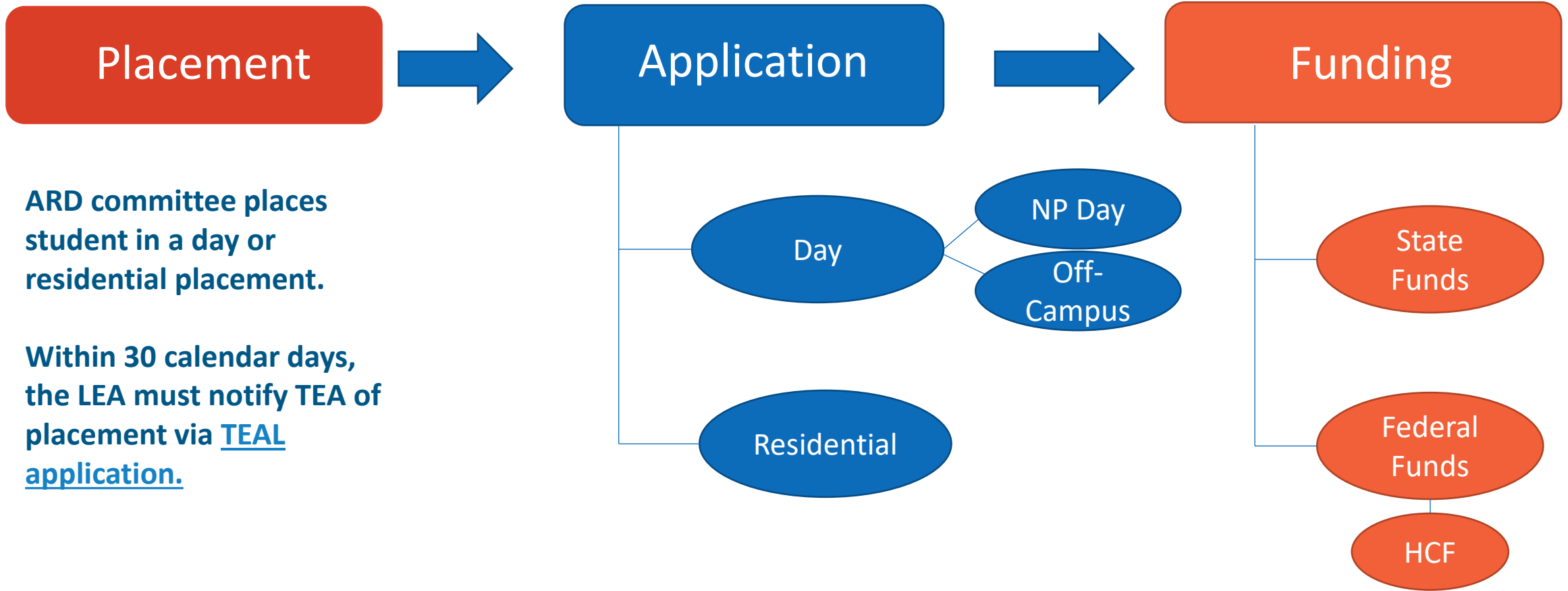
The background of the slide is an aerial photograph of a city skyline at dusk or dawn. The sky is a mix of light blue and orange, with scattered clouds. In the foreground, a wide river flows through the city, reflecting the sky. A large bridge spans the river. The city buildings are illuminated by the low sun, creating a warm glow. The overall scene is a vibrant and modern urban landscape.

Creating Nonpublic/Day and Residential Applications



- High-Level Process Flow
- Create a NonPublic Day application
- Create a NonPublic Residential application

High Level Process Flow



Application Status Glossary

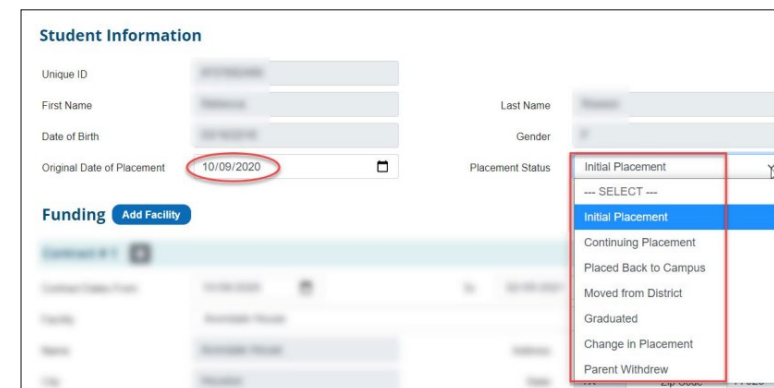
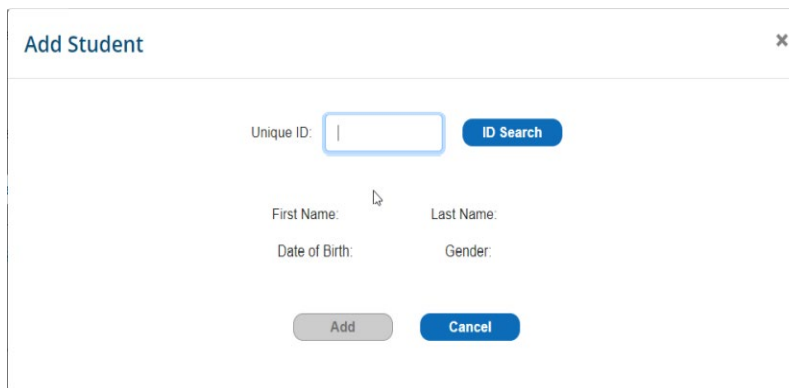
Status	Definition	LEA Actions Available
Pending	LEA user has started and saved an application but has not yet submitted; or LEA has retrieved a previously submitted application to make changes by clicking the AMEND button	Certify and Submit when ready for review
Submitted	LEA user has Certified and Submitted, and the application is awaiting TEA review	Amend (returns application to Pending status; LEA can make changes and re- Certify and Submit)
Not Approved	TEA has not approved the application and will contact the LEA with specific reasons for nonapproval	Amend (returns application to Pending status; LEA can make specific changes requested by TEA and re- Certify and Submit for reconsideration)
Clarify	TEA has reviewed the application, and the application needs changes or additional information	Make required changes, upload additional materials, or use Communication box to respond to clarification request and re- Certify and Submit
Fiscal Review	<i>(NP Residential only)</i> TEA has reviewed and approved the application and it is now awaiting fiscal review and final approval	Amend (returns application to Pending status; LEA can make changes and re- Certify and Submit)
Finalized	The application is approved. No further action is required, and the LEA may submit a High Cost Fund request for this student if minimum requirements are met.	Amend (returns application to Pending status; LEA can make changes and re- Certify and Submit)

Creating a Non-Public Day & Residential application

1. Adding a Student: To add a day or residential application information for a new student, first click “Add” on the Application Summary page for a day or residential.

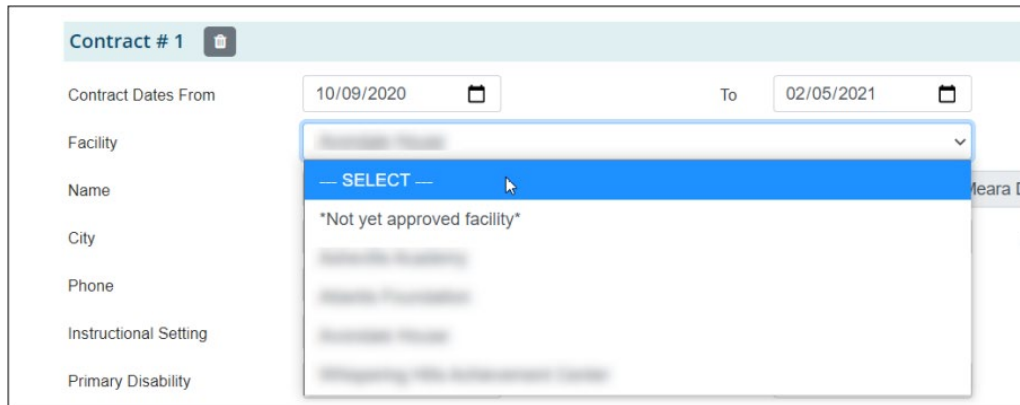
2. Enter the student’s Unique ID number and click ID Search. The system will populate the corresponding first and last name, date of birth, and assigned gender. Click “Add” to add the student.

3. Entering Student Demographic Information: The Unique ID, student first and last name, date of birth, and assigned gender auto-populate from TSDS date. Enter the original date of placement indicating the date the student first entered the facility, and choose the student’s current placement status



Entering Funding Information for Day Applications

Step 1: Enter the Contract From and Contract To dates to indicate the beginning and end date of the current contract. (Dates must fall between 8/1 and 7/31 of the current school year). Choose the facility corresponding to those contract dates from the drop-down menu.



Contract # 1

Contract Dates From: 10/09/2020 To: 02/05/2021

Facility: [Dropdown menu open showing options: --- SELECT ---, *Not yet approved facility, ...]

Name: [Field]

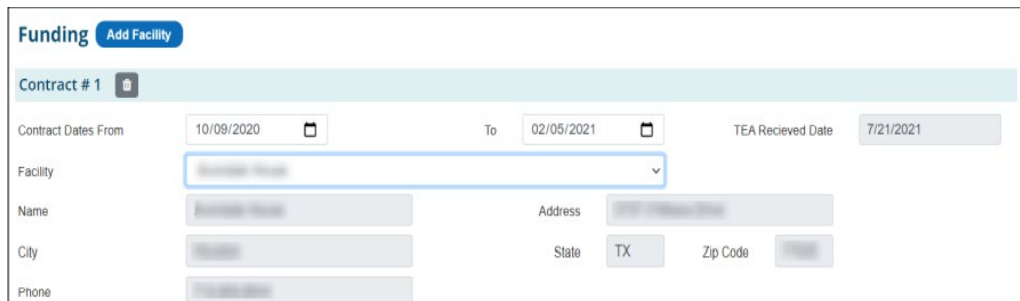
City: [Field]

Phone: [Field]

Instructional Setting: [Field]

Primary Disability: [Field]

Step 2: The facility address, and phone number will auto-populate if you choose a currently approved facility from the drop-down menu.



Funding Add Facility

Contract # 1

Contract Dates From: 10/09/2020 To: 02/05/2021 TEA Received Date: 7/21/2021

Facility: [Dropdown menu selected]

Name: [Auto-populated]

Address: [Auto-populated]

City: [Auto-populated] State: TX Zip Code: [Auto-populated]

Phone: [Auto-populated]

Entering Funding Information for Day Applications

Step 3: If you wish to enter information for a facility not currently on the approved yet, choose *Not Yet Approved Facility* from the drop-down menu, and the system will allow you to manually enter the facility name, address, and phone number. Please refer to [TEA program guidance](#) for requirements specific to the initial approval process for placements at not-yet approved facilities.

Facility	*Not yet approved facility*		
Name	<input type="text"/>	Address	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
Phone	<input type="text"/>	Zip Code	<input type="text"/>

Step 4: Next, enter the student’s instructional setting. Enter the student’s primary – and, if applicable, secondary, tertiary, and additional – disability.

Instructional Setting	60-Nonpublic Day School		
Primary Disability	Visual Impairment (^)	Secondary Disability	--- SELECT ---
Additional Disability	--- SELECT ---	Additional Disability	--- SELECT ---
		Tertiary Disability	--- SELECT ---

Entering Funding Information for Day Applications

Step 5: Identify whether the LEA or the facility provides educational services listed in the student's IEP.

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

Step 6: The system will auto-calculate the Estimate of Education Services on #2. On #3, enter the total number of instructional days in the contract. (This is a new requirement for day applications). On #4, enter the Total Contract Cost.

2. Estimate of Education Services 5 Months = .6 Full Time Equivalent (FTE)

3. Total Number of Days in Contract 100 **Daily Rate** 423.56


4. Total Contract Cost \$ 42356.00 **Prorated Contract Cost \$** 0.00 **Prorated Contract Cost Override \$**



Step 7: If you wish to enter multiple nonpublic day contracts for the same student for the same school year, choose Add Facility at the top of the funding section.

Entering Funding Information for Day Applications

Step 7: If you wish to enter multiple nonpublic day contracts for the same student for the same school year, choose Add Facility at the top of the funding section.

Funding Add Facility

Contract # 1 

Contract Dates From: 10/09/2020  To: 02/05/2021  TEA Received Date: 7/21/2021

Facility:

Name: Address:

City: State: TX Zip Code:

Phone:


Instructional Setting: 60-Nonpublic Day School



Primary Disability: Visual Impairment (^) Secondary Disability: --- SELECT --- Tertiary Disability: --- SELECT ---

Additional Disability: --- SELECT --- Additional Disability: --- SELECT ---

Space for entering information related to the second day facility will appear below Contract #1.

4. Total Contract Cost \$ 42356.00 Prorated Contract Cost \$ 0.00 Prorated Contract Cost Override \$

Contract # 2 

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

Facility:

Name: Address:

Entering Funding Information for Residential Applications

- Procedures for entering funding information for residential applications are similar to the procedures for entering funding information for day applications in the previous section, with the exception of #6 in the previous section. Step 6: Enter the ABA amount for your LEA (click the hyperlinked words LEA ABA if you need to look up this information). The system will auto-calculate Total Education Services based on the LEA ABA and the number of calendar days in the contract.

2. Estimate of Education Services [LEA ABA](#) \$ / 365 Days x 77 x 1.70 = \$1,237.27 Total Education Services

3. Related, Speech, Supplemental, and Support Services Provided [Add Row](#)

Only direct services are eligible for HCF reimbursement.

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

- Enter information for speech, related services, and other support services listed in the

Entering Funding Information for Residential Applications

- student's IEP and identified in the contract. You can click Add Row multiple times to list multiple services. Choose the Service and Service Type from the drop-down menus and enter the number of sessions and per-session cost from the IEP and contract.

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

Only direct services are eligible for HCF reimbursement.

Service	Service Type	# Sessions /Interventions	Unit cost	Subtotal
Behavior	Applied Behavior Analysis	10	\$ 87.00	\$870.00
Total for Related, Speech, Supplemental, and Support Services Provided				\$870.00

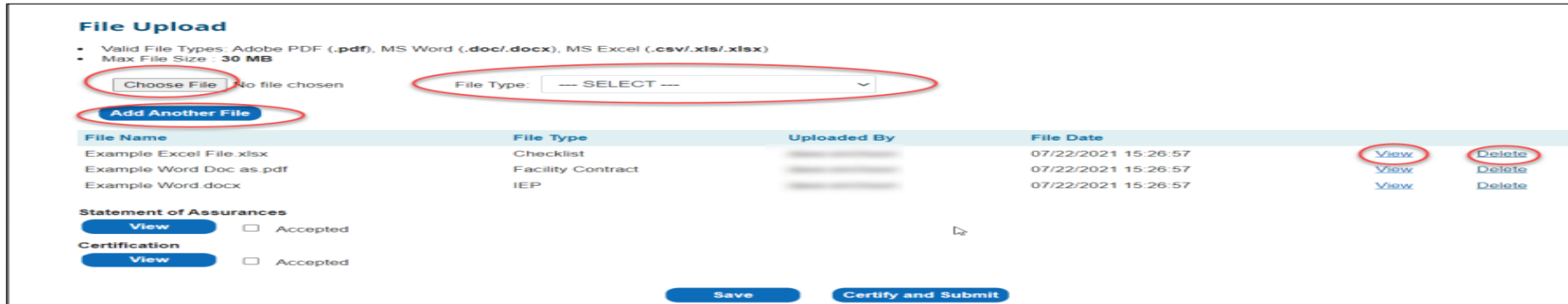
- Enter the daily rate for residential services from the contract. Note the maximum allowable daily rate, as set by DFPS.

4. Residential Services Provided (Not to exceed \$279.99/day)

Daily Rate	Total Days	Subtotal
\$ 185.00	77	\$14,245.00

Required Uploads

- Required Uploads: For both Day and Residential applications, you are required to upload the student’s IEP, contract, and application checklist. Click Choose File to select the file from your computer that you would like to upload. Assign the file a File Type from the drop-down menu. Click Add Another File to upload additional files. The files you have uploaded will appear in a table, and you can View or Delete any file.



File Upload

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

Choose File No file chosen

File Type: -- SELECT --

Add Another File

File Name	File Type	Uploaded By	File Date		
Example Excel File.xlsx	Checklist		07/22/2021 15:26:57	View	Delete
Example Word Doc as.pdf	Facility Contract		07/22/2021 15:26:57	View	Delete
Example Word.docx	IEP		07/22/2021 15:26:57	View	Delete

Statement of Assurances

[View](#) Accepted

Certification

[View](#) Accepted

[Save](#) [Certify and Submit](#)

- Certifying and Submitting: After entering required application information and uploading all required documents for a day or residential application, certify and submit your application. Click View under the Statement of Assurances.



Statement of Assurances

[View](#) Accepted

Certification

[View](#) Accepted

[Save](#) [Certify and Submit](#)

Statement of Assurances

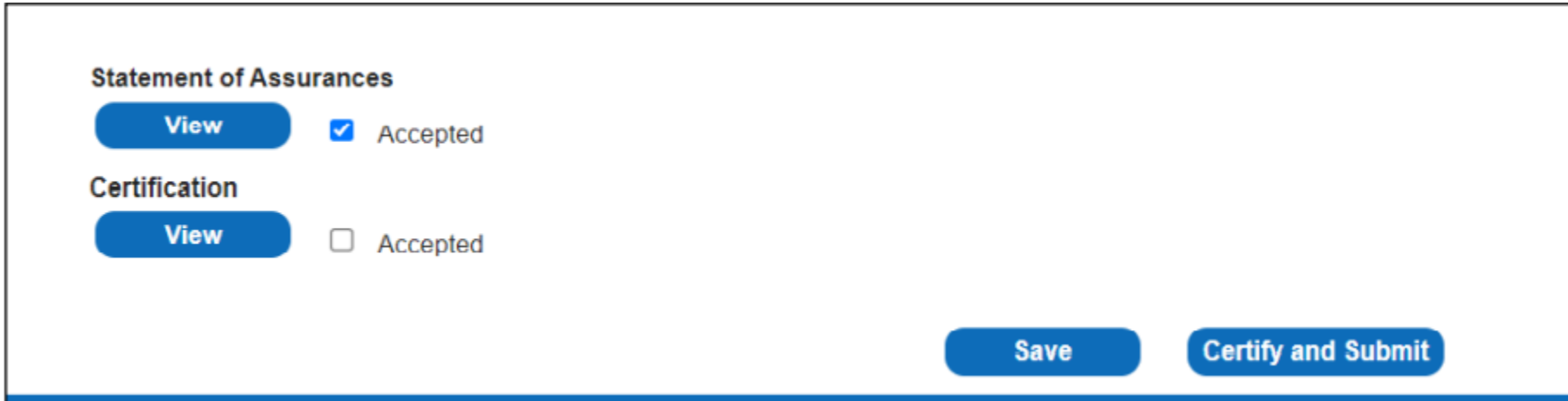
An assurance statement will pop up. Scroll to the end of the assurance statement and, if you agree, click Yes.

- The single district LEA or SSA fiscal agent LEA will:
 - develop a contract with the selected non-public facility;
 - advise the parents of the specific arrangements between the sending LEA and the non-public facility, including information about the parents' responsibility for items such as clothing, medical treatment, allowances, and non-educational supplies;
 - reimburse the non-public facility on a monthly basis unless a different payment period is agreed upon by the LEA and non-public facility.
- The single district LEA or SSA fiscal agent LEA will make on-site visits to the non-public facility at least annually; and ensure that, if appropriate:
 - education with peers without disabilities is provided for the student;
 - provisions will be made for participation of the student in nonacademic and extracurricular activities with students without disabilities;
 - personnel are aware of any potential harmful effect on the student and review the quality of services provided on a regular basis; and
 - student is making educational progress when continuing in the residential placement.

Yes No

Certification statement

A check mark will now appear next to Accepted to indicate you have accepted the Statement of Assurances.



The screenshot shows a form with two sections: "Statement of Assurances" and "Certification". Each section has a "View" button and a checkbox labeled "Accepted". The "Statement of Assurances" checkbox is checked, while the "Certification" checkbox is unchecked. At the bottom right of the form are "Save" and "Certify and Submit" buttons.

Section	Action	Status
Statement of Assurances	View	<input checked="" type="checkbox"/> Accepted
Certification	View	<input type="checkbox"/> Accepted

Buttons: Save, Certify and Submit

Follow the above steps to view and accept the Certification statement. When both statements have been accepted, you can submit your application by clicking Certify and Submit.

You can also save your application at any time, without submitting it, by clicking the Save button.

When an application has been successfully submitted, it will appear as Submitted on the Application Summary page.

Submitting Clarifications

- If a TEA program team member needs more information in order to complete your application review, you will receive an automated email from the APEX system indicating that your student application has been placed in Clarify status.
- On the Application Summary page, click on the name of the student whose application requires clarification to open the student application.
- At the bottom of the student application, below the file upload section, you will see a Notes section

+ Notes

Save

Certify and Submit

Click the plus sign next to the word 'Notes' to expand the Notes section. You will then be able to view the requested clarifications.

TEA Admin 9/9/2021 9:43:57 AM :

Submitting Clarifications

- Depending on the nature of the clarifications requested, you can amend your application by:
 - 1. making changes to the student information or funding sections;
 - 2. uploading additional files; or
 - 3. adding an explanatory note.

To add a note, click the Add Note button

— Notes

Add Note

Write your note in the box provided and click the word **Save**.

Add Note ×

Save

Important note submitting clarifications

- After you have responded to the clarification request in one of the three ways named above, you will need to re-Certify and Submit your application so that TEA can complete the application review.

TEA Admin 9/9/2021 9:43:57 AM :

[Redacted]

[Redacted] 9/9/2021 9:44:14 AM :

[Redacted]

Save

Certify and Submit



Questions?



Contact Information:

NPDdayandRes@tea.texas.gov