Responding and Correcting Verification Reports

Accounting for full time participation in SPED programs, Not in Full Session report

1) Early Childhood Center has a 3-hour special education program; integrated or reverse mainstream classroom

	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	SS	F	30	3	36	741753789
Line 4	OT	F	20	2	36	123123123
Line 5	PT	F	20	2	36	852852852

2) Day School has 400 minutes of class time, Student receives services all day.

	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 (J)	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	J	370	2	36	999999999
Line 2	SE	J	320	2	36	999999999
Line 3	SE	J	340	1	36	741753789
Line 4	OT	J	40	2	36	123123123
Line 5	PT	J	40	2	36	852852852
Line 6	CS	J	30	1	36	523258879

Other solutions

1. Minutes per session in the building profile is wrong - modify minutes in building profile.
2. The student does not attend full time - respond on the report that the student is part time in program.
3. Service lines do not account for entire session - correct service lines and re-submit record.

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Distributing weeks on service lines

3) Early Childhood Center has a 3-hour session, morning and afternoon. Student gets services 1 session. However OT and PT services begin on the 3rd week of school.

	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	Start	End
Line 1	SE	R	180	2	2	08/18/2009	03/15/2010
Line 3	SE	R	150	3	27	08/18/2009	03/15/2010
Line 4	SE	R	140	2	25	08/18/2009	03/15/2010
Line 5	SS	F	30	3	27	08/18/2009	03/15/2010
Line 6	OT	F	20	2	25	08/18/2009	03/15/2010
Line 6	PT	F	20	2	25	08/18/2009	03/15/2010

4) Early Childhood Center has a 3-hour session, morning and afternoon. Student gets services 1 session. The PT only works in this building one week per month. The (PT) Para delivers services the other weeks.

	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
PT		20		20	
ECSE	150	160	150	160	150

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

MIS data entry

	Service	Setting	Minutes	Days	Weeks	Start	End
Line 1	SE	R	180	2	2	08/18/2009	03/15/2010
Line 2	SE	R	150	3	27	08/18/2009	03/15/2010
Line 3	SE	R	160	2	25	08/18/2009	03/15/2010
Line 4	SS	F	30	3	27	08/18/2009	03/15/2010
Line 5	PT	F	20	2	8	08/18/2009	03/15/2010
Line 5	SU	F	20	2	17	08/18/2009	03/15/2010

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Time on service lines exceeds building maximum - TME verification

5) Distribution on even number of weeks.

Services occur every other day between an even number of weeks.

	Service	Setting	Minutes	Days	Weeks	Start	End
Line 1	SE	C	210	5	24	08/18/2009	02/20/2010
Line 2	SE	G	180	5	12	08/18/2009	02/20/2010
Line 3	VO	E	180	2	12	08/18/2009	02/20/2010
Line 4	VO	E	180	3	12	08/18/2009	02/20/2010

6) Distribution on odd number of weeks.

Services occur every other day between an odd number of weeks.

	Service	Setting	Minutes	Days	Weeks	Start	End
Line 1	SE	G	270	5	33	08/13/2009	04/23/2010
Line 2	VO	E	120	2	17	08/13/2009	04/23/2010
Line 3	VO	E	120	3	16	08/13/2009	04/23/2010

7) Distribution of a monthly service.

A single service occurs once a month.

	Monday	Tuesday	Wednesday	Thursday	Friday	
	Time in the school day – one session					Weeks
	180 minutes	180 minutes	180 minutes	180 minutes	180 minutes	
Service						
Speech					40	33
ECSE	180	180	180	180		33
PT					30	8
ECSE					110	8
ECSE					140	25

MIS Entry

	Service	Setting	Minutes	Days	Weeks	Start	End
Line 1	SE	R	180	4	33	08/13/2009	04/23/2010
Line 2	SS	F	40	1	33	08/13/2009	04/23/2010
Line 3	PT	F	30	1	8	08/13/2009	04/23/2010
Line 4	SE	R	110	1	8	08/13/2009	04/23/2010
Line 5	SE	R	140	1	25	08/13/2009	04/23/2010