

**New York City Billable AND Non-Billable Service Coordination Activities**

Service Coordination activities are cumulative on a daily basis.

**12-C. IFSP PROCESS (INITIAL SERVICE COORDINATION)**

**Please Note:** Detailed information about the Initial Service Coordinator (ISC)’s responsibilities to assist the family in understanding the IFSP process can be found in the NYS Early Intervention Program Regulations, 10NYCRR 69-4.7(o) – (p) and 4.11(a) - (c).

<b>CATEGORY</b>	<b>BILLABLE SC ACTIVITIES</b>	<b>NONBILLABLE SC ACTIVITIES</b>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Scheduling IFSP meetings (e.g., speaking with the participants on the phone).</li> <li>• Participating in meeting to develop IFSP.</li> </ul>	<ul style="list-style-type: none"> <li>• Traveling to and from IFSP meeting.</li> <li>• Time spent waiting for any individual who is late or fails to keep an appointment.</li> <li>• Sending out written IFSP meeting invitations.</li> </ul>
<b>Gathering Information</b>	<ul style="list-style-type: none"> <li>• Prior to IFSP date, meeting with the family to discuss community resources and natural routines to prepare for the IFSP.</li> </ul>	<ul style="list-style-type: none"> <li>• Billing for SC delivered to more than (1) child/family during the same period of time (In the event of multiple births or two (2) or more EI children in the same family, the SC time should be divided among the children and billed accordingly or can be billed to one (1) child but not the others. Ex: 32 min split between 2 or more children cannot result in more than 3 units in total).</li> </ul>
<b>Administrative Tasks</b>	At the parent’s request, writing a letter on behalf of the child/family (for example, to the Housing Authority regarding the child’s special needs).	Performing administrative/clerical activities including, but not limited to: <ul style="list-style-type: none"> <li>• Xeroxing;</li> <li>• Filling out billing forms;</li> <li>• Scheduling evaluators who are employed by the same EI provider as the SC;</li> <li>• Organizing paperwork;</li> <li>• Mailing, faxing, or receiving a letter or form;</li> <li>• Asking the Regional Office for forms or how to fill out forms;</li> <li>• Completing EI forms;</li> <li>• Completing and sending form letters (introductory letters about the agency or SC).</li> </ul>
<b>Due Process</b>	<ul style="list-style-type: none"> <li>• Attending mediations, if invited.</li> <li>• Attending impartial hearings, if required.</li> </ul>	