

## Related Services Scheduling Guidelines

### Workday

| Service Type | Work Hours   | Remote Work  |
|--------------|--|--|
| OT           | 6 hours 55 minutes (inclusive of a non-paid 30-minute lunch) | Up to 55 minutes per week for administrative responsibilities and paperwork. This time must be scheduled so that it does not impact services to students.            |
| PT           | 6 hours 55 minutes (inclusive of a non-paid 30-minute lunch) | Up to 55 minutes per week for administrative responsibilities and paperwork. This time must be scheduled so that it does not impact services to students.            |
| Speech       | Single Session Schools: 6 hr. 20 min                         | - 25 minutes per day, M-Th, for in-person SESIS work before or after school hours (subject to supervisory approval).<br>- 55 minutes per week for remote SESIS work. |
| Speech       | Multi-session Schools: 6 hr. 50 min                          | - 155 minutes per week for SESIS-related work during the workday or assigned via Student Assessment Activities menu (in-person).                                     |

### Number of Sessions

| Service Type | Maximum Sessions per Day                                  | Additional Information   |
|--------------|---|--|
| OT*          | Up to 8 sessions (30-minute each or 45-minute equivalent) | If sessions are less than 30 minutes, the number of sessions may increase. |
| PT*          | Up to 8 sessions (30-minute each or 45-minute equivalent) | If sessions are less than 30 minutes, the number of sessions may increase. |
| Speech       | Elementary: Up to 8 speech periods per day                | 1 45-minute clinical testing period (Admin) per week.                      |
| Speech       | IS, JHS, HS: Total of 25 teaching periods per week        | 5 prep periods (1 per day) and 5 admin periods (1 per day).                |

\*Itinerant Providers who travel to >1 school building in the same day, are allotted travel time. Treatment and travel time together should total eight 30 min sessions per day.

### Prep/Admin/Lunch

| Service Type | Lunch                                | Prep/Admin Time  |
|--------------|--------------------------------------|--|
| OT           | 1 30-minute unpaid lunch             | Daily SESIS time clearly indicated, non-treatment time     |
| PT           | 1 30-minute unpaid lunch             | Daily SESIS time clearly indicated, non-treatment time     |
| Speech       | 1 Duty-Free 50 minutes lunch per day | 1 preparation period per day, SESIS time clearly indicated |

### Non-Treatment Activities May Include (not limited to)

- IEP Preparation
- AAC/AT Implementation
- [Multi-Tiered System of Supports](#)
- Equipment Maintenance
- Whole class activities
- Parent & Teacher Engagement
- SESIS Encounter Attendance (EA)
- Observations/Evaluations
- School staff training