

educational service center
of Central Ohio *Serving Delaware, Franklin & Union Counties*

Solomon Training for Related Services Staff

Revised September 2016

1

Agenda

- Overview of data entered in Solomon
- Solomon Data Entry
- Processes and procedures
- How to enter data in Solomon for new and returning staff
- Helpful Tips and Solomon Help
- Data Security

2

Solomon Entry – Revised September 2016

OVERVIEW OF DATA ENTRY IN SOLOMON

3

Solomon Data Entry

- Related services are billed using task codes entered into Solomon by Related Services Staff.
 - The next slide includes a list of the current direct service task codes for each related service.
 - Please be certain the correct task code and amount of time are entered for each service provided, so that districts are billed appropriately.

4

Current Task Codes

Service	Task Code (Individual)	Task Code (group services)
Occupational Therapy	OT	OTG
Speech Language Pathology	SLP	SLPG
Services for the Visually Impaired	VI	N/A
Physical Therapy	PT	PTG
Orientation & Mobility	OM	N/A
Transition Services	TRNSPC	TRNSG
Behavior Intervention	BI	BIG
Mental Health Services	MH	MHG
Adapted Physical Education	APEP	APEPG
Itinerant PD Services	ITPD	N/A
Psychology	PSYCH	PSYCHG

5

Current Task Codes(cont'd)

- Please do not enter time for students using any of the outdated task codes.
- If you see any students with outdated task codes, please send the student name to Solomon.Help@escoco.org, for updates.

6

Data entered in Solomon by Related Services

- Direct Services and Support for School Personnel/Consultation
- Indirect Services includes: communication, prep-time, daily data collection, Medicaid data entry and creating materials for students
- Evaluation/Reevaluation
- IEP Meetings and Writing and Documenting IEP Progress

7

Data entered in Solomon by Related Services

- Student Not Available for Services/Student Absent
- School Closed by Calamity Day
- School Closed by District Calendar
- Contracted Time to a District
- ESC Non-Charge Time
- Professional Development Activities
- Staff Absence
- Travel Time

8

Direct Services and Support for School Personnel/Consultation

Time dedicated to direct services and support for school personnel/consultation is entered for each student as reflected on the IEP.

- Direct services and Support for School Personnel/consultation includes:
 - Working with the student directly
 - Modifying the school environment (e.g. trying equipment with a student) is attributed to direct service (only if included on IEP as support for school personnel, assisted technology, modifications or accommodations)

9

Direct Services and Support for School Personnel/Consultation (cont.)

Direct Services and Support for School Personnel /Consultation also includes:

- Working with the teacher to identify ways to help the student *(only if included on the IEP as support for school personnel/consultation, assisted technology, modifications or accommodations)*
- Developing training to implement a personal, student specific program such as for exercise or dressing for home or school. These activities are carried out by the student, staff, or family when the therapist or related service staff person is not present and are included if written on the IEP.

10

Direct Services and Support for School Personnel/Consultation (continued)

- Direct services and support for school personnel/consultation also includes:
 - Parent Training and consultation as specified on the IEP.
 - Training staff about emergency evacuation procedures *(only if included on IEP)*
 - Assisted Technology when included on the IEP
- **NOTE: If upon traveling to a school, a related staff person discovers that a student is absent, support for school personnel/consultative services could be provided with that student's teacher, IF consultation is listed on the student's IEP.**

11

Direct Services: Group

- All related service staff who see a group of students with direct IEP service time enter the entire time of the group for each student.
 - Maximum group size for speech services is 4 students
- The entire time of group session will be entered for each student with IEP services in the group.
 - See example given on the next slide for recording group time.

12

Recording "group time"

- Example 1: If an occupational therapist sees two students with IEP service for a half hour, 0.50 hour (30 minutes) would be entered for each of the two students, using the "OTG" group task code.

Student	Task Code	Time
Student A	OTG	0.50
Student B	OTG	0.50

13

Recording "group time"

- EXAMPLE 2: If a speech pathologist sees four students together for forty-five minutes – but only three are on IEPs*, data would only be entered in Solomon for the three students with IEP service time. Each would have 0.75 hours (45 minutes) of time.

Student	Task Code	Time
Student A	SLPG	0.75
Student B	SLPG	0.75
Student C	SLPG	0.75
Student D e.g. peer model	Not Entered in Solomon	Not Entered in Solomon

14

Recording "group time"

- EXAMPLE 3: If two or more students with IEPs are scheduled for GROUP instruction and only one student is present, use the individual task code (OT, SLP etc.) for the student who was present for direct service.
- EXAMPLE 4: Students without IEPs do not count in determining a group.

15

Indirect Service (Non-Contact Time)

Indirect Services are coded using the discipline specific **IND** task code.

- Planning and preparation for student services such as creating lesson plans for instruction and therapy session
- Researching evidence-based strategies and techniques for service delivery
- Daily documentation of student performance

16

Indirect Services (Non-Contact Time, cont.)

- Entering AEPS Preschool Assessment data into online system
- OTs and PTs use this code for time spent developing the Student Intervention Plan/Plan of Care
- Communication with staff to address specific strategies for student success other than time reflected on the IEP as Support for School Personnel/Consultation
- Medicaid Data Entry for Third Party Billing as requested by District

17

Indirect Services (Non-Contact Time, cont.)

- Time spent creating/making an adaptive support for a specific student when not reflected on the IEP as assisted technology, modifications or accommodations. (See IDB for OM/VI and SLP)
- Example: Creating a brace or splint to aid a student in holding a pencil.
- Ongoing need for adapted supports and services should be included on the IEP as assistive technology, modifications or accommodations

18

Indirect Services (Non-Contact Time, cont.)

- Parent-teacher conferences or other student specific meetings may be included only if a district representative has submitted a written request for your participation
- The IND task code is billable and must be supported/justified by documentation on student data sheets.

19

IDB: Billable Material Development (OM/VI)

- Time spent creating/making an adaptive support for a specific student. This can be used for activities that take 0.25 hours (15 minutes) or more. Examples of this are book creation, and creation of tactual materials.
- If this occurs on a regular basis, it should be included in the IEP. Examples include: brailing, bubble mapping, enlarging materials.
- The corresponding task code for billable material development is OMIDB and VIIDB.
- Use of the IDB task code must be supported/justified by documentation on student data sheets.

20

IDB- Billable Material Development (SLP)

- Time spent creating/making an adaptive support for a specific student. This can be used for activities that take 0.25 hours (15 minutes) or more. Examples of this are visual language supports/materials for a specific student.
- If this adaptive support is needed on a regular basis, it should be included in the IEP. Example: PECS book
- The corresponding task code for billable material development is "SLPIDB".
- Use of the IDB task code must be supported/justified by documentation on student data sheets.

21

“EV” Evaluation Task Codes

Evaluation Type	Task Code
Adapted PE Eval	APEEV
Behavior Intervention Eval	BIEV
Mental Health Eval	MHEV
Orientation & Mobility Eval	OMEV
Occupational Therapy Eval	OTEV
Physical Therapy Eval	PTEV
Speech Lang Path Eval	SLPEV
Visual Impairment Eval	VIEV
Transition Eval	TRNSEV

22

Evaluations & Reevaluations

- Time spent conducting initial evaluations and re-evaluations should be captured under the “EV” evaluation task for each related service area.
 - See Evaluation Task Codes on slide #22
- Include all time spent on direct student assessment and interpretation of results using the “EV” task code.
- Time spent participating in an ETR meeting should also be counted under the EV code.

23

Evaluation & Reevaluation Report Writing

- Time spent writing the initial evaluation report or the re-evaluation report is billable and should be included under the “EV” task for that related service area.
 - If an evaluation or re-evaluation report takes longer than one hour to write, the remainder of the time should be recorded as “IND” time. It is the expectation that these reports should take about an hour to write.

24

Transition Evaluation

Transition evaluation is limited to:

- Time spent conducting age appropriate transition assessments and/or vocational evaluations
- Writing the ETR reports
- Attending the ETR meetings

25

IEP Writing and Meeting

Use the IEP task code when:

- Developing/writing the IEP - The time counted for writing the IEP should be limited to one hour
- Attending the IEP meeting
- Writing IEP progress reports - Time to complete IEP progress report is billable for up to 15 minutes per student, per grading period.
- In the rare instance that time in excess of one hour for writing the IEP or 15 minutes for an individual progress report is necessary, the time is billed using IND task code.

26

Student Absent/Not Available

Use the discipline specific **"NA-G"** task code when the student is absent or unable to be seen to receive his/her individual or group scheduled services for students in ESC classrooms or for an excused absence for an Itinerant or RSO student.

- Examples of "student not available" include school wide activities like assemblies, fire drills or testing that prevent you from delivering your services.

27

Student Absent/Not Available (cont.)

- Enter the amount of time you were scheduled to see each student on that day.
- The discipline specific **NA** task code is only used for **Unexcused** absences for Itinerant or RSO students. This is a billable task code.
- However, if there are other Itinerant or RSO students receiving services at the same location, record the absence as NA-G for the student who is absent.

28

The following tasks are found under the 9100-RSO-000000 project code

Task	Description
CD	Calamity Day
CPDC	Closed Per District Calendar
CT	Contracted Time
ESC	ESC Non-Charge Time
PRODEV	Professional Development
SA	Staff Absence
TRAVEL	Travel Time

29

School Closed Calamity Day

- When school is unexpectedly closed enter CD for a calamity day. This could be a full or partial day and includes late start due to weather.

30

School Closed per Calendar

- Use **CPDC** when school is closed per district calendar and you are not scheduled to work. Enter 7.5 hours.

31

Contracted Time

- Use the code **CT** for days when you are contracted to a school district for part of your work week. Enter 7.5 hours for a full school day.
- "CT" codes should only be used when directed by your Chair.

32

ESC Non-Charge Time

- Use the ESC task code for:
- Time spent completing Solomon timecards
 - Attendance at Related Service meetings
 - Evaluation conference with Coordinator
 - Email communication pertaining to ESC business
 - This task code is found under the Project 9100-RSO-000000

33

Professional Development

Professional Development (PRODEV) includes both ESC offered trainings and approved Continuing Education.

- Use for completion of required online training (Blood Borne Pathogen, etc.) when able to completed as part of the 7.5 hour work day
- Use for attendance at a Continuing Education Conference or completing an approved online course

34

Staff Absence

- Use the code **SA** when you are absent.
- This could be for either a full day (7.5 hours) or whatever part of the day you are absent

35

Travel Time

- Any time spent traveling is entered in this "travel time" project under the task called "TRAVEL".
- Travel time includes time spent traveling from site to site, not including travel from home to the first site and from the last site to home.
- Travel time includes arrival/departure procedures at schools such as signing in at office

36

District Billed Travel Time

- District Billable Travel Time code(TRVTIM) is only used when assigned
- Each district assigned will have a corresponding TRVTIM task code
- This billable time includes actual drive time only

37

Solomon for the 2016-2017 School Year

PROCESSES AND PROCEDURES

38

Adding Newly Enrolled Students

- If students need to be added to the timecard, please contact solomon.help@escoco.org and carbon copy the Approver of your time card on the request.
- Be sure to spell the student's name correctly on your request and include the classroom teacher's name

39

Related Services Only (RSO)

- If you serve students that are not enrolled in an ESC program (RSO) and need these students added to your timecard, please send the list of students to solomon.help@escoco.org and cc the Approver of your time card.
- In that email, please include the following information:
 - Student name
 - School district of residence
 - The type of service you are providing

40

Topics For New and Returning Users

- What is Solomon?
- How will data in Solomon be used?
- What data will get entered?
- Solomon Glossary
- Timecard Rules
- Helpful Tips
- Solomon Help

41

What is Solomon?

- Solomon is a Microsoft software application that business can use to track financial and billing data and project information.
- The ESC of Central Ohio is using this software to track related services provided to students.

42

How will data in Solomon be used?

- This information will be used for two purposes:
 1. To verify that students are receiving the programs and services on their Individual Education Plans (IEPs) and
 2. To ensure that the data used to bill districts is as accurate as possible.

43

What data will get entered?

- The ESC has a secure, on-line “portal” where staff will log-in to access the Solomon application.
 - Related service staff will enter data for the related services which they provide to students.
 - Related service staff will enter the number of minutes a student was served each day for each student on their caseload.

44

Related Services Time Entry

Data are entered based upon the time students actually receive services, in terms of the number of hours. Enter the time to the nearest 5 minute increment. (A conversion table is provided below for entering partial hours.)

Conversion Table (minutes to hours)

Minutes	Amount to enter
5	0.08
10	0.17
15	0.25
20	0.33
25	0.42
30	0.50
35	0.58
40	0.67
45	0.75
50	0.83
55	0.92
60	1.00

45

Solomon Glossary

- Project – a student
- Task – an activity
- Web Apps (portal) – where you log into Solomon on-line.
- Timecard – where you enter the amount of time services were provided to a student

46

Timecard Rules

- A timecard must be created for all weeks during the school year.
 - Winter Break and Spring Break timecards should be created before you leave for break and submitted with all 0's. You must mark the timecard complete.
 - All timecards must be submitted for approval:
 - **Every Friday no later than 5:00pm**
 - If any extenuating circumstances may prevent access to the internet, please contact Solomon.Help@escoco.org as soon as you are aware of the issue.

47

Solomon for the 2016-2017 School Year

HOW TO ENTER DATA IN SOLOMON

48

What you'll learn

- How to log into Solomon
- How to Navigate Web Apps
- How to create an initial timecard
- How to submit a timecard for approval
- When to delete students from your timecard and how to do it
- How to create subsequent timecards
- When to delete a timecard and how to do it

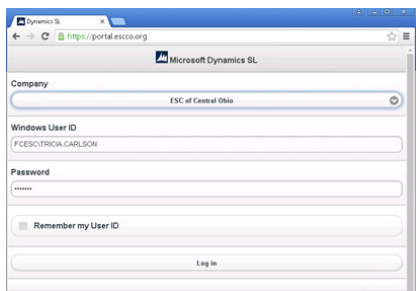
49

How to Log Into Solomon (desktop, laptop, or phone)

- Using the Google Chrome browser go to website: <https://portal.escoco.org>
- Log in using FCESC\Your network login
- Enter your network password
- Select "Remember my User ID" if you are using your office workstation.
- You can either press enter or select the "Log in" button

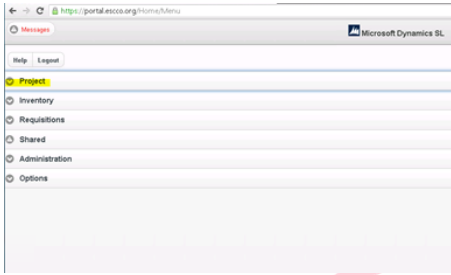
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How to Log Into Solomon (cont.)



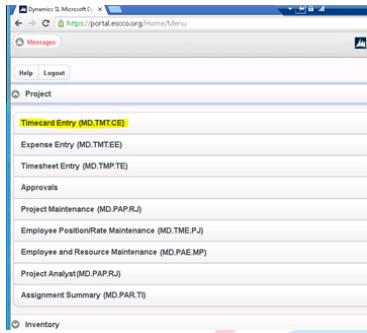
51

Select "Project" in the list of Applications



52

Select "Timecard Entry" in the list of Applications



53

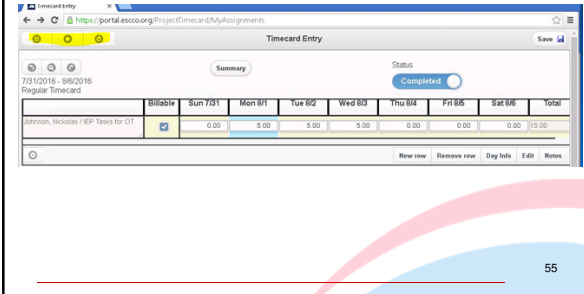
How to Navigate through Web Apps

In the upper left hand corner of the screen there are three buttons:

- The first one is to go back to the main menu
- The second one is to go home
- The final button is to cancel this timecard entry and start over

54

How to Navigate through Web Apps (cont.)



55

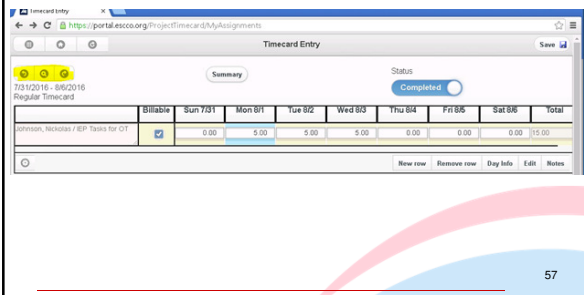
How to Navigate through Web Apps (cont.)

In the upper left hand corner of the timecard there are also three buttons:

- The first one is to go back to the last timecard
- The second one is to look up a timecard
- The final button is to cancel this timecard entry and start over

56

How to Navigate through Web Apps (cont.)



57

How to complete a timecard

- Select "Current Entry" for your current timecard
- If you are working on a timecard other than the current week, select the timecard from the "Open Timecard" option
 - All timecard end dates are on Saturday so you will need to be sure to select the correct week that is needed.

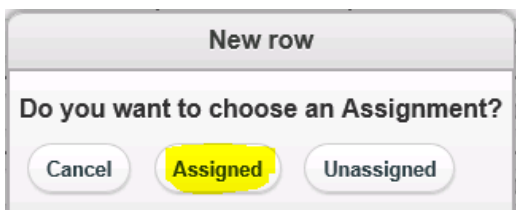
58

Select "New Row" to begin entering data on your timecard.



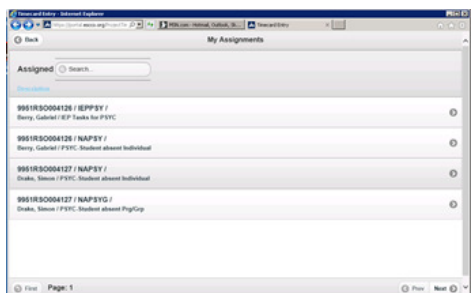
59

Then select "Assigned"



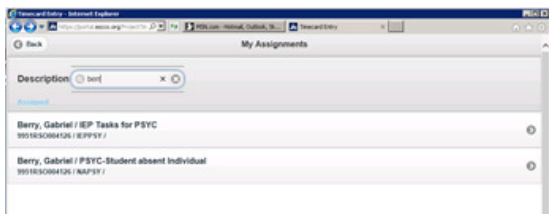
60

Select the Project



61

Type 4 or more letters of Student's Name in the Description Box and matching projects will appear below.



62

Select the day and enter the hours worked.

The screenshot shows the 'Timecard Entry' page in the Timecard Entry system. The page displays a table with columns for 'Billable', 'Mon 8/1', 'Tue 8/2', 'Wed 8/3', 'Thu 8/4', 'Fri 8/5', and 'Total'. The table contains data for various projects and days. The projects listed are:

- F1005 / Rudolph, Elise / Low Incidence
- F1005 / Landerok, Marla / Low Incidence
- F1005 / Wachel, Seah / Low Incidence
- F1005 / Carper, McKenna / Cross-Categorical Collaborative
- 94236 / Berry, Gabriel / IEP Tasks for PSYC
- 94236 / Berry, Gabriel / IEP Tasks for PSYC

The table shows that for the project '94236 / Berry, Gabriel / IEP Tasks for PSYC', 3.00 hours were worked on Tuesday (8/2) and 0.00 hours were worked on Wednesday (8/3). The total hours worked for this project is 3.00.

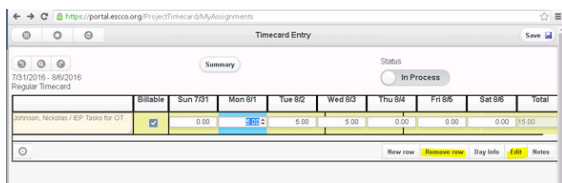
63

Select "Save"

- After adding a new row, select "save"
- Select "New row" to create another timecard line
- To insure all of your lines are saved – save after each line is complete with time entered.
- If needed, you can remove a line by highlighting the line and selecting "Remove row" (refer to next slide)

64

To Edit a line – Highlight the line and select "Edit"



65

Adding Comments to a timecard if needed

- Press the Summary Button to add comments
- Type your comments in the "Description" box
- Select "Accept"

66

Adding Comments to a Timecard(cont.)

Accept

Ending Date
Aug. 6 2016

Total Hours
15.00

Document#
0000045100

Description

Delete

Timecard View
Single Correcting

67

To submit your timecard select the status and change it to "Completed" then select "Save".

Timecard Entry

Summary Status: Completed

Billable	Sun 7/31	Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Fri 8/5	Sat 8/6	Total
<input checked="" type="checkbox"/>	0.00	5.00	5.00	5.00	0.00	0.00	0.00	15.00

New row Remove row Day Info Edit Notes

68

Timecard Ready for Approval

- Your timecard is now complete and ready to be approved.
- Press the "Summary" button to get a recap of the total hours entered on this timecard if desired.
- Press the "Summary" button to review the comments added to this timecard.

69

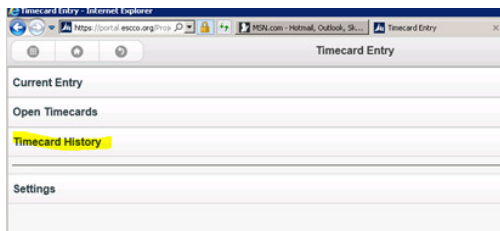
How to Duplicate a Timecard

To Duplicate a past timecard:

- Go to "Project"
- Select "Timecard Entry"

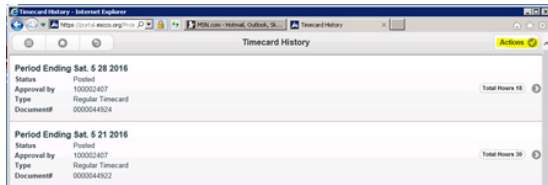
70

Select "Timecard History"



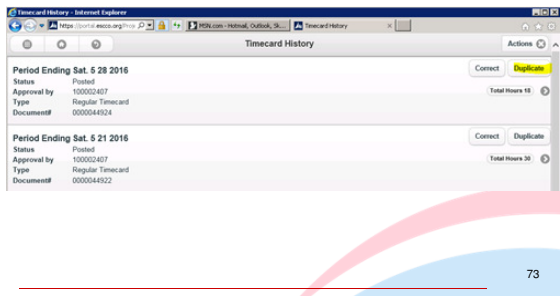
71

Click "Actions"

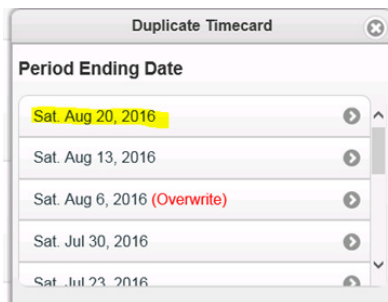


72

Click "Duplicate" next to the timecard you wish to duplicate.



Pick the period to duplicate.



Duplicated Timecard will Appear

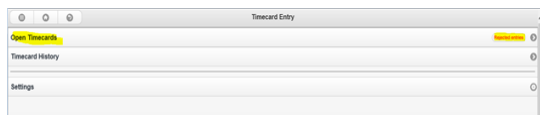
- Your new timecard will appear with all of the projects from the duplicated timecard.
- The hours are reset to zero.
- Continue to add hours as needed.

Example of a Duplicated Timecard

	Billable	Mon 8/15	Tue 8/16	Wed 8/17	Thu 8/18	Fri 8/19	Total
F1001 / Rudolph, Eder / Low Incidence	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
F1002 / Lunders, Martin / Low Incidence	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
F1003 / Weichelt, Stein / Low Incidence	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
F1004 / Cooper, Michonka / Cross-Categorical Collaborativ	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
F1012 / Wingo, Angel / Cross-Categorical Collaborativ	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00
F1013 / Malinowski, Ciaramita / Cross-Categorical Collaborativ	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00

76

To Correct a Rejected Timecard – Select "Open Timecards"



77

To Correct a Rejected Timecard (cont.)

- Scroll down to the timecard that has been rejected – Select it to open the timecard.
- Make your changes, then change the status to "Complete" and save.
- Your rejected timecard is now ready to be approved again.

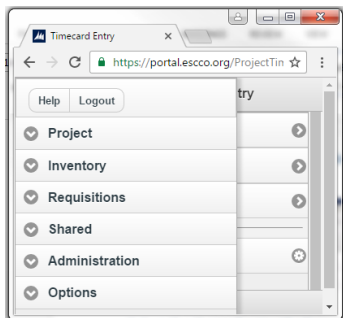
78

Logging Out of Solomon

- Log out by selecting the main menu icon in the upper left hand corner of the screen
- The main menu icon is the 9 dot waffle button
- Select "Logout"
- Be sure that you have saved your data prior to logout
- If you have not saved your data and choose to logout from the main menu icon, your data will be lost.

79

Logging Out of Solomon(cont.)



80

Helpful Tips

- If you have any questions, red flags, or errors in your timecard contact your Approver/Chair.
- If you have submitted a timesheet to your Approver/Chair with an error, contact him/her to reject it, so you can make corrections.
- If you are absent on a Friday please submit your timecard from home if possible. If you cannot, please contact your Approver/Chair.

81

Why and When to Duplicate or Delete a Timecard

When to delete:

- You have started, not yet saved a timecard for the wrong week
- Once a timecard has been saved, it cannot be deleted

Why to duplicate:

- So you don't have to enter all student names and tasks each time you submit a timecard
- To minimize errors

What to duplicate:

- Once a timecard has been completed, either your initial timecard or any completed timecard thereafter

82

When to Remove a Student from Your Timecard

– There are two reasons to remove a student:

- When a student is transferred to another class or service provider
- When a student has withdrawn from the program

– Timing for removal:

- The student must remain on the timecard through the last day that you provided services. The week after the last day services were received, the student can be removed from your timecard.

83

Reasons to use Solomon Helpdesk Solomon.Help@escoco.org

- If you have any difficulty logging into Solomon.
- If a student is supposed to be receiving related services, but there is no task assigned for your particular related service
- If you have any questions about how to use the Solomon application

84
