

Procedures: Therapist Assistants

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Sumlar Therapy Services, Inc.

Notes should be **co-signed** by supervising therapist prior to or by the end of each month whenever possible.

The *Caseload Communication(CC) Form* should be completed and presented to your supervisor every Friday or on your last work day of the week. CC Forms may be presented in person, faxed, or emailed.

Your supervising therapist should be available to you at all times. When an emergent situation arises, please contact your supervisor immediately in person or via phone. If the situation is not emergent, but a discussion needs to occur, call and set up a time to talk unless email will suffice. Communicate most requests via the *Caseload Communication Form* so that your request will be in writing.

Supervisory visits should be scheduled once every six weeks for COTA's and PTA's whenever possible.

Speech-Language Pathology Assistants are to practice in the clinic and schools only when an SLP is present in the building.

A therapist assistant may not initiate treatment of a new patient in any setting until the supervising therapist has received the e-Referral, and met with the patient. The supervising therapist will perform a new evaluation, or determine if a current evaluation is acceptable, and will communicate with the therapist assistant.

Supervising therapists may **assign assistants new patients** by emailing them the completed evaluation. In school systems and EI, it is the assistants' responsibility to check with IEP or IFSP holder to determine that the IEP or IFSP has been amended so that treatment can begin. Therapy should not be initiated until it is determined that the IEP or IFSP has been amended to include treatment.

Therapist Assistants are responsible for **copying the goals and preparing the therapy records and school quarterly progress notes** for new patients and reassessments. Therapists can facilitate the process by emailing the assistants the unprotected (not PDF'd) list of goals to the therapist assistants.