

## 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). - 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