

**Special Education Personnel Webinar
Q & A
September 15, 2016**

Q: How do you report Bus Aides?

A: You can report before or after school services with a delivery system of H.

Q: Is the HQT check for content expertise only going away for SPED teachers or all teachers?

A: All teachers. Beginning in 2016-17, DESE will no longer evaluate teachers for content expertise.

Q: So districts no longer have to submit HOUSSE forms for educators since HQT info not being collected?

A: That's correct.

Q: SLPs provide services to students as not only a related service but also through an itinerant caseload where they are the case manager and handle IEPs and related paperwork. Is there an itinerant code that we need to use since those roles have differing caseloads?

A: Itinerant speech services would be reported with a delivery system of IG for Individual/Small Group.

Q: Paraprofessionals / Aides - reporting them with a 195000 code. Do we report Program Code and Del System codes on their assignment just like a teacher?

A: Yes

Q: How would you code a Brailist?

A: If they are not working with students, you would not need to report a Brailist in MOSIS. If the Brailist is working with students, then report them as Other Pupil Personnel-887900.

Q: For ECSE FER 15-16 can we use a Speech Itinerant code or is that no longer an option?

A: Itinerant services would be reported with a delivery system of IG-Individual/Small Group.

Q: When entering data on SISK12, we are asked to enter an "enrollment number". What should that number reflect - their caseload, the number of students they are the service provider for, etc?

A: The caseload number would reflect the number of students with disabilities receiving special education services from the teacher for that assignment.

Q: Do we have to report a sped teacher's caseload under 198600?

A: You only need to report Case Management 198600 for a teacher if the teacher has time allocated for case management responsibilities.

Q: I have a SPED Teacher teaching Resource. She has indicated that she is the teacher of record and it is small groups. If IG is not used for teacher of record, which delivery system code should I use?

A: The SC-Self-contained delivery system should be used for teachers of record.

Q: For end of year count / reporting - does a SLP count only the kids currently being seen or do they count all kids case managed for the year.

A: The caseload number should reflect the number of students receiving services from the teacher. It can, but does not have to be updated at the end of the year.

Q: You indicated 195610-40 should only be used for grades 7-12. What if you have an elementary teacher that is providing departmentalized instruction in reading or math in a special education setting and is teacher of record?

A: Use 195000 for elementary teachers, even if providing departmentalized instruction.

Q: I have a question about how to properly code my SLP's. For example, my ECSE SLP had the following assignments in the 1905 minutes in her day.

- 195500 DSI SLP for 1220 minutes
- 990088 TRAV TIME for 180 minutes

In the past, I have also listed plan time (990000) and testing time (193100)....however, I am wondering if I should lump all of those minutes together and put them under the 889000 code for Diagnostic/Evaluation supervision.

A: If you are reporting SLP's with the 195500 code, and if they have plan time, you should report the plan time 990000 as a separate assignment. You do not need to break out the testing time separately, so leave that lumped under the 195500 minutes. It is appropriate to report travel time.

If your SLPs are mostly providing speech language services to students, and but also doing some diagnostic/evaluations, you can leave it all under 195500. If they are mostly doing diagnostic/evaluation work with some services as well, you can report it all under 889000.

Q: Are you checking for Highly Qualified Teacher requirements in 2016-17?

A: DESE will no longer check for content expertise beginning with 2016-17. Special education teachers need special education certification at the appropriate grade level.

Q: How are contracted ECSE staff reported?

A: Use Program Code 19 and Grade Level PK.

Q: Is a caseload number needed for SLP direct services?

A: Yes, for 195500/60 position code

Q: Do we need to divide SLP time between 889000 and 195500?

A: Not necessarily. You can just report the time under the primary code.

Q: Are comments required on aides or co-teachers?

A: No, comments are not required for aides or co-teachers, but they are encouraged. Other Pupil Personnel, 887900, does need a comment to describe the assignment.

Q: When should Other Pupil Personnel, 887900, be used?

A: Only for assignments that do not have a separate code, and for assignments that do not require DESE certification, such as ABA assignments, Music therapy, etc.