



Tracking, Analyzing & Projecting

Interpreting & Real-Time
Captioning Expenses

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Overview

- Determine How to Budget for These Expenses
- Learn How to Account for Variable Costs
- Learn How to Estimate and Project Needs
- Provide Ideas, Solutions & Suggestions for Tracking Expenses Monthly/Annually

**Reasons for Tracking,
Analyzing and Projecting**

- Project upcoming budget needs (budget cuts)
- Prepare for potential audit purposes
- Establish credibility with administration
- Appropriately allocate resources
- Establish historical reference and determine trends
- Produce data necessary for annual reports

Document, Document, Document

You cannot document too much!!!
Goal is to establish fiscal accountability



Why Do You Need a Reporting System?

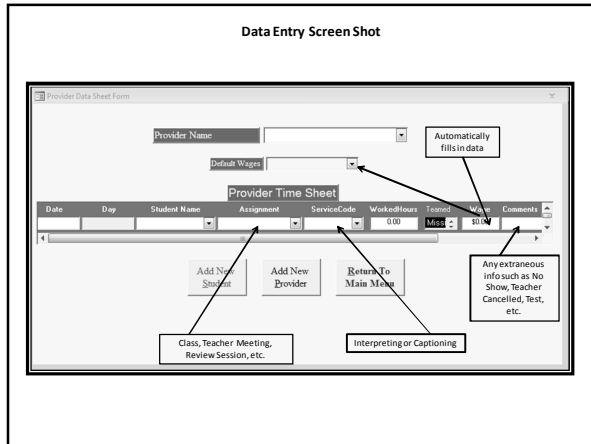
- Develop data and statistics for annual reports
- Provide data and projections in mid-year and end of year reports
- To anticipate budget projections, needs, surpluses, etc.
- To have appropriate documentation information necessary for audit purposes
- To develop a baseline and establish a historical record to denote trends

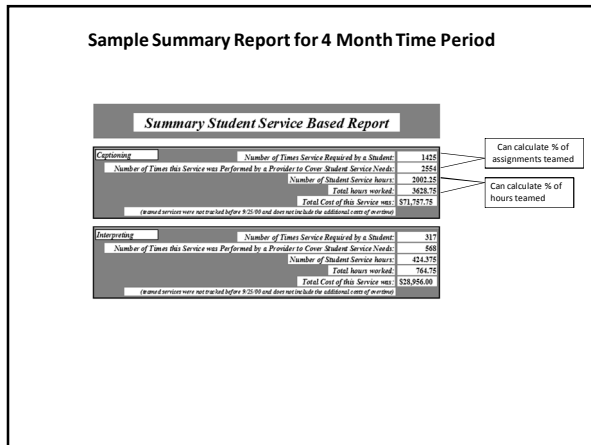
Things to Consider:

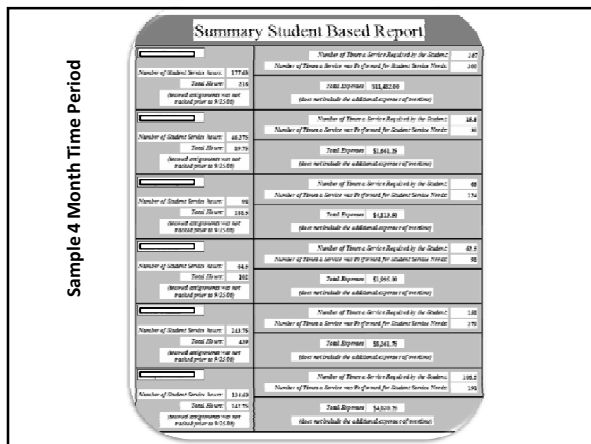
- Determine what type of reports you will want to produce from the data
- What information does administration want to know?
- What do you need or want to know?

Determining Data Needs

- Establish mechanism for collecting the data
 - Think through your reporting needs
- Establish mechanism for storing and sorting the data (Excel, Database, etc.)
 - Consider the data entry process
 - Reporting will only be as accurate and detailed as your data collected







Example of Weekly Work Report for a Captionist

Data Entered from Timesheet into Database

Summary Totals for Any Designated Beginning and End Dates

ASSIGNMENTS	HOURS	Rate	Amount
Trained	289	403.0	
Missing	0	0	
H.A.	0	0	
Solo	21	36.23	
Total	310	439.23	
Interpreting	0	0	
Captioning	289	434.75	
Cost Speech	0	0	
C.C.	0	0	
On Call	1	0	

Hours Worked	439.76 Hours
Regular Pay	\$6,342.72
Overtime Pay	\$14,224
Total Pay	\$20,566.72

Establishing a Tracking/Reporting System

Develop historical tracking system that is able to assess current monthly status and yearly trends at any time

Example of Tracking Number of Students Registered Monthly

Student Registered, Graduated & Retention Rate Annually →

Interpreting and Captioning Total Costs, Hours and Average Cost Per Hour Annually →

Exams Proctored Annually →

Staff Levels Annually →

Office of Disability Services Quick Stats				
Student Data				
Academic Year	Students*	Graduated†	Retention Rate‡	
2007-2008	1351	109		
2008-2009	1338	117		
2009-2010	1336	200		
2010-2011	1338	200		
2011-2012	1338	200		
2012-2013	1338	200		
2013-2014	1338	200		
2014-2015	1338	200		
2015-2016	1338	200		
2016-2017	1338	200		
2017-2018	1338	200		
2018-2019	1338	200		
2019-2020	1338	200		
2020-2021	1338	200		
2021-2022	1338	200		
2022-2023	1338	200		
2023-2024	1338	200		
2024-2025	1338	200		
2025-2026	1338	200		
2026-2027	1338	200		
2027-2028	1338	200		
2028-2029	1338	200		
2029-2030	1338	200		
2030-2031	1338	200		
2031-2032	1338	200		
2032-2033	1338	200		
2033-2034	1338	200		
2034-2035	1338	200		
2035-2036	1338	200		
2036-2037	1338	200		
2037-2038	1338	200		
2038-2039	1338	200		
2039-2040	1338	200		
2040-2041	1338	200		
2041-2042	1338	200		
2042-2043	1338	200		
2043-2044	1338	200		
2044-2045	1338	200		
2045-2046	1338	200		
2046-2047	1338	200		
2047-2048	1338	200		
2048-2049	1338	200		
2049-2050	1338	200		
2050-2051	1338	200		
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2099-2100	1338	200		
2100-2101	1338	200		
2101-2102	1338	200		
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2109-2110	1338	200		
2110-2111	1338	200		
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2163-2164	1338	200		
2164-2165	1338	200		
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2169-2170	1338	200		
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2245-2246	1338	200		
2246-2247	1338	200		
2247-2248	1338	200		
2248-2249	1338	200		
2249-2250	1338	200		
2250-2251	1338	200		
2251-2252	1338	200		
2252-2253	1338	200		
2253-2254	1338	200		
2254-2255	1338	200		
2255-2256	1338	200		
2256-2257	1338	200		
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2279-2280	1338	200		

Ongoing Technology Budget

Part Two

Establish ongoing budgetary plan for technology needs:

- Rotational laptop/computer replacement schedule
 - Consider how much demand is being placed on the laptops from various programs or processes
- Maintain consistency of laptop models within fleet of computers
- Computer support consideration (in-house or from institutional provided computer technology support department)
- Determine contingency plans with spare laptops for use when computers malfunction or need repair


Reasons for Inventory Controls

- Prevent or minimize chances of loss or theft
- Establish employee equipment checkout controls
- Create documentation trail for audit purposes
- Adhere to internal institutional equipment and computer policies

Establish Inventory Tracking & Accountability



- Perform inventory audit at least once each quarter for own records
- Utilize laptop computer security software as part of your inventory system
- Use equipment forms & sign-in/out procedures



LSU
LOUISIANA STATE UNIVERSITY

Captain's Equipment Inventory Form

Division of Student Life
Office of Student Activities

Captain's Class: _____
Date Equipment Assigned: _____
Expected date of return: _____

LAPTOP COMPUTER: Computer Serial #: _____
LSU Property Tag #: _____
Monitor #: _____
USB Key
Computer Bag

I certify that I have possession of the above checked items.
I agree not to install any unauthorized or personal software or store any non-work related personal content on this equipment without the permission of Student Life Services.
I understand that I have been assigned this computer for the purpose of providing captioning services for LSU and will return the computer at LSU's request and on your termination as a captain.
In addition, I understand that electronic device equipment will be used only in compliance with LSU PS-101 - "Use of Computing Resources" and PS-114 - "Security of Computing Resources"

Captain's Signature: _____ Date: _____


Equipment Return Information

Date Computer & Power Cord Returned: _____
Equipment still in possession of Captain: USB Key
Computer Bag
Captain's Signature: _____ Date: _____

Computer Inventory			
Room	Model	LSU Property Tag #	Title
101	Desktop	655321	Office
101	T-60	654191	Office
101	T-60	654192	Office
101	T-42	644658	Office
101	T-42	644657	Bank
101	Brailer	663518	Office
102	Desktop	655317	Office
102	Hp Color Laser Jet 3700dn	645793	Office
102	T-60	654204	Office
102	T-500	674033	Extra
102	T-500	674044	Extra
104	T-60	654203	Jenny
104	CCTV	655072	Testing
104	CCTV	650117	Testing
104	Desktop	654230	Office
105	Desktop	654232	Office
107	Desktop	637493	Office
107	Desktop	642796	Office
107	Hp Laser Jet 4000	590116	Office
107	T-60	654201	Office
107	T-60	654196	Office
107	T-60	654185	Office
107	Scanner Cannon DR-9080C	642873	Office
107	T-60	654202	Cap.
107	T-60	654195	Cap.
107	T-60	654186	Cap.
107	T-60	654197	Cap.
107	T-60	654209	Cap.

Budget Cuts? Funding Issues?

When mandated budget cuts happen or other funding issues arise, how can you protect the quality of accommodations being provided to students with disabilities?




Establish Separate Budgets

- **Operational (more fixed costs)**
 - Travel
 - Office Supplies
 - Admin salaries
- **Accommodations (more variables)**
 - Service/Accommodation Related Expenses
 - Interpreting
 - Captioning
 - Note taking
 - Equipment
 - Books (for E-Text/Alternative Format)

Budgeting for Note Taking Services

Determine expenses and project costs for this accommodation

Determine if using a paid, volunteer or hybrid note taking system



Projections

- How to utilize the data that you have
- Over projections (better safe than sorry)
- How to determine projections
- Averaging expenses by student
- Averaging expenses by credit hour
- Accounting for variable costs

Additional Resource

2009 PEPNet Postsecondary Interpreting & Speech-to-Text Survey Summary

- 123 institutions participated in the 47 question survey (105 public and 19 private)
- Important data results show national trends and industry standards such as:
 - Hiring standards
 - Salaries/wages comparison
 - Accessibility policies
 - Best practices
 - Contact information for campus representatives

To Access the Survey Summary

1. Go to www.pepnet.org
2. Click on **RESOURCES** in top bar
3. Click **SEARCH** Button
4. Search for **"2009 Survey"**


PEPNet's
three-pronged approach improves educational access for students who are deaf or hard of hearing.


Technical Assistance & Dissemination
Linking state, regional, and national educators, service providers, individuals, and technologists in a cooperative network.

Personnel Development:
Creating and promoting training opportunities for education and rehabilitation professionals on transition, secondary, and postsecondary educational services for students who are deaf.

Technology Utilization:
Demonstrating technology that provides access to and accommodations within programs for individuals who are deaf.

Learn more. Visit our website: www.pepnet.org





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