

## **ESY OT/PT Procedures**

- The necessity of ESY for students on your caseload should be addressed at the annual review staffings.
- The need for a student's ESY placement will be determined based on the potential for instructional regression/recoupment and/or medical need. Use the "Extended School Year Eligibility Criteria for Occupational and Physical Therapy Services" sheet to assist in determining need.
- ESY maintenance goals are determined by the team at the time of the Annual Review. A separate goal sheet is used to record the ESY goal and should include the ESY time on the top of the goal sheet.
- Any possible need for a student's summer therapy interventions will relate to the current educational program. One existing current therapy goal, which will support ESY instruction, will be agreed upon for ESY therapy implementation.
- It is expected that the frequency of therapy services for ESY will be reduced from the current school year frequency, in support of reduced intervention goals. This is to be determined and agreed upon with team input.
- ESY therapy services will be documented by the district on the IEP and can be delivered either directly or by using a consultative model.
- It is the treating therapist's responsibility to:
  - Notify the case manager about ESY OT/PT services.
  - Label equipment to be moved to appropriate ESY locations, as well as where to return equipment after ESY.
  - Place equipment in specific area that is easy to locate by district personnel (eg: building and grounds people who may be responsible for delivering equipment.)
  - Submit equipment list to Patti including (1) pick-up and delivery information for ESY and (2) return location after completion of ESY (3) Date that equipment is available to move. (also see "Please Move Equipment" labels.
  - Follow-up to ensure that equipment has been delivered to ESY site. If not, you are responsible for contacting appropriate district personnel to move equipment immediately.
  - You are responsible for ensuring that equipment is returned to home school after completion of ESY.
  - Therapist needs to fill out the "ESY Information Sheet" and include it with the ESY goal sheet with their annual review paperwork.