samegoal

IEP Service Fidelity Report

The **IEP Service Fidelity** report, located under **Reports** > **Special Education** > **Administration**, provides detailed information for every valid service recorded in the Individualized Education Program (IEP) and Service Log. The report retrieves the total allowable minutes from the IEP; however, for students without services listed in their IEP, it calculates them from the log documents. All other statistics, including the total number of minutes provided, are derived from the log documents to help track service fidelity.

Fields and definitions

- **Service**: This can be Counseling, Occupational Therapy (OT), Physical Therapy (PT), or Speech.
- **Service Start Date**: This will be the begin date of the related service.
- **Service End Date**: This will be the end date of the related service.
- **Provider Title**: This is the provider title of the corresponding service as stated in IEP Section 7a.
- **Maximum Allowable Minutes**: This is calculated using a specific algorithm.
- **Minutes Provided**: Total sum of minutes provided across the log entries.
- **Minutes Not Provided - Student Excused Absence**: Total sum of minutes not provided due to the 'Excused absence' Attendance Code.
- **Minutes Not Provided - Student Unexcused Absence**: Total sum of minutes not provided due to the 'Unexcused Absence' Attendance Code.
- **Minutes Not Provided - Provider Absence**: Total sum of minutes not provided due to the 'Provider Absent' Attendance Code.
- **Minutes Not Provided - Student Non-Participatory**: Total sum of minutes not provided due to the 'Non-Participatory' Attendance Code.
- **Minutes Not Provided - School Holiday**: Total sum of minutes not provided due to the 'School Holiday' Attendance Code.
- **Total Minutes Accounted For**: This is equal to **Minutes Provided** + **Minutes Not Provided** due to all the reasons above.
- **Total Minutes Not Accounted For**: This is equal to **Maximum Allowable Minutes** - **Total Minutes Accounted For**.

- **Total Allowable Minutes Remaining**: This is equal to **Maximum Allowable Minutes** - **Minutes Provided**.

Running the report

- While running this report, you may choose to include **Invalid** records. Records are considered invalid if they have an error. Potential errors include:
    - **Time must be in 12hr format: HH:MM AM/PM**: This is shown whenever there is a log entry with start or end time in an illegal format.
    - **End time must come after start time**: This is shown whenever there is a log entry with start time after end time.