

## **SpEd Forms: Services report and annual rates report updated**

### **1. Special education services report:**

The "Services current" and "Service history" reports have been combined into a new report called "Services". The following changes have been made to the combined report:

- a. Added a choice between "working" and "finalized" service plans.
  - Select "working" to show only services from non-finalized service plans
  - Select "finalized" to show only services from finalized service plans
- b. Removed "active" and "inactive" searches.
- c. Added default search range. By default, the search will show services for the current school year.

If all service plans were finalized in SpEd Forms and instructional days entered, the services report will provide calculations for total direct and indirect service minutes for each service.

### **2. MA annual rates reporting:**

The annual update for the MA "Annual rates reporting" worksheet has been posted. The changes include:

- a. Added MA billing contact name, phone and email. (Edited in MA district setup).
- b. Special transportation services section updated to include total number of trips and total number of eligible children who received special transportation.

If all third party billing was submitted using SpEd Forms for the entire school year, then the annual rates reporting sheet will provide needed calculations for the MN DHS.