



Documenting Support Services User Guide

January 27, 2023

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Purpose

This document is designed to provide technical assistance to support IEP Teams in documenting support services using the Supplemental Aids and Services (SAS) feature added to ECATS on the Service page on February 17, 2023.

The document introduces the changes made to the ECATS platform and demonstrates how users may correctly document SAS on the service delivery page.

Any updates to this process will be packaged in a revision to this core document with the date revised included on the cover at each revision.

Changes to ECATS: Service Delivery Page

1. On the Services page, the label for documenting Related Services has been amended to be inclusive of “Other Support Services” that students may require.

PREVIOUS INTERFACE

The screenshot shows the 'Services' page header with a user ID 'Beth Test - 112256 | 05/24/2009' and school 'DPI Test School | TST'. Below the header is a large blue information box with a white 'i' icon. The text inside the box reads: 'Indicate the least restrictive environment in which the student can achieve the goal(s). If the student will be removed from nondisabled peers for any part of the day (general education classroom, nonacademic services and activities), explain why the services cannot be delivered with nondisabled peers with the use of supplemental aids and services. Please ensure you also enter where services will be rendered under Additional Service Information, if the student is 6 years or older and the student is 100% removed from the traditional school setting or if the student is less than 6 years.' Below the information box are three service categories: 'Specially Designed Instruction' with a blue 'ADD SPECIAL ED SERVICE(S)' link, 'Related Services' with a blue 'ADD RELATED SERVICE(S)' link, and 'Additional Service Information'.

UPDATED INTERFACE

The screenshot shows the updated 'Services' page. The 'Specially Designed Instruction' category is at the top with a blue 'ADD SPECIAL ED SERVICE(S)' link. Below it is the 'Related Services and/or Other Support Services' category, which is highlighted with a green border and has a green 'ADD SERVICE(S)' link. At the bottom is the 'Additional Service Information' category.

ECATS: Documenting Other Support Services User Guide

2. A “Service” may be associated with a “Goal” or a “Supplemental Aids/Service”. When “Supplemental Aids/Service” is selected, the “Amount of Time/Frequency” cannot be entered in order to require the user to describe the frequency “to be provided on behalf of or to the student” in the text box. Service details for “Goals” and “Supplemental Aids/Services” must be documented as separate entries.

Note: Given its supplemental nature, the frequency is not calculated in the students least restrictive environment or time served away from typical peers. The service will be visible in the Service Documentation module and will be included in the service type workload calculation.

Related Services and/or Other Support Services

ADD SERVICE(S)

Del	Service	Amount of Time / Frequency	Duration	Location	Service Method
<input type="checkbox"/>	Occupational Therapy	<input type="text"/> minute(s) <input type="text"/> per week	<input type="text"/> <input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Goal <input type="radio"/> Supplemental Aids / Services
<input type="checkbox"/>	Occupational Therapy	<input type="text"/> minute(s) <input type="text"/> per week	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="radio"/> Goal <input checked="" type="radio"/> Supplemental Aids / Services
Describe the Supplemental Aids and Services, including frequency, to be provided on behalf of or to the student.				<input type="text"/>	<input type="button" value="Add"/>

Documenting SAS

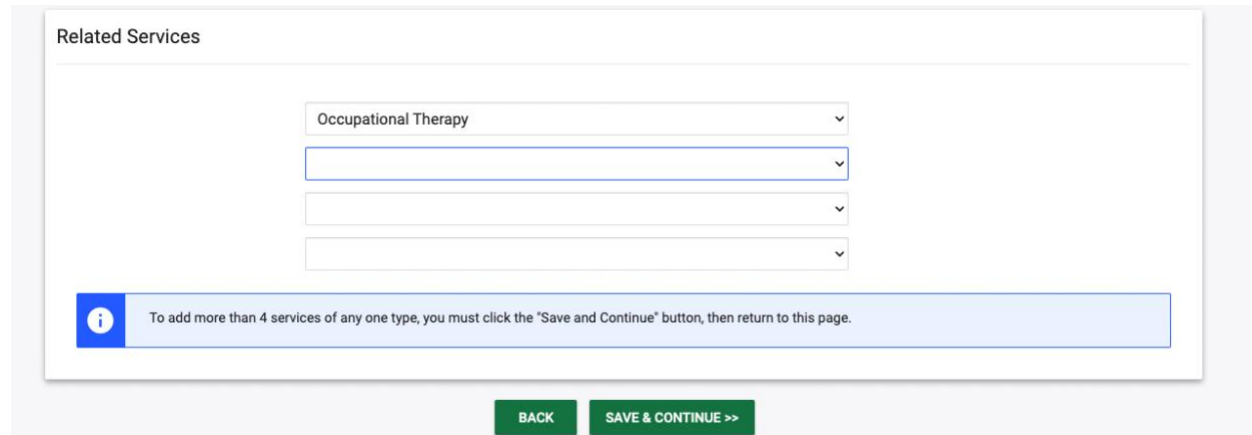
Scenario #1: SAS only

1. On the “Services” page, in the section titled “Related Services and/or Other Support Services”, click “Add Services”.



Related Services and/or Other Support Services [ADD SERVICE\(S\)](#)

2. Select the appropriate service from the drop down menu, then “Save & Continue”.



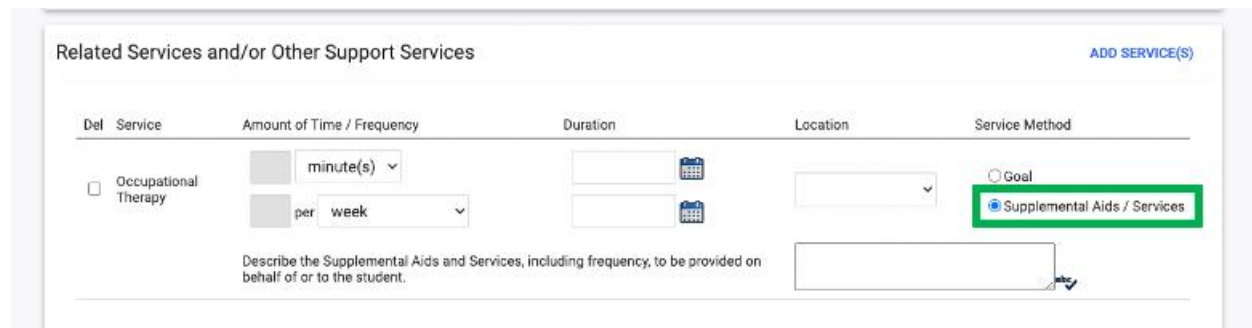
Related Services

Occupational Therapy

To add more than 4 services of any one type, you must click the "Save and Continue" button, then return to this page.

[BACK](#) [SAVE & CONTINUE >>](#)

3. Select Service Method by clicking “Supplemental Aids/Services”.



Related Services and/or Other Support Services [ADD SERVICE\(S\)](#)

Del	Service	Amount of Time / Frequency	Duration	Location	Service Method
<input type="checkbox"/>	Occupational Therapy	<input type="text"/> minute(s) <input type="text"/> per <input type="text"/> week	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="radio"/> Goal <input checked="" type="radio"/> Supplemental Aids / Services

Describe the Supplemental Aids and Services, including frequency, to be provided on behalf of or to the student.

4. Complete the Duration, Location, and describe the SAS using the text box “Describe the Supplemental Aids and Services, including frequency, to be provided on behalf of or to the student”.

Related Services and/or Other Support Services ADD SERVICE(S)

Del	Service	Amount of Time / Frequency	Duration	Location	Service Method
<input type="checkbox"/>	Occupational Therapy	<input type="text"/> minute(s) <input type="text"/> per week	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="radio"/> Goal <input checked="" type="radio"/> Supplemental Aids / Services

Describe the Supplemental Aids and Services, including frequency, to be provided on behalf of or to the student.

5. Click “Save” or “Save & Continue” to document changes.

Scenario #2: Related Services AND Other Support Services

1. On the “Services” page, in the section titled “Related Services and/or Other Support Services”, click “Add Services”.

Related Services and/or Other Support Services ADD SERVICE(S)

2. Select the appropriate services from the drop down menu, then “Save & Continue”.

Related Services

Occupational Therapy
 Occupational Therapy

i To add more than 4 services of any one type, you must click the “Save and Continue” button, then return to this page.

BACK **SAVE & CONTINUE >>**

*Note: If the same service will be associated with a “Goal” **and** a “Supplemental Aids/Service”, the service will need to be selected twice in order to document the differences between “Goal” and “Supplemental Aids/Service”.*

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- For the Service with the Service Method of “Goal”, enter the Amount of Time/Frequency, Duration, and Location.

The screenshot shows a web form titled "Related Services and/or Other Support Services" with an "ADD SERVICE(S)" link in the top right. The form contains a table with the following columns: "Del", "Service", "Amount of Time / Frequency", "Duration", "Location", and "Service Method". There are two rows of service entries. The first row is highlighted with a green border and shows "Occupational Therapy" with "Goal" selected in the "Service Method" column. The second row also shows "Occupational Therapy" but with "Supplemental Aids / Services" selected. Below the table, there is a text box labeled "Describe the Supplemental Aids and Services, including frequency, to be provided on behalf of or to the student." with a small icon to its right.

- For the Service with the Service Method of “Supplemental Aids/Services”, enter the Duration, Location, and enter the description of the “Supplemental Aids and Services, including frequency, to be provided on behalf of or to the student” in the textbox.

This screenshot is similar to the previous one, showing the same form. However, the second row of the table is now highlighted with a green border. In this row, "Occupational Therapy" is selected in the "Service Method" column. The "Goal" option is also visible in the "Service Method" column. The text box for describing supplemental aids and services is still present at the bottom.

- Click “Save” or “Save & Continue” to document changes.