

Tennessee Options of Service Calculation via the Easy IEP® SSMS Module

PREFACE

This document was prepared by Willard Farley of Public Consulting Group, Inc. (PCG) <wfarley@pcgus.com> for Terry Long, Director of Data Services Tennessee Department of Education Division of Special Education in October 2004. It details the calculations of Options of Service (Options) by the special education module (Easy IEP®) of the State-wide Student Management System (SSMS). The specification of the calculation algorithm contained in this document has been certified as correct by the State of Tennessee on November 17, 2005 by Mr. Fisher. Since the Easy IEP® algorithm is different from the one used by the SESIMS system from D&A (especially in the use of the service begin and end dates), the computation of Options exhibit some differences.

INTRODUCTION

Computation of the Options of Services (Options) for students is critical because the Options will determine the level of funding for the Local Education Agency (LEA). The algorithm for calculation of Options by the previous system, SESIMS (a D&A system), was determined by detailed analysis of the SESIMS data from June 21, 2004.

Table 1 shows the list of Related Services in the Easy IEP® system.

Table 1 – Easy IEP® Related Services

Code	Name
15	Aide in General Education Setting
PS	Behavioral Health Services
AU	Hearing/Audiology Services
RN	Nursing Services
OT	Occupational Therapy
PT	Physical Therapy
SL	Speech Therapy
SL	Language Therapy
4	Psychological Service
5	Social Work Services
8	Recreation Services
10	School Health Services
3	Sign Language Interpreter
12	Vision Services
12	Orientation and Mobility Services
11	Counseling Services
14	Other Services
20	Rehabilitation Counseling

These differences are addressed in the following sub-sections.

DIRECT SERVICE

SESIMS has a single service for all Direct Services (code 02). Easy IEP® uses the “Consultation check box” (see section Consultation Services) to distinguish between direct and indirect services. To determine the total amount of Direct Service, Easy IEP® will sum the amount of service time from all of the Special Education services that do not have the Consultation check box checked and that are not Related Services. Note: Services where the Consultation Check-Box is NOT checked will be counted as direct services and are therefore factored into the calculation of the primary option.

CONSULTATION SERVICES

SESIMS used service code 01 to indicate a Consultation service. Easy IEP® provides a check box for each service that allows the user to indicate if the service is a Consultation service. All services that have the Consultation Check Box checked are

considered to be Consultation Services. Note – when the Consultation check-box is checked, the service is considered an indirect service for options calculation purposes.

RELATED SERVICES

. 2 shows the list of Related Services that may be used for computation of Options unless specifically omitted by the Option calculation specification.

Table 2 - Related Services Used in Calculation of Student Options

Code	Name
PS	Behavioral Health Services
AU	Hearing/Audiology Services
RN	Nursing Services
OT	Occupational Therapy
PT	Physical Therapy
SL	Speech Therapy
SL	Language Therapy
4	Psychological Service
5	Social Work Services
10	School Health Services
11	Counseling Services
12	Vision Services
12	Orientation and Mobility Services
15	Aide in General Education Setting*
3	Sign Language Interpreter**
20	Rehabilitation Counseling

* These services are only used in the Option 6 calculation. Aide in General Education Setting services recorded under related service tab will never be used in calculating anything but an option 6. If a child is receiving extra help with a direct attendant, that service should be recorded as direct service time under the special ed service tab in order to be factored into the options calculations for options other than 6.

** This service used only in the calculation of Option 8

LOCATION

One of the primary differences between the SESIMS system and Easy IEP® is the way the systems handle the location where services are provided. Easy IEP® provides a “Locations” drop down list that allows users to associate a service with a particular location. The items in the Locations drop down list are selected by the customer and as of September 2004 include the items in Table 3 below.

Table 3 –Tennessee Easy IEP® Location Drop Down List Items

Location Name	Inclusion
-Select Service Location-	
General Education	Yes
Special Ed Setting	No
Private Separate School	No
Public Separate School	No
Private Residential Setting	No
Public Residential Setting	No
Alternative School	No
Home	No
Hospital	No
Correctional Facility	No
Service Provider Location	No
Job Site	Yes

The first item on the list (-Select Service Location-) is set as the default. Easy IEP® will not allow an IEP to be created with this value selected for service location; therefore, the user must choose one of the other valid locations for the service. The Inclusion column indicates if the service may be considered as one where the special education student is provided the service in a setting with non-disabled peers. The consideration of how location is used in the calculation of Primary and Secondary Options will be discussed in the individual sub-sections for each Option.

Note: The State considers Job Site to be an inclusionary setting, i.e. the student receives this service in a setting with non-disabled peers.

EXTENDED SCHOOL YEAR (ESY) SERVICES

Extended School Year Services are not considered when calculating Options.

SERVICE BEGIN AND END DATES

Each service in Easy IEP® has a service begin date and a service end date. Service begin and end dates often are the same as the IEP begin and end date. In this case, the student's Options will be the same for the entire duration of the IEP. If the services and/or their begin and end dates require modification, then a new IEP will be created to document these changes. Service begin and end dates are entered by EasyIEP users when they add Special Education and Related Services to the IEP. Service begin and end dates may be set to any date with the following restrictions:

- Begin Date must be before end date
- Begin Date and end date must be within date range of IEP begin and end date

This allows the IEP Team to specify the appropriate amount and start/end date of each service. For example, a student may have 3 hours of Speech Therapy from August 15

to December 15 and 2 hours of Speech Therapy from January 15 to June 5. The result is that the amount of service specified by the IEP may change on any day during the IEP; therefore, the student's Options may also change on any day during the duration of the IEP.

Easy IEP® will allow for the computation of Primary and Secondary Options to change on any day within the start and end date of the IEP. The explanation of the algorithm to calculate Primary and Secondary Options that follows will be applied to a specific day or range of days for which the services on the IEP are constant.

EASY IEP® OPTION CALCULATION

This section describes the Easy IEP® algorithm for calculating Primary and Secondary Options. Options are computed for each student in special education and are dependent upon the type, location, and amount of service or services provided to the student. The following subsections describe the process for determining the Primary and Secondary Options for a student.

SECONDARY OPTION RESTRICTIONS

The table below shows the allowed Secondary Options for each Primary Option.

Appendix M
Special Education Option Codes Primary and Secondary
5/16/00

Option	Primary Option Codes	Possible Secondary Option Codes
1	1	1
2	2	1, 2
3	3	1, 2, 3
4	4	1, 2, 3, 4
5	5	1, 2, 3, 4, 5
6	6	1, 2, 3, 4
7	7	1, 2, 3
8	8	None
9	9	None
10	10	None

These rules are codified in the following sections.

APPROACH

The algorithm for determining the Primary and Secondary Options for a student is documented in the following sections as a series of "Steps" that are followed in order

starting with Step 1. The termination of the algorithm may occur at any appropriate time; therefore, in many instances, all of the Steps may not be executed.

STEP 1 - OPTION 9

Option 9 overrides any other services listed, so that a student with 24 hour Residential Services would always be considered an Option 9 no matter how many other special ed. or related services are listed for that student. No Special Education dollars are allocated from BEP to children with an Option 9. For these children school districts get reimbursement based on a percentage of actual expenditure through a separate process.

Definition: Option 9 is defined as “A special residential program is provided for a child whose handicapping characteristics are so profound or complex that continuous intervention is required to meet his/her educational needs and no special education services offered in a comprehensive development class or self-contained program can adequately or appropriately meet these needs.”

Calculation Algorithm: The hours per week for all Related and Special Education services that do not have the Consultation or ESY check box checked and whose location is set to “ Private Residential Setting or Public Residential Setting” will be totaled. If the total is less than 24 hours per day, then the student does not qualify for Option 9 and the algorithm jumps to Step 2. If the total is equal to 24 hours per day, the student’s Primary Option is set to 9. Since Secondary Options are not allowed for Option 9, the algorithm terminates.

STEP 2 - OPTION 6

The next option the algorithm solves for is option 6. If a student qualifies for Option 6, it will become the Primary Option.

Definition: A student qualifies for Option 6 if “an ancillary person, such as an interpreter, instructional assistant, or attendant is provided for an eligible child a minimum of four (4) hours per day.” . When calculating option 6, the test should be for 20 or more hours per week of ancillary services provided within a general education setting.

Calculation Algorithm: If the student has Aide in General Education Setting provided in a General education setting (Aide in General Education Setting/Code 15) and the total is less than 20 hours per week, then the student does not qualify for Option 6 and the algorithm jumps to Step 3 - Option 10. If the total hours per week are greater than or equal to 20 hours per week, then the student’s Primary Option is set to Option 6.

Option 6 may have the following Secondary Options: 4, 3, 2, and 1 (see appropriate sections for these Option calculations). The remaining services, if any, are used to

determine if the student is to be assigned a Secondary Option. Option 4 is checked first. If the student qualifies for Option 4 then Option 4 is assigned as the student's Secondary Option and the algorithm terminates. If not, then the process is repeated for Option 3, then Option 2 and finally Option 1.

STEP 3 - OPTION 10

Definition: "Home or hospital instruction may be provided to continue the educational advancement of eligible students who are not able to attend school." A student will qualify for Option 10 if "The home and hospital program shall consist of instructional and/or supportive services which are provided by the school personnel to a child in his/her home, in a convalescent home, or in a hospital for a minimum of three (3) hours per week.

Calculation Algorithm: The hours per week for all Related and Special Education services that do not have the Consultation check box checked and whose location is set to "Home" or "Hospital" will be totaled. If the total is less than 3 hours per week, then the student does not qualify for Option 10 and the algorithm jumps to Step 4 – Option 8. If the total is greater than or equal to 3 hours per week, the student's Primary Option is set to 10. Since Secondary Options are not allowed for Option 10, the algorithm terminates.

STEP 4 - OPTION 8

Definition: To qualify for Option 8, "The student is in the special class a minimum of 32.5 hours per week and receives two (2) related services during this time.... The following services may be counted as a related service for this option:

- a. Counseling or other psychological services may be reported if the service is in addition to such services normally available in the school. There must be a minimum of two (2) contacts per month by a qualified person other than the child's teacher.
- b. Occupational therapy may be reported when prescribed by a medical doctor and such service is recommended by the M-Team and included in the child's IEP. There must be a minimum direct contact with the child three (3) times per year by a licensed occupational therapist.
- c. Physical therapy may be reported when prescribed by a medical doctor and such service is recommended by the M-Team and included in the child's IEP. There must be a minimum direct contact with the child three (3) times per year by a licensed physical therapist.
- d. Speech Services or Language Services may be reported when the M-Team has recommended such service and it is included in the child's IEP. There must be a minimum of two (2) contacts per month directly with the child by a qualified speech/language specialist or pathologist.

e. Vision or hearing services may be reported when such service is provided by a person other than the child's teacher who is specifically trained to provide such services. There must be a direct contact with the child of one (1) hour per week." "Option 8: The 32.5 hours can include up to 10 hours per week of Sign Language Interpreter in the regular program." (Ref 1)

Calculation Algorithm: The total hours per week from the following service categories are summed if they DO NOT have Consultation or ESY checked;

- + Any Special Education Service
- + Behavioral Health Services
- + Hearing/Audiology Services
- + Nursing Services
- + Occupational Therapy
- + Physical Therapy
- + Speech Therapy
- + Language Therapy
- + Psychological Service
- + Social Work Services
- + School Health Services
- + Counseling Services
- + Vision Services
- + Orientation & Mobility Services
- + Rehabilitation Counseling *
- + Sign Language Interpreter

[Note: In addition, if the student has " Sign Language Interpreter." (Related Service), up to 10 hours of this service are included in this sum. This yields the total amount of service per week]

* A maximum of 8 hours per week of Rehabilitation Counseling Services is included when calculating total hours for related services. If a student receives 10 hours of WBL services, 8 hours can be factored into the total

If this total amount of service per week is less than 32.5 hours, then the student does not qualify for Option 8 and the algorithm jumps to Step 5 Option 7. If the total is equal to or greater than 32.5 hours, then the algorithm checks to see if the student has 2 related services that meet the following criteria:

- Counseling Service (11) with 2 or more contacts (sessions) per month.
- Psychological Services (4) with 2 or more contacts (sessions) per month
- Occupational Therapy (OT) with 3 or more contacts (sessions) per year
- Physical Therapy (PT) with 3 or more contacts (sessions) per year
- Speech Therapy (SL)
- Language Therapy (SL)

- Vision Services (12) where the time of service is greater than or equal to 1 hour per week
- Orientation and Mobility Services (12) where the time of service is greater than or equal to 1 hour per week
- Hearing/Audiology Services (AU) where the time of service is greater than or equal to 1 hour per week.
- Behavioral Health Services – any amount
- Nursing Services – any amount
- Social Work Services – any amount
- School Health Services – any amount
- Rehabilitation Counseling – any amount up to 8 hours
- Sign Language Interpreter – any amount up to 10 hours

If the student does not have 2 or more Related Services that meet or exceed the criteria in the above list, then the student does not qualify for Option 8 and the algorithm jumps to Step 4. If the student meets this criterion, then the student’s Primary Option is set to Option 8. Since Option 8 does not allow for a Secondary Option, the algorithm terminates.

Example: A child with the following services

Type of Service	Consultation?	Sessions Per Week	Time Per Session	Hours Per Week
02: Academics	N	5 Per week	6.5 hr	32.5 hr
SL: Speech Therapy	N	2 per week	1 hr	2 hr
SL: Language Therapy	N	2 per week	1 hr	2 hr
20: Rehabilitation Counseling	N	3 per week	2.75 hr	8.25 hr

Since none of these services are consultation services, total amount of service per week is 44.75 hours. For options calculation purposes, a maximum of 8 hours of Rehabilitation Counseling can be counted, thus the total service hours is 44.5 hours. In addition, the child meets the criteria of receiving at least 2 related services – Rehabilitation Counseling; Speech Therapy; and Language Therapy with 2 or more contacts per month. A child with this service combination would be classified as an Option 8.

STEP 5 - OPTION 7

Definition: Option 7 is defined as “... student is in development class a minimum of 23 hours per week.” This is when a student receives a minimum of 23 hours of services a week.

Calculation Algorithm: The amount of time for each Special Education Service is summed to yield the total amount of Direct Special Education Services per week with the following exclusions:

1. If Consultation Check Box is checked, then exclude from sum
2. If ESY Check Box is checked, then exclude from sum
3. If Service Location is set to "Private Residential Setting or Public Residential," then exclude from sum
4. If service is – Sign Language Interpreter," then exclude from sum
5. If service is "Aide in General Education Setting", then exclude from sum.

This will be referred to as the "Grouped Direct Service" amount of time. In addition, the amount of time for each of the following individual Related Services

- Behavioral Health Services
- Hearing/Audiology Services
- Nursing Services
- Occupational Therapy
- Physical Therapy
- Speech Therapy
- Language Therapy
- Psychological Service
- Social Work Services
- School Health Services
- Counseling Services
- Vision Services
- Mobility Services
- Rehabilitation Counseling *

will be summed individually with the following exclusions:

1. If Consultation Check Box is checked, the exclude from sum
2. If ESY Check Box is checked, then exclude from sum
3. If Service Location is set to "Public Residential Setting or Private Residential Setting," then exclude from sum
4. Up to 8 hours per week of Rehabilitation Counseling services may be included in the total hours. If a child receives more than 8 hours of WBL services, only 8 hours may be counted.

Note: Aide in General Education Setting services are NOT counted in calculation of primary option 7 based on the rule that ancillary services are only used in calculation of option 6.

These will be referred to as the "Grouped Related Service" amounts of time.

For example, if the student has the following services identified on their IEP:

- Physical Therapy for 1 hour per week
- Speech Therapy or Language Therapy for 3 hours per week

- Physical Therapy for 3 hours per week
- Special Education Service (Academics) 10 hours per week
- Special Education Service (Social Behavior) 10 hours per week

Then the result is 20 hours of Grouped Direct Service per week, 4 hours of Grouped Physical Therapy per week, and 3 hours of Grouped Speech Therapy or Language Therapy per week.

The Grouped Service (Direct or Related) with the maximum amount of time is identified as the Maximum Grouped Service. If the Maximum Grouped Service amount of time is less than 23 hours, then the algorithm jumps to Step 6. If the Maximum Grouped Service amount of time is greater than or equal to 23 hours per week, then the student is assigned Option 7 as their Primary Option.

Option 7 may have a Secondary Option of 3, 2, or 1. If there are one or more remaining Grouped Services (not including the Grouped Service that qualified the student for Option 7), then the maximum of the remaining Grouped Services is used to determine if the student meets the criteria for Option 3. If so, then the student is assigned a Secondary Option of Option 3. If not, the test for Option 2 is applied. If the test is met, then the Secondary Option is assigned as the Option 2. If not, then the test for Option 1 is applied. If met, then Option 1 is assigned as the Secondary Option. If not, then no Secondary Option is assigned and the algorithm terminates.

STEP 6 - OPTION 5

Definition: Option 5 is defined as “A resource program is provided from fourteen (14) to twenty-two (22) hours per week.”

Calculation Algorithm: The same algorithm that was used in Step 5 (Option 7) to compute the Grouped Services and Maximum Grouped Service is used to identify these values for this Option calculation.

If the identified Maximum Grouped Service is less than 14 hours per week, then the algorithm jumps to Step 7. If not, i.e. Maximum Grouped Service greater than or equal to 14 hours and less than 22 hours, then the student will be assigned Option 5 as their Primary Option.

Option 5 may have a Secondary Option of 5, 4, 3, 2, or 1. If there are one or more remaining Grouped Services (not including the Grouped Service that qualified the student for Option 5, then the maximum of the remaining Grouped Services is used to determine if the student meets the criteria for a Secondary Option 5. If it does then, Option 5 is assigned as the Secondary Option. If not, the test for Option 4 is applied. If the test is met, then the Secondary Option is assigned as the Option 4. If not, then the test for Option 3 is applied. If met, then Option 3 is assigned as the Secondary Options.

If not, then the test for Option 2 is applied. If met, then Option 2 is assigned as the Secondary Option. If not, then the test for Option 1 is applied. If met, then Option 1 is assigned as the Secondary Options. If not, then no Secondary Option is assigned and the algorithm terminates.

STEP 7 - OPTION 4

Definition: Option 4 is defined as “A resource program is provided from nine (9) to thirteen (13) hours per week.”

Calculation Algorithm: The same algorithm that was used in Step 5 (Option 7) to compute the Grouped Services and Maximum Grouped Service is used to identify these values.

If the identified Maximum Grouped Service is less than 9 hours per week, then the algorithm jumps to Step 8. If not, i.e. Maximum Grouped Service greater than or equal to 9 hours and less than 14 hours, the student’s Primary Option will be set to Option 4.

Option 4 may have a Secondary Option of 4, 3, 2, or 1. If there are one or more remaining Grouped Services (not including the Grouped Service that qualified the student for Option 4), then the maximum of the remaining Grouped Services is used to determine if the student meets the criteria for Option 4. If it does then, Option 4 is assigned as the Secondary Option. If not, then the test for Option 3 is applied. If met, then Option 3 is assigned as the Secondary Options. If not, then the test for Option 2 is applied. If met, then Option 2 is assigned as the Secondary Option. If not, then the test for Option 1 is applied. If met, then Option 1 is assigned as the Secondary Options. If not, then no Secondary Option is assigned and the algorithm terminates.

STEP 8 - OPTION 3

Definition: Option 4 is defined as “A resource program is provided from four (4) to eight (8) hours per week.” (Ref. 2)

Calculation Algorithm: The same algorithm that was used in Step 5 (Option 7) to compute the Grouped Services and Maximum Grouped Service is used to identify these values.

If the identified maximum grouped service is less than 4 hours per week, then the algorithm jumps to Step 9. If not, i.e. Maximum Grouped Service greater than or equal to 4 hours and less than 9 hours, then the Primary Option is set to Option 3. Option 3 may have a Secondary Option of 3, 2, or 1. If there are one or more remaining Grouped

Services (not including the Grouped Service that qualified the student for Option 3), then the maximum of the remaining Grouped Services is used to determine if the student meets the criteria for Option 3. If it does then, Option 3 is assigned as the student's Secondary Option. If not, then the test for Option 2 is applied. If met, then Option 2 is assigned as the Secondary Option. If not, then the test for Option 1 is applied. If met, then Option 1 is assigned as the Secondary Options. If not, then no Secondary Option is assigned.

STEP 9 - OPTION 2

Definition: Option 2 is defined as "An eligible child's program is supplemented with direct instruction by a special education teacher for one (1) through three (3) hours per week."

Calculation Algorithm: The same algorithm that was used in Step 5 (Option 7) to compute the Grouped Services and Maximum Grouped Service is used to identify these values.

If the identified Maximum Grouped Service is less 1 hour per week, then the algorithm jumps to Step 10. If not, i.e. Maximum Grouped Service greater than or equal to 1 hours and less than 4 hours, the student's Primary Option is set to Option 2. Option 2 may have a Secondary Option of 2 or 1. If there is one or more remaining Grouped Services (not including the Grouped Service that qualified the student for Option 2), then the maximum of the remaining Grouped Services is used to determine if the student meets the criteria for Option 2. If it does then, Option 2 is assigned as the student's Secondary Option. If not, then the test for Option 1 is applied. If met, then Option 1 is assigned as the Secondary Option. If not, then no Secondary Option is assigned and the algorithm terminates.

STEP 10 - OPTION 1

Definition: Option 1 is defined as "Consulting service and/or direct services, including related services, are provided to supplement an eligible child's program.

- a. Consultation is provided to the regular classroom teacher in designing and implementing an individualized program including appropriate materials and instructional strategies. Such consultation is provided through direct contact with the classroom teacher on a regularly scheduled basis at least twice a month. ...
- b. Direct services, including instruction, are provided by direct contact with eligible child less than (sp) one (1) hour per week. ...
- c. Related services are provided by appropriately licensed/certified or qualified personnel to an eligible child. Physical therapy and occupational therapy must be provided at least three (3) times a year by a licensed physical therapist or occupational therapist. Other services such as vision or hearing services and

counseling services, in addition to the counseling generally available to all students, must be provided on a regularly scheduled basis at least twice a month and less than one (1) hour per week, to be counted in this option.”

Calculation Algorithm: For a student to qualify for a Primary Option of 1, one of the following three conditions must be met.

Condition 1: Consultation

The number of Service Sessions (Num Sessions) for each service that has the Consultation Check Box check (service is a consultation service) are summed to yield the total number of consultation sessions (contacts). If this number is greater than or equal to 2 sessions per month, then the student will qualify for Option 1.

Condition 2: Direct Service

The Grouped Direct Service amount of time is computed as described in Step 5 (Option 7). If the Grouped Direct Service time is greater than zero hours per week, then the student will qualify for Option 1. (Note: if the time were greater, the student would qualify for another Option.)

Condition 3: Related Service

If the student has one or more of the following Related Services indicated on his or her IEP at the level of service indicated

- Behavioral Health Services – Two (2) times (sessions) per month
- Hearing/Audiology Services – Two (2) times (sessions) per month
- Nursing Services – Two (2) times (sessions) per month
- Occupational Therapy – Three (3) times (sessions) per year
- Physical Therapy – Three (3) times (sessions) per year
- Speech Therapy – Two (2) times (sessions) per month
- Language Therapy – Two (2) times (sessions) per month
- Psychological Service – Two (2) times (sessions) per month
- Social Work Services – Two (2) times (sessions) per month
- School Health Services – Two (2) times (sessions) per month
- Counseling Services – Two (2) times (sessions) per month
- Vision Services - Two (2) times (sessions) per month
- Orientation & Mobility Services - Two (2) times (sessions) per month

for with the following exclusions:

1. If Consultation Check Box is checked, exclude from consideration
2. If ESY Check Box is checked, exclude from consideration

If the student meets one or more of these three (3) criteria, then the student’s Primary Option is set to Option 1. If not, the student is not assigned a Primary Option and the algorithm terminates. Option 1 may have a Secondary Option which must also be Option 1. For the student to be assigned a Secondary Option 1, the above criteria must be met by one or more of the remaining services after, and not including, the Primary Option.