

MADISON-CHAMPAIGN ESC
Related Service Time Allocation

The Madison-Champaign ESC charges programs and bills school districts for APE, OT, PT, and Speech Services based on amount of time charged either to:

[In order of priority] -

- (1) An ESC Cooperative classroom program, (ex. Autism, MD), **or**
- (2) The District where the child is served, if the child is **NOT** enrolled in an ESC cooperative classroom program.

At the end of each month, staff members are to complete a Time Allocation form (available online @ www.mccesc.org) which is intended to capture the amount of time spent the previous month serving students in either ESC Cooperative Classroom programs, or students seen in local districts that are not enrolled in an ESC Cooperative Classroom Program.

*Electronic reports are due to the ESC office following completion of the previous month's work; generally the Friday of first full week with **exceptions**:*

<i>Report for:</i>	<i>Due:</i>
<i>August & September(combined)</i>	<i>Monday, October 2</i>
<i>October</i>	<i>November 10</i>
<i>November</i>	<i>Friday, December 1</i>
<i>December</i>	<i>January 5</i>
<i>January</i>	<i>February 9</i>
<i>February</i>	<i>Friday, March 1</i>
<i>March</i>	<i>April 5</i>
<i>April</i>	<i>May 10</i>
<i>May & June (combined)</i>	<i>Monday, June 3</i>

- If a student is enrolled in any ESC Cooperative Classroom (Autism, MD, etc.), then that time is allocated to that Program. The cost of this time is then in turn billed to districts based on student enrollments attributable to each district. **New beginning with the 2020-21 school year: All time related to preschool programs must be allocated directly to the district where the child is enrolled.**
- If a student is **not** enrolled in an ESC Cooperative Classroom program, but seen in a particular district, then that time is allocated on the form to the specific district where the child is being seen. This would also include non-direct student contact time spent within or on-behalf of a specific district.
- “Supervision” for purposes of the Time Allocation Form is intended to capture all time spent NOT connected with that individual’s own caseload. *However, time spent in Evaluations is always to be charged the student’s District or Program.* The equivalent cost for “Supervision” is separated out from direct student/district contact time and spread across the entire program to all districts participating in that service.
- Time spent by OTRs or PTs in conducting Evaluations/ETRs is **NOT** to be charged **AS PART OF SUPERVISION** but to an ESC program or local district.

- **Do not include sick days, calamity days, personal days, professional days or ESC meetings.** The time allocation is not intended to capture these. Time for these is allowed for within internal calculations and the cost of those days is distributed across the entire program.
- The time reported on the form should reflect the individual staff member's calculation of which costing area (ESC program or specific district) their time was spent in during any given month. The method by which an individual may calculate is left to the staff member. It may be based on actual logs and be as detailed as desired to enable accurate reporting of where a staff member's time was spent each month.
- There is a box at the top of the form to input the staff member's number of days worked. The amount of time listed in this box **MUST** equal the amount of time listed on the staff member's contractual calendar. If the number of hours at the top of the time allocation sheet does not equal the number of hours at the bottom of the sheet, the cells will highlight in red.
- **"Substituting"** – If you are temporarily covering another staff member's assignment *whether within your own regularly contracted days, or being paid additional*, then you **would include that time in your time allocation.**
- **Division of time: K-6 and 7-12** – For APE, OT and PT, time charged to a District must be separated by the Grade Level of the student(s). This is necessary since starting this year local district Treasurers must show those costs separately for students by those grade levels divisions.
- **Services at Fairhaven for Madison County schools – Pre-school & School-age** time for OT, PT and Speech is to be entered under the specific school District who is sending the child to Fairhaven. All time for **E.I.** is to be entered under EI (not by District). Time at Fairhaven for **APE only** should be listed as Fairhaven. Please make sure you are entering Fairhaven time as PS in your time allocation.
- The box at the top of the top now includes lines for delays and any time submitted with a time sheet.
 - Any time worked for which a time sheet will be submitted will be added to your total number of hours worked for the month so that the numbers at the top and at the bottom can reconcile.
 - The amount of time for which your district is on a delay, will be subtracted from the total number of hours worked for the month for reconciliation purposes. **DO NOT** include those hours in the allocation section of the form.
- There is a separate tab for each month. Please be **VERY** careful that you are entering your time allocation information on the correct month. If everything is entered correctly, you should be able to track your time (year-to-date) on the Summary tab.