

# Training Guide for Private Day Special Education Rates: Fiscal Impact Analysis

Virginia Office of Children's Services (OCS)

June 2022

## Contents

Overview .....	1
How to Assign Students to a Model Tier.....	1
Identifying Model Tiers for Students .....	1
Considerations .....	3
Using the Rate Calculation Excel Tool.....	3
Supplemental Services:.....	4
Completion of the Fiscal Impact Data.....	4
Technical Assistance and Support.....	5

## Overview

A fiscal impact analysis is being conducted for the Office of Children’s Services (OCS), local Children’s Services Act (CSA) programs, and private day special education to determine the anticipated impact of implementing the results of the 2021 [Cost Study of Private Day Special Education Programs](#), along with additional cost model adjustments made during the spring of 2022. The fiscal impact analysis is required by the 2022 Virginia Appropriation Act, Item 285. B. (pending final approval by the Governor as of June 17, 2022). Actual implementation of the Cost Study recommendations is delayed until July 1, 2023.

This guide provides instructions and operating procedures for private day special education schools, local CSA offices, and the Office of Children’s Services (OCS) to implement the new rate structure. The fiscal impact analysis will be for the 2022 – 2023 school year, therefore, schools can continue to establish contracts with providers for the upcoming year as the rate will not be in effect until the subsequent year.

The guidance includes:

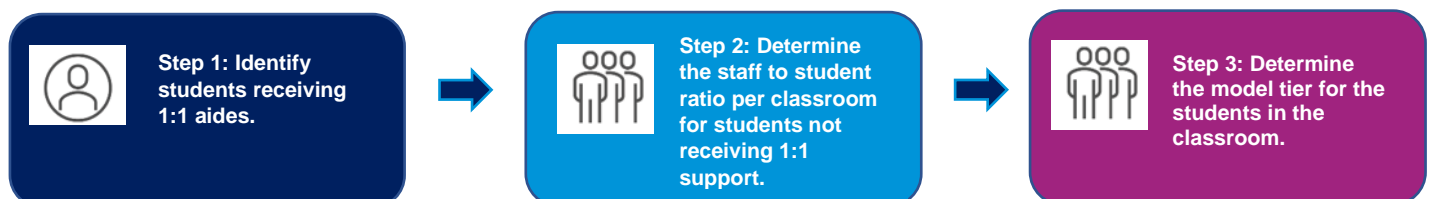
1. Criteria on how to select the correct tier model (based on prevailing staffing ratios)
2. How to utilize the Rate Calculation Tool for individual students.
3. Guidance on billing for supplemental services not included in the rates (such as speech-language therapy).
4. Billing and documentation requirements.
5. Technical assistance for the fiscal impact analysis.

## How to Assign Students to a Model Tier

### Identifying Model Tiers for Students

The private special education day school will determine the daily model tier based on the classroom staffing ratios provided for each student using the process outlined below to select the correct tiered rate.

**For new enrolling students, the private day special education school should consult with the referring public school during the admission planning meeting(s), in addition to utilizing supporting documents (IEP, assessments, etc.) to assist in determining the level of staffing to meet the student needs.** For returning students, schools should use their existing knowledge about the student’s classroom placement and support staff needs from the previous school year and the current IEP.



**Step 1: Identify students receiving 1:1 support.**

- Students receiving 1:1 staffing will be billed in one of the tier models 1, 4, or 7 at the rates listed below. These students and their 1:1 assigned support staff, should not be considered in determining the support staff rates for the remainder of the students in the classroom.

Table 1 Students Assigned to 1:1 Support Staffing

Model	Teacher to Student Ratio	Support Staff to Student Ratio
1	1:3	1:1
4	1:4 to 1:7	1:1
7	1:8+	1:1

**Step 2: Determine the support staff to student ratio per classroom for students not receiving 1:1 support.**

- Support staff that float between classrooms should only be counted once (in the classroom where they spend the majority of their time). Note: Support staff should only be included in the support staff count if they are not providing a service that is billed separately, for example (Occupational Therapy (OT) or Physical Therapy (PT)).

Example: There is an Instructional Aide\* that is “floating” between three classrooms but spends the most time in classroom C. The support staff member should be included in the rate for classroom C and **NOT** included in the rate for any other classroom.

Classroom A (Ratio is 1:4+)

Classroom B (Ratio is 1:4+)

Classroom C (Ratio is 1:2 – 1:3)

1 Teacher
1 Aide
5 Students

1 Teacher
1 Aide
5 Students

1 Teacher
1 Aide
1 Aide*
5 Students

**Step 3: Determine the model tier for the students in the classroom.**

The teacher-to-student ratio will be determined by dividing the total number of students by the number of teachers and the support staff-to-student ratio determined as in Steps 1 or 2 above. The model tier can be determined using the Rate Calculation tool. If there are no support staff in a classroom, then the school should place the class at the 1:4+ support staff model tier.

Table 2 Students Not Assigned to 1:1 Support Staffing

Model	Teacher to Student Ratio	Support Staff to Student Ratio
2	1:3	1:2 to 1:3
3	1:3	1: 4+
5	1:4 to 1:7	1:2 to 1:3
6	1:4 to 1:7	1:4+
8	1:8+	1:2 to 1:3
9	1:8+	1:4+

## Considerations

If the student calculations fall between two staffing ratios, schools should always assign students to the lower numbered tier except **assignments should never be to a 1:1 support tier, unless a student is receiving 1:1**. For example, if the ratio is below 1:4, and is not 1:1, then use 1:2 to 1:3 rate. Exception: If the student to support ratio is between 1.1-1.9, this should be assigned to 1:2 – 1:3 ratio if the student is not receiving 1:1 services.

### Example:

1 Teacher  
8 Students  
2 Aides  
Support Staff to Student = 1:4  
Tier 9

### Example:

1 Teacher  
8 Students  
3 Aides  
Support Staff to Student = 1:2.6  
Tier 8

Students are expected to receive the assigned level of staffing indicated in the rate for a minimum of 51 percent of the school days in the billing period as documented

## Using the Rate Calculation Excel Tool

The *Rate Calculation Tool* has been designed for private schools to calculate the rate for each individual student. Schools should utilize this tool after the school has decided the level of staffing needs and classroom placement for each student. The tool contains calculations that will automatically display the model tiers based on the values entered for ease and accuracy. Below is a step-by-step guide on how to utilize the rate selection tool.

### Instructions:

- **Student Identifier:** Enter a unique student identifier for each child served by the school.
- **Classroom number:** Enter the classroom number (or another designator) in which the student is taught.
- **Number of Students in the Classroom:** Enter the total number of students in the classroom associated with the student, including the student.
- **Number of Teachers in the Classroom:** Enter the total number of teachers assigned to the classroom in which the student is taught.
- **Number of Support Staff In the Classroom:** Enter the total number of support staff assigned to the classroom in which the student is taught. Do not include any support staff billed outside of the daily rate such as speech therapists occupational therapists, physical therapists, or BCBA's. Please reference the Training Guide for additional information about billing for services outside of the Daily Rate.
- **Number of Support Staff Providing 1:1 Services:** Enter the total number of support staff providing 1:1 support to any student in the classroom in which the student is taught.
- **Does the Student Receive 1:1 Services?:** Indicate if the student is receiving one to one services.
- **Student to Teacher Ratio:** Auto-calculates
- **Student to Support Staff Ratio:** Auto-calculates
- **Base Rate for Children in the Classroom not Receiving 1:1 Support:** Auto-calculates
- **Base Rate for Children in the Classroom Receiving 1:1 Support:** Auto-calculates
- **NOVA School Yes/No:** Schools in the counties of Fairfax, Arlington, Prince William, Loudon, the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park, select "Yes". All other schools, select "No".

For additional instructions on how to utilize the Rate Selection Tool please reference the recorded session from the *Rate Setting Training Video*.

## Supplemental Services:

Previously, Virginia private day special education schools individually negotiated daily tuition rates for students attending their schools, leading to a wide range of rates. Schools included varying degrees of services and staffing within their rates. Services that half or more of schools provided as a part of their rates were included in the developed rates (Table 3).

*Table 3: Services Included in Daily Rates*

Services Included in the Daily Rate
IEP Case Management
Career & Technical Education / Vocational
Counseling / Social Work / Psychotherapy
Intensive Behavior Therapy
One-to-One Classroom Aide
One-to-One (Non-classroom Aide)
School Nursing
Other items not specified in non-included services

Due to few schools directly offering speech and language services, occupational or physical therapy, extended school days, ABA therapy provided by a BCBA, and psychological testing in their rates, the rate model does not account for the costs associated with providing these services (Table 4Table 4).

*Table 4: Services Outside the Daily Rates<sup>1</sup>*

Services to be Billed Outside of the Daily Rate
Occupational or Physical Therapy
Speech-Language
Psychological Testing
Extended School Day (ESD)
ABA Therapy from a BCBA

Schools that bill for speech and language services, occupational or physical therapy, extended school days, ABA therapy provided by a BCBA, and psychological testing separately from their daily tuition rate should continue to do so, utilizing their current billing process. Schools traditionally including these services in their daily tuition rates will now bill for them outside of the daily rate. The local CSA program will collaboratively determine rates for these services with the private schools and independent providers per unit of service. These are now considered Special Education Related Services in the CSA Service Name structure for the LEDRS system.

## Completion of the Fiscal Impact Data

Private day special education schools should send the completed *Rate Calculation Tools* for all students enrolled for the 2022-2023 school year **no later than August 15, 2022**. Students not enrolled by this date will **not** be required to be included in the fiscal impact analysis. PCG and OCS will extrapolate based on students enrolled at the beginning of the school year.

---

<sup>1</sup> Provision of these services requires that the service be documented in the student's IEP.

## Technical Assistance and Support

PCG will be offering technical assistance and support from July 1, 2022, through December 31, 2022.

PCG is also offering two live online trainings on the model tier rate structure. In addition, PCG will provide a recorded training session for review if needed. For questions or support in this process, please email:

[RateStudy@pcgus.com](mailto:RateStudy@pcgus.com).