

## HOME VISIT CARDS

### FIRST 15 MINUTES:

- Initial greeting with caregiver
- Wash hands prior to session
- Ask if there are any new concerns since the last treatment
- Review plan for current treatment session with caregiver
- Establish short term behavior or token chart
- Visual Activity Board presented to the patient consisting of all activities with check boxes
- (for example, could be a dry erase board laminated file folder, Velcro pictures of activities)
- Alert caregiver of 7-minute rule for close out for documentation

### SECOND 15 MINUTES:

- Treatment session/activity
- Use sensory breaks as needed
- Use established behavior programs

### THIRD 15 MINUTES:

- Continue treatment session/activity

### FOURTH 15 MINUTES

- Ensure all activities are completed on activity list with the patient
- Wrap up, 5 minutes for reward
- Clean up work area with the patient
- Caregiver Education
- 7 Minute Rule; Complete documentation (this means the note can be initiated not before "53" minutes and can be extended as needed to complete treatment and documentation for the 60-minute session)

## SCHOOL VISIT CARDS

### FIRST 15 MINUTES:

- Sign into the school
- Greet the student and teacher in the classroom, be mindful of procedures for transitioning from the class to therapy room or “push in model”
- Make contact with the teacher
- Use sign out/sign in sheets when needed
- Do not interrupt a lesson, wait patiently for the teacher’s acknowledgement
- Transition to therapy room or use “push in model” as agreed with the teacher
- Wash hand prior to session (if “push in model”)

### SECOND 15 MINUTES:

- Wash hands prior to session
- Establish short term behavior or token chart
- Visual Activity Board presented to the patient consisting of all activities with check boxes
- (for example, could be a dry erase board laminated file folder, Velcro pictures of activities), for pull out model
- Treatment session/activity
- Use sensory breaks as needed
- Use established behavior program

### THIRD 15 MINUTES:

- Continue treatment session/activity

### FOURTH 15 MINUTES:

- Ensure all activities are completed on activity list with the patient
- Wrap up, 5 minutes for reward
- Clean up work area with the patient
- Communication with parent **MUST** be weekly (text, notebook, phone call) this is part of caregiver education goal
- Transition student back into the classroom if pull out / sign student in and make contact with the teacher
- If “push in model”, note will not be completed in the classroom
- 7 Minute Rule; Complete documentation (**this means the note can be initiated not before “53” minutes and can be extended as needed to complete treatment and documentation for the 60-minute session**)

