

	A	B	C	D	E	F	G	H	
4	Enter data in green cells.							Number of weeks	20
5	Cells in blue default to the number of weeks in cell H4, but may be overwritten if needed.							Services from	mm/dd/yyyy
6								to	mm/dd/yyyy
7	<b>Special Education Certificated Staff (Special Education Teachers) (used to complete lines 1-3 on Worksheet C Summary)</b>								
8	1. Name		2. Name		3. Name				
9	Annual Special Education Base Salary		Annual Special Education Base Salary		Annual Special Education Base Salary				
10	Annual Caseload in Minutes for all students		Annual Caseload in Minutes for all students		Annual Caseload in Minutes for all students				
11	Cost per Minute	0	Cost per Minute	0	Cost per Minute	0			
12	MPW of direct service provided to this student per IEP		MPW of direct service provided to this student per IEP		MPW of direct service provided to this student per IEP				
13	Number of weeks staff member served student	20.0	Number of weeks staff member served student	20.0	Number of weeks staff member served student	20.0			
14	Benefit Rate	1.3763	Benefit Rate	1.3763	Benefit Rate	1.3763			
15	Total Cost for this student	\$0	Total Cost for this student	\$0	Total Cost for this student	\$0			
16	<b>Special Education Classified Staff (used to complete lines 4-9 on Worksheet C Summary)</b>								
17	4. Name	Isaac Interpreter	5. Name	Ilana Interpreter	6. Name				
18	Position	1:1 Interpreter	Position	1:1 Interpreter	Position				
19	Hourly Rate	\$34.12	Hourly Rate	\$28.22	Hourly Rate				
20	MPW of direct service provided to this student per IEP	1,800	MPW of direct service provided to this student per IEP	1,800	MPW of direct service provided to this student per IEP				
21	Number of weeks staff member served student	14.2	Number of weeks staff member served student	5.8	Number of weeks staff member served student	20.0			
22	Benefit Rate	1.5412	Benefit Rate	1.5412	Benefit Rate	1.5412			
23	Number of Students served at the same time	1	Number of Students served at the same time	1	Number of Students served at the same time				
24	Total Cost for this student	\$22,402	Total Cost for this student	\$7,568	Total Cost for this student	\$0			
25									
26	7. Name		8. Name		9. Name				
27	Position		Position		Position				
28	Hourly Rate		Hourly Rate		Hourly Rate				
29	MPW of direct service provided to this student per IEP		MPW of direct service provided to this student per IEP		MPW of direct service provided to this student per IEP				
30	Number of weeks staff member served student	20.0	Number of weeks staff member served student	20.0	Number of weeks staff member served student	20.0			
31	Benefit Rate	1.5412	Benefit Rate	1.5412	Benefit Rate	1.5412			
32	Number of Students served at the same time		Number of Students served at the same time		Number of Students served at the same time				
33	Total Cost for this student	\$0	Total Cost for this student	\$0	Total Cost for this student	\$0			
34									
35									

## Reporting Multiple Providers:

In this scenario, we have a student that receives 1:1 interpreter service. Isaac Interpreter is this student's interpreter starting on the first day of school in late August. In late April, Isaac Interpreter starts paternity leave and will be out for the remainder of the year. The district hires Illana Interpreter to cover paternity leave for Isaac Interpreter.

The way we would show this additional interpreter during the student's same IEP is to adjust the number of weeks the staff member served the student on the Current IEP-Staff Costs tab.

Our records show that Illana worked 29 days at the end of the school year. All other days were worked by Isaac. For this IEP that starts on 1/1/2020, Isaac Interpreter was working with the student for 14.2 weeks (71 days) before Illana took over for the remaining 5.8 weeks (29 days).

In number four on the Current IEP-Staff Costs Tab we would put down Isaac, his position, his hourly rate, the number of weeks he served the student and the number of students served. For our purposes, we are assuming an hourly rate for Isaac of \$34.12.

Then we would move to number five and fill out the same information for Ilana Interpreter. We are assuming a lower hourly rate of \$28.22 for Ilana since she is a new hire.

You will want to make sure that the number of weeks for each interpreter equals the total number of weeks on the worksheet. Isaac served the student 14.2 weeks, and Illana served the student 5.8 weeks. The weeks for Isaac and Illana added together total the number of weeks on the worksheet: 20.

	A	B	C	D	E
7	<b>Related Services Required to implement the IEP</b>				
8	<b>In-District Staff (used to complete lines 12-16 on Worksheet C Summary)</b>				
9	<b>SLP</b>		<b>OT</b>		
10	11. Name	Suzy SLP	12. Name		
11	Annual Special Education Base Salary	\$68,999	Annual Special Education Base Salary		
12	Contract Hours	1,350	Contract Hours		
13	Cost per hour	\$51.11	Cost per hour	\$0.00	
14	MPW of direct service provided to this student per IEP	30	MPW of direct service provided to this student per IEP		
15	Number of weeks staff member served student	11.8	Number of weeks staff member served student	20.0	
16	Benefit Rate	1.3763	Benefit Rate	1.3763	
17	# of students served at the same time	1	# of students served at the same time		
18	Total IEP costs for this student	\$415	Total IEP costs for this student	\$0	
19					
20	<b>Contracted Staff (used to complete lines 17-21 on Worksheet C Summary)</b>				
21	<b>SLP</b>		<b>OT</b>		
22	16. Name	Stan SLP	17. Name		
23	Hourly Rate	\$74.00	Hourly Rate		
24	MPW of direct service provided to this student per IEP	30	MPW of direct service provided to this student per IEP		
25	Number of weeks staff member served student	8.2	Number of weeks staff member served student	20.0	
26	Annual Hours for this student	4.10	Annual Hours for this student	0.00	
27	# of students served at the same time	1	# of students served at the same time		
28	Total IEP costs for this student	\$303	Total IEP costs for this student	\$0	
29					
30					

Now let's try splitting time for Certificated Related Service Providers. Let's assume this student also receives 30 minutes of direct services from Suzy SLP. For our purposes, we are going to assume that Suzy earns a base salary of \$68,999 and works 1,350 contract hours. We will enter this information under item 11. At the end of March, a contract SLP comes on staff to assist with caseload overages.

In this scenario, the contract SLP is going to take over this student for Suzy in early April. Stan SLP will be covering the remaining 8.2 weeks or 41 days of school, which means that Suzy SLP performed 11.8 weeks or 59 days of the current IEP. In this blue cell under Suzy SLP we are going to enter 11.8 weeks. We will then move down to item 16 to enter contract services and enter Stan SLP's information. For our purposes, we are going to assume an hourly rate of \$74. He will continue to serve the 30 minutes required by the student's IEP. We will adjust the number of weeks served to 8.2 in the blue field.

Again, you will want to make sure that the number of weeks for each SLP equals the total number of weeks on the worksheet. Suzy served the student 11.8 weeks, and Stan served the student 8.2 weeks. The weeks for Suzy and Stan added together total the number of weeks on the worksheet: 20.

	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	FTE Avg
31	1	1	1	1	1	1	1	1	1	1.00
32	State threshold multiplied by the average on Line 29.									\$29,707
33	Medicaid revenue attributable to this student. <a href="#">For Medicaid Reimbursement Calculator click here.</a>									\$0
34	Max. Capacity Demonstrated for this Individual (Line 30 - 33).									\$26,785
35	Enter on Form SP 1381 - INDIVIDUALS SUMMARY									\$26,785

  

	A	B	C	D	E	F	G	H	I	J	K
17	<b>Special Education Classified Staff</b>										
19	4	Isaac Interpreter		1:1 Interpreter						906	\$47,643
20	5	Ilana Interpreter		1:1 Interpreter						174	\$7,568
21	6									0	\$0
22	7									0	\$0
23	8									0	\$0
24	9									0	\$0
25	<b>Contracted 1:1 Provider (paraeducators, interpreters, nurses)</b>										
26	10									0	\$0
27	11									0	\$0
28	<b>Related Services Required to implement the IEP (In-District Staff)</b>										
29	12	SLP	Suzy SLP							13.9	\$978
30	13	OT								0	\$0
31	14	PT								0	\$0
32	15	VI								0	\$0
33	16	0								0	\$0
34	<b>Related Services Required to implement the IEP (Contracted Staff)</b>										
35	17	SLP	Stan SLP							4.1	\$303
36	18	OT								0	\$0
37	19	PT								0	\$0
38	20	VI								0	\$0
39	21	0								0	\$0
40	<b>Out of District Placement Information</b>										
41	22	Regular SY									
42	23	Extended SY									
43	<b>Transportation Information</b>										
44	24	Transportation - Out of District for Regular School Year only									
45	25	Transportation - ESY									
46	<b>Other Costs Associated with student for 2019-20 school year</b>										
47	26	In District ESY Costs (Out of District Placement ESY costs should be included above on line 21, not here)									\$0
48	27	Equipment/Supplies									
49	28	Assistive Technology									
50	29	Other									
51	30	Total (Lines 1-29)									\$56,492
52	<b>Threshold: Enter 1 for each month served</b>										

Now, if you look at the Worksheet C Summary Tab, you will see that SLPs Suzy and Stan, along with Interpreters Isaac and Ilana are showing.