samegoal

Matrix of Services

ESE Matrix of Services

The **ESE Matrix of Services** form can be used to determine the cost factor for selected ESE students. The Initial Matrix must be completed at the time of the student's initial placement into an ESE program.

Steps *To create a Matrix of Services:*

1. Create an **ESE Matrix of Services**.
2. Enter the **Date Completed**.
3. Indicate the Areas of Eligibility. The primary exceptionality should have a **P** next to it, while the other areas should have a ✓.
4. Fill out the document by checking which services/supports will be provided to the student and indicate the appropriate level for each Domain.
5. After calculating the **Total of Domain Ratings**, check all applicable Special Considerations and provide a **Special Considerations Rating**.
6. At the bottom of the document, calculate the **Total of Ratings** by adding the **Total of Domain Ratings** and **Special Considerations Rating**.
7. Then at the top of the document, provide the appropriate **Cost Factor** based on the **Total of Ratings**.
8. On the first page, click **add Name and Signature** and have each person involved in completing the Matrix sign the document.
9. Mark the document complete.

A Matrix of Services Review must be completed each year after an IEP meeting.

Matrix Review

A new form must be created at least every three years or any time services are changing. However, if services are not changing and a new review was completed less than three years ago, rather than creating a new matrix, the existing document can be amended and updated as needed.

Steps *To amend a Matrix of Services:*

1. Navigate the completed **ESE Matrix of Services**, click on the lock icon, and select **Amend**.
2. Review the Matrix as needed.
3. At the bottom of the **Student Info** page, click **add Review**.
4. Enter the **Review Date** and provide initials.
5. Mark the document complete.