Instructions for Schedule RS-2 Need For Related Services

This schedule is used to determine the need for related services in your school age and preschool special education programs. Complete this schedule for the July 1, 2019 - June 30, 2020 school year for all students enrolled in the following special education programs. Complete one schedule RS-2 per program, per related service type.

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

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

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 "Student Name"

Enter student name. Each student must only be reported once for each service type except in those instances when a student’s IEP changes during the year and results in a change in the need for related services.

Column 2 "Student ID Number"

Enter the student's 6 digit identification number from the STAC-3 approval.

Column 3 "School District Code or County Code"

Enter the 12 digit school district code of the school district that placed the student in the special education program or the county code of the county that placed the foster care child in the school age special education program.

For the 12 digit school district code, consult the school district that placed the student. For the county code, select a code from the key at the end of these instructions. Add 10 zeros to the end of each county code (i.e. Albany county's code would be 010000000000).

Column 4a "Annual IEP Mandated Individual Related Service Sessions Per Week"
Report all weekly IEP mandated individual related services sessions by type (speech therapy, physical therapy, occupational therapy, counseling, skilled nursing, other). Use a separate schedule for each related service type. Sessions are to be reported in ½ hour blocks of time. Prorate as needed (e.g. 45 minutes = 1.5 sessions, etc.)

**Column 4b "Annual IEP Mandated Group Related Service Sessions Per Week"**

Report all weekly IEP mandated group related services sessions by type (speech therapy, physical therapy, occupational therapy, counseling, skilled nursing, other). Use a separate schedule for each related service type. Sessions are to be reported in ½ hour blocks of time. Prorate as needed (e.g. 45 minutes = 1.5 sessions, etc.)

**Column 5 "Annual Service Authorization Weeks for the Student in Column 1"**

Based on each student's enrollment period for the IEP mandated service regardless of legal absence or school closing.

**Column 6a "Annual IEP Mandated Related Service Individual Need"**

Column 4a multiplied by column 5.

**Column 6b "Annual IEP Mandated Related Service Group Need"**

Column 4b multiplied by column 5.

**Column 6c "Annual IEP Mandated Related Service Need"**

Sum columns 6a and 6b.

**Column 7a "Annual IEP Mandated Individual Related Service Sessions Provided"**

Report the direct contact ½ hour individual sessions with each student. Report the regularly scheduled individual sessions provided, as well as any make-up individual sessions.

**Column 7b "Annual IEP Mandated Group Related Service Sessions Provided"**

Report the direct contact ½ hour group sessions with each student. Report the regularly scheduled group sessions provided, as well as any make-up group sessions.

**Column 8 "Annual IEP Mandated Related Service Sessions Not Provided"**

Sum columns 9 through 13. Note: This column does not include related service sessions made-up during the school year.
**Column 9 "Annual IEP Mandated Related Service Sessions Not Provided Due to Student Absence"**

Report all sessions not provided due to student absence, school field trip, special event or other reasons. This may include absences due to student illness.

**Column 10 "Annual IEP Mandated Related Service Sessions Not Provided Due to Staff Absence"**

Report staff absence for any reason (e.g. illness, vacation, staff development, attendance at IEP meetings, etc.), but not staff vacancies.

**Column 11 "Annual IEP Mandated Related Service Sessions Not Provided Due to School Closings"**

Report all sessions not provided due to school closings. This may include holidays, vacations, staff conference days or snow/emergency days.

**Note:** During the period of school closure due to COVID-19, NYSED guidance directed programs to provide related services via telepractice. Thus, any related services sessions not delivered during the COVID-19 closedown period that were subsequently made up during the period when programs delivered sessions remotely via telepractice should not be reported as sessions not provided.

**Column 12 "Annual IEP Mandated Related Service Sessions Not Provided Due to Staff Shortage"**

Report sessions not provided due to lack of sufficient staff.

**Column 13 "Annual IEP Mandated Related Service Sessions Not Provided Due to Telepractice Accessibility Issues"**

Report sessions not provided due to accessibility issues related to delivering services via telepractice.
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