

THERAPIES AT PLAY, INC (TAP)
Tap into Early Intervention

Expectations for Participation in First Steps

Provider is expected to...

- develop a treatment plan with appropriate long-term and short-term goals after spending the first 1 or 2 sessions “getting to know” the child and learning about family routines.
- implement activities/strategies during therapy sessions that are designed to encourage development of a particular skill. Sometimes it will look like the provider is just “playing”, but most strategies used with children under age 3 are play-based.
- explain the purpose and teach the parent/caregiver how to use these activities/strategies in everyday life to encourage development between therapy sessions.
- leave a session note with family at the end each session that includes what the child did, education provided to the family, and follow-up tasks.
- check family’s comfort level with using activities/strategies at each session and give new activities/strategies each time.
- collaborate with other members of the child’s team to discuss treatment strategies, progress, and service recommendations.
- provide services at the level (intensity/frequency) written in the child’s service plan. Provider should attempt to find a substitute if requested by family to cover provider vacation.
- keep appointments with family as scheduled. A courtesy call should be made to family if provider is running late. Providers who conduct back-to-back sessions all day are more likely to be delayed and should notify families up front that session start time may fluctuate by a few minutes.

Parent/caregiver is expected to...

- be present in the room during sessions to watch and listen to the provider work with the child. If sessions are held at daycare, a parent must attend at least 1 of every 4 sessions.
- try the activities/strategies being demonstrated by the provider so that the provider can observe and give feedback.
- tell the provider what activities/strategies are working or not working when tried between sessions.
- sign the session note at the end of each session verifying the start/end time of therapy and total number of minutes. Please do not sign if you don’t agree with start and end times.
- ensure child’s attendance in scheduled appointments. Advance notice should be given to provider if session needs to be canceled or rescheduled for any reason. Repeated no-shows or cancellations without valid reasons will be considered when recommendations for continued services are discussed by the team.
- cancel therapy session if child or other family member has contagious illness. Many children in First Steps are medically fragile and providers need to limit exposure to illness as much as possible.
- have child ready when therapist arrives – child should be rested, fed, and diapered.

If you are concerned that your provider is not meeting the expectations listed above these steps should be followed:

1. discuss the concern directly with the provider, *if no resolution go to step 2*
2. address the concern with Jamie Stormont-Smith, TAP Director (765)-448-1758

_____ I have received a copy of the **Expectations for Participation in First Steps.**

_____ I understand the family expectations for participation in First Steps listed above.

Parent/guardian signature

Date

Child Name: _____

Provider: _____