



WYOMING DEPARTMENT OF EDUCATION

WDE401 – Reimbursable Special Education Expenditures
August 12, 2016

Data Collection Guidebook

WYOMING DEPARTMENT OF EDUCATION

WDE401 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](#)

[Wyoming Statute § 21-13-101 through Wyoming Statute § 21-13-331](#)

[WDE Rules and Regulations; Chapters 7 and 8](#)

Collection Schedule

Collection Window:
07/01/2016 - 08/12/2016

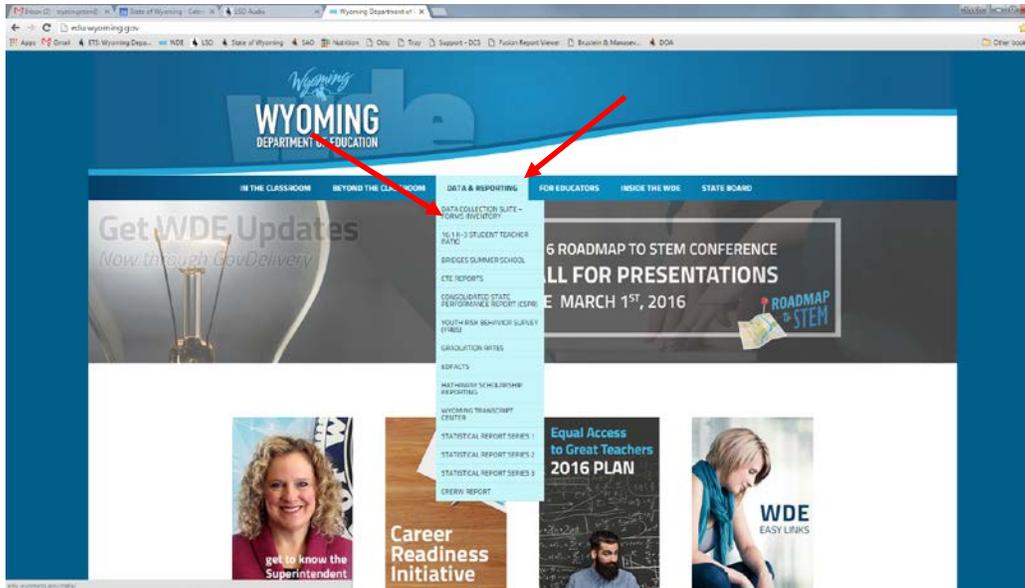
The WDE401 is due August 12, 2016.

Instructions

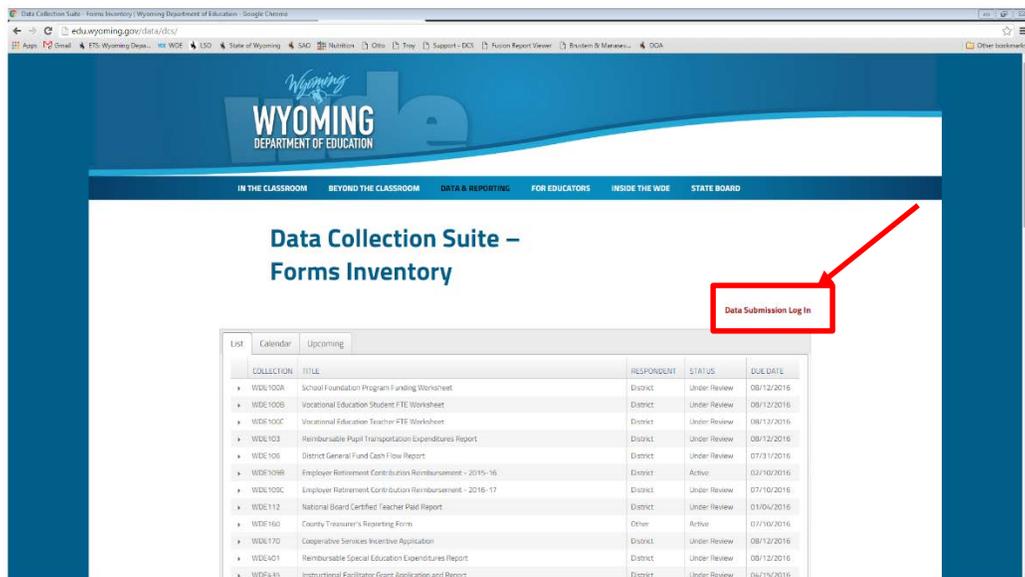
A. Accessing the WDE401 Collection

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

1. Go to the WDE homepage at <http://edu.wyoming.gov>.
2. Click **DATA & REPORTING** and select **Data Collection Suite-Forms Inventory**.



3. Click the **Data Submission Log In** button.



- Click the **Forms** button. After clicking the forms button you will be prompted to sign in using your **Fusion** username and password.

Data Collection Suite R1
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forms uploads submissions tracking collections admin support

Support

Welcome to the Data Collection Suite Support!

Per [Director's Memorandum No. 2013-080](#), the Collection Tracking System (CTS) has been replaced with Data Collection Suite Release 1 (DCS). To sign in to DCS please use your Fusion username and password. To sign in, click on the upload hyperlink in the DCS navigation bar at the top of this page. The WDE690 is no longer utilized to manage user credentials for data submission and reporting.

This support page contains valuable links to help solve any technical issues. Please feel free to contact us using any of the following methods.

- The [DCS User Manual](#) can be downloaded via the link on the right.
- The Instructional Video list contains several short how-to videos to help guide users through the data collection submission process.
- In an effort to continuously improve our products and services, please send constructive comments and suggestions to the WDE through the [Provide Feedback](#) tool.
- The [Contact](#) link has telephone and email information for various WDE staff.

We appreciate your time and hope DCS can be a tool that works for everyone.

Sincerely,
The WDE Information Management Division

Support Resources

- [Provide Feedback](#)
- [DCS User Manual](#)
- [Contact Us](#)
- [Current User Profile](#)

Resources

- [Collection Summary](#)
- [DCS - Forms Inventory on WDE Website](#)
- [Home Page of WDE Website](#)
- [Communications on WDE Website](#)
- [WISE Website](#)
- [DCS Support](#)

Instructional Videos

- [Signing into DCS](#)
- [Using the Respondent Selector](#)
- [Uploading and Certifying](#)
- [Retrieving and Resetting Passwords](#)
- [Certifying, Downloading and Decertifying Submissions](#)

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- 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.

Sign In

  Sign in using your fusion username and password.

Wyoming Department of Education

Type your user name and password.

User name: Example: Domain\username

Password:

Sign In

6. Select **WDE401-Reimbursable Special Education Expenditures Report** from the collection dropdown list.

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Collection Selector

Collection:
---Select a Collection---

If you feel there is a collection missing from this list, you may need to [request access](#).

Current Respondent
You are currently representing:
Big Horn County School District #4
Organization Code: 0204000

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

Collection Selector

Collection:
WDE401 - Reimbursable Special Education Expenditures Report

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:
8/12/2015

Submissions:
---Select a Submission---

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

8. Click the **Enter Data** button.

Collection Selector

Collection:
WDE401 - Reimbursable Special Education Expenditures Report

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:
8/12/2015

Submissions:
---Start a New Submission---

Enter Data

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 a 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.

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Current Respondent
You are currently representing:
Big Horn County School District #4
Organization Code: 0204000

Collection Information
• Due Date: **8/12/2015**
• **Trystin Green**
(307) 777-6206

Report Hyperlinks
• [WDE401 Guidebook](#)

Validate and Certify

WDE401 - Reimbursable Special Education Expenditures

Other Expenses | Staff | Equipment | Contracts | Tuition Revenues | Contract Revenues | Summary

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.

Other Expenses | **Staff** | Equipment | Contracts | Tuition Revenues | Contract Revenues | Summary

Other Expenses

NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format.

Total Substitute Teacher Salaries

Total Substitute Teacher Benefits

Total Substitute Teacher Days
Report total number of days worked by all subs claiming reimbursement for.

Total Substitute Aide Salaries

Total Substitute Aide Benefits

Total Substitute Aide Hours
Report total number of hours worked by all subs claiming reimbursement for.

Travel Expenses

Total Instructional Materials & Other Allowable Expenses

Are you providing special education services to students in private schools or home schoolers? N - No Y - Yes

What was the total cost of those services provided to students in private or home schools?
For reporting purposes only, not used in calculation of reimbursement.

Save Cancel

- 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.

Total Substitute Teacher Salaries
This is a required field

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).

Other Expenses | **Staff** | Equipment | Contracts | Tuition Revenues | Contract Revenues | Summary

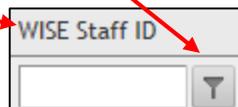
Staff Salary Benefits Time

NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format. Exclude any monies already received. Reimbursement for employee contributions to WRS shall not exceed 5.57% pursuant to W.S. 21-13-320(f) and 7.12% for employer contributions. Click on column header to sort data.

New Staff Salary Benefits Time

	WISE Staff ID	Last Name	First Name	Assignment Code	Certified Staff FTE	Classified Staff Hrs or ESY Hrs Worked	Classified Staff Paid Holiday Hours	Salary Chargeable to Special Ed	Benefits Chargeable to Special Ed	Total
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	<input type="text" value="9933891"/>	<input type="text" value="GREEN"/>	<input type="text" value="TRYSTIN"/>	<input type="text" value="XCL - Secretary/Materials Clerk"/>						\$0.00
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	<input type="text" value="1195646"/>	<input type="text" value="DOE"/>	<input type="text" value="JOHN"/>	<input type="text" value="SEA - Special Education Aide"/>						\$0.00
Count : 2								\$0.00	\$0.00	\$0.00

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 (WDE109B) are **not allowed**.
 - For WDE109B 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-2014/wde602-652-reportable-combinations-version-8-5-2014.pdf?sfvrsn=4>

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

XDH - Deaf/Hard of Hearing Interpreter
 XDN - Director, Non-Supervisory
 XDS - Director, Supervisory
 XEC - Economics
 XEL - Elementary Grades
 XEN - English
 XES - ESY Administrator
 XFC - Office Support Staff, Classified
 XFL - Foreign Language
 XFP - Office Support Staff, Professional
 XGE - Geography
 XHI - History
 XHS - Hearing Screening Technician
 XJB - Job Coach
 XLA - Language Arts
 XMA - Math
 XOT - Occupational Therapist
 XPS - Psychological Technician
 XPT - Physical Therapist
 XPY - School Psychologist
 XRD - Reading
 XSA - Speech Therapist Assistant (Special Education)
 XSC - Science
 XSD - Special Education – Secondary Grades (exclude Core Subject Areas)
 XSN - School Nurse
 XSP - Speech Pathologist
 XSS - School Social Worker
 XTA - Physical Therapy Assistant
 XTC - Transition Coordinator
 XTR - Certified Occupational Therapy Assistant (COTA)
 XTU - Certified Teacher Tutor
 XVS - Vision Screening Technician
 XXB - Behavior and Emotional Disabilities; Cognitive Disability; Learning Disability; and/or
 Physical and Health Disability – Teacher not of record (only)
 XXD - Deaf/Hard of Hearing – Teacher not of record (only)
 XXV - Visual Disability – Teacher not of record (only)
 XYN - Core and/or Non-Core Subjects – Teacher not of record (only)

i. To Add a Record

1. Click the **New Staff Salary Benefits Time** Button.

Other Expenses | Staff | Equipment | Contracts | Tuition Revenues | Contract Revenues | Summary

Staff Salary Benefits Time

NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format. Exclude any monies already received. Reimbursement for employee contributions to WRS shall not exceed 5.57% pursuant to W.S. 21-13-320(f) and 7.12% for employer contributions. Click on column header to sort data.

New Staff Salary Benefits Time

WISE Staff ID	Last Name	First Name	Assignment Code	Certified Staff FTE	Classified Staff Hrs or ESY Hrs Worked	Classified Staff Paid Holiday Hours	Salary Chargeable to Special Ed	Benefits Chargeable to Special Ed	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	9933891	GREEN	TRYSTIN	XCL - Secretary/Materials Clerk				\$0.00
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	1195646	DOE	JOHN	SEA - Special Education Aide				\$0.00
Count : 2							\$0.00	\$0.00	\$0.00

- 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 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 WDE109B 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.
- 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.

Staff Salary Benefits Time

NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format. Exclude any monies already received. Reimbursement for employee contributions to WRS shall not exceed 5.57% pursuant to W.S. 21-13-320(f) and 7.12% for employer contributions.

WISE Staff ID

Last Name

First Name

Assignment Code

Certified Staff FTE
Report time under FTE or Hours not both.

Classified Staff Hrs or ESY Hrs Worked
Do not include paid holiday hours. Holiday pay can be included in Salary Chargeable to Special Ed. Report ESY time here.

Classified Staff Paid Holiday Hours

Salary Chargeable to Special Ed
This is the amount you are claiming for reimbursement. Exclude any State funded bonuses or monies already received.

Benefits Chargeable to Special Ed
This is the amount you are claiming for reimbursement. Exclude any monies already received. Claim only 12.69% for retirement contributions.

Total

- 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

- Click the **Edit** button next to the record you want to edit.
- Make changes to data where needed.
- 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.

New Staff Salary Benefits Time					Certified Staff FTE	Classified Staff Hrs or ESY Hrs Worked	Classified Staff Paid Holiday Hours	Salary Chargeable to Special Ed	Benefits Chargeable to Special Ed	Total
WISE Staff ID	Last Name	First Name	Assignment Code							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	9933891	GREEN	TRYSTIN	XCL - Secretary/Materials Clerk					\$0.00

iii. To Delete a Record

- 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).

Other Expenses	Staff	Equipment	Contracts	Tuition Revenues	Contract Revenues	Summary
Equipment						
NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format. Click on column header to sort data.						
New Equipment						
Vendor	Description	Vendor Address	City	State	Zip	Amount
<input type="text"/>	<input type="text"/>					
No records to display.						
Count :						

i. To Add a Record

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

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Other Expenses, Staff, Equipment, Contracts, Tuition Revenues, Contract Revenues, and Summary. The 'Equipment' tab is selected. Below the navigation bar, the title 'Equipment' is displayed. A note reads: 'NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format. Click on column header to sort data.' Below the note, a button labeled 'New Equipment' is highlighted with a red rectangular box. Underneath the button is a table with columns: Vendor, Description, Vendor Address, City, State, Zip, and Amount. The table currently shows 'No records to display.' and a 'Count :' label.

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.

The screenshot shows the same web application interface as the previous one, but now the data entry form is visible. The form fields are: Vendor, Description, Vendor Address, City, State (a dropdown menu with the text '---Select a State---'), Zip, and Amount. At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular box.

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 **Service Codes** are as follows:

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

Contracts												
NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format. Click on a column header to sort data.												
New Contracts												
	Contractor	Service Description	Service Codes	Contractor Address	City	State	Zip Code	Service Begin Date	Service End Date	# of Students	WISER ID	Actual Cost
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	BEHAVIOR CONSULTANTS INTL	PROFESSIONAL DEVELOPMENT	OY - Other	ABC STREET	CHEYENNE	WY - Wyoming	82009				
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	PSYCHOLOGICAL SERVICES	CONSULTING	CS - Counseling (for Students)	789 AVE	CHEYENNE	WY - Wyoming	82009				
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	NORTHWEST BOCES	COUNSELING & EVALUATION SERVICES	IS - In-State Placement	2215 BLUE BLUFF RD	CHEYENNE	WY - Wyoming	82009				
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	SPEED ADVANTAGE	SOFTWARE & TRAINING	EQ - Special Equipment	2016 FOX FARM BLVD	CHEYENNE	WY - Wyoming	82009				
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	REHAB CENTER	PT & OT SERVICES	PT - Physical Therapy	25 RED ST	CHEYENNE	WY - Wyoming	82009				
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	HOPE COUNSELING	COUNSELING	CS - Counseling (for Students)	123 SOUTH STR	CHEYENNE	WY - Wyoming	82009				
Count : 6											50.00	

i. To Add a Record

1. Click the **New Contracts** button.

Contracts												
NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format. Click on a column header to sort data.												
New Contracts												
	Contractor	Service Description	Service Codes	Contractor Address	City	State	Zip Code	Service Begin Date	Service End Date	# of Students	WISER ID	Actual Cost
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	BEHAVIOR CONSULTANTS INTL	PROFESSIONAL DEVELOPMENT	OY - Other	ABC STREET	CHEYENNE	WY - Wyoming	82009				
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	PSYCHOLOGICAL SERVICES	CONSULTING	CS - Counseling (for Students)	789 AVE	CHEYENNE	WY - Wyoming	82009				
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	NORTHWEST BOCES	COUNSELING & EVALUATION SERVICES	IS - In-State Placement	2215 BLUE BLUFF RD	CHEYENNE	WY - Wyoming	82009				
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	SPEED ADVANTAGE	SOFTWARE & TRAINING	EQ - Special Equipment	2016 FOX FARM BLVD	CHEYENNE	WY - Wyoming	82009				
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	REHAB CENTER	PT & OT SERVICES	PT - Physical Therapy	25 RED ST	CHEYENNE	WY - Wyoming	82009				
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	HOPE COUNSELING	COUNSELING	CS - Counseling (for Students)	123 SOUTH STR	CHEYENNE	WY - Wyoming	82009				
Count : 6											50.00	

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.

The screenshot shows a web-based form titled "Contracts" with the following fields and controls:

- Contractor: Text input field
- Service Description: Text input field
- Service Codes: Dropdown menu with "--Select a Service Codes--"
- Contractor Address: Text input field
- City: Text input field
- State: Dropdown menu with "--Select a State--"
- Zip Code: Text input field
- Service Begin Date: Text input field
- Service End Date: Text input field
- # of Students: Text input field
- WISER ID: Text input field
- Actual Cost: Text input field

At the bottom right, there are two buttons: "Save" (highlighted with a red box) and "Cancel".

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

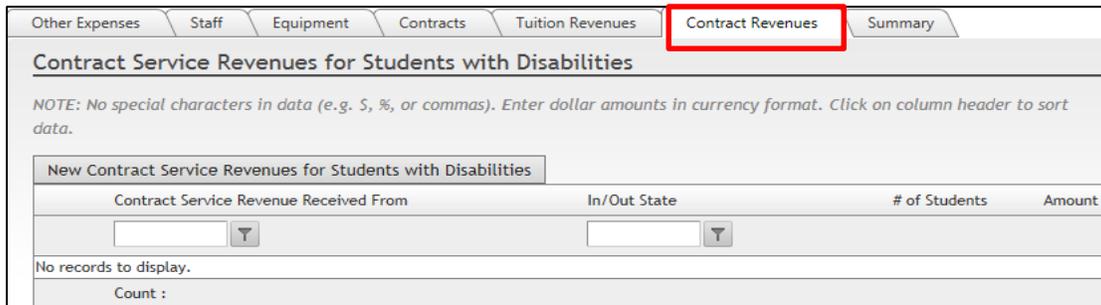
1. Click the **Edit** button next to the record you want to edit.
2. Make changes to data where needed.
3. Click **Save**. **Errors** will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

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).



Other Expenses Staff Equipment Contracts Tuition Revenues **Contract Revenues** Summary

Contract Service Revenues for Students with Disabilities

NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format. Click on column header to sort data.

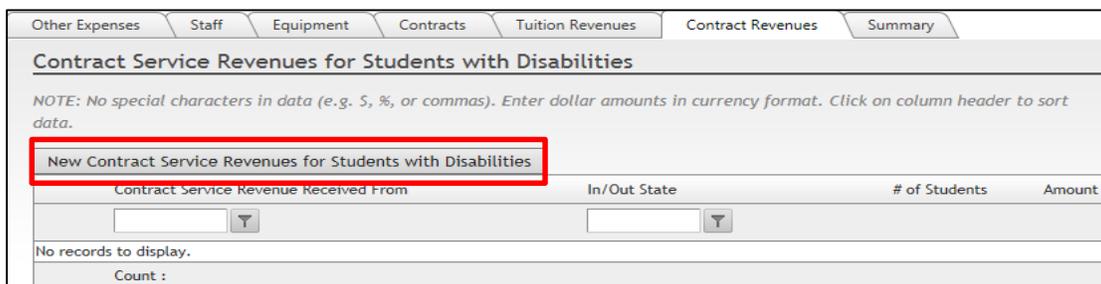
New Contract Service Revenues for Students with Disabilities

Contract Service Revenue Received From	In/Out State	# of Students	Amount
<input type="text"/>	<input type="text"/>		

No records to display.
Count :

i. To Add a Record

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



Other Expenses Staff Equipment Contracts Tuition Revenues **Contract Revenues** Summary

Contract Service Revenues for Students with Disabilities

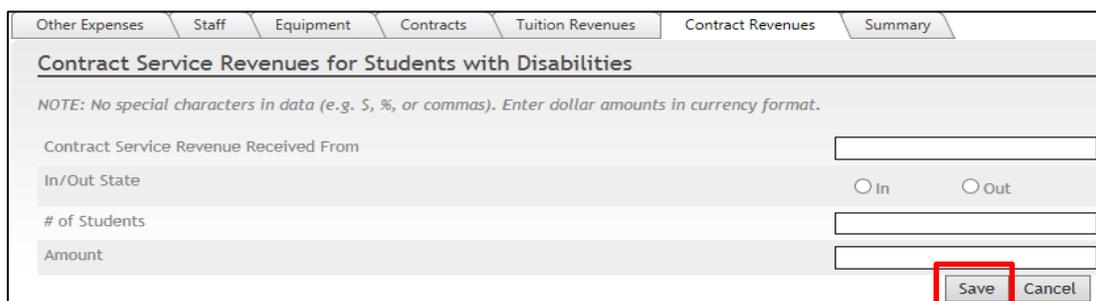
NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format. Click on column header to sort data.

New Contract Service Revenues for Students with Disabilities

Contract Service Revenue Received From	In/Out State	# of Students	Amount
<input type="text"/>	<input type="text"/>		

No records to display.
Count :

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.



Other Expenses Staff Equipment Contracts Tuition Revenues **Contract Revenues** Summary

Contract Service Revenues for Students with Disabilities

NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format.

Contract Service Revenue Received From

In/Out State In Out

of Students

Amount

Save Cancel

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

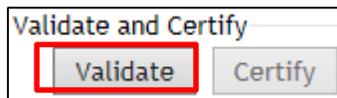
1. Click the **Remove** button next to the record you want to delete.

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.

Other Expenses	Staff	Equipment	Contracts	Tuition Revenues	Contract Revenues	Summary
Summary						
Total Other Expenses						\$0.00
<i>This is auto populated from the Other Expenses tab.</i>						
Total Staff Expenses						\$0.00
<i>This is auto populated from the Staff tab.</i>						
Total Equipment Expenses						\$0.00
<i>This is auto populated from the Equipment tab.</i>						
Total Contract Expenses						\$0.00
<i>This is auto populated from the Contracts tab.</i>						
Total Tuition Revenue						\$0.00
<i>This is auto populated from the Tuition Revenue tab and isn't included in the calculation of Total Claim.</i>						
Total Contract Revenue						\$0.00
<i>This is auto populated from the Contract Revenue tab and isn't included in the calculation of Total Claim.</i>						
Total Claim (for section G, Line 1 on WDE100)						\$0.00
<i>This is the total of all expenses not including revenues and is the total amount you are claiming for reimbursement.</i>						

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



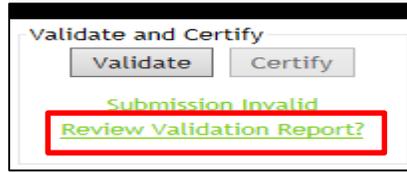
J. Validate

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.



- Click the green **Review Validation Report** to see remaining errors.



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

Validation Report:
Loading Results for Submission Package: 4/7/2015 3:52 PM - Trystin District
 Collection:
WDE401-Reimbursable Special Education Expenditures Report
 Is the submission valid? **No**
 Validation Engine Start: **Wednesday, April 08, 2015 at 11:48:43 AM**
 Validation Engine End: **Wednesday, April 08, 2015 at 11:48:46 AM**
 Submitter: **tdistrict, trystin.green@wyo.gov, 307-777-7777**
 Number of Errors: **364**
 Number of Warnings: **0**

WDE401 - Reimbursable Special Education Expenditures Report

- **This collection cycle is officially open.**
- Due Date: **8/12/2015**
- Window Opening: **6/1/2014**
- Window Closing: **8/12/2015**
- Expected Number Of Respondents: **48**
- Start: **7/1/2014**
- End: **6/30/2015**

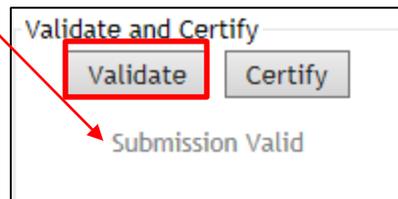
Show ▾ The submission is invalid and cannot be certified at this time.

Set		Is Valid
>	Staff Salary Benefits Time - Successfully Imported Rows: 30	Fail
>	Contracts - Successfully Imported Rows: 11	Fail

- 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.

Set											Is Valid
▼	Staff Salary Benefits Time - Successfully Imported Rows: 30										Fail
Collection Item	Read Rule	Source	Value	Worksheet Name	Field Location	Is Valid	Severity	Exception Code	Validation Rule Name	Summary	Detail
Special_Ed_FTE	Certified Staff FTE	Staff Salary Benefits Time: 9933891		Staff	G9	Fail	E	1001	Required Field Validator	Required Field	This is a required field
Special_Ed_Hours	Classified Staff Hrs	Staff Salary Benefits Time: 9933891		Staff	H9	Fail	E	1001	Required Field Validator	Required Field	This is a required field

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



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.

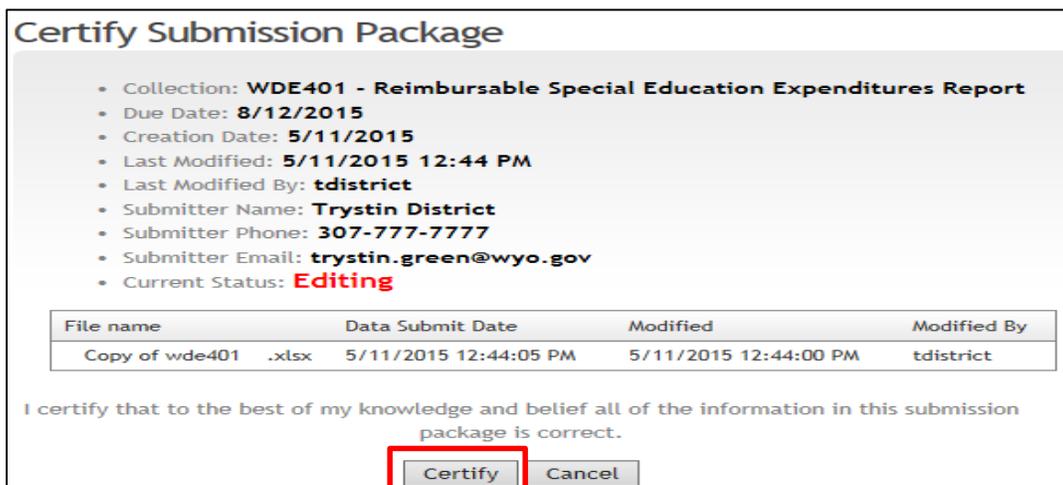


Validate and Certify

Validate Certify

Submission Valid

2. Click **Certify** again.



Certify Submission Package

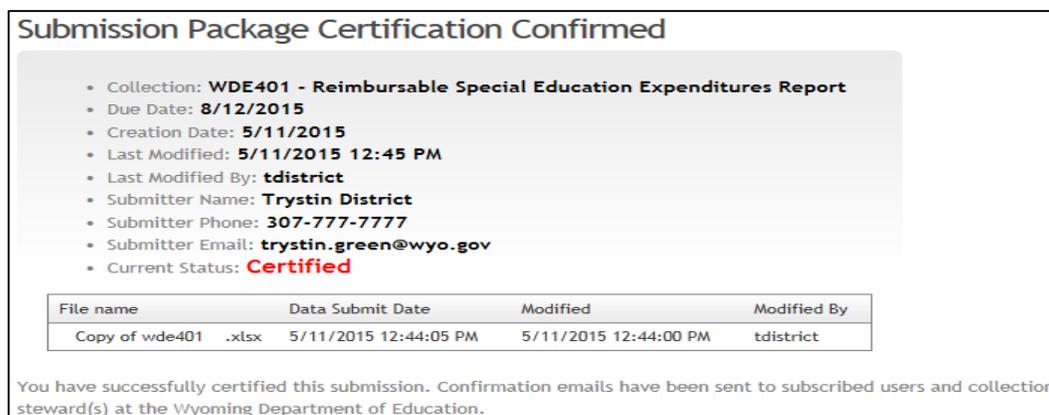
- Collection: **WDE401 - Reimbursable Special Education Expenditures Report**
- Due Date: **8/12/2015**
- Creation Date: **5/11/2015**
- Last Modified: **5/11/2015 12:44 PM**
- Last Modified By: **tdistrict**
- Submitter Name: **Trystin District**
- Submitter Phone: **307-777-7777**
- Submitter Email: **trystin.green@wyo.gov**
- Current Status: **Editing**

File name	Data Submit Date	Modified	Modified By
Copy of wde401 .xlsx	5/11/2015 12:44:05 PM	5/11/2015 12:44:00 PM	tdistrict

I certify that to the best of my knowledge and belief all of the information in this submission package is correct.

Certify Cancel

3. The message below shows your status as certified. You are now done and can move on to downloading your submitted report.



Submission Package Certification Confirmed

- Collection: **WDE401 - Reimbursable Special Education Expenditures Report**
- Due Date: **8/12/2015**
- Creation Date: **5/11/2015**
- Last Modified: **5/11/2015 12:45 PM**
- Last Modified By: **tdistrict**
- Submitter Name: **Trystin District**
- Submitter Phone: **307-777-7777**
- Submitter Email: **trystin.green@wyo.gov**
- Current Status: **Certified**

File name	Data Submit Date	Modified	Modified By
Copy of wde401 .xlsx	5/11/2015 12:44:05 PM	5/11/2015 12:44:00 PM	tdistrict

You have successfully certified this submission. Confirmation emails have been sent to subscribed users and collection steward(s) at the Wyoming Department of Education.

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.

Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Submissions

	Submission	Submitter	Status	Last Modified By	Last Modified
<input type="button" value="Download"/>	4/2/2015 - Trystin District	Trystin District	Editing	tdistrict	4/2/2015 3:17 PM
<input type="button" value="Download"/>	3/19/2015 - Trystin District	Trystin District	Prepared	tdistrict	3/19/2015 9:49 AM
<input type="button" value="Download"/>	3/16/2015 - Trystin District	Trystin District	Certified	tdistrict	3/16/2015 9:54 AM
<input type="button" value="Download"/>	3/12/2015 - Trystin District	Trystin District	Editing	tdistrict	3/12/2015 2:18 PM
<input type="button" value="Download"/>	3/12/2015 - Trystin District	Trystin District	Prepared	tdistrict	3/12/2015 1:51 PM
<input type="button" value="Download"/>	3/10/2015 - Keith Geringer	Keith Geringer	Editing	kgeringer	3/13/2015 1:19 PM
<input type="button" value="Download"/>	3/10/2015 - Trystin Green	Trystin Green	Prepared	tgreen	3/10/2015 9:21 AM
<input type="button" value="Download"/>	2/6/2015 - Trystin District	Trystin District	Editing	tdistrict	2/20/2015 2:02 PM

3. Click the **Decertify** button.

Submission Administration

Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Big Horn County School District #4 - 0204000 - School District Administration

Submission Details

Submitter Name: **Trystin District**
 Submitter Phone: **307-777-7777**
 Submitter Email: **trystin.green@wyo.gov**
 Last Modified: **Monday, May 11, 2015**
 Last Modified By: **tdistrict**
 Current Status: **Certified**

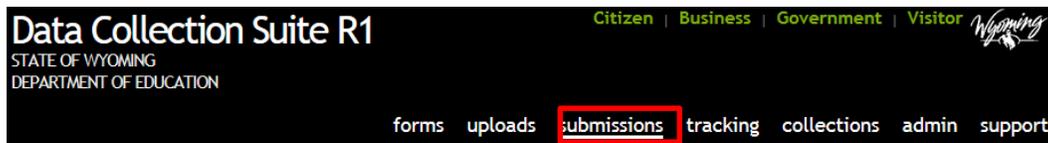
Event Id	Submission Name	Event Code	Date	Triggered By	Message
670	5/11/2015 - Trystin District	UPLOAD	5/11/2015 12:44 PM	tdistrict	
671	5/11/2015 - Trystin District	VALIDATION	5/11/2015 12:44 PM	tdistrict	Submission Validated By tdistrict
672	5/11/2015 - Trystin District	STATUS_CHANGE	5/11/2015 12:45 PM	tdistrict	Submission status changed from Editing to Certified

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.



2. Select the **Collection: WDE401 – Reimbursable Special Education Expenditures Report**.
3. Click the **Download** button by the submission you wish to download.

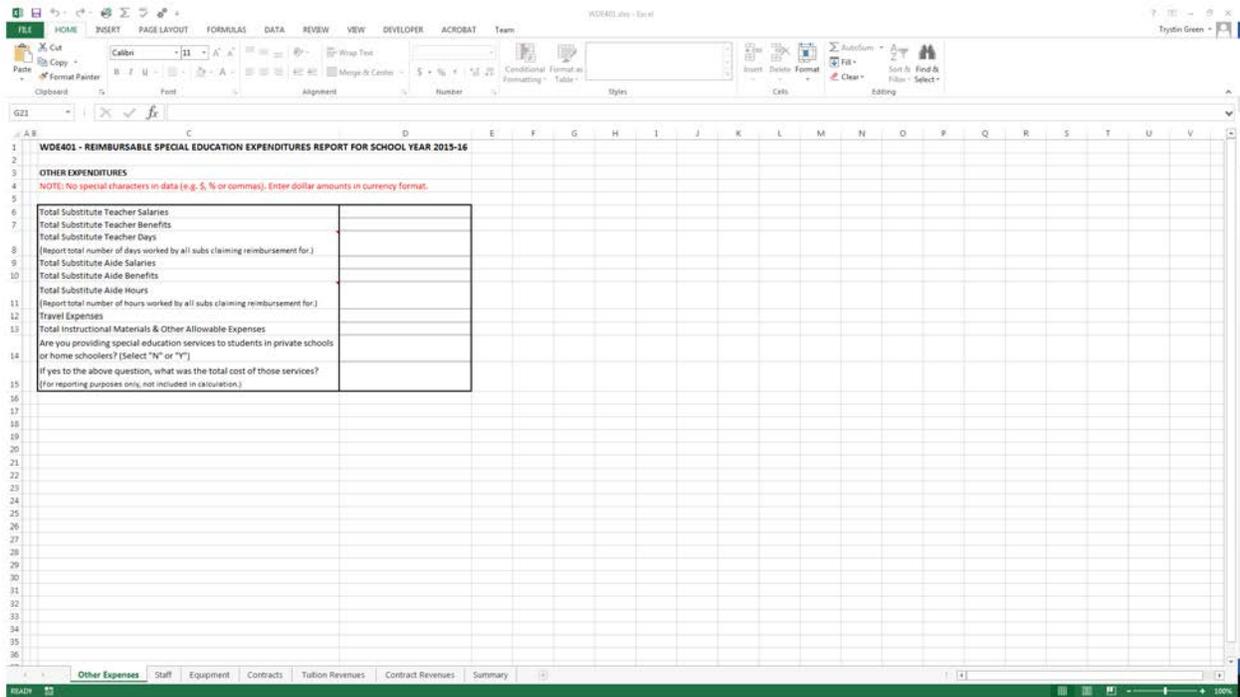
The screenshot displays the 'Collection Selector' interface. At the top, the 'Collection:' dropdown menu is set to 'WDE401 - Reimbursable Special Education Expenditures Report'. Below this is a 'Collection Due Date:' dropdown set to '8/12/2015'. The main area is a table titled 'Submissions' with columns for 'Submission', 'Submitter', 'Status', 'Last Modified By', and 'Last Modified'. A red arrow points from the 'submissions' tab in the previous screenshot to the 'Collection:' dropdown. The table contains several rows, with the row for '3/16/2015 - Trystin District' (Certified status) highlighted in green. The 'Download' button for this row is also highlighted with a red box. To the right of the table, there is a 'Current Respondent' section for 'Big Horn County School District #4' and a 'Submission Actions' section with links for 'Notes', 'Download', 'Certify/Decertify', 'Edit', and 'Validate'.

	Submission	Submitter	Status	Last Modified By	Last Modified
Download	4/2/2015 - Trystin District	Trystin District	Editing	tdistrict	4/2/2015 3:17 PM
Download	3/19/2015 - Trystin District	Trystin District	Prepared	tdistrict	3/19/2015 9:49 AM
Download	3/16/2015 - Trystin District	Trystin District	Certified	tdistrict	3/16/2015 9:54 AM
Download	3/12/2015 - Trystin District	Trystin District	Editing	tdistrict	3/12/2015 2:18 PM
Download	3/12/2015 - Trystin District	Trystin District	Prepared	tdistrict	3/12/2015 1:51 PM
Download	3/10/2015 - Keith Geringer	Keith Geringer	Editing	kgeringer	3/13/2015 1:19 PM
Download	3/10/2015 - Trystin Green	Trystin Green	Prepared	tgreen	3/10/2015 9:21 AM
Download	2/6/2015 - Trystin District	Trystin District	Editing	tdistrict	2/20/2015 2:02 PM

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:

- Follow the Download steps to retrieve the submission file.
- Enter data on the excel worksheet and save it.
- Click the **Uploads** tab.



- Select the **Collection** you are wanting to upload to.

Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Note: If you upload to an existing file, it will overwrite what was previously saved.

5. Select the **Submission** you are wanting to use. Either start a new one or you can upload to an existing one.
6. For **File Role in Submission**. Select **Primary Data File**.
7. Click the **Select** button to find your saved Excel file.
8. Click **Upload File**.

9. Click the **Forms** button on the black navigation bar.
10. Select your **Collection (WDE401)**, **Collection Due Date(8/12/2016)** and the latest submission shown in the **Submissions** dropdown list.
11. Verify all data uploaded correctly to the form.
12. 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 submissions 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.

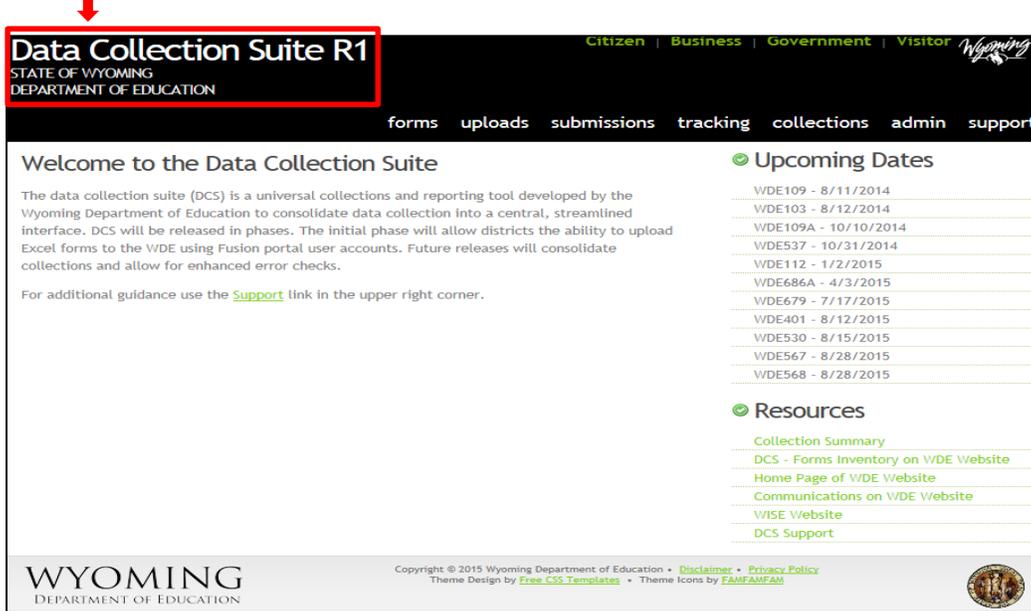
Logging Out

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 since there is no button.

About DCS

A. Home Button

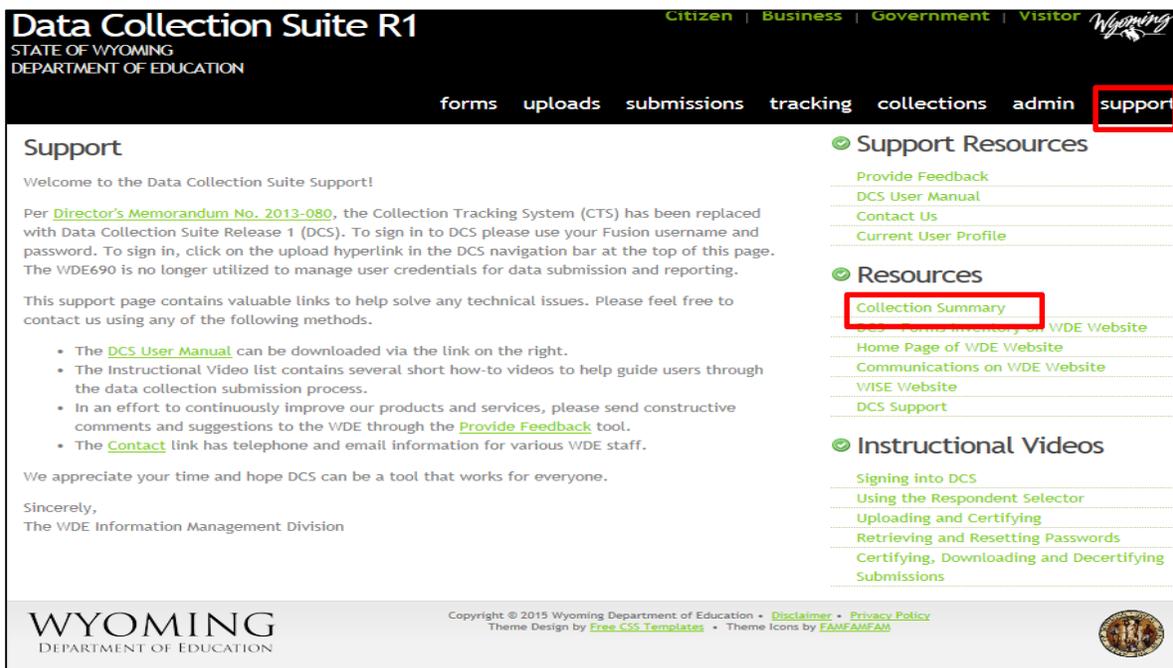
1. This is a button. Click the **Home** button to return to the main DCS page.



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.



- 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						
School Year: 2015-16						
Collection	Due Date	Submitter	Submit/Certify Date	Status		
WDE103	Reimbursable Pupil Transportation Expenditures Report	8/12/2016	Trystin District	2/24/2016 11:46 AM	Certified	Download
WDE106	District General Fund Cash Flow Report	7/31/2016	Trystin District	2/12/2016 2:10 PM	Certified	Download
WDE112	National Board Certified Teacher Paid Report	1/4/2016				
WDE401	Reimbursable Special Education Expenditures Report	8/12/2016	Trystin District	3/1/2016 9:00 AM	Certified	Download
WDE435	Instructional Facilitator Grant Application and Report	4/15/2016				

WDE401 Fusion Roles

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

Role	Edit	Validate	Certify	Report
WDE401 Read	No	No	No	Yes
WDE401 Edit	Yes	Yes	No	Yes
WDE401 Certify	No	Yes	Yes	Yes

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

- Go to the **Support** page.
- On the right and side of the screen, under Support Resources, click the green label **Current User Profile**.

User Identity Claims	
Username: tdistrict	
Display name: Trystin District	
First name: Trystin	
Last name: District	
Phone: 307-777-7777	
Email: trystin.green@wyo.gov	
Role Memberships:	
Role	Organization
Fusion User	Big Horn County School District #4
WDE103 Certify	Big Horn County School District #4
WDE103 Certify Test	Big Horn County School District #4
WDE103 Edit	Big Horn County School District #4
WDE103 Read	Big Horn County School District #4
WDE109 Certify	Big Horn County School District #4
WDE109 Edit	Big Horn County School District #4
WDE109 Read	Big Horn County School District #4
WDE112 Certify	Big Horn County School District #4
WDE112 Edit	Big Horn County School District #4
WDE112 Read	Big Horn County School District #4
WDE401 Certify	Big Horn County School District #4
WDE401 Edit	Big Horn County School District #4
WDE401 Read	Big Horn County School District #4
WDE703 Certify	Big Horn County School District #4
WDE703 Edit	Big Horn County School District #4
WDE703 Read	Big Horn County School District #4

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 furthers help is needed you may contact Susan Williams at 307-777-6252 or susan.williams@wyo.gov.