ORIENTATION REQUIREMENTS for CONTRACT THERAPISTS

A Step by Step Process for Supervisors and Educators
GETTING STARTED

- Begin the orientation process by accessing the Professional Service Therapy Contract Staff Information Checklist.
- Print the Checklist (click on the link above to print).
- All items on the Checklist must be completed, reviewed, or submitted PRIOR to the contractor making visits.
  - Next, print the Rehab Manual Orientation Checklist.
- A second item, Competency/Skill Appraisal Checklists, should be printed if needed. The next slide contains additional information regarding this requirement.
Competency/Skill Appraisal Checklist

• A contractor is responsible for the validation of the skills of their care providers as a condition of their contract and it is acceptable for a contractor to submit their own checklist or a checklist from another agency as long as the checklist includes **skills appropriate and specific to home care**. However, if the contractor can not provide acceptable skills validation, the appropriate Competency/Skill Appraisal Checklist should be utilized. This is a **self-assessment** completed by the therapist him/herself to provide initial documentation of their level of experience in home health. It is reviewed/signed by the supervisor and the Bureau Rehab Consultant.

• **IMPORTANT**: In order to assess a new therapist as a representative of the ADPH Home Care program, an on-site supervisory visit performed by Area Management or the Bureau Rehab Consultant should be made with a new therapist **within their first 3 months** (refer to Annual Requirements for Therapists).
Rehab Manual Orientation Checklist

• The Rehab Manual Orientation Checklist documents that a contractor has reviewed the Rehab Manual and was provided an opportunity for questions.
• Print a copy of the Rehab Manual, allow the contractor to review, then provide an opportunity for the contractor to ask questions.
• Complete the Checklist when the contractor has completed review of the Manual and questions have been addressed.
POLICY REVIEW

- Review the current Home Health policies listed on the Professional Service Therapy Contract Staff Information Checklist with a new contractor.
- Provide a new contractor with a hard copy of the Rehabilitative Therapy Policy as this policy serves to compile therapy requirements also covered in numerous other ADPH policies into a single reference source for convenience and clarity.
POLICY REVIEW

• All bullets under ‘4’ on pages 2 and 3 of the Rehabilitative Therapy Policy should be covered in detail with a new contractor.

• Review the power point presentation Reassessment 101 for Rehab Therapists with a new contractor to ensure the therapist has been provided information pertaining to reassessment compliance. Contact the Bureau Rehab Consultant if help is needed with the reassessment requirements.
HIPAA TRAINING REQUIREMENT

• All contract therapists are required to complete the required ADPH HIPAA Privacy and Security Training.

• Submit the following to the ADPH Compliance Office in the RSA Tower and file a copy in the therapist’s contract file.
  ▫ Acknowledgement of Completion of Departmental Policy
  ▫ Acknowledgement of Receipt of Departmental Policy
Professional Service Contract File

• In order to document completion of orientation and skills competency assessment for staff working under a professional service contract, initiate a **Professional Service Contract File** containing the following items:

  ➢ **Professional Service Therapy Contract Staff Information Checklist** and ALL accompanying evidence of the items on the **Checklist** which must be completed, submitted, or validated.
Professional Service Contract File

• Access the Professional Service Contract File link for instructions on how to maintain this file.

• Pay particular attention to the instruction details related to Skills Competency and Required In-Service Education in order to document these items appropriately.
Need help?

- Contact the Bureau Rehab Consultant with questions or for assistance in completing the orientation process and requirements.