



**Department of
Education**

Chancellor Richard A. Carranza



United Federation of Teachers

A Union of Professionals

March 17, 2020

Dear DOE Related Service Provider,

As you're aware, beginning Monday, March 23, the Department of Education will move towards a remote learning model. Related service providers will be delivering services via a remote tele-therapy format. We recognize this is a 'new' way of providing services for many therapists. We will be providing you with resources on how to schedule and provide tele-therapy sessions. In interim, it is crucial that you use the next few days to prepare of the transition to tele-therapy. Throughout this process, please reach out to your Supervisor for assistance at any time as in many cases, we will be learning this together. The situation is fluid. As circumstances change and more information is learned, there may be modifications to this plan.

Next steps are as follows:

Tuesday, March 17th, 2020

- All providers who are capable to attend remote learning professional development that is presented at their assigned school. This is an important opportunity to collaborate with colleagues and become familiar with the school's online learning platform. *Providers should provide tele-therapy sessions using the same online learning platform that is being used by teachers.*
- Providers begin to review their caseloads and complete the **Provider Tele-Therapy Caseload Review Form**. The form can be accessed:
<https://forms.office.com/Pages/ResponsePage.aspx?id=tyxJGEXvYUWFcQxC5fesB6Vzww6A5aRBpR1GGstGLy5UNjIDMkIySVILOTZNTFdFUEYxWEVTSVklVYyQIQCN0PWcu>
- Supervisors will then review the **Tele-Therapy Caseload Review Form** and consult with providers as needed.

Wednesday, March 18th, 2020

- Complete the **Provider Tele-Therapy Caseload Review Form** as instructed. Ensure you share the information with each student's teacher so the teacher can enter your recommendation into the student's **Special Education Remote Learning Plan**. The Remote Learning Plan will be completed for each student with an IEP, by their Special Education Teacher. This is an important opportunity to collaborate with teachers and inform them of your recommendation as to the appropriateness of tele-therapy OT/PT/SP.
- Begin outreach to families to explain that services will be provided remotely, **and** obtain Tele-therapy consent using the provided **Consent Form** from for all families. At this time, providers should complete the **Provider Tele-therapy Readiness Checklist**. For any family opting not to receive tele-therapy, ask that parent to provide that information in writing.

- Connect with related service colleagues to take an 'inventory' of therapy materials and supplies available in your school. Using your Tele-Therapy Readiness Checklist as a guide, determine if any materials should be mailed to a student's home and speak to your school administration about mailing those materials. Any materials sent to a student's home should be properly sanitized before doing so.

Thursday, March 19th, 2020

- Continue outreach to families and completion of the **Provider Tele-therapy Readiness Checklist** and obtain and upload the **Consent Form**. Collaborate with school colleagues to develop a tele-therapy schedule. Using the contact information gathered on the **Provider Tele- therapy Readiness Checklist**, contact families to finalize tele-therapy schedule for their child. It is important to consider the student's remote classroom instruction schedule and any other related services that will be provided remotely. Ensure the schedule is shared with other IEP Team members and school administration.
- Review guidance documents regarding tele-therapy that will be provided by your Supervisor and will also be available on the DoE InfoHub and OT/PT/SP Share point sites.

Friday, March 20th, 2020

Information on Friday's work activities will be provided in the coming days.

Week of March 23rd, 2020

- Begin provision of tele-therapy.
- DoE Physical Therapists should begin to develop **Home Exercise Programs** for all students on their caseload. If you believe a specific student cannot participate in an HEP, please contact your Supervisor to review. Those HEPs should be uploaded into SESJS, following the directions provided in this email.

OT/PT/SP providers

- For any student determined not appropriate to receive remote tele-therapy services, you must **conduct a weekly consultation tele-therapy consultation check-in session with the family and/or student**. This check-in will serve as an opportunity to connect with the student/family and provide suggestions in support of student function during this time. While the check-in sessions do not necessarily need to match the duration of the student's IEP mandate, these and all tele-therapy sessions will be entered into SESIS Encounter Attendance by the provider. Although specific SESJS guidance will be issued shortly, please know you be required, as always, to enter only the service (frequency, group size and duration), that was actually provided.

A Few Notes about Tele-Therapy

Speech:

- Telepractice is the application of telecommunications technology to the delivery of speech language pathology and audiology professional services at a distance by linking clinician to client or clinician to clinician for assessment, intervention, and/or consultation.
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<https://www.asha.org/Practice-Portal/Professional-Issues/Telepractice/>

Occupational Therapy:

- Teletherapy has been defined as the application of telecommunication technology for the delivery of professional services at a distance by linking clinician to client for assessment, intervention, and/or consultation. When providing Teletherapy, it is possible to administer functional training, movement facilitation, a guided assessment, or a therapeutic exercise through use of live video. Teletherapy practitioners are expected to adhere to the same standards of care as face-to-face services. The practice has gained traction in recent years and is supported by current evidence.
<https://www.aota.org/Practice/Manage/telehealth.aspx>

Physical Therapy

- It is possible to administer functional training, movement facilitation, a guided assessment, or a therapeutic exercise through use of live video. The practice has gained traction in recent years and is supported by current evidence. Pediatric telepractitioners have worked with children in several areas such as fine and gross motor skills, and school related self-care skills.
<https://www.apta.org/telehealth/>
- To access the forms referred to above and for additional and more detailed information on the **provision of tele-therapy**, please visit your service specific resource website:
- OT [Occupational Therapy Resources Padlet](#)
- PT [Related Services page](#)
- SP <https://nycdoe.sharepoint.com/sites/OccupationalandPhysicalTherapists/SitePages/Spe.aspx>

Sincerely,



Suzanne Sanchez



Richard Mantell