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

Service	Monday	Tuesday	Wednesday	Thursday	Friday
Time in the school day – one session	180 minutes	180 minutes	180 minutes	180 minutes	180 minutes
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	Start	End	Total Days	Building
Line 1	SE	R	150	3	8/19/2015	5/25/2016	112	5287
Line 2	SE	R	140	2	8/19/2015	5/25/2016	75	5287
Line 3	SE	G	30	3	8/19/2015	5/25/2016	112	5287
Line 4	OT	G	20	2	8/19/2015	5/25/2016	75	5287
Line 5	PT	G	20	2	8/19/2015	5/25/2016	75	5287

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

Service	Monday	Tuesday	Wednesday	Thursday	Friday
Time in the school day	400 minutes	400 minutes	400 minutes	400 minutes	400 minutes
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	Start	End	Total Days	Building
Line 1	SE	C	160	2	8/19/2015	5/25/2016	75	999999999
Line 2	SE	C	185	2	8/19/2015	5/25/2016	75	999999999
Line 3	SE	C	170	1	8/19/2015	5/25/2016	38	741753789
Line 4	SE	G	160	2	8/19/2015	5/25/2016	75	999999999
Line 5	SE	G	185	2	8/19/2015	5/25/2016	75	999999999
Line 6	SE	G	170	1	8/19/2015	5/25/2016	38	741753789
Line 7	OT	G	40	2	8/19/2015	5/25/2016	75	123123123
Line 8	PT	G	40	2	8/19/2015	5/25/2016	75	852852852
Line 9	CS	C	30	1	8/19/2015	5/25/2016	38	523258879
Line 10	SE	T	40	5	8/19/2015	5/25/2016	186	999999999

	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

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	Monday	Tuesday	Wednesday	Thursday	Friday
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

Plotting block schedules across time.

Analyze time based on the calendar – a 186-day school year for demonstration purposes

MIS Lines (As it occurs)

1) SE – C – 90 x 3 x 112 days
2) SE – C – 120 x 2 x 75 days
3) SE – G – 60 x 3 x 112 days
4) SE – G – 90 x 2 x 75 days
5) SE – C – 120 x 3 x 112 days
6) SE – C – 60 x 2 x 75 days
7) SE – G – 90 x 3 x 112 days
8) SE – G – 120 x 2 x 75 days
9) SE – T – 40 x 5 x 186 days
10) VO – E – 60 x 3 x 112 days
11) VO – E – 60 x 2 x 175 days

Reporting time exactly as it occurs

Only direct services relate to the amount of class time. Ignore indirect (X), extracurricular (T), and community based (E) settings when calculating the amount of class time. AC, NU, 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

How to resolve more SPED time listed than is available in the school day

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	Frequency code	Service date range
Daily – All Year	SE	C	45	5	1	First day to last
Every Other Day or Daily Every Other Week	SE	C	45	5	2	First day to last
Every Third Day or Daily Every Third Week	SE	C	45	5	3	First day to last
Weekly	SE	C	45	1	1	First day to last
Every Other Week	SE	C	45	1	2	First day to last
Every Third Week	SE	C	45	1	3	First day to last
Three of four weeks	SE	C	45	1	19	First day to last
Monthly	SE	C	45	1	4	First day to last
Every Other Month	SE	C	45	1	8	First day to last
Every Day for any One Quarter	SE	C	45	5	1	Quarterly dates
Every Day for any Two Quarters	SE	C	45	5	1	Quarterly dates
Every Day for any Three Quarters	SE	C	45	5	1	Quarterly dates
Once per Semester (on a different week)	SE	C	45	1	1	Service date
Twice per Semester (on a different week)	SE	C	45	1	1	Service date
Once a Year	SE	C	45	1	99	Service date
Twice a Year (on a different week) etc.	SE	C	45	1	2	Service date

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