



EL DORADO
CHARTERSELPA

**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 for them to access their education. Educationally Related Mental Health Services (ERMHS) describe a range of services provided by an LEA to, and on behalf of, a student with an Individualized Education Program (IEP). If deemed necessary following a targeted assessment, the purpose of these services is to allow a student with mental health needs to access and benefit from his or her 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, responsibility for providing these services shifted 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.

AT A GLANCE ERMHS FUNDING GUIDELINES

ERMHS Allocation Plan Overview			
	Level 2	Level 3 Site Based	Level 3 NPS /Residential ERMHS
Description	IEP Based ERMHS Services	Structured Therapeutic ERMHS Program	ERMHS Services in NPS or RTC
Special Education Eligibility	All special education eligibility categories	ED	ED
Allocation Formula	80% of the lesser of \$3,000 per SEIS service, budget request or final expenditures*	80% of approved budget request or final expenditures	ERMHS: 90% of approved budget request or final expenditures, Room/Board: 100% of approved budget request or final expenditures
Student Transportation Costs related to ERMHS	80% of Allowed ERMHS related costs. (Based on Finding of Sufficiency of Funding) *	May be filed under Level 2	90% of Allowed ERMHS Transportation Costs
Annual Mental Health Plan	November 1	November 1	n/a
Budget Request	January 15	November 1	October 1 for continuing placements or w/in 30 days of a new placement
First Payment	February 28 (50% of preliminary funding)	February 28 (50% of approved budget)	October 31 (up to 25% of approved budget request)
Second Payment	n/a	n/a	January 31 (up to 50% of approved budget)
Third Payment	n/a	n/a	April 30 (up to 75% of approved budget)
Final Expenditure Report Due	July 15	July 15	July 15
Final Distribution	August 31	August 31	August 31
Expenditure Restrictions	Behavior Support (service code 535) restrictions **	Classified Staff not allowed Supplies	Must be a CDE Certified NPS/RTC Must pass LCFF Test for educational costs
Disallowed Expenditures			
Indirect Costs Allowed	Yes*	Yes	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 November 1. No funding guarantee	Within 30 days of signed Master Contract and ISA
*On or before September 15, the SELPA will conduct a finding of sufficiency of funding to set the Level 2 per-service rate (at \$2,000/service or higher), and to determine if Level 2 transportation costs and Level 2 indirect will be allowed. On or before May 1, SELPA will make an additional finding of sufficiency of funding to increase pro-ratio factors.			
**Behavior Support (service code 535) will be permitted only when: 1) a Behavior Intervention Plan (BIP) is in place and checked on the Special Factors page of the IEP 2) the student receives at least one other Mental Health service, as identified in IEP.			

ERMHS ALLOCATION PLAN

The Allocation Plan can be found on the Charter SELPA Website: [Charter SELPA Allocation Plan](#)

LEVEL 2 OVERVIEW

Level 2 ERMHS Program Description

Level 2 funding is intended to support targeted programs and interventions provided to students based on data driven IEP team decision. 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 IEP team recommendation of services. Services may be provided on or off the school site.

Eligible ERMHS Expenditures

Eligible ERMHS expenditures include those for any student who has an IEP, and for which the IEP states the student is eligible for the following services:

- 510: Individual Counseling
- 515: Counseling and Guidance
- 520: Parent Counseling and Training
- 525: Social Work Services
- 530: Psychological Services
- 535: Behavior Intervention Services (must have an additional MH service to be eligible)

Costs may include those for the following items:

- **Certificated Salaries:** A direct employee of the school, who holds the proper certification to provide mental health services (see [Mental Health Program Guidelines](#) for more detail)
- **Classified Salaries:** A direct employee of the school, who provides mental health services (see [Mental Health Program Guidelines](#) for more detail)
- **Benefits/Health and Welfare:** Applicable benefits for certificated and classified staff
- **Books or Supplies:** Supplies are limited to those specifically identified in the IEP
- **Contracted Services:** A CDE approved Non-Public Agency (NPA) or Non-Public School (NPS) or a sub-contractor of a County Mental Health or other public agency.

Only direct service time, as per the IEP, is eligible for reimbursement through the ERMHS funding stream. Administrative costs (prep time, IEP meetings, etc.) are not reimbursable. **ERMHS assessments are not eligible for reimbursement.**

Process for funding

Requesting Level 2 ERMHS funds is a two-part process that includes a review of an LEA's program and a request for funding.

The first part of the process requires the submission of a Level 2 Annual Mental Health Plan (AMHP) SELPA template. The AMHP is submitted by the LEA via the Fiscal Portal no later than November 1 (or the following Monday if November 1 falls on a weekend). The AMHP should include the following elements:

- A description of your Level 2 program, including the services provided, the credentials of the specialists providing the services and how often progress monitoring occurs
- An identification of staff and/or NPAs providing services and verification of proper credentials
- A description of your LEA's ERMHS referral process
- A verification of proper documentation practices
- The name and title of who is monitoring the effectiveness of the ERMHS program
- An assurance that the information provided is true and accurate

The second part of the process requires the submission of a Budget Request SELPA template. The Budget Request is submitted by the LEA via the Fiscal Portal no later than January 15 (or the following Monday if January 15 falls on a weekend) and will determine an LEA's preliminary funding. Final funding will be dependent upon final expenditures. The Budget Request should include the following elements:

- A count of eligible mental health services as pulled from SEIS on December 1 (pre-populated by the SELPA)
- A count of eligible mental health service hours as pulled from SEIS on December 1 (pre-populated by the SELPA)
- Budget request detail (by object code)
 - Certificated Salaries
 - Classified Salaries
 - Benefits/Health and Welfare
 - Books or Supplies
 - Contracted Services
 - Transportation Costs, limited to costs for student to access IEP based mental health services with an outside agency (mileage, parking, tolls)
 - Indirect Costs
- Provider detail-an LEA's provider detail should substantiate the costs included in the budget request detail (certificated salaries, classified salaries, and contracted services)
 - Provider
 - Services provided
 - Estimated hours for provider
 - Hourly rate for provider (not including cost of benefits/health and welfare)

Preliminary funding will be the lesser of the December 1 SEIS mental health service count at \$2000/service count (rate determined in finding of sufficiency of funding) OR the submitted and approved budget request. Preliminary funding will also be prorated to 80%. A local contribution of 20% (or higher, depending on funding factor) is expected for this funding stream, which may decrease with subsequent findings of sufficiency should funds allow. Final funding will be based on the lesser of preliminary funding or final expenditures.

SEIS Service Counts

SEIS service counts are one of two components to the funding formula. To maximize funding based on student need, the SELPA distributes preliminary counts of services in September, October, and November. These preliminary reports are sent in advance of the December 1 data to allow the LEA to check for accuracy and completeness and to allow time for the LEA to rectify any issues prior to the final pull.

SEIS service counts are filtered at each pull for the following items to determine active, eligible services:

- Services marked as Discontinued
- Services marked as Do Not Report (DNR)
- Students being served in a Site Based program
- Students with an Emotional Disturbance (ED) designation placed in an NPS
- Services ending prior to December 1
- Behavior Intervention Services that do not include a Behavior Intervention Plan indicated on the Special Factors page of the IEP and/or another mental health service
- Expired services and/or services with no end date
- Service codes 540 and 545

LEVEL 3 SITE BASED THERAPEUTIC OVERVIEW

Level 3 Site Based Therapeutic ERMHS Program Description

This funding is intended to support the implementation of Structured Therapeutic Educational Programs built on the LEAs school site. Level 3 funds serve students who have been found eligible as ED, and who benefit from a 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
- Is accessible 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 ERMHS Expenditures

For a student to be considered part of the site-based level 3 program, for the purposes of reimbursement, they must have a primary or secondary eligibility of ED and have any combination of the following services identified in the student's IEP:

- 510: Individual Counseling
- 515: Counseling and Guidance
- 520: Parent Counseling and Training
- 525: Social Work Services
- 530: Psychological Services
- 535: Behavior Intervention Services

Costs may include those for the following items:

- **Certificated Salaries:** A direct employee of the school, who holds the proper certification to provide mental health services (see [Charter-ERMHS-Guidelines.pdf \(charterselpa.org\)](https://www.charterselpa.org/charter-ermhs-guidelines.pdf) for more detail)
- **Benefits/Health and Welfare:** Applicable benefits for certificated and classified staff
- **Books or Supplies:** Supplies are limited to those specifically identified in the IEP
- **Contracted Services:** A CDE approved Non-Public Agency (NPA) or Non-Public School (NPS) or a sub-contractor of a County Mental Health or other public agency.
- *Classified Salaries are not allowable for Level 3 Site Based programs*

Only direct service time, as per the IEP, is eligible for reimbursement through the ERMHS funding stream. Administrative costs (prep time, IEP meetings, etc.) are not reimbursable. ERMHS assessments are not eligible for reimbursement.

Process for funding

Requesting Level 3 Site Based ERMHS funds is a two-part process that includes a review of an LEA's program and a request for funding.

The first part of the process requires the submission of a Level 3 Site Based Annual Mental Health Plan (AMHP). The AMHP is submitted by the LEA via the Fiscal Portal no later than November 1 (or the following Monday if November 1 falls on a weekend). Site Based programs are subject to a site visit, which will occur between November 1 and January 31 as part of the review process. The AMHP should include the following elements:

- A description of your Level 3 Site Based program, including the services provided, the credentials of the specialists providing the services and how often progress monitoring occurs
- An identification of staff and/or NPAs providing services and verification of proper credentials
- A description of your LEA's assessment process
- A verification of proper documentation practices
- The name and title of who is monitoring the effectiveness of the ERMHS program
- An assurance that the information provided is true and accurate

The second part of the process requires the submission of a Budget Request. The Budget Request is submitted by the LEA via the Fiscal Portal no later than November 1 (or the following Monday if November 1 falls on a weekend) and will determine an LEA's preliminary funding. Final funding will be dependent upon final expenditures. The Budget Request should include the following elements:

- Budget request detail (by object code)
 - Certificated Salaries
 - Benefits/Health and Welfare
 - Books or Supplies
 - Contracted Services
 - Indirect Costs
- Brief narrative of costs, including FTE, salary and benefit rates, contract hours and contract rates

Preliminary funding is based on the submitted and approved budget request. Preliminary funding will also be prorated to 80%. A local contribution of 20% is expected for this funding stream, which may decrease with subsequent findings of sufficiency should funds allow. Final funding will be based on the lesser of preliminary funding or final expenditures.

LEVEL 3 NPS with or without RTC OVERVIEW

Level 3 NPS ERMHS Program Description

This funding is intended to reimburse schools when an NPS or NPS/RTC placement is required to effectively provide ERMHS. 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 non-public school option, with or without residential care. 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).

At times, an IEP team may consider a residential treatment option. 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 ERMHS Expenditures

For a student to be considered part of the level 3 program, for the purposes of reimbursement, they must have a primary or secondary eligibility of ED and have any combination of the following services identified in the student's IEP:

- 510: Individual Counseling
- 515: Counseling and Guidance
- 520: Parent Counseling and Training
- 525: Social Work Services
- 530: Psychological Services
- 535: Behavior Intervention Services
- 545: Residential Treatment Services

Costs may include those for the following items:

- Contracted Services: A CDE Non-Public School (NPS), or other public agency (i.e., a local school district running a therapeutic program)
- Transportation for student (limited to mileage, airfare for student, meals en route to placement)
- Transportation for others (limited to mileage, airfare, meals, and/or car rental necessary to transport student for placement and/or access Parent Counseling if included in the IEP)
- Indirect Costs

Only direct service time, as per the IEP, is eligible for reimbursement through the ERMHS funding stream. Administrative costs (prep time, IEP meetings, etc.) is not reimbursable. ERMHS assessments are not eligible for reimbursement. Although educational services are provided by the NPS, LCFF revenue is received by the LEA for each student placed at an NPS. Educational costs may not be paid from ERMHS revenue. Therefore, a test is generated to ensure that the educational costs submitted in the budget template are equal to or greater than the LCFF revenue generated for the student.

Funding for ERMHS related services will be determined by the NPS rate structure, as follows:

- Individual Rates--If an NPS's rates are clearly identified as individual service rates, the per session costs of eligible services will be funded at the established ERMHS Level 3 funding percentage.

- All Inclusive Daily Rate—utilizing the services minutes each day and the number of days in the contract period, a percentage of time per service is calculated. The percentage is then applied to overall costs (daily rate times number of days) to determine the funding per service.
- Daily Mental Health Rate-- utilizing the services minutes each day and the number of days in the contract period, a percentage of time per service is calculated. The percentage is then applied to overall costs (daily mental health rate times number of days) to determine the funding per service.

Process for funding

A separate budget request is required for each student placement, and student ID must be provided along with designation of ED as primary or secondary disability. Changes made to an IEP, and subsequently the NPS contract, after approval requires a new budget request with the revised services and projected costs. The Budget Request is submitted by the LEA via the Fiscal Portal no later than October 1 (or the following Monday if October 1 falls on a weekend) for continuing placements from the prior year or within 30 days of a new placement and will determine an LEA's preliminary funding. Final funding will be dependent upon final expenditures. The Budget Request should include the following elements:

- Rates, as agreed upon in the Master Contract (rate sheet must be uploaded)
- Dates of placement
- Service minutes per day
- ERMHS services, as per the student's IEP
- Transportation costs (contract must be uploaded)

Preliminary funding is based on the submitted and approved budget request. Preliminary funding will also be prorated to 90% for ERMHS services. A local contribution of 10% is expected for the ERMHS portion of this funding stream, which may decrease with subsequent findings of sufficiency should funds allow. Room and board costs are funded at 100%. Final funding will be based on the lesser of preliminary funding or final expenditures.

FUNDING DETERMINATIONS

SELPA Level Determinations

In accordance with the Allocation Plan, a Findings of Sufficiency of funding will occur by May of each year. This determination allows the SELPA to increase funding in accordance with state and federal revenue fluctuations as well as anticipated budget requests.

REPORTING TIMELINE

All reporting is done through the Fiscal Portal (www.app.charterselpa.org/FiscalPortal).

- Level 1
 - Level 1- [Annual Mental Health Plan](#) (request via Level 2 Annual Mental Health Plan), due November 1
 - Level 1-Final Expenditure Report, due July 15
- Level 2
 - Level 2- [Annual Mental Health Plan](#), due November 1
 - Level 2- [Budget Request](#), due January 15
 - Level 2-Final Expenditure Report, due July 15
- Level 3 Site Based
 - Level 3 Site Based- [Annual Mental Health Plan](#), due November 1
 - Level 3 Site Based- [Budget Request](#), due November 1
 - Level 3 Site Based- [Final Expenditure Report](#), due July 15
- Level 3 NPS/Residential
 - Level 3 NPS/Residential- [Budget Request](#), due October 1 for continuing placements, due 30 days after new placement
 - Level 3 NPS/Residential-[Quarterly Expenditure Report](#) (optional), due October 15, January 15, April 15
 - Level 3 NPS/Residential-[Final Expenditure Report](#), due July 15

REQUIRED CHARTER LEA DOCUMENTATION

- Charter LEAs are responsible for:
 - Maintaining documentation for all 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 from outside entities (certified NPAs, NPSs, other public agencies) in accordance with the requirements in the Master Contract or MOU.
 - Maintaining service logs related to ERMHS services delivered at the LEA or with outside agencies.
 - 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 and placement.
 - Be prepared for SEIS service count reports to be pulled related to funding and work to rectify discrepancies as soon as possible.
 - 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 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, maintaining, and updating (as appropriate) 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

Object Code	Description	Level 1	Level 2	Level 3 Site Based	Level 3 NPS ERMHS/ Residential
1000	Certificated Salaries. ERMHS provided by counselors, psychologists, other approved providers.	Yes	Yes	Yes	No
2000	Classified Salaries. Behavioral aides or staff providing ERMHS.	Yes	Yes	No	No
2000	Classified salaries for any administrative employees, office staff, or support person not providing ERMHS	No	No	No	No
3000	Benefits (medical, retirement, workers comp, unemployment, etc.) related to employees providing ERMHS.	Yes	Yes	Yes	No
3000	Benefits for administrative employees and other support not providing ERMHS	No	No	No	No
4000	Books or supplies related to ERMHS	Yes	Yes	Yes	No
4000	Books or supplies not related to ERMHS	No	No	No	No
5000	Contracted Services with NPS or NPA for ERMHS	Yes	Yes	Yes	Yes
5000	Other operating costs (facility lease, utilities, custodial, etc.)	No	No	No	No
6000	Capital Outlay	No	No	No	No
7000	Indirect	Yes*	Yes*	Yes	Yes
	Transportation Costs	Yes*	Yes*	May apply under Level 2	Yes
	ERMHS Assessment Costs	No	No	No	No

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

APPENDIX – OTHER RESOURCES

SEIS Descriptions for ERMHS

- 510(Individual Counseling):** 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. (34 CFR § 300.24(b)(2), (CCR Title 5 §3051.9).
- 515(Counseling and Guidance):** 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. (34 CFR §300.24. (b)(2)); CCR Title 5 §3051.9) 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. (34 CFR 300.306; CCR Title 5 §3051.9).
- 520(Parent Counseling):** 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. (34 CFR §300.31(b)(7); CCR Title 5 §3051.11).
- 525(Social Work Services):** 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. (34 CFR §300.24(b) (13); CCR Title 5 §3051.13).
- 530(Psychological Services):** 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. (34 CFR §300.24; CCR Title 5 §3051.10).
- 535(Behavior Intervention Services):** 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. (CCR Title 5 §3001(d)).
- 540 (Day Treatment Services):** Structured education, training, and support services to address the student's mental health needs (Health & Safety Code, Div.2, Chap.3, Article 1, 1502(a)(3))
- 545 (Residential Treatment Services):** A 24-hour out-of-home placement that provides intensive therapeutic services to support the educational program (Welfare and Institutions Code, Part 2, Chapter 2.5, Art. 1, §5671)).

