Educationally Related Mental Health Services (ERMHS)

FUNDING GUIDELINES
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BACKGROUND & HISTORY

The Federal Individuals with Disabilities Education Act (IDEA) requires that educationally related mental health services (ERMHS) be provided to students with disabilities in order for them to access their education.

When an IEP team makes the determination that a student’s social-emotional symptoms and/or related behavioral presentations impede his/her learning or the learning of others, the team initiates an ERMHS process that follows the special education continuum from least restrictive to most restrictive in nature. The recommended services may be a school-wide positive behavior support system or a behavior intervention plan up to and including a residential mental health facility. If the team does not have adequate data to support a referral for services, the team initiates an assessment plan to gain the information needed to guide their decision. Once an ERMHS is added to an IEP, the procedures and safeguards for monitoring will be the same as for all other related services.

AB 3632 originally mandated that county mental health agencies would provide these services. In 2010 funding for this was vetoed by the governor which subsequently shifted responsibilities to K-12 education by allocating mental health funds directly to SELPAs.

The State’s K-12 ERMHS funding formula has evolved since 2010 and is currently distributed to all SELPAs on a per-ADA basis (current year Average Daily Attendance). Each SELPA develops a funding distribution schema to their members (i.e. Allocation Plan). In addition to typical income/expenditure reporting, these funds are restricted which requires additional year-end reporting.

The following funding guidelines, approved by CEO Council at the May 2016 meeting, provide guidance on the use of ERMHS.
<table>
<thead>
<tr>
<th>ERMHS Allocation Plan Overview</th>
<th>Level 2</th>
<th>Level 3 Site Based</th>
<th>Level 3 NPS ERMHS</th>
<th>Level 3 NPS-Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>IEP Based ERMHS Services</td>
<td>Structured Therapeutic ERMHS Program</td>
<td>ERMHS in NPS</td>
<td>Room and Board for ERMHS Services</td>
</tr>
<tr>
<td><strong>Special Education Eligibility</strong></td>
<td>Special Education and ERMHS</td>
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<tr>
<td><strong>ERMHS Budget</strong></td>
<td>$8.0 Million $100K Transportation</td>
<td></td>
<td>$3.0 Million</td>
<td></td>
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<tr>
<td><strong>Allocation Formula</strong></td>
<td>*80% of the lesser of $2,000 to $3,300 per service or $250 per ADA or Budget Request.</td>
<td>80% of Allowed Cost</td>
<td>90% of Allowed Cost</td>
<td>100% of Allowed Cost</td>
</tr>
<tr>
<td><strong>Matching (Copay) Amount</strong></td>
<td>20% of Allowed ERMHS costs</td>
<td>20% of Allowed ERMHS Cost + all educational costs</td>
<td>10% of Allowed ERMHS Cost + all educational costs</td>
<td>0% ERMHS Copay + all educational costs</td>
</tr>
<tr>
<td><strong>Student Transportation Costs related to ERMHS</strong></td>
<td>*80% of Allowed ERMHS related costs. Based on Finding of Sufficiency of Funding</td>
<td>May be filed under Level 2</td>
<td>90% of Allowed ERMHS Transportation Costs.</td>
<td></td>
</tr>
<tr>
<td><strong>Annual Mental Health Plan</strong></td>
<td>November 1, 2016 by 5:00 pm</td>
<td>November 1, 2016 by 5:00 pm</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Budget Request</strong></td>
<td>January 16, 2017 by 5:00 pm</td>
<td>November 1, 2016 by 5:00 pm</td>
<td>Within 30 days of signed Master Contract and ISA</td>
<td>Within 30 days of signed Master Contract and ISA</td>
</tr>
<tr>
<td><strong>First Payment</strong></td>
<td>February, 2017 (50%)</td>
<td>December, 2016 (25%)</td>
<td>December, 2016 (25%)</td>
<td>December, 2016 (25%)</td>
</tr>
<tr>
<td><strong>Second Payment</strong></td>
<td>n/a</td>
<td>February, 2017 (25%)</td>
<td>February, 2017 (25%)</td>
<td>February, 2017 (25%)</td>
</tr>
<tr>
<td><strong>Final Expenditure Report</strong></td>
<td>July 14, 2017</td>
<td>July 14, 2017</td>
<td>July 14, 2017</td>
<td>July 14, 2017</td>
</tr>
<tr>
<td><strong>Final Distribution (balance)</strong></td>
<td>August 2017</td>
<td>August 2017</td>
<td>August 2017</td>
<td>August 2017</td>
</tr>
</tbody>
</table>

ERMHS Assessment costs are not reimbursable at any level.

**Expenditure Restrictions**
- Behavior Support (service code 535) restrictions.**
- a) Staff requiring certification
- b) Supplies
- a) CDE Certified NPS
- b) Pass LCFF Test for educational costs
- a) CDE Certified NPS

**Disallowed Expenditures**
- No facility/rent costs, direct support (e.g. utilities/custodial), or administrative costs
- Yes*  Yes (first $25,000 of contract costs only)
- No  Yes (first $25,000 of contract costs only)

**Additional Budget Requests after Budget Request deadline has passed**
- None  Case by case review for programs started after 11/1. No funding guarantee.
- Within 30 days of signed Master Contract and ISA  Within 30 days of signed Master Contract and ISA

*By September 15 of each year, there will be a finding of sufficiency of funding that sets the Level 2 rate at a range from $2,000 to $3,000 (or higher) and provides for Level 2 transportation cost funding and Level 2 indirect to be claimed. By May 2017, SELPA will make an additional finding of sufficiency to fund more than 80%.

**Behavior Support (service code 535) will be permitted only when: 1) a Behavior Intervention Plan (BIP) is in place and 2) student receives at least one other Mental Health service, as identified in IEP.
ERMHS ALLOCATION PLAN

Intent
The intent of the Charter SELPA ERMHS Allocation Plan is to provide a predictable funding stream for educationally related mental health services. The guidelines include the Allocation Plan language as well as operational details such as program descriptions, allowable/unallowable expenditure detail, cash flow schedules, financial reporting elements and timelines, and sample budget request forms. Budget requests are intended to establish the initial parameters for funding. Final funding in all cases is based on year-end expenditure reports (adjusted as appropriate for P-2 ADA), service counts, and other adjustments required by Allocation Plan language.

1.1 ERMHS Funding Reserve
A specified amount of Charter SELPA ERMHS annual income will be placed in reserve each year. The reserve is intended to cover a SELPA-wide shortfall in Level 3, but may be used for Level 2 shortfalls if not fully expended on Level 3. Starting in 2015-16, the ending balance reserve will be managed in a range from 5% to 10%.

2.1 ERMHS Funding Shortfalls (Budget Requests Exceed Income)
If there is a Level 3 shortfall, the reserve will be used to cover the shortfall. If the shortfall is greater than the reserve, a pro-rated deficit will be applied to all Level 3 requests based on actual end-of-year expenditures.

If there are funds remaining in Level 3, they may be allocated to fund Level 2, or reserved for the following year Level 3 costs. If there are funds remaining in Level 2, they may be allocated to fund Level 3 or reserved for the following year Level 2 costs.

If there is a Level 2 shortfall (and no additional funds remain in the reserve or Level 3), a pro-rated deficit will be applied to all Level 2 requests based on actual end-of-year expenditures.

A shortfall in either Level will trigger a review and possible modification by CEO Council of ERMHS Allocation Plan language.

If the funding formula increases beyond the original budget per ADA ($71 per ADA in 2015-16), the amount of increase will be held in reserve until after November 1, at which time the Charter SELPA will have some indication of Level 2 and 3 costs for the current year. A recommendation for use of any additional funding will be discussed with the Executive Committee with final approval by CEO Council.

If the funding formula decreases beyond the original budget per ADA, the budget allocations for Levels 2 and 3 will be pro-rated accordingly and communicated to the field immediately.

3.1 ERMHS Extraordinary Cost Pool
The ERMHS Extraordinary Cost Pool (ECP) was not funded in 2014-15 or 2015-16, nor is it funded for 2016-17. At such time as the funding formula for mental health is stabilized and reserves are sufficient to “forward fund” for the following year, a recommendation will be brought forward to CEO Council to reinstate ECP funding.
4.1 Other Costs

The Charter SELPA receives funds to administer the ERMHS Allocation Plan, up to the EDCOE approved indirect rate.

5.1 Description of Level 2 Funding Formula

A. The Level 2 formula provides 80% of the lesser of:
   a) $3,000 per eligible ERMHS SEIS count based on the December 1 count; or
   b) $250 per current year P-2 ADA; or
   c) Budget request.

   The lesser amount of the three becomes the maximum budget request. Charters are required to match (co-pay) 20% of the approved amount. No facility/rent costs, direct support, or administrative costs are allowable for the 80% reimbursement or 20% match.

B. There is no guarantee of 80% funding for Level 2 programs. While the formula is intended to provide a predictable funding stream, Charter member budget requests submitted in January could still exceed the overall budget. If a shortfall occurs, charter members may be funded less than the 80% reimbursement established in the Allocation Plan.

C. By September 15 of each year, Charter SELPA administration will make a finding of sufficiency of Level 2 funding based on the following variables:

   - Prior Year ERMHS ending balance
   - Projected current year ADA
   - Projected current year Level 3 projected costs
   - Projected current year Level 2 service counts

   Based on these findings, the service level formula amount will be established as:

   Minimum rate = $2,000
   Maximum rate = $3,000 OR a higher amount may be established each year if the prior year’s ending balance is sufficient to assure SELPA members of predictable funding with no shortfalls.

   By September 15, if there is a finding of sufficient funding, $100K will be available for Level 2 transportation reimbursement – outside of the Level 2 service cap/ADA formula. The intent is to provide 80% funding for eligible costs. If $100K is not sufficient, funding will be pro-rated based on claims submitted at year end.

   By September 15, if there is a finding of sufficient funding, indirect costs will be allowed for Level 2.

D. By November 1 of each year, LEAs wishing to participate in Level 2 funding will submit a written narrative describing their annual plan to deliver services to students eligible for mental health services as defined by AB 114 and Charter SELPA ERMHS guidelines. Please use the form titled “Annual Mental Health Plan” found on the EDCOE Charter SELPA website.
E. Level 2 Service Count Date

A count of Level 2 services will be taken on December 1.

The count is not cumulative, but rather a snapshot. If the December 1 service count exceeds projections, Charter SELPA administration may revise the September 15 formula amount:

Maximum rate = $3,000 OR a higher amount may be established each year if the prior year’s ending balance is sufficient to assure SELPA members of predictable funding with no shortfalls.

Minimum rate = $2,000

F. Level 2 Budget request submission date is January 15.

G. By February 28 of each year:

Charter SELPA administration will make a finding of sufficiency of mental health funding based on Level 2 and 3 submitted budget requests. If there is a finding of sufficient funds:

- The Level 2 formula will be raised to $3,000 if not already at that level.
- The Level 2 reimbursement, Level 3 site based structured therapeutic program, and Level 2 ERMHS related transportation reimbursement will be increased from 80% to a maximum of 90%.

H. Behavior support (service code 535) will be included in the service level formula (and expenditures allowed) under the following criteria:

- Behavior support plan in place supporting MH service.
- At least one other mental health service identified.

I. End of Year MH Expenditures:

Charter SELPA leadership shall establish an amount of funding to provide for additional reimbursement for charters who submitted a Level 2 budget request less than SEIS eligibility/ADA cap amount, but who have eligible expenditures that exceed the approved budget request at year end. This increase will be limited to 20% and must still be below SEIS eligibility/ADA cap amount. The revised budget request amount will be subject to the same level of funding established for all Level 2 (see above). If the allocation of funding for amounts over approved budget requests is not sufficient, funding would be pro-rated.

6.1 Description of Level 3 Funding Formula

A. Level 3 Budget Amounts

Level 3 reimbursements are the highest funding priority in the context of ERMHS. If Level 3 budget requests exceed funding, the ERMHS reserve and/or other unspent ERMHS funds will be used for the shortfall. The Level 3 formula provides for three specific types of Level 3 reimbursement.
B. **Level 3 Site Based Structured Therapeutic Program**
   a. Costs that may be claimed are restricted to services that are required to be performed by certificated staff. Staff may be contracted through an NPA or hired by the charter. Books and supplies may be claimed.
   b. Eligible students must meet ED eligibility criteria and be identified in SEIS with ED as their primary or secondary disability.
   c. Approved program costs are 80% reimbursed, with a required 20% charter match. No facility/rent costs, direct support, administrative costs, or indirect costs are allowed for either the SELPA reimbursement or the Charter match.
   d. A budget request for Level 3 Site Based Structured Therapeutic Program reimbursement and Annual Mental Health Plan must be filed with the Charter SELPA by November 1.
   e. A Site Based Structured Therapeutic Program that is established after November 1 may not be guaranteed funding in the current year.

C. **Level 3 NPS ERMHS**
   a. Costs that may be claimed are the ERMHS for a student in an NPS placement. The educational costs are the responsibility of the charter member and are not reimbursed. The educational costs, however, must be reported and must be, at a minimum, equal to the charter’s LCFF per ADA funding amount.
   b. Eligible students must meet ED eligibility criteria and be identified in SEIS with ED as their primary or secondary disability.
   c. Approved NPS ERMHS costs are 90% reimbursed with a required 10% charter match. No facility/rent costs, direct support, or administrative costs are allowable for either the SELPA reimbursement or the Charter match.
   d. Indirect costs will be allowed for NPS ERMHS based on CSAM indirect cost provisions, which do not allow for indirect costs to be claimed for contract costs beyond the first $25,000.
   e. At the start of each year, Charter SELPA shall contact all charters with placements in the prior year to determine the anticipated current year budget amounts.
      a. Prior to any new placements, SELPA must be consulted and a preliminary budget request submitted.
      b. Immediately after execution of a contract, a copy of the contract, ISA, and revised budget request must be submitted to the Charter SELPA. When a placement is discontinued, Charter SELPA shall be notified immediately so the budget may be revised.
      c. A budget request for the Level 3 NPS ERMHS reimbursement funding must be filed with the Charter SELPA and submitted within 30 days of contract signing.

D. **Level 3 NPS Residential Room and Board**
   a. Costs that may be claimed are residential room and board costs related to a student in an NPS placement. The educational costs are the responsibility of the charter member and are not reimbursed. ERMHS costs for a student may be claimed, but a separate reimbursement form is required (Level 3 NPS ERMHS).
   b. Eligible students must meet ED eligibility criteria and be identified in SEIS with ED as
their primary or secondary disability.

c. Approved NPS room and board costs are 100% reimbursed, with no required match. No facility/rent costs, direct support, or administrative costs are allowable for reimbursement.

d. Indirect costs will be allowed for NPS residential costs based on CSAM indirect cost provisions, which do not allow for indirect costs to be claimed for contract costs beyond the first $25,000.

e. At the start of each year, Charter SELPA shall contact all charters with placements in the prior year to determine their anticipated current year budget amounts.
   a. Prior to any new placements, SELPA must be consulted and a preliminary budget request submitted.
   b. Immediately after execution of a contract, a copy of the contract, ISA, and revised budget request must be submitted to the Charter SELPA. When a placement is discontinued, Charter SELPA shall be notified immediately so the budget may be revised.
   c. A budget request for the Level 3 NPS ERMHS reimbursement funding must be filed with the Charter SELPA and submitted within 30 days of contract signing.

E. By May of each fiscal year, Charter SELPA leadership shall make a finding of sufficiency of ERMHS ending balance for the current fiscal year and will manage the reserve level within a range from 5% to 10%.

The amount over the established reserve (5% to 10%) shall be allocated in the following order:

- Increase Level 2 reimbursement, Level 2 transportation, and Level 3 site based structured therapeutic program from 80% to 90%.
- Increase Level 3 NPS ERMHS from 90% to 95%
- Increase Level 2, Level 2 transportation, and Level 3 site based structured therapeutic program from 90% to 95%
- Increase Level 2, Level 2 transportation, Level 3 site based structured therapeutic program, Level 3 NPS ERMHS from 95% to 100%
Level 2 ERMHS

Level 2 ERMHS Program Description

LEVEL 2 ERMHS

• This funding is intended to support targeted programs and interventions provided to students based on data driven IEP team decisions.

PROGRAM DESCRIPTIONS

• These IEP based services can include individual or group counseling/therapy for identified mental health related needs to receive educational benefit in the special education program. Identification is based on assessment and student records with a formal IEP meeting, goal development, and appropriate ERMHS related services identified. Services may be provided on or off school site.

ELIGIBLE EXPENDITURES

• Eligible ERMHS include those for any student who has an IEP, and for which the IEP states the student is eligible for individual professional and consulting services (e.g. individual therapy, family therapy, group therapy, group rehabilitation, therapeutic behavioral services, and psychological services). The following services codes may be identified in the student’s IEP:
  • 510-Individual Counseling
  • 515-Counseling & Guidance
  • 520-Parent Counseling
  • 525-Social Work Services
  • 530-Psychological Services
  • 535 Behavior Intervention Services (student must have BIP in place related to Mental Health needs and at least one other Mental Health services, as identified in IEP)
• ERMHS related transportation costs (separate budget request)
• ERMHS assessments are NOT eligible for reimbursement

ERMHS PROVIDERS

• A direct employee of the school (not a contractor); must have the certification to enable them to provide mental health
• County Mental Health (CMH)
• A CDE approved Non-Public Agency (NPA) or Non-Public School (NPS)
• A sub-contractor of a County Mental Health Agency
• Licensed Clinical Social Worker (LCSW)
• Marriage and Family Therapist (MFT)
• See Charter SELPA MH Program Guidelines.
Level 2 Sample Annual Mental Health Plan

ANNUAL MENTAL HEALTH PLAN: LEVEL 2 & LEVEL 3: Site-Based

GENERAL INFORMATION
LEA Name Submitting for Level: --Choose One--
Name of Person Completing Form
Email Phone Number

PROGRAM SUMMARY
Describe how you will use your Level 2 or Level 3 Site-Based Funding to support students at your school:

SERVICE PROVIDERS
Please provide the following information regarding each of your ERMHS Service Providers:

<table>
<thead>
<tr>
<th>Provider Credential</th>
<th>Is the Provider’s Credential Current?</th>
<th>Services Provided</th>
<th>Employed by</th>
<th>If using NPA: Master Contract in Place for 2015-16</th>
<th>If using NPA: ISA in Place for 2015-16 for each student</th>
</tr>
</thead>
<tbody>
<tr>
<td>--Choose One--</td>
<td>--Choose One--</td>
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NPA INFORMATION
If you are contracting with a Non-Public Agency (NPA) for ERMHS services, please complete this section:
What is the name of the NPA?
Is the agency a current CDE certified Non-Public Agency? --Choose One--

STUDENT MONITORING
Does your school have a process for determining when students at your site merit an ERMHS Assessment? If yes, please describe.
How many students are you projecting for L2 or L3 Site-Based?
Are the ERMHS services properly documented on each student’s current IEP? --Choose One--
How often will progress monitoring occur?
Provide the name & title of will monitor the overall effectiveness of your ERMHS program?

ASSURANCES
The undersigned verifies the information provided to be a true and accurate reflection of how the ERMHS Level 2 or Level 3-Site Based funding will be used to provide and support students Educationally Related Mental Health needs.

<table>
<thead>
<tr>
<th>Printed Name &amp; Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>
In addition to the Allocation Plan language described previously, the following guidelines are provided.

**Level 2: Budget Request Process & Funding Flow**

A. **Timeline:**
   - November 1 by 5:00 pm (if date falls on a weekend then the Monday proceeding): LEAs submit Annual Mental Health Plan to SELPA via website
   - Prior to December 1: LEA should ensure that all ERMHS Services are accurately reflected in SEIS
   - December 1: SELPA will take a count of Level 2 services using a SEIS data pull for each LEA
   - January 15 by 5:00 pm (if date falls on a weekend then the Monday proceeding): LEAs submit a Level 2 Budget Request with the Charter SELPA.
   - February 28: the Charter SELPA Administration will make a second finding of sufficiency of mental health funding for potential adjustments to funding
   - No additional Level 2 budget requests will be received after January 15

B. The budget request form provides prior-year data as a reference point. Charter LEAs are asked to estimate current year P-2 ADA when filing the budget request and use the LEA’s December 1 SEIS services count. Please note that service level counts will be adjusted to exclude students in NPS (Level 3) placements and site based structured therapeutic programs. The budget request form captures costs by major object code and requests an additional narrative to provide information on who is providing the service and the number of hours or FTE being claimed for reimbursement. The SELPA will compare hours requested for reimbursement with hours of service in IEPs and discrepancies will be reviewed.

C. Funds will be distributed in February based on 50% of the approved amount, which will be 80% of the computed eligibility using the lesser of a) budget request b) current year P-1 ADA x $250 or c) the December 1 SEIS services count.

D. Final funds will be disbursed in August, adjusted for end-of-year expenditure reporting and current year P-2 ADA. End of year expenditure reports should bear a reasonable relationship to the budget request report filed in January. End-of-year reporting is due on July 14. A template expenditure report will be provided and will request detail by object code:
   - 1xxx Certificated Salaries
   - 2xxx Classified Salaries
   - 3xxx Employee Benefits
   - 4xxx Books & Supplies
   - 5xxx Contract Service

E. See ERMHS Guidelines – Allowable and Non-Allowable Costs for additional details.

F. Distribution of Funds
   - First Payment: 50% in February
   - Final Expenditure Report: July 14
   - Final Payment: August
# Level 2 Sample Budget Request Form

## Level 2 - Due January 15, 2016

1. **Charter Name (select from dropdown menu provided)**

2. **Total number of services in SEIS per December 1 count (pre-populated field)**

3. **SEIS count times approve rate ($2,000 to $3,000, established Sept 15, 2015)**
   - $3,000
   - $30,000

4. **2015-16 Estimate of P-2 ADA (provided by charter and updated with initial P-2 ADA May 2015)**
   - $100

5. **2015-16 Gap is calculated based on P-2 ADA x $250**
   - $25,000

6. **Budget maximum = Lesser of SEIS Services or Per ADA Gap**
   - $25,000

### Budget Request Detail by Object Code with Narrative

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Estimated Expenditures</th>
<th>Program Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Certificated Salaries (Counselors, Psychologists for direct ERMHS)</td>
<td>$22,500</td>
<td>Charter staff providing 300 hours of ERMHS at $75/hr hourly rate</td>
</tr>
<tr>
<td>2000</td>
<td>Classified Salaries (Behavioral Aides or other direct ERMHS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>Benefits (medical, retirement, workers comp, social security, etc.)</td>
<td>$3,000</td>
<td>Related Benefits of staff providing ERMHS</td>
</tr>
<tr>
<td>4000</td>
<td>Books or Supplies related to ERMHS provided</td>
<td>$500</td>
<td>CSAM - CA School Accounting Manual</td>
</tr>
<tr>
<td>5000</td>
<td>Contracted Services (include FTE, rates, and services provided)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Indirect Costs (if approved and subject to CSAM requirements)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Budget Request**: $28,000

(1) ERMHS expenditures are for ERMHS services that are required in a student’s IEP. Please see ERMHS Guidelines.

Maximum Funding from Line 8 above: $25,000

<table>
<thead>
<tr>
<th>100% Amount</th>
<th>80% Funding (2)</th>
<th>20% (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25,000</td>
<td>$20,000</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

If budget request exceeds budget maximum (Line 8), budget maximum times 80%:
- $20,000
- $5,000

If budget request is less than budget maximum (Line 8), budget request times 80%:
- $25,000
- $25,000

(2) Final funding is based on 80% of the lesser of: a) final expenditures filed, SELPA ERMHS rates x December 1 SEIS count, P-2 ADA x $250.

(3) A 20% local contribution (special education or general education funds) is required.

### Charter Signatures:

### Program Administrator Contact

### Business/Fiscal Contact

### Payment Information

| Approval | 80% of eligible budgeted expenditures submitted | January |
| Payment #1 | 50% of approved amount | February |
| Payment #2 | Balance due - based on final expenditure report subject to formula | August |
| 80% of the lesser of: a) final expenditures filed, SELPA ERMHS rate x Dec 1 SEIS count, P-2 ADA x $250. | |
## Level 2 Sample Transportation Budget Request

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Type of Expenditure</th>
<th>Estimated Expenditures</th>
<th>Description of Transportation Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>Classified Salaries (transportation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>Benefits (medical, retirement, workers comp, social security, etc.)</td>
<td></td>
<td>e.g. bus passes</td>
</tr>
<tr>
<td>4000</td>
<td>Books/Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000</td>
<td>Other Operating Expenditures</td>
<td>$ 5,000</td>
<td>Contracted for transportation services</td>
</tr>
</tbody>
</table>

**Total Budget Request (1):**

- $5,000

(1) ERMHS Transportation expenditures must be related to ERMHS services that are required in a student’s IEP. Please see ERMHS Guidelines.

**100% Amount:** $5,000

**80% Funding:** $4,000

**20% (3):** $1,000

(2) Final funding is based on 80% of the final expenditure report filed - if there are sufficient funds.

(3) A 20% local contribution (special education or general education funds) is required.

(4) On September 15, 2015, a finding of sufficiency of funding will be made and $100K allocated to fund Level 2 ERMHS related transportation costs at 80%. If claims exceed $100K, funding will be pro-rated and as a result charters may receive less than 80% of actual expenditures.

### Charter Signatures:

### Program Administrator Contact:

### Business/Fiscal Contact:

**Payment Information**

- **Approval:** 80% of eligible budgeted expenditures submitted
- **Payment #1:** 50% of approved amount
- **Payment #2:** Balance due - based on final expenditure report (80% subject to available funds)

**Dates:**
- January
- February
- August
LEVEL 3 ERMHS OVERVIEW

Level 3 Site Based Structured Therapeutic Educational Program Description

LEVEL 3 SITE BASED STRUCTURED THERAPEUTIC EDUCATIONAL PROGRAM

- This funding is intended to support the implementation of Structured Therapeutic Educational Programs built on LEA’s school site.

PROGRAM DESCRIPTIONS

- Serves students who have been found eligible as ED, and who benefit from a Site Based structured therapeutic educational program for ERMHS at a school site. The program includes mental health services as part of a structured, multi-disciplinary program. The core components of a Site Based structured therapeutic educational program may include:
  - A therapeutic program structured by process and skill building groups
  - Takes place for the continuous scheduled hours of program operation
  - Includes staff and activities that teach, model, and reinforce constructive interactions
  - Includes peer and staff feedback to students on strategies for symptom reduction, increasing adaptive behaviors, and reducing subjective distress
  - Occurs daily for at least three hours during school hours

ELIGIBLE EXPENDITURES

- A student with a primary or secondary eligibility category of ED is eligible for ERMHS and the IEP states the student is eligible for individual professional and consulting services (e.g. individual therapy, family therapy, group therapy, group rehabilitation, therapeutic behavioral services, and psychological services. The following services codes may be identified in the student’s IEP:
  - 540-Day Treatment Services
  - 510-Individual Counseling
  - 515-Counseling & Guidance
  - 520-Parent Counseling
  - 525-Social Work Services
  - 530-Psychological Services
  - ERMHS related transportation costs may be claimed under Level 2
  - ERMHS assessments are NOT eligible for reimbursement

ELIGIBLE PROVIDERS

- A direct employee of the school (not a contractor); must have the certification to enable them to provide mental health services; CDE-certified NPA’s may be contracted to provide services on-site.
- See Charter SELPA MH Program Guidelines.
**Level 3 (Site Based) Structured Therapeutic ERMHS Program: Budget Request Process & Funding Flow**

A. A Level 3 Site Based Structured Therapeutic ERMHS budget request and annual mental health plan must be submitted by November 1, 5:00 p.m. New programs started after November 1 are not guaranteed funding in the current year.

B. The budget request form captures costs by major object code and an additional narrative to provide information on who is providing the service and the number of hours or FTE being claimed for reimbursement. A listing of students by student ID is requested on the form. The form requests information on student ED designation as primary or secondary. The SELPA will compare hours requested for reimbursement with hours of service in IEPs and discrepancies will be reviewed. Reimbursement may be claimed only for staff (employee or contracted) providing ERMHS in positions requiring certification. Related books and supplies may be claimed. ERMHS Assessments are not reimbursable.

C. If the LEA is using a Non-Public Agency (NPA) to provide services on site, a copy of the NPA Master Contract and ISA for each student must be submitted with the budget request.

D. Funds will be distributed in November (25% of the approved amount) and February (25% of the approved amount). The approved amount is equal to 80% of the approved budget request.

E. Final funds will be disbursed in August, adjusted for end-of-year expenditure reporting. End-of-year reporting is due July 14. End of year expenditure report should bear a reasonable relationship to the budget request filed in November. A template expenditure report will be provided and will request detail by object code:

1xxx Certificated Salaries  3xxx Employee Benefits  
4xxx Books & Supplies  5xxx Contract Service

F. See ERMHS guidelines – Allowable and Unallowable costs for additional details.

Expenditure Restrictions:
- Allowable costs only - Certificated salaries and related benefits and books/supplies
- Services provided (Staff or NPA) must require certificated staff
- CDE Certified NPA if applicable
- ERMHS Assessments are not reimbursable

G. Distribution of Funds:
- First Payment: 25% in November
- Second Payment: 25% in February
- Final Expenditure Report: July 14
- Final Payment: August
# Level 3 Sample Site Based Structured Therapeutic Educational Program Budget Request Form

**B Dolpho Charter SELPA**  
Educationally Related Mental Health Services (ERMHS) Budget Request  
Fiscal Year 2015-16

## Level 3 Site Based Structured Therapeutic Program - Due November 2, 2015

<table>
<thead>
<tr>
<th>No.</th>
<th>Student ID and Initials</th>
<th>ED Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1111111</td>
<td>fh</td>
</tr>
<tr>
<td>2</td>
<td>2222222</td>
<td>jd</td>
</tr>
<tr>
<td>3</td>
<td>1212121</td>
<td>la</td>
</tr>
</tbody>
</table>

## NPS ERMHS Estimated Expenditure Per Student

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Estimated Expenditures</th>
<th>Program Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Certificated Salaries (Counselors, Psychologists for direct ERMHS)</td>
<td>$20,000</td>
<td>200 hours at $100 per hour of staffing</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits (medical, retirement, workers comp, social security, etc.)</td>
<td>$1,000</td>
<td>Related benefits to staffing claimed</td>
</tr>
<tr>
<td>4000</td>
<td>Books or Supplies related to ERMHS provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000</td>
<td>Contracted Services (include FTE, rates, and services provided)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Budget Request:** $21,000

1. **ERMHS expenditures are for a site based structured therapeutic program/ERMHS services that are required in a student’s IEP. Please see ERMHS Guidelines.**

2. **Final funding is based on 80% of final expenditures filed.**

3. **A 20% local contribution (special education or general education funds) is required.**

<table>
<thead>
<tr>
<th>Total Budget Request</th>
<th>100% Amount</th>
<th>80% Funding (2)</th>
<th>20% (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$21,000</td>
<td>$21,000</td>
<td>$16,800</td>
<td>$4,200</td>
</tr>
</tbody>
</table>

**Charter Signatures:**

**Program Administrator Contact:**

**Business/Fiscal Contact:**

**Payment Information**

<table>
<thead>
<tr>
<th>Approval</th>
<th>80% of eligible budgeted expenditures submitted</th>
<th>January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment #1</td>
<td>50% of approved amount</td>
<td>February</td>
</tr>
<tr>
<td>Payment #2</td>
<td>Balance due - based on final expenditure report (80% subject to available funds)</td>
<td>August</td>
</tr>
</tbody>
</table>

*Should final expenditures exceed original budget request, funding is dependent upon availability of funds.*
LEVEL 3 NPS (ERMHS)

**Level 3 NPS ERMHS Program Description**

**LEVEL 3 NPS ERMHS**

- This funding is intended to reimburse schools when an NPS placement is required to effectively provide ERMHS.

**PROGRAM DESCRIPTIONS**

- When a student, who is eligible for special education under the eligibility category of Emotional Disturbance (ED), has educationally related needs which exceed the current placement with mental health supports and services, it may be necessary for the IEP team to consider a residential facility. This facility would provide intensive therapeutic services to support the student in accessing his/her educational program. When this is the case, it is required that the LRE options and continuum of services have been exhausted. Attendance at such IEP meetings is required by a comprehensive IEP team, which will include all service providers, site administrator, special education administrator/designee, SELPA involvement, mental health service provider, and receiving residential facility (if appropriate).

**ELIGIBLE EXPENDITURES**

- A student with a primary or secondary eligibility category of ED is eligible for ERMHS related individual professional and consulting services (e.g. medical services, day treatment, individual therapy, family therapy, group therapy, group rehabilitation, therapeutic behavioral services, and psychological services). The following services codes are identified in the student's IEP:
  - 510-Individual Counseling
  - 515-Counseling & Guidance
  - 520-Parent Counseling
  - 525-Social Work Services
  - 530-Psychological Services
  - 535-Behavioral Intervention Services
  - Transportation costs
  - ERMHS assessments are NOT eligible for reimbursement

**ELIGIBLE PROVIDERS**

- A CDE approved Non-Public School (NPS) or Non-Public Agency (NPA); Must pass LCFF Test
- See Charter SELPA MH Program Guidelines.
**Level 3 NPS (ERMHS): Budget Request Process & Funding Flow**

**A. Timeline**
- LEA will contact SELPA when considering NPS or NPS-Residential placement and submit a preliminary budget in writing to Charter SELPA Business Office.
- After placement has been made in student’s IEP, NPS or NPS-Residential Facility should complete a SELPA Master Contract and Individual Service Agreement (ISA) for the student.
- Within 30 days of signed SELPA Master Contract, LEA will submit a Level 3 Budget Request to SELPA, along with a copy of the Master Contract and ISA.

**B.** The budget request form captures costs by daily contract rate. A separate form is required for each student and student ID must be provided along with designation of ED as primary or secondary disability. The form requests the total daily cost – educational costs and ERMHS costs. The educational cost must be equal to or greater than the LCFF per ADA amount generated. For NPS ERMHS, the NPS contract should identify MH related costs in the daily rate. Alternate documentation will be considered to substantiate the ERMHS related services daily rate cost.

**D.** Prior to any new NPS Placements or NPS-Residential Placements, SELPA must be consulted and a preliminary budget request submitted in writing to the Charter SELPA director.

**E.** Funds will be distributed in November (25% of the approved amount) and February (25% of the approved amount). The approved amount is equal to 90% of the approved budget request.

**E.** Final funds will be disbursed in August, adjusted for end-of-year expenditure reporting. End-of-year reporting is due July 14. End of year expenditure reports should bear a reasonable relationship to the budget request. A template expenditure report will be provided and will request detail by number of days and daily rate.

**F.** See ERMHS Guidelines – Allowable and Non-Allowable Costs for additional details.

**Expenditure Restrictions:**
- CDE Certified NPS
- Pass LCFF Test
- ERMHS Assessments are not reimbursable

**H.** Distribution of Funds:
- First Payment: 25% in November
- Second Payment: 25% in February
- Final Expenditure Report: July 14
- Final Payment: August
Level 3 Sample NPS ERMHS Budget Form

<table>
<thead>
<tr>
<th>Service on ISA</th>
<th>Total Annual or Monthly Hours or Days</th>
<th>Rate</th>
<th>Estimated Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Costs</td>
<td>180</td>
<td>$120.00</td>
<td>$21,600</td>
</tr>
<tr>
<td>Individual Counseling</td>
<td>80</td>
<td>$100.00</td>
<td>$8,000</td>
</tr>
<tr>
<td>Transportation Costs related to ERMHS only (if applicable)</td>
<td></td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>Indirect Costs (subject to CSAM requirements, only first $25,000 of contract may be subject to indirect)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Budget Request</td>
<td>$</td>
<td>$10,000</td>
<td></td>
</tr>
<tr>
<td>Total Estimated Expenditures including educational costs</td>
<td></td>
<td></td>
<td>$31,600</td>
</tr>
</tbody>
</table>

(1) ERMHS funds are solely for related ERMHS Services that are required in a student's IEP. Education costs are NOT reimbursed through ERMHS. Vendor must provide a separate education rate and ERMHS rate.

(2) Final funding is based on 90% of the final expenditure report filed.

(3) A 10% local contribution (special education or general education funds) is required.

Charter Signatures:

Program Administrator Contact:

Business/Product Contact:

Payment Information:

<table>
<thead>
<tr>
<th>Approval</th>
<th>90% of eligible budgeted expenditures submitted</th>
<th>January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment #1</td>
<td>50% of approved amount</td>
<td>February</td>
</tr>
<tr>
<td>Payment #2</td>
<td>Balance due - based on final expenditure report (90% subject to available funds)</td>
<td>August</td>
</tr>
</tbody>
</table>

Should final expenditures exceed original budget request, funding is dependent upon availability of funds.
**Level 3 NPS Residential: Budget Request Process & Funding Flow**

**A. Timeline**
- Contact SELPA when considering NPS or NPS-Residential placement and submit preliminary budget.
- After placement has been made in student’s IEP, NPS or NPS-Residential Facility should complete a SELPA Master Contract and Individual Service Agreement (ISA) for the student.
- Within 30 days of signed SELPA Master Contract, the LEA will submit a Level 3 Budget Request to SELPA, along with a copy of the Master Contract and ISA.

**B. Prior to any new NPS Placements or NPS-Residential Placements, SELPA must be consulted and a preliminary budget request submitted in writing to charter SELPA director.**

**C. A budget request for the Level 3 NPS Residential reimbursement funding must be filed with the Charter SELPA within 30 days of signed Master Contract, along with a copy of the Master Contract and Individual Service Agreement (ISA). When a placement is discontinued, Charter SELPA shall be notified immediately so budget may be revised.**

**D. The budget request form captures costs by daily contract rate. A separate form is required for each student and student ID must be provided along with designation of ED as primary or secondary disability. The form requests the total daily cost for room and board.**

**E. Funds will be distributed in November (25% of the approved amount) and February (25% of the approved amount). The approved amount is equal to 100% of the approved budget request.**

**F. Final funds will be disbursed in August, adjusted for end-of-year expenditure reporting. End-of-year reporting is due July 14. End of year expenditure reports should bear a reasonable relationship to the budget request. A template expenditure report will be provided and will request detail by number of days and daily rate.**

**G. See ERMHS Guidelines – Allowable and Non-Allowable Costs for additional details.**  
**Expenditure Restrictions:**
- CDE Certified NPS  
- ERMHS Assessments are not reimbursable

**H. Distribution of Funds:**
- First Payment: 50% in February  
- Final Expenditure Report: July 14  
- Final Payment: August
## Level 3 Sample NPS Residential Budget Request Form

### El Dorado Charter SELPA
Educationally Related Mental Health Services (ERMHS) Budget Request
Fiscal Year 2013-16

#### Level 3 NPS Residential - Due 30 days after NPS contract signed.

1. Charter Name (select from dropdown menu provided)

2. List Student (Student ID and Initials). Students must have primary or secondary ED designation.

### NPS Residential Estimated Expenditures per Student (1)

<table>
<thead>
<tr>
<th>Facility Name (must be on approved CDE certification list):</th>
<th># Contracted Days or Months</th>
<th>Daily/Mo. Rate (room/board only)</th>
<th>Estimated Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>180</td>
<td>$200.00</td>
<td>$36,000</td>
</tr>
<tr>
<td>Transportation Costs related to ERMHS only (if applicable)</td>
<td></td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>Indirect Costs (subject to CSAM requirements. Only first $25,000 of contract may be subject to indirect)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total NPS Residential Budget Request (1)</td>
<td></td>
<td></td>
<td>$37,000</td>
</tr>
</tbody>
</table>

1. ERMHS funds are solely for residential costs related to an ERMHS placement that is required in a student’s IEP. Education costs are NOT reimbursed through ERMHS.

2. Final funding is based on 100% of the final expenditure report filed.

### Charter Signatures:

[Signature]

Program Administrator Contact

[Signature]

Phone #

Business/Fiscal Contact

[Signature]

Phone #

#### Payment Information

<table>
<thead>
<tr>
<th>Approval</th>
<th>100% of eligible budgeted expenditures submitted</th>
<th>January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment #1</td>
<td>50% of approved amount</td>
<td>February</td>
</tr>
<tr>
<td>Payment #2</td>
<td>Balance due - based on final expenditure report (100% subject to available funds)</td>
<td>August</td>
</tr>
<tr>
<td>Payment #2</td>
<td>Should final expenditures exceed original budget request, funding is dependent upon availability of funds.</td>
<td></td>
</tr>
</tbody>
</table>
SUMMARY OF TIMELINES AND REPORTING REQUIREMENTS FOR LEVEL 2, LEVEL 3 SITE BASED, LEVEL 3 NPS (ERMHS), AND LEVEL 3 NPS- RESIDENTIAL

It is critical for the Charter SELPA to determine if there are sufficient funds available to fund all requests within a budget year. The timeline for each budget varies. Please see the schedule below for a summary of timelines. If a deadline falls on a weekend, the deadline is the following Monday at 5:00 p.m.

A compilation of Level 2 and Level 3 requests will be done in early February and a report provided at the March CEO Executive Committee meeting. If a deficit exists in Levels 2 or 3, all charter LEAs will be notified immediately. The Allocation Plan provides a methodology for how any potential deficit or surplus is applied.

Timelines/Schedule (updated annually):

**Level 2**
- Annual Mental Health Plan: November 1
- SEIS Services Count (pulled by SELPA): December 1
- Budget Request - Level 2: January 16
- Budget Request – Transportation: January 16
- Expenditure Report: July 14

**Level 3 Site Based (Structured Therapeutic Treatment)**
- Annual Mental Health Plan: November 1
- Budget Request: November 1
- Expenditure Report: July 14
*Programs started after November 1 are not guaranteed funding.*

**Level 3 NPS (ERMHS)**
- Budget Request, Master Contract & ISA per Student: Within 30 calendar days of signed Master Contract
- Expenditure Report per Student: July 14

**Level 3 NPS-Residential**
- Budget Request, Master Contract & ISA per Student: Within 30 calendar days of signed Master Contract
- Expenditure Report per Student: July 14

**Cash Flow All Levels**
- Level 3 1st Payment = 25% of Eligible Funding: November
- Level 3 2nd Payment = 25% of Eligible Funding: February
- Level 2 1st Payment = 50% of Eligible Funding: February
- Level 2 & 3 Final Payment*: August
  *Based on Final Expenditure Report
CHARTER LEA DOCUMENTATION FOR LEVEL 2 AND LEVEL 3 FUNDING

Charter LEAs are responsible for:

- Maintaining documentation for all Level 2 and Level 3 costs claimed.
- Maintaining student records, as appropriate, in accordance with Family Educational Rights and Privacy Act (FERPA) and LEA policies. As a function of public education services, the mental health service provider shall have access to all educational records and files.
- Maintaining documentation to support the certificated and classified salaries billed and affiliated to ERMHS funding.
- Ensuring and maintaining documentation related to staff certification claimed in Level 2 and 3 from certified NPAs.
- Maintaining service logs related to ERMHS services delivered in Level 2 and Level 3 Site-Based programs.
- Maintaining documentation for Level 3 (Site Based) Structured Therapeutic ERMHS Programs which may include: program design, staffing, staff certification, and salaries.
- Maintaining and updating all SEIS records in a timely manner to reflect student needs, placement, and be prepared for SEIS pulls related to funding.
- Maintaining current Exchange of Information forms between LEA staff and NPA/S staff or outside providers to discuss student’s mental health, medical, and educational needs.
- Ensuring that all of the student’s IEP Goals, including Behavior Intervention Plan, Behavior goals, and Counseling goals, are updated and communicated to IEP Team members at intervals determined in student’s IEP.
- Maintaining Behavior Emergency Reports on students receiving ERMHS support, particularly for students in NPS or NPS-Residential settings.
- Procuring and maintaining SELPA Master Contracts and Individual Service Agreements on an annual basis, even for students previously placed in an NPS or NPS-Residential setting.
- Maintaining progress reports and timelines that align with IDEA mandates, placement in an NPS or NPS-Residential setting does not negate a LEAs obligation to offer annual and triennial IEP meetings, with appropriate testing.
- Ensuring that students in NPS or NPS-Residential settings are administered mandated state testing, even when they are placed out-of-state.

The Charter SELPA may review IEP ERMHS data on frequency and duration of services and make a comparison to employee FTE claimed and NPA contracted services, to determine a reasonable relationship between services and costs.
### Allowable and Non-Allowable Costs for Level 2 and Level 3

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Level 2 Site Based</th>
<th>Level 3 NPS ERMHS</th>
<th>Level 3 NPS Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Certificated Salaries. ERMHS provided by counselors, psychologists, other approved providers.</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>Classified Salaries. Behavioral aides or staff providing ERMHS.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>Benefits (medical, retirement, workers comp, unemployment, etc.) related to employees providing ERMHS.</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>4000</td>
<td>Books or supplies related to ERMHS</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>5000</td>
<td>Contracted Services with NPS or NPA for ERMHS</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>7000</td>
<td>Indirect</td>
<td>Yes*</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Transportation Costs</td>
<td>Yes*</td>
<td>May apply under Level 2</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* If finding of sufficiency of funding, Level 2 indirect and transportation allowed.

### Non-Allowable Costs

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Level 2 Site Based</th>
<th>Level 3 NPS ERMHS</th>
<th>Level 3 NPS Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Certificated salaries for any administrative employees</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>2000</td>
<td>Classified salaries for any administrative employees, office staff, or support person not providing ERMHS</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits for administrative employees and other support not providing ERMHS</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>4000</td>
<td>Books or supplies not related to ERMHS</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>5000</td>
<td>Other operating costs (facility lease, utilities, custodial, etc.)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>6000</td>
<td>Capital Outlay</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>7000</td>
<td>Indirect</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ERMHS Assessment Costs</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
Appendix – Other Resources

APPENDIX - CASEMIS DESCRIPTION EMRHS

<table>
<thead>
<tr>
<th>Service</th>
<th>Service Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>510</td>
<td><strong>Individual Counseling:</strong> One-to-one counseling, provided by a qualified individual pursuant to an IEP. Counseling may focus on aspects, such as educational, career, personal; or be with parents or staff members on learning problems or guidance programs for students. Individual counseling is expected to supplement the regular guidance and counseling program. <em>(34 CFR § 300.24(b)(2), CCR Title 5 §3051.9)</em>.</td>
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<td>515</td>
<td><strong>Counseling and guidance:</strong> Counseling in a group setting, provided by a qualified individual pursuant to an IEP. Group counseling is typically social skills development, but may focus on aspects, such as educational, career, personal; or be with parents or staff members on learning problems or guidance programs for students. IEP-required group counseling is expected to supplement the regular guidance and counseling program. <em>(34 CFR §300.24.(b)(2)); CCR Title 5 §3051.9)</em> Guidance services include interpersonal, intrapersonal or family interventions, performed in an individual or group setting by a qualified individual pursuant to an IEP. Specific programs include social skills development, self-esteem building, parent training, and assistance to special education students supervised by staff credentialed to serve special education students. These services are expected to supplement the regular guidance and counseling program. <em>(34 CFR 300.306; CCR Title 5 §3051.9).</em></td>
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<td>520</td>
<td><strong>Parent Counseling:</strong> Individual or group counseling provided by a qualified individual pursuant to an IEP to assist the parent(s) of special education students in better understanding and meeting their child’s needs; may include parenting skills or other pertinent issues. IEP-required parent counseling is expected to supplement the regular guidance and counseling program. <em>(34 CFR §300.31(b)(7); CCR Title 5 §3051.11)</em>.</td>
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<td>525</td>
<td><strong>Social Work Services:</strong> Social Work services, provided pursuant to an IEP by a qualified individual, includes, but are not limited to, preparing a social or developmental history of a child with a disability; group and individual counseling with the child and family; working with those problems in a child’s living situation (home, school, and community) that affect the child's adjustment in school; and mobilizing school and community resources to enable the child to learn as effectively as possible in his or her educational program. Social work services are expected to supplement the regular guidance and counseling program. <em>(34 CFR §300.24(b)(13); CCR Title 5 §3051.13)</em>.</td>
</tr>
<tr>
<td>530</td>
<td><strong>Psychological Services:</strong> These services, provided by a credentialed or licensed psychologist pursuant to an IEP, include interpreting assessment results to parents and staff in implementing the IEP; obtaining and interpreting information about child behavior and conditions related to learning; planning programs of individual and group counseling and guidance services for children and parents. These services may include consulting with other staff in planning school programs to meet the special needs of children as indicated in the IEP. *(CFR Part 300 §300.24). IEP-required psychological services are expected to supplement the regular guidance and counseling program. <em>(34 CFR §300.24; CCR Title 5 §3051.10)</em>.</td>
</tr>
<tr>
<td>535</td>
<td><strong>Behavior Intervention Services:</strong> A systematic implementation of procedures designed to promote lasting, positive changes in the student’s behavior resulting in greater access to a variety of community settings, social contacts, public events, and placement in the least restrictive environment. <em>(CCR Title 5 §3001(d))</em></td>
</tr>
<tr>
<td>540</td>
<td><strong>Day Treatment Services:</strong> Structured education, training and support services to address the student’s mental health needs <em>(Health &amp; Safety Code, Div.2, Chap.3, Article 1, 1502(a)(3))</em></td>
</tr>
<tr>
<td>545</td>
<td><strong>Residential Treatment Services:</strong> A 24-hour out-of-home placement that provides intensive therapeutic services to support the educational program <em>(Welfare and Institutions Code, Part 2, Chapter 2.5, Art. 1, §5671)</em></td>
</tr>
</tbody>
</table>
Appendix – Other Resources

OTHER RESOURCES
Please see the Charter SELPA website for the following resources as published by CDE:

1. Assembly Bill 114: Related Services under the Individuals with Disabilities Education Act (September 13, 2011)
2. Requirements for Securing the Services of Mental Health Professionals to Provide Related Services to Special Education Students (September 13, 2011)
3. Assembly Bill 114: Use of Mental Health Funds in the Budget Act of 2011-12 (January 5, 2012)
4. Assembly Bill 114: Day Treatment (June 27, 2012)
5. Assembly Bill 114: Assessment Summary (June 29, 2012)
6. Assembly Bill 114: Providing Coordinated Intensive Services through an Individual with Disabilities Education Act Compliant Individualized Education Program (July 26, 2012)
7. Licensure Requirements
8. DIS Services

TEMPLATES
1. Level 2 ERMHS/ Budget Form
2. Level 2 ERMHS/ Annual Mental Health Plan
3. Level 2 ERMHS/ Budget Form
4. Level 2 ERMHS/ Transportation Form
5. Level 3 (Site Based) Structured Therapeutic ERMHS Program/ Budget Form
6. Level 3 (Site Based) Structured Therapeutic ERMHS Program/ Annual Mental Health Plan
7. Level 3 NPS/ Budget Form
8. Level 3 NPS/ Annual Mental Health Plan
9. Level 3 NPS-Residential/ Budget Form
10. Level 3 NPS-Residential/ Annual Mental Health Plan