

*SLPs, OTs, PTs, and Psychologists should not use code E to describe their duties.*

**Use code E when you do any of the following for the majority of the 15 minute block:**

**Special Education Teachers (including APE, Teachers of the Hearing Impaired, Teachers of the Vision Impaired), and Full-Time Paraprofessionals**

- **Planning, preparing for, delivering direct instruction, teaching, observation and progress monitoring:**
  - Academics
  - Social skills
  - Sensory related skills
  - Secondary transition skills.
  - **This also includes classroom-wide behavior management.**
- **Travel between schools or to other work assignments.**

**SLP, OT, PT, PSYCH**

- **DO NOT USE THIS CODE.**

*Almost every time study participant should have some time coded as F1. The exception is interpreters who are not service providers.*

## **Use code F1 when you do any of the following for the majority of the 15 minute block:**

**Special Education Teachers (including APE, Teachers of the Hearing Impaired, Teachers of the Vision Impaired), and Full-Time Paraprofessionals**

- **Planning, preparing for, delivering direct instruction/teaching, conducting observation and progress monitoring:**
  - Adaptive/self-help skills,
  - Behavior skills (with an IEP goal),
  - Communication skills (in cooperation with a therapist and with an IEP goal)
  - Motor Skills (in cooperation with a therapist with an IEP goal)
  - Medical services (eating, toileting and other self-care/personal hygiene skills).
  - Medication Administration when documented as an IEP service.
- **Instructing students in the use of specialized equipment to facilitate access for students with hearing or vision impairments.**
  - Some examples: teaching a student to access close captioning on videos, hearing aid maintenance, setting up or configuring audio amplification systems/FM units, teaching students to use Braille, Brailnote, Victor Reader (or other reading equipment), JAWS, ZoomText, etc.

### **SLP, OT, PT, PSYCH**

- For All IEP services:
  - Planning, preparing for and providing direct instruction/teaching/treatment
  - Recording student achievement and progress
- Assessing any student for IEP needs or eligibility determination for direct services and documenting the assessment.
  - formal or informal assessments
    - cognitive, speech, language, hearing evaluation (other than screening), adaptive, behavior, social skills, fine-motor, gross-motor, psycho-motor and assistive technology assessments.
  - developmental assessments
- Supervision and mentoring another SLP, OT, COTA, PT or Psychologist while they provide direct services.
- Travel between schools during the work day to provide IEP services.

*SLPs, OTs, PTs, and Psychologists should not use code O to describe their duties.*

**Use code O when you do any of the following for the majority of the 15 minute block:**

**Special Education Teachers (including APE, Teachers of the Hearing Impaired, Teachers of the Vision Impaired), and Full-Time Paraprofessionals**

- **Scheduling, writing or holding/attending IEPs/meetings where the student receives ONLY academic services.**
- **Weekly team meetings** - time spent talking about student's academic needs.
- Supervision and mentoring staff while they schedule, write or hold IEP meetings where the student only academic services.
- **Referring a student for academic services.**
- Phone calls, writing and sending email messages, conversations with parents about academic services.
- Local Case Management Team (LCMT)

*Almost every time study participant should have some time coded as P. The exception is interpreters who are not service providers.*

## **Use code P when you do any of the following for the majority of the 15 minute block:**

### **EVERYBODY (TAs, Sped Teachers and Related Servers)**

- **Scheduling, writing or holding/attending IEPs/meetings where the student receives medical services** including SLP, OT, PT, Psych, Behavior, Self-Help/Adaptive Skills.
- **Weekly team meetings** - time spent talking about students with medical services during weekly team meetings.
  - This code also includes EI transition meetings where the student will receive medical services.
- **Supervision and mentoring staff while they schedule, write or hold IEP meetings where the student receives self-help, behavior, communication, motor or medical services.**
  - This also includes supporting the staff/supervisee or mentee when he/she makes phone calls, writes/sends email messages, or has conversations with parents about medical services.
- **Referring a student for SLP, OT, PT, or Psych, Adaptive/Self-help or Behavior service consideration.**
- **Phone calls, writing and sending email messages, conversations with parents about medical services.**

### **SLP, OT, PT, PSYCH**

- **Local Case Management Team (LCMT) participation (special education teachers use code O).**

*All time study participants should have a couple of units coded as Q to reflect lunch breaks or other breaks in work during most days.*

**Use code Q when you do any of the following for the majority of the 15 minute block:**

- **Completing the time study**
- Lunch, Breaks and other non-work tasks
- Sick Leave
- Personal Leave
- Maternity Leave
- Bereavement Leave
- Jury Duty
- Administrative Leave
- Any other type of non-work related leave.