

REPORTING GUIDE FOR ITINERANT SERVICES

Direct Time SA IEP SA 504	Professional/ Paraprofessional Contact	Parent Contact	Report Writing	Student Related Meetings	Equipment /Device Management	Travel	Professional Responsibility
<ul style="list-style-type: none"> ◊ Working directly with student(s) 1:1 or in groups (NOTE: Direct Services for 504 is only applicable to OT, PT) ◊ Staff and/or parent training (device training, equipment training) and the student is present. ◊ Demonstration and/or modeling to staff of direct instruction techniques and/or strategies with the student present. ◊ Pull-out and push-in services ◊ Accompanying student on field trip/CBI/job site for purposes of service delivery. ◊ Student training using assistive device or equipment ◊ Reevaluation services. NOTE: Staff indicate reevaluation time as a direct service to students ONLY if staff is using part of student related services time to conduct reevaluation assessments. Otherwise, reevaluation time is billed and noted directly in PCG. Any reevaluation time noted in ITT as direct service time delivery to a student cannot also be billed in PCG ex. If a staff person spends 2 hours doing reevaluation assessments and 90 minutes are indicated in ITT direct services to the student, only 30 minutes can be billed directly via PCG). ◊ EI teachers only – <ul style="list-style-type: none"> • Collaboration/training with ECE staff related to student goals when student is not present. • Training/consulting with staff (face to face, emails, phone calls, notes to staff, training on equipment, etc.) regarding the individual student (student not present) • Provision of in-service to staff pertaining to a specific student (This is considered Direct time for EI teachers) 	<ul style="list-style-type: none"> ◊ Training/consulting with staff (face to face, emails, phone calls, notes to staff, training on equipment, etc.) regarding the individual student (student not present) <i>(This is considered Direct time for EI teachers)</i> ◊ Teaching staff how to record progress monitoring data ◊ Provision of in-service to staff pertaining to a specific student <i>(This is considered Direct time for EI teachers)</i> <p><i>Staff examples include: Teacher, Paraeducator, PCA, TSS, Outside Agency, District Administrator, Medical Personnel, IEP Team, other Related Services</i></p>	<ul style="list-style-type: none"> ◊ Parental contacts (face to face, emails, phone calls, notes to parents, training on equipment, etc.) regarding the individual student (NOTE: If student is present and services are being demonstrated with the student, this should be logged under Direct Time with student) 	<ul style="list-style-type: none"> ◊ Completing IEP Progress Report for student ◊ Writing Reevaluation (RER) for student ◊ Writing related service report for student (discipline-specific) ◊ Writing daily notes/logs ◊ Writing Supports for School Personnel (SSP) consultation notes ◊ Writing Student Summary of Academic and Functional Performance (SSAFP) for graduation student ◊ Writing IEPs ◊ Writing Insurance Reports for devices 	<ul style="list-style-type: none"> ◊ Actual Time Spent in Meeting (team meetings, MDE's, IEP's, Parent-teacher conferences, 504 Meetings, SETT, CASSP/Inter-agency, student-related meetings per student's IEP) 	<ul style="list-style-type: none"> ◊ Device Programming for specific student ◊ Maintenance of any piece of equipment for a specific student (Hearing Aids/FM System, PT equipment, braille writer, magnifier) ◊ Ordering/delivering adapted materials for specific student ◊ Equipment research ◊ Time spent applying for PaTTAN short-term loans ◊ Time spent obtaining equipment 	<ul style="list-style-type: none"> ◊ The time between when you sign out at a one building and sign in at the next building <p>Note: Divide time between students seen <u>per location</u>.</p>	<ul style="list-style-type: none"> ◊ Preparing Materials (creating visual supports, creating Braille and/or tactile supports, writing social stories, enlarging materials for a specific student) ◊ Scheduling student/observation ◊ Writing lesson plan for specific student ◊ Entering student raw data into computer (discipline specific) ◊ Setting up progress monitoring data sheets for itinerant goals ◊ Scheduling/contacting ECE staff to plan for service

***DIRECT TIME MUST BE DOCUMENTED IN DAILY NOTE SECTION**

11:03 AM, 10/4/12

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