

High-Cost Disability

Grant and Data Collection Guide

FY 2024-2025

Data Submission 1/15/26 - 3/13/26



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Instructions for completing the collection

To complete the High-Cost Disability Collection for 2024-25 you will need specific information on each student. The required information is:

- Total Expenditures per student
- Legal First and Last Name
- Resident District ID
- Attending District ID
- Resident School ID
- Attending School ID
- Resident County
- Gender
- Date of Birth
- Enrollment Grade
- Address
- Language of Origin
- Ethnicity/Race
- Programs

You will need the help of several departments in your district to collect this data.

There are two options for submitting your data:

1. A file upload [File Format Spreadsheet](#) is available if you have a large number of students to enter.
2. You may also search for individual students using the Web Submission and enter data on each student directly through the web form.

For either option, you will begin by logging in to [ODE Central Login](#)

Once logged in, click on Staff Collections / High-Cost Disability (HCD) 24-25 / Data Submission, and then either File Upload or Web Submission. Clicking Web Submission will open the collection page where you enter data.

Hello, **Jerod Nunn** (Data Owner). You are logged in for **Beaverton SD 48J** (Institution ID **2243**)

Student Collections	Institution Collections	Staff Collections	ARUA	Reports	Help
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High Cost Disability (HCD) 24-25 ▶

School Year : **2025-2026** ▼

Data Submission ▶

File Upload

Error Management ▶

Web Submission

Record Management ▶

Consolidated Collection Status T

Due Date	Collection Name	Collection ID	Name
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High-Cost Disability

Web Submission

In this screen you will be able to search for an individual student, or by just highlighting the district, you can call up the list of special education students in your district. Be sure to click “Last Year Students” at the bottom of the page in Scope. Click “Search”.

Hello, **Jerod Nunn** (Data Owner). You are logged in for **Beaverton SD 483** (Institution ID 2243)

Student Collections | Institution Collections | Staff Collections | ARJIA | Reports | Help

Status Tracking | Reports

High Cost Disability (HCD) 24-25

Data Submission | Error Management | Record Management

File Upload | Web Submission

Web Submission

Institutions: (Count: 58)

- Beaverton SD 483.....2243 -- D
- Aloha High School.....1196 -- S
- Aloha-Huber Park School.....1153 -- S
- Arco Iris Spanish Immersion School.....4805 -- S
- Arts and Communication Magnet Academy.....1304 -- S
- Barnes Elementary School.....1154 -- S

Enrolled Grade:

- Pre-Kindergarten.....PK
- Kindergarten.....KG
- First Grade.....01
- Second Grade.....02
- Third Grade.....03
- Fourth Grade.....04

District Student ID:

SSID:

First Name:

Last Name:

Date of Birth:

Extract Type: ☒ Attending Students (Internal) ☐ Resident Students Attending in Another District (External)

Scope: ☐ Current Students ☒ Last Year Students ☐ All Students

Student Listing

Doing a search on the district will bring up all SPED students from last year. You can edit each student's data by clicking the green check mark on the right side of the screen.

Hello, **Jerod Nunn** (Data Owner). You are logged in for **Beaverton SD 483** (Institution ID 2243)

Applications | Log Out | Help

Student Collections | Institution Collections | Staff Collections | ARJIA | Reports | Help

Status Tracking | Reports

High Cost Disability (HCD) 24-25

Data Submission | Error Management | Record Management

File Upload | Web Submission

Web Submission

District Inst ID = 2243

Search Criteria: Extract Type = Internal
Search Scope = Last

Select	SSID	District Student ID	Attending District Name	Attending School Name	Legal First Name	Legal Middle Name	Legal Last Name	Generation Code	Gender	Date of Birth	Enrolled Grade	Activity Date
☒			Beaverton SD 483	Beaverton Academy of Science and Engineering								6/24/2025 10:01:42 AM
☒			Beaverton SD 483	Southridge High School								6/24/2025 10:16:25 AM
☒			Beaverton SD 483	Southridge High School								6/24/2025 10:16:25 AM
☒			Beaverton SD 483	Westview High School								6/24/2025 10:21:38 AM
☒			Beaverton SD 483	Aloha High School								6/24/2025 9:58:46 AM
☒			Beaverton SD 483	Aloha High School								6/24/2025 9:58:46 AM
☒			Beaverton SD 483	Westview High School								6/24/2025 10:21:38 AM
☒			Beaverton SD 483	Mokay Elementary School								6/24/2025 10:10:28 AM
☒			Beaverton SD 483	Mokay Elementary School								6/24/2025 10:10:28 AM
☒			Beaverton SD 483	Westview High School								6/24/2025 10:21:39 AM

Page size: 10

5878 items in 588 pages

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Entering Data

Once you have chosen a student, enter all required information for that student. Required information is designated with a red asterisk (*). Once all the required information is entered you can hit “Save”, “Return to Search”, or the arrows in the bottom right corner to move to the next student listed.

The screenshot shows the 'HCD' (High-Cost Disability) data entry form. At the top, there are buttons for 'Save', 'Cancel', 'SSID Lookup', 'Return To Search', and navigation arrows. Below these is a 'Total Expenditures' field with a red asterisk. The form is divided into several sections: 'Personal Information' (Preferred Name First, Legal Name First, Middle, Last, Generation), 'Identification' (District Student ID, Partial SSN, Gender, Date of Birth, Enrolled Grade), 'Residential Information' (Resident District ID, Attending District ID, Resident County, Street, City, Zip Code, Phone Number), 'Language' (Language of Origin, Additional Language Code), and 'Ethnicity/Race' (checkboxes for various groups). There is also a 'Programs' section with checkboxes for various educational programs. At the bottom, there are buttons for 'Save', 'Cancel', 'Return To Search', and navigation arrows.

File Submission

If you prefer, or if you have too many students to enter manually, you can use the [File Format Spreadsheet](#) to compile the required data. Once the data is saved you can upload the file on the “File Upload” tab.

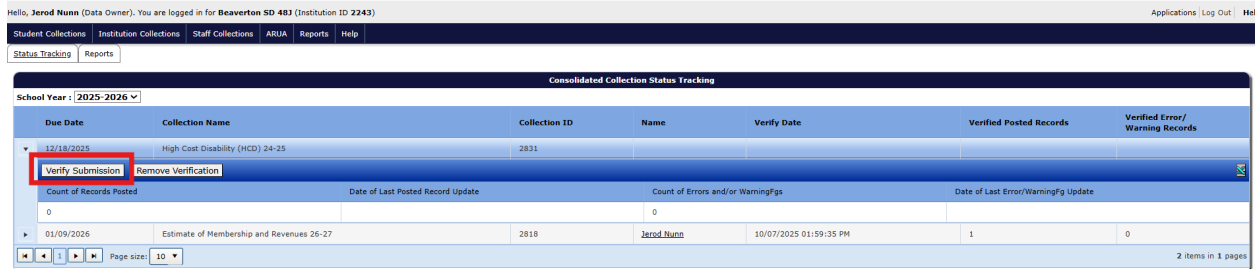
The screenshot shows the 'File Upload' interface. At the top, there is a header bar with the user's name 'Hello, Jerod Nunn (Data Owner)', the institution 'Beaverton SD 483 (Institution ID 2243)', and links for 'Applications', 'Log Out', and 'Help'. Below the header is a navigation bar with tabs for 'Student Collections', 'Institution Collections', 'Staff Collections', 'ARJIA', 'Reports', and 'Help'. The 'Data Submission' tab is selected, showing sub-tabs for 'Status Tracking', 'Reports', 'High Cost Disability (HCD) 24-25', 'Data Submission', 'Error Management', and 'Record Management'. The 'File Upload' sub-tab is active, showing a 'File Name' field with a 'Choose File' button and a note that no file has been chosen. Below this is a large text area with instructions: 'Please note that large files may take several minutes to appear in the file-processing queue after submission. You may upload files with .CSV or .XML extension. You may also send your file in Zipped (ZIP)'. At the bottom is an 'Upload' button.

Verify Submission

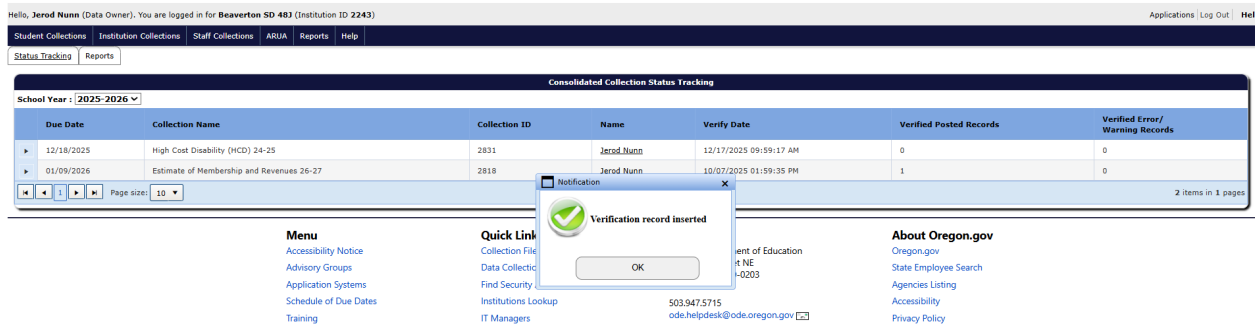
As with all data collections, when you have completed entering data or uploading your file, you need to verify your submission. On the “Status Tracking” tab, click the right pointing

High-Cost Disability

triangle on the left side of the screen beside High-Cost Disability (HCD) 24-25. The line will expand, and you will click “Verify Submission”.



The “Verification record inserted” box will appear, click OK and you have completed the High-Cost Disability Collection for 2024-25.



Final Note

ODE will begin verifying data once the collection closes. If you are contacted regarding an inconsistency and need to make a data correction, follow the steps above and edit the student in question. Once all corrections have been made, don't forget to Verify Submission again.

Thank you for completing this collection. If you have issues or questions, contact Jerod.Nunn@ode.oregon.gov.

High Cost Disability Grant Overview

The High Cost Disability Grant is a sub-grant of the State School Fund. The grant is designed to cover a portion of the costs for serving students on an Individualized Education Plan (IEP) when they are considered "high cost" to serve.

Eligibility Threshold and Grant Funding

In 2005, the Legislature set the eligibility threshold at \$30,000 per student, starting with the 2005-06 school year. The eligibility threshold has remained the same since that time.

The grant is currently funded at \$55 million per year, beginning in the 2020-21 school year. The annual grant funding amount has changed over the years:

- \$18 million per year through the 2014-15 school year,
- \$35 million per year beginning in the 2015-16 school year,
- \$55 million per year beginning in the 2020-21 school year.

When grant claims exceed the annual grant funding amount, the reimbursement rate must be prorated per ORS 327.348. All school districts receive the same reimbursement rate percentage for their reimbursements.

Payment Timeline

Both the preliminary HCD payment for the current year, and the reconciling HCD adjustment for the prior year are included in the May SSF Reconciliation payment.

Prior year HCD additional expenditures:

- Actual expenditures collected in the High Cost Disability Collection.
- HCD collection data reconciled with preliminary expenditures reported and paid in prior year.
- **Reconciling adjustment** (positive for increased reimbursement / negative for decreased reimbursement) included in the May SSF Reconciliation payment.

Current Year HCD additional expenditures:

- Reported on future year Estimate of Membership and Revenue Collection (25-26 projected expenditures reported in 26-27 EMR).
- **Preliminary payment** made in the May SSF Reconciliation payment.

How the program will be administered

The methodology for providing districts reimbursement for eligible costs is as follows:

- ODE has provided a list of eligible cost items.
- Districts must determine the total eligible special education expenditures for each student.
 - Expenditures submitted for reimbursement must be coded (by either the District or ESD) from Fund 100 and coded with an Area of Responsibility (AoR) 320 - Special Education code per the Program Budgeting and Accounting Manual chart of accounts.
 - Districts must exclude any reimbursed amounts (e.g., transportation, Federal funds or grants).
 - Both District and ESD expenditures may be included.
 - Federal IDEA funds are excluded.
 - ESD pass through dollars can be included.
- Reimbursement will be based on expenditures over \$30,000 per student. ODE may need to prorate the reimbursed amounts if the total reimbursements requested for that year exceed the total grant funds for the year, as determined by the Legislature.
- Eligible costs will be one of the areas examined during district's annual financial audits. Identified ineligible costs will be adjusted in next year's State School Fund reimbursement process.
- For your 1:1 aid expenses that are student specific all their salaries, benefits, education material, etc. can be claimed.
- If the special education staff is split between students, then you pro rate across the students served.
- Pro rate transportation. The business/finance office should be able to tell you how much each transportation route costs. You would prorate the cost of the route across all the students that ride that bus route. The cost of the transportation route may be claimed for any students who have transportation related requirements in their IEP, such as the need for specially designed transportation, transportation to a specific program that is not at their neighborhood school, or other requirements identified in their IEP.

Eligible Expenditures

Only the expenditures described in the tables below are eligible for reimbursement. Expenditures must be coded from Fund 100 and with Area of Responsibility 320. State and Federal IDEA reimbursements must be excluded from eligible expenditures.

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Note: Claims against the High Cost Disability (HCD) Grant are eligible for Medicaid reimbursement. This is the one exception where the district can receive a reimbursement from another source and still claim against the High Cost Disability Grant.

Placement Costs

High Cost Item	Inclusions	Exclusions
Private School Tuition	Student specific	
Out-of-State Placement	Student specific	

Service Summary: Specially Designed Instruction*(SDI)

High Cost Item	Inclusions	Exclusions
SDI: Classroom Instruction	Student specific	
SDI: Home	Student specific	
SDI: Hospital	Student specific	
SDI: Institution	Student specific	
SDI: PE Instruction	Student specific	

Service Summary: Related Services

High Cost Item	Inclusions	Exclusions
Assistive Technology Services	Student specific Evaluation, Purchasing, Leasing, Selecting, Designing, Fitting, Customizing, Adapting, Applying, Maintaining, Repairing, Replacing, Therapies, Interventions, Services, Training (family, professionals, employers & others), Technical Assistance	State and Federal IDEA reimbursement
Audiology Services	Student specific Evaluations, Habilitative Activities, Creation & Administration of Programs, Counseling, Group & Individual amplification.	State and Federal IDEA reimbursement

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Contract Services: Private Practice	Per Student cost and/or Student specific	State and Federal IDEA reimbursement
Contract Services: Public Agencies	Per Student cost and/or Student specific Community Mental Health, Developmental Disabilities Programs,	State and Federal IDEA reimbursement
Counseling Services, including: • Rehabilitation counseling • Orientation & mobility counseling • Medical services for diagnostic or evaluation purposes	Per Student cost and/or Student specific	State and Federal IDEA reimbursement
Evaluation, including: • Health assessment/nurse • Medical assessment/physician • Vision assessment/ophthalmologist or optometrist	Per Student cost and/or Student specific	State and Federal IDEA reimbursement
Medical Services	Student specific services provided by qualified personnel.	State and Federal IDEA reimbursement
Occupational Therapy	Student specific services provided by qualified personnel.	State and Federal IDEA reimbursement
Orientation & Mobility Services	Student specific services provided by qualified personnel.	State and Federal IDEA reimbursement
Parent: Counseling	Student specific services provided by qualified personnel.	State and Federal IDEA reimbursement
Parent: Training	Student specific services provided by qualified personnel.	State and Federal IDEA reimbursement
Physical Therapy	Student specific services provided by qualified personnel.	State and Federal IDEA reimbursement
Psychological Services	Evaluation procedures & tests,	State and Federal IDEA

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	Children/parents counseling, Planning/managing program services, consultations	reimbursement
Recreation Service:	Assessment, Education, Programs	State and Federal IDEA reimbursement
Recreation: Therapeutic		State and Federal IDEA reimbursement
School Health Services		State and Federal IDEA reimbursement
Social Work Services	Social or Developmental history preparation, group/individual counseling	State and Federal IDEA reimbursement
Speech-Language Services		State and Federal IDEA reimbursement
Transition Services		State and Federal IDEA reimbursement
Transportation	Specialized to, from & between schools, In and around school buildings, Specialized equipment	State Reimbursement

Service Summary-Supplementary Aids & Services

High Cost Item	Inclusions	Exclusions
Low Tech AT Devices	Coded AofR 320	State and Federal IDEA reimbursement
High Tech AT Devices	Coded AofR 320	State and Federal IDEA reimbursement
Braille Instruction, including: • Reading • Writing	Non-regional	State and Federal IDEA reimbursement
Braille Services	Non-regional	State and Federal IDEA reimbursement
Real Time Captioning		State and Federal IDEA reimbursement
Interpreter: Sign Language		State and Federal IDEA reimbursement

High-Cost Disability

Augmentative and Alternative Communication Devices (aka, Aug. Com. Devices)		State and Federal IDEA reimbursement
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Service Summary: School Personnel Support

High Cost Item	Inclusions	Exclusions
Assistive Technology Training		State and Federal IDEA reimbursement

Other Student Specific Costs

High Cost Item	Inclusions	Exclusions
Contract Services	Student specific services provided by qualified personnel.	State and Federal IDEA reimbursement
Extended School Year	Student Specific	State and Federal IDEA reimbursement
Independent Evaluation	Student specific services provided by qualified personnel.	State and Federal IDEA reimbursement
Specialized Notices	Written notice or translation in the native language of the parent or guardian	State and Federal IDEA reimbursement
Specialized Equipment		State and Federal IDEA reimbursement
Non-educational Care		State and Federal IDEA reimbursement
Translation Services	Student specific services provided by qualified personnel.	State and Federal IDEA reimbursement
Other Learning Media (Not Braille)		State and Federal IDEA reimbursement
Self-contained Classroom		State and Federal IDEA reimbursement

Personnel - Always prorate staff cost equally across served students

High Cost Item	Inclusions	Exclusions
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High-Cost Disability

Special Education Administrators	Only that portion coded AofR 320.	State and Federal IDEA reimbursement
Building Administrators	Only that portion coded AofR 320.	State and Federal IDEA reimbursement
Assessment Specialists	Only that portion coded AofR 320.	State and Federal IDEA reimbursement
Teachers on Special Assignment	Only that portion coded AofR 320.	State and Federal IDEA reimbursement
Special Education Teacher	Only that portion coded AofR 320.	State and Federal IDEA reimbursement
Instructional Assistants	Include non-student specific, Only that portion coded AofR 320	State and Federal IDEA reimbursement
General Education Teachers	Only that portion coded AofR 320.	State and Federal IDEA reimbursement
1:1 aides	Student Specific	State and Federal IDEA reimbursement
Non-Regional Consultants	Student Specific: Behavior, Autism, TBI	State and Federal IDEA reimbursement
School Psychologist	Student Specific	State and Federal IDEA reimbursement
Counselor	Student Specific	State and Federal IDEA reimbursement
Medical Assistant/Nurse	Student Specific	State and Federal IDEA reimbursement
Job Coach	Student Specific	State and Federal IDEA reimbursement
Augmentative Communications Personnel	Student Specific	State and Federal IDEA reimbursement

High Cost Disability Grant in Statute and Rule

ORS 327.348 High Cost Disabilities Account; grants; approved costs; rules.

- (1) There is established within the State School Fund a High Cost Disabilities Account.
- (2) Each fiscal year, the Department of Education shall distribute moneys from the account to school districts as high cost disabilities grants. A school district may receive moneys from the account if the school district has a resident pupil with a disability for whom the approved costs to the school district of providing special education and related services, as determined under subsection (4) of this section, exceed \$30,000.
- (3) The amount of moneys received by a school district under this section for each resident pupil with a disability shall equal the approved costs, as determined under subsection (4) of this section, incurred by the school district in providing special education and related services to the pupil minus \$30,000.
- (4) The department shall determine the approved costs incurred by a school district in providing special education and related services to a pupil with a disability. The approved costs incurred by a school district may include costs incurred by an education service district of providing special education and related services to the school district through the resolution process described in ORS 334.175. In determining the approved costs for which a school district may receive moneys under this section, the department shall consider:
 - (a) How efficiently the special education and related services are provided by the school district; and
 - (b) The use of available resources by the school district.
- (5) If the total approved costs for which school districts are seeking moneys from the account exceed the amount in the account in any fiscal year, the department shall prorate the amount of moneys available for distribution in the account among those school districts that are eligible for moneys from the account.
- (6) The department shall distribute any moneys in the account that are not distributed under this section in any fiscal year to school districts based on ORS 327.008 and 327.013.
- (7) The State Board of Education may adopt any rules necessary for the administration of this section.

OAR 581-023-0104

Reimbursement to School Districts for Children with High Cost Disabilities

(1) Consistent with the provisions of this rule, a school district may apply to the Department for reimbursement from the high cost disability fund when combined district and ESD general fund expenditures for special education and related services for any student eligible and served under IDEA exceed \$30,000 in a fiscal year.

(2) To be eligible for the reimbursement, the school district shall have:

(a) Determined that the student is eligible for special education and related services under one of the disability categories set forth in OAR 581-015-2130 through 581-015-2180;

(b) Provided services to the student on the basis of the student's current or previous individualized education program in effect during the fiscal year; and

(c) Submitted a timely application as per Department requirements.

(3) The Department shall only distribute the reimbursement to a school district for:

(a) Expenditures exceeding \$30,000 for special education and related services that are required by the individualized education program of an individual student with a disability. Qualifying expenditures include those incurred by the school district and those incurred by the ESD through the resolution process.

(b) Transportation expenditures, exclusive of local, state and federal reimbursements.

(c) Special education general fund expenditures, exclusive of federal sources, as set forth in the Maintenance of Effort requirements of the federal IDEA. District and school level administrative expenditures (e.g. salaries) may be included by first averaging the expenditures across all the special education students enrolled as identified on the most recent SECC, then applying the average to the student for whom the district is requesting reimbursement. Similarly, teacher and educational assistant salaries must be averaged across all the special education students for whom the teacher or assistant provided instruction during the school year.

(4) Expenditures not eligible for reimbursement include:

(a) Regional Program expenditures; and

(b) Expenditures associated with facility operations and maintenance (e.g., heat, electricity, custodial services).

(5) In December of each year, school districts will provide the Department with an estimate of the aggregate number of students eligible for reimbursement from the High Cost Disabilities Fund and the total estimated aggregate amount of reimbursable expenditures, including ESD expenditures that will be incurred during the school year. As requested by the Department, districts will also report during the school year, updated information listing eligible students, SDID, names, estimated expenditures, and other information as requested.

(6) A school district may submit an application for each student identified who meets the criteria set forth in section (2) and (3) of this rule.

(7) The Department shall provide school districts with an application that shall require documentation that identifies all the school districts and ESD's expenditures for each student. Additional supporting documentation, subject to ODE review, may include a copy of the contract(s) between the school district and the service provider(s), invoices reflecting actual expenses, and any additional documentation of expenditures incurred as determined by the Department. These documents must be maintained at the District for at least three years after the submission of the student-level data.

(8) The Department shall develop and implement a process for reviewing applications.

(9) The Department shall prorate the distribution of funds for each school year to eligible school districts if sufficient funds are not available.

(10) Based on the outcome of section (8), the Department will exclude from reimbursement those expenditures deemed excessive, ineligible or unsubstantiated.

(11) Funds will be distributed to districts on or before May 15 for the current fiscal based on expenditure estimates. Adjustments will be made May 15 of the following year based on audited data and Department reviews of district records.

(12) The decision of the Department regarding reimbursement of costs pursuant to this rule shall be final.