



Session Percentage Reporting for Related Service Delivery and EasyTrac Usage in NYS Approved Non-Public Schools – Q&A

Q1. How is the *Session Percentage* calculated in my school's *Session Percentage Reports*?

The Session Percentage considers the number of therapy sessions entered into the EasyTrac system during the last 90 days and the number of therapy sessions one would expect over the same period, and divides the two.

$$\text{Session Percentage} = \frac{\text{Total Number of Sessions}}{\text{Total Number of Mandated Sessions}}$$

Q1A. Which services are included in my school's session percent?

Physical Therapy, Occupational Therapy and Speech Therapy are the only service type entries that are included in your program's session percentage. No other services are currently considered in the session percent or Session Percentage Reports.

Q1B. Who is included in the session percent, and how are they counted?

A school will receive a session percent for each site that the school operates where New York City students are enrolled. Each of those sites will have a *total* calculation that aggregates both the total number of sessions entered and the total number of mandated sessions for Physical Therapy, Occupational Therapy and Speech Therapy. This report offers these services combined or disaggregated. Student data is based on enrollment dates from the Certified Monthly Register (CMR).

Q1C. How is the *Total Number of Sessions* calculated?

The *Total Number of Sessions* is calculated by counting the number of sessions logged as “Therapy”, “Therapy-Make Up”, “Therapy-UDO Supervisor Attended” and “Student Absent” for OT, PT and SP, in EasyTrac during the last 90 calendar days. Below, figure 1 shows the *Number of Sessions* as the intersection of logged sessions and the last 90 calendar days.

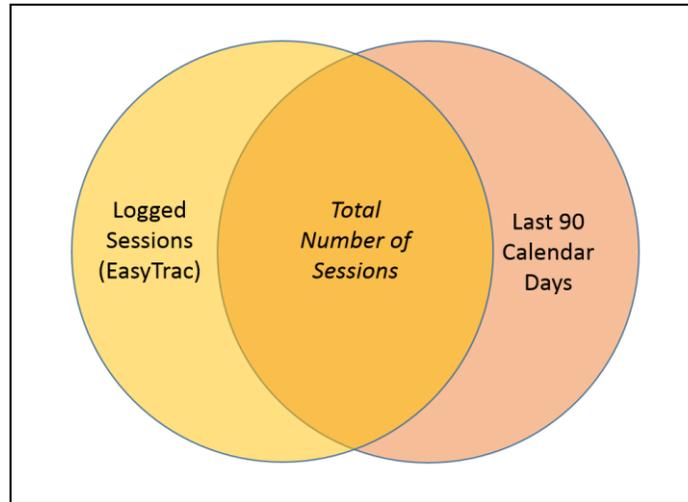


Figure 1

Q1D. How is the *Total Number of Mandated Sessions* calculated?

The *Total Number of Mandated Sessions* is calculated by counting the number of school days (indicated in the EasyTrac Calendar) in which students are enrolled (as indicated in the Certified Monthly Roster (CMR)), during the last 90 calendar days. The number of school days is then multiplied by the service frequency per the student’s IEP and divided by five (school days per week) to find the total *Number of Mandated Sessions*.

For example, a student is mandated Occupational Therapy services 2 times per week. If the student is enrolled 80 of the last 90 calendar days, and 50 of the 80 days in which the student is enrolled are indicated as “School Days” in your program’s EasyTrac Calendar, the *Total Number of Mandated Sessions* is calculated as:

$$50 * 2 = 100$$

$$100 \div 5 = \mathbf{20 \text{ mandated sessions}}$$

Below, figure 2 shows the *Total Number of Mandated Sessions* as the intersection of enrolled, school days and recommended service days over the last 90 calendar days.

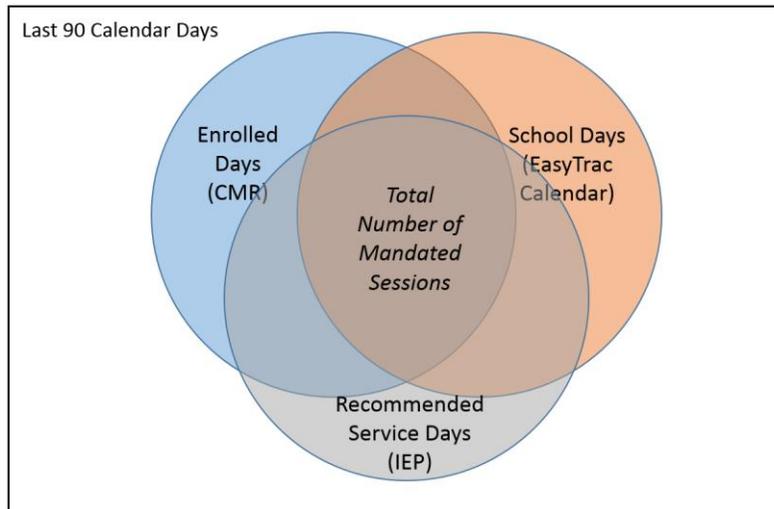


Figure 2

Q2. How are student absences accounted for in the session percent?

The calculation of the total number of sessions counts the number of therapy sessions *entered into the EasyTrac system*; in the event that the student is absent from school on the scheduled therapy day, and the provider is available, selecting "Student Absent" counts toward the Total Number of Sessions in your program's Session Percentage. Selecting "Student Unavailable" in EasyTrac does not count toward the Total Number of Sessions. The calculation of the total number of mandated sessions counts the number of therapy mandated sessions; selecting "Student Absent" or "Student Unavailable" does not reduce the number of mandated sessions. For additional information on calculating the *Total Number of Sessions* and the *Total Number of Mandated Sessions*, see Q1C and Q1D, respectively.

Q3. What if the therapist is not available? How are therapist absences and staff shortage accounted for in the session percent?

The calculation of the total number of sessions counts the number of therapy sessions *provided*; selecting "Clinician Unavailable" or "Staff Shortage" in EasyTrac does not count toward the Total Number of Sessions. The calculation of the Total Number of Mandated Sessions counts the number of therapy mandated sessions; selecting "Clinician Unavailable" or "Staff Shortage" does not reduce the number of mandated sessions. For additional information on calculating the *Total Number of Sessions* and the *Total Number of Mandated Sessions*, see Q1C and Q1D.

Q4. What if school is closed? Does this negatively impact my school's session percent?

No. School closures, as indicated in the EasyTrac Calendar for your program, reduces the *Number of Mandated Sessions*. For additional information on calculating the *Number of Sessions* and the *Number of Mandated Sessions*, see Q1 and Q2.

Q5. Who can view the session reports?

Currently, only institution administrators and leaders have access to the PDF/XLS site reports in EasyTrac. If you believe you should be able to, but cannot access the reports, please confirm that your user role is indicated as one of the following: "Leader-Institution", "Admin Staff-Institution", or "Clinical Supervisor-Institution".

Q6A. How do I update my program's calendar?

Institutions and sites should enter their school calendars each year in EasyTrac. Administrators may quickly enter these dates via the 'Calendar' tab on the main menu. To enter a calendar entry, simply click the date desired and you will be navigated to a page with options to designate one or multiple days as a specific 'Day Type'. Most common examples include 'Teacher Work Day' for professional development or 'Holiday' for observed days off. Administrators may also indicate site-specific day entries by accessing the Sites tab and clicking the calendar icon.

Please note that all weekends and federal holidays are automatically added by the EasyTrac team each year, however we are available to administrators in need of assistance to update their institution or site calendars.

Q6B. How do I indicate a half-day on my program's calendar?

For the purposes of this report, NYC DOE is asking schools that are closed one-half, or greater, of a given day indicate the day as "School Closed" on their school calendar. For more information on updating your, see Q6A.