
- or staff development/staff travel applicable to this student, as identified in the IEP.

For all other cost types, choose **Other** and then manually enter a **cost description.**

36

Required File Uploads for In District Applications

Required file uploads for In District HCF Applications:

IEP

Applicable contracts or agreements, e.g., transportation service contracts for Private Transportation Routes, RDSPD service agreement or invoices

Any Other documentation requested by the TEA reviewer

File Upload

- Valid File Types: Adobe PDF (**.pdf**), MS Word (**.doc/.docx**), MS Excel (**.csv/.xls/.xlsx**)
- Max File Size : **30 MB**
- Max File Name Length : **50 chars**

Choose File   No file chosen   File Type: --- SELECT ---   ▾

Add Another File

--- SELECT ---
Facility Contract
IEP
Checklist
Other

File Name	File Type

If a student has **multiple** placement types for HCF within the **same school year,** e.g.,
- the student is served as **In District** part of the year and **nonpublic** part of the year,
- or in **Day** placement part of the year and **Residential** placement part of the year:

The student will appear separately in the HCF **Student Roster** for each **placement type**.

APEX will use the combined cost of the student's placements to determine whether the costs meet the HCF **Qualifying Cost Amount.**

Requested Total	Amount specific to the placement type.	
Approved Total		
Aggregate Requested Total*	Aggregate is the sum of all the placement types for the specific student.	Meets the Qualifying Cost Amount
Aggregate Approved Total*		

* The total value reflects the culmination of the total from all the placement types the student belongs to.

Deleting and Recovering HCF Students

Delete any student from your HCF **Student Roster** that doesn't meet the HCF **Qualifying Cost Amount** (QCA), such as:

- A student with a finalized Nonpublic Day or Nonpublic Residential placement type that ported over into the HCF *Student Roster* but doesn't meet the HCF QCA.
- An In District student who doesn't meet the HCF QCA amount once all costs are entered for the student.
- A student with multiple placement types but the aggregate amount doesn't meet the HCF QCA.

In the HCF **Student Roster**, click the **checkbox** next to the student's name and then click the **Delete** button.

If an error is made, select the **Recover** button

Add   Recover   Delete

Certifying and Submitting the HCF Application

Unlike the separate Nonpublic Day and Residential APEX applications, which require individual certification and submission for each student, the HCF application is submitted once and includes all students.

Do NOT submit your HCF application until you have completed student application pages for all students for whom you desire to request High Cost Funds.

To Submit:

1. Click **View** under the **Statement of Assurances.**
   - Read the document that appears and click **Yes** at the bottom of the page. A check mark will now appear next to Accepted.

2. Click **View** under the **Certification and Incorporation Statement**.
   - Read the document that appears and click **Yes** at the bottom of the page. A check mark will now appear next to Accepted.

3. Click **Certify and Submit**.

Statement of Assurances
View ☐ Accepted

Certification and Incorporation Statement
View ☐ Accepted

Save   Certify and Submit

Ensure your application moves to SUBMITTED status. Otherwise, it will not be processed.

Submitting Clarifications for the HCF Application

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If a TEA program team member needs more information or revisions, the application will be placed in **Clarify** status and an automated email notification will be sent*.

*Automated HCF email notifications are sent to the LEA's current APEX users and to the contacts listed on the HCF Application Summary page.

Statement of Assurances
View ☐ Accepted

Certification
View ☐ Accepted

+ Clarification/Communication Notes ❓
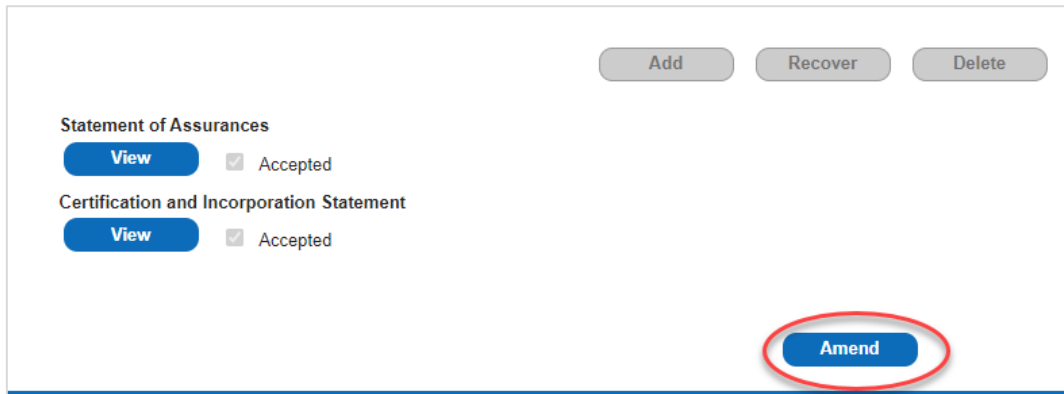
Save   Certify and Submit

At the lower section of the specific student's application page, expand the **Clarification/Communication Notes** section to view and respond to messages entered by TEA staff.

After you have responded by (a) revising information in the application, (b) uploading additional documentation, and/or (c) using the Notes field to write a response, return to the **Application Summary** page to **re-Certify and re-Submit.**

*Failure to re-Certify and re-Submit will keep the application in CLARIFY or PENDING status and will **not** be processed.
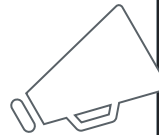
Amending the HCF Application

To amend a previously submitted HCF application:

Click the **Amend** button at the lower section of the **Application Summary** page, under the **Assurances and Certification** section.

Make any needed changes to the student application(s) and return to the **Application Summary** page to **re-certify and re-submit**.

Failure to re-Certify and re-Submit the application will keep the application in PENDING status and will not be processed.

If a **previously finalized Nonpublic Day or Nonpublic Residential** application that had ported over into the **HCF application** is **amended**, the student's name will become non-clickable in the **HCF Student Roster** until the separate **Nonpublic Day or Nonpublic Residential** application is **resubmitted and re-finalized**.

Access to HCF reimbursement awards is not guaranteed and may vary based on funding availability.

HCF reimbursement is subject to availability of funds:

➢ If the total eligible requests received statewide exceed the available funds, the LEA's reimbursement award will be prorated with a weighted formula based on least restrictive environment placement.

➢ In District placement types carry the highest weight, followed by Nonpublic Day placement types, and then Nonpublic Residential placement types.

Contact Information

Contact Information

Application Type	Webpage	Email
Nonpublic Day and Nonpublic Residential	Special Education in Nonpublic Programs	NPDayandRes@tea.texas.gov
High Cost Funds	High Cost Funds	hcf@tea.texas.gov