Reporting MIS Time as it Occurs
How to resolve more SPED time listed than is available in the school day

Determining Times based on the school day

1) Early Childhood Center has a 3-hour session, morning and afternoon. Student gets services 1 session

	Monday	Tuesday	Wednesday	Thursday	Friday
	Time in the school day – one session				
	180 minutes	180 minutes	180 minutes	180 minutes	180 minutes
Service					
Speech	30		30		30
OT		20		20	
PT		20		20	
ECSE	150	140	150	140	150

Related service times are subtracted from school day; the remaining time is allocated to ECSE

MIS data entry

	Service	Setting	Minutes	Days	Weeks	Provider
Line 1	SE	R	150	3	36	999999999
Line 2	SE	R	140	2	36	999999999
Line 3	SE	F	30	3	36	741753789
Line 4	OT	F	20	2	36	123123123
Line 5	PT	F	20	2	36	852852852

2) High School has 400 minutes of Class Time, Student receives services all day, including a bus Para

	Monday	Tuesday	Wednesday	Thursday	Friday
	Time in the school day				
	400 minutes	400 minutes	400 minutes	400 minutes	400 minutes
Service					
Counseling					30
Speech	30		30		30
OT		40		40	
PT		40		40	
SPED (C & G)	370	320	370	320	340

Related service times are subtracted from school day, the remaining time is allocated to SPED

MIS data entry

	Service	Setting	Minutes	Days	Weeks	Provider
Line 1	SE	C	160	2	36	999999999
Line 2	SE	C	185	2	36	999999999
Line 3	SE	C	170	1	36	741753789
Line 4	SE	G	160	2	36	999999999
Line 5	SE	G	185	2	36	999999999
Line 6	SE	G	170	1	36	741753789
Line 7	OT	G	40	2	36	123123123
Line 8	PT	G	40	2	36	852852852
Line 9	CS	C	30	1	36	523258879
Line 10	SE	T	40	5	36	999999999

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Plotting block schedules across time.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	SE - C – 90 SE - G – 60 SE - T – 40 VO – E - 60	SE - C – 120 SE - G – 90 SE - T – 40	SE - C – 90 SE - G – 60 SE - T – 40 VO – E - 60	SE - C – 120 SE - G – 90 SE - T – 40	SE - C – 90 SE - G – 60 SE - T – 40 VO – E - 60
Week 2	SE - C – 120 SE - G – 90 SE - T – 40	SE - C – 60 SE - G – 120 SE - T – 40 VO – E - 60	SE - C – 120 SE - G – 90 SE - T – 40	SE - C – 60 SE - G – 120 SE - T – 40 VO – E - 60	SE - C – 120 SE - G – 90 SE - T – 40
Week 3	SE - C – 90 SE - G – 60 SE - T – 40 VO – E - 60	SE - C – 120 SE - G – 90 SE - T – 40	SE - C – 90 SE - G – 60 SE - T – 40 VO – E - 60	SE - C – 120 SE - G – 90 SE - T – 40	SE - C – 90 SE - G – 60 SE - T – 40 VO – E - 60
Week 4	SE - C – 120 SE - G – 90 SE - T – 40	SE - C – 60 SE - G – 120 SE - T – 40 VO – E - 60	SE - C – 120 SE - G – 90 SE - T – 40	SE - C – 60 SE - G – 120 SE - T – 40 VO – E - 60	SE - C – 120 SE - G – 90 SE - T – 40

Analyze time based on the calendar – a 36-week school year for demonstration purposes

MIS Lines (As it occurs)

1) SE – C – 90 x 3 x 18
2) SE – C – 120 x 2 x 18
3) SE – G – 60 x 3 x 18
4) SE – G – 90 x 2 x 18
5) SE – C – 120 x 3 x 18
6) SE – C – 60 x 2 x 18
7) SE – G – 90 x 3 x 18
8) SE – G – 120 x 2 x 18
9) SE – T – 40 x 5 x 36
10) VO – E – 60 x 3 x 18
11) VO – E – 60 x 2 x 18

Reporting time exactly as it occurs

Only direct services relate to the amount of class time. Ignore indirect (X), extracurricular (T), ESY (S) and community based (E) settings when calculating the amount of class time. AC, AS, CM, SH & IN services are not factored in class time calculations because these services can be delivered simultaneously with other direct services.

Reporting MIS Time as it Occurs
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Reporting Weeks on MIS including Non-Consecutive Days / Weeks

How to report increments of time on MIS service lines services based on different service delivery models.
For this example, assume 45 minutes of regular class services with in a 36-week school year.

Frequency		Service	Setting	Minutes	Days	Weeks	Teacher
Daily – All Year		SE	C	45	5	36	999999999
Every Other Day or Daily Every Other Week*		SE	C	45	5	18	999999999
Every Third Day or Daily Every Third Week *		SE	C	45	5	12	999999999
Weekly		SE	C	45	1	36	999999999
Every Other Week		SE	C	45	1	18	999999999
Every Third Week		SE	C	45	1	12	999999999
Monthly		SE	C	45	1	9	999999999
Every Other Month		SE	C	45	1	5	999999999
Every Third Month		SE	C	45	1	3	999999999
Every Day for any One Quarter		SE	C	45	5	9	999999999
Every Day for any Two Quarters		SE	C	45	5	18	999999999
Every Day for any Three Quarters		SE	C	45	5	27	999999999
Once per Semester (on a different week)		SE	C	45	1	2	999999999
Twice per Semester (on a different week)		SE	C	45	1	4	999999999
Once a Year		SE	C	45	1	1	999999999
Twice a Year (on a different week) etc.		SE	C	45	1	2	999999999

Only direct services relate to the amount of class time. Ignore indirect (X), extracurricular (T), ESY (S) and community based (E) settings when calculating the amount of class time. AC, AS, CM, SH & IN services are not factored in class time calculations because these services can be delivered simultaneously with other direct services.