

INSTRUCTIONS FOR DETERMINING THE SPECIAL NEEDS DIFFERENTIAL PERCENTAGE

ELC Staff who are processing submitted *Matrix of Services Tools* should follow the steps below to determine the Differential Percentage.

- Step 1.** Verify that the child’s information section on the first page is complete and is signed by the parent, caregiver, or guardian.
- Step 2.** Coalition staff should review the services that will be provided to the student and discuss with parent to ensure that accommodations are acceptable.
- Step 3.** Verify that the domain rating listed at the bottom and each page is correct. The domain rating for A – E should reflect the highest level at which services have been indicated.
- Step 4.** Determine if any additional points will be added to the domain ratings by checking all the Special Considerations statements that apply.
- Step 5.** The next step is to sum the five domain ratings and the Special Considerations rating and indicate the total of the ratings on the final page of the matrix.
- Step 6.** Using the Differential Percentage Scale below, the Coalition staff should then note the percentage that corresponds to the total rating. This Percentage should be used with creating the child enrollment in the statewide information system (EFSM)
- Step 7.** Next, both the total of ratings and the percentage should be recorded on the top of the first page of the matrix and added to the additional Document section of the school readiness record. – **Label document – “Special Need Reimbursement Rate Approved” – Document must be verified by FSS.**
- Step 8.** Finally, select and add the Special Needs Custom Child Code that applies to the percentage calculated. (SNR-10, SNR-15, SNR-20) All other case notes should be added as a part of the final step.

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|----------------------|
| Provider Name: _____ |
| Provider ID: _____ |
| Student Name: _____ |

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|----------------------------|
| Domain A: _____ |
| Domain B: _____ |
| Domain C: _____ |
| Domain D: _____ |
| Domain E: _____ |
| Total Domain Rating: _____ |

Special Considerations:

___ Add 3 points for students identified as having a visual impairment or a dual sensory impairment.

___ Add 1 point for students who have a score of exactly 11 total domain rating points and who are rated Level 3 in at least three of the five domains.

___ Add 1 point for students who have a score of exactly 17 total domain rating points and who are rated Level 4 in four of the five domains.

Special Considerations Rating: _____

| | | |
|--------------------------------------|---------------------------------|-----------------------|
| | Reimbursement Rate Scale | |
| Total of Domain Ratings: _____ | Total Rating | Percent Rate Increase |
| Special Consideration Ratings: _____ | 6 – 11 | 10% |
| Total of Ratings: _____ | 12 – 17 | 15% |
| | 18+ | 20% |

FOR COALITION USE ONLY:

Child ID: _____

ELC Staff: _____

Date Approved: _____

Documentation Uploaded: _____