

# 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.**