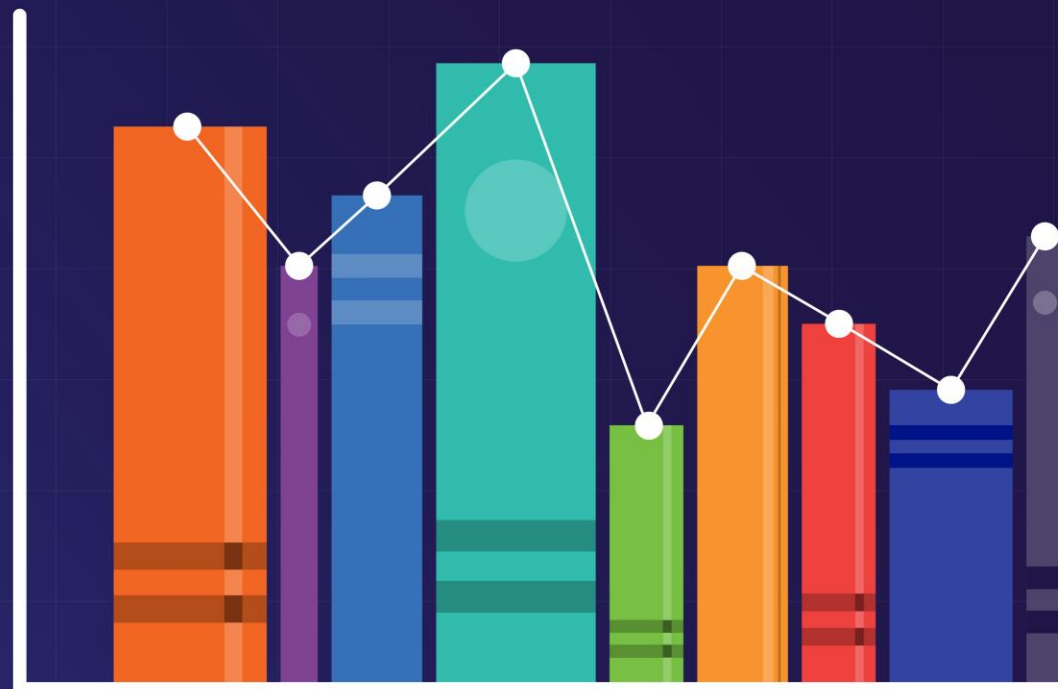




Staff Reporting, SPEDFRS and IDEA

NDE SPED, Grants Management and the
Service Desk



Presenters

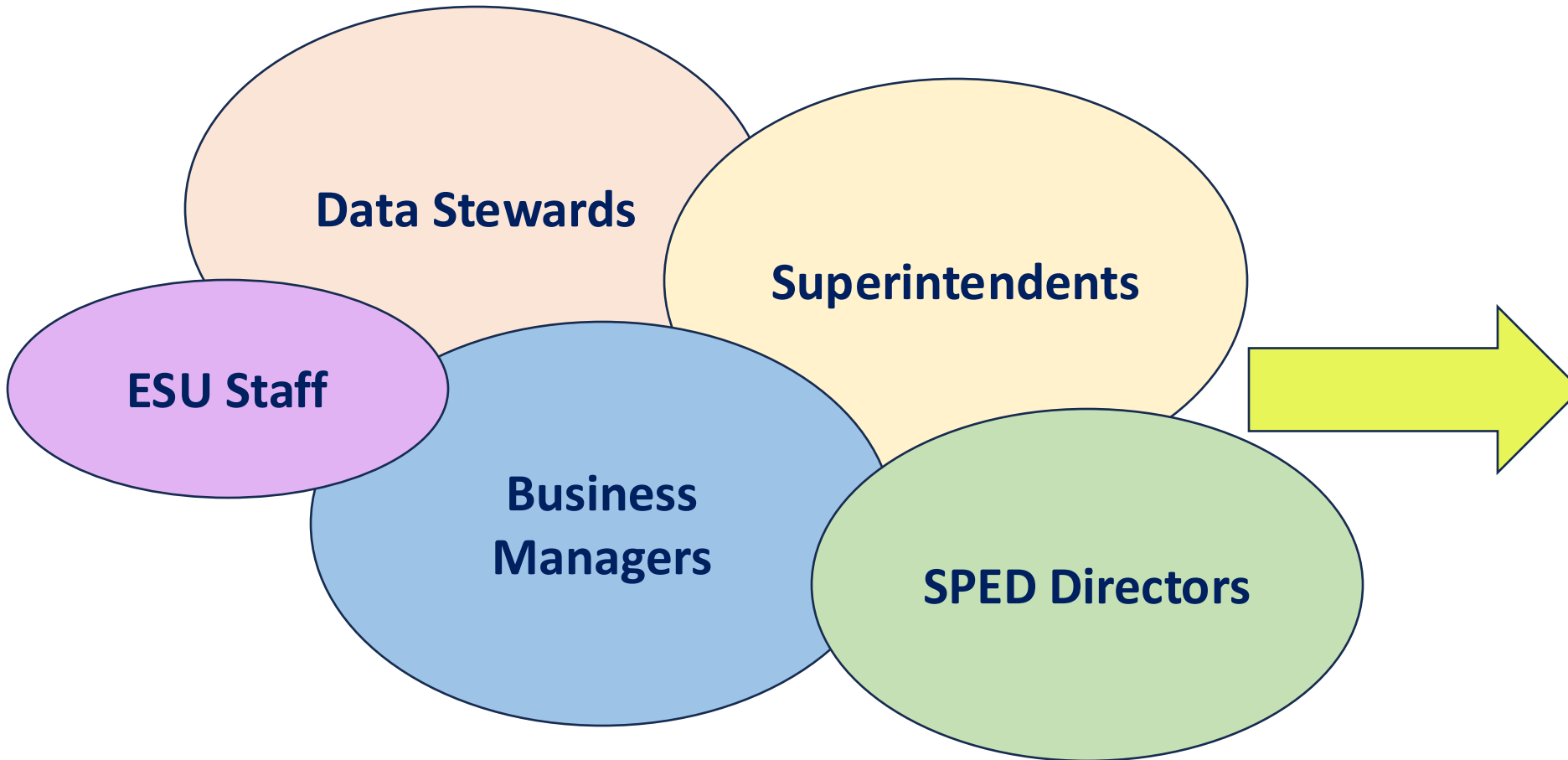
- **Micki Charf**, *Assistant Administrator Special Education*
- **Camelia Rogers**, *Director of Grants Management*
- **Naomi Kohles**, *Service Desk Supervisor*



Learning Objectives:

- **Understand** the current systems of data reporting and timeline for submissions
- **Solidify** the terminology used in systems, reporting, and reimbursement
- **Prepare** for a successful End of Year Reporting event by understanding:
 - **Staff Reporting**
 - **SPEDFRS**
 - **GMS**
- **Gain** access and awareness to various NDE Resources

Intended Audiences & Responsibilities



All have the responsibility of entering, understanding, and applying data elements correctly for reimbursements and accounting to occur efficiently.

Systems & Timeline

Understand the current systems of data reporting and timeline for submissions.

Systems

- **NDE Portal:** A secure platform for districts to access data collection tools, specialized applications, and reports not available to the public
 - **Legacy: Collections**
 - New: Applications
 - **Website:** [NDE Portal Login](#)
- **GMS:** is a web-based system used by the Department to support a grant lifecycle. The software application supports the entity profile, grant application, budget, assurances, GEPA statement, subaward issuance, amendments, and reimbursement requests.
 - **Website:** [GMS Login](#)



Systems – Legacy Portal (Collections)

| Staff Reporting: | NSSRS Validation: | SPEDFRS: |
|---|--|--|
| Collects the staff demographics and staff position assignments for reportable staff members | Nebraska Student & Staff Reporting System. Displays possible staff reporting errors and validation reports | Special Education Financial Reporting System. Used by NDE to collect data required by state law to calculate State SPED payment to districts |



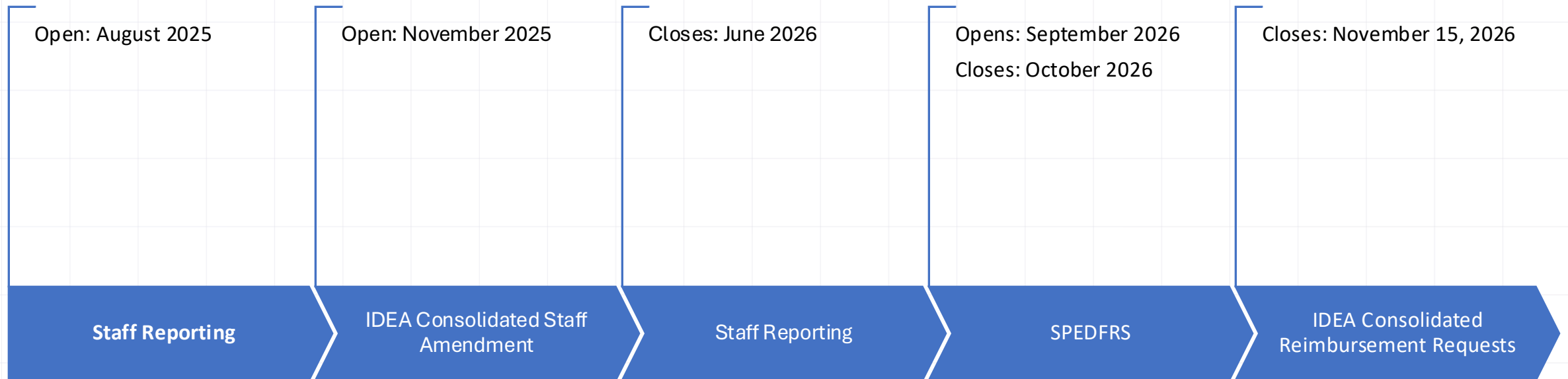
Systems – Grant Management System (GMS)

IDEA Part B Consolidated Grant:

- Once the Office of Special Education receives its IDEA Federal Allocation, a formula is used to calculate individual District (LEA) allocations.
- On the GMS System the IDEA Part B Consolidated Grant Application is completed by subrecipients (LEA's) and also serves to process reimbursement payments for subrecipients.



2025-2026 Timeline



Timeline Takeaways

- 1) Staff Reporting is open during the entire school year
- 2) **GMS IDEA Consolidated Amendments can be submitted to modify the personnel paid using IDEA throughout the school year.**
 - Staff Reporting is open at the same time.
- 3) **SPEDFRS opens after Staff Reporting closes.** All staff for which a District will seek state funding **must be accurately reported** in Staff Reporting **prior** to SPEDFRS opening.



Terminology

Position Assignment Code:
4 Digit code that represents the staff person's role.

Special Program Indicator:
A single letter or number which designates the funding source for the position.

Staff Reporting (NSSRS) - GMS IDEA Consolidated Application - SPEDFRS
All rely on the complete and accurate reporting of PAC's and SPI's

SPEDFRS – uses all of the above!
IN ADDITION: the following must be reported and assigned an NDE Staff #ID

Staff Type - Bus Driver, Cert. Sign Language, Clerical, Paraprofessional, Professional.



Interconnection of Systems

Staff Reporting → **GMS**

- Grants that pay salary and benefits of allowable personnel collect NDE ID, SPI and assignment codes
- NDE verifies allowability based on the SPI and assignment codes
- Reimbursement Requests that includes staff not on application requires amendments

Staff Reporting → **SPEDFRS**

- NAC 51-010 Qualifications of Special Education Personnel for Program Approval and Reimbursement

End of Year Reporting

- **Staff Reporting**
- **SPEDFRS**
- **GMS**

KEY POINT: Staff Reporting

- **Data Collected**

- **Staff Demographics examples:** First, Last, Gender, Ethnicity, Race, Salary, Email
- **Position Assignment examples:** School Number, Assignment Date (start date), Position Code, FTE, Days Worked (subs)

- **Data Uses**

- Approval and Accreditation Rule/Certification Checks, Rule 11 Endorsements
- Data Requests, including Salary Reports
- Funding – State Aid, **SPED**, Federal Programs, Early Childhood, etc.
- Certification renewals
- NEP

KEY POINT: NSSRS Validation

Verification that the person meets requirements for the assignment code requested.

- Statutory requirement check
- Regulatory requirement check
- Includes certification / endorsement / permit verification based on code

- 1) Program Staff rely on the checks performed by Staff Reporting** when reviewing grant applications
- 2) Grants Management staff rely on Staff Reporting** when reviewing reimbursement requests

Staff Reporting - Preparing for School Year End

3 Steps for Success!

1. **Update Staff Reporting** 25-26 collection & review collection errors
2. **Review NSSRS Validation** collection to fix any Errors & save/view Verification Reports
3. **Review both collections throughout the year** to make updates and evaluate data.

Staff Reporting - Preparing for School Year End

Data to update in Staff Reporting 25-26 now

- **Staff who left/started throughout the year**
 - If staff leave during the middle of the year, don't remove them from Staff Reporting entirely – use the Completion Date to end date their time with your District/System
 - If staff change positions throughout the year, or school locations, add Completion Dates and new position assignment records to reflect the changes
- **Paras**
 - Para is a Para is a Para – no substitute Para position
 - Use SPED specific code (7-5162, I-5162, S-5162)
 - Do NOT use Title I code (5160)
- **Substitute Teachers (0-5190)**
 - Gen Ed Teacher subbing for SPED
 - Certification type: Para Substitute
 - Adding Substitute Days Worked

NSSRS Validation - Preparing for School Year End

Items to review in NSSRS Validation now

- **Review Errors/Warnings**
 - Adjust data in Staff Reporting as/if needed
- **Review Verification Reports**
 - Personnel Report
 - Staff Reporting for the Special Education Financial Reporting System (SPEDFRS) and GMS SPED IDEA Consolidated Application (Public Districts only)

GMS - Preparing for School Year End

- **Check your approved application in GMS**
 - Did you budget for salary (object code 100) and benefits (object code 200)?
 - Check Staff section of the approved grant application. What personnel were listed?
 - Check with bookkeeper – what personnel were paid using the grant funding?
 - Does the personnel coded to the grant in accounting match the staff section within GMS?
 - If they **do not match** an Amendment must be submitted to update the Staff section in GMS
- **Reminder:** Only Qualified personnel **with** a 7 or I SPI code in Staff Reporting can be submitted
- **NDE will not be able to process Final reimbursement request if an amendment is required to update staff. Reimbursement is delayed as a result.**

SPEDFRS – Preparing for School Year End

Beginning School Year 2025-26

- Staff positions that are required to be reported, **must** be reported
- The SPI and Assignment Code **must be accurate** in Staff Reporting
 - Remember: Staff Reporting **closes** in June, 2026. Updates will not be allowed
 - FTE does not have to be exact to the decimal but should be close end-of-year
- If the professional staff person **does not have an allowable SPED code in Staff Reporting**, that person cannot be reported in SPEDFRS
- There are **no** exceptions
- There are no work-arounds available in SPEDFRS

SPEDFRS – Preparing for School Year End

What are the allowable SPI and Assignment Codes for SPEDFRS?

- 0-5190 – Substitute Teacher
- 0-2326 – Business Manager
- SPI code "7" - Early Childhood Special Education
- SPI code "I" - IDEA funded Special Education
- SPI code "S" - District and/or State Funded Special Education
- All Assignment Codes for 7, I and S are allowable

ALL STAFF except bus drivers and clerical staff MUST BE reported in Staff Reporting with an allowable SPED code.

No SPED Allowable SPI and Assignment Code = No Funding

SPEDFRS – Preparing for School Year End

ALL possible SPI and Position Assignment Code Combinations are available for review in Appendix B of the Staff Reporting Manual

Don't know what to use? PLEASE ASK!

NDE.Servicedesk@nebraska.gov

SPEDFRS – Preparing for School Year End

What should Districts do to prepare for SPEDFRS before school year ends?

- **Review Personnel Distribution Payroll Reports**
 - Bookkeeper – Data Steward – Special Education – **Communicate!**
- **Verify personnel coded to SPED function codes are reported in Staff Reporting and Qualified in NSSRS Validation with a SPED assignment code**
 - Example: 0-5160 Instructional Paraprofessional Aid cannot be submitted in SPEDFRS
 - Example: 0-1160 Teacher cannot be submitted in SPEDFRS
 - Bus Drivers and Clerical are not reported in Staff Reporting
 - Example: Staff person has S-1161 but is not SPED endorsed. This person is not "qualified" and cannot be funded through SPEDFRS.

SPEDFRS – Preparing for School Year End

What about Bus Drivers and Clerical Staff?

- **Bus Drivers**

- Bus drivers that have an NDE ID number should be reported using their NDE ID number in SPEDFRS.
 - Example: A Para that is also a bus driver. Report as the Para. Not as the Bus Driver
- There is no bus driver position assignment in Staff Reporting

- **Clerical Staff**

- Administrative Assistants are Clerical Staff
- Substitutes, Paras, Nurses, Health Aids, Teachers, Administrators, etc. **are not** clerical

SPEDFRS–Preparing for School Year End

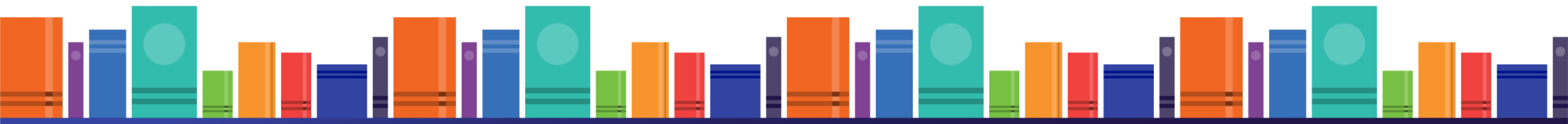
• Less Common Issues

- Counselors – FTE Allocation for SPED and non-SPED functions
- School Nurse – FTE Allocation for SPED and non-SPED functions
- Health Aid – Needs to be coded to SPED Para (5162) for SPED allocation
- Incorrect Program Director SPI
- SPED Coordinators **must be** coded as SPED Coordinators

If reportable staff do not have a SPED SPI code, they will not be reportable in SPEDFRS

Resources

- NDE Bulletin - <https://www.education.ne.gov/bulletin/>
- SPEDFRS - <https://www.education.ne.gov/fos/special-education-reporting-information/>
- Staff Reporting - <https://www.education.ne.gov/dataservices/staff/>
- IDEA Consolidated - <https://www.education.ne.gov/sped/finance/>



Ticketing Emails

Budgets and Grants Management: NDE.BGMhelp@nebraska.gov

- Questions about funding sources / Allowable expenses & reimbursement

GMS: NDE.GMSData@nebraska.gov

- Platform / Technical Issues – Queue requests

SPED: NDE.SPEDHelp@nebraska.gov

- Reimbursements for PEaK, Grants, and Contracts.

• Service Desk: NDE.ServiceDesk@Nebraska.gov

- All questions regarding ADVISER and Staff Reporting Data Elements





Thank you!



Appendix

KEY POINT: Staff Reporting

General Staff Reporting Information

- Staff Reporting opens every year in early August
- September 15 – Statutory deadline
- October 15 – Fall deadline for all systems
 - 10/31 – Fall Audit window close
- Early November – Email addresses published to [Education Directory](#) and data starts to be extracted and utilized for other applications, including Data Requests (shared with outside agencies)
- June 30 – Final year end deadline for all systems
 - **No Changes after this date**

Preparing for School Year End – Staff Reporting

- 1st Collection Name: Staff Reporting 2025-2026
 - A new collection every year
 - New activation code required every year
 - (Moving to New Portal in 26-27)
- 2nd Collection Name: NSSRS Validation
 - Only need to add to portal account once
 - Need activation code for UserType: Staff Data Steward
- The portal District Administrator can provide the necessary Activation codes for Legacy Portal.

Reminders

- Paras
 - Para is a Para is a Para – no substitute Para position
 - SPED specific code (7-5162, I-5162, S-5162)
 - Do NOT use Title I code (5160)
- Substitute Teachers (0-5190)
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