

**Schenectady County  
Coordination of Services and/or SEIT  
Requirements and Procedures**

In the Preschool Special Education program, if a child's IEP includes two or more Related Services, regulations stipulate "the Board shall designate one of the service providers to coordinate the provision of related services. If the IEP includes Special Education Itinerant Services and one or more related services, the Special Education Service Provider shall be responsible for the coordination of such services." [Part 200.16(e)(2)].

**Appropriate coordination activities**, which must be documented by the Coordinator (or SEIT Provider), **consist of:**

1. Arranging the schedule for service delivery, offering recommendations and consulting with the CPSE Chairperson to resolve scheduling issues when appropriate.
2. Sharing appropriate information with other assigned related service providers for the appropriate integration of such services.
3. Gathering appropriate progress reports and anecdotal information relating to the student's progress from all related service providers to ensure that the Coordinator has a general knowledge of the child's progress as well as any significant considerations in each related service area.
4. Attending all meetings of the CPSE after initial placement, including the Annual Review.
5. Providing, at the request of the CPSE, progress information to the parents.
6. Conducting activities such as telephone conferences or other communication practices, which may be billable services.
7. Completing school district draft IEP (for Annual Review) and draft goals and submitting a copy with all reports to the CPSE Chairperson and County Representative prior to the CPSE meeting.

**The Reimbursement Process:**

**Related Service Coordinators:**

1. Coordination of services shall be reimbursed in half-hour blocks, in compliance with the stipulated duration on the IEP.
2. Periods of less than a half hour block of time may be aggregated into half hour service blocks of coordination services for billing purposes.
3. The rate shall be paid for up to 10 sessions (service blocks) during the school year and 2 sessions during a summer program.
4. Time spent on Service Coordination should be documented on the Preschool Attendance log sheet. Specific Service Coordination activities should be documented on daily progress notes or in CPSE Portal.
5. **'Does Not Meet Medicaid requirements' box must be checked for all coordination of services provided.**

**SEIT Providers:**

The SEIT is responsible for providing direct, indirect and coordination services for those children assigned to them. Direct and indirect (indirect being defined as time spent in consultation with the student's day care/regular education services to assist in adjusting the learning environment and/or modifying instructional methods to meet the individual needs of the student) services are to be provided to the child for the duration designated on the IEP. These are the only billable hours.

The services listed below are the required function of the SEIT, but they are **included** in the rate. The SEIT provider should clearly document (in the progress notes, unless otherwise stipulated) the amount of time spent on each activity, whether it is a direct or indirect service or one of the required functions, but only those hours designated on the IEP are to be billed.

1. Coordination of services when both special education itinerant services and related services are provided to a student pursuant to Section 4410(1)(j) of the Education Law.
2. Preparation for and attendance at CPSE meetings.
3. Conferencing with the student's parents to enable them to perform appropriate follow-up activities at home.
4. Classroom observation

\*For children receiving SEIT **and** one or more related service(s), the SEIT Teacher will be designated as the Coordinator of Services at **no additional reimbursement**. For children receiving more than one related service only (no SEIT), a Related Service Provider must be designated at the CPSE meeting as the Coordinator of Services for one additional unit per month.

\*The STAC-1 **must** list a Related Service Provider as the Coordinator of Services in order to approve reimbursement. It is not necessary, however, to list SEIT as the Coordinator as no additional reimbursement is allowed.

**SEIT SESSION NOTES MUST BE ENTERED IN CPSE PORTAL.**

Revised: 12/06, 12/10, 9/11, 9/15, 9/16, 9/17, 9/18