Exhibit 16

Exhibit 16- Reporting Guidelines for Special Education Programs
(Screens 18 and 20)

Special Education Teachers in Early Childhood Special Education (ECSE) and K-12 Programs

For each assignment indicate the proper course code, grade level, program code, delivery system, minutes per week, and student assignments or caseloads as appropriate via the MOSIS October Educator files.

See the Office of Special Education web site at http://dese.mo.gov/special-education/special-education-data/data-collections for a table of allowable coding combinations for special education teachers and other technical assistance documents.

Course Codes
- See Exhibit 10 for a complete listing of course codes and names and certification requirements.
- Most special education teaching and non-teaching assignments and IEP case management course codes begin with '19' with the exception of other miscellaneous duty codes.

Grade Levels
- See Exhibit 12 for a complete listing of grade levels along with definitions.

Program Codes
- See Exhibit 13 for a complete listing of program codes along with definitions.
- Special Educators will use program codes 06, 09, 17, and 19 as appropriate.

Delivery Systems
- See Exhibit 14 for a complete listing of delivery systems along with definitions.
- Special Educators will use delivery systems Co-teaching (CO), Individual/Small Group (IG), ECSE Integrated Classroom (IN), Self-contained (SC) and Low Incidence Self-Contained (LI).

Minutes per Week
- The special educator's average minutes per week spent for each course code reported. The total minutes per week for all assignments in all school buildings should be consistent with the district's available minutes per week prorated by FTE.

Teaching Assignments – Definitions / Instructions

    Note for Early Childhood Special Education (ECSE) programs – All personnel serving children ages 3, 4, and 5 (5 defined as pre-kindergarten eligible, turning 5 after August 1) must be reported with program code 17 and grade level PK. Personnel working with children age 5K (defined as kindergarten eligible, turning 5 before August 1) and age 6 in an early childhood program <u>must</u> be coded with a separate assignment using a combination of program code 17 and grade level K. This combination will identify ECSE services being provided to kindergarten-eligible children.

    Direct Service / Instruction Special Education – Core Content Areas (195000) – Direct service or instruction in core content areas of communication arts, mathematics, science and/or social studies delivered by special education teachers to school-aged special education students with any disability diagnosis. This code should <u>not</u> be used for reporting instruction in a single core content area for which the special education teacher is giving the grade for that content area.
- Grade Levels: K, 01-16
- Program Codes: 06, 09, 17, and 19
- Delivery Systems: CO, IG, SC and LI

Exhibit 16 *(continued)*

Direct Service / Instruction Special Education – Non-Core Content Areas (195010) – Direct service or instruction in non-core content areas delivered by special education teachers to school-aged special education students with any disability diagnosis. This code should be used when no other 19xxxx course number applies.
- Grade Levels: K, 01-16
- Program Codes: 06, 09, 17, and 19
- Delivery Systems: CO, IG, SC and LI

Direct Service / Instruction Visually Impaired (195100), Hearing Impaired (195200), Severe Developmental Delays (195300) – Direct service or instruction in Braille or other related instruction (195100). Direct service or instruction in sign language, i.e., American Sign Language (ASL), Signed Exact English (SEE, SEEII) (195200). Direct service or instruction delivered to students assessed against alternate achievement standards (MAP-A) (195300).
- Grade Levels: PK, K, 01-16
- Program Codes: 06, 09, 17, and 19
- Delivery Systems: CO, IG, SC and LI

Direct Service / Instruction Early Childhood Special Education – ECSE (195400) – Direct service or instruction delivered by special education teachers to students receiving ECSE services. If the teacher or aide is assigned two classes (1/2 day program each), they are reported with two assignments. Speech/language pathologists working with ECSE students ages 3, 4, and 5 are reported with course code 195500 and program code 17.
- Grade Levels: PK, K
- Program Codes: 06 or 17 (see note for ECSE above). Program codes 09 and 19 as appropriate.
- Delivery Systems: CO, IG, IN, SC, and LI

Direct Service / Instruction Speech/Language Pathology (195500) – Direct service or instruction for speech/language pathology delivered by speech/language pathologists or approved implementers to special education students. See additional information on speech/language services below.
- Grade Levels: PK, K, 01-16
- Program Codes: 06, 09, 17, and 19
- Delivery Systems: CO, IG

Departmentalized Instruction for Special Education Communication Arts (195610), Mathematics (195620), Science (195630), or Social Studies (195640) – Instruction to special education students in a setting where the special education teacher is providing the student's initial or only content instruction. This course number is differentiated from services where the special education teacher is re-teaching or otherwise supporting content that has been presented initially by a regular education teacher certificated in that area.
- Grade Levels: 7-15
- Program Codes: 06, 09, 17, and 19
- Delivery Systems: SC

Community Based Instruction (195700) – Systematic skill training of students with disabilities within the natural community setting where such skills are used, as identified in the IEP. This instruction is for special education students only, and should not include career education classes in which regular education students would enroll. Example: Student participation in a community based instruction program at a local grocery. This participation may ease/enhance the development/maintenance of mathematics skills in the area of financial management, budgeting and independent living for student participants.
- Grade Levels: 8-14
- Program Codes: 06, 09, 17, and 19
- Delivery System: IG

Exhibit 16 *(continued)*

Work Experience Instruction (195800) – Work experience instruction is limited to students with disabilities whose Individualized Education Programs (IEPs) indicate the need for work experience in a competitive setting. Program goals include the acquisition of skills related to performing work under supervision, as well as job-related skills. Work experience instruction also includes the participation of students with disabilities who are engaged in work experience through the Office of Adult Learning and Rehabilitation Services' Cooperative Work Experience (COOP) Program.
- Grade Levels: 8-14
- Program Codes: 06, 09, 17, and 19
- Delivery System: IG

Case Management and Caseload – Definitions / Instructions

Case Management of IEPs (198600) – Minutes per week would include time spent planning for and attending IEP meetings as well as other required special education meetings. Report the total number of IEPs case managed which is the number of IEPs the teacher is responsible for on a case manager basis, regardless of which teacher may be actually implementing the IEP. A case management assignment does not need to be reported if a teacher does not have time/minutes dedicated to case management duties.
- Grade Levels: PK, K, 01-16 (not required)
- Program Codes: 06, 09, 17, and 19
- Delivery System: Not applicable

Non-Teaching Assignments – Definitions / Instructions

Consult with Regular / Special Education (193000) – Time spent by special education teachers consulting or collaborating with regular or special education teachers regarding instructional practices or coordinating instruction for students as necessary to implement IEPs. This is time above and beyond the instructional planning time required for all teachers.
- Grade Levels: Not required
- Program Codes: 06, 09, 17, and 19
- Delivery System: Not applicable

Testing (193100) – Time spent by special education teachers in testing/assessment/evaluation of students with disabilities, or students suspected of having disabilities, and time spent writing evaluation reports.
- Grade Levels: Not required
- Program Codes: 06, 09, 17, and 19
- Delivery System: Not applicable

Special Education Co-ops and Shared Educators
When a special educator serves in more than one district on a cooperating or shared basis, both districts will report the educator. The full salary and FTE are shown by the fiscal agent district only. The fiscal agent district reports the educator's assignments in the participating districts using program code 09. Participating districts indicate the fiscal agent county/district code in the MOSIS Educator Core File, and report the assignment for the educator in their district using program code 19.

Special Education Teacher Aides or Paraprofessionals
Special education aides or paraprofessionals (K-12) should be reported using the assignment code 195000. ECSE aides or paraprofessionals must be reported with assignment code 195400 (ECSE). See additional information on speech/language services below.

Personnel Working with ECSE Programs
Personnel working with ECSE programs must be reported with program code 17 and grade level PK in order to receive appropriate credit on the district's ECSE Final Expenditure Report.

Exhibit 16 *(continued)*

Ancillary Personnel
For ancillary personnel including occupational therapists, physical therapists, school psychological examiners, educational diagnosticians, etc., refer to Exhibit 10 for assignment/course code listings and the *Missouri State Plan for Special Education* – Personnel Standards for the certification/licensure requirements. *The Missouri State Plan for Special Education* can be found at http://dese.mo.gov/special-education/state-plan-special-education. See additional information on speech/language services below.
- Assignment/course codes: see Exhibit 10
- Grade Levels: PK, K, 01-16
- Program Codes: 06, 09, 17, and 19
- Delivery System: Not applicable
- Student Assignments/Caseload: Not required

Speech/Language Services
The following provides guidance on the reporting of speech/language services:
- Speech/Language diagnostic/evaluation and/or supervision of implementers/aides/assistants: report assignment code 889000 with position code 90; requires SLP certification or licensure
- Speech/Language services provided by an SLP: report assignment code 195500 with position code 60; requires SLP certification or licensure
- Speech/Language services provided by a speech implementer: report assignment code 195500 with position code 60; requires annual approval through Special Education Compliance as a speech implementer
- Speech/Language services provided by a speech/language assistant or aide: report assignment code 195500 with position code 80; requires licensure issued by Board of Healing Arts