Student Services Automated Reporting for Community Colleges

HANDBOOK

for Disabled Students Programs and Services

December 1, 2016

Mission

To promote student access and success by providing leadership and support to California community colleges, student services and special programs

Values

Teamwork and collaboration

Quality work and professionalism

Respect

Integrity

Responsiveness

Accountability

Open communication

Innovation and creativity

Foreword

The purpose of this report is to show where state-provided funds intended to support students with disabilities were spent. It allows the schools to demonstrate that the funds were expended appropriately and provides a vehicle to return any unused funds.

A special thank you to Stacey Shears, Ed.D. of De Anza College for her suggestions and feedback.

Front Cover Photo: Irvine Valley College graduates are applauded by faculty during the commencement ceremony.
Top Photo: Exterior of the Cuyamaca College Disabled Students Programs & Services Department.
Opposite Photo: Randy Dexter and his service dog Captain receive a diploma at the San Diego Miramar College commencement ceremony.

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Getting Started

Prior to working on this report be sure you have the full-time equivalent student (FTES) information from your business office and know the credit and noncredit breakdown for your campus. A few of the colleges do not run Educational Assistance Classes so it may not apply to all.

Next, gather up the following, including all funding sources:

o   Salary and benefits expenditures for every full or part time, classified or certificated position that supports students using Disabled Student Programs and Services (DSPS).

o   All DSPS expenditures.

o   All Deaf and Hard of Hearing (DHH) expenditures.

o   Contract services, travel expenses.

o   District or college report with total amount spent on DSPS salary, benefits and items (for comparison).

Then with your user ID and password in hand you are ready to begin by going to: https://misweb.cccco.edu/SSARCC/Login.aspx.

If you do not know what your login information is, you can email: ssarcc-dsps@cccco.edu.

This same email can be used to ask questions throughout the process.

This is what you will see when you first log in.
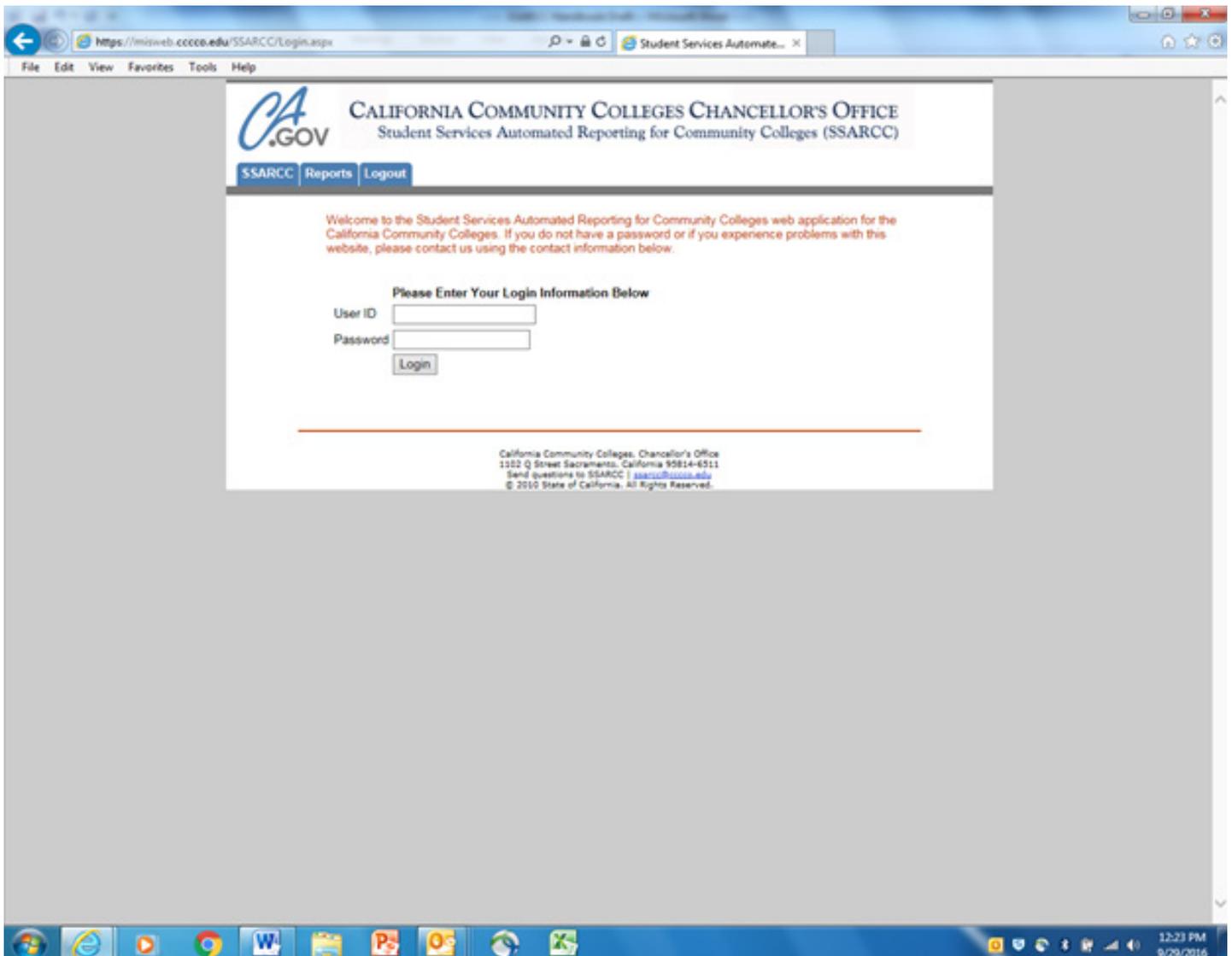
Each college has a generic user name and password for data input and a separate user name and password for view-only permission.

Provide the information and press enter.

Then you will be taken to the grid containing drop-down boxes.

Select your college and the year you wish to look at. You can also specify by status of the report.

Once selected, you will see something like this:

 Now let's look at the individual areas on this main grid.

Special Class Revenue

What is this and how do you receive it? This item is confusing to many, based on the number of questions received on the topic. Special Class Revenue (SCR) is the amount of allocation generated by the educational assistance classes that your school runs each year. The funding model uses FTES credit and noncredit as the workload measures for applying the SB 361 rate. This rate may change slightly each year based on economic factors. A best practice is to keep apprised by your registrar or business office as each class schedule finalizes so this amount does not come as a surprise to you while you are doing your end-of-year report. After entering the FTES , the revenue number will populate in the allocations area and must be funneled back into your program. **Important Note: Apply expenditures against this amount first before going to your other allocations.**

Access to Print

These funds come as a result of legislation enacted in 1999 (AB 422) which currently provides an additional $1.245 million in funds to ensure equal access to all students for print and electronic media. Your expenditures in this category may come from the alternate media specialist's salary and benefits or software and printing services to support these efforts. This fund is shared equally amongst all California community colleges.

Deaf and Hard of Hearing Funds

This apportionment comes from a separate source which is currently funded at $9.6 million to provide services for deaf and hard of hearing students. This extra allocation source recognizes how costly it is to provide interpreter and other related services for this student population. These funds are distributed based on how many schools request them and then by applying a formula to acknowledge how far they will stretch. Once determined, a percentage per school will be earmarked for disbursement.

Deaf and Hard of Hearing Match

Your college must match any used DHH funds at a level of 4:1. That means if you use $20,000 in DHH funds then you must contribute $5,000 from district funds. These funds also serve as college effort which will be detailed later in this handbook.

DSPS Allocation

For most schools this will represent the largest portion of your funding. The Title 5 Implementing Guidelines provides detailed information on determining allowable and non-allowable expenditures as well as much more about managing your DSPS program. It can be accessed here:

http://extranet.cccco.edu/Divisions/StudentServices/DSPS/StatutesRegulations.aspx

District and Other Funds (also known as College Effort)

These areas will be populated based on the detail entries that you make for line items as you enter your data. College effort is simply put, the difference between your total expenditures and your allocations. It is the amount that your district has to kick in to provide services to your students with disabilities. Some of these "All Other Funds" have come to you as state or federal grant awards, i.e. VTEA. They are to be expended to your eligible DSPS expenses.

Entering the Data

Now that you know what you are looking at, it's time to enter the data. Since this is not the first year for data entry, you already have many entries pre-populated minus the associated current amounts. Decide how you want to attack the categories and be consistent with this approach to be most effective. The current format will not show you where district and other funds have been applied once you save an entry so you will not want to keep going back and forth to track this. A best practice would be to keep a running total and once a section is completed, delete any entries you did not end up using. This will streamline your report making it easier for all stakeholders to review it.

Some tips: you can use one entry for multiple employees, i.e. part-time faculty, student workers, interpreters, etc. This will save you time and effort. You can split the amounts among categories, i.e. DHH, SCR, and DSPS or any valid combination (access to print and DHH are the only ones specific to type of service provided).

Working through entry by entry until all data is accounted for, save each one and notice how your totals are whittling away your allocations. The goal is to zero out each category.

If you need additional information, you can view the archived webinar entitled 'DSPS SSARC Webinar dated 9/8/2016' at http://www.cccconfer.org.

Unspent Funds

Once you have entered all expenditures, you might still have a negative amount in the overspent/underspent column. These are unspent funds and you can still validate your report with a negative in this column. It may happen that you did not end up using all of the allocations serving your students with disabilities. Really, it does happen sometimes. Those funds will need to be returned to the Chancellor's Office or depending on the amount, it may be decided to just deduct that amount from your future allocation. That decision is made by the finance area and you will be notified of your particular circumstance.

How to Submit

The next step is actually submitting your report. Important note: before taking that last step, please decide if you want to request DHH funds. If so, scroll down to the bottom of the report and fill out either or both parts of the requests for DHH funds. The recycled funds are those funds that are returned by other schools and made available for redistribution. In either case, by requesting these funds you are pledging to meet the 4:1 match.

With that decided, validate your report by selecting the validate button on the upper right corner. You can hit the validate button at any time during the process of completing the report without changing the outcome. If there are areas of concern it will tell you what they are. Once you are validated then you are ready to hit the "submit to Chancellor's Office" button, also located in the upper right corner.

Signature Page Instructions

After submitting you will notice that the button "view draft budget report" has now changed to "view budget report." This is how the signature page is created.
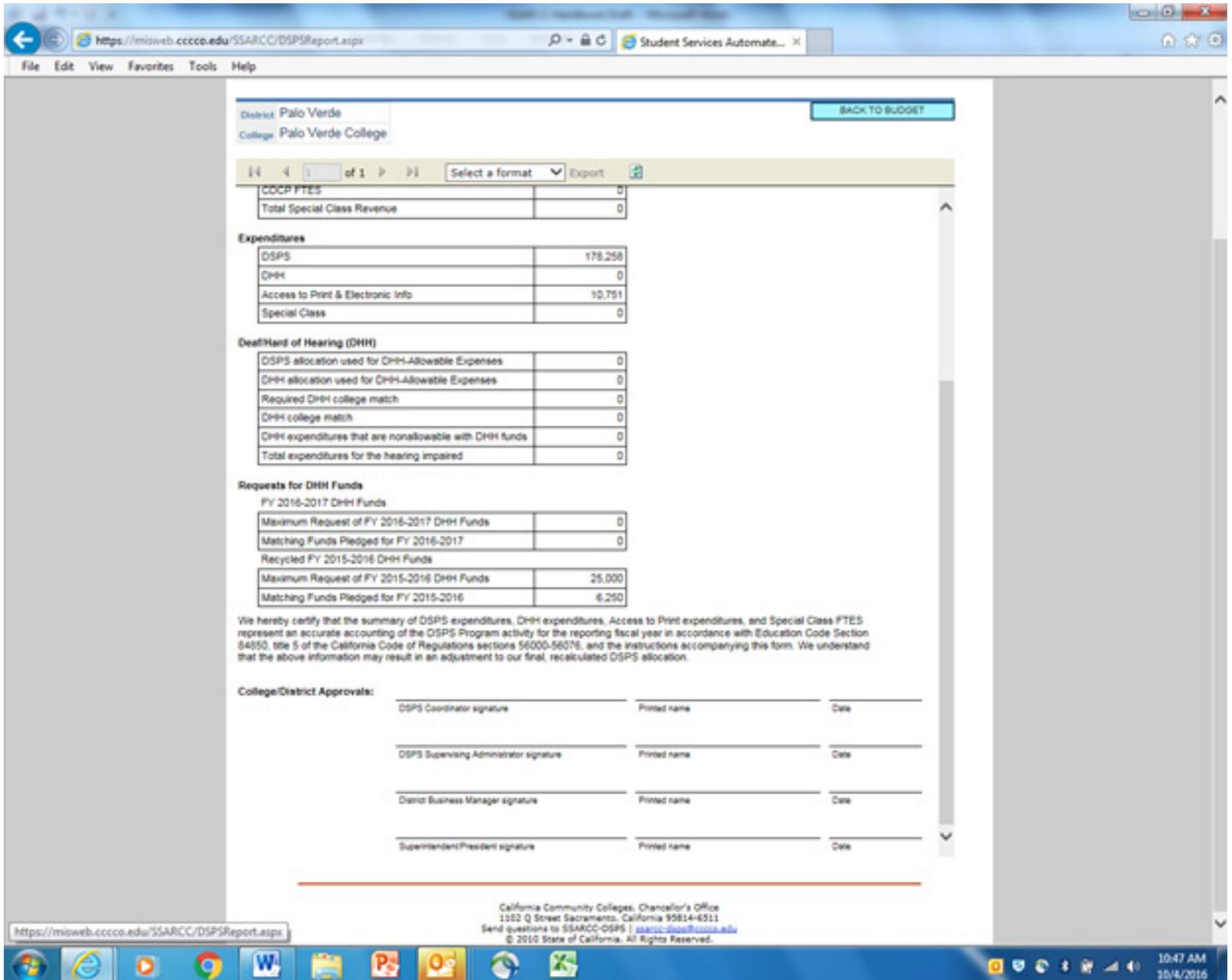
Enter the contact information requested and print the signature page.

Next, gather up original signatures and mail <u>just</u> the signature page to:

> Chancellor's Office — DSPS
> 1102 Q Street, Suite 4400
> Sacramento, CA 95811

It is not necessary to overnight this and if needed, a designee can sign in place of an absent requested title holder.

It also is not necessary to scan and email the signature page or notify the Chancellor's Office that you have completed it. The change of status within the report itself will provide the only notification needed.

Please closely adhere to the stated deadline for this report as it is just the beginning of a multi-step process that ends up determining and then funding your program for the upcoming year.

California Community Colleges Chancellor's Office
1102 Q Street | 6th Floor | Sacramento, CA 95811
CaliforniaCommunityColleges.cccco.edu