

FFS Cost Study 2011-2012

Instructions on How to Navigate the Website

1. Using your Internet browser, go to www.ppsm.net/mac/ffscost11/login.asp.
You can either click the website address in this memo, or go to www.ppsm.net and select the link for login.
2. Enter your District ID and Password into the website page and then press the Login button.
3. Once logged into the website, the next page shows all the different categories of Fee-for-Service services. You may or may not employ or contract all 8 service categories. **Make sure that the year, hours, and costs are entered for each service in which you employ or contract. All three must be entered to compute a billing rate for that service category.**

a. [Year](#)

- i. If your district/joint agreement hired or contracted staff for that category during the 2010-2011 school year, select 2010-2011.
- ii. If this is a new category for your district/joint agreement, select 2011-2012. The related hours and expenditures should be based on budget or estimated figures for the 2011-2012 school year

b. [Total Hours](#)

- i. Sum all hours for both employees and contracted staff and enter the total hours for each service category for the selected school year. Include assistants or interns where appropriate.

c. [Employee Salaries and Contracted Staff Costs](#)

- i. Sum all employee salaries and contracted staff costs and enter the total salaries and contracted staff costs for each service category for the school year selected. Include assistants or interns where appropriate.

d. [Employee Benefits](#)

- i. Enter the total of all employee benefits for each service category for the school year selected. Include assistants or interns where appropriate.

e. [Non-Salary Expenditures](#)

- i. Enter the total non-salary expenditures for each service category for the school year selected. Include non-salary expenditures for assistants or interns where appropriate.

f. [Federal Revenues & State Flow Thru Revenues](#)

- i. Enter any federal revenues and/or state flow through money not considered local funds for each service category for the school year selected that offsets the expenditures entered for that category. Include federal revenues and/or state flow through money not considered local funds for assistants or interns where appropriate.

NOTE: Each of the column titles is a link to another web page. Each link shows what should be entered for that column.

4. After information is entered for a service category, you must press the SUBMIT button to save the data for that category. **Any categories that have been submitted will be shaded light gray. If a category is shaded red, then the federal revenues in Step 3f are more than the total expenditures in Steps 3c through 3e. Please review and correct any expenditures for categories that are shaded red as federal revenues should not be more than the sum of all expenditures in any one category.**

5. Repeat Steps 3 and 4 until all information has been entered and submitted for each service category in which you either employ and/or contract services. Once data is entered for all appropriate service categories, you are now ready to submit your information to the website.
6. Click the "Certify" link at the top of the page to go to the next page.
7. At the bottom of the website page you will see 2 buttons. Press the Yes button on the website to officially submit all information. (The No button takes you back to the previous page to enter/change service category information). After the Yes button is pressed, you will get another page with the message...

Thank you.

You have successfully completed your
Fee-for-Service Cost Study.

If you have questions or need to change your information
please 1-877-686-2070.

8. You have now completed the process of submitting your information to us.

Items to Note:

- **When entering information, make sure the cells contain only numbers (no commas, no \$ signs, and no decimals). Also, submit any category that you do not hire or contract for with zeros (no blank cells).**
- **Round all entries to the nearest whole number.**
- **You must press the SUBMIT button on each service category to save that row's entries. You may change any entry by overwriting the original and then pressing SUBMIT again for that service category.**

- **You may combine therapists and assistants as appropriate such as OTs and COTAs, PTs and PTAs, etc. You may also include intern hours and costs where appropriate.**
- **After all information has been entered, I suggest that you print the screen with the 8 service categories. This will be your record of what was submitted to us. You may want to print the page on legal size paper and landscape orientation for the entire page to show.**
- **You will be able to logout and log back into the website to add or update all information until you have pressed the “Certify” link at the top of the page. Once certified, the website will not allow you to change any information. If you need to change any information after the website has been certified, please call 1-877-686-2070.**
- **Any categories that have been submitted will be shaded light gray. If a category is shaded red, then the federal revenues in Step 3f are more than the total expenditures in Steps 3c through 3e. Please review and correct any expenditures for categories that are shaded red as federal revenues should not be more than the sum of all expenditures in any one category.**