

The background of the slide features dark silhouettes of several individuals, likely students, sitting and reading books. The scene is set against a dark, gradient background.

MAINE DEPARTMENT  
OF EDUCATION

# ECSE Monitoring Tool

**Presented by:** The Office of Special Services & Inclusive Education



# Q&A



## Who has access?

- A staff person assigned the role of “LEA PreK Special Education Monitoring Director” will have access to enter/view data in the Grants4ME ECSE monitoring tool.

## How do I get the LEA PreK Special Education Monitoring Director role assigned to me?

- You will need to notify the DOE and specify which district staff should be assigned this role.
- If the staff member does not currently have a Grants4ME login, please contact your district Grants4ME administrator to gain access.

## Where can I find the ECSE Monitoring Tool in Grants4ME?

- You’ll find the ECSE Monitoring Tool in Grants4ME on the left-hand navigation menu.

## Can I use Federal IDEA Funds for ECSE?

- Yes, IDEA 611 and 619 funds may be used to pay for eligible ECSE expenses.

## Will there be a change in my IDEA 611 and 619 Allocation?

- Yes. Each student with an IEP who transitions will have their base allocation transferred to the district assuming FAPE.

## Who do I contact with questions?

- Please reach out to Sarah McLaughlin ([Sarah.McLaughlin@maine.gov](mailto:Sarah.McLaughlin@maine.gov)) with any questions.



# Navigating the Early Childhood Special Education (ECSE) Reporting Module

Grants4ME Home

Search

MDOE Resources

Help for Current Page

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## Grants4ME Sign-In

### Sign-In

Email Address:

Password:

[Forgot your password?](#)

Submit

# Signing In

Maine.egrantsmanagement.com

Requesting LEA PreK Special Education  
Monitoring Director role assignment

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Email: Sarah McLaughlin  
[Sarah.McLaughlin@maine.gov](mailto:Sarah.McLaughlin@maine.gov)



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## Grants4ME Home

Child Development Services (1507) State Operated

### Associated Organizations

Organization Number	Organization Name
1507	<a href="#">Child Development Services</a>

### Announcements

#### RFP 202512164 Informational Webinar (1/21/2026)

An informational webinar for the current 21st Century Community Learning Centers (21st CCLC) RFP is now available. The recording can be accessed here: <https://www.maine.gov/doe/sites/maine.gov/doe/files/bulk/public/ESEA%20-%20RFP%20202512164%20Informational%20Webinar%20-%201.16.2026.pdf>.



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## Monitoring Instruments

Child Development Services (1507) State Operated - FY 2026

2026 ▾

Active ▾

### Monitoring Instrument

**Pre-K Special Education Program Monitoring**

Pre-K Special Education Program Monitoring

Remember to  
select the correct  
year from drop  
down menu



# Pre-K Special Education Program Monitoring Sections

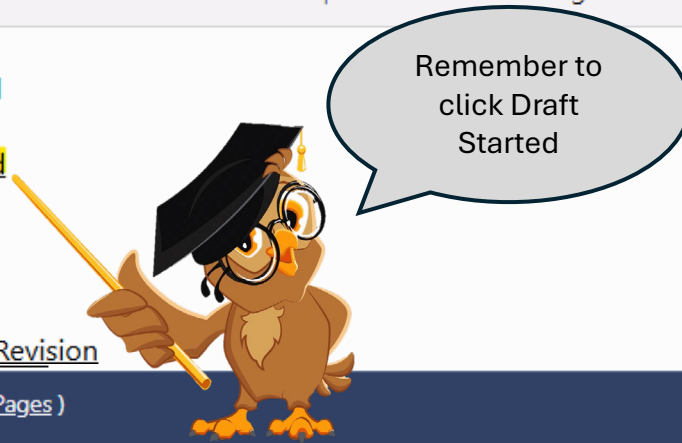
Community School District - FY 2026 - Pre-K Special Education Program Monitoring - Rev 0

**Status:** **Not Started**

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**Description** ( [View Sections Only](#) [View All Pages](#) )

All

**History Log**

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[Create Comment](#)

**Pre-K Special Education Program Monitoring-(1)**

Step 1

[AQ1. Total Expenditures](#)

[BQ1. High Cost Out of District](#)

[CQ1. High Cost In District](#)

[DQ1. Allocation Tracker](#) Coming soon

[EQ1. Student Count Tracker](#) Coming soon

[FQ1. Related Documents](#)

All

# AQ1. Total Expenditures



Session Timeout: 52:55 (Hide Tim

Municipal School Unit - FY 2025 - Pre-K Special Education Program Monitoring-(1) - Rev 0

Save And Go To ▶

Quarterly Funds	Cumulative Expenditures	Quarterly Expenditures	Student Count	Quarterly Expenditures per Student
\$ 4,570.98	\$	\$ 4,105.42	1.00	\$ 4,105.42

## Expenditures for Pre-K Special Education Program

Function Code	Object Code	Amount
1000 - Instruction	1020 - Ed Tech salary	\$ 1,735.36
1000 - Instruction	6000 - Other Supplies (not delineated in 6000 range below)	\$ 2,237.31
1000 - Instruction	2320 - Ed Tech retirement	\$ 132.75
<u>Add Row</u>		
1000-2300 - Out of District Placement	Select...	\$
<u>Add Row</u>	Select...	
1000-2810 - Extended School Year	5610 - Tuition paid to other school administrative units	\$
	5620 - Tuition Out of State	\$
<u>Add Row</u>	5630 - Tuition paid to private schools	
1099 CEIS	Select...	\$



Use "Add Row" for additional space

Input all expenditures posted to Fund 2213 for the quarter being reported

NOTE: Quarterly uploads to NEO must reconcile with the Trial Balance as well as the total expenditures reported in Grants4ME

# Pre-K Special Education Program Monitoring Sections

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**History Log**

[History Log](#)

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**Pre-K Special Education Program Monitoring-(1)**

[AQ1. Total Expenditures](#)

Step 2

[BQ1. High Cost Out of District](#)

[CQ1. High Cost In District](#)

[DQ1. Allocation Tracker](#) Coming soon

[EQ1. Student Count Tracker](#) Coming soon

[FQ1. Related Documents](#)

All

## BQ1. High Cost Out of District






Session Timeout: 59:13 [\(Hide Timer\)](#)

Municipal School Unit - FY 2025 - Pre-K Special Education Program Monitoring-(1) - Rev 0

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Application Supplements **istrict - Q1**

Placement Organization	Student ID	Placement Type	Placement Start Date	Placement End Date	SAC	Total Amount
 ABC SPPS	123456789	Private SPPS ▼	09/01/2025  Clear	 Clear	No	\$ 30,000.00

[Add Row](#)

# Pre-K Special Education Program Monitoring Sections

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**Pre-K Special Education Program Monitoring-(1)**

[AQ1. Total Expenditures](#)

[BQ1. High Cost Out of District](#)

[CQ1. High Cost In District](#)

[DQ1. Allocation Tracker](#) Coming soon

[EQ1. Student Count Tracker](#) Coming soon

[FQ1. Related Documents](#)

All

Step 3

## CQ1. High Cost In District



Session Timeout: 58:59 [\(Hide\)](#)

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Save And Go To ▶

### C. High Cost In District - Q1

Expenditure Description	Is this a reoccurring cost?	Amount
 <input type="text" value="Nursing"/>	Yes ▼	\$ <input type="text" value="10,000.00"/>

[Add Row](#)

# Pre-K Special Education Program Monitoring Sections

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<b>All</b>	
<input type="checkbox"/> <b>History Log</b>	
<a href="#">History Log</a>	
<a href="#">Create Comment</a>	
<input type="checkbox"/> <b>Pre-K Special Education Program Monitoring-(1)</b>	
<a href="#">AQ1. Total Expenditures</a>	
<a href="#">BQ1. High Cost Out of District</a>	
<a href="#">CQ1. High Cost In District</a>	
<a href="#">DQ1. Allocation Tracker</a>	Coming soon
<a href="#">EQ1. Student Count Tracker</a>	Coming soon
<a href="#">FQ1. Related Documents</a>	
<b>All</b>	

Step 4



## FQ1. Related Documents

Municipal School Unit - FY 2025 - Pre-K Special Education Program Monitoring-(1) - Rev 0

Go To ▶

Monitoring Instruments

Optional Documents

Type	Document Template	Document/Link
Supporting Documentation	N/A	<a href="#">Upload New</a>

### Upload:

- Detailed trial balance for Fund 2213 for the quarter being reported.
- Copies of invoices for high cost “In and Out” of district.

### Uploads are due 30 days after the close of a quarter:

- Q1 (7-1 – 9/30) due 10/30
- Q2 (10/1 – 12/31) due 1/31
- Q3 (1/1 – 3/31) due April 30
- Q4 (4/1 – 6/30) due July 30

# Pre-K Special Education Program Monitoring Sections

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**Pre-K Special Education Program Monitoring-(1)**

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### HISTORY LOG

- The History Log provides a snapshot of the report's status and serves as a historical communication record capturing questions, concerns, and approvals associated with the report.

### CREATE COMMENT

- This is where communication is entered to be recorded in the History Log.

## COMING SOON

### ALLOCATION TRACKER

- Provides the latest view of allocation performance at-a-glance.

### STUDENT COUNT TRACKER

- Easily record and manage quarterly student count data.

Coming Soon

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### ECSE Account Coding

### ECSE Expenditures

- All expenditures should be posted to Fund 2213.

### ECSE Revenue

- Revenue code 3128
- MaineCare Revenue code 4508
- State Agency Client Revenue code 3122

### ECSE Chart of Accounts

- <https://www.maine.gov/doe/funding/accounting/handbook>

# Contact Information

## **Leadership:**

Erin Frazier - State Director of Special Services - [Erin.Frazier@maine.org](mailto:Erin.Frazier@maine.org)

Sandy Flacke - Deputy Director - [J.sandy.flacke@maine.org](mailto:J.sandy.flacke@maine.org)

## **Fiscal:**

**Barbara McGowen** - Director of Financial Management -

[barbara.a.mcgowen@maine.gov](mailto:barbara.a.mcgowen@maine.gov)

Colene O'Neill - Assistant Fiscal Coordinator - [colene.oneill@maine.gov](mailto:colene.oneill@maine.gov)

Stacey Bean - Contract/Grant Specialist - [stacey.bean@maine.gov](mailto:stacey.bean@maine.gov)

Lori Freeman - Office Associate - [lori.freeman@maine.gov](mailto:lori.freeman@maine.gov)

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**Sarah McLaughlin** - Office Specialist - [sarah.mclaughlin@maine.gov](mailto:sarah.mclaughlin@maine.gov)





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