



Hoot Hoot OT General Practice Policies

I look forward to working with your family to help you reach your goals. I provide both pediatric occupational therapy and DIR/Floortime intervention. Pediatric occupational therapy addresses participation in meaningful activities of childhood such as play, school, and self-care. My intervention targets the child's performance in the underlying areas of sensory processing, self-regulation, and motor skills in order to improve overall participation. DIR/Floortime DIR intervention is a child-led, relationship based approach that targets overall development by supporting a child's unique profile and individual differences. Intervention takes place in home, school, and other community environments. The following describes the services I provide.

1. Evaluation and intervention Planning

a. Evaluations The intervention process begins with a full evaluation of your child's strengths and areas of challenge. The evaluation is the basis for your child's intervention plan, which includes goals, and the frequency and duration of intervention. An evaluation is both best practice and a requirement for licensed OT practice. A recent (within one year) evaluation is required to begin treatment. Two evaluation options are available.

- i. **Comprehensive evaluation:** A comprehensive evaluation includes 2 hours of assessment followed by a comprehensive written report with recommendations and a 1 hour meeting to discuss the results. For an additional fee, I can observe your child at school, which provides a more holistic picture of performance in multiple settings. A \$225 deposit is required to hold an evaluation spot. If you cancel the evaluation less than 48 hours in advance, you will lose your deposit. This type of evaluation is appropriate for families who want to gain an in-depth understanding of their children's strengths and areas of need, or for families who want to share evaluation information with a school or medical professional.
- ii. **Shortened evaluation:** A shortened evaluation includes 1 hour of assessment followed by a brief written statement and a 1 hour meeting to discuss results. This type of evaluation is appropriate for families who want to get started quickly with treatment and want to learn the more in-depth information about their child's strengths and areas of need as treatment progresses rather than at the onset of treatment. This option is also appropriate for families who are specifically seeking DIR/Floortime intervention.

b. Outside Evaluations I accept OT evaluations conducted by other occupational therapists, including those at schools, early intervention agencies, medical facilities, and other clinics. I typically need to conduct additional work to get the full picture of your child and develop an intervention plan. Additional work may include a review of the report, development of goals, and interpretation of additional standardized testing performed during your child's session. A parent meeting is required for any child with an outside evaluation. This meeting generally occurs after I have seen your child for 4-6 sessions and lasts for one





hour. Any additional work and meetings are charged at my hourly rate in 15 minute increments.

2. Intervention

I provide play-based occupational therapy and DIR/Floortime intervention, primarily in the home setting. During the session, your child spends 50 minutes with me. Following the session, I use the remaining 10 minutes of the hour to clean up and document the session in a progress note. Caregiver participation in the session is highly encouraged when possible. In the event that you leave during a session, please return promptly after 50 minutes have passed. If you return home after the session has ended, you will be billed for the additional time in 15 minute increments rounded up. No travel time is charged for home based sessions within Alameda. Travel time to and from locations outside of Alameda is billed at my hourly rate in 15 minute increments.

3. Meetings

After the evaluation meeting, an additional caregiver education meeting is required after approximately 4-6 sessions after treatment begins in order to help you learn how you can best support your child at home. After this meeting, periodic meetings are required to discuss your child's progress, update the intervention plan, and discuss any new recommendations. Family education and progress report meetings typically last about an hour. If the cost of this meeting is prohibitive, you may attend this meeting in place of your child's session for that week. Please note that communication over email is limited to scheduling and other logistical or administrative concerns. However, I encourage you to schedule a phone call or meeting with me whenever you have questions or concerns. Meetings and phone calls are billed at my hourly rate in 15 minute increments.

4. Collaboration with other professionals

Collaboration with your child's team is another important part of intervention. I encourage you to connect me with your child's teachers, IEP team, doctors, and other therapists so that we can work together to create a program for your child. Phone calls, meetings with other professionals, and advanced preparation for IEP meetings are billed at my hourly rate in 15 minute increments, including travel time outside of Alameda (when applicable).

5. Written reports and home/school programs

I can also provide written progress reports and develop additional home and school programs or recommendations throughout the course of intervention upon request. Please provide 3 weeks notice for any requests for progress reports. Any written reports, recommendations, or home programs are billed at my hourly rate in 15 minute increments.

6. Consultation

A consultation is a one hour, one time session for children not currently in therapy. The purpose of a consultation is for the family to receive suggestions and ideas





about how to support your child at home and school. Caregiver participation is required during consultations. You are highly encouraged to take notes during the consultation. Any further written reports, recommendations, or home programs are billed at my hourly rate in 15 minute increments. A consultation cannot be used in place of an evaluation and cannot be the basis of ongoing treatment.

7. IEP/504 plan consultation and support

I am passionate about systems navigation and completed my clinical doctorate project in the area of IEP and early intervention systems navigation. I was also trained in the CA-LEND IEP Coaching clinic. I can help you review your 504 plan or IEP assessments, goals, and services and teach you how to ensure that your child's plan meets his or her special educational needs. I can also help you understand your rights and your school district's responsibilities. My goal is for you to learn how to be your child's own advocate. However, I am available to attend IEP meetings to provide consultation and additional coaching support on request. IEP meetings to provide my IEP/504 plan support is billed at my hourly rate in 15 minutes. Please note that IEP support is generally is not a service for which I can provide a billable medical code for insurance reimbursement.

8. Attendance

Consistent attendance is important to maintain your child's progress towards goals. However, I understand that scheduling conflicts occur from time to time. Families are encouraged to reschedule any anticipated absences. If you miss more than 3 sessions without rescheduling in a 3 month period for any reason, whether I am notified or not, I may give your spot to a child on my waiting list.

9. Late Arrivals, No Shows, & Late Cancellations

I cannot extend your session time if you arrive late. When you arrive, your child will be seen until the end of his or her originally scheduled session time. If you arrive more than 25 minutes late without notice, I reserve the right to cancel your session as a no-show. All no-shows and cancellations with less than 24-hour notice will be charged at my hourly treatment rate.

10. Termination of Services

A two-week notice is required from families wishing to discontinue services. You are responsible for attending sessions during this time or paying for the missed appointments.





Fees

Intervention (50 minute session).....	\$170
Shortened assessment, meeting & brief report.....	\$510
Comprehensive assessment, meeting & report	\$1020
Assessment with school visit, meeting & report.....	\$1275
Assessment deposit (applied toward assessment fee).....	\$255
Consultation (one time 60 minute session).....	\$255
Hourly rate (billed in 15 minute increments).....	\$170

Hourly rate applies to meetings, phone calls, collaboration with other professionals, reports, home programs, IEP/504 plan support, administrative work related to engaging with health insurance providers, and travel time outside of Alameda.

Consent

I authorize and direct Anne Swart/Hoot Hoot OT to perform OT assessment and intervention procedures upon my child. I acknowledge receipt of and agree to the Practice Policies and Fees described above:

Child's Name: _____

(Parent/Guardian Signature)

(Date)

