

**Electronic Data Reporting  
System (EDRS)**

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**Division of Program Finance**  
**Special Education Funding & Data Team**

Minnesota Department of  
Education

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**Special Education Funding & Data Team**

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## General Education Revenue

- All students receive General Education Revenue.
- State Special Education Regular Program Aid is used to pay only excess costs of providing special education and related services to students with disabilities.

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## State Special Education Regular Program Aid

State special education regular program aid funds are to be used for:

- Direct Instruction.
- Staff providing special educational support and related services.
- Individualized instructional supplies and equipment.
- Contracted services for students.
- Contracted student placements.

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**State special education regular program aid funds are to be used for:**

- **Direct Instruction.**
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- **Individualized instructional supplies and equipment.**
- **Contracted services for students.**
- **Contracted student placements.**

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### State Special Education Regular Program Aid (2)

- **Salary** – 68% of salary of each essential staff providing direct instructional services to students.
- **Supplies/Equipment** – 47% of the cost not to exceed an average of \$47 per student with an Individualized Educational Program (IEP) or in the Alternative Delivery of Specialized Instructional Services (ADSIS) program.
- **Contracted Services** for students and student placements – 52% of a contract for instruction and services for students.

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### What are requirements for Individuals with Disabilities Education Act (IDEA) Funds

- **Federal funds** can only be used to pay the excess costs of providing special education. (20 United States Code (USC) Chapter 33 Sec. 1413 (2)).
- **Federal funds** shall be used to supplement not supplant state and local funds.

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### Federal Payments

- **Federal budgeted costs** are based on current year approved expenditures reported on EDRS.
- **Every Wednesday**, eligible error free federal special education expenditures reported on EDRS will be downloaded to a file and then uploaded into State Educational Record View and Submission system (SERVS) as the approved district budget.
- **Federal funds** will be drawn from SERVS at the Finance code and course code level.
- **Districts** will not be able to draw more than the approved total budgeted amount on SERVS.

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### EDRS - Purpose

- An Application and Reporting System for Special Education.
- State Special Education Regular Program Aid.
- Federal Special Education Aid.
- Access through the Internet.
- Licensure review.
- + 110 Other edits/verifications.

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### EDRS - Procedures

- Available 24 hours a day; seven days a week.
- Access through the Internet (EDRS has its own Uniform Resource Locator (URL) address).
- Must have a static Internet Protocol (IP) address on file at the Minnesota Department of Education (MDE).
- Data can be downloaded into an Excel spreadsheet or in Special Education Data line reports.

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### EDRS - System

- Licensure review.
- Assignment/Disability.
- Types of personnel.
- Student placements.
- Distinguish types of services and goods.
- Amount of expenditures.

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### EDRS – System (2)

- EDRS is a system that has many prompts and edit checks.
- Plan ahead for timelines as last minute access can be challenging.
- Have data as complete as possible prior to January 30. MDE will make a February special education program aid payment. There will not be another special education program aid payment until next August.
- Have data as complete as possible prior to April 30. MDE will copy all EDRS FY12-13 data into the FY13-14 data year.

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### EDRS - When to Enter Data

- When the obligation is made, e.g., contract for personnel services, or equipment is ordered, enter the amount of the obligation.
- Enter estimates of supplies and materials from approved budget.

#### **\*Don't over-estimate\***

- Enter final data when billing is complete and the information is available on the Uniform Financial and Reporting System (UFARS) as audited data.

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### EDRS - Coding – Funding Source Code (FSC)

- The FSC indicates the source of funds the district wishes to access for the staff, activity or supplies and equipment.
- State special education regular program aid is restricted to direct instruction and related services.
- Federal funds are more liberal on the uses.

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### EDRS - Coding – Service Codes (SC)

- The Service Codes indicate the type of staff, service, or other activity for which the district is requesting payment with state funds.
- Select the Service Code that best represents the activities.

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### EDRS – Personnel Type Codes (PTC)

- Enter the appropriate PTC according to the person's assignment not licensure.
- Enter two or more lines if the individual has a split assignment, e.g. Learning Disabled (LD) teacher in the morning and Emotional and Behavioral Disorders (EBD) teacher in the afternoon.
- Minnesota Administrative Rule (3525.2405 directors) requires every district to have a licensed director of special education.

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### EDRS – Personnel Type Codes (2)

- Directors, assistant directors and supervisors of special education do not generate state special education regular program aid.
- Directors, assistant directors and supervisors can be claimed for federal reimbursement.
- The Minnesota Legislature has been consistently clear that it is not its intention to reimburse districts' administrative personnel with state special education regular program aid.

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### EDRS – Personnel Type Codes (3)

- All Special Education directors, assistant directors/supervisors must be reported to MDE via EDRS even though they do not generate state special education regular program aid.
- MDE must have all special education staff reported to meet its responsibility to monitor the federal “maintenance of effort” requirement and to report Full Time Equivalent (FTE) staff information to the US Department of Education (USDOE).

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### EDRS - Disability Codes

- If a team teaching model is being used, then a licensed teacher in the student disability area must be on the IEP team.
- If the team teaching model is being used, activity codes +, \* and # are required.
- If the team teaching model is not being used, then the teacher must be licensed for each of the students area of disability(401-416).
- Disability Code 420, is meant for centralized functions of the district, e.g. special education director, social worker, psychologist who works with all disabilities.

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### EDRS - Setting Codes

- For staff (Personnel Type Codes 01 and 07) who work in kindergarten through high school, list what the majority of the staff time is for that line. If it is working in the regular classroom for the assignment, use setting code A.
- Early Childhood Ages 3-5 which identifies the assignment of the staff.

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### EDRS - Time Unit Types

- Enter H for Hours and D for Days.
- For Funding Source Code A, you may not enter more hours or days than the teacher contract days which were reported on the initial application.
- If the teacher does work more hours or days than the teacher contract days, use Funding Source Code E (Extended Year) for state reporting.

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### EDRS – Full Time Equivalency

- On the annual application school districts report the number of days and minutes in a teacher contract year. This enables MDE to uniformly compute the FTE for each staff person claimed for aid on EDRS.
- Employees reported to receive State Special Education Regular Program Aid cannot exceed 1.0 FTE for the year.
- Employees reported for reimbursement with federal funds cannot exceed 1.33 FTE for the year.

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### EDRS - Activity Codes

- Activity codes are used to gather more detailed information as needed.
- Team Teaching requires activity codes \*, + and #.
- In addition, Service Code F staff travel and R (personnel development) require activity codes.

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### EDRS - Uses of Data

- Create districts federal budgets – current year.
- Pay districts state aids – current year.
- Calculate Excess Cost Aid.
- To establish rates for Third Party Medical Assistance (MA) billing.
- Licensure Validation (LV) for federal funded special education staff that are required to hold a Board of Teaching License.
- Respond to inquiries from state legislature, federal government, school districts and MDE staff.
- Monitor expenditures.
- Report required data to the USDOE.

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### EDRS - Errors

- Two Types of Errors
  - System Generated - edit checks, such as licensure, expenditures and coding.
  - Program Review - when data is reviewed by MDE, error messages can be posted to block payment on specific lines as additional information may be required, inappropriate coding, etc.

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### EDRS – Entry Planning

- Plan ahead and have data encoded on a worksheet.
- Update data as it becomes available as state and federal funds are paid from current data reported on EDRS.

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# EDRS – APPLICATION

Home Welcome to MDE Just for Parents Student Success Educator Excellence School Support Data Center

Minnesota Department of Education

MDE - School Support - Data Submissions - **ADML/LEP (EDRS)**

Search

ADML/LEP (EDRS)

4-C Census Data Reporting

ADML/LEP (EDRS)

Alternative Facilities System

Assessment Score Reports

Assurance of Compliance

Athletics Data Reporting

Career and Technical Education Levy Recalculation Web-Based Reporting System

Carl Perkins

CLC/CI Program Administration

Compulsory Instruction

Compliance Data Reporting

Continuing Education Credit Hour Reporting

Disciplinary Incident Reporting System

District and School Web Collection

Finance and School Web Uploads

The District/Local ACIM and LEP Reporting System is where districts provide their estimated average data membership (ADM) for the following three school years to the department. School district types 1, 2 and 3 must report their estimated data via this system. Charter schools in their fourth state data update their estimated data via EDRS. For charter schools in their first three years, MDE uses a paper report and requires online and non-year MARS submissions.

Enter the ADML/LEP Reporting System

Application for EDRS (Electronic Data Reporting System) Access

Submit

2010-2011

2011-2012

2012-2013

Estimated Average Data Membership (ADM)

Districts Report Two Estimated Average Data Membership Submissions per District Year

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# EDRS – APPLICATION

**Application for EDRS Access**

☐ District/Charter School Enrollment Projection      ☐ Special Education Access

| <b>DISTRICT INFORMATION</b> |             |                  |                |
|-----------------------------|-------------|------------------|----------------|
| District Name:              |             | District Number: | District Type: |
| User Name:                  | Position:   |                  |                |
| Mailing Address:            | City:       | Zip Code:        |                |
| Telephone Number:           | Fax Number: | E-Mail Address:  |                |

| <b>IP ADDRESS INFORMATION</b>  |         |                              |  |
|--|---------|------------------------------|--|
| IP Number:   | Static: | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |
| Browser Type (example: "Nokia6630 Navigator")  |         | Version (e.g., 3.11)         |  |
| Internet Services Provider (If not a T-1 line with direct access, including: "AOL", "Comcast", etc.) |         |                              |  |
| Proxy Server:  |         | <input type="checkbox"/> Yes | <input type="checkbox"/> No      If Yes, IP address of Proxy Server: |

Return the completed application to: [blaine.collins@mn.gov](mailto:blaine.collins@mn.gov) at the Minnesota Department of Education, or email at [blaine.collins@mn.gov](mailto:blaine.collins@mn.gov) or fax to 612-626-2678. For questions, call 612-626-2678.

\* To reduce the possibility of unauthorized persons gaining access to district data in EDRS and to ensure that only authorized users can access the data, EDRS will require that all EDRS users may only have a unique static public IP address or all EDRS users in a district may share the same IP address. However, a public IP address or all EDRS should not be the same IP address that is used by students. Public IP addresses do not start with 10.NNN.NNN.NNN. Because of the great number of schools that have their own IP address, the best way to administer your public IP address is to contact us and determine whether it is a unique static public IP address or to contact your technical support team.

For the benefit of technical support staff that needs to be notified that network configurations, EDRS uses the following T-CDF ports: 80, 808, 100, 3001. All connections are made to IP address 192.168.110.240.

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### Special Education Funding & Data Team

If you have any a questions, please call or e-mail.

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