

SEIS Service Coordination Worksheet

Date: _____

Time: _____ (Start and End Time)

CPSE Dates: _____ (Start and End Dates)

Birthdate: _____

- ☐ Attendance at CPSE Meeting (AM)
- ☐ Preparing Annual Reports and IEPs (AR)
- ☐ Coordination of Services (CS)
- ☐ Compiling, Interpreting, Recording Assessment Results and Data Collection (DC)
- ☐ Time Spent Recording Log Notes (LN)
- ☐ Lesson Prep/Materials Created (LP)
- ☐ Observation (OB)
- ☐ Conferencing with Other Providers (OC)
- ☐ Conferencing with Child's Parents (PC)
- ☐ Phone Contact (PH)
- ☐ Preparation for CPSE Meeting (PM)
- ☐ Preparation of Quarterly Progress Reports (QR)
- ☐ Conferencing with Coordinators, School Staff (Meetings, Phone, Emails) (SS)
- ☐ Travel to attend CPSE or between NYTPS cases (TR)

Notes: