



# BOARD OF EDUCATION OF THE CITY OF NEW YORK

HAROLD O. LEVY, Chancellor


SCHOOL PROGRAMS AND SUPPORT SERVICES

Francine B. Goldstein, Chief Executive • 110 Livingston Street, Brooklyn NY 11201, Room 510

## MEMORANDUM

October 22, 2001

To: All Supervisors of Speech Improvement

From: Jane E. Coyle   
Division of Student Support Services

Re: Paperwork Reduction

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As a result of consultation among Board of Education personnel, the Speech Chapter Leader of The United Federation of Teachers (UFT), and representative Supervisors of Speech Improvement, it was determined that guidelines to implement a paperwork reduction for Teachers of Speech Improvement be established. The following guidelines were formulated in an effort to reduce administrative tasks and enhance the use of instructional time for speech teachers.

The attached list of strategies and accompanying sample chart indicate administrative items deemed necessary and appropriate for the gathering of speech services data, along with due date information that provides time specific guidelines related to data collection.

We are aware that developing and ongoing needs within the community school districts, high school superintendencies, and District 75, may necessitate the introduction of some additional forms not indicated on this chart; however, you are asked to be mindful of duplication of information and introduction of additional administrative responsibilities that may impact upon important preparation and instructional time for Teachers of Speech Improvement.

Thank you for your cooperation. Please contact me at (718) 935-3578 if you require additional information regarding this matter.

JC:jc  
Attachments

c: Vincent B. Giordano  
Linda Wernikoff  
Ava J. Mopper

Superintendents  
Carmen Alvarez  
Mindy Karten Bornemann

Approved:

  
Francine B. Goldstein, Chief Executive

## **Paperwork Reduction Strategies** **for** **Speech Improvement Teachers**

A paperwork reduction committee was established and reviewed a wide variety of forms and reports currently distributed to speech teachers throughout the city. The committee agreed upon several strategies to address the existing problem:

- Each Superintendent will identify one method of collecting start dates and attendance information on students recommended to receive speech services. For example, a district may opt to use scanning, or turnaround documents to collect this information. Only one collection method should be utilized per month. It is possible to use scanning one month and the turnaround document the next, however, two methods should never be used in one month.
- A distribution timeline for collection of forms and other administrative reports/requirements will be established by each speech supervisor and shared with speech teachers in that district.
- Each district will be asked to review existing, established district mechanisms for data collection to ensure that particular information is requested only once. For example, a special education supervisor should coordinate with the speech supervisor to avoid duplicate data collection.

Additionally, speech supervisors will be requested to streamline reports as follows:

- Monthly providers' schedules should be submitted no more than four times per year, or when a significant change in scheduling occurs. Note: Providers' schedules that accompany a shortage area preparation period application are not included within this specification.
- For those situations in which speech supervisors may require information on the number of "related service only" students, e.g., for annual review purposes, ordering of IEPs and other notices, a mechanism will be established on the monthly collection document (e.g., turnaround document) that highlights these students. For example, an asterisk will indicate "related service only" students to avoid the need for a second report on "related service only" students.

District/High School \_\_\_\_\_

### Speech Administrative Items

Administrative Items	Due Date
CAP Provider Caseload List (either Turnaround Document <u>OR</u> scan sheets)	Submit once monthly at a date specified by the speech supervisor.
Speech Schedule	Submit four times annually (dates to be specified by speech supervisor) and when significant changes occur.
Non-IEP Driven Speech Caseload	Submit once monthly at a date specified by the speech supervisor.
Medicaid Authorization Forms	For all enrolled students, due at the end of November for submission to the CSE for CAP data entry.
Storage Information	Once annually at the end of the school year,
Annual Review, Requested Reevaluation and Triennial Progress Report Information	On going as appropriate.
Attendance Information	On going as appropriate.