

# Tennessee Options of Service Calculation using the Easy IEP® SSMS Module

## PREFACE

This document was prepared by Willard Farley of Public Consulting Group, Inc. (PCG) <[wfarley@pcgus.com](mailto:wfarley@pcgus.com)> for Terry Long, Director of Data Services Tennessee Department of Education Division of Special Education in October 2004. It details the calculations of Options of Service (Options) by the special education module (Easy IEP®) of the State-wide Student Management System (SSMS). The specification of the calculation algorithm contained in this document has been certified as correct by the State of Tennessee on [enter date] by [enter person certifying]. Since the Easy IEP® algorithm is different from the one used by the SESIMS system from D&A (especially in the use of the service begin and end dates), the computation of Options exhibit some differences.

## INTRODUCTION

Computation of the Options of Services (Options) for students is critical because the Options will determine the level of funding for the Local Education Authority (LEA). The algorithm for calculation of Options by the previous system, SESIMS (a D&A system), was determined by detailed analysis of the SESIMS data from June 21, 2004 and is documented in Ref. 4.

## APPROACH

The approach that Easy IEP® will use to calculate student Options will be as close to the approach taken by D&A in their SESIMS system as possible. One major difference between the two calculation algorithms is the list of services used by each system. Table 1 shows the list of services used in the D&A system.

**Table 1 - Services from SESIMS (D&A)**

<b>Service Code</b>	<b>Service Description</b>
00	No Service
01	Consultation
02	Direct Service
03	S.E. Aide-Reg.
04	Psychological
05	Social Work
06	Occupational Therapy
07	Speech/Language Therapy
08	Recreation Services
09	Physical Therapy
10	School Health Services
11	Counseling Services
12	Vision Services
13	Hearing Services
14	Other Services
15	Ancillary-Attend.
16	Annillary-Interp.
17	Ancillary-Other
18	Residential
19	Homebound/Hosp.
20	Work-based Learning
21	No Service

Table 2 shows the list of Related Services in the Easy IEP® system.

**Table 2 – Easy IEP® Related Services**

<b>Code</b>	<b>Name</b>
PS	Behavioral Health Services
AU	Hearing/Audiology Services
RN	Nursing Services
OT	Occupational Therapy
PT	Physical Therapy
SL	Speech/Language Therapy
3	Special Education Aide-Reg.
4	Psychological Service
5	Social Work Services
8	Recreation Services
10	School Health Services
11	Counseling Services
12	Vision/Orientation & Mobility Services
14	Other Services
15	Ancillary - Attendant
16	Ancillary - Interpreter
17	Ancillary - Other
20	Work-Based Learning

These differences are addressed in the following sub-sections.

## **DIRECT SERVICE**

SESIMS has a single service for all Direct Services (code 02). Easy IEP® uses the “Consultation check box” (see section Consultation Services) to distinguish between direct and indirect services. To determine the total amount of Direct Service, Easy IEP® will sum the amount of service time from all of the Special Education services that do not have the Consultation check box checked and that are not Related Services.

## **CONSULTATION SERVICES**

SESIMS used service code 01 to indicate a Consultation service. Easy IEP® provides a check box for each service that allows the user to indicate if the service is a Consultation service. All services that have the Consultation Check Box checked are considered to be Consultation Services.

## RELATED SERVICES

Table 2 shows the complete list of Easy IEP® Related Services for Tennessee. Table 3 shows the list of Related Services that may be used for computation of Options unless specifically omitted by the Option calculation specification.

**Table 3 - Related Services Used in Calculation of Student Options**

<b>Code</b>	<b>Name</b>
PS	Behavioral Health Services
AU	Hearing/Audiology Services
RN	Nursing Services
OT	Occupational Therapy
PT	Physical Therapy
SL	Speech/Language Therapy
4	Psychological Service
5	Social Work Services
10	School Health Services
11	Counseling Services
12	Vision/Orientation & Mobility Services
15	Ancillary – Attendant*
16	Ancillary – Interpreter*
17	Ancillary – Other*
3	Special Education Aide-Reg.**

\* These services are only used in the Option 6 calculation.

\*\* This service used only in the calculation of Option 8

## LOCATION

One of the primary differences between the SESIMS system and Easy IEP® is the way the systems handle the location where services are provided. Easy IEP® provides a “Locations” drop down list that allows users to associate a service with a particular location. The items in the Locations drop down list are selected by the customer and as of September 2004 include the items in Table 4 below.

**Table 4 –Tennessee Easy IEP® Location Drop Down List Items**

<b>Position</b>	<b>Location Name</b>	<b>Inclusion</b>
1	-Select Service Location-	
2	Special Ed Setting	No
3	Residential Setting	No
4	Alternative School	No
5	Home	No
6	Hospital	No
7	Regular Ed Classroom	Yes
8	Correctional Facility	No

The first item on the list (-Select Service Location-) is set as the default. Easy IEP® will not allow an IEP to be created with this value selected for service location; therefore, the user must choose one of the other valid locations for the service. The Inclusion column indicates if the service may be considered as one where the special education student is provided the service in a setting with non-disabled peers. The consideration of how location is used in the calculation of Primary and Secondary Options will be discussed in the individual sub-sections for each Option.

## **EXTENDED SCHOOL YEAR (ESY) SERVICES**

Extended School Year Services are not considered when calculating Options.

## **SERVICE BEGIN AND END DATES**

Each service in Easy IEP® has a service begin date and a service end date. Service begin and end dates often are the same as the IEP begin and end date. In this case, the student's Options will be the same for the entire duration of the IEP. If the services and/or their begin and end dates require modification, then a new IEP will be created to document these changes. Service begin and end dates may be set to any date with the following restrictions:

- Begin Date must be before end date
- Begin Date and end date must be within date range of IEP begin and end date

This allows the IEP Team to specify the appropriate amount and start/end date of each service. For example, a student may have 3 hours of Speech Therapy from August 15 to December 15 and 2 hours of Speech Therapy from January 15 to June 5. The result is that the amount of service specified by the IEP may change on any day during the IEP; therefore, the student's Options may also change on any day during the duration of the IEP.

Easy IEP® will allow for the computation of Primary and Secondary Options to change on any day within the start and end date of the IEP. The explanation of the algorithm to

calculate Primary and Secondary Options that follows will be applied to a specific day or range of days for which the services on the IEP are constant.

## EASY IEP® OPTION CALCULATION

This section describes the Easy IEP® algorithm for calculating Primary and Secondary Options. Options are computed for each student in special education and are dependent upon the type, location, and amount of service or services provided to the student. The following subsections describe the process for determining the Primary and Secondary Options for a student.

### SECONDARY OPTION RESTRICTIONS

The table below, taken from Ref. 3, shows the allowed Secondary Options for each Primary Option.

Appendix M  
Special Education Option Codes Primary and Secondary  
5/16/00

Option	Primary Option Codes	Possible Secondary Option Codes
1	1	1
2	2	1, 2
3	3	1, 2, 3
4	4	1, 2, 3, 4
5	5	1, 2, 3, 4, 5
6	6	1, 2, 3, 4
7	7	1, 2, 3
8	8	None
9	9	None
10	10	None

These rules are codified in the following sections.

### APPROACH

The algorithm for determining the Primary and Secondary Options for a student is documented in the following sections as a series of “Steps” that are followed in order starting with Step 1. The termination of the algorithm may occur at any appropriate time; therefore, in many instances, all of the Steps may not be executed.

## **STEP 1 - OPTION 9**

Option 9 overrides any other services listed, so that a student with 24 hour Residential Services would always be considered an Option 9 no matter how many other special ed. or related services are listed for that student.

Definition: Option 9 is defined as “A special residential program is provided for a child whose handicapping characteristics are so profound or complex that continuous intervention is required to meet his/her educational needs and no special education services offered in a comprehensive development class or self-contained program can adequately or appropriately meet these needs.” (Ref. 2)

Calculation Algorithm: The hours per week for all Related and Special Education services that do not have the Consultation or ESY check box checked and whose location is set to “Residential Setting” will be totaled. If the total is less than 24 hours per day, then the student does not qualify for Option 9 and the algorithm jumps to Step 5. If the total is equal to 24 hours per day, the student’s Primary Option is set to 9. Since Secondary Options are not allowed for Option 9, the algorithm terminates.

## **STEP 2 - OPTION 6**

Option 6 is the second highest ranking Option. If a student qualifies for Option 6, it will become the Primary Option.

Definition: A student qualifies for Option 6 if “an ancillary person, such as an interpreter, instructional assistant, or attendant is provided for an eligible child a minimum of four (4) hours per day.” (Ref 2).

Calculation Algorithm: If the student has one or more ancillary services (Ancillary - Attend./Code 15, Ancillary – Interp./Code 16, Ancillary – Other/Code 17), then the hours of service per week for each Ancillary service are summed to yield the total number of Ancillary service hours per week. If this total is less than 20 hours per week, then the student does not qualify for Option 6 and the algorithm jumps to Step 3 - Option 10. If the total hours per week are greater than or equal to 20 hours per week, then the student’s Primary Option is set to Option 6.

Option 6 may have the following Secondary Options: 4, 3, 2, and 1 (see appropriate sections for these Option calculations). The remaining services, if any, are used to determine if the student is to be assigned a Secondary Option. Option 4 is checked first. If the student qualifies for Option 4 then Option 4 is assigned as the student’s Secondary Option and the algorithm terminates. If not, then the process is repeated for Option 3, then Option 2 and finally Option 1.

## **STEP 3 - OPTION 10**

Definition: "Home or hospital instruction may be provided to continue the educational advancement of eligible students who are not able to attend school. (Ref 2)" A student will qualify for Option 10 if "The home and hospital program shall consist of instructional and/or supportive services which are provided by the school personnel to a child in his/her home, in a convalescent home, or in a hospital for a minimum of three (3) hours per week.

Calculation Algorithm: The hours per week for all Related and Special Education services that do not have the Consultation check box checked and whose location is set to "Home" or "Hospital" will be totaled. If the total is less than 3 hours per week, then the student does not qualify for Option 10 and the algorithm jumps to Step 3. If the total is greater than or equal to 3 hours per week, the student's Primary Option is set to 10. Since Secondary Options are not allowed for Option 10, the algorithm terminates.

## **STEP 4 - OPTION 8**

Definition: To qualify for Option 8, "The student is in the special class a minimum of 32.5 hours per week and receives two (2) related services during this time.... The following services may be counted as a related service for this option:

- a. Counseling or other psychological services may be reported if the service is in addition to such services normally available in the school. There must be a minimum of two (2) contacts per month by a qualified person other than the child's teacher.
- b. Occupational therapy may be reported when prescribed by a medical doctor and such service is recommended by the M-Team and included in the child's IEP. There must be a minimum direct contact with the child three (3) times per year by a licensed occupational therapist.
- c. Physical therapy may be reported when prescribed by a medical doctor and such service is recommended by the M-Team and included in the child's IEP. There must be a minimum direct contact with the child three (3) times per year by a licensed physical therapist.
- d. Speech/language services may be reported when the M-Team has recommended such service and it is included in the child's IEP. There must be a minimum of two (2) contacts per month directly with the child by a qualified speech/language specialist or pathologist.
- e. Vision or hearing services may be reported when such service is provided by a person other than the child's teacher who is specifically trained to provide such services. There must be a direct contact with the child of one (1) hour per week." (Ref 2)

"Option 8: The 32.5 hours can include up to 10 hours per week of Special Education Aide in the regular program." (Ref 1)

Calculation Algorithm: The total hours per week from the following service categories are summed if they DO NOT have Consultation or ESY checked;

- + Any Special Education Service
- + Behavioral Health Services
- + Hearing/Audiology Services
- + Nursing Services
- + Occupational Therapy
- + Physical Therapy
- + Speech/Language Therapy
- + Psychological Service
- + Social Work Services
- + School Health Services
- + Counseling Services
- + Vision/Orientation & Mobility Services

[Note: In addition, if the student has “Special Education Aide-Reg.” (Related Service), up to 10 hours of this service are included in this sum. This yields the total amount of service per week]

If this total amount of service per week is less than 32.5 hours, then the student does not qualify for Option 8 and the algorithm jumps to Step 4. If the total is equal to or greater than 32.5 hours, then the algorithm checks to see if the student has 2 related services that meet the following criteria:

- Counseling Service (11) with 2 or more contacts (sessions) per month.
- Psychological Services (4) with 2 or more contacts (sessions) per month
- Occupational Therapy (OT) with 3 or more contacts (sessions) per year
- Physical Therapy (PT) with 3 or more contacts (sessions) per year
- Speech/Language Therapy (SL) with 2 or more contacts (sessions) per month
- Vision/Orientation & Mobility Services (12) where the time of service is greater than or equal to 1 hour per week
- Hearing/Audiology Services (AU) where the time of service is greater than or equal to 1 hour per week.

If the student does not have 2 or more Related Services that meet or exceed the criteria in the above list, then the student does not qualify for Option 8 and the algorithm jumps to Step 4. If the student meets this criterion, then the student’s Primary Option is set to Option 8. Since Option 8 does not allow for a Secondary Option, the algorithm terminates.

## STEP 5 - OPTION 7

Definition: Option 7 is defined as "... student is in development class a minimum of 23 hours per week." (Ref. 2)

Calculation Algorithm: The amount of time for each Special Education Service is summed to yield the total amount of Direct Special Education Services per week with the following exclusions:

1. If Consultation Check Box is checked, the exclude from sum
2. If ESY Check Box is checked, then exclude from sum
3. If Service Location is set to "Residential Setting," then exclude from sum
4. If service is "Services provided by Aide," then exclude from sum

This will be referred to as the "Grouped Direct Service" amount of time. In addition, the amount of time for each of the following individual Related Services

- Behavioral Health Services
- Hearing/Audiology Services
- Nursing Services
- Occupational Therapy
- Physical Therapy
- Speech/Language Therapy
- Psychological Service
- Social Work Services
- School Health Services
- Counseling Services
- Vision/Orientation & Mobility Services
- Ancillary - Attendant
- Ancillary - Interpreter
- Ancillary - Other

will be summed individually with the following exclusions:

1. If Consultation Check Box is checked, the exclude from sum
2. If ESY Check Box is checked, then exclude from sum
3. If Service Location is set to "Residential Setting," then exclude from sum

These will be referred to as the "Grouped Related Service" amounts of time.

For example, if the student has the following services identified on their IEP:

- Physical Therapy for 1 hour per week
- Speech/Language Therapy for 3 hours per week
- Physical Therapy for 3 hours per week
- Special Education Service (Academics) 10 hours per week

- Special Education Service (Social Behavior) 10 hours per week

Then the result is 20 hours of Grouped Direct Service per week, 4 hours of Grouped Physical Therapy per week, and 3 hours of Grouped Speech/language Therapy per week.

The Grouped Service (Direct or Related) with the maximum amount of time is identified as the Maximum Grouped Service. If the Maximum Grouped Service amount of time is less than 23 hours, then the algorithm jumps to Step 6. If the Maximum Grouped Service amount of time is greater than or equal to 23 hours per week, then the student is assigned Option 7 as their Primary Option.

Option 7 may have a Secondary Option of 3, 2, or 1. If there are one or more remaining Grouped Services (not including the Grouped Service that qualified the student for Option 7), then the maximum of the remaining Grouped Services is used to determine if the student meets the criteria for Option 3. If so, then the student is assigned a Secondary Option of Option 3. If not, the test for Option 2 is applied. If the test is met, then the Secondary Option is assigned as the Option 2. If not, then the test for Option 1 is applied. If met, then Option 1 is assigned as the Secondary Option. If not, then no Secondary Option is assigned and the algorithm terminates.

## **STEP 6 - OPTION 5**

Definition: Option 5 is defined as “A resource program is provided from fourteen (14) to twenty-two (22) hours per week.” (Ref. 2)

Calculation Algorithm: The same algorithm that was used in Step 5 (Option 7) to compute the Grouped Services and Maximum Grouped Service is used to identify these values for this Option calculation.

If the identified Maximum Grouped Service is less than to 14 hours per week, then the algorithm jumps to Step 7. If not, then the student will be assigned Option 5 as their Primary Option.

Option 5 may have a Secondary Option of 5, 4, 3, 2, or 1. If there are one or more remaining Grouped Services (not including the Grouped Service that qualified the student for Option 5, then the maximum of the remaining Grouped Services is used to determine if the student meets the criteria for a Secondary Option 5. If it does then, Option 5 is assigned as the Secondary Option. If not, the test for Option 4 is applied. If the test is met, then the Secondary Option is assigned as the Option 4. If not, then the test for Option 3 is applied. If met, then Option 3 is assigned as the Secondary Options. If not, then the test for Option 2 is applied. If met, then Option 2 is assigned as the Secondary Option. If not, then the test for Option 1 is applied. If met, then Option 1 is

assigned as the Secondary Options. If not, then no Secondary Option is assigned and the algorithm terminates.

## **STEP 7 - OPTION 4**

Definition: Option 4 is defined as “A resource program is provided from nine (9) to thirteen (13) hours per week.” (Ref. 2)

Calculation Algorithm: The same algorithm that was used in Step 5 (Option 7) to compute the Grouped Services and Maximum Grouped Service is used to identify these values.

If the identified Maximum Grouped Service is less than 9 hours per week, then the algorithm jumps to Step 8. If not, the student’s Primary Option will be set to Option 4.

Option 4 may have a Secondary Option of 4, 3, 2, or 1. If there are one or more remaining Grouped Services (not including the Grouped Service that qualified the student for Option 4), then the maximum of the remaining Grouped Services is used to determine if the student meets the criteria for Option 4. If it does then, Option 4 is assigned as the Secondary Option. If not, then the test for Option 3 is applied. If met, then Option 3 is assigned as the Secondary Options. If not, then the test for Option 2 is applied. If met, then Option 2 is assigned as the Secondary Option. If not, then the test for Option 1 is applied. If met, then Option 1 is assigned as the Secondary Options. If not, then no Secondary Option is assigned and the algorithm terminates.

## **STEP 8 - OPTION 3**

Definition: Option 4 is defined as “A resource program is provided from four (4) to eight (8) hours per week.” (Ref. 2)

Calculation Algorithm: The same algorithm that was used in Step 5 (Option 7) to compute the Grouped Services and Maximum Grouped Service is used to identify these values.

If the identified maximum grouped service is less than 4 hours per week, then the algorithm jumps to Step 9. If not, then the Primary Option is set to Option 3. Option 3 may have a Secondary Option of 3, 2, or 1. If there are one or more remaining Grouped Services (not including the Grouped Service that qualified the student for Option 3), then the maximum of the remaining Grouped Services is used to determine if the student meets the criteria for Option 3. If it does then, Option 3 is assigned as the student’s Secondary Option. If not, then the test for Option 2 is applied. If met, then

Option 2 is assigned as the Secondary Option. If not, then the test for Option 1 is applied. If met, then Option 1 is assigned as the Secondary Options. If not, then no Secondary Option is assigned.

## **STEP 9 - OPTION 2**

Definition: Option 2 is defined as “An eligible child’s program is supplemented with direct instruction by a special education teacher for one (1) through three (3) hours per week.” (Ref 2)

Calculation Algorithm: The same algorithm that was used in Step 5 (Option 7) to compute the Grouped Services and Maximum Grouped Service is used to identify these values.

If the identified Maximum Grouped Service is less 1 hour per week, then the algorithm jumps to Step 10. If not, the student’s Primary Option is set to Option 2. Option 2 may have a Secondary Option of 2 or 1. If there is one or more remaining Grouped Services (not including the Grouped Service that qualified the student for Option 2), then the maximum of the remaining Grouped Services is used to determine if the student meets the criteria for Option 2. If it does then, Option 2 is assigned as the student’s Secondary Option. If not, then the test for Option 1 is applied. If met, then Option 1 is assigned as the Secondary Option. If not, then no Secondary Option is assigned and the algorithm terminates.

## **STEP 10 - OPTION 1**

Definition: Option 1 is defined as “Consulting service and/or direct services, including related services, are provided to supplement an eligible child’s program.

- a. Consultation is provided to the regular classroom teacher in designing and implementing an individualized program including appropriate materials and instructional strategies. Such consultation is provided through direct contact with the classroom teacher on a regularly schedule basis at least twice a month. ...
- b. Direct services, including instruction, are provided by direct contact with eligible child less than (sp) one (1) hour per week. ...
- c. Related services are provided by appropriately licensed/certified or qualified personnel to an eligible child. Physical therapy and occupational therapy must be provided at least three (3) times a year by a licensed physical therapist or occupational therapist. Other services such as vision or hearing services and counseling services, in addition to the counseling generally available to all

students, must be provided on a regularly scheduled basis at least twice a month and less than one (1) hour per week, to be counted in this option.” (Ref. 2)

Calculation Algorithm: For a student to qualify for a Primary Option of 1, one of the following three conditions must be met.

*Condition 1: Consultation*

The number of Service Sessions (Num Sessions) for each service that has the Consultation Check Box checked (service is a consultation service) are summed to yield the total number of consultation sessions (contacts). If this number is greater than or equal to 2 sessions per month, then the student will qualify for Option 1.

*Condition 2: Direct Service*

The Grouped Direct Service amount of time is computed as described in Step 5 (Option 7). If the Grouped Direct Service time is greater than zero hours per week, then the student will qualify for Option 1. (Note: if the time were greater, the student would qualify for another Option.)

*Condition 3: Related Service*

If the student has one or more of the following Related Services indicated on his or her IEP at the level of service indicated

- Behavioral Health Services – Two (2) times (sessions) per month
- Hearing/Audiology Services – Two (2) times (sessions) per month
- Nursing Services – Two (2) times (sessions) per month
- Occupational Therapy – Three (3) times (sessions) per year
- Physical Therapy – Three (3) times (sessions) per year
- Speech/Language Therapy – Two (2) times (sessions) per month
- Psychological Service – Two (2) times (sessions) per month
- Social Work Services – Two (2) times (sessions) per month
- School Health Services – Two (2) times (sessions) per month
- Counseling Services – Two (2) times (sessions) per month
- Vision/Orientation & Mobility Services – Two (2) times (sessions) per month

for with the following exclusions:

1. If Consultation Check Box is checked, exclude from consideration
2. If ESY Check Box is checked, exclude from consideration

If the student meets one or more of these three (3) criteria, then the student’s Primary Option is set to Option 1. If not, the student is not assigned a Primary Option and the algorithm terminates. Option 1 may have a Secondary Option which must also be Option 1. For the student to be assigned a Secondary Option 1, the above criteria must be met by one or more of the remaining services after, and not including, the Primary Option.

## **APPENDIX B – REFERENCE DOCUMENTS**

Ref. 1 – One page options list

Ref. 2 – Memorandum from Charles Smith, Commissioner, to Superintendents/Directors of Schools dated February 19, 1988.

Ref. 3. – Appendix M from Section V of the EIS Manual.

Ref. 4 - Tennessee Options of Service Calculation from D&A Data, Sep. 2004, PCG