



## **NYC Division**

**New York Therapy Placement Services, Special Programs, LLC**

**Special Education Itinerant Teacher (SEIT) Manual**

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**Please note: All forms mentioned in this SEIT Manual are located on the NYT website.**

## **SEIT SERVICES**

- Special Education Itinerant Services are an educational service alternative to providing special education in a center-based program and are to be provided by a certified special education teacher.
- SEITs are expected to provide services in a **push-in** model (rather than pull-out) unless otherwise mandated on the IEP.
- SEITs need to complete the “**Consent for Pull-Out Services**” form **to provide pull-out services (working 1:1 outside of the classroom)**. If there are concerns regarding the push-in/pull-out model, contact your SEIT Supervisor for the next appropriate steps.
- Services are provided as **direct** and/or **indirect** services.
- **Direct**: Instruction provided directly to the student. This is specially designed instruction provided by a certified special education teacher of an approved program on an itinerant basis (which means the special education teacher travels to the site of the approved location mandated on the IEP).
- **Indirect**: In-person consultation with the student’s regular early childhood program teacher to assist the teacher in adjusting the learning environment and/or modifying his/her instructional methods to meet the individual needs of a preschooler with a disability.
  - Indirect sessions may NOT be conducted over the phone, with the teaching assistant, principal, “special” teacher (art, gym, etc.), related service provider or with the parent. An indirect session that does not meet these guidelines will not be paid.
  - If the regular classroom teacher is not available, then the indirect session cannot occur. If the classroom teacher is repeatedly unavailable, please inform the SEIT Placement Manager, so that the school and/or district can be contacted.

## **Reviewing the IEP**

SEITs are responsible for providing specific accommodations, program modifications, supports and/or services for the student in accordance with the IEP. Before starting services, providers must review the IEP in its entirety.

### **IEP Informing**

- Prior to the implementation of the IEP, the SEIT Supervisor will inform the SEIT of his or her responsibility to implement the recommendations on the student's IEP. The SEIT Supervisor will review the child's needs, mandate, goals and objectives, appropriate related services the child will receive, modifications, and any special medical alerts/conditions.

### **Finalized IEP:**

- When NYT receives a finalized IEP from the district administrator, the SEIT Placement Manager will save the IEP under child records and the SEIT will access the IEP on the NYT Provider Portal.
- The SEIT is responsible for retrieving and printing a copy of the IEP prior to implementation and working with the student.
- The SEIT must always have an updated copy of the child's IEP when providing services.
- SEITs must address the goals and objectives specified on the IEP.
- Parent requests for changes to an IEP need to be directed to the CPSE & the parent must be the person contacting the CPSE.
- ***Please note: SEITs must not contact DAs and must not make recommendations to schools or parents regarding a change in service. SEITs will contact NYT directly.***
- Changes become effective as per CPSE direction and IEP correction or addendum.

### **Service Location**

- Service location is determined by the CPSE and is indicated on the student's IEP.
- Services **must** be delivered at the **location mandated on the IEP**.
- Location cannot be changed without a CPSE meeting or written agreement from the parent and CPSE administrator. The parent(s) or legal guardian(s) would have to notify the CPSE to change the location written on the IEP.
- If the student moves, changes schools, or can no longer be seen at the location specified in the IEP, the SEIT must inform the SEIT Placement Manager.

### **Frequency and Duration**

- NYSED mandates services to be provided for a **minimum** of two hours per week.
- If the CPSE has not met the mandated 2-hour minimum, the SEIT will notify the SEIT Placement Manager. NYT will notify the CPSE and document all communication attempts to inform the CPSE of the discrepancy.
- Until the IEP is amended, services are to be provided as specified on the IEP.
- Services must be provided at the frequency and duration mandated on the IEP.
- Frequency and duration cannot be changed without notification or approval by the CPSE.

- The parent and CPSE must have a written agreement, and the IEP must be amended.
- If there appears to be a discrepancy between what is indicated on the IEP and what you believe to be the intended frequency or duration, contact the SEIT Placement Manager immediately for confirmation. **DO NOT** assume that there was an error, and you can provide services in any manner other than indicated.
- Services are often granted with a **daily mandate**, meaning that the services are mandated for a specific amount of time **per day** (i.e., 2 hours per day, 5 days per week). The SEIT must complete the specific duration **in a single session**.
- Contact the SEIT Placement Manager if you have any questions regarding service mandates.

### **Intensity**

- Intensity refers to individual or group sessions.
- Group Sessions: A student may receive group instruction when students have similar instructional needs and mandated session duration. In order to provide group sessions, this must be mandated on the IEP.
- If group services are mandated on the IEP, but service cannot be provided in an appropriate group at the location on the IEP, the provider may deliver service in individual sessions. For example, there may be no other students served by the same provider at this location or the students cannot be group based on similarity of need.

### **Overlapping Sessions**

***SEIT and related services are scheduled to be provided at separate times and do not overlap.***

### **IEP Goals**

- SEITs must read and understand the annual goals and short-term objectives prior to working with the student and must address such goals with appropriate activities in sessions.
- Goals must be written on the IEP. If the IEP does not have goals/objectives, email the SEIT Placement Manager.
- If goals need to be amended, complete the **IEP Change Request Form** located on the NYT website.
- Goals must be reported as specified on the IEP.
- As per NYSED, SEITs **must** take **daily data** on IEP goals. Please check the **method** in which progress is to be assessed. For example, if a check list is the **method** indicated on the IEP, then providers must use a check list in order to collect data. Data is used to drive instruction, when writing session notes, and when evaluating progress for quarterly and annual review reports. Data will show and be able to prove regression or intense need for a recommendation of an increase/decrease in services or a recommendation for summer services.

### **IEP Goal Information:**

- **Goal:** What the child will achieve by the end of the school year.
- **Benchmark/Objective:** Indicates the intermediate steps between the student's present level of performance and the measurable annual goal.
- **Criteria** is the measurement used to determine if the goal has been achieved (i.e., 80%).
- **Criteria Period** is how long the student must perform the desired behavior to measure the goal has been achieved (every 2 weeks).
- **Method** is the way in which you are collecting your data (i.e., Recorded Observations). Progress is measured through data taking.
- **Schedule** is how often the data on the progress is reviewed. The Schedule provides you with "data" points in order track if the student is moving towards achieving the goal. A recommended schedule is "weekly."

## **Service Calendar**

1. All providers must follow the **Payroll Calendar** located on the NYT website.
2. The **Payroll Calendar** includes all days when services **cannot** be provided. Any session that occurs on a day that is indicated as “mandatory day off” will not be paid.
3. Services may **only** be provided on weekdays (Monday through Friday). Services may **not** be scheduled or made-up on weekends or federal holidays.
4. Services may only be provided between the hours of 8:00 AM through 6:00 PM.
5. Services **cannot** be provided on federal holidays:
  1. New Year’s Day
  2. Martin Luther King Day
  3. President’s Day
  4. Memorial Day
  5. Juneteenth
  6. July 4<sup>th</sup>
  7. Labor Day
  8. Veteran’s Day
  9. Columbus Day
  10. Thanksgiving
  11. Christmas Day
6. If a preschool is closed, a session **cannot** be held at the home in place of a school session unless “home” is indicated as a location on the IEP.
7. If the district is closed due to inclement weather but the preschool is open, services can occur. If the preschool is closed, services cannot occur or be billed, but the SEIT should schedule a make-up session. This is for services mandated at a school location.
8. Contact the billing coordinator with questions about whether a day is a billable day for which a make-up session can be provided.

## **Provision of Services**

SEITs are responsible to ensure that special education services provided are specially-designed instruction to aid the preschool child with a disability to benefit from the regular early childhood program and to participate in age-appropriate activities. The learning environment and instructional methods are adjusted to meet the individual needs of the preschool child.

### **Initiating Service Delivery**

- When first assigned a case, the SEIT will be sent all necessary case information via secure email from the SEIT Placement Manager.
- Upon receipt of this email, the SEIT must contact the **parent and/or school** within 24 hours to introduce themselves, set up services and answer any questions.
- The SEIT must email the SEIT Placement Manager when services are confirmed.

### **SEIT's Schedule**

- The SEIT must schedule services at a time that is appropriate to address the IEP goals/objectives.
- It is critical to adhere to and maintain the schedule created. While small variations are ok occasionally, remember that families and pre-school staff are expecting you. ***It is important to be timely and professional.***
- SEITs must leave adequate travel time in between cases, in addition to students seen in the same classroom or building.
- SEITs must contact the SEIT Placement Manager if there are any scheduling challenges or concerns.

### **SEIT Sessions**

- A session must be completed in the **entire duration, frequency and location** as mandated on the IEP. For example, if the duration reads 60 minutes on an IEP, then services must be for 60 minutes.
- Parent or teacher must sign the ***EnterCLAIMS Session Note*** after **each** session (add date, time in & time out).
- A session does not start when the provider signs-in at the school or enters the home. A session starts at the time the provider is settled in the classroom or home and is ready to work with the child.
- When providing services in a school, the provider **must** follow the school's sign in & sign out protocols.
- Session notes are completed **after** each session.

- When providing services at a school, children **cannot** be pulled out of the classroom to work 1:1 unless it is mandated on the IEP.
  - If circumstances arise that necessitate 1:1 work outside the classroom, please consult with the SEIT Team. ***Please note: SEITs must obtain approval before removing a child from a class, and a DOE form is required if approved.***
- **If a provider is working in a location with limited internet access, then that provider has the option to print the service form to obtain a signature.**
  - Enter CLAIMS à home screen à click on the child à click on log notes à choose the start and end dates for the specified time à click on Print Specific Form and choose the Special Education Itinerant Form, then click “Print Selected Form and it will generate the form for you to print
  - The SEIT and school/parent must sign the form
  - You can only complete one SEIT Service Form per week (Monday to Friday)
  - If a new month begins mid-week, a new SEIT Service Form must be completed due to the new month
  - **SEIT Service Forms must be completed, signed and uploaded to the NYT website**
    - **Preschool SEIT/SEIS**
    - **Document Submission**
    - **Billing Upload**

### **Curriculum Guidelines**

- SEITs must be knowledgeable of the NYS Pre-Kindergarten Foundation for the Common Core and must align sessions with these standards as well as classroom lessons and IEP goals/objectives.
- SEITs are expected to track the attainment of the goals/objectives on the IEP and prepare relevant educational activities for each subsequent session that address the goals/objectives.
  - NYSED Resource Guide for Pre-Kindergarten Early Learning Standards:
    - <https://www.nysed.gov/sites/default/files/programs/early-learning/pk-standards-resource-web-revised-2021.pdf>

### **Parent Involvement**

- SEITs must have consistent ongoing communication with each student’s parent/guardian and keep them actively engaged in their child’s education.
  - Communicating via communication notebook, phone and/or email
  - Conferencing with the family to discuss goals, objectives, plans for achieving goals, progress to date and carryover strategies
  - SEITs maintain ongoing communication with parent/guardian to ensure they have received all reports, in addition to answering any questions.

### **SEIT Expectations Document**

- SEITs give this document to the parent/school so they have a better understanding of SEIT services (located on NYT website).

## **First and Last Attend Dates**

### **First Attend Date** (for SEIT services)

- The SEIT **must** email the SEIT Placement Manager the first attend date.
- The SEIT is expected to provide the **first** session on the **Authorization Start Date** given via email.
- SEITs must notify the SEIT Placement Manager immediately if services are not starting on the Authorization Start Date, or within 5 days of the Authorization Start Date.

### **Related Service First Attend Date**

- It is the responsibility of the SEIT, as the coordinator of services, to obtain information on Related Service providers assigned to the case, as well as **first attend dates for Related Services**.
- The SEIT must complete the fillable **Related Services First Attend Date Form** in its entirety (located on NYT website).
- The SEIT must email the Clinical SEIT Manager when mandated Related Services have not started.

### **Last Attend Date** (for SEIT services)

- The SEIT **must** email the SEIT Placement Manager of the last attend date.
- Reminder: At least 2 weeks' notice must be given by the SEIT, due to change in provider, medical leave, etc.

## **IEP Change Requests**

Only the CPSE can amend an IEP.

At times, goals and services may need to be modified (increase, decrease, discharge, program). These modifications should be the result of a child's progress or lack thereof in meeting IEP goals and objectives. These requests must be made in writing to the CPSE.

SEITs are ***required*** to review recommendations for a change in services with a supervisor before formalizing the recommendation and discussing it with the family.

It is best practice for the SEIT to notify the family of the recommended change and the reason why.

Be sure the parent understands that this is just a ***recommendation*** and that the change can only be made by the CPSE.

If the parent/guardian is in agreement, the SEIT must complete the appropriate **Justification Report**. This includes a rationale for the requested change(s) along with data, what supports have been implemented, what techniques are being used, and how the child is responding to support and techniques implemented.

NYT reviews all requests. If approved, NYT sends the Justification Report to the district.

All communication goes from NYT to the district. ***SEIT providers do not contact the district directly.***

If the district determines that a meeting needs to be held to approve the request, NYT will receive the meeting date and will notify the SEIT. The SEIT may be requested to participate in the meeting. The **SEIT Placement Manager** will notify the SEIT.

If the SEIT receives communication about a meeting from the district or parent, the SEIT must notify the ***SEIT Placement Manager*** immediately.

All changes to the IEP must be approved by the district and an amended IEP must be issued for a SEIT to proceed with any changes.

If a parent informs the SEIT that an IEP change was approved by the district, the SEIT should NOT implement the change until it is verified with the ***SEIT Placement Manager***, and an amended IEP is received.

**\*\*\* IEP Pages with amendments must be submitted with all Justification Reports.**

## **Session Notes**

### **Session Note Requirements**

- All session notes are entered on **EnterCLAIMS** (i.e., provided, make-up, therapist absent, child absent, holiday, etc.).
- Session notes must be completed in its **entirety**.

### **Goal(s) Targeted**

- Either State the IEP goal(s) being addressed or add goals on EnterCLAIMS and choose the targeted goal(s). The number of goals targeted per session note will vary based on the student's needs, number of goals and the frequency and duration of services.

### **Notes Section**

- The goal(s) must be included in this section
- State how you are addressing the goal (i.e., what activity did you do?).
  - Include strategy, lesson preparation and materials.

### **Check off the following if applicable**

Once checked off, choose the appropriate option from the drop-down menu.

- Parent/Caregiver Present
- Parent Communication
- Provided Via Teletherapy

### **Response Section**

State how the child responded to the activity and the type of strategies, prompts and support level that was utilized (i.e., redirection, verbal prompts, peer model, first-then visual cue, etc.). provided. Must be specific and descriptive about what the child can and cannot do or demonstrated difficulty with.

### **Elements to Avoid:**

- **Subjective Language:** "Did awesome."
- **Vague Language:** "Working toward IEP goals." "Seems to be making progress."
- **Insufficient Information:** "Tolerated session well."
- **Lack of Context:** "Seemed angry."

### **Approved Session Note Example**

**Note Section:**

Goal: (child's name) will transition appropriately from one activity to the next.

(child's name) will use a timer and a "first-then" visual cue card when transitioning from one activity to the next. The timer starts at 5 minutes and (child's name) is given a time warning at each minute. He is shown the "first-then" visual cue card at each minute of the time warning, so he knows what he is working on now and what is happening next. He will choose what he is earning from the back of the "first-then" visual cue card. Current motivating reinforcers: hand stamps, superhero stickers, sensory bin.

**Response:**

Target: Transitioning from free play to circle time

Prior to transitioning, he was able to review what happens when the class transitions from free play to circle time. He eagerly chose the sensory bin for two minutes as the motivating reinforcer. (Child's name) transitioned from free play to circle time by using a timer (set at 5 minutes), and a "first-then" visual cue card paired with verbal time warnings at each minute. He responded well to specific praise and high fives. With all of the prompts and strategies in place, he was able to transition with 100% success.

**Progress:** Progress

**Parent Communication:** Parent Note

## **Absences and Make-up Sessions**

### **Absences:**

- If a child is habitually absent, please contact the SEIT Placement Manager, immediately. NYT must inform the district.
- If a child misses 5 or more consecutive sessions, a **Non-Delivery of Services Form** must be completed.
- The SEIT must notify the parent, school (if applicable) and SEIT Placement Manager at least 24 hours before any teacher absence.
- When a SEIT provider is absent, and cannot provide a make-up session, he/she must contact the SEIT Placement Manager to arrange for a substitute teacher.
- If a substitute teacher is providing coverage, the SEIT must ensure that the substitute teacher is informed with lesson plans, IEP recommendations and emergency contact information.
- If a SEIT is going to be absent for more than 5 consecutive sessions, the SEIT Placement Manager must be notified to arrange for coverage.
- The SEIT must notify the SEIT Placement Manager and PEAR HR (516)-496-7327) as soon as possible of any known or scheduled leave (i.e., medical reason, surgery, upcoming maternity leave, etc.).
- All absences are documented on the ***EnterCLAIMS Session Note***.

### **Make-up Sessions:**

- Make-up sessions can only be scheduled ***after*** a missed session.
- Make-up sessions due to a teacher absence **MUST** be provided.
- SEITs are encouraged to offer make-up sessions for child absences whenever possible.
- SEIT has 30 calendar days to provide a make-up session, but it is recommended to provide the make-up within the first 10 days.
- District approval is needed to provide make-up sessions beyond the 30 calendar days timeframe. ***Make-up sessions beyond the 30 calendar days timeframe will not be paid unless authorized by the district.***
- Make-up sessions must be provided in a timely manner and in accordance with the student's IEP regarding frequency, duration, intensity (group size), and location
- For students who have a **weekly** mandate, the make-up must occur starting in the **week following** the missed session. For students who have a **daily** mandate, the make-up may occur in the same week that the absence occurs.
- Make-up sessions can be done on a day the child is already receiving SEIT services (the times cannot overlap).
- Missed Indirect sessions may be provided, however SEITs **may not bill and will not be paid for Indirect service make-up sessions.**
- Make-up sessions are documented on the ***EnterCLAIMS Session Note***.

## **SEIT Service Coordination**

### **Entering Required Functions**

Per NYSED regulations, **ALL** SEITs must document service coordination for each SEIT case they service, regardless if there are related services attached to the case or not. SEIT Service Coordination includes any activity outside of directly servicing the child. These documented activities are called “Required Functions.”

- Service Coordination (Required Functions) must be entered on EnterCLAIMS ***at least*** at the end of every month.
- Service Coordination (Required Functions) must be submitted with SEIT billing for NYT to review.
- Time spent on required functions is non-billable.

### **Service Coordination (Required Functions) includes the following:**

- Document all communication attempts if other service providers, classroom teacher or parent(s) are unavailable.
- Conferencing with other service providers (OT, PT, Speech) at least 1-2 times per month
- Conferencing with the classroom teacher at least 1-2 times per month.
- Conferencing with the student's parents at least 1-2 times per month.
- Preparation for and attendance at CPSE meetings
- Classroom Observation
- Travel for the purpose of the above stated functions

### **Conferencing with a parent, teacher, related service provider, etc:**

- Review schedule for delivery of services and help providers resolve scheduling issues as necessary.
- Discuss goals, objectives, plans for achieving goals, progress to date, motivating reinforcers and demonstrate appropriate activities so all team members may carryover activities.

### **Additional Required Functions:**

- **SEIT must email the Clinical SEIT Manager if Related Service has not started within 1-2 weeks of SEIT's first attend.**
- Gather progress reports and information from related services providers to be able to present information from other therapists at CPSE meetings.
- Attend CPSE meetings. This is not billable.
- Establish and oversee a communication book utilized by the parent, SEIT, other providers, and classroom personnel.
- Collaborate with related service providers and classroom team to meet IEP goals.
- Lesson preparation, writing session notes, writing reports

## SEIT Service Coordination (Required Functions) Example

MCGEE, SHARI 07/01/2022-08/31/2022, Service: SEIS, Auth #: Last Session: <span>▼</span>				<a href="#">View Child</a>	<a href="#">View Authorization</a>	<a href="#">Coordinati</a> <span>▼</span>
<a href="#">Add New Log</a> Child Age: 42 Months						
Payable Minutes for Date: 0		Units Remaining: 9		<a href="#">Remove</a>		
Units for Date: 0		Total Used/Authorized: 0/9		<a href="#">Save</a>		
Start Time: 12:00pm <a href="#">Now</a>		End Time: 12:30pm <a href="#">Now</a>		<a href="#">View Finished Log Note</a>		
SHARI MCGEE DOB: 1/8/2019 <a href="#">📅</a> IEP Dates: 7/4/2022 <a href="#">📅</a> to : 8/12/2022 <a href="#">📅</a> SEIS Provider Name: demo therapist Code: OC - Conferencing with Other Providers <span>▼</span> District: district Notes: I had a phone conference with the speech provider regarding increasing expressing communication skills. Will work on keeping preferred items in sight, but out of reach so the child can verbally request what he wants. <input checked="" type="checkbox"/> I hereby certify that I have provided SEIT services on the dates for the duration indicated herein. I understand that when completed and filed, this form becomes a record of the New York Therapy Placement Services and that any material misrepresentation may subject me to criminal, civil, and/or administrative activities.						

MCGEE, SHARI 07/01/2022-08/31/2022, Service: SEIS, Auth #: Last Session: <span>▼</span>				<a href="#">View Child</a>	<a href="#">View Authorization</a>	<a href="#">Coordinati</a> <span>▼</span>
<a href="#">Add New Log</a> Child Age: 42 Months						
Payable Minutes for Date: 0		Units Remaining: 9		<a href="#">Remove</a>		
Units for Date: 0		Total Used/Authorized: 0/9		<a href="#">Save</a>		
Start Time: 5:00pm <a href="#">Now</a>		End Time: 6:00pm <a href="#">Now</a>		<a href="#">View Finished Log Note</a>		
SHARI MCGEE DOB: 1/8/2019 <a href="#">📅</a> IEP Dates: 7/4/2022 <a href="#">📅</a> to : 8/12/2022 <a href="#">📅</a> SEIS Provider Name: demo therapist Code: PC - Conferencing with Child's Parents <span>▼</span> District: district Notes: I discussed how the picture activity schedule is being used in the classroom and how this can be used at home. <input checked="" type="checkbox"/> I hereby certify that I have provided SEIT services on the dates for the duration indicated herein. I understand that when completed and filed, this form becomes a record of the New York Therapy Placement Services and that any material misrepresentation may subject me to criminal, civil, and/or administrative activities.						

## Reports

*All reports are uploaded on the NYT website*

### Report Guidelines

- **Quarterly progress reports** are completed every three months and are due:
  - November 15
  - February 15
  - May 15
  - August 15 for a 12-month IEP

### Annual Review/Turning 5 Reports

- **Annual Review Reports** are requested throughout the year and must be completed and submitted as requested by NYT. Annual Review Reports are due **8 weeks prior** to the meeting date on the IEP. SEITs will be notified by the SEIT Placement Manager.
- **Turning 5 Reports** must be submitted by **December 15<sup>th</sup>** for any child entering kindergarten the following year including the related service reports, if applicable.
- Annual reviews and Turning 5 reports must include an assessment (i.e., DAYC-2) to determine continued eligibility for services
- IEP pages must be completed with the Annual Review Report
- SEIT providers must inform the Related Service providers to complete all reports. SEITs will obtain all related service reports and upload all reports on the NYT website.
- Reports must be typed on the appropriate report template located on the NYT website.
- Reports must be uploaded on the NYT website in Word version with electronic signature and dated. The SEIT must maintain a final copy of each report for his/her records.
- SEIT Supervisors review all reports and will be in contact with the SEIT to make any corrections or amendments, if necessary.
- SEITs must maintain copies of all reports
- **Once the reports are approved, the SEIT will access the report from the NYT Provider Portal. Then, the SEIT will provide a copy of the report to the student's parent(s)/guardian(s). SEITs do NOT send any reports to the CPSE.**

*Please note: SEITs must obtain the following information from related service providers and upload to the NYT website:*

\* Annual Review and Turning 5 reports

\* IEP pages, and any additional information from Related Service providers

### Rationale for Extended School Year:

If requesting summer services, please submit the following:

- Rationale for Extended School Year form (for summer services) noting regression over school breaks and/or holidays.

### IEP Pages

- SEIT must complete new IEP pages for each Annual Review Report
- SEIT must complete section on Present Levels of Performance and Individual Needs
- If SEIT service is recommended to continue, then SEIT must complete the section on Measurable Annual Goals and Short-Term Objectives. This section should include a minimum of 5 IEP annual goals with 3 short-term objectives per annual goal.

## **CPSE Meetings**

- As per NYSED, you are a **required** member of the CPSE Committee and **MUST** attend **all** CPSE meetings in person or by phone.
- Meetings can Include:
  - o Annual Review Meeting
  - o Program Review Meeting
  - o Transition to CSE Meeting
- All reports must be submitted to NYT **by or before the requested due date.**
- Do not write frequency, duration, location, type of classroom or provision of services on the Annual Review Report or discuss with parents prior to the meeting.
- SEITs can indicate services to continue, increase, decrease or discontinue with the parent prior to the meeting. All documentation (Annual Review Report) must support the recommendation.
- SEITs must complete the ***CPSE Meeting Results Form*** after every CPSE meeting (annual review, program review, etc.)
  - This is a fillable form located on the NYT website
  - This form informs NYT about the meeting outcome
  - This form will also inform NYT if you are continuing with the student, etc.

***Do not become argumentative with the CPSE over service provision. If you disagree with the decision, you can explain why, but you must have documentation that supports your position.***

## **Billing Policy**

**Billing Manager**  
**Rosella Abbate**  
[Rosella.abbate@nytps.com](mailto:Rosella.abbate@nytps.com)  
**516-342-7846**

**All billing is completed and submitted on EnterCLAIMS.**

- Please follow the **Payroll Calendar** located on the NYT website
- All required signatures, dates, times and session notes must be completed in its entirety for billing to be considered complete.
- All sessions must be provided in accordance with a student's IEP, including the duration, frequency, intensity and location of service.
- All sessions are documented and signed on EnterCLAIMS (provided sessions, all absences, school closings, holidays, etc.).
- Make-up sessions must be marked with the attendance code: MAKE UP on EnterCLAIMS with "make-up for dates" added.
- There must be adequate travel time between students.
- SEITs **cannot** overlap times with other services.
- SEITs may not bill, and will not be paid, for Indirect service make-up sessions.
- Any billing that is submitted incomplete or incorrect will be returned to the SEIT and may delay the processing of the SEIT's billing.
- Billing is submitted weekly or bi-weekly
- **If a provider is working in a school with limited internet access that provider has the option to print the service form to obtain a signature.**
  - EnterCLAIMS à home screen à click on the child à click on log notes à choose the start and end dates for the specified time à click on Print Specific Form and choose the Special Education Itinerant Form, then click "Print Selected Form and it will generate the form for you to print
  - The SEIT and school/parent must sign the form
  - You can only complete one SEIT Service Form per week (Monday to Friday)
  - If a new month begins mid-week, a new SEIT Service Form must be completed due to the new month
  - **SEIT Service Forms must be completed, signed and uploaded to the NYT website**
    - **Preschool SEIT/SEIS**
    - **Document Submission**
    - **Billing Upload**

## **Behavior Management Policy**

New York Therapy Placement Services, Inc. (NYTPS) promotes the use of positive behavior support strategies for the preschool children served. The use of any aversive interventions (physical or verbal punishment) to control behavior is strictly prohibited.

NYTPS adheres to a “hands-off” behavior management policy. NYTPS adheres solely to the use of positive behavior support strategies appropriate for the preschool special education children serviced. The SEIT’s role is to help their students develop control over and take responsibility for their own behavior. Providers must collect data and regularly monitor student progress, in addition to adjusting the student’s instruction as necessary.

### **Behavior Modification Techniques:**

- **Identifying the function of a behavior by taking ABC data**
- **Modifying:**
  - activity
  - materials to meet the child’s needs
  - instructions/breakdown tasks into smaller steps
  - the environment if needed (lights, sounds, re-arranging desks & chairs, etc.)
- **Providing:**
  - positive reinforcement
  - visual support(s)
  - close teacher proximity
  - first, then visual cue cards
  - modeling/peer modeling
  - preferred activity à least preferred activity à preferred activity
  - breaks
  - movement breaks
  - step-by-step problem-solving techniques
  - alternative behaviors
- **Utilizing:**
  - picture activity schedules
  - social stories
  - token economy system
  - timers & time warnings
  - fidget toys
  - transition items
  - feelings book (If I feel \_\_\_\_, I can \_\_\_\_)
- SEITs should contact their SEIT Supervisor for support with social-emotional skills and/or addressing behavior management.

## **Emergency Intervention Procedures/Incident Report**

### **Emergency Contact Information & Allergic Reaction Plan Form:**

This form is sent home on the first day of services for each SEIT case. This form is due within the first 2 weeks of starting a case. If the child has any allergies or any other medical alerts, the provider must discuss with the parent(s)/guardian(s) a plan for emergency treatment to be utilized until medical personnel arrive. This form is to be kept with the SEIT provider while providing services. A copy is kept in the child's records.

### **Under What Specific Circumstances are Emergency Interventions Used?**

NYT adheres to the use of positive interventions and adheres to a hands-off approach. During any given session, the SEIT must ensure the safety of the child. NYT permits the use of emergency interventions should the safety of the child or others be in jeopardy. The use of such an intervention must be documented in an Incident Report.

Emergency interventions shall not be used as a punishment or as a substitute for systematic behavioral interventions that are designed to change, replace, modify or eliminate targeted behavior. Emergency interventions are used in situations in which alternative procedures and methods cannot reasonably be employed such as:

- To protect the child from physical injury
- To protect oneself from physical injury
- To protect another pupil or teacher or any person from physical injury

### **Staff Training:**

Staff who may be called upon to implement emergency interventions shall be provided with appropriate training.

### **Reporting an Emergency Intervention (Incident Report):**

- Accidents and injuries to the SEIT, student, and/or peers.
- SEITs must complete an Incident Report as soon as possible after the incident occurs or is learned about.
- SEITs must inform the parent(s) or guardian(s) of the child as soon as possible after the incident occurs or is learned about.
- Report the incident to the SEIT Supervisor

### **Please note:**

- In case of an emergency, (e.g., injury, accident, natural disaster, etc.) the SEITs priority is to ensure the safety of the child and themselves. Once the child is safe, the provider will notify the necessary person(s), which includes the parent(s)/guardian(s) and the SEIT Supervisor. If a child needs medical help, this may involve calling for emergency medical help, 911 or using First Aid to ensure the child is safe. The provider will complete an ***Incident Report*** as appropriate.

### **SEITs Submit Incident Reports to the Following:**

- Upload form to the NYT website
- Give one copy to the preschool/daycare
- Give one copy to the parent/guardian

## **SEIT Supervision**

As per NYSED, all SEITs require supervision. Clinical supervision is a process designed to improve teaching performance. The desired outcome from this process is to develop professionally responsible teachers who are committed to self-improvement, and reflection on practice, which enables teachers to maintain required teaching standards.

### **What Supervision Looks Like**

- **Performance Evaluation/Observation by SEIT Supervisor**

Each SEIT provider must have one performance evaluation/observation per year by the Supervisor. If the performance evaluation/observation takes place virtually, the parent and/or school must sign a consent form, which is located on the NYT website. Once the consent form is signed, the SEIT notifies the SEIT Supervisor and uploads the form on the NYT website.

*If the performance evaluation/observation does not meet expectations, a post-observation conference will be scheduled. Another performance evaluation/observation will be scheduled to evaluate whether expectations have been met.*

- **Parent/Teacher Evaluation**

A child's family member, or a classroom teacher, may be asked to evaluate the SEIT. *If deemed necessary, this information will be reviewed by the Supervisor and the SEIT together. Reflection will be made at this time and ways to improve will be discussed and implemented going forward.*

- **Mandatory Training/Professional Development**

SEITs must attend any mandatory training(s). SEITs will be notified of any professional development opportunities or mandatory trainings.

- **Quality Assurance**

The following documents are quality assured:

- session notes
- required functions
- all reports

*The Supervisor will notify the SEIT if anything needs to be addressed. A due date will be given if any changes need to be made.*

**Failure to participate and comply with any of the above-mentioned NYT Supervisory Protocols may result in a corrective action plan, reduced caseload and/or termination.**

## **Checklist for Starting Services**

- **Emergency Contact Information & Allergic Reaction Plan:**  
Print this form and put it in an envelope in the child's backpack during the first session.
  - This form must be completed at the **start** of each **new case** and is uploaded to the NYT website within the first **2 weeks of starting a case.**
  - This form is completed whether or not the child has allergies.
- **SEIT Expectations Document:** This form provides more information about SEIT services and is given to the school and family.
- **NYT ID Badge:** must have with you when providing services.
  - Contact the Compliance Coordinator, Val McIntyre, if you need an ID Badge
    - [Val.mcintyre@nytps.com](mailto:Val.mcintyre@nytps.com)
    - 516-342-7869
- **Print the IEP:** must have the most updated hard copy of the IEP when providing services.
- **Data:** must be taken during each session.
  - Review the criteria under each goal
- **Service Coordination (Required Functions):**
  - Must be completed for each SEIT case (even if the child has related services and another SEIT provider on the case).
  - Completed on EnterCLAIMS
  - Must be submitted on EnterCLAIMS with SEIT billing.
- **Communication Notebook:** It is best practice to use a communication notebook to communicate with all members of the team as part of required functions.
- **EnterCLAIMS:** All SEIT sessions must be documented (provided, absences, make-up, holidays, school closures, etc.).
- Billing is submitted on EnterCLAIMS.
- **Review Payroll Calendar:** review calendar for mandatory days off and billing due dates.