

## **Instructions for Schedule SED-4 Related Service Capacity, Need and Productivity**

This schedule is used to determine the capacity, need and productivity of related services for school age and preschool special education programs. Complete this schedule for the July 1, 2015 - June 30, 2016 school year.

The following programs (codes) are to be reported. Report each program on a separate schedule:

9000-9009	School Age - Special Class
9010-9014	School Age - Special Class - Half Day
9020-9021	School Age - Children's Residential Program (CRP)
9030-9038	School Age – RTF Education
9100-9109	Preschool - Special Class - over 2.5 hours per day
9115-9119	Preschool - Special Class - 2.5 hours per day
9160-9163	Preschool - Integrated Special Class - over 2.5 hours per day
9165-9169	Preschool - Integrated Special Class - 2.5 hours per day
9180-9185	Preschool - Residential Program
9200-9229	Preschool - Related Services Only
9260	4201 State Supported Education Program
9039	4201 Residential Treatment Facility Program

Refer to the CFR manual or the reporting manual for the supplemental schedules of the ST-3 or SA-111 for a definition of each program.

### **Column 1 "Related Service"**

Related services are defined in Section 200.1 (gg) of the Commissioner's Regulations. Report data for speech therapy, physical therapy, occupational therapy, counseling and skilled nursing on the appropriate lines. Report data for all other related services on the line labeled "Other".

### **Column 2a "Annual Related Service Employee FTE Allocated to Program"**

Report the related service employee FTE allocated to the program during the specific time period. Full-time staff should be reported as follows: 12 month staff = .885 FTE (46 weeks/52); 10 month staff = .770 FTE (40 weeks/52); 2 month staff = .115 FTE (6 weeks/52). Part-time staff should be prorated accordingly. For example, three full-time speech therapists at .885 FTE each plus one half-time speech therapist at .442 FTE (all employed for 12 months), would be reported as 3.097 FTE speech therapists.

### **Column 2b "Annual Contracted Related Service Hours"**

Report the annual hours for each contracted related service type, if applicable. ("Hours paid" from the applicable schedule of your cost report; public school districts do not have a separate schedule in their cost report detailing contracted service hours).

**Column 3 "Annual Capacity of Related Service Time in Half-Hour Units"**

Multiply the FTE in column 2a by 2600 (52 weeks x 25 program hours per week x 2). Add to that the total number of contracted related service hours during the period (from column 2b) x 2. For preschool and school age related service only programs (program codes 9015 and 9200 through 9229), use the employee standard work week hours in place of the 25 program hours per week in the above formula.

**Column 4a "Annual IEP Mandated Individual Related Service Sessions on All Students' IEPs"**

From schedule RS-2, column 6a - total by therapy type. Report sessions in half-hour blocks of time. Prorate as needed (e.g. 45 minutes = 1.5 sessions, etc.)

**Column 4b "Annual IEP Mandated Group Related Service Sessions on All Students' IEPs"**

From schedule RS-2, column 6b - total by therapy type. Report sessions in half-hour blocks of time. Prorate as needed (e.g. 45 minutes = 1.5 sessions, etc.)

**Column 4c "Average # of Students Served in Group"**

Indicate the average number of students served in group. This will be an estimate based on the provider's experience during the year.

**Column 4d "Annual Group Sessions"**

Divide column 4b by the average number of students served in group. For example, 100 group sessions with an average of 2 students being served in each group would result in 50 related service sessions.

**Column 4e "Annual IEP Mandated Half-Hour Related Service Sessions"**

Sum columns 4a and 4d.

**Column 5 "Annual IEP Mandated Half-Hour Related Service Sessions Provided"**

Report the number of direct service sessions. Direct service is considered to be contact time with the student and does not include pre-session planning or post-session write-up time. This is the total of RS-2 column 7a plus the result of the sum of RS-2 column 7b divided by SED-4 column 4c.

**Column 6 "Percentage of Time Related Service Sessions Provided"**

Column 5 divided by column 3.