

Week One

Objectives:

- Visit each school building and introduce yourself to the front desk people in the office.
- Become familiar with sign in/out procedures if that is required. Check to see if a badge is required to access buildings in that district.
- Meet as many Special Education Teachers as possible.
- Meet other disciplines in the building (e.g. PT, OT, SLP, psychologist, social worker).
- Become familiar with the district's dress code.
- Become familiar with treatment space and location of files.
- Set up schedule for treatment/IEP meetings. Make sure to check with teachers to ensure student is available at the time they are scheduled.
- Log in to Email/Time Card/ Embrace. Some districts will issue you a district email address. Make sure you check that as well and are able to login.
 - www.therakids.org for time card/email
 - www.outreachttime.com for Embrace
 - Add students on caseload to student list in Embrace.
- Review student notes and assessment tools (screening forms/request for assistance/evaluation tools).
- Make time card entries/enter mileage. Mileage between districts will be split between the two.
- Observe an IEP meeting if possible.
- Watch Videos under Employee Files in Therakids website after logging in. These will help you obtain an IEIN number, access files and enter Dr. orders in Embrace.
- Plan treatments for next week after reviewing ideas with mentor/supervisor. Become familiar with online resources and websites that can help with treatment planning. (e.g. Pinterest, Tools to Grow, Pinkoatmeal.com, Teachers Pay Teachers).

Week Two

Objectives:

- Plan and carry out treatment sessions (treating therapist).
- Document treatment sessions and learn how to bill for Medicaid in Embrace DS (if applicable).
- Document treatment minutes in attendance logs.
- Check Email. Do this daily and respond within 24 hours.
- Write upcoming IEP meetings in planner. Do this at the beginning of every week. (OTR/RPT/COTA/PTA).
- Practice writing **present levels of performance** summary for 3 students. Please see examples and review with supervisor/mentor.
- Practice writing Goals/Objectives for those 3 students using the Goal Banks. Review with supervisor/mentor.
- Practice reviewing early intervention reports/IFSP and determining eligibility for incoming students who are turning 3 and coming into the early childhood program. (OTR/RPT)
- Practice administering an assessment tool and writing up the report for an initial IEP. (OTR/RPT)
- Learn how/where/how often to update **progress reports** in Embrace (This is the student's "report card" for therapy).
 - ***These are completed by the end of the academic quarter/semester/trimester. Make sure you get a copy of the school's academic calendar so you are aware of these dates.
- Practice reporting student's present levels of performance and proposed goal/objectives in 1 IEP meeting.
- See if your district maintains a list of annual IEP review dates and get a copy. This can help determine when present levels need to be written. The dates may change as the meeting gets closer but a general idea of when the meeting will occur can be useful.
- Enter Mileage/Time Card. Best practice is to do this daily if possible.
- In Embrace, locate the following forms in an IEP and become familiar with where to find them. (Present Levels of Educational Performance, Educational Services and Placement, Goals/Objectives) This is where we will be responsible for entering in information for annual IEP meetings.

Week Three

Objectives:

- Plan and implement treatment sessions (COTA/RPT).
- Document daily notes, time in attendance logs. (completed by COTA/PTA or OTR/RPT who carries out the treatment session).
- Enter mileage/timecard daily (OTR/COTA).
- Check email daily. Respond within 24 hours (OTR/COTA).
- Report present levels and goal/objectives for IEP meetings (OTR/RPT).
- Write present levels for upcoming IEPs (these are typically written by the COTA/PTA and reviewed by the OTR/RPT). Please submit to your supervising therapist 10 days before the meeting.
- Write upcoming IEP/Early Intervention transition/Domains meetings in planner. Do this at the beginning of every week. (OTR/RPT/COTA/PTA).
- Complete a screening/evaluation, write report and review with supervisor (OTR/RPT). PTA and COTAs can also complete screenings depending on how the supervising therapist likes to handle incoming referrals.
- Enter Medicaid billing in Embrace DS for eligible students (treating therapist) and cosign (supervising therapist). Do this weekly.

Criteria for each objective:

- ❖ Needs More Practice
- ❖ Continued Progress
- ❖ Mastered