



Frequently Asked Questions

To assist you in completing the attendance form accurately, a list of common questions and errors has been provided below. An online version of this FAQ can be found by accessing <http://schools.nyc.gov/Offices/DRO>, clicking on "Surveys" (along the left side of the screen) and then "Related and Support Services FAQs".

If you have any questions after reviewing this document, please contact the DOE Help Desk, Monday thru Friday, 8:30 am to 5:00 pm at 800.750.4838 or e-mail your questions to DOEHELP@SRCP.COM.

Included in this Booklet:

- Common Errors
- Attendance Form FAQs
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NEW for Summer 2009-2010

Form Design

- Attendance forms are blue and goldenrod for Summer 2009-2010.
- July 3rd is shaded in recognition of 4th of July holiday.
- Travel Trainer Paraprofessional (TP) has been removed from the Support Services Code list.

COMMON ERRORS

1. Attendance forms change from year to year. This year's forms are blue (original) and goldenrod (duplicate copy). Discard any left over attendance forms from previous years. **Do not use forms from previous summers for this summer.**
2. **Photocopies are not allowed.** Photocopies cannot be processed. Submission of photocopies will result in attendance data not being captured. All forms submitted must be blue originals.
3. It is critical that only the codes indicated in the "Acceptable Codes for Completing Attendance Document" are used. "X" and "O" are not acceptable.
4. Providers must sign and date the form at the end of the summer session, or when service to the student terminates. For Agency and Independent providers, the Principal or Parent/Guardian must also sign and date the form.



5. Only complete the dates when service is scheduled, or made up. Weekend and holiday dates must be left blank, unless service is provided by an approved contract agency or RSA on a weekend or holiday. Entries in shaded boxes will be accepted for approved contract agency or RSA provider.
6. For Independent and Agency providers, RSA forms and/or billing forms for services should not be submitted with your attendance forms. Follow the instructions on the RSA form closely; there is a separate submission address for RSA forms and billing forms. (refer to page 8 in this document)

ATTENDANCE FORMS

Refer to the diagram to the right when references are being made to:

- ① Student Information
- ② Provider Information
- ③ School Information
- ④ Service Information
- ⑤ Attendance Information
- ⑥ Signatures
- ⑦ Service Termination Date

BASICS

Do all service providers need to use these attendance forms?
All DOE service providers of Related Services or Support Services (IEP Para), including contract agency providers and independent individual and agency providers need to use these forms regardless of where the service is provided.

These attendance forms are to be used by nurses **only** if both of the following conditions are met:

1. You must be a nurse employed or contracted (agency or independent) by the NYC DOE; **DOHMH nurses are not to complete these forms.**
2. Nursing Services must be indicated on the IEP as Related Services.

If there are multiple Nursing Services on the IEP, enter the Frequency and Duration for the most frequently occurring service.

What happens if a student goes to a new school and gets a new provider?

1. The first provider terminates the service by filling in the "Service Termination Date" ⑦ on the attendance form and submits the completed form to the designated collection location.
2. The new provider at the new school starts a new attendance form and follows procedures for completing the student, provider, school and service information.

General Rule:

- New School = Start a new Attendance Form
- New Provider (except for Paraprofessionals) = Start a new Attendance Form.
- Paraprofessionals will continue to use the same attendance form and update the service provider information.

Can the same form be used if the IEP changes?

No. Start a new attendance form.

If I share the service for one student with another provider, do we each need an attendance form for that student?



Yes. Whether split service, or Individual and Group service, separate attendance forms must be used for each student. See following question/answer for additional information.

I lost my attendance form for my student. What do I do?

Start a new form and complete the top of the form (❶ student, ❷ provider, ❸ school and ❹ service information), as well as all the attendance information ❺ for the summer, and send the forms to the designated collection location.

I started two forms for the same student. What do I do?

Make sure that all information is transferred to one form and discard the other one.

Should I use ballpoint pen or pencil to fill out the forms?

You can use either as long as your writing is clear and easy to read. Gel pens and felt tip pens are not to be used, however, as they often do not have a firm enough line to copy through to the second sheet.

How do I correct errors?

If you have made an error in filling out the demographics, you can use White Out, cross out the error, or erase (if you have used pencil).

Can I use the Attendance Forms that were left over from last summer?

No. Unused summer attendance forms should be discarded as there have been changes to the forms. The new forms are blue (original page) and goldenrod (duplicate copy).

Can I submit copies of the forms?

No photocopies are allowed. Information cannot be captured by our automated process if copies are submitted. The original form is required.

Do I need to fill in every field at the top of the form?

Yes. Every field for information regarding the student, provider, school and service for which there is pertinent information, must be filled in. Refer to areas ❶❷❸❹ on diagram.

PROVIDER INFORMATION ❷

What do I complete in the Agency/Independent section within the Provider Information section?

Contract Agency providers must provide their Agency Name, Agency Number and Social Security Number. Independent (RSA) providers must provide their Tax ID and Social Security Number.

SCHOOL INFORMATION ③

Is the district code the administrative or the geographical (physical) code?

It depends. Refer to table below:

	DIST (District Code)
Alternative High Schools	79
For all other High Schools	78
Citywide Programs	75 Be sure to enter the District 75 Administrative school number, i.e., for K 75 123 located at K 22 456, enter 75 for District and 123 for school.
For all other schools	Use the geographical code (01 – 32)

SERVICE INFORMATION ④

For which types of services is the attendance form to be used?

The form must be used for IEP mandated services listed in the “Service Type” box on the form or the “Type of Service Key” at the bottom of the form as follows:

Related Services

Speech Therapy
Counseling
SBST Counseling
Occupational Therapy
Physical Therapy
Hearing Education Services
Educational Vision Services
Health Services/Nurse
Orientation/Mobility Teacher

(Group Code/Individual Code):

(SP/S1)
(CO/C1/)
(CB/CS)
(OT/O1)
(PT/P1)
(HI/H1)
(VI/V1)
(RN)
(MT)

Support Services:

Alternate Placement Paraprofessional
Crisis Management Paraprofessional
Cued Speech Translator
Health Paraprofessional
Interim Placement Paraprofessional
Orientation/Mobility Paraprofessional
Oral Transliterator
Signing Classroom Paraprofessional
Sign Language Interpreter
Special Transportation Paraprofessional
Transportation Nurse
Toilet Trainer Paraprofessional

Code:

(AP)
(CP)
(CU)
(HP)
(IP)
(MP)
(OR)
(SC)
(SN)
(ST)
(TN)
(TT)

What do I do when the frequency, duration or group size has changed?

Start a new attendance form.

If I am seeing a child everyday – what do I mark as the frequency?

The frequency reflects how many sessions are scheduled for a student during the week. In this case it would be 5. (e.g. 1 time per day 5 days per week)

If I share the service with another provider, what do I put for the frequency?

Always mark the service as it is scheduled by you, not what is mandated. If you are scheduled to provide the service once a week, and the other provider is scheduled to provide service once a week, you would both mark the frequency as once a week.

Where is the “Effective Date for Service Change” field?

The “Effective Date for Services Change” has been eliminated. A new attendance form is to be used for changes in frequency, duration, and/or group size.

ATTENDANCE INFORMATION ⑤

Which codes are acceptable in the attendance grid?

The only acceptable codes are those in the list of “Acceptable Attendance Codes.” These codes are:

Code	Description
P	Present
A	Student Absent
R	Provider Absent
C	Cancelled. Use this code if the child and the provider are both present at school, but the service is not provided because the provider is directed to perform another task. C SHOULD NOT BE USED FOR ANY OTHER REASON THAN THE ONE LISTED. IF THERE IS AN EMERGENCY CLOSING THEN IT IS A NON ATTENDANCE DAY (Code H)
M	Make-up
2	Two sessions provided in one day
H	Holiday (do not use for weekends). Use for any school closing (i.e. holiday, emergency closing, half-day etc.), or if the service was not provided due to other activities in the school such as assemblies, testing days, parent/teacher conferences etc.

What do I enter if I see a child twice a day but one day the student is not there for one of the services?

Use Code “2” for two sessions and if just one session, use “P” for present.

What do I enter for a half day or similar situation?

Use H for Holiday if the service was not provided due to a scheduled half day. Use H for any school closing (i.e. holiday, snow day, emergency closing, etc., or if the service was not provided due to other activities in the school such as assemblies, testing days, etc.)

If I missed my student’s session because I was out, can I see my student the following week to do a makeup session?

No, the makeup session needs to be done within the same week.

SIGNATURES ⑥

Does the provider need to sign the form?

Yes. The provider must sign and date the form at the end of the summer session, or when her or his service to the student terminates.

Does the principal have to sign each form?

The principal only needs to sign and date the forms for contract agency or independent providers. The only exception is when the service is provided in the child’s home. In this case, the parent/guardian signature and date is required.



SERVICE TERMINATION DATE 7

What do I put in the Service Termination Date?

Enter the last date that you provided the service to that student.

LOGISTICS for DOE Service Providers ONLY

Where do I send the attendance forms?

For District 75, forms will be collected centrally by District 75. For others, if you are not instructed to submit your forms to a central DOE location, send attendance forms to:

DOE Helpdesk
SOURCECORP BPS Inc.
30 Wall Street
Binghamton, NY 13901-2718

Note: The forms are carbonless duplicate, and all attendance information recorded will be maintained on the goldenrod, duplicate copy. At the end of the summer session, the provider will keep the goldenrod copy for their records, and send in the blue forms for all of the students that were on their caseload and attended at least one day, to the designated collection location.

How do I get more Summer Attendance Forms?

Contact the DOE HELPDESK at 800.750.4838 or e-mail DOEHELP@SRCP.COM to request more forms. The District 75, Regional Offices and ORCS also have a supply of forms.

How do I get more FedEx envelopes for the form submission?

Contact the DOE HELPDESK at 800.750.4838 or e-mail DOEHELP@SRCP.COM to request more FedEx pre-paid envelopes.

What if there is no FedEx drop off location near my school?

You can call FedEx at 800.463.3339. Say "**Representative**" when you hear the options. **Do not use the automated Pick Up option** as this will require an account number. The use of FedEx allows for the tracking of submissions which are not received. Forms sent through the United States Postal Service (USPS) are not tracked in this manner. **In no event should FedEx envelopes be deposited in USPS mailboxes.**

What is the FedEx pickup number?

You can call FedEx at 800.463.3339

PROGRESS REPORTS

Where do I find the Progress Report?

This is located on the reverse side of the blue first page of the two-part form.

Do all providers fill out the Progress Report?

No. Only those related service providers who provide Speech Therapy, Counseling, Hearing Education Services, Educational Vision Services, Physical Therapy or Occupational Therapy need to fill it out.

Do I also need to prepare formal progress notes to be handed in at the school for IEP purposes?

Yes.

PROGRESS REPORT
Progress Reports are required only for Related Services. Specify student's progress of goals in applicable areas only. One progress report is required; submit ONLY at termination of services at end of summer. Nurses are not required to complete a PROGRESS REPORT.

DATE:

PROGRESS REPORT CODES
 1 = Regression
 2 = No Improvement
 3 = Minimal Improvement
 4 = Moderate Improvement
 5 = Significant Improvement

PROVIDER'S NAME: _____
 PROVIDER'S SIGNATURE: _____
 RELATED SERVICE: _____

SPEECH THERAPY		Code	COUNSELING		Code	OCCUPATIONAL THERAPY		Code
ARTICULATION			PEER RELATIONS			ADLS		
LANGUAGE			ADULT RELATIONS			GROSS MOTOR		
FLUENCY			SELF CONTROL			FINE MOTOR		
VOICE			COPING SKILLS			COGNITIVE PERCEPTUAL		
PRAGMATICS			DECISION MAKING			TASK BEHAVIOR ATTENTION SPAN		
OTHER			SELF EVALUATION			OTHER		
OTHER			OTHER			OTHER		

PHYSICAL THERAPY		Code	HEARING EDUCATION SERVICES		Code	EDUCATIONAL VISION SERVICES		Code
AMBULATION			USE OF HEARING AID			USE OF VISUAL STRATEGIES		
WHEELCHAIR			USE OF FM UNIT			BRAILLE SKILLS		
BALANCE AND COORDINATION			AUDITORY TRAINING UNIT			MOBILITY SKILLS		
HEAD/NECK/NECK/POSTURE/ALIGNMENT			SPEECH READING SKILLS			ASSISTIVE TECHNOLOGY SKILLS		
SENSORY MOTOR			LANGUAGE SKILLS			SOCIAL SKILLS		
SELF-HELP CARE			OTHER			OTHER		
OTHER			OTHER			OTHER		

DATE: _____ COMMENTS: _____



AGENCIES and INDEPENDENT Providers

Where do I send the attendance forms?

At the end of the summer session, the provider will keep the goldenrod copy for their records, and send the blue forms for all of the students that were on their caseload and attended at least one day, to the designated collection location if students are served in DOE public schools, or to the address below if students are not served in a DOE public school..

Mail the forms to:

DOE Help Desk
SOURCECORP BPS Inc.
30 Wall Street
Binghamton, NY 13901-2718

Where do I send invoices for services?

Send invoices to:

New York City Department of Education
Bureau of Non-Public School Payables
65 Court Street - Room 1503
Brooklyn, NY 11201
Attn: School Age RS Unit *or* Pre-K RS Unit (as appropriate)

Where do I send RSA-2 forms?

RSA- 2 forms for D. 75 are to be submitted to:

Maria Leo, Director
District 75 Office of Related and Contractual Services – Room 62B
400 First Avenue
New York, NY 10010
Tel. # 212-802-1535

RSA-2 forms for all others should be sent to the appropriate ISC/CSE, as specified on the RSA-2 form.

How can I inquire about payments?

Call:

New York City Department of Education
Bureau of Non-Public School Payables
718.935.4789.