

## Departmentalized Programs

Michigan Compliance Information System (MI-CIS) is a state-wide special education student database used by local school districts. The information that is listed on an IEP is added to MI-CIS on a regular basis. Any programs/services listed on the eIEP under the heading "Special Education Programs/Related Services" is logged into MI-CIS. Whenever a program is logged into MI-CIS, the student is added to the provider's caseload. In the example below:

### Special Education Programs /Related Services

Is there a need for a teacher with a particular endorsement? ☒ No ☐ Yes, specify:

Resource Program Only – Is a Teacher Consultant with endorsement matching the student's disability needed? ☒ No ☐ Yes

Departmentalized program (R 340.1832(1)(e)) ☒ No ☐ Yes

Special Ed. Programs / Services Rule Number	Frequency / Duration	Provider Name (registry purposes only)	Location
Moderate CI Program R340.1739	2-3 periods/day	J. Smith	MoCI classroom
Learning Disabilities Program R340.1747	2-3 periods/day	S. Doe	LD Classroom

Two programs are written on the IEP (i.e., MoCI Program and LD Program). The student is then added to each of these programs increasing the provider's caseload. One way to deter from increasing provider caseloads is if the high school special education programs are departmentalized, then it would only be necessary to write one program on the IEP as in the example below:

### Special Education Programs /Related Services

Is there a need for a teacher with a particular endorsement? ☒ No ☐ Yes, specify:

Resource Program Only – Is a Teacher Consultant with endorsement matching the student's disability needed? ☒ No ☐ Yes

Departmentalized program (R 340.1832(1)(e)) ☐ No ☒ Yes

Special Ed. Programs / Services Rule Number	Frequency / Duration	Provider Name (registry purposes only)	Location
Moderate CI Program R340.1739	3-6 periods/day	J. Smith	Special Education Classrooms

In this case, this student is only listed on J. Smith's caseload. Be sure to mark "Yes" for departmentalized programs. If the departments are departmentalized, then they need to follow the rule stating that “each teacher shall serve not more than an average of 12 students per class period per instructional day.”

NOTE: It is not out of compliance to write more than one special education program on an IEP...be aware that each program that is written on the IEP is subject to having students counted on each of the respective provider's caseloads.