Early Childhood Special Education (ECSE) Pupil Accounting

1

MPAAA FALL CONFERENCE

SEPTEMBER 16-17, 2019

PRESENTERS

MARIJANE NANCE, INGHAM ISD

EMILY TAYLOR, KENT & OTTAWA AREA ISD

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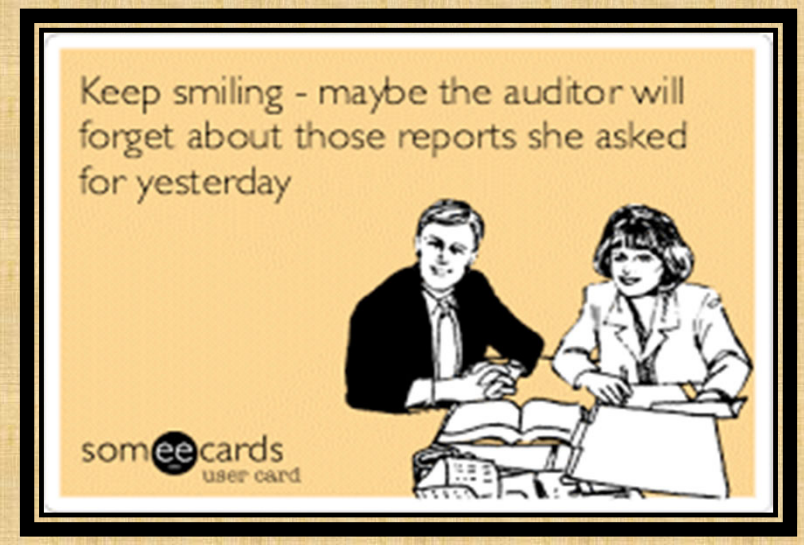
Required Documentation (General Reminders)

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

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ECSE Programs & Services

4

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Where to Start

- 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
- Previous audit files, count day files

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ECSE – Early Childhood Special Education

- Programs and Services Operated Under Michigan Administrative Rules for Special Education (MARSE)
  - R340.1754
  - R340.1755
  - R340.1862
  - Other (R340.1748, R340.1758)

6

Administrative Rule 340.1754 (2 years 6 months – 5)

7

- Classroom program
  - Approved/endorsed early childhood special education teacher
  - 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 (2 years 6 months – 5)

8

- 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 340.1754 (2 years 6 months – 5)

9

- 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

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Programs and Services

Student Name: [redacted]

IEP Date: 02/15/2019

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	752	Week

SAMPLE IEP #1

10

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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

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12

Administrative Rule 340.1755 (2 years 6 months – 5)

- 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
  - Note: PAM says IEP or IFSP for R55, but MDE memo dated 9/23/15 says must be IEP (see memo here) http://eotta.ccresa.org/Files/Uploads/Conference/334/ClarificationofRule3401755.pdf

continued next page…

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Administrative Rule 340.1755 (2 years 6 months – 5)

13

- 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

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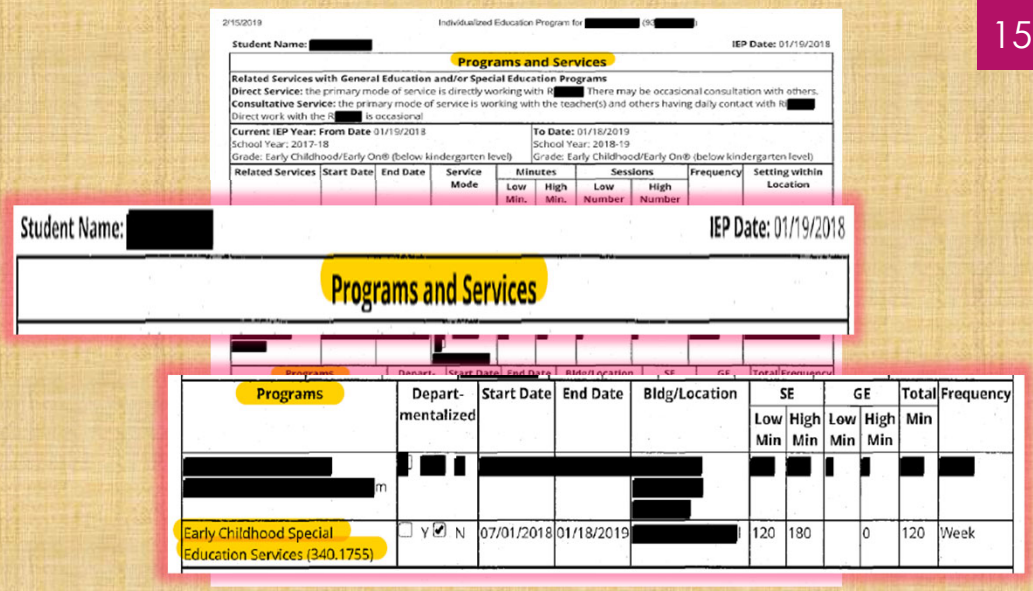
Administrative Rule 340.1755 (2 years 6 months – 5)

14

- 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)

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SAMPLE IEP #1

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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

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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…

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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…

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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)

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IFSP Services Page – Betty Boop Sept. 2019

Early Intervention Services

Child's Legal Name: Betty Boop Date: 9/12/19

Birthdate: 9/17/2017 Service 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	*Service Coordination* Prudence Smith (teacher)	1,2	2X/year 30-60 minutes, individual	1,2 – Home or Community	9/13/19-9/12/20		ISD
#2	*Special Instruction* 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	*Family Training-Group* 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

SAMPLE

SAMPLE IFSP #1

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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

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Reporting ECSE to Auditor

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- 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 (Kent's is "PA-5K")
- 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. (Ingham ISD has a separate absence form for this)
- Rules 1755/1862 are not classroom programs and "attendance" records may not be used as the audit measure (individual service logs are required).

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PA-5K

Early Childhood Special Education Programs

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

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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)

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ECSE Days & Hours

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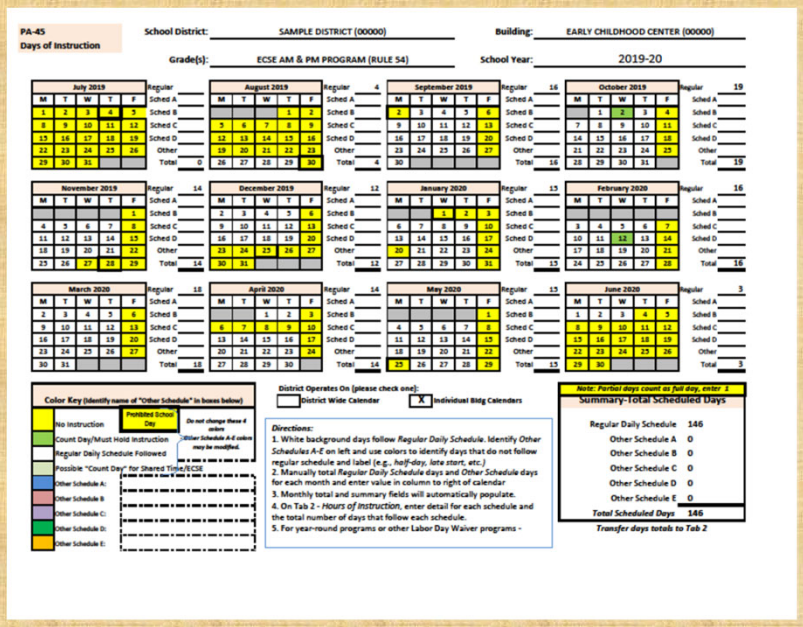
27

ECSE Days & Hours

- 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
  - Kent and Ingham ISD use same days & clock hour forms for R54 as for K-12 programs b/c R54 are classroom programs with established "school days" and daily "bell schedule"

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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 — Regular 0 — Total 0
August 2019 — Regular 4 — Total 4
September 2019 — Regular 16 — Total 16
October 2019 — Regular 19 — Total 19
November 2019 — Regular 14 — Total 14
December 2019 — Regular 12 — Total 12
January 2020 — Regular 15 — Total 15
February 2020 — Regular 16 — Total 16
March 2020 — Regular 18 — Total 18
April 2020 — Regular 14 — Total 14
May 2020 — Regular 15 — Total 15
June 2020 — Regular 3 — Total 3

Color Key (Identify name of "Other Schedule" in boxes below)
No Instruction
Prohibited School Day
Count Day/Must Hold Instruction
Regular Daily Schedule Followed
Possible "Count Day" for Shared Time/ECSE
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 Bldg 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 -

Note: Partial days count as full day, enter 1

Summary-Total Scheduled Days

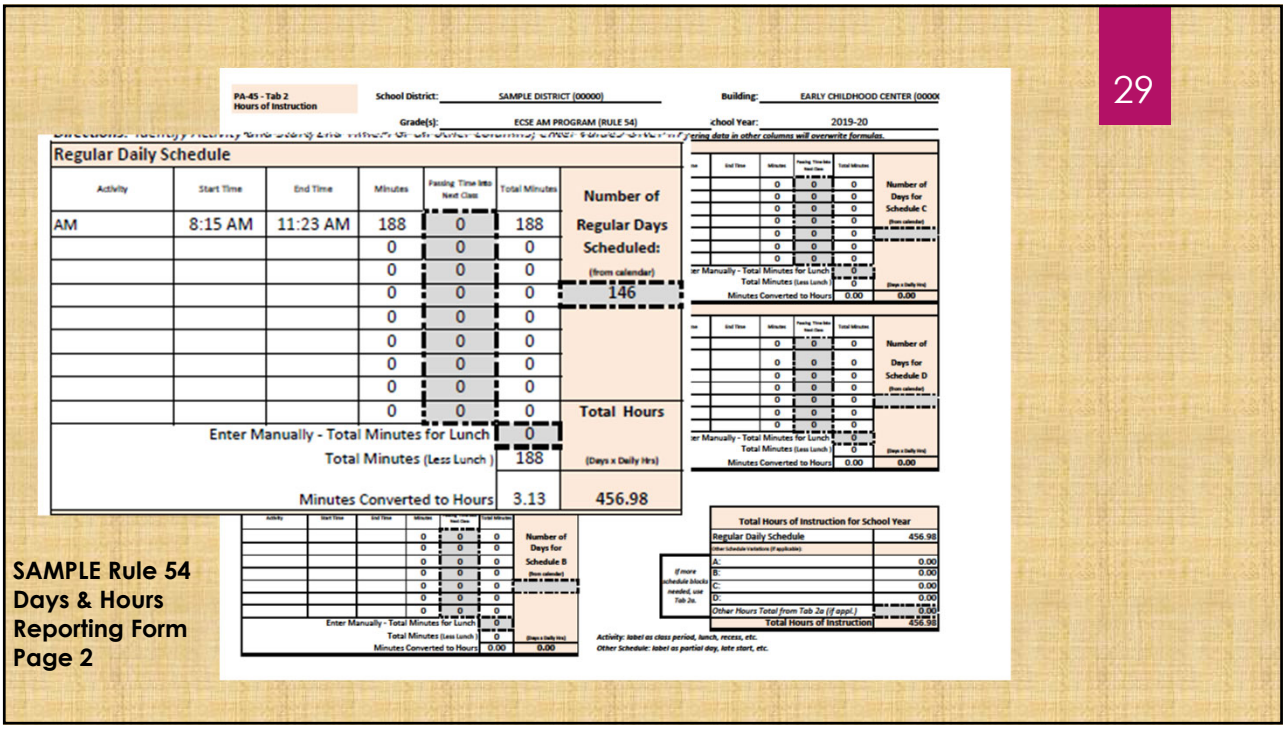
Regular Daily Schedule	146
Other Schedule A	0
Other Schedule B	0
Other Schedule C	0
Other Schedule D	0
Other Schedule E	0
Total Scheduled Days	146

Transfer days totals to Tab 2

SAMPLE Rule 54 Days & Hours Reporting Form Page 1

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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

Regular Daily Schedule

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

Number of Days for Schedule C (from calendar)

Enter Manually - Total Minutes for Lunch 0
Total Minutes (Less Lunch) 0
Minutes Converted to Hours 0.00 0.00

Number of Days for Schedule D (from calendar)

Enter Manually - Total Minutes for Lunch 0
Total Minutes (Less Lunch) 0
Minutes Converted to Hours 0.00 0.00

Number of Days for Schedule B (from calendar)

Enter Manually - Total Minutes for Lunch 0
Total Minutes (Less Lunch) 0
Minutes Converted to Hours 0.00 0.00

Total Hours of Instruction for School Year

Regular Daily Schedule	456.98
(Other Schedule Variations (if 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

If more schedule blocks needed, use Tab 2a.

Activity: label as class period, lunch, recess, etc.
Other Schedule: label as partial day, late start, etc.

SAMPLE Rule 54 Days & Hours Reporting Form Page 2

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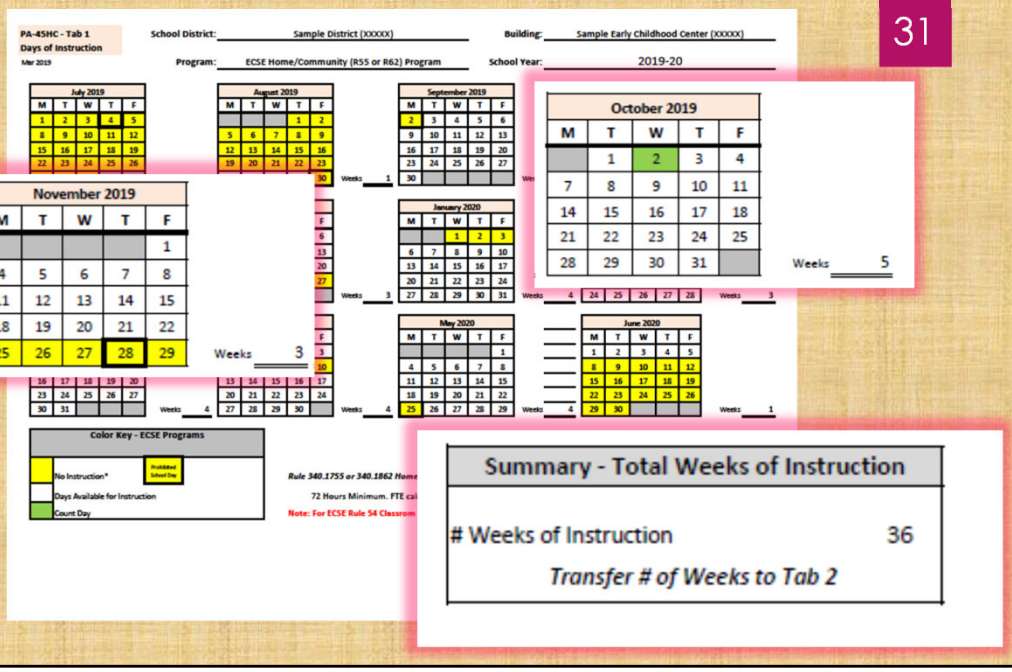
ECSE Days & Hours

- Rule 1755 Individualized Service Programs
  - 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 (Kent ISD's separate "home/community" days and clock hours form)

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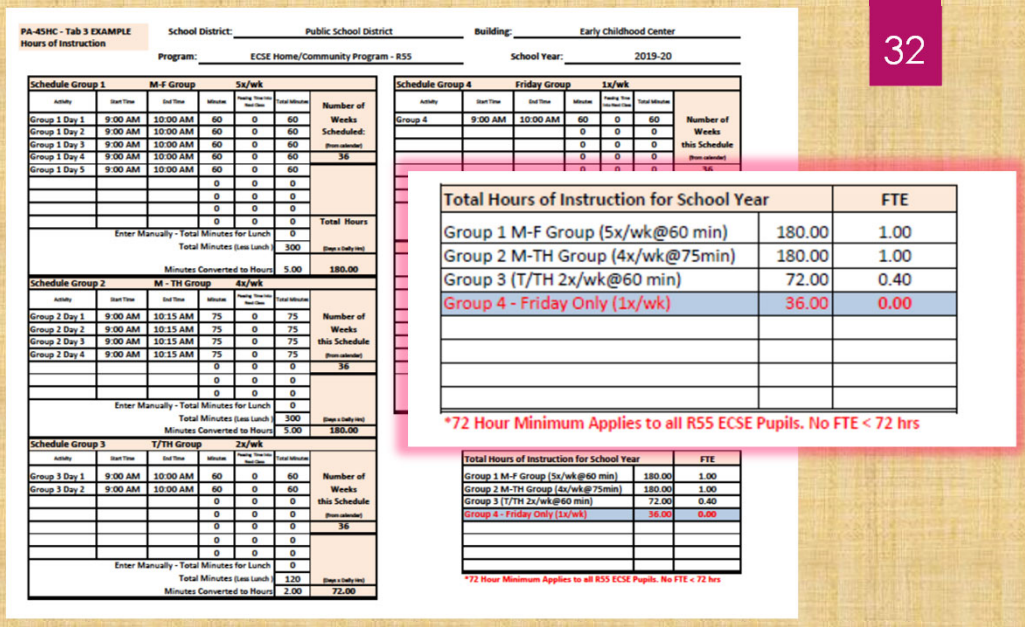
SAMPLE Rule 55 Days & Hours Reporting Form Page 1



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SAMPLE Rule 55 Days & Hours Reporting Form Page 2



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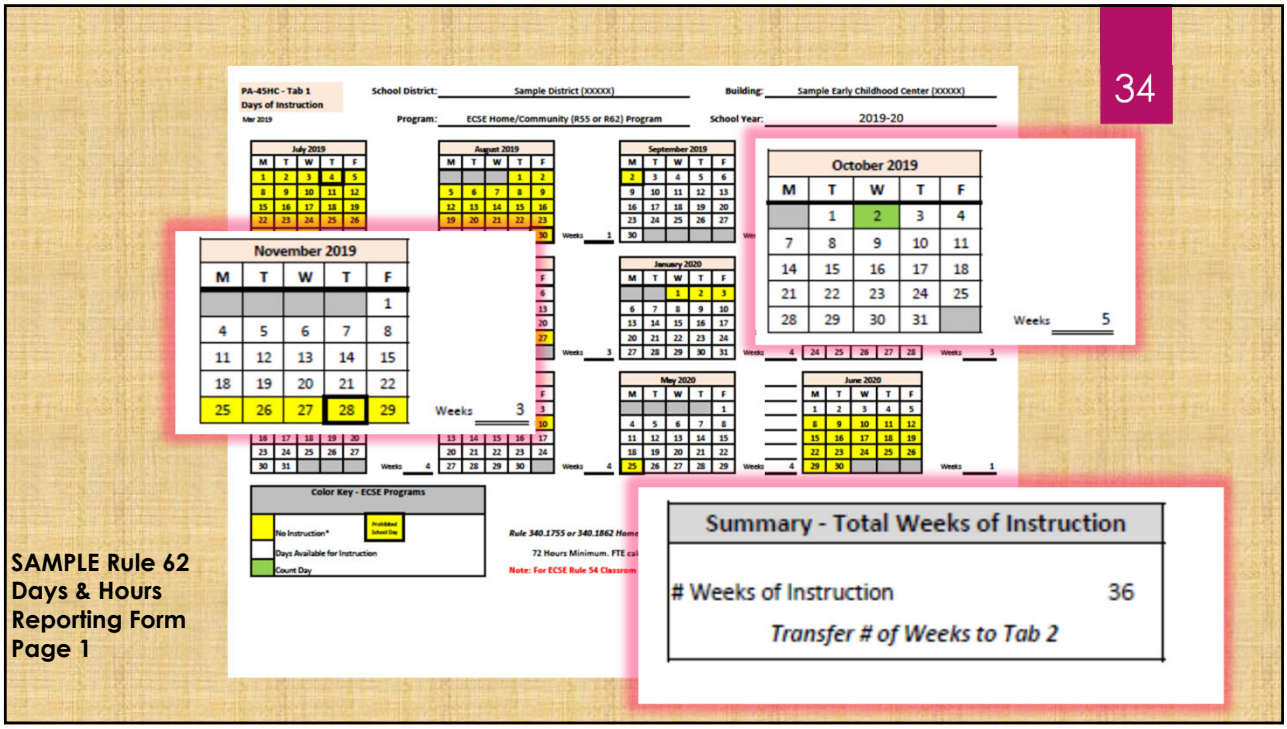
ECSE Days & Hours

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- Rule 1862 Individualized Service Programs
  - No less than 72 clock hours within calendar year
  - Year begins on receipt of signed parental consent to provide services. Services begin w/in 30 days of consent
  - Membership 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 (Kent ISD's separate "home/community" days and clock hours form)

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SAMPLE Rule 62 Days & Hours Reporting Form Page 1

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SAMPLE Rule 62 Days & Hours Reporting Form Page 2

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	Reading Time Into Next Class	Total Minutes	
Group 1 Day 1	9:00 AM	10:30 AM	90	0	90	Number of Weeks Scheduled:
Group 1 Day 2	9:00 AM	10:30 AM	90	0	90	
			0	0	0	(from calendar)
			0	0	0	36
			0	0	0	
			0	0	0	
			0	0	0	
			0	0	0	
			0	0	0	
			0	0	0	Total Hours
Enter Manually - Total Minutes for Lunch					0	
Total Minutes (Less Lunch)					180	(Days x Daily Hrs)
Minutes Converted to Hours					3.00	108.00

Schedule Group 2 — T/Th Group — 2x/wk

Activity	Start Time	End Time	Minutes	Reading Time Into Next Class	Total Minutes	
Group 2 Day 1	9:00 AM	10:30 AM	90	0	90	Number of Weeks this Schedule
Group 2 Day 2	9:00 AM	10:30 AM	90	0	90	
			0	0	0	(from calendar)
			0	0	0	36
			0	0	0	
			0	0	0	
			0	0	0	
Enter Manually - Total Minutes for Lunch					0	
Total Minutes (Less Lunch)					180	(Days x Daily Hrs)
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	Reading Time Into Next Class	Total Minutes	
Group 3 Day 1	9:00 AM	10:30 AM	90	0	90	Number of Weeks this Schedule
Group 3 Day 2	9:00 AM	10:30 AM	90	0	90	
Home Visit			60	0	60	
			0	0	0	(from calendar)
			0	0	0	36
			0	0	0	
			0	0	0	
Enter Manually - Total Minutes for Lunch					0	
Total Minutes (Less Lunch)					240	(Days x Daily Hrs)
Minutes Converted to Hours					4.00	144.00

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

Activity	Start Time	End Time	Minutes	Reading Time Into Next Class	Total Minutes	
Home Visit			60	0	60	Number of Weeks this Schedule
			0	0	0	
			0	0	0	

Total Hours of Instruction for School Year		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		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

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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 certified

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DS-4091 (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]
Institution/Building Nursing Home: Early Childhood Center

Section 6 Defined Center Programs: ____ Yes ____ No

Educating District Code [redacted]

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

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.

	Name of Student	District of Residence	STUDENT FTE PER WEEK IN: Sp.Ed. B.C. FTE	General Education By Grade Level: K	1	2	3	4	5	6	7	8	9	10	11	12	Alt Ed	Total FTE Column 3-17	Age
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
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	1.00	4
2.			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	1.00	3
3.			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	1.00	3
4.			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	1.00	3
5.			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	1.00	3
6.			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	1.00	3
7.			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	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	7.00	
			Individual Totals for Columns (3) through (18)																

Signature [redacted] Date: 10.5.18

SAMPLE
Rule 54
Worksheet B

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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 PerWeek In General Education by Grade Level: K	1	2	3	4	5	6	7	8	9	10	11	12	Other	Tot FTE	Age
[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

[redacted] Signature 10-3-2018 Date

SAMPLE
Rule 55
Worksheet B

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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

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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)

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Review 270 Service Records for Part B

School	Case Manager	ID	Last Name	First Name	Enrollment Start Date	FTE
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	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)	[redacted]	60		05/18/2016	08/18/2016
Early Childhood Special Education Services (340.1755)	[redacted]	360	390	08/19/2016	05/17/2017

2 Programs

Staff	Service Date Time	Service	Service Type	Duration Minutes	Provider Notes	Admin Approve
[redacted]	09/26/2016, 02:45 PM	Targeted Case Manager	Program 270 - Work on Goals	15	[redacted] produced /b/ in the initial position of words with 80% accuracy. The /b/ cards from the Kaufman kit were used.	No
[redacted]	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". [redacted] 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. [redacted] 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

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FILE COPY

R55 Service Log

Student Name: [redacted]

SITE:

MONTH: OCTOBER – 2017

CODES: P = Service Provided; A = Student Absent; FT = Field Trip; X = No School; P = Seen by sub; SNA = Student Not Available; - = Student Not Seen/Service Provider Absent; # = See Notes

	Provider Name/Role	Start Time	End Time	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
				Oct 2-6					Oct. 9-13					Oct. 16-20					Oct. 23-27					
Monday Schedule	[redacted] (SLP)	9:30	10:30	P				x	P				x	P				x	P				x	
	[redacted] Teache	10:30	11:00	P				x	P				x	P				x	P				x	
Tuesday Schedule	[redacted] (Teache	9:30	11:00		P			x		P			x		P			x		P			x	
	[redacted] Teache	11:00	11:30		P			x		P			x		P			x		P			x	
Wednesday Schedule	[redacted] (SLP)	9:30	10:30			p		x			p		x			p		x			p		x	
	[redacted] Teache	10:30	11:00			p		x			p		x			p		x			p		x	
Thursday Schedule	[redacted] (Teacher)	9:30	11:00				p	x				p	x				p	x				p	x	
	[redacted] Teache	11:00	11:30				p	x				p	x				p	x				p	x	

SAMPLE Rule 55 Service Log #2

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So, You're Being Audited…

- Documents to Prove Your ECSE FTE Claim
  - Pupil Schedule
  - Pupil IEP (Our ISDs require only the Programs & 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

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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

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Questions and Comments



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THANK YOU

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