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

![Previous Interface Image]

UPDATED INTERFACE

![Updated Interface Image]
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.
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”.

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

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

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”.
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”.

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

Current as of 1.27.23
3. For the Service with the Service Method of “Goal”, enter the Amount of Time/Frequency, Duration, and Location.

4. 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.

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