

Procedure 29

Reporting Students Placed for Residential Care and Treatment, Hospitalization or Partial Hospitalization

Data Elements:	Membership Days	Transportation Category
	Percent Enrolled	Special Education Service Hours (SESH)
	State Aid Category (SAC)	Special Education Evaluation Status (SEES)
	Resident District	

Students placed for residential care and treatment are those students who have been placed by the courts, a medical authority, social services or parents to some type of treatment program. Students are considered to be in a residential treatment program if they are living in the facility in which the treatment is provided.

Responsibility for Instruction

The district in which a residential care and treatment facility, which includes detention centers, is located is responsible for the instruction provided to the students placed in that facility. This instruction can be provided on-site (on the grounds of the facility) or the students can attend local public schools. The resident district is responsible for the instructional costs and will generate general education revenue for the time the students receive eligible instruction during the core, required school year. Refer to *Appendices K and K-1* in the Minnesota Automated Reporting Student System (MARSS) Manual for assistance in determining the resident district. Refer to *MARSS Reporting Procedure 27* for information on reporting students placed for day treatment.

Minnesota Statutes, section 125A.515, requires the Minnesota Department of Education (MDE) to approve on-site educational programs for residential care and treatment facilities that are licensed by the Department of Human Services or the Department of Corrections. The district must assign a site number to report the students (MARSS), staff reporting (Staff Automated Reporting (STAR)) and financial transactions (Uniform Financial Accounting and Reporting Standards (UFARS)) for on-site educational programs. Districts are not required to have their educational programs approved if the education is provided at the local public schools.

Students placed in a residential care and treatment facility are reported on MARSS by the district providing instruction, even when the prior, enrolling district provides the serving district with its curriculum. Part of the MARSS enrollment record is the student's resident district. This, in conjunction with the State Aid Category (SAC), causes the Average Daily Membership (ADM) and related state aid to be attributed to the resident district for financial responsibility.

The residential care and treatment program is responsible for developing tuition agreements for students who are placed in Minnesota by entities in another state or country. The local district is not responsible for providing instruction to students without an Individualized Education Program (IEP) who are placed by an entity outside Minnesota with whom no tuition agreement exists. The local district must provide instruction to students with an IEP. Students placed by an entity outside Minnesota are reported on MARSS by the local district with SAC 15

and resident district number/type as 9998/98. The students are ineligible to generate state aid. The local district should use the *Special Education Application Court Placed Non-Minnesota Residents with Individualized Education Programs (IEPs) (ED-02432)* document/form to identify non-Minnesota residents with an IEP who are placed in a Minnesota residential facility. This information is used to supplement Special Education Data Reporting Application (SEDRA) expenditure reporting.

The prior school of enrollment must withdraw the student no later than the date the student was placed in the care and treatment facility to avoid a date overlap error on MARSS. If the student was most recently enrolled in a nonresident district under open enrollment, or in a charter school, the student has a right to return to the prior school of enrollment upon completing treatment. The resident district remains financially responsible for a student placed for care and treatment, even though the student had been enrolled in another district than the resident district prior to the placement.

MARSS Reporting

For all on-site residential care and treatment education programs, a dedicated site number should be assigned to the education program to report the students.

Students placed for residential care and treatment are reported with MARSS SAC 27 by the providing district, if they are receiving instruction from public school teachers employed by the local school district. Students placed for care and treatment and who receive instruction from privately employed teachers are reported with SAC 28 by the district providing oversight of the education program. Refer to Procedure 16 for more information.

Students who are placed in private care and treatment programs are not included in the tuition billing system, even when the providing district (the school district where the private care and treatment facility is located) does the tuition billing to the district of residence. The student is entered on MARSS as a SAC 28, which excludes the student from being invoiced through the tuition billing system. The private care and treatment program or the providing district would invoice the district of residence for the costs of education associated with the services provided the student. If the student has an IEP and has been placed in a private care and treatment program, the expenditures would be eligible for state special education aids.

School Calendar and ADM

Students placed in residential care and treatment facilities, whose educational program is approved by MDE under Minnesota Statutes, section 125A.515 (on-site), are entitled to receive the same amount of instruction, i.e., days and hours that other students enrolled in the district receive at the same grade level. The MARSS school file should show the number of instructional days in the core, required school year for the school district at each grade level. The length of day reported should be very similar to that provided to other students enrolled in the school district at the same grade level. Summer instructional days should be excluded.

Students' ADM and general education revenue is based on the actual number of membership days divided by the number of instructional days in the full school year. Regardless whether the students are enrolled in an on-site program or the students attend local public schools, assuming that a full day of instruction is provided. Only instruction provided by an appropriately licensed teacher or instruction required by the student's IEP is eligible

to generate student membership. Students who receive less than a full day of instruction are reported with a MARSS Percent Enrolled of less than 100, i.e., the portion of the full school day for which the student receives direct general or special education instruction from an appropriately licensed teacher. The Percent Enrolled is based on the ratio of the actual length of the student's instructional day to the length of day reported on the MARSS School file. Membership can also be reported in terms of hours and Percent Enrolled equal to 999.

Students who attend a local public school are eligible to generate student membership for only seat-based instruction, i.e., the time the students are scheduled to attend classes at the school site during the core, required school year. While students are placed for care and treatment, enrollment options are suspended. For example, the student is ineligible to generate student membership in an extended day or extended year program at a State-Approved Alternative Program (SAAP), such as an Area Learning Center (ALC), or in a state-approved independent study program. However, the student could attend a seat-based, during-the-day ALC and generate membership for the scheduled seat-based classes during the core school year.

Transition to Other School

In some cases, students transition back to either their prior school or an off-site school part-time while continuing to attend classes part-time at the school at the facility. In these cases, the students continue to be considered placed for residential care and treatment until discharged from the facility. The students' membership from both instructional sites is combined and reported at the on-site school.

Transportation

Students placed in residential care and treatment programs who receive on-site instruction are reported with MARSS Transportation Category 00 Walker. Students placed in residential care and treatment programs who enroll in the local district's schools, and are provided transportation to school at the beginning of the school day and the trip back to the facility at the end of the school day, should be reported with Transportation Category 06 Special.

When students are transitioning back to their prior school or to an off-site school part-time, they should be considered 00 Walker, since the trip is not considered to-and-from, but rather, during the day transportation.

In both situations, to-and-from and during the day transportation, the costs would be eligible in UFARS under Finance Dimension 728, Special Transportation. The purpose of the transportation is to take the students to a care and treatment site or school, even if the students have special transportation in an IEP.

Special Education

Students who enter a residential care and treatment program may or may not have an IEP. The residential care and treatment program should contact the students' enrolling district as soon as the students enroll in their program to determine the students' educational needs, specifically, if the students have an IEP.

Students without IEPs who enter a residential care and treatment program are reported with a Special Education Evaluation Status (SEES) 1 (no IEP). The serving district would bill the resident district for the membership provided. The Invoice for *Educational Services for Students in Care and Treatment* document should be used to bill the resident district for enrollment records without an IEP.

Students with IEPs would be reported with SEES 4 or 6. The care and treatment program should be implementing some special education services almost immediately. Thus, state tuition billing would apply to the entire enrollment record. (Minn. Stat. §125A.15, 125A.51 and 125A.515).

Special Education Service Hours (SESH) are required for all students reported with SAC 27 who have an IEP (SEES 4 or 6). They indicate the number of hours of direct and indirect special education services that the students receive during a given enrollment period. The SESH are a subset of the students' membership. Only enrollment records with SEES 4 or 6 would have SESH reported.

Tuition Billing

Tuition billing will invoice for enrollment records with SEES 4 or 6 (student has an IEP and is receiving special education services) and SAC 27 for the full cost of providing instruction during the time period for which the student received special education instruction. The providing district does not need to bill for the non special education time during this same enrollment record. The full cost of the instruction provided to the student, during the enrollment record and during which a student had an IEP, is covered under tuition billing.

Summer Instruction and Extended School Year (ESY) Services

Students, including students with an IEP, placed for residential care and treatment described in Minnesota Statutes, section 125A.515, are eligible for summer school based on the summer school program provided to other students enrolled in the district, if the students are determined to be below grade level. This membership is not reported on MARSS; no ADM is generated. The resident district is responsible for the instructional costs only for students not performing at grade level.

In addition, a student placed for residential care and treatment, whose IEP team determines that the student is in need of Extended School Year (ESY), must be provided special education services by the local district. This service is reported on MARSS with SAC 46, if it is provided by the local district's special education teachers. ESY services provided by other than a Minnesota publicly employed teachers are not reported on MARSS. The SESH must be reported. This time will be included in tuition billing. The summer ESY enrollment records need to be split for the fiscal year. For example, ESY provided in June is reported as part of the preceding school year; ESY provided in July and/or August is reported as part of the following school year.

Placement Outside Minnesota

The resident district is financially responsible for the instructional costs of students placed by a Minnesota entity outside Minnesota for care and treatment. The resident district reports the students' instructional hours provided during the core, required school year, i.e., the traditional school year, with SAC 14. The students will generate ADM and general education revenue for the resident district. Use the Special Expenditure Application Out-of-State Tuition for Minnesota Residents (ED-02431) to report the students for Special Pupils Aid.

Summer school and ESY services provided by an entity outside Minnesota are not reported on MARSS because it is not part of tuition billing. Students who receive instruction outside Minnesota and are reported with SAC 14 must have a Status Start Date after Labor Day, or the record will error in MARSS.

The resident district is not financially responsible for students placed outside Minnesota:

- by other than a Minnesota entity, e.g., a court in another state; or
- for other than treatment or IEP purposes, e.g., general education purposes only.

The placing entity is financially responsible for these students. Parents are responsible for instructional costs for placements made for educational purposes only. These students would not be reported on MARSS.

Hospitalization

The district in which the hospital is located is responsible for providing instruction to in-patient students who are placed there. Partial hospitalization is considered a form of residential treatment, in which the district where the partial hospitalization program is located is responsible for the student's instruction. See below for more information on reporting students in partial hospitalization. Reference Minnesota Rules, part 3525.2325 on students placed in hospitalization and partial hospitalization facilities.

The resident district is financially responsible for the instructional costs incurred during the core school year and as provided by the district in which the hospital is located. Students are reported with SAC 27 and are entitled to a full day of instruction if medically allowed. Hospitalized students are not considered homebound. If they receive less than a full day of instruction, they are reported as less than 100 Percent Enrolled. The hospital should have its own site number, and the Instructional Days and Length of Day reported on the MARSS A School file should be similar to that provided to other public school students enrolled in the district in the same grade levels.

However, due to the medical status of many of these students, a wider variety of instructional methods may be used to provide instruction.

1. The district in which the hospital is located can choose to provide 100 percent of the instruction, and report the student on MARSS as a resident of the district in which the parents live. The prior school of enrollment must withdraw the student. The district providing instruction has a right to bill the resident district for the instructional costs. It can choose to use its own curriculum or it can request curriculum from the prior, enrolling school. The student's membership would equal the actual hours of direct instruction provided by a licensed teacher. If the student has an IEP or Individualized Family Service Plan (IFSP), SESH must be reported and tuition billing will apply.
2. The district in which the hospital is located can choose to allow the prior enrolling school to provide 100 percent of the instruction. The district in which the hospital is located would not provide a teacher, report the student on MARSS, or bill the resident district any instructional costs. The prior school of enrollment must withdraw the student and re-enroll the student with SAC 27 during the hospitalization time. The prior school must provide a teacher to provide instruction on-site or live synchronous classroom instruction. The school providing instruction would report the student as less than full-time, if the student is not receiving a full day of instruction as compared to other students enrolled in the district, e.g., six hours of direct instruction per day. If the prior school of enrollment is a state-approved online learning (OLL) program, the student can continue as an OLL student. The school providing instruction would report the student as part time if the student is not maintaining a full course load during the hospitalization. The district providing instruction would report the student with SAC 27 during the hospitalization. SESH must be reported for students with an IEP. Tuition billing applies if the student has an IEP and receives instruction from other than the resident district.
3. The district in which the hospital is located can choose to provide the teacher for instruction but use the curriculum from the prior school. In this case, the prior school withdraws the student and the district in which the hospital is located enrolls the student with SAC 27. The district reports only the time the teacher provides direct instruction for student membership. The student would be considered part time if a local public school teacher is not providing direct instruction for the full school day as compared to other public school students in the local district. If the student has an IEP, SESH must be reported and tuition billing will apply.
4. The district in which the hospital is located can allow the prior school of enrollment to continue providing instruction, and do a purchase of services for instructional time, from a teacher employed by the prior enrolling district. The prior school of enrollment must withdraw the student and re-enroll the student with SAC 27 during the hospitalization time. The school providing instruction would report the student as less than 100 Percent Enrolled, if the student is not receiving a full day of instruction as compared to other public school students in the same grade level in the enrolling district. A student can be enrolled in only one school at a time. If the local district provides a teacher for the hospitalized student, only that district reports the student on MARSS. If the student has an IEP, SESH must be reported, and tuition billing will apply if the student is served by other than the resident district.

Partial Hospitalization

A partial hospitalization program is designed to treat a wide variety of psychiatric conditions in a critical medical setting under the care of psychiatrists. This compares to a day treatment placement that relates to daily conventional setting under the care of mental health professionals.

When students are placed in partial hospitalization, the district in which the hospital is located is responsible for providing instruction to students who are placed there. The educational options for the district are the same as for those students placed in an in-patient hospitalization setting. See above section on Hospitalization.

The students' resident district, on the contrary, is responsible for transportation to and from the partial hospitalization site. And the resident district is also responsible for transportation from the partial hospitalization site to the off-site education site, if applicable.

Students placed in a partial hospitalization program, who attend school at a traditional school site and are provided transportation, should be reported with Transportation Category 06 Special.

The costs would be eligible in UFARS under Finance Dimension 728, Special Transportation. The purpose of the transportation is to take the student to and from a partial hospitalization site and school, even if the student has special transportation in their IEP.

Contact

If you have questions on reporting students placed for residential care and treatment or hospitalization, contact [MARSS](mailto:marss@state.mn.us) (marss@state.mn.us).