Data Collection Guidebook
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Introduction

The WDE401 Reimbursable Special Education Expenditures Report is completed by school districts in order to report all reimbursable special education costs for the previous fiscal year. This data provides the documentation for the district to be 100% reimbursed for their pupil special education expenditures. The Wyoming Department of Education (WDE) Finance Unit and the Department of Audit review the WDE401 to ensure correctness in reporting and perform a crosscheck with the other School Foundation forms in an effort to ensure consistency in the district’s data. Due to the level of impact these data have on school districts, please ensure adequate time to complete the collection and review for accuracy, completeness, and sensibility. The WDE401 collection is meant to be used by WDE and district employees and is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE401 data collection. District staff will be able to review and edit data before certifying the WDE401 collection. The WDE401 will be collected through the Data Collection Suite (DCS) system. Questions regarding the WDE401 should be directed to:

- Trystin Green at (307-777-6206) or trystin.green@wyo.gov

School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical and essential to the continual growth of Wyoming’s education system. Data are utilized in an array of fashions, which include (but are not limited to) funding models, Adequate Yearly Progress, and special education programs.

WDE401 Authority

There are several authorities that allow the WDE to collect data for the WDE401 collection. The different authorities are listed below:

- Wyoming Statute § 21-2-203
- Wyoming Statute § 21-3-110(a)(v)
- Wyoming Statute § 21-2-117(a)(i)
- Wyoming Statute § 21-2-501
- WDE Rules and Regulations; Chapters 7 and 8

Collection Schedule

**Collection Window:**

07/01/2017 - 08/14/2017

The WDE401 is due August 14, 2017.
Instructions

A. Accessing the WDE401 Collection
The WDE401 collection can be accessed through the WDE Data Collection (DCS) by following these steps:

2. Click DATA & REPORTING and select Data Collection Suite-Forms Inventory.
3. Click the Data Submission Log In button.
4. Click the **Forms** button. After clicking the forms button you will be prompted to sign in using your **Fusion** username and password.

5. Enter your Fusion **User name** and **Password** in dialog box that pops up and click **Sign In**.

**Note:** If you do not have access to Fusion, please see the your Fusion Administrator.
6. Select **WDE401-Reimbursable Special Education Expenditures Report** from the collection dropdown list.

7. Select the correct **Collection Due Date** and **Submissions** from the drop down lists.

   ![Collection Selector](image)

   **Note:** For **Submissions** you can either start a new one or pick one you have already started.

7. Click the **Enter Data** button.
B. Using the WDE401 Webform Application

Forms, Uploads, Submissions, Tracking, Collections, Admin and Support (located in the black header bar) are tabs that allow you to navigate the DCS site. The Current Respondent box contains your district’s information and the Collection Information box contains the report due date and the WDE Steward’s information, in case you have problems. The Report Hyperlinks box contains a link to this guidebook. Simply click on the link to access the information.

The WDE401 web application begins on the Other Expenses page. You can tell this because the Other Expenses tab is white instead of grey. These tabs are part of your form navigation tools and are standardized at the top of each page, allowing you to efficiently navigate the form. You will need to enter or verify preloaded data on each tab to complete this report. Once all data has been entered, you will validate one last time before certifying your report. After your report has been certified, please make sure to download and print your final report.

C. Other Expenses Tab

The Other Expenses page requests information on various items. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma).

Guidance for reimbursable expenditures is found in Chapter 8 specifically:

- Chapter 8, Section 15 (b) “Reimbursement for expenditures incurred to provide special education programs and services to children with disabilities shall not duplicate any other reimbursement or revenue source used to offset district special education costs”. For example, general professional development costs are not allowable for reimbursement.
- Chapter 8, Section 15 (c), “Special education reimbursement shall be limited to those actual costs required to provide special education programs and services to children with disabilities. Imputed and/or indirect costs, such as those for utilities and other overhead, shall not be claimed”. For example, postage is not allowed to be allocated on a percentage basis.

Note: Districts are required to provide special education services to students in private schools or home schoolers in accordance with 34 CFR 300.132. They must calculate a proportionate share to spend for equitable services to these students in accordance with 34 CFR 300.133.

1. Enter data in the appropriate fields and click Save at the bottom of the screen when finished.
2. **Errors** will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

**D. Staff Tab**

On the navigation bar, click the **Staff** tab. The **Staff** page captures information on staff salary, benefits and time. {Chapter 8; Section 15 (d)} covers the allowable staff that can be claimed. Staff reported by the district in the previous year’s WDE401 will be preloaded into the fields. You will be able to add, edit, or delete a record. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma).
Note: Any column that has a box below the header allows you to sort or filter the data. Click the column header to sort, click the filter button to set your filters.

Salary:
- Salary should only be claimed for those staff who are directly involved in special education.
- In cases where a certified staff member splits duties between special education and general education (i.e. nurse, counselor, etc.) that staff member’s FTE should be less than 1 and be supported by “clear and continuous” documentation like a time and effort log {Chapter 8 Section 15 (d)(ii)}.
- State funded bonuses should not be included in salary amounts.

Benefits:
- Benefits claimed are only for those staff directly involved in special education; typical benefits include, retirement, health insurance, Social Security, Medicare, etc.
- Benefits funded through a separate appropriation (WDE109) are not allowed.
  - For WDE109 claims, exclude both the employer and employee share. Claim only 12.69% of retirement contributions.
  - Pursuant to W.S. 21-13-320(f), reimbursement expenditures for employee contributions to the Wyoming retirement system shall not exceed 5.57%.

Note: Any calculations to include or exclude specific portions of salary or benefits should be well documented for future reference.

In an effort to provide consistency between collections, the assignment codes on the WDE401 have been aligned with the assignment codes required by the WDE602 – WISE Fall School District Staff Member Collection and WDE652 – WISE Spring School District Staff Member Collection. These codes can also be found in the Reportable Combinations handout posted on the WISE website, http://portals.edu.wyoming.gov/WISE/sf-docs/fall-2016/602-652-reportable-combinations-version-6-1-2016

The special education job title Assignment Codes are as follows:

APE - Adaptive PE
RSA - Related Services Aide
SEA - SE Aide-Instructional
XAR - Arts
XAS - Alternate Content Standards (include Life Skills)
XAU - Audiologist
XCG - Civics and Government
XCL - Secretary/Clerical Staff
XCM - Case Manager, Non-Supervisory
XCO - School Counselor
XCS - Community Support Specialist
XDD - Educational Diagnostician
i. To Add a Record

1. Click the New Staff Salary Benefits Time Button.
2. Enter data in the appropriate fields.
   - **Certified Staff FTE** is based on the contract of that staff member. Time is either reported as **FTE** or **Hrs** not both.
   - **Classified Staff Hrs or ESY Hrs Worked** should be **actual** hours worked with special ed. students and not include paid legal holiday hours; however, salary and benefits for holidays can be claimed. **All ESY staff time** (certified, classified & administrators) should be reported here not FTE and as a separate record with ESY listed after the **Last Name**.
   - **Salary Chargeable Specific to Special Ed** and **Benefits Chargeable to Special Ed** should not include state funded bonuses or WDE109 claims.
   - The **Total** field sums the **Salary** and **Benefit** amounts automatically for you. This summation is not performed until you hit the **Validate** button, found in the upper right hand corner of the form.

3. Click **Save**. **Errors** will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.
4. Click the **Validate** button, in the top right hand corner of the screen, to perform the summations for the **Total** field. This step can be done at any time.

**ii. To Edit a Record**

1. Click the **Edit** button next to the record you want to edit.
2. Make changes to data where needed.
3. Click **Save**. Errors will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

**iii. To Delete a Record**

1. Click the **Remove** button next to the record you want to delete.

**E. Equipment Tab**

On the navigation bar, click the **Equipment** tab. The **Equipment** page captures detailed information on equipment purchases, repairs and maintenance directly related to special education students. Equipment is defined in {Chapter 8; Sections 15 (b) & (e)}. You will be able to add, edit or delete a record. This page will be blank until you add a record. After you have added a record the option to edit or delete it will appear. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma).

The valid **Equipment Service Codes** are as follows:

- EQ – Equipment
- ER – Equipment Repair/Maintenance
i. **To Add a Record**

1. Click the **New Equipment** button.

   ![New Equipment Button](image)

   - Enter data in the appropriate fields.
   - Click **Save**. Errors will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

   ![Equipment Table](image)

2. Enter data in the appropriate fields.

3. Click **Save**. Errors will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

   ![Save Button](image)

ii. **To Edit a Record**

1. Click the **Edit** button next to the record you want to edit.
2. Make changes to data where needed.
3. Click **Save**. Errors will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

iii. **To Delete a Record**

1. Click the **Remove** button next to the record you want to delete.

F. **Contracts Tab**

On the navigation bar, click the **Contracts** tab. The **Contracts** page captures information on special education contract services. Guidance for reimbursable contracts is provided in {Chapter 8; Section 15 (f)}. Contracts reported by the district in the previous year’s WDE401 will be preloaded for you. You will be able to add, edit, or delete a record. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma).
The valid **Contracts Service Codes** are as follows:

- AP - Adaptive PE
- AT - Assistive Technology
- AU - Audiological Services
- CS - Counseling (for students)
- EI - Early Identification and Assessment
- EQ - Special Equipment
- EV - Evaluation
- EY - Extended School Year Services
- IS - In-State Placement
- MS - Medical Services
- OM - Orientation and Mobility
- OS - Out-of-State Placement
- OT - Occupational Therapy
- OY - Other
- PC - Parent Counseling and Training
- PS - Psychological Services
- PT - Physical Therapy
- RC - Rehabilitation Counseling
- RE - Recreation (including Therapeutic Recreation
- SH - School Health Services
- SL - Speech/Language Services
- SU - Summer School Services
- SW - Social Work Services
- TR - Special transportation
- TT - Training Travel
- TV - Travel
- VO - Vocational Services (Specially Designed)

### i. To Add a Record

1. Click the **New Contracts** button.
2. Enter data in the appropriate fields.
   - Enter **Service Begin Date** and **Service End Date** in this format (mm/dd/yyyy).
   - If the **# of Students** is one (1) then you must enter that student’s WISER ID in the WISER ID field.

3. Click **Save**. **Errors** will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

### ii. To Edit a Record

1. Click the **Edit** button next to the record you want to edit.
2. Make changes to data where needed.
3. Click **Save**. **Errors** will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

### iii. To Delete a Record

1. Click the **Remove** button next to the record you want to delete.

### G. Tuition Revenues Tab

On the navigation bar click the **Tuition Revenues** tab. The **Tuition Revenues** page captures information on revenue received from other entities for tuition. You will be able to add, edit, or delete a record. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma).
i. To Add a Record

1. Click the New Tuition Revenues for Students with Disabilities button.

2. Enter data in the appropriate fields.
3. Click Save. Errors will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click Save again.

ii. To Edit a Record

1. Click the Edit button next to the record you want to edit.
2. Make changes to data where needed.
3. Click Save. Errors will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click Save again.

iii. To Delete a Record

1. Click the Remove button next to the record you want to delete.
H. Contract Revenues Tab
On the navigation bar click the **Contract Revenues** tab. The **Contract Revenues** page captures information on revenue received from service contracts. You will be able to add, edit, or delete a record. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma).

![Contract Revenues Tab](image)

**i. To Add a Record**

1. Click the **New Contract Service Revenues for Students with Disabilities** button.

![New Contract Service Revenues for Students with Disabilities](image)

2. Enter data in the appropriate fields.
3. Click **Save**. **Errors** will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

![Contract Service Revenues for Students with Disabilities](image)

**ii. To Edit a Record**

1. Click the **Edit** button next to the record you want to edit.
2. Make changes to data where needed.
3. Click **Save**. **Errors** will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

### iii. To Delete a Record

1. Click the **Remove** button next to the record you want to delete.

### I. Summary Tab

On the navigation bar, click the **Summary** tab. The **Summary** page summarizes the total expenses from the other tabs and automatically populates those amounts here. The amounts from this page will not automatically populate until you hit the **Validate** button. The **Total Claim** is the amount your district will be reimbursed.

<table>
<thead>
<tr>
<th>Other Expenses</th>
<th>Staff</th>
<th>Equipment</th>
<th>Contracts</th>
<th>Tuition Revenues</th>
<th>Contract Revenues</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Other Expenses</strong></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Staff Expenses</strong></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Equipment Expenses</strong></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Contract Expenses</strong></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Tuition Revenue</strong></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Contract Revenue</strong></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Claim</strong></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Click the **Validate** button in the top right hand corner of the screen to perform the summations.

### J. Validate

Now that the form is complete and errors are corrected, you must validate the report one last time to ensure all errors were fixed and the report is ready to be certified. The WDE401 cannot be certified and submitted until all errors have been cleared.

1. Click the **Validate** button in the top right hand corner of the screen.
   a. You will see if your submission is valid and you are okay to **Certify** your report or if your submission is invalid and you have errors to fix.
2. Click the green **Review Validation Report** to see remaining errors.

![Review Validation Report](image1)

3. Click the carrot by the error listed to expand it to read the error.

![Validation Report](image2)

   a. This error shows that in the **Staff Salary Benefits Time** page there is missing data in the **Certified Staff FTE** and **Classified Staff Hrs** fields.

![Staff Salary Benefits Time](image3)

4. Return to the pages that have the errors, correct them and click **Validate** again. Repeat this process until you get the message **Submission Valid**.

![Validate and Certify](image4)
K. Certify
Now that the form is valid, you are ready to Certify your report. Once a report is certified, it will be sent to WDE. WDE only receives data from certified submissions.

Note: You have the ability to make changes to your certified report until the collection closes. You can edit a certified report by selecting it instead of “start a new submission” from the Forms dropdown menu. This will decertify your submission and you will need to Validate and Certify again.

1. Click the Certify button.

2. Click Certify again.

3. The message below shows your status as certified. You are now done and can move on to downloading your submitted report.
L. Decertify
You can start a new submission after you have certified a previous submission but it will not automatically decertify your previous submission. You must manually decertify your previous submission or certify a new submission to override the previous submission. Data will only be transmitted to the WDE after a district certifies a submission. Decertifying makes sure that the WDE is aware you are in the process of resubmitting the report. To decertify your report follow these steps:

1. Follow steps 1 and 2 below in Accessing the Submissions Log under Downloading, Saving and Printing the WDE401.
2. Click on the Submission name in the green highlighted selection.

3. Click the Decertify button.
Downloading, Saving and Printing the WDE401

You should keep paper or electronic copies of the certified reports on file for future reference and audit purposes. Through the DCS submissions tab, you will see all submissions for the WDE401. There are three status types: Prepared, Editing, and Certified. The Prepared submission is highlighted gold and is preloaded with data by the WDE steward and made available at the beginning of a collection cycle to provide a snapshot of data from previous cycles. The Editing submission is the one you are working on. The Certified submission is highlighted green and is the finalized report submitted to WDE. The Certified submission is the one you should download and save. You can download any report in this list and save or print it at any time.

A. Accessing the Submissions Log

1. Click the Submissions tab.

3. Click the Download button by the submission you wish to download.

4. The prompt below will pop up and you can either Open or Save the form.
The form is downloaded into an excel file that should mimic the webform.

### Uploading to the WDE401

You have the option to download a submission file, enter needed data and upload the file instead of using the Web form. To do this you will follow these steps:

1. Follow the Download steps to retrieve the submission file.
2. Enter data on the excel worksheet and save it.
3. Click the **Uploads** tab.
4. Select the **Collection** you are wanting to upload to.

**Note:** If you upload to an existing file, it will overwrite what was previously saved.
Select the **Submission** you are wanting to use. Either start a new one or you can upload to an existing one.

5. For **File Role in Submission**. Select **Primary Data File**.
6. Click the **Select** button to find your saved Excel file.
7. Click **Upload File**.

8. Click the **Forms** button on the black navigation bar.
9. Select your **Collection** (WDE401), **Collection Due Date** (8/14/2017) and the latest submission shown in the **Submissions** dropdown list.
10. Verify all data uploaded correctly to the form.
11. Follow the **Validate**, **Certify**, and **Download** instructions to complete the submission.

**Note:** Under Previous Submissions, on the right hand side of the screen, you will see all submissisons for your district. You can download any submission from this tab by clicking on that submission. The submission labeled **Initialized** is the submission that only contains data preloaded by the WDE Steward.

**Logging Out**

You can login and logout at any time. All updated data will be captured and retained. If you are inactive for a period of time (not navigating or entering data) the session will “timeout” and you will have to login again. To logout you simply close the web browser or click the **Logout** button.
About DCS

A. Home Button

1. This is a button. Click the Home button to return to the main DCS page.

B. Support

The Support page has many useful videos, tools, links and information that can help you.

1. Click the Support button on the black navigation bar.
2. Click the green label called **Collection Summary** on the right and side of the **Support** page to see a list of reports that are open and the status of that report. Click **Download** to retrieve your reports.

![Collection Submissions Summary](image-url)

**C. Other Features**

When downloading any submission you will see a new tab added to your file. This tab, called **Submission Details**, contains information on the submission file that was downloaded. Check this tab to ensure you are editing, uploading, or downloading the intended file.

![Submission Details](image-url)

**WDE401 Fusion Roles**

The following table outlines what each role is allowed to do in the form.

<table>
<thead>
<tr>
<th>Role</th>
<th>Edit</th>
<th>Validate</th>
<th>Certify</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDE401 Read</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>WDE401 Edit</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>WDE401 Certify</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

To see what roles are assigned to you follow these steps:

1. Go to the **Support** page.
2. On the right and side of the screen, under Support Resources, click the green label **Current User Profile**.
Frequently Asked Questions

1. How much can we claim for retirement on the WDE401?

   a. You can claim a total of 12.69% of retirement contributions made for staff claimed on the WDE401. If a staff member claimed on the WDE401 is a rehired retiree and you are paying a “fee” for them you may claim the full amount for that retiree.

2. What if I have salary or benefits but no time to claim for a staff member who left the district early or adjustments were made after they left?

   a. WDE recognizes that adjustments happen after staff members leave. You may report that staff member’s salary and/or benefits with a “0” for hours and FTE. You may also report negatives for salaries and/or benefits if needed.

3. My staff totals on the excel form don’t match the webform?

   a. Dollar amounts must be entered in currency format. Check the amounts on your staff page to make sure there weren’t extra decimal places included when copying and pasting from your payroll file.

4. Why does ESY time need to be reported separately from regular SPED time?

   a. ESY time is not considered part of a certified teacher’s FTE contract calculation based on the Funding Model. To accurately account for time spent with students outside of the “normal” school year and not inflate the salary per FTE amounts you will need to report this time separately from the contract pay and under hours not FTE.

5. Can I upload one worksheet tab at a time so one person can be working on the webform while another is working in the excel form?
a. No, you have to upload the entire excel form. If you start a submission using the webform and then upload the excel form to that submission it would overwrite the webform with the excel form’s data.

b. You can download the excel form, complete the desired tabs, upload the excel form, select that submission from the forms tab and finish completing the WDE401 through the webform.

6. I have uploaded an excel form and tried to correct my errors in the webform but it won’t validate?
   a. If this happens, correct the errors in the excel form and then upload it again.

7. Who do I contact with WDE401 questions?
   a. Contact Trystin Green at 307-777-6206 or trystin.green@wyo.gov.

8. Who do I contact with submission questions?
   a. Contact Trystin Green at 307-777-6206 or trystin.green@wyo.gov.

9. Who do I contact regarding Usernames and Passwords?
   a. Contact your district’s fusion administrator.
   
b. If further help is needed you may contact Susan Williams at 307-777-6252 or susan.williams@wyo.gov.