

Early Childhood Special Education (ECSE) Pupil Accounting

MPAAA FALL CONFERENCE

SEPTEMBER 13, 2021

PRESENTERS

EMILY TAYLOR, KENT & OTTAWA AREA ISD

KELLY POWERS, MUSKEGON AREA ISD

1

Required Documentation (General Reminders)

2

- ▶ Requested documentation must be provided to the pupil membership auditor within five (5) business days
- ▶ Records must be retained for the current fiscal year and for at least three (3) immediately preceding fiscal years
- ▶ Each district is required to document accuracy of membership counted for state aid
- ▶ District-designated individual will gather and disseminate requested materials to pupil membership auditor

2

3

Keep smiling - maybe the auditor will forget about those reports she asked for yesterday

someecards
user card



3

4

ECSE Programs & Services

4

Where to Start

5

- ▶ Know your building(s)
- ▶ Know the difference between program types (classroom vs. community models)
- ▶ Know what you need to support your FTE claim (attendance vs. service logs)
- ▶ ISD trainings, auditor communication, SE Director (are they new?)
- ▶ Previous audit files, count day files

5

ECSE – Early Childhood Special Education

6

- ▶ Programs and Services Operated Under Michigan Administrative Rules for Special Education (MARSE)
 - ▶ R340.1754 (IEP ages 2.5-5)
 - ▶ R340.1755 (IEP ages 2.5-5)
 - ▶ R340.1862 (IFSP 0-3)
 - ▶ Other (R340.1758 – ECSE with ASD)
- ▶ Pay attention to the plan type and program and services section!

6

Administrative Rule 340.1754 ⁷ (2 years 6 months – 5)

- ▶ Classroom program
 - ▶ Approved/endorsed early childhood special education teacher
Assignment Required Endorsement Early childhood special education programs for ages 2.5 to 5 years (MARSE MCL 340.1754 Programs) Early Childhood PK - General and Special Education endorsement (ZS) OR Early Childhood Education endorsement (ZA) and categorical special education endorsement
 - ▶ No more than 12 pupils for 1 teacher and 1 aide at any time; no more than 24 different students on ECSE teacher caseload
 - ▶ Program based on SBE Early Childhood Standards; has a parent participation and education component

continued next page...

7

Administrative Rule 340.1754 ⁸ (2 years 6 months – 5)

- ▶ Report pupils with SPED Program Code =191 (not necessarily their primary disability)
- ▶ Pupil's IEP written for 1754 classroom program and in effect as of count day
- ▶ Pupil enrolled and receiving instruction on or before count day

continued next page...

8

Administrative Rule 340.1754⁹ (2 years 6 months – 5)

- ▶ Bona fide program – **minimum of 144 days and 360 hours** (unless waived by ISD Plan) or no FTE may be claimed
- ▶ Calculating FTE = number of instructional hours scheduled and provided divided by **450 hours**
- ▶ Pupils 5 years of age also attending kindergarten must have FTE split between SE and GE
- ▶ How do I know my ISD has a plan modification of this rule?

9

10

Programs and Services

Student Name: _____ **IEP Date:** 02/15/2019

Current IEP Year: From Date 02/15/2019 To Date 02/15/2020
School Year: 2019-20
Grade: Early Childhood/Early Child (Below Kindergarten level)

Programs	Depart- mentalized	Start Date
Early Childhood Special Education (Classroom) Program	Y ☒ N	02/15/2019

SE		GE		Total	Frequency
Low Min	High Min	Low Min	High Min	Min	
752	752	0	0	752	Week

SAMPLE IEP #1

10

11

Special Education Programs/Services

Special Ed. Programs/ Services (Rule Number)	Type of Delivery	*Depart	*Endorse	Frequency and Duration	Initiation Date	Duration Date	Location
Early Childhood Special Education Program (R340.1754)	Direct	N/A	N/A	190 minutes, 3-4 days/ week	03-19-2019	06-14-2019	Clinic/Special Education Classroom

SAMPLE IEP #2

11

Administrative Rule 340.1755

(2 years 6 months – 5)

12

- ▶ This is a Home – Community Program even if in the school building
 - ▶ Set of **individualized** services delivered to pupil with a disability from 2 years 6 months through age 5. *Non-classroom program*
 - ▶ Program Code 270
 - ▶ Pupil's IEP was on file and in effect as of count day
- continued next page...*

12

Administrative Rule 340.1755 13

(2 years 6 months – 5)

- ▶ Pupil assigned to approved or endorsed ECSE teacher or approved related service provider on or before count day
- ▶ If services provided by related services provider, documentation must show provider worked under the educational direction of an approved or endorsed ECSE teacher

continued next page...

13

Administrative Rule 340.1755 14

(2 years 6 months – 5)

- ▶ IEP must include rule 340.1755 – frequency, duration, and location
- ▶ Scheduled for **minimum of 72 hours** within school year – documentation required (cannot be waived by ISD Plan)
- ▶ Calculating FTE = instructional hours scheduled and provided divided by 180 (minimum hours $72/180=.40$)
- ▶ Services often delivered while child is also enrolled in typical preschool program (which makes things more confusing).
- ▶ Preschool = Maybe 12 kids but 4 are ECSE eligible.

14

15

2/15/2019 Individualized Education Program for [REDACTED] IEP Date: 01/19/2018

Student Name: [REDACTED] IEP Date: 01/19/2018

Programs and Services

Related Services with General Education and/or Special Education Programs
 Direct Service: the primary mode of service is directly working with R [REDACTED]. There may be occasional consultation with others.
 Consultative Service: the primary mode of service is working with the teacher(s) and others having daily contact with R [REDACTED].
 Direct work with the R [REDACTED] is occasional.

Current IEP Year: From Date: 01/19/2018 To Date: 01/18/2019
 School Year: 2017-18 School Year: 2018-19
 Grade: Early Childhood/Early On® (below kindergarten level) Grade: Early Childhood/Early On® (below kindergarten level)

Related Services	Start Date	End Date	Service Mode	Minutes		Sessions		Frequency	Setting within Location
				Low Min.	High Min.	Low Number	High Number		
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Early Childhood Special Education Services (340.1755)	07/01/2018	01/18/2019	☐ Y ☒ N	120	180	0	120	Week	

SAMPLE IEP #1

15

16

Special Education Programs/Services							
Special Ed. Programs/ Services (Rule Number)	Type of Delivery	Depart	Endorse	Frequency and Duration	Initiation Date	Duration Date	Location
Early Childhood Special Education Services (3-5) (R340.1755)	Direct	N/A	N/A	4-12 hours	06-11-2018	05-16-2019	Throughout school building

SAMPLE IEP #2

16

Administrative Rule 340.1862 (birth – 3)

17

- ▶ Non-classroom program (delivered in-home or community setting)
- ▶ Program code 270
- ▶ Pupil's IFSP on file and in effect as of count day

continued next page...

17

Administrative Rule 340.1862 (birth – 3)

18

- ▶ Assigned to approved/endorsed ECSE teacher or approved related service staff on or before count day
 - ▶ Documentation must show any related service providers worked under the direction of an approved or endorsed ECSE teacher
 - ▶ Evidence that the ECSE teacher supervises content of instruction

continued next page...

18

Administrative Rule 340.1862 (birth – 3)

19

- ▶ Scheduled for **72 hours minimum** within calendar year – documentation (cannot be waived by ISD Plan)
 - ▶ Evidence of services provided to date and schedule/plan for delivery of service for remainder of year
 - ▶ A detailed description of the altered schedule must be provided if plan is altered for the summer months
- ▶ IFSP must identify rule 340.1862 – frequency, duration, location, and that child is eligible for Michigan mandatory special education-ranges OK
- ▶ Calculating FTE = instructional hours scheduled and provided divided by 180 (minimum hours 72/180=.40)

19

IFSP Services Page – Betty Boop Sept. 2019

Early Intervention Services

Child's Legal Name: Betty BoopDate: 9/12/19Birthdate: 9/17/2017Service Coordinator: Prudence Smith

Services	Supports Outcome #	How long/How often? (hours per week) Method (Indiv/Group)	Location 1 Home 2 Community Setting 3 Other	Projected Start Date/End Date	Parent's Initial of each service	Payer
#1 <u>Service Coordination</u> Prudence Smith (teacher)	1.2	2X/year 30-60 minutes, individual	1,2 – Home or Community	9/13/19-9/12/20		ISD
#2 <u>Special Instruction</u> Prudence Smith (teacher) Jasmine Warren (SLP) (List all who will be doing HVs here)	1.2	1X/week, 1 hr Individual	1 – Home	9/13/19-9/12/20 (Services must start within 30 calendar days of IFSP)		ISD
#3 <u>Family Training-Group</u> Prudence Smith (teacher) Jeff Hill (PT) Susan Hannah (OT) Jasmine Warren (SLP) (List all who are available for consult in group)	1.2	1X/week, 1 hr, Group	2- Community	9/13/19-9/12/20 (Services must start within 30 calendar days of IFSP)		ISD

20

SAMPLE IFSP #1

20

21

Child's Name: Mouse, Mickey Birth Date: 10-07-2017 Meeting Date: 01-07-2019

EARLY INTERVENTION SERVICES

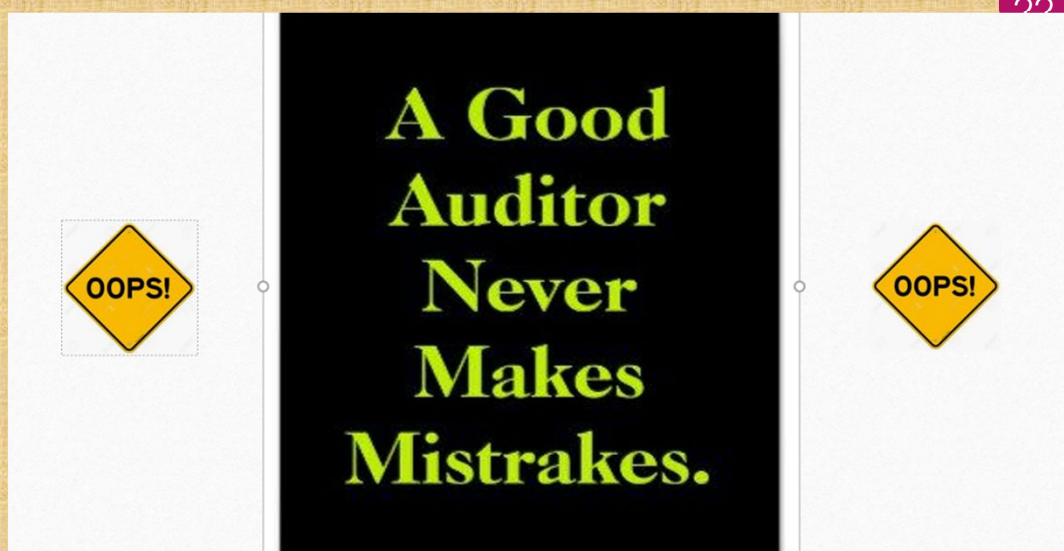
Services

Service	Frequency (How often) Duration (Length of session) Intensity (Individual/ Group)	Service Delivery Method	Provider	Start Date	End Date	Location	Payor
Special Instruction	4-6x/mo 60 mins Individual	Direct	Disney, Walt	01-07-2019	01-06-2020	Home	Special Education

SAMPLE IFSP #2

21

22



22

Reporting ECSE to Auditor

23

- ▶ Report all ECSE pupils claimed for FTE for the fall and spring count
- ▶ Use your ISD's audit form(s) to report Pop III ECSE pupils
- ▶ In addition to Pop III, ECSE Rule 1754 (classroom) pupils should also appear on your building's 10/30 day report, if absent on count day. (Use ISD Audit forms)
- ▶ Rules 1755/1862 **are not classroom programs and "attendance" records may not be used as the audit measure** (individual service logs are required).

23

PA-5K

Early Childhood Special Education Programs

24

District: _____ Count Date: _____

Building/Program: _____

On this form, identify the Early Childhood Special Education (ECSE) Programs operated in this building under Rule 340.1754, 340.1755, or 340.1862. NOTE: If a teacher instructs a both an AM and PM session under Rule 54, check both boxes and be sure to include a class list (student roster) for both sections.

Attach a class list (student roster) by teacher for all ECSE program sections.

"X" Appropriate Boxes

Teacher Name	Rule 340.1754 Classroom Program (IEP)		Rule 340.1755 Home/Community Program (IEP)	Rule 340.1862 Home/Community Program (IFSP)	Place an "X" to Indicate Class List is Attached
	AM	PM			

**SAMPLE ISD
Reporting
Form**

24

Other Programs Less Than Age 5

- ▶ Occasionally pupils less than age 5 are placed into SE program with SE teachers who do not have dual endorsement (no ECSE)
 - ▶ Less than kindergarten age with IEP (e.g., SXI, ASD, HI, etc.)
 - ▶ Membership reported under SE program code of teacher's certification (e.g., ASD = Program Code 193)
 - ▶ FTE calculated **BASED ON 1,098 HOURS** (not 450 hrs)
 - ▶ Unlike ECSE pupils, less than age 5 pupils in non-ECSE programs may qualify for IEP Reduced Schedule (must meet all other requirements for IEP Reduced Schedule in Sec. 5-H of PAM)

25

ECSE Days & Hours

26

ECSE Days & Hours

27

► Rule 1754 Classroom Programs

- Minimum of 360 Hours, 144 Days (unless ISD Plan waives)
- Membership determined by dividing the number of class hours scheduled and provided by 450
- Check with auditor regarding which days & clock hour forms they use for R54? It may be the same as K-12 programs b/c R54 are classroom programs with established "school days" and daily "bell schedule"

27

**SAMPLE Rule 54
Days & Hours
Reporting Form
Page 1**

PA-45
Days of Instruction

School District: SAMPLE DISTRICT (00000) Building: EARLY CHILDHOOD CENTER (00000)

Grade(s): ECSE AM & PM PROGRAM (RULE 54) School Year: 2019-20

July 2019							August 2019							September 2019							October 2019						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5			1	2	3	4	5			1	2	3	4	5			1	2	3	4	5		
6	7	8	9	10	11	12	6	7	8	9	10	11	12	6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19	13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26	20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	31			27	28	29	30	31			27	28	29	30	31			27	28	29	30	31		
Regular: 14							Regular: 14							Regular: 14							Regular: 14						
Sched A: 0							Sched A: 0							Sched A: 0							Sched A: 0						
Sched B: 0							Sched B: 0							Sched B: 0							Sched B: 0						
Sched C: 0							Sched C: 0							Sched C: 0							Sched C: 0						
Sched D: 0							Sched D: 0							Sched D: 0							Sched D: 0						
Other: 0							Other: 0							Other: 0							Other: 0						
Total: 14							Total: 14							Total: 14							Total: 14						

November 2019, December 2019, January 2020, February 2020, March 2020, April 2020, May 2020, June 2020

Color Key (Identify name of "Other Schedule" in boxes below)

Yellow: No Instruction
Green: Count Day/Must meet instruction
Blue: Regular Daily Schedule Followed
Pink: Possible "Count Day" for Shared Time/ISD
Other Schedule A: []
Other Schedule B: []
Other Schedule C: []
Other Schedule D: []
Other Schedule E: []

District Operates On (please check one):
☐ District Wide Calendar
☒ Individual Billing Calendars

Directions:
 1. White background days follow Regular Daily Schedule. Identify Other Schedules A-E on left and use colors to identify days that do not follow regular schedule and label (e.g., half-day, late start, etc.)
 2. Manually total Regular Daily Schedule days and Other Schedule days for each month and enter value in column to right of calendar.
 3. Monthly total and summary fields will automatically populate.
 4. On Tab 2 - Hours of Instruction, enter detail for each schedule and the total number of days that follow each schedule.
 5. For year-round programs or other Labor Day Waiver programs -

Summary-Total Scheduled Days

Regular Daily Schedule	144
Other Schedule A	0
Other Schedule B	0
Other Schedule C	0
Other Schedule D	0
Other Schedule E	0
Total Scheduled Days	144

Transfer days totals to Tab 2

28

28

29

PA-45 - Tab 2
Hours of Instruction

School District: SAMPLE DISTRICT (00000) Building: EARLY CHILDHOOD CENTER (0000)

Grade(s): ECSE AM PROGRAM (RULE 54) School Year: 2019-20

Enter data in other columns will overwrite formulas.

Regular Daily Schedule						Number of Regular Days Scheduled: (from calendar)	Total Hours
Activity	Start Time	End Time	Minutes	Pausing Time (hrs) Next Class	Total Minutes		
AM	8:15 AM	11:23 AM	188	0	188	146	456.98
			0	0	0		
			0	0	0		
			0	0	0		
			0	0	0		
			0	0	0		
Enter Manually - Total Minutes for Lunch					0		
Total Minutes (Less Lunch)					188	(Days x Daily Hrs)	
Minutes Converted to Hours					3.13		

Activity	Start Time	End Time	Minutes	Pausing Time (hrs) Next Class	Total Minutes	Number of Days for Schedule B
			0	0	0	
			0	0	0	
			0	0	0	
			0	0	0	
			0	0	0	
			0	0	0	
Enter Manually - Total Minutes for Lunch					0	
Total Minutes (Less Lunch)					0	(Days x Daily Hrs)
Minutes Converted to Hours					0.00	

Total Hours of Instruction for School Year	
Regular Daily Schedule	456.98
Other Hours (Sum of applicable)	
A:	0.00
B:	0.00
C:	0.00
D:	0.00
Other Hours Total from Tab 2a (if appl.)	0.00
Total Hours of Instruction	456.98

Activity: label as class period, lunch, recess, etc.
Other Schedule: label as partial day, site visit, etc.

**SAMPLE Rule 54
Days & Hours
Reporting Form
Page 2**

29

30

ECSE Days & Hours

- ▶ Rule 1755 Individualized Service Programs (No Waiver)
 - ▶ Minimum of 2 hours per week, no less than 72 clock hours within school year (180 school days)
 - ▶ FTE determined by dividing the number of service hours scheduled and provided by 180
 - ▶ Days and clock hours are based on weeks the program operates and the expected level of service to be given (Check with auditor regarding forms to be used)

30

35

PA-45HC - Tab 3 EXAMPLE
Hours of Instruction
April 2018

School District: _____ Public School District
Building: _____ Early Childhood Center
Program: _____ ECSE Home/Community Program - R62
School Year: _____ 2019-20

Schedule Group 1 M/W Group 2x/wk

Activity	Start Time	End Time	Minutes	Hours	Minutes	Hours	Number of Weeks
Group 1 Day 1	9:00 AM	10:30 AM	90	0	90	0	60
Group 1 Day 2	9:00 AM	10:30 AM	90	0	90	0	60
			0	0	0	0	36
			0	0	0	0	
			0	0	0	0	
			0	0	0	0	
			0	0	0	0	
			0	0	0	0	
			0	0	0	0	
Enter Manually - Total Minutes for Lunch			0				
Total Minutes (less Lunch)			180				
Minutes Converted to Hours			3.00				108.00

Schedule Group 2 T/Th Group 2x/wk

Activity	Start Time	End Time	Minutes	Hours	Minutes	Hours	Number of Weeks
Group 2 Day 1	9:00 AM	10:30 AM	90	0	90	0	60
Group 2 Day 2	9:00 AM	10:30 AM	90	0	90	0	60
			0	0	0	0	36
			0	0	0	0	
			0	0	0	0	
			0	0	0	0	
			0	0	0	0	
Enter Manually - Total Minutes for Lunch			0				
Total Minutes (less Lunch)			180				
Minutes Converted to Hours			3.00				108.00

Schedule Group 3 T/Th Group + HV 2x/wk (+ HV 1x/wk)

Activity	Start Time	End Time	Minutes	Hours	Minutes	Hours	Number of Weeks
Group 3 Day 1	9:00 AM	10:30 AM	90	0	90	0	60
Group 3 Day 2	9:00 AM	10:30 AM	90	0	90	0	60
Home Visit			60	0	60	0	36
			0	0	0	0	
			0	0	0	0	
			0	0	0	0	
Enter Manually - Total Minutes for Lunch			0				
Total Minutes (less Lunch)			240				
Minutes Converted to Hours			4.00				144.00

Schedule Group 4 Home Visit Only (1x/wk)

Activity	Start Time	End Time	Minutes	Hours	Minutes	Hours	Number of Weeks
Home Visit			60	0	60	0	60
			0	0	0	0	36
			0	0	0	0	
			0	0	0	0	
			0	0	0	0	
			0	0	0	0	
			0	0	0	0	
			0	0	0	0	
Enter Manually - Total Minutes for Lunch			0				
Total Minutes (less Lunch)			60				
Minutes Converted to Hours			1.00				36.00

Total Hours of Instruction for School Year

	Hours	FTE
Group 1 - M/W Group	108.00	0.60
Group 2 - T/Th Group	108.00	0.60
Group 3 (Tues. Group + HV 1x/wk)	144.00	0.80
Group 4 - Home Visit (1x/wk)	36.00	0.00*
Group 5 - Home Visits (2x/wk)	72.00	0.40

**72 Hour Minimum Applies to all R62 ECSE Pupils. No FTE < 72 hrs*

Total Hours of Instruction for School Year

	Hours	FTE
Group 1 - M/W Group	108.00	0.60
Group 2 - T/Th Group	108.00	0.60
Group 3 (Tues. Group + HV 1x/wk)	144.00	0.80
Group 4 - Home Visit (1x/wk)	36.00	0.00*
Group 5 - Home Visits (2x/wk)	72.00	0.40

**72 Hour Minimum Applies to all R62 ECSE Pupils. No FTE < 72 hrs*

**SAMPLE Rule 62
Days & Hours
Reporting Form
Page 2**

35

36

Special Education Reminders

- ▶ Special Education Worksheets
 - ▶ SE FTE matches the SE FTE on alpha
 - ▶ SE Program Code – 191 = Rule 1754
 - ▶ SE Program Code – 270 = Rule 1755 & 1862
- NOTE: SE PCs may not match pupil's primary disability, that's ok
- ▶ District of residence (may have only resident pupils, that's ok)
- ▶ Complete – subtotals/totals
- ▶ Assigned ECSE teacher properly certificated

36

37

DS-1001 (Worksheet B)
9/11

WORKSHEET B: BASIC CLASSROOM PROGRAMS
STUDENT COUNT FOR ALL OTHER
SPECIAL EDUCATION CLASSROOM TEACHERS

Printed from PowerSchool on 10/03/18
For count date 10/03/18

Reimbursement Code

CODE	PROGRAM ASSIGNMENT OF CLASSROOM TEACHERS
191	Early Childhood SpEd Program

Teacher Name: [REDACTED]
Education District Name: [REDACTED]
Instruction/Building: [REDACTED]
Nursing Home: Early Childhood Center

Section 4 Defined Center Programs: ☐ Yes ☐ No

Purpose:
This form will enable the Special Education Administrator to determine FULL TIME EQUIVALENCY (FTE) membership assigned to Basic Classroom Programs as well as total count of handicapped students by program category and by grade.

DIRECTIONS: This form must be returned to your Intermediate School District. Keep one copy for your records. Additional copies may be reproduced.

Name of Student	District of Residence	Sp. Ed. B.C. FTE	STUDENT FTE PER WEEK IN:																	Total FTE Column 3-17	Age
			General Education By Grade Level																		
			K	1	2	3	4	5	6	7	8	9	10	11	12	AS	Ed				
1. [REDACTED]	[REDACTED]	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	4	
2. [REDACTED]	[REDACTED]	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	3	
3. [REDACTED]	[REDACTED]	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	3	
4. [REDACTED]	[REDACTED]	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	3	
5. [REDACTED]	[REDACTED]	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	3	
6. [REDACTED]	[REDACTED]	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	3	
7. [REDACTED]	[REDACTED]	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	3	
GRAND TOTAL HEAD COUNT (Total Number of Students Listed)	7	TOTALS	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00		

Individual Totals for Columns (3) through (18)

Signature: [REDACTED] Date: 10-5-18

SAMPLE
Rule 54
Worksheet B

37

38

Worksheet B: Basic Classroom Programs
Student Count For All Other Special Education Classroom Teachers -
10/03/2018

Provider: [REDACTED]
District: [REDACTED]
Building: [REDACTED] (Units/Week)
Program: 270 Teacher - Early Childhood Special Education Services - R340.1755

Student Name	Resident District	Actual Min/Wk	Reduced Day?	Min/Wk If Different	Sp Ed FTE	Student FTE Per Week in General Education by Grade Level													Tot FTE	Age
						K	1	2	3	4	5	6	7	8	9	10	11	12		
[REDACTED]	[REDACTED]	120		300	.4													0.00	.4	2
[REDACTED]	[REDACTED]	120		300	.4													0.00	.4	2
[REDACTED]	[REDACTED]	120		300	.4													0.00	.4	2
[REDACTED]	[REDACTED]	120		300	.4													0.00	.4	2

Head Count	Sp Ed FTE	Total FTE
4	1.6	1.6
Resident	1.6	1.6
Non-Resident		

General Education FTE Totals by Grade													
K	1	2	3	4	5	6	7	8	9	10	11	12	Other
0	0	0	0	0	0	0	0	0	0	0	0	0	0

Signature: [REDACTED] Date: 10-3-2018

SAMPLE
Rule 55
Worksheet B

38

39

Program Service Codes

Code	Text
110	Programs for Mild Cognitive Impairment
120	Programs for Moderate Cognitive Impairment
130	Programs for Severe Cognitive Impairment
140	Programs for Emotional Impairment
150	Programs for Learning Disabled
160	Programs for Hearing Impairment
170	Programs for Visual Impairment
180	Programs for Physical or Other Health Impairment
190	Programs for Severe Multiple Impairment
191	Early Childhood Special Education (Classroom) Program
192	Programs for Severe Language Impairment
193	Programs for Autism Spectrum Disorder
194	Elementary or Secondary-Level Resource Program
270	Early Childhood Special Education Services

39

40

Rule 1755/1862 Service Log Tips

- ▶ Service logs shows services sufficient to support FTE claim
 - ▶ If FTE level of service met count week = FTE ok
 - ▶ If FTE level of service not met count week, look at the next three weeks. If FTE level of service provided any week, FTE ok
- ▶ ECSE teacher must sign individual service logs for all pupils attesting to teacher time spent with pupil
- ▶ ECSE teacher must sign off on all service provider (OT, PT, SP, etc.) time spent with pupils (ok, b/c "under the direction of" the ECSE teacher)
- ▶ Service log must support ECSE teacher had direct contact w/ R55/62 pupil at least 1x/month (MDE memorandum dated 9/23/15)

40

41

Review 270 Service Records for Part B							
School	Case Manager	ID	Last Name	First Name	Enrollment Start Date	FTE	
					09/09/2015	1	
Program		Location	Sp Ed Minutes Low	Sp Ed Minutes High	Start Date	End Date	
Early Childhood Special Education Services (340.1755)			60		05/18/2016	08/18/2016	
Early Childhood Special Education Services (340.1755)			360	390	08/19/2016	05/17/2017	
2 Programs							
Staff	Service Date Time	Service	Service Type	Duration Minutes	Provider Notes		Admin Approve
	09/26/2016, 02:45 PM	Targeted Case Manager	Program 270 - Work on Goals	15	produced /b/ in the initial position of words with 80% accuracy. The /b/ cards from the Kaufman kit were used.		No
	09/26/2016, 12:47 PM	Targeted Case Manager	Program 270 - Work on Goals Group	172	Circle time: Students reviewed the classroom rules. The calendar was reviewed. Children discussed the name of the month, days of the week and practiced counting the number of days in the month. Students checked the weather out the window and reported it to the therapist. The children were read the rhyme, "Little Miss Muffet". had difficulty following teacher requests. Group Speech Activity: Students took turns picking objects that began with the /m/ sound out of a bag. Each student named an object and then the whole class repeated each word. attempted imitation /m/ in the initial position of words with visual cues. Read Aloud: The story "Brown Bear" was read to the class. Students used language from the book to demonstrate their understanding of the story.		No

SAMPLE
Rule 55
Service Log
#1

41

42

Rule 55 Service Log Example							
Service Records for Student:							
Student	Staff	Service Date Time	Service	Duration Minutes	Service Type	Provider Notes	Profile Modified On
	MA, CCC/SLP	11/05/2020, 10:40 AM	Speech and Language	60 min	1) SBS: Group Speech Therapy, 2-8 students (92508)	During structured speech/language therapy activities, IEP goals and objectives were worked on. She was able to imitate 2-4 syllable words such as octopus. Some words such as animal were difficult.	11/05/2020, 01:15 PM
		11/04/2020	Targeted Case Manager	60 min	2) Work on Goals Individual-Non-Billable	Verbal Expression: 1. was able to successfully repeat a 3 syllable word 4/5 opportunities. 2. was able to successfully repeat pictures of objects containing 3 syllables 3/5 opportunities.	11/05/2020, 04:08 AM
	MA, CCC/SLP	10/29/2020, 01:15 PM	Speech and Language	60 min	1) SBS: Group Speech Therapy, 2-8 students (92508)	During structured speech/language therapy activities, was engaged and demonstrated progress toward IEP objectives. speech was at least 80% intelligible at the connected speech level. Sentences were modeled for her which she repeated with good production, especially when she slowed her rate of speech.	10/30/2020, 12:46 PM
		10/26/2020	Targeted Case Manager	60 min	2) Work on Goals Individual-Non-Billable	Verbal Expression: 1. Worked on having repeat 3 syllable words that is easily understood and she was successful 4/5 opportunities. 2. Worked on having name pictures of objects containing 3 syllable with 2/4 times successful.	10/27/2020, 04:08 AM
		10/21/2020	Targeted Case Manager	60 min	2) Work on Goals Individual-Non-Billable	Verbal Expression: 1. Worked on having her repeat a 3 syllable word syllable word and she was successful repeating these words 4/5 times. 2. named pictures of objects containing 3 syllable words 3/5 times.	10/22/2020, 04:08 AM

On service log page 2, 60-minute visits were recorded for 10/20/20, 10/14/20, 10/12/20, 10/8/20, and 10/6/20 supporting a level of Rule 55 services at 2 hours per week x 36 weeks = 72 hours annually. 72 hours is the minimum for FTE, and yielded a pro-rated state aid claim of .40 FTE. (180 hours = 1.00 FTE for Rule 55)

<https://www.mpsse.org/profile/brownme1.aspx?pt=2&profile=102418&valuechild=35543&pitch=13&origin=Q2&perso=Y&SserviceDateTime=2020-10-07&ServiceDateTime%23RangeEnd=2020-11-05> 1/1

SAMPLE Rule 55
Service Log #2

42

43

So, You're Being Audited...

- ▶ Documents to Prove Your ECSE FTE Claim
 - ▶ Pupil Schedule
 - ▶ Pupil IEP or IFSP – Programs and services section
 - ▶ Worksheet B
 - ▶ **Teacher Attendance (R54) or Individual Service Logs (R55/62)**
- ▶ Reach out to your auditor prior to the audit if you have questions or are unsure of required documentation

43

44

Resources

- ▶ Pupil Accounting Manual
https://www.michigan.gov/documents/mde/2018-19_Pupil_Accounting_Manual_628112_7.pdf
- ▶ MSDS Collection Details Manual
https://www.michigan.gov/documents/cepi/Collection_Details_SY19-20_652770_7.pdf
- ▶ Michigan Department of Education, Office of Special Education
<https://www.michigan.gov/mde/0,4615,7-140-6598---,00.html>
- ▶ Michigan Office of Great Start
<https://www.michigan.gov/mde/0,4615,7-140-63533---,00.html>
- ▶ Michigan Pupil Accounting and Attendance Association (MPAAA)
www.mpaaa.org

44

Thank You!

45

- ▶ A special thank you to Marijane Nance, Ingham ISD, who was instrumental in the original development of this presentation.

45

Questions and Comments

46



46



THANK YOU

47

Kelly Powers

Associate Superintendent

MAISD

231-767-7213

Kpowers@muskegonisd.org

Emily Taylor

Manager, Pupil Membership

Kent ISD and Ottawa Area ISD

616-796-1306

emilytaylor@kentisd.org

etaylor@oaisd.org