

PROCEDURAL HANDBOOK

SECTION

13

Regional Program Reporting

This section contains information you should know about...

	Page
Regional Programs & Classifications	13-1
Regional Program Expenditure Reporting.....	13-1
Regional Program Enrollment Reporting	13-2
Regional Program Extended School Year Reporting	13-2
SELPA Funding Model Updates.....	13-2
Glossary.....	13-3
References.....	13-3
Annual Events Schedule	13-4
Calendar of Items Due to SELPA throughout the Year.....	13-5
Regional Program Operators and Programs Summary.....	13-7
Regional Program Operators and Participating LEAs.....	13-8

Updated September 9, 2024

REGIONAL PROGRAMS & CLASSIFICATIONS

Regional Special Day Class (SDC) programs include:

- Extensive Support Needs
- GROW Level 1
- GROW Level 2
- Deaf Hard of Hearing (DHH)
- Court & Community
- Preschool

Itinerant Regional programs include:

- DHH Itinerant
- Occupational Therapy
- Vision/ O&M

SBCEO Only:

- Preschool Specialist
- Preschool Assessment Team
- Court and Community

REGIONAL PROGRAM EXPENDITURE REPORTING

Regional programs are operated on a pay-as-you-go-basis to ensure judicious use of public funds. Caps are in place for certain items such as administration, clerical, and related services. Within the allowable caps, the costs associated for each program are funded based on regional program enrollment and the cost per enrollment by program type.

Regional program operators complete regional program expenditure reports (see pages 12-4 through 12-6) up to four-times annually. The reporting periods are:

- Estimate of costs for the year, due to SELPA October 15th
- Estimate of costs for the year, due to SELPA January 15th
 - Mandatory for SBCEO
 - As needed for District Operators. Submit if significant financial changes would affect another LEA.
- Estimate of costs for the Adopted Budget for next year, due to SELPA April 15th;
- Actual costs for the year, due to SELPA July 15th

Regional program expenditure reports are completed by business personnel of the district operating the regional program(s) and returned to the SELPA Chief Business Official for inclusion in the SELPA Funding Model.

REGIONAL PROGRAM ENROLLMENT REPORTING

Regional program operators report enrollment data to SELPA four times per year. Pay as you go calculations are done using actual program enrollment by district of special education accountability (DSEA). Regional program enrollment data is annualized and projected for the year and provided to SELPA on the following schedule:

- October
- January
- April – For next year’s Adopted Budget
- June – All regional program enrollment data due for final year end Funding Model calculations

Program Operators will provide the following enrollment data for each regional program:

- Students enrolled, DSEA*, and Estimated Annual # of Enrollment Units for each student
 - a) SDC enrollment units are DAYS
 - b) Itinerant enrollment units are MINUTES
- Summary Totals per DSEA of
 1. # of students enrolled
 2. # of units enrolled
 3. Proportional Share % the DSEA has of total enrollment units.

* The district of geographic residence is used rather than the DSEA for the Juvenile Court and Community Schools Regional Program, and is limited to members of the SBCSELPA.

Regional program operators will provide a copy of the enrollment data reported for an LEAs students to the special education administrator of the district of special education accountability (DSEA) of those students.

REGIONAL PROGRAM EXTENDED SCHOOL YEAR REPORTING

Attendance and expense reporting for Extended School Year (ESY) are done separately from reporting during the regular school year. Pay As You Go (PAYGO) calculations for ESY are based on a student being enrolled for at least three days during the program. Regional program operators will provide SELPA with copies of attendance rosters to verify student enrollment and regional program expense forms for ESY by the end of July.

SELPA FUNDING MODEL UPDATES

The above reporting provides essential information for the creation and updates of the SELPA Funding Model that allocates special education revenues and regional program expenses to LEAs on factors of regional enrollment. SELPA Funding Model updates are published four times each year:

- November – first update of Funding Model using current year regional program estimated costs and enrollment
- February – P-1 revenue update and updated regional costs and enrollment
- April – Adopted Budget for next year projected expenditures and enrollment.
- August – final Funding Model using year end actuals for regional program expenses and enrollment

GLOSSARY:

LEA – Local Education Agency – a district, county office, or charter school

District of Residence (DOR) or District of Geographic Residence (DOGR) is the district where the district where the student’s parents or guardians reside within the district’s attendance boundaries

District of Special Education Accountability (DSEA) – The Local Education Agency who is legally and financially responsible for providing special education services. This is most often also the DOGR, alternate cases include

- If there is an inter-district transfer, this may be the receiving district.
- A charter school who is an LEA for special education purposes
- An LEA who authorizes a charter school the student attends
- A student is a ward of the court and housed in a juvenile court or attends a community school
- A student is a ward of the court and housed in a Licensed Children’s Institution

REFERENCES:

Section 9 of the Local Plan Policy 3204 parts:

- V. FUNDING FOR REGIONAL PROGRAMS OR SERVICES
- VI. FUNDING FOR REGIONAL PROGRAM EXPANSION AND ADDITIONAL INSTRUCTIONAL AIDES OR OTHER SUPPORT STAFF FOR REGIONAL PROGRAMS
- VII. REGIONAL PROGRAM COST ACCOUNTING
- VIII. HOUSING FOR REGIONAL PROGRAMS
- IX. EXTENDED SCHOOL YEAR (ESY)
- APPENDIX A, B, & C

CalPADS DSEA Glossary <https://documentation.calpads.org/Glossary/CASEMIS/DSEA/>

APPENDIX A
Santa Barbara County SELPA Funding Plan
Annual Event Schedule

Event		First Quarter		Second Quarter		Third Quarter		Fourth Quarter	
		SELPA provides Enrollment Searches	Data due to SELPA by:	SELPA provides Enrollment Searches	Data due to SELPA by:		Data due to SELPA by:	SELPA provides Enrollment Searches	Data due to SELPA by:
Regional Itinerant VH, O&M, DHH, OT, Pre-K Specialist	Enrollment	3rd Friday of October	October 31st	3rd Friday of January	January 30th				
Adopted Budget							April 15th		
Regional SDC Mod-Severe Elem, Mod-severe Second., DHH, Preschool, Court and Comm. TLP Level 1, TLP Level 2	Enrollment		October 31st	Operators provide enrollment data July 1 st – December 31 st	January 15th	Operators provide year to date enrollment		Operators provide year to date enrollment	July 15th
Adopted Budget							April 15th		
Program Cost updates	Expenses		October 15th	January 15th <small>(Optional for District Operators; Submit if significant financial changes that would affect another district)</small>					July 15th
Adopted Budget							April 15th		
ESY Actual data	Enrollment & Expenses		September 1st						
Prior Year Adjustments	Expenses		September 30th						
AB602 CDE Exhibits						Feb			Mid- June-Early July
Funding Model Updates				Nov Calculated with prior year P-2 ADA		Feb Calculated with prior year P-2 ADA	April Adopted Budget for next year. Calculated with prior year P-2 ADA		Aug Actuals calculated with greater of current or prior year P-2 ADA

REGIONAL PROGRAM REPORTING DUE DATES

CALENDAR OF REGIONAL PROGRAM ITEMS DUE TO SELPA THROUGHOUT THE YEAR

Month		Item	Sent to:	Due to SELPA	Return Data To:
July	*	Itinerant actual enrollment data for the entire year.	Fiscal	July 6th	Rachel
	*	SDC actual enrollment data for the entire year.	Fiscal	July 15th	Rachel
	*	Regional program expense reports with actuals for the year	Fiscal/SPED Director	July 15th	Rachel
	*	Final YE Funding Model sent out by SELPA for YE accruals	Fiscal/SPED Directors	Early August	NA
August	*	Regional program ESY Attendance Rosters and expense reports	Fiscal/SPED Director	September 1st	Rachel
September	*	Regional Program staff list sent to regional operators to update with staff and FTE information	SPED Directors	Mid-September	Lindsey
	*	Prior year Regional Program Expenses Adjustments	Fiscal/SPED Director	September 30th	Rachel
	*	Housing Maintenance/Utilities report sent to collect data for housing calculations	Fiscal/SPED Director	October 15 th	Rachel
		Updated housing costs for off campus sites	CEO Fiscal	January	Rachel
	*	Regional Program Expense reports estimated for current year	Fiscal/SPED Director	October 15th	Rachel
October	*	Regional enrollment data annualized and projected for current year.	Fiscal	October 31st	Rachel
	*	Current Year Funding Model	Fiscal/SPED Directors	N/A	N/A
	*	Memo requesting program reduction due to less than 60% enrollment (SELPA Policy 3204 - Recommended)	SPED Directors	January 1st	Rachel
December		Regional program operators additional aide requests for continuing additional aides for upcoming year	SPED Director	January 7 th	Rachel
January	*	Staffing Levels for Regional Programs			Rachel
	*	Regional SDC Enrollment data annualized and projected for current year	Fiscal	Jan 15th	Rachel
	*	Regional Program Expense estimates for current year	Fiscal/SPED Director	Jan 15th	Rachel

	*	Regional Itinerant enrollment data annualized and projected for current year	Fiscal	Jan 30th	Rachel
March	*	Regional program operators additional aide requests for upcoming year	SPED Director	March 1 st	Rachel
	*	Regional Program Operators to submit annual Technology plan	SPED Director	March 1st	Rachel
	*	Deferred maintenance reports sent to districts for completion for upcoming school year	MOT	March 1st	Rachel
	*	Therapeutic learning program (GROW) Enrollment data annualized and projected for current year.	Fiscal	Mar 31st	
April	*	Enrollment data annualized and projected for next year.	Fiscal	April 15th	Rachel
	*	Regional Program Expense estimates for next year	Fiscal/SPED Director	April 15th	Rachel
June	*	District to inform regional program operators of intent to take back programs giving a year and a day notice	Regional Program Operator - special education director	A year and a day notice required	Regional Program Operator and Ray

REGIONAL OPERATORS & PROGRAMS

Costs are shared by districts of residence for students receiving services in the same Regional Service Program by the Same Operator per below:

- SBCEO Operator
 - Extensive Support Needs (ESN)
 - Preschool SDC/Plus
 - Preschool Specialist (Itinerant)
 - Preschool Assessment
 - Juvenile Court/Community Schools
 - Occupational Therapy (OT) (South)
 - Vision & O&M
 - DHH SDC
 - DHH Itinerant
 - Interpreter*

- District Operators
 - Lompoc
 - TLP/GROW 1
 - Orcutt
 - OT (North)
 - Santa Maria Joint
 - ESN
 - TLP/GROW 1
 - TLP/GROW 2
 - Santa Maria Bonita
 - ESN
 - Santa Barbara Unified
 - ESN
 - TLP/GROW 1
 - Vision & O&M
 - DHH Itinerant
 - DHH SDC
 - Interpreter

*Charges for each 1:1 Interpreter go directly to DOR. Charges for shared SDC Interpreters are incorporated into SDC program