

# SCOLIOSIS SCREENING

## 1. Summary of Chapter 1347/80

Education Code § 49452.5, as added by Chapter 1347, Statutes of 1980, requires all school districts in California to examine all seventh grade girls and eighth grade boys for the physical condition known as scoliosis, unless the parent or guardian refuses to consent to such a screening. If the student is suspected of having scoliosis, the parent or guardian must be notified. The student and parent or guardian are referred to appropriate community resources for information on available treatment.

On July 2, 1980, the Commission on State Mandates determined that Chapter 1347, Statutes of 1980, resulted in state mandated costs which are reimbursable pursuant to Part 7 (commencing with Government Code § 17500) of Division 4 of Title 2.

## 2. Eligible Claimants

Any school district (K-12) or county office of education that incurs increased costs as a direct result of this mandate is eligible to claim reimbursement of these costs.

## 3. Appropriations

These claiming instructions are issued following the adoption of the program's parameters and guidelines by the Commission on State Mandates. To determine if this program is funded in subsequent fiscal years, refer to the schedule "Appropriation for State Mandated Cost Programs" in the *"Annual Claiming Instructions for State Mandated Costs"* issued in September of each year to county superintendents of schools and superintendents of schools.

## 4. Type of Claims

### A. Reimbursement and Estimated Claims

A claimant may file a reimbursement and/or an estimated claim. A reimbursement claim details the costs actually incurred for a prior fiscal year. An estimated claim shows the costs to be incurred for the current fiscal year.

### B. Minimum Claim

Government Code § 17564(a), provides that no claim shall be filed pursuant to Government Code § 17561 unless such a claim exceeds \$200 per program per fiscal year. However, any county superintendent of schools, as fiscal agent for the school district, may submit a combined claim in excess of \$200 on behalf of one or more districts within the county even if the individual district's claim does not exceed \$200. A combined claim must show the individual costs for each district. Once a combined claim is filed, all subsequent years relating to the same mandate must be filed in a combined form. The county receives the reimbursement payment and is responsible for disbursing funds to each participating district. A district may withdraw from the combined claim form by providing a written notice to the county superintendent of schools and the State Controller's Office of its intent to file a separate claim at least 180 days prior to the deadline for filing the claim.

## 5. Filing Deadline

### A. Initial Claims or Amended Claims

Initial or amended claims must be filed within 120 days from the issuance of the claiming instructions. Accordingly:

Reimbursement claims detailing the actual costs incurred for the 1997-98 fiscal year must be filed with the State Controller's Office and postmarked by February 12, 1999. If the reimbursement claim is filed after the deadline of February 12, 1999, the approved claim must be reduced by a late penalty of 10%, not to exceed \$1,000. Claims filed more than one year after the deadline will not be accepted.

Estimated claims for costs to be incurred during the 1998-99 fiscal year must be filed with the State Controller's Office and postmarked by February 12, 1999. Timely filed estimated claims

are paid before late claims. If a payment is received for the estimated claim, a 1998-99 reimbursement claim must be filed by January 15, 2000.

### **B. Annually Thereafter**

Refer to the item, "Reimbursable State Mandated Cost Programs", contained in the annual cover letter for mandated cost programs issued annually in September, which identifies the fiscal years for which claims may be filed. If an "x" is shown for the program listed under "19\_\_/\_\_/Reimbursement Claim", and/or "19\_\_/\_\_/Estimated Claim", claims may be filed as follows:

- (1) An estimated claim must be filed with the State Controller's Office and postmarked by January 15 of the fiscal year in which costs are to be incurred. Timely filed estimated claims will be paid before late claims.

After having received payment for an estimated claim, the claimant must file a reimbursement claim by January 15 of the following fiscal year. If the district fails to file a reimbursement claim, monies received for the estimated claim must be returned to the State. If no estimated claim was filed, the agency may file a reimbursement claim detailing the actual costs incurred for the fiscal year, provided there was an appropriation for the program for that fiscal year. For information regarding appropriations for reimbursement claims, refer to the "Appropriation for State Mandated Cost Programs" in the previous fiscal year's annual claiming instructions.

- (2) A reimbursement claim detailing the actual costs must be filed with the State Controller's Office and postmarked by January 15 following the fiscal year in which costs were incurred. If the claim is filed after the deadline but by January 15 of the succeeding fiscal year, the approved claim must be reduced by a late penalty of 10%, not to exceed \$1,000. Claims filed more than one year after the deadline will not be accepted.

## **6. Reimbursable Methods**

A school district or county office of education may choose one of two reimbursement methods: The unit cost rate method established by the Commission On State Mandates, or the reimbursement of actual costs.

### **A. Unit Cost Method**

In lieu of actual costs, an all inclusive cost rate of \$5.46 (for 1997/98 f.y.) may be used to claim the cost of each student screened. This unit rate covers all costs, direct and indirect, incurred in compliance with Chapter 1347, Statutes of 1980, for activities included but not limited to, parent notification, screening, rescreening, referral and follow up, record keeping and administration of the program. This unit cost will be adjusted annually using the Annual Implicit Price Deflator, as provided by Government Code § 17523. Refer to form SS-1 showing the current unit cost rate that should be used for the fiscal year of costs.

### **B. Actual Cost Method**

Actual costs of administering the scoliosis screening of students in compliance with Chapter 1347, Statutes of 1980, may be claimed. The following are reimbursable components related to the screening of students:

- (1) Parental Notification

Parents or guardian of students are notified of the school's intent to screen students for the condition known as scoliosis.

- (2) Examination of Students

Examination of female students in grade seven and male students in grade eight for the condition known as scoliosis. Activities include the examination of the student and recording the screening results onto data forms.

- (3) Rescreening and Referrals

- (a) Rescreening: Students suspected of having scoliosis at the original screening are rescreened at a separate session by someone other than the original screener.

Activities include the examination of the student and recording the screening results onto data forms.

(b) Referrals: Notifying parents or guardian of students who are suspected of having scoliosis, for an immediate counseling and referral of students to medical care.

(c) Referral Follow Up: Follow up on student referrals to verify that medical care was sought.

(4) Administration of the Program

(a) Planning and Implementation: planning, implementation and administering the scoliosis program.

(b) Training: Provide training to scoliosis screeners.

(c) Recordkeeping: Recording of screening results in students health records.

## 7. Reimbursement Limitations

Showing of scoliosis films to students is considered part of their educational experience. Therefore, related costs are not reimbursable.

Any offsetting savings or reimbursement the claimant received from any source including but not limited to, service fees collected, federal funds, and other state funds as a result of this mandate, shall be identified and deducted so only net local costs are claimed.

## 8. Claiming Forms and Instructions

### A. Form SS-2, Component/Activity Cost Detail

This form shall be completed if the Actual Costs Method, Item 6.B. is utilized to claim costs incurred. Details of direct costs are to be segregated and reported under claim components of: Parental notifications, examination of students, rescreening and referrals, and administration of the program. A separate form SS-2 must be completed for each cost component being claimed. Costs reported on this form must be supported as follows:

(1) Salaries and Benefits

Identify the employee(s), and/or show the classification of the employee(s) involved. Describe the mandated functions performed and specify the actual time devoted to each function by each employee, productive hourly rate, and related fringe benefits.

Reimbursement of personal services include compensation paid for salaries, wages, and employee fringe benefits. Employee fringe benefits include regular compensation paid to an employee during periods of authorized absences (e.g., annual leave, sick leave) and the employer's contribution of social security, pension plans, insurance, and worker's compensation insurance. Fringe benefits are eligible for reimbursement when distributed equitably to all job activities, which the employee performs.

Source documents may include, but are not limited to, time logs evidencing actual costs claimed under Reimbursable Activities, time sheets, payroll records, canceled payroll warrants, organization charts, duty statements, pay rate schedules, and other documents evidencing the expenditure.

(2) Supplies

Only expenditures that can be identified as a direct cost of this mandate may be claimed. List the cost of the materials and supplies consumed specifically for the purposes of this mandate. Purchases shall be claimed at the actual price after deducting cash discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged based on a recognized method of costing, consistently applied.

Source documents may include, but are not limited to, general and subsidiary ledgers, invoices, purchase orders, receipts, canceled warrants, inventory records, and other documents evidencing the expenditure.

**(3) Contract Services**

Provide the name(s) of the contractor(s) who performed the services, including any fixed contracts for services. Describe the reimbursable activity(ies) performed by each named contractor and give the number of actual hours spent on the activities, if applicable. Show the inclusive dates when services were rendered and itemize all costs for those services. Attach consultant invoices with the claim.

Source documents may include, but are not limited to, general and subsidiary ledgers, contracts, invoices, canceled warrants, and other documents evidencing the validity of the expenditure.

For audit purposes, all supporting documents must be retained for a period of two years after the end of the calendar year in which the reimbursement claim was filed or last amended, whichever is later. Such documents shall be made available to the State Controller's Office on request.

**B. Form SS-1, Claim Summary**

This form is used either to compute reimbursement using the Unit Cost Method or to summarize direct costs by claim component and compute allowable indirect costs using the Actual Cost Method. If the Unit Cost Method is used, documentation should be retained for the number of students screened. If the Actual Cost Method is used, the direct cost summarized on this form are derived from form SS-2. The total costs on this form are carried forward to form FAM-27. Claim statistics shall identify the work performed for costs claimed. The claimant must give: (1) The number of students screened, (2) the number of students rescreened, (3) the number of students referred to medical care.

School districts and local offices of education may compute the amount of indirect costs utilizing the State Department of Education's Annual Program Cost Data Report J-380 or J-580 rate, as applicable. The cost data on this form are carried forward to form FAM-27.

**C. Form FAM-27, Claim for Payment**

Form Fam-27 contains a certification that must be signed by an authorized representative of the district. All applicable information from form SS-1 must be carried forward to this form for the State Controller's Office to process the claim for payment.

**D. Cost Accounting Statistics**

Claimants must send a copy of form SS-1 for each of the initial years' reimbursement claims by mail or facsimile to the Commission on State Mandates, 1300 I Street, Suite 950, Sacramento, CA 95814, Facsimile: (916) 445-0278. Providing this information is not a condition of payment; however, claimants are encouraged to provide this information to enable the Commission to develop a statewide cost estimate and recommend an appropriation to the Legislature.

**E. Direct Costs**

Direct costs are defined as costs that can be traced specifically to goods, services, units, programs, activities, or functions.

**F. Indirect Costs**

Indirect costs are defined as costs that are incurred for a common or joint purpose, benefiting more than one program and are not directly assignable to a particular department or program without efforts disproportionate to the result achieved. Indirect costs may include both (1) overhead costs of the unit performing the mandate; and (2) the costs of central government services distributed to other departments based on a systematic and rational basis through a cost allocation plan.