IEP Matrix:

We are reviewing a Matrix Page from IEP Online that includes Nursing, BCBA, 1:1 Para, SLP, PT, and Teacher services.

As we review this Matrix Page, we will show how to report this information on Worksheet C. We have a quick disclaimer: This redacted matrix page was provided by a local district. We are in no way endorsing how information is reported on this matrix page, but merely using the example to show how we would report it on Worksheet C.

For our purposes, we are going to put the IEP date as 12/1/2019 instead of 12/01/2017. We have prepopulated information on this Worksheet C on the Start Here tab to load the calendar and current and previous IEP dates. We will mainly be covering how we would fill out Contracted 1 on 1 Billing, IEP-Staff Costs, and IEP-Other Staff Costs tabs.
Contracted 1 on 1 Billing Tab:

We are starting with the 1:1 Nurse. Our information indicates that this nurse is a contractor and not a regular employee. Because of this, we are going to use the Contracted 1 on 1 Billing tab to report nursing costs. Looking at the matrix, we are going to combine the related services minutes of 1640 and 235 minutes for a total of 1875 minutes.

We are going to assume a pay rate of $54 per hour for our 1:1 Nurse Nelly. We are going to input actual invoice amounts. (Note: Remember actual invoices will need to be included in the electronic submission for this student.) For our purposes, we assumed the student attended all school days except two days in October. On the bottom chart, we are going to input the minutes for both IEPs for the school year.
Current IEP-Staff Costs Tab:

Next, we move on to the Current IEP-Staff Costs tab. According to our information, Teacher Ted earns a base salary of $81,950. We also know that Teacher Ted has a caseload of 17,500 minute per week. When we multiply those minutes by 36 weeks in the school year, we determine that Teacher Ted’s annualized caseload in minutes is 630,000. In order to determine how many minutes this student is served by Teacher Ted we are going to combine 144 minutes in reading, 144 minutes in written expression, 328 minutes in social/emotional behavior, 164 minutes in math, 328 minutes in adaptive, 164 minutes in transition, and another 328 in adaptive for a total of 1,600 minutes. We are not including the 160 minutes of monthly communication by the SLP and the concurrent Communication minutes by special education staff since they are not attributed to Teacher Ted. We are going to attribute those 40 minutes per week of communication under the Current IEP-Other Staff Costs. Here is where we will add 1,600 minutes to Teacher Ted.

Now we move down to the Classified Staff portion where we will report the 1:1 Paraeducator minutes. (Note: Please use the pull-down menu to report the type of position. We collect and sort data multiple ways from Safety Net applications and having consistent nomenclature for positions is essential. If you have any questions about how to report your staff positions, please email safety.net@k12.wa.us for clarification.)

We are going to combine 1518 minutes under Related services and 235 minutes under supplementary aids and services for a total of 1,753 for Para Patty. We are going to use the hourly rate for Para Patty of $21.25. Our information from the matrix indicates that Para Patty only serves one student.
Current IEP-Other Staff Costs Tab:

Under Current IEP-Other Staff Costs, we will report related services. While we were working on the service minutes for Teacher Ted, we discussed moving 40 minutes per week over to related services under SLP Suzy. We will continue to ignore the concurrent SLP and Communication minutes. According to our information, SLP Suzy earns $68,999 base salary annually. Her contract hours are 1,350 annually. Our best information indicates Suzy only works with one student at a time during this 40-minute therapy session.

Next, we will add in the minutes for PT Pete. Based on information under supplementary aids and services, we will put 7.5 minutes down under MPW for PT services. Note that 7.5 will automatically round up to 8 minutes. Our information indicates that PT Pete earns $73,104 base salary annually for 1,350 contract hours.

Finally, we are going to add our information in for Behavior Barb, the BCBA. We had to reach out to the district that supplied the matrix page to get further clarification of what “Direct Behavior Support/Coaching” looks like. If the coaching/support is for mentoring staff working with the student, it is not a direct service to the student and ineligible for Safety Net funding. In this case, the BCBA is doing direct behavior support and coaching with the student. We also clarified that these services are happening in tandem with teacher instruction, so we can include 300 minutes attributed to Behavior Barb without reducing the service minutes of the teacher.

The process for Staff Costs and Other Staff Costs for the Current IEP tabs will be repeated for the Previous IEP(s) if applicable.
Worksheet C Summary Tab:

Now that we have input all information contained from the matrix page, we can return to the Worksheet C Summary and see where Teacher Ted, Para Patty, Nurse Nelly, SLP Suzy, PT Pete and Behavior Barb’s service minutes and costs have automatically populated. After reducing the threshold, the submitted application amount would be for $85,907.