# Online Circuit Breaker Claim System

# Training Modules

(updated February 14, 2025)

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| **Training Module**with video link | **Chapters**with timestamps |
| **Overview Presentations** |  |
| [Overview of the Commonwealth’s Circuit Breaker Program (CB 101)](https://youtu.be/nrmFDzzJJvw) | (no chapters; presentation only) |
| [New Claim System Overview, Part 1](https://youtu.be/N5viSp5vGJQ?si=yH5MIiehb7WWk4fZ) (presentation) | 00:00 – New Online Circuit Breaker Claim System Introduction 05:07 – Accessing the New Online System12:04 – Preparing for Online Claiming14:09 – Claim Timelines15:38 – Support Options |
| [New Claim System Overview, Part 2](https://youtu.be/JZgRDq3X15o?si=lKaDhMzoOvOIiLLh) (demonstration) | 00:00 – New CB claim system overview02:17 – Homepage overview and claim stage04:37 – SUM\_ALL report05:33 – My Authorizations report07:54 – CB7 report10:01 – List of LEA/Collaborative and ISP Code List11:17 – Issues and error reports12:23 – Cumulative credit worksheet12:49 – Instructions and Claim Details15:33 – Create in-district summer programs16:47 – Add students17:51 – Certify and Submit19:02 – Summary |
| [Determining FY25 Relief Eligibility](https://youtu.be/CnUGrPExEPw?si=6x5IdvZVKnwMSo1x) | (no chapters; presentation only) |

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| **Claim Training Modules** |  |
| [Creating In-District Summer Programs](https://youtu.be/2Zbpl4InJok?si=PuUjtO1vzKKHxL0V) | 00:00 – In-district summer programs introduction01:22 – Entering in-district summer programs06:52 – Linking in-district summer programs to the placements |
| [Adding Students to Claim](https://youtu.be/JPwVlXyes1E?si=IOcytwRydp4F0uqY) | 00:00 – Guidelines for adding students02:05 – Navigating new claim system03:40 – Adding a student who has not been claimed in prior year07:27 – Deleting a student08:54 – Adding a student who has not been claimed in prior year and not certified in SIMS11:26 – Adding a student from prior year to the current year claim |
| [Claiming expenses for Approved Private Programs](https://youtu.be/Q_JAxK_Hfnk?si=oyu5xpOyg7Qcvq7e) | 00:00 – Guidelines for claiming approved private programs02:45 – Review CB7 report build into claim system07:12 – Entering a placement for an approved private program12:32 – Entering a placement for an approved private program with price increase17:13 – Editing the placement |
| [Claiming expenses for out-of-district LEA/Collaborative Placements](https://youtu.be/EOStn-E2h3Y?si=JU83E-FgirQAjKVm) | 00:00 – Guidelines for claiming LEA & Collaborative02:46 – Entering a placement for a collaborative for an extended school year (summer)07:41 – Entering a placement for collaborative tuition and additional services for a school year11:16 – Reviewing the placements information12:10 – Entering a partial-year placement for a collaborative |
| [Claiming Specialized Equipment expenses](https://youtu.be/igUG6v_rJ90?si=Z_5MkpigEpT4jIbC) | 00:00 – Introduction & Overview02:28 – Entering a new placement for equipment cost08:32 – Editing a placement for equipment cost10:27 – Summary |
| [Claiming expenses at Individual Student Programs (ISPs)](https://youtu.be/ymsoWe8mVxE?si=UO-gktxTBVsdQSAF) | 00:00 – Guidelines for claiming Individual Student Programs (ISPs)06:36 – Navigating new claim system09:36 – Adding placements for Individual Student Program (ISP)15:35 – Adding placements for Individual Student Program (ISP) with actual cost less than approved ISP20:25 – Resolving missing OSD Authorization issue |
| [Claiming One-to-One Services (IPAs)](https://youtu.be/V5lfP_103iI?si=DAyZ2Ym6_ahXpaUe) | 00:00 – Guidelines for claiming one-to-one services with IPAs04:27 – Navigating new claim system06:23 – Adding placements for one-to-one services10:35 – Adding placements for one-to-one services with actual cost less than IPA approval15:27 – Adding placements for one-to-one services costing $20/hour or less and creating self-authorized IPA19:18 – Resolving missing OSD Authorization issue |
| [Claiming Supplemental Services](https://youtu.be/C5_i6KrtWMw?si=qqea95bYIc1hsnUD) | 00:00 – Guidelines for claiming supplemental services04:05 – Adding supplemental placements10:17 – Review placements information |
| [Cost Shares](https://youtu.be/YTrJvcymZfU?si=vwQIJLNS4mCgKbbg) (with 2nd LEA, with DCF, and through settlement agreements)  | 00:00 – Cost share introduction03:03 – Entering a placement and cost share with 2nd LEA09:26 – Adding cost share with DCF to the existing placement13:00 – Entering a placement and cost share based on the settlement agreement17:58 – Review placements with cost share |
| [In-District Services (1 of 3): Guidelines for Claiming](https://youtu.be/fkxut_SLDl0?si=78GuGmbQMlenokyq) | (no chapters; presentation only) |
| [In-District Services (2 of 3): Claiming In-District Service expenses](https://youtu.be/Hg4G7JMeYM0?si=_StXCHzieyMmOfzj) | 00:00 – Entering in-district services introduction02:15 – Entering in-district services for a school year18:41 – Entering in-district services for an extended school year (summer)26:32 – Review in-district placements |
| [In-District Services (3 of 3): Editing Services Claimed](https://youtu.be/6Ak132t2Lsg?si=0E8tuzGe5BmUWgLL) | 00: 00 – Editing in-district placements04:40 – Adding services to the existing in-district placements07:10 – Deleting services from the existing in-district placements |
| [Deleting a student versus deleting a placement in a claim](https://youtu.be/mRzKmqOKuQ8?si=v9xZ_Cp3L3GLZmkv) | 00:00 – Deleting a student02:08 – Deleting a placement05:00 – Verifying the student has been deleted05:56 – Summary |
| [Reviewing Issue Status and Resolving Issues](https://youtu.be/VdRWw2znd-s?si=alYHvv9Dvm6zxXtm) | 00:00 – Resolving Issues Prior to Submitting Claims Overview05:47 – Identifying Issues08:04 – Resolving Placement Overlap Issues Report11:04 – Resolving Placement Errors Part 1: In-District Services15:44 – Resolving Placement Errors Part 2: Missing OSD Authorization for IPA21:49 – Resolving Placement Errors Part 3: Missing OSD Authorization for ISP26:01 – Certification Status Issues Report28:14 – Issues Remaining Report |
| [Certifying and Submitting Claims](https://youtu.be/5VdcpBlMG5c?si=dx6MJCJveFaWCP_q) | 00:00 – Circuit Breaker Claim Submission Process Overview04:54 – Reviewing Claims for Accuracy Prior to Submission07:46 – Claim Certification and Submission Process |

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| **Coming Soon** |  |
| Collaborative Cumulative Credit  |  |
| Transportation |  |