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BOCES SAMS: CO-SERS AND THE LAS (A SED TALK)

ASBO SBMW

November 3, 2021

WHAT IS SAMS?

S. A. M. S. stands for:
State
Aid
Management
System

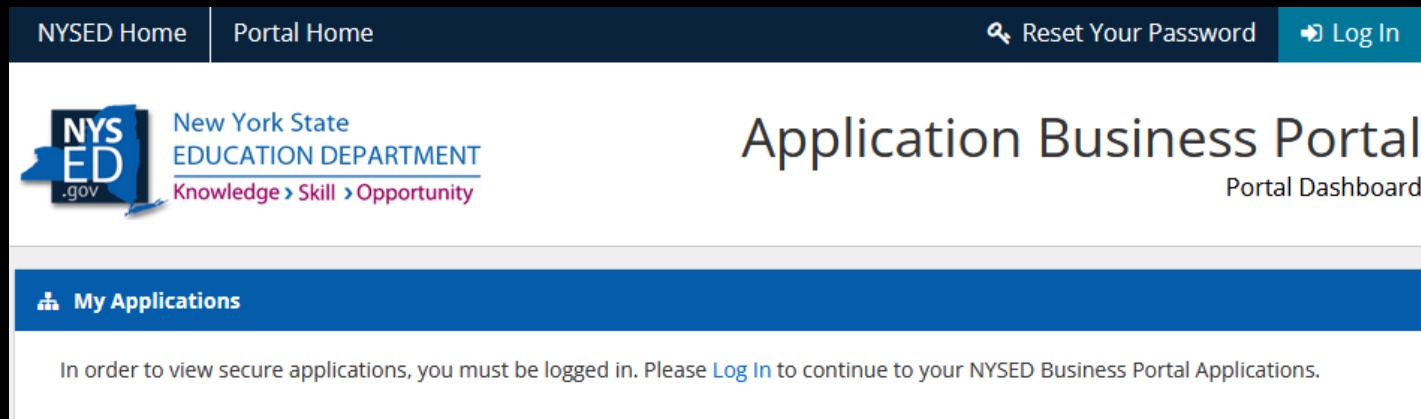


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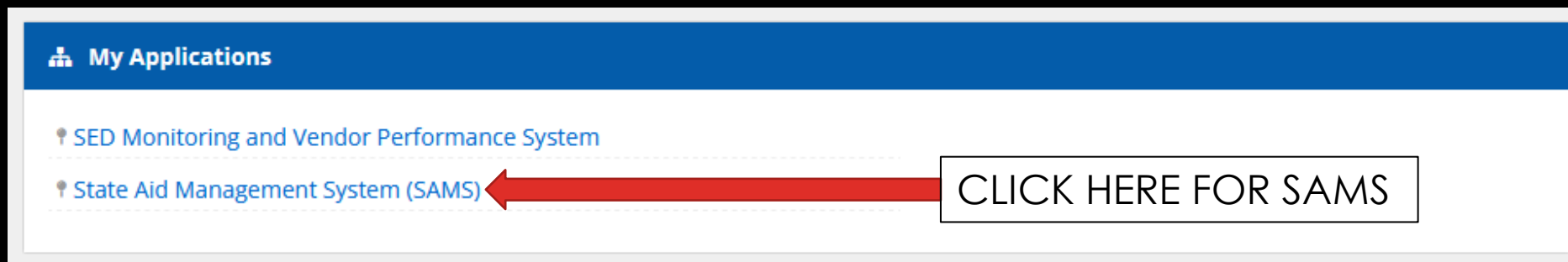
WHAT IS SAMS?

SAMS is accessed via the SED Business Portal:



Portal Web Address:

<https://portal.nysed.gov/abp>



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WELCOME TO SAMS



Helpful tips:

1. SAMS, in general, likes the Firefox browser
 - If Firefox is not an option, try Chrome.
 - Accessing SAMS using Internet Explorer or Edge is not recommended.



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WELCOME TO SAMS

Entity Name	<input type="text"/>	 SAMS NEW YORK STATE EDUCATION DEPARTMENT STATE AID MANAGEMENT SYSTEM	
BEDS Code	<input type="text"/>		
Claim Year	2021-2022 <input type="button" value="SET VALUES"/>		

Welcome David Elliott (COSER Systems Super User) BOCES 10/26/2021 04:32 PM [Home](#) | [Issue Reporting](#) | [Help](#) | [Logout](#)

[Entity Info](#) | [BOCES Financial](#) | [CoSer System](#) | [Claims Review](#) | [Claim Verifications](#) | [Admin](#) | [Activity Log](#) | [Subsystems](#)

BOCES/CoSer Homepage

The 2021-2022 BOCES Financial State Aid Claim Year forms and schedules will be available by September 1, 2021.

Thank you.

There is a known issue with SAMS and Microsoft's newest version of Internet Explorer 11.

We are currently working on this issue and hope to have this issue resolved soon.

In the meantime, you can do the following:

1. Downgrade to an earlier version of Microsoft's Internet Explorer
2. Use an alternate web browser. We recommend either Mozilla's Firefox or Google's Chrome browser.

Welcome to the BOCES/CoSer State Aid Management System

[BOCES SAMS Financial System Training Manual for BOCES Users](#)

SAMS - [Latest News and Updates](#)

State Aid Homepage | [Contact Us](#) Ver 1.8.62A

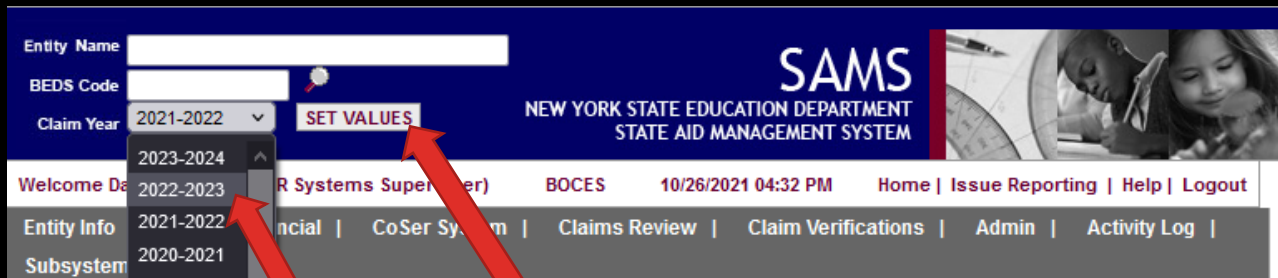


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WELCOME TO SAMS

Helpful tips:

2. Don't forget to change the Claim Year!
 - BOCES Aid is claimed in the year after services are rendered.
 - In other words, the 2021-22 School Year is the **2022-23 Claim Year**.



The screenshot shows the SAMS (State Aid Management System) interface. The 'Claim Year' dropdown menu is open, showing options from 2020-2021 to 2023-2024. A red arrow points to the '2022-2023' option. Another red arrow points to the 'SET VALUES' button. The interface also shows a 'Welcome' message, user information, and a navigation menu.

1. Change it!

2. Set it!



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WHAT IS THE LAS?

L. A. S.

stands for

List of Active Services

- The BOCES CO-SER LAS is the “menu” of services that a BOCES offers in a given school year
 - Remember that the CLAIM YEAR is one year AFTER the current SCHOOL YEAR
- The LAS is where new CO-SERs are entered and where existing CO-SERs are amended



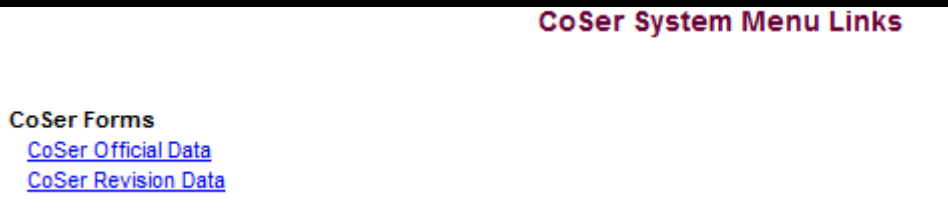
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WHAT IS THE LAS?

The LAS has 2 “sides”—

1. Official Data

2. Revision Data

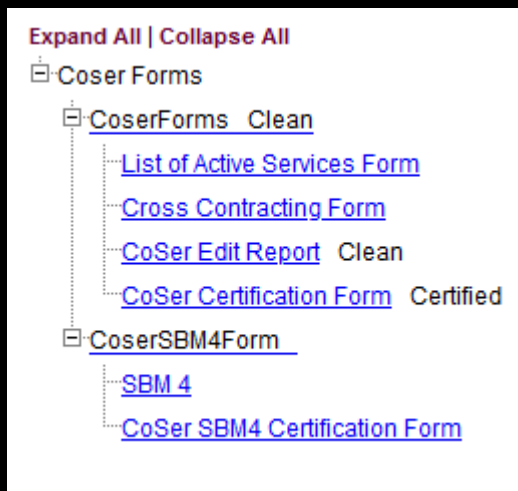


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WHAT IS THE LAS?

Official Data LAS

- Official Data LAS is the first place you look whenever working with CO-SERs.
 - Make sure LAS is cleaned and certified before the CO-SER Rollover
 - All data in Official LAS is populated into the next year during CO-SER Rollover



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OFFICIAL DATA LAS

- View and Review CO-SERs

List of Active Services for the 2021-2022 School Year

Programs Awaiting Approval

This table includes all CoSers that are awaiting CoSer Service Description approval and is for information purposes only. Once a CoSer has been approved, it will be removed from this list and added to the LAS.

Activity Code	PSN	Activity Title	Program name	First Year Service Offered	CoSer Status
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List of Active Services (LAS)

To change status of a CoSer, find the PSN in the list below and change the CoSer Status by selecting an option from the dropdown, I - Inactive, D - Deleted or A - Active. The items on this list are sorted by PSN, State Activity Code, then CoSer Status, to sort by a specific column, click on the column header.


Activity Code	PSN	Activity Title	Program name	First Year Service Offered	CoSer Status
1000	001	Administration	Central Administration	2008-2009	Active ▾
1900	002	Undistributed	Capital & Facility Rentals	2008-2009	Active ▾
3000	101	General Occupational Education	CAREER EDUCATION	2008-2009	Active ▾
3006	102	Other	COOPERATIVE SERVICES MODEL	2008-2009	Active ▾
3001	103	Special Occupational Education	SPECIAL CAREER EDUCATION	2008-2009	Active ▾
4220	202	Staffing 1:12:1	Special Education 12:1:1	1994-1995	Active ▾
4230	203	Staffing 1:6:1	Special Education 6:1:1	1994-1995	Active ▾
4240	204	Staffing 1:12:3	Special Education 12:1:4	1994-1995	Active ▾
4235	205	Staffing 1:8:1	Special Education 8:1:1	1994-1995	Active ▾
7016	302	Business Manager	Shared Business Manager	2008-2009	Active ▾



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OFFICIAL DATA LAS

- Enter a new CO-SER



Add New CoSer

Save Changes

Reset

*Note, in the official data area, all hyperlinks and buttons (except Reset) will save the form.



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ENTERING A NEW CO-SER, IN SEVEN EASY STEPS

1. Enter the Activity Code and PSN:

Program Definition

CoSer Status: N/A

School Year: 2021-2022 ▾

First Year Service Offered: 2021-2022 ▾

State Activity Code: 5877 [Get Other CoSers with Same Activity Code](#)

Activity Name: 5877:Distance Learning

PSN:



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ENTERING A NEW CO-SER, IN SEVEN EASY STEPS

2. Enter local Program Name and a Description of the Services to be Provided:

Program Description

Program Name

Description of Services to be Provided:



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ENTERING A NEW CO-SER, IN SEVEN EASY STEPS

Service Plan

A. Needs Which the Service Will Meet:

B. Planning Process for Development of Service:

C. Measurable Goals and Objectives of the Service:

D. Evaluation Measures to Determine Achievement of Goals and Objectives:

E. Role of BOCES Staff in Providing Service - Describe Specific Tasks/Activities:

F. Stipends and Substitutes (if applicable):

G. Consultant Expenses (if applicable):

Describe the number of persons and per diem. If aid will be sought, provide justification for payment.

H. Base Service and Additional Service (if applicable):

I. Select Cost Basis for Service:(If "Other" you must describe in box provided)

Projected Student Count:

3. Enter the Service Plan information into the remaining fields.

NOTE: Sections F, G, & H are only used if applicable. All other fields are required.



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ENTERING A NEW CO-SER, IN SEVEN EASY STEPS

Projected Budget *Enter amounts as whole dollars only!

Object Code	Object Name	Projected Budget Amount
150	Certified Salaries	<input type="text"/>
160	Other Salaries	<input type="text"/>
200	Capital Outlay/Equipment	<input type="text"/>
300	Supplies and Materials	<input type="text"/>
400	Contract and Other	<input type="text"/>
440	Professional Services	<input type="text"/>
490	School Districts/Other BOCES	<input type="text"/>
800	Employee Benefits	<input type="text"/>
Total:		0

4. Enter Projected Budget

5. Enter Anticipated Districts to be Served

Districts to be Served (Anticipated)

Remove?	BEDS Code	District Name	Projected % of Service
---------	-----------	---------------	------------------------

BEDS Code	District Name	% of Service
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add row



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ENTERING A NEW CO-SER, IN SEVEN EASY STEPS

6. Save Your Entry

Save Form Reset

7. BOCES DS Approves

DSApprove

After DS approves, the CO-SER is reviewed by SED for further revision or approval.



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ENTERING A NEW CO-SER

Helpful tip for BOCES developing a new CO-SER for entry in SAMS:

Program Definition

CoSer Status: N/A

School Year: 2021-2022 ▾

First Year Service Offered: 2021-2022 ▾

State Activity Code: 5877 [Get Other CoSers with Same Activity Code](#)

Activity Name: 5877:Distance Learning

PSN:

The “Get Other CO-SERs” button is your friend!

It allows BOCES to view (and select and use!) previously approved CO-SER narrative language from CO-SERs with the same Activity Code among all BOCES in the State!



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ENTERING A NEW CO-SER

Helpful tip for BOCES developing a new CO-SER for entry in SAMS:

Other CoSer Program Description Tables - Mozilla Firefox

https://eservices.tnysed.gov/sams-copy/pages/boces/forms/2022-2023/coserProgramDescriptionTables.htm

Entry #

Select All Select None

Legal Name of BOCES	Legal Name of BOCES																		
PSN	PSN																		
Program Name	Program Name																		
Service Description	Service Description																		
Needs Addressed	Needs Addressed																		
Planning Process	Planning Process																		
Service Objective	Service Objective																		
Evaluation Measures	Evaluation Measures																		
Staff Roles	Staff Roles																		
Stipends	Stipends																		
Consultant Expenses	Consultant Expenses																		
Base Service	Base Service																		
Cost Basis	Cost Basis																		
Cost Basis Description	Cost Basis Description																		
COSER Approval Action	COSER Approval Action																		
Aid Restriction Comments	Aid Restriction Comments																		
Budget	<table><thead><tr><th>Object Code</th><th>Object Name</th><th>Projected Budget Amount</th></tr></thead><tbody><tr><td>150</td><td>Certified Salaries</td><td>Certified Salaries</td></tr><tr><td>160</td><td>Other Salaries</td><td>Other Salaries</td></tr><tr><td>200</td><td>Capital Outlay/Equipment</td><td>Capital Outlay/Equipment</td></tr><tr><td>300</td><td>Supplies and Materials</td><td>Supplies and Materials</td></tr><tr><td>400</td><td>Contract and Other</td><td>Contract and Other</td></tr></tbody></table>	Object Code	Object Name	Projected Budget Amount	150	Certified Salaries	Certified Salaries	160	Other Salaries	Other Salaries	200	Capital Outlay/Equipment	Capital Outlay/Equipment	300	Supplies and Materials	Supplies and Materials	400	Contract and Other	Contract and Other
Object Code	Object Name	Projected Budget Amount																	
150	Certified Salaries	Certified Salaries																	
160	Other Salaries	Other Salaries																	
200	Capital Outlay/Equipment	Capital Outlay/Equipment																	
300	Supplies and Materials	Supplies and Materials																	
400	Contract and Other	Contract and Other																	

1. A new window will open up when you click the button. Leave it open and go back to the new CO-SER form in SAMS.

2. Back in SAMS, select the previously approved CO-SER you would like to view.

ORLEANS-NIAGARA BOCES Distance Learning 405 1996-1997
GENESEE VALLEY BOCES Distance Learning 402 1998-1999
WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX BOCES Distance Learning 416 1995-1996
HERKIMER-FULTON-HAMILTON-OTSEGO BOCES Distance Learning-Virtual 404 2010-2011
ERIE 1 BOCES Distance Learning 454 1994-1995
ULSTER BOCES Distance Learning 415 2017-2018
ERIE 2-CHAUTAUQUA-CATTARAUGUS BOCES Distance Learning 440 1996-1997
CLINTON-ESSEX-WARREN-WASHINGTON BOCES On-Line High School Courses 411 2000-2001
ALBANY-SCHOHARIE-SCHENECTADY-SARATOGA BOCES Distance Learning 412 1992-1993
MADISON-ONEIDA BOCES Distance Learning Service 426 1996-1997
BROOME-DELAWARE-TIOGA BOCES Distance Learning Service 460 1993-1994
SAINT LAWRENCE-LEWIS BOCES Distance Learning 408 2004-2005
CAYUGA-ONONDAGA BOCES Distance Learning 450 1995-1996
FRANKLIN-ESSEX-HAMILTON BOCES Distance Learning 404 2003-2004
SCHUYLER-STEUBEN-CHEMUNG-TIOGA-ALLEGANY BOCES E-Learning 430 2008-2009
FRANKLIN-ESSEX-HAMILTON BOCES Torch Academy Regular School Year 421 2021-2022
WESTERN SUFFOLK BOCES DISTANCE LEARNING 445 2011-2012
HAMILTON-FULTON-MONTGOMERY BOCES Distance Learning 405 1996-1997
MONROE 1 BOCES Distance Learning 430 1992-1993
DUTCHESS BOCES Digital Learning 448 2008-2009



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ENTERING A NEW CO-SER

Helpful tip for BOCES developing a new CO-SER for entry in SAMS:

3. After selecting the CO-SER you want to view, go back to the pop-up window to view the narrative as approved. If you want to reuse language, make sure the corresponding check-box on the left is selected and then click "Add These Details"

☒ Add These Details

<input checked="" type="checkbox"/>	Needs Addressed	This service will operate to provide component districts with virtual course offerings to meet graduation requirements, enrich student learning and provide opportunities for students to learn and practice social-emotional learning competencies. Credit recovery, elective credit, advanced placement credit, and other courses will be offered to students in participating districts. Online learning, blended online learning and synchronous multi-site video conferencing will offer means for districts to share BOCES teachers regionally.
<input type="checkbox"/>	Planning Process	Distance Learning Program Advisory Committee will meet to give input to assist in the development of this service so that it can meet the needs of participating districts. This committee consists of participating school district Superintendents, Principals and School Counselors who attend regularly scheduled meetings to provide input on courses and schedules.
<input type="checkbox"/>	Service Objective	Basic goals of this distance learning system include: - Provision of expanded curricular options to students in the Franklin-Essex-Hamilton BOCES Distance Learning service area, including students with disabilities. - Provision of additional opportunities for high school students to sample college courses. - Provision of advanced or technical courses for those preparing to enter post-secondary college, technical schools or careers which call for such extensive preparation. - Provision of enrichment opportunities which would otherwise not be available. - Provision of expanded access to appropriate educational programming provided by emerging technologies. - Identification, evaluation and implementation of technological tools that support education processes at all levels.
<input checked="" type="checkbox"/>	Evaluation Measures	The following measures will be implemented to provide evidence that Part 100 of the Commissioner's Regulations have been followed: -Electronic surveys completed by teachers and district staff upon course completion demonstrate students have completed 120 hours of instruction for initial courses and all other required testing and course requirements have been met. - Statistics from School Counselors in regards to student grades and testing performance. - Regional graduation statistics. - Course enrollment numbers. - Training workshop attendance. - Periodic reviews by the Distance Learning Program Advisory Committee on success of service.
<input type="checkbox"/>	Staff Roles	BOCES staff has assumed the overall leadership in establishing a strategic vision as described in this narrative. BOCES will employ suitable staff to ensure effective and efficient use of this service. Staff will be involved with the selection of teachers as well as curricula that will be the basis of the service. Overall, the articulation of the service program will remain a responsibility of BOCES with input of a service wide delivery area advisory group made up of local Chief School Officers and an instructional planning committee made up of principals and school counselors who have been given programmatic responsibility for the service in the local school district. Two or more participating districts will share any designated testing site(s). Specific tasks/activities include: • Procure vendors and online courses for student enrollment. • Communicate with school districts and assist with questions for online programs. • Facilitate training of staff in academic and social emotional learning curricula. • Communicate regularly with online instructors. • Communicate regularly with teachers of record. Development of in house learning lab to assist students as needed
<input checked="" type="checkbox"/>	Stipends	BOCES will hire and supervise part-time instructors and compensate them with a predetermined fee per session.

A. Needs Which the Service Will Meet:

This service will operate to provide component districts with virtual course offerings to meet graduation requirements, enrich student learning and provide opportunities for students to learn and practice social-emotional learning competencies. Credit recovery, elective credit, advanced placement credit, and other courses will be offered to students in participating districts. Online learning, blended online learning and synchronous multi-site video conferencing will offer means for districts to share BOCES teachers regionally.

B. Planning Process for Development of Service:

C. Measurable Goals and Objectives of the Service:

D. Evaluation Measures to Determine Achievement of Goals and Objectives:

The following measures will be implemented to provide evidence that Part 100 of the Commissioner's Regulations have been followed:

- Electronic surveys completed by teachers and district staff upon course completion demonstrate students have completed 120 hours of instruction for initial courses and all other required testing and course requirements have been met.
- Statistics from School Counselors in regards to student grades and testing performance.
- Regional graduation statistics.
- Course enrollment numbers.
- Training workshop attendance.
- Periodic reviews by the Distance Learning Program Advisory Committee on success of service.

E. Role of BOCES Staff in Providing Service - Describe Specific Tasks/Activities:

F. Stipends and Substitutes (if applicable):

BOCES will hire and supervise part-time instructors and compensate them with a predetermined fee per session.



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CO-SER REVISION?

- Process is similar for revisions to old CO-SERs
 - Revisions are made in Official LAS.
 - Major Difference:
 1. Select an active CO-SER from the LAS to edit, rather than entering a new CO-SER.
- DS approval is still needed in revised CO-SER.

Programs Awaiting Approval

This table includes all CoSers that are awaiting CoSer Service Description approval and is for information purposes only. Once a CoSer has been approved, it will be removed from this list and added to the LAS.

<u>Activity Code</u>	<u>PSN</u>	<u>Activity Title</u>	<u>Program name</u>	<u>First Year Service Offered</u>	<u>CoSer Status</u>
5877	450	Distance Learning	Virtual Oasis - Online Academy	2021-2022	AMENDED



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CO-SER - SED APPROVAL

- Once CO-SER is “DS_APPROVED”, SED can perform final review.

Programs Awaiting Approval

This table includes all CoSers that are awaiting CoSer Service Description approval and is for information purposes only. Once a CoSer has been approved, it will be removed from this list and added to the LAS.

<u>Activity Code</u>	<u>PSN</u>	<u>Activity Title</u>	<u>Program name</u>	<u>First Year Service Offered</u>	<u>CoSer Status</u>
5877	450	Distance Learning	Virtual Oasis - Online Academy	2021-2022	DS_APPROVED



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CO-SER - SED APPROVAL

- SED Approval will include Aid Restriction Criteria, if applicable.
 - Aid restrictions are listed in CO-SER Criteria Guidelines.

(BOCES SED Use Only)		
CoSer Approval Action:	Approved Aid Restricted ▾	
Aid Restriction Comments:	<div>School district expenditures for renovation or operation and maintenance of "tele-classrooms" are not eligible for BOCES Aid. Student materials are not eligible for BOCES Aid.</div>	
Aid Restriction Reason (ARR): (click button to add ARR's)	Add Aid Rest. Reason	99 - Other ? See comments ▾
Existing Aid Restriction Reasons:		
New Aid Restriction Reasons: 99 - Other ? See comments		
SED Approved and Certified By:	Date:	SED Save & Certify



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CO-SER - SED APPROVAL

- Once SED approves, CO-SER is ACTIVE in the LAS.
- CO-SERs can be changed from Active to Inactive, or get Deleted, in the LAS:

5877	450	Distance Learning	Virtual Oasis - Online Academy	2021-2022	Active <input type="button" value="v"/>
					Active
					Deleted
					Inactive

...just be sure to save your changes!

***Note, in the official data area, all hyperlinks and buttons (except Reset) will save the form.**



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OFFICIAL LAS

- End of Year Procedures:
 1. Go through LAS
 - Make sure you know what services you are running
 2. Check CO-SER Status
 - Make sure that CO-SERs for next year are listed as ACTIVE before the Rollover
 - Any CO-SER that will NEVER run again can be DELETED
 - Only mark a CO-SER for Deletion if you are sure it will never be needed again.



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OFFICIAL LAS

- End of Year Procedures:
 3. Print the LAS...before the CO-SER Rollover
 - Or copy and paste into Excel (trust me, it works!)
 4. District Superintendent must Certify the LAS
 - To ensure that all necessary data is included in the May State Aid Database, the Official LAS should be Certified by April 15th each year.



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OFFICIAL LAS

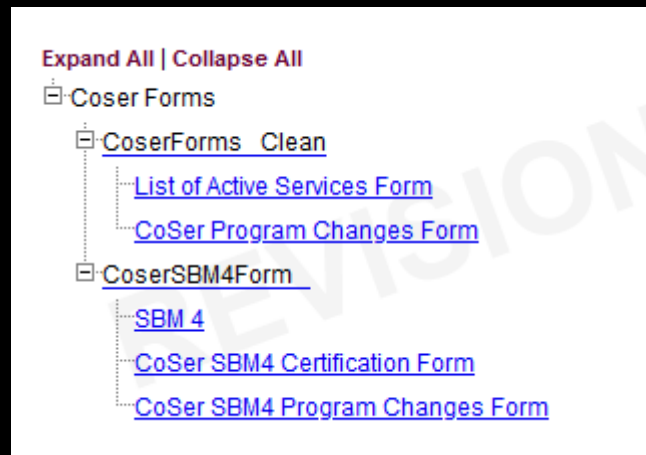
- AFTER THE ROLLOVER—
 - Compare “old” LAS to “new” LAS.
 - If a CO-SER didn’t “roll,” notify SED as soon as possible!



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REVISION LAS

- Revision Data LAS should only be used **AFTER** the Official Data Edit Report is “Clean” and the Official LAS has been Certified :



REVISION LAS

- If you use Revision to enter new information or changes, it **MUST** be completed in Revision to become part of Official

F. Stipends and Substitutes (if applicable):

revision!

Add New Comment:

Submit Revisions Clear Revisions

In other words,
don't forget to
hit submit!



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REVISION LAS

- End of Year Procedure:
 1. Complete any edits to LAS
 1. Make sure SED approves any CO-SER revisions
 2. Make sure any new CO-SERs approved in Revision appear in Official before the Rollover



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SPEAKING OF CO-SERS...

CO-SER Criteria Guideline System (CCGS)

- BOCES Handbook 2 has effectively been discontinued. Rather than provide a static paper or PDF handbook, NYSED compiled a dynamic online database that contains the guidelines for all available CO-SER Activity Codes, including program scope, specific requirements, and Aid criteria.



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SPEAKING OF CO-SERS...

• Sample Guideline:

Guideline Title:	Distance Learning
Criteria Guideline Number:	5877
Cluster:	GENERAL EDUCATION SERVICES
Date Issued:	06/01/1998
Date Amended:	07/14/2017
School Year Effective:	1998-99
Scope of Service:	BOCES operates a program of academic instruction for two or more districts using interactive technologies. BOCES is responsible for design and operation of the interactive system, for the management of instruction, reporting student achievement to participating districts, and for evaluation of the service.
Service Descriptors	
Class/Division:	General Education (13)
Type Student:	General (31), Gifted (33)
Delivery Method:	Central Service
Time Period:	September-June (42)
Location:	BOCES Center (11), District Classroom (12), Other, Specify (13)
PSN Range:	400-499
Level:	K-12

Standards for Approval	
General Requirements	Compliance with applicable laws, regulations, and general guidelines.
Specific Requirements	<ul style="list-style-type: none"> Staff members providing instruction must hold an appropriate teaching certificate. Individuals who do not meet this requirement must work under the direct supervision of a certified teacher. Service delivery standards and service delivery agreements must be prepared as outlined in the attached document.
Service Plan Required	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, the basis for which participants are billed, and the additional elements listed below.
Additional Service Plan Elements	<ul style="list-style-type: none"> An explanation of how BOCES staff manage the instruction provided, including how staff are selected and supervised. Evidence of plans for an annual program review by a committee of secondary school principals to determine equivalency of instruction and student eligibility for credit. Evidence that the service meets the following criteria contained in Education Law §1950(4)(bb). <ul style="list-style-type: none"> The proposed service will provide additional opportunities for pupils, including those with handicapping conditions. The proposed service will provide cost savings to participating districts, exclusive of additional aid. The proposed service will ensure a greater or more appropriate use of facilities by BOCES. An itemization of equipment to be used in the service, indicating the location of the respective equipment items, and a diagram illustrating the interconnection of the equipment.

Contracts for Staff	<ul style="list-style-type: none"> Expenditures for staff secured pursuant to written agreements with public post-secondary institutions will be eligible for BOCES aid if the following conditions are met: <ul style="list-style-type: none"> BOCES can demonstrate that qualified employees are not available. BOCES can demonstrate that BOCES staff will be responsible for supervision of instruction. The contract staff do not assume BOCES responsibility for operation and management of the program. The contract provides for payment of a flat amount based on the elements of service purchased. The contract staff are selected on the basis of instructional skill.
Aid Criteria	<ul style="list-style-type: none"> School district expenditures for renovation or operation and maintenance of "tele-classrooms" are not eligible for BOCES aid. Student materials are not eligible for BOCES aid.

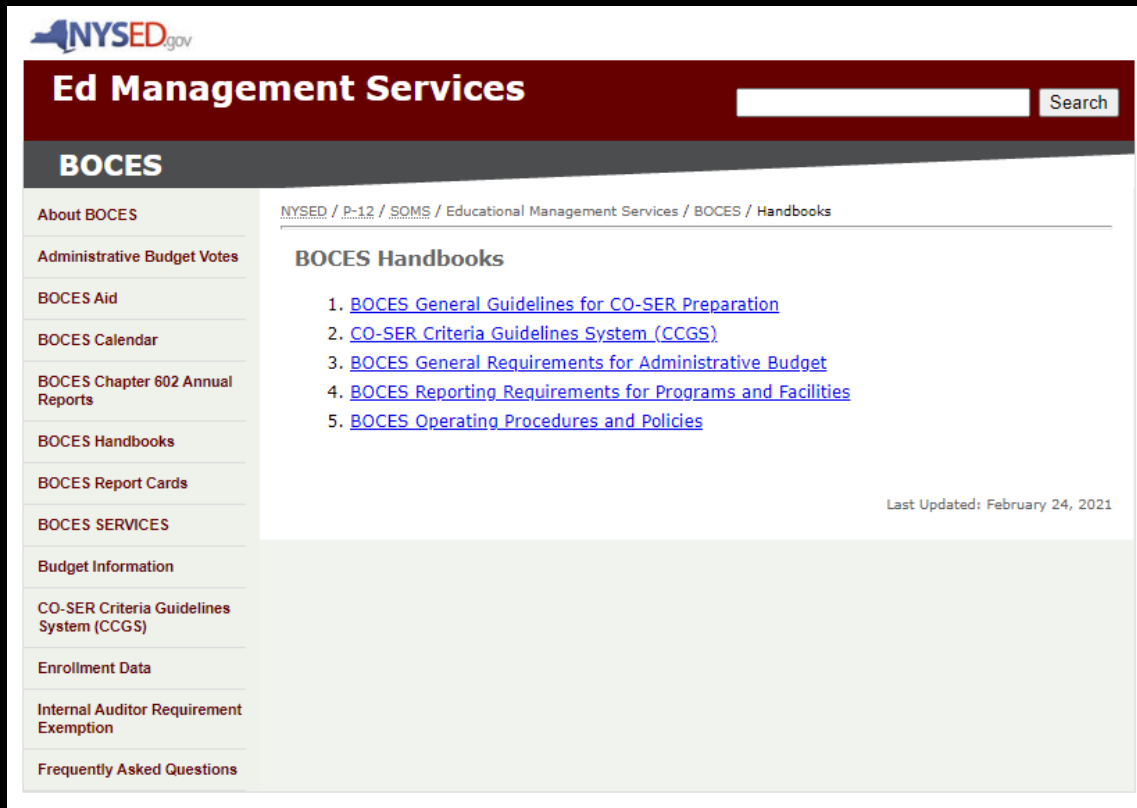


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SPEAKING OF CO-SERS...

CO-SER Criteria Guideline System (CCGS)

- CCGS can be found on the web:



The screenshot shows the NYS ED Ed Management Services website. The header includes the NYS ED logo and a search bar. The main navigation bar is labeled "BOCES". A left sidebar lists various links: About BOCES, Administrative Budget Votes, BOCES Aid, BOCES Calendar, BOCES Chapter 602 Annual Reports, BOCES Handbooks, BOCES Report Cards, BOCES SERVICES, Budget Information, CO-SER Criteria Guidelines System (CCGS), Enrollment Data, Internal Auditor Requirement Exemption, and Frequently Asked Questions. The main content area is titled "BOCES Handbooks" and contains a list of five links: 1. [BOCES General Guidelines for CO-SER Preparation](#), 2. [CO-SER Criteria Guidelines System \(CCGS\)](#), 3. [BOCES General Requirements for Administrative Budget](#), 4. [BOCES Reporting Requirements for Programs and Facilities](#), and 5. [BOCES Operating Procedures and Policies](#). A footer note indicates "Last Updated: February 24, 2021".

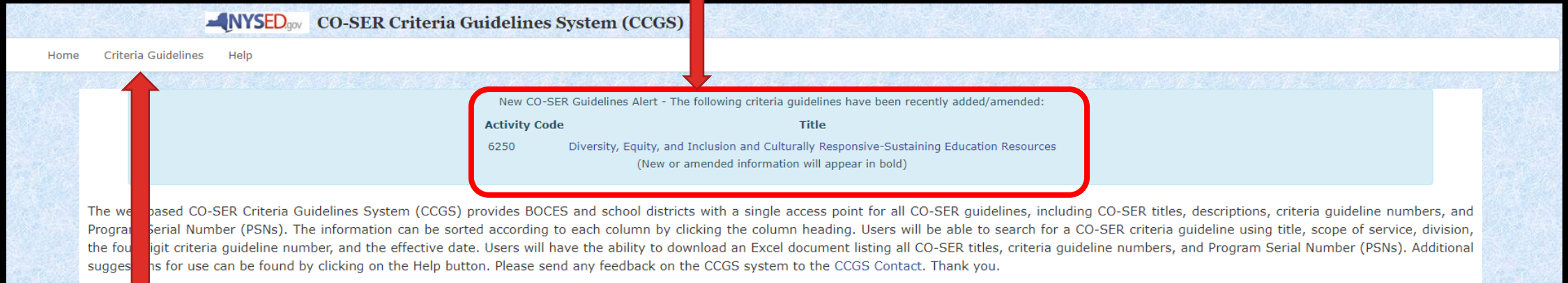
https://eservices.nysed.gov/srr/ccgs_welcome



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CO-SER CRITERIA GUIDELINE SYSTEM (CCGS)

- New and/or Amended CO-SER Guideline entries are announced on the CCGS home screen



NYSED.gov CO-SER Criteria Guidelines System (CCGS)

Home Criteria Guidelines Help

New CO-SER Guidelines Alert - The following criteria guidelines have been recently added/amended:

Activity Code	Title
6250	Diversity, Equity, and Inclusion and Culturally Responsive-Sustaining Education Resources (New or amended information will appear in bold)

The web-based CO-SER Criteria Guidelines System (CCGS) provides BOCES and school districts with a single access point for all CO-SER guidelines, including CO-SER titles, descriptions, criteria guideline numbers, and Program Serial Number (PSNs). The information can be sorted according to each column by clicking the column heading. Users will be able to search for a CO-SER criteria guideline using title, scope of service, division, the four digit criteria guideline number, and the effective date. Users will have the ability to download an Excel document listing all CO-SER titles, criteria guideline numbers, and Program Serial Number (PSNs). Additional suggestions for use can be found by clicking on the Help button. Please send any feedback on the CCGS system to the CCGS Contact. Thank you.

- To search, click “Criteria Guidelines”



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- Next, enter search criteria and click “Search”

Search for:


Criteria Guideline Number:

Cluster:

Division:

PSN Range:

School Year Effective:





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CO-SER CRITERIA GUIDELINE SYSTEM (CCGS)

- Results are displayed below:

One item found.

1

CG Number	Title	Cluster	Division	PSN
5877	Distance Learning	GENERAL EDUCATION SERVICES	General Education	400-499

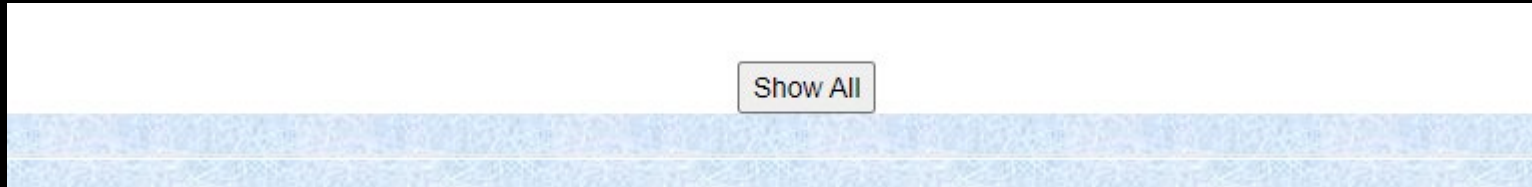
Export options: [CSV](#) | [Excel](#) | [XML](#)



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- To view a list of ALL activity codes, simply click “Show All”



- Then export to the format of your choice (...I like Excel...)



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- Save the file for future reference.

	A	B	C	D	E	F
1	CG Number	Title	Cluster	Division	PSN	
2	3000	Secondary Occupational Education	OCCUPATIONAL EDUCATION SERVICES	Occupational Education	100-199	
3	3001	Special Occupational Education	OCCUPATIONAL EDUCATION SERVICES	Occupational Education	100-199	
4	3003	Multi Occupational Education	OCCUPATIONAL EDUCATION SERVICES	Occupational Education	100-199	
5	3004	Adult Occupational Education	OCCUPATIONAL EDUCATION SERVICES	Occupational Education	100-199	
6	3005	Vocational Assessment	OCCUPATIONAL EDUCATION SERVICES	Occupational Education	100-199	
7	3006	Other	OCCUPATIONAL EDUCATION SERVICES	General Education; Instruction, Students with Disabilities; Occupational Education	100-199	
8	3007	Career and Technical Education (CTE)	OCCUPATIONAL EDUCATION SERVICES	General Education	100-199	
9	3110	Agriculture	AGRICULTURE CLUSTER	General Education	300-399	
10	3160	Business/Office	BUSINESS AND OFFICE CLUSTER	General Education	300-399	
11	3210	Home/Career Skills	HOME ECONOMICS CLUSTER	General Education	300-399	
12	4100	Resource Room	SPECIAL EDUCATION SERVICES	Instruction, Students with Disabilities	200-299	
13	4201	Summer Programs: Special Education	SPECIAL EDUCATION SERVICES	Instruction, Students with Disabilities	200-299	
14	4210	Special Class: S/P Ratio 1:15:1	SPECIAL EDUCATION SERVICES	Instruction, Students with Disabilities	200-299	
15	4220	Special Class: S/P Ratio 1:12:1	SPECIAL EDUCATION SERVICES	Instruction, Students with Disabilities	200-299	
16	4230	Special Class: S/P Ratio 1:6:1	SPECIAL EDUCATION SERVICES	Instruction, Students with Disabilities	200-299	
17	4231	Special Class: S/P Ratio 1:6:2.5	SPECIAL EDUCATION SERVICES	Instruction, Students with Disabilities	200-299	
18	4235	Special Class: S/P Ratio 1:8:1	SPECIAL EDUCATION SERVICES	Instruction, Students with Disabilities	200-299	
19	4240	Special Class: S/P Ratio 1:12:3	SPECIAL EDUCATION SERVICES	Instruction, Students with Disabilities	200-299	
20	4610	Hospital Instruction	SPECIAL EDUCATION SERVICES	Instruction, Students with Disabilities	300-399	
21	4620	Teacher of the Visually Impaired	SPECIAL EDUCATION SERVICES	Instruction, Students with Disabilities	300-399	
22	4630	Special Teacher of the Deaf	SPECIAL EDUCATION SERVICES	Instruction, Students with Disabilities	300-399	
23	4640	Teacher of the Hard-of-Hearing	SPECIAL EDUCATION SERVICES	Instruction, Students with Disabilities	300-399	
24	4650	Teacher of the Speech Impaired	SPECIAL EDUCATION SERVICES	Instruction, Students with Disabilities	300-399	

CO-SER Criteria Guidelines



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CO-SER QUESTIONS: ALLOWABLE? AIDED?

CO-SER Activity 5842: Arts in Education

- BOCES operates a shared service to integrate arts into curriculum
 - Activities may include—
 - Music
 - Drama
 - Dance
 - Writing
 - Visual and Digital arts
 - Staff development on specific art(s)
- Can be used to allow installment purchase agreements (IPAs) for otherwise cost-prohibitive specialized art equipment to districts (e.g. Musical Instruments)



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CO-SER QUESTIONS: ALLOWABLE? AIDED?

CO-SER Activity 7470: Safety/Risk Management

- This is a FACILITIES PLANNING SERVICE...
 - Scope is to provide leadership and training on—
 - Right-to-know (hazardous materials)
 - OSHA/SOSHA guidelines and requirements
 - Disaster preparedness
 - Fire and Building Code
 - Planning for asbestos and other hazardous material abatement
- Not for water testing; That is unaided in Activity 7410 (Facilities Service)
- Not for physical health screenings (e.g. COVID testing); That is partially aided in Activity 6709 (Community School Resources)



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CO-SER QUESTIONS: ALLOWABLE? AIDED?

CO-SER Activity 5877: Distance Learning

- This is a Gen Ed Central Service
- The CO-SER was developed to provide supplemental instruction to students that otherwise are unable to receive instruction in-person
- In response to COVID-19 concerns, the Department has allowed standalone Virtual Schools with the following caveats:
 - The program may be offered only to districts that are components of your BOCES
 - any teachers of core academic classes must be hired as BOCES employees or remain fully employed by the “home district” but assigned to the BOCES virtual program
 - Approved applications for regional virtual schools may run through June 30, 2023



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CO-SER QUESTIONS: ALLOWABLE? AIDED?

CO-SER Activity 6709: Community School Resources

- This is a central service that can contain multiple types of student and school community supports
- CO-SER scope is to deliver co-located or school-linked academic, health, mental health, nutrition, counseling, legal and/or other services to students and their families in a manner that will lead to improved educational and other outcomes; for example—
 - Health screening and referral service
 - Short-term health care (not a permanent primary care service)
 - Academic guidance, tutoring, and counseling
 - Family resources (legal assistance, mental and behavioral health services)
- A good rule of thumb for Aid—if the service requires a medical license, it is not aided...but admin and other BOCES costs can be.



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CO-SER QUESTIONS: ALLOWABLE? AIDED?

Planning/Improvement CO-SERs:

- 6211: School/Curriculum Improvement
 - Instructional Support
 - Provides PD to raise district standards and build local capacities
 - 6212: Planning, Instructional
 - Instructional Support
 - Assists in development/improvement of specific programs and internal planning processes
 - 7210: Planning Service, Management
 - Non-instructional Support
 - District planning service, designed to provide long-range plans around personnel, finance, facilities, etc.
-
- When combined, these three CO-SERs could constitute a comprehensive BOCES strategic planning service.



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CO-SER QUESTIONS: ALLOWABLE? AIDED?

Technology CO-SERs:

- 6360: Instructional Technology Service
 - Provides classroom and other instructional hardware, software, and related technical support and maintenance services
 - Model Schools CO-SER (6368) is a requirement to participate in 6360.
 - Model Schools CO-SER provides the training and integration plans for the technology
 - Aligns with the regional 793 plan
- 7710: Computer Service, Management
 - CO-SER is for Regional Information Centers (RICs) only.
 - Provides central monitoring and management services, such as—
 - Cyber security
 - Building perimeter security (passive technology only)
 - Facial recognition software is expressly disallowed
 - Technology infrastructure
 - State reporting
 - Data warehouse / Data management services



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BOCES SAMS, CO-SER LAS, AND CCGS

Questions?



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[HTTP://WWW.P12.NYSED.GOV/MGTSERV](http://www.p12.nysed.gov/mgtserv)

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