

## Appendix C: Calculating Average Number of Days Served

This appendix presents step-by-step guidance and instructions on calculating the average number of days served. This appendix corresponds to CSPR II Manual Entry in [Section II Data Collection](#). See more [tips](#) on summing in Microsoft Excel.

### Example 1: Calculating the Average Number of Days Served

This tool will use a subpart 2 facility as an example; however, the process for calculating the average number of days served is the same for both subpart 1 and subpart 2.

#### Steps

1. Facility tracks and counts the number of days each student receives services in the program funded by Title I Part D between July 1 and June 30.
2. Add the days each student received services.
3. Divide the sum by the total number of duplicated students as reported in File Specification 119.

*Note: the duplicated count of students should be used in this process. Students may exit and re-enter the program throughout the year and should be counted during both stays. See example 3 described below.*

#### \* Step 1 in detail: Count the number of days each student received TIPD services

- Student A received 11 days of TIPD services
- Student B received 10 days of TIPD services
- Student C received 6 days of TIPD services
- Student D received 5 days of TIPD services

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Student A Student D	Student C	Student B	Student B Student D	Student A Student B Student C
Week 2	Student A	Student A Student B	Student C Student D	Student A Student B	Student A Student B Student C
Week 3	Student B	Student B	Student A	Student A Student B Student C	Student A
Week 4	Student D <sup>2</sup>		Student A Student D	Student A Student D	Student B Student C

#### \* Step 2 in detail: Sum all the number of days each student received services.

$$11 \text{ days} + 10 \text{ days} + 6 \text{ days} + 5 \text{ days} = 32 \text{ days}$$

	A	B
1	<b>Students</b>	<b>Days</b>
2	Student A	11
3	Student B	10
4	Student C	6
5	Student D	5
6	<i>Sum</i>	32

	A	B
1	<b>Students</b>	<b>Days</b>
2	Student A	11
3	Student B	10
4	Student C	6
5	Student D	5
6	<i>Sum</i>	=SUM(B2:B5)

\* Step 3 in detail: Divide sum of days served by the number of duplicated students (as reported in FS119)  
 32 days served divided by 4 students (duplicated count of students) equals 8 days.

### Example 2: Duplicated Student Count

At times students may exit a facility and then re-enter a facility later in the year. These students should be counted for both of their stays. In the example below, student D leaves the facility after the first week and then returns to the facility in week 4. This student would be a duplicated student and should be counted for both stays. If these students are counted in the duplicated count of students in the facility, they should factor into the calculation.

In this example:

- Student A received 11 days of TIPD services
- Student B received 10 days of TIPD services
- Student C received 6 days of TIPD services
- Student D<sup>1</sup> received 5 days of TIPD services
- Student D<sup>2</sup> received 5 days of TIPD services (on second stay)

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>	Student A Student D <sup>1</sup>	Student C Student D <sup>1</sup>	Student B Student D <sup>1</sup>	Student B Student D <sup>1</sup>	Student A Student B Student C Student D <sup>1</sup> ( <b>leaves facility at the end of the day</b> )
<b>Week 2</b>	Student A	Student A Student B	Student C Student D	Student A Student B	Student A Student B Student C
<b>Week 3</b>	Student B	Student B	Student A	Student A Student B Student C	Student A

<b>Week 4</b>	Student D <sup>2</sup> <b>(returns to facility)</b>	Student D <sup>2</sup>	Student A Student D <sup>2</sup>	Student A Student D <sup>2</sup>	Student B Student C Student D <sup>2</sup>
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Calculation:

- 11 days + 10 days + 6 days + 5 days + 5 days = 37 days
- 37 days divided by 5 students (duplicated count of students. Student D should be counted as two separate students, one for each of his stays in the facility) equals 7.4 days