



TELE THERAPY GUIDE FOR EMPLOYEES



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What is Teletherapy?

Teletherapy is a way for our Therapists and Assistants to be able to continue providing therapy services without having to be inside the patient's home. Premier Pediatric Therapy is taking all precautions to keep our staff and patients safe and healthy during this COVID-19 pandemic. Through these teletherapy sessions, therapists/assistants and their patients are able to see and communicate with each other through a live video stream.

How Does It Work?

- Both the patient/caregiver and therapist/assistant will need access to a computer, tablet, or smartphone with video capabilities.
- These devices will be used for the entire session, so make sure they are fully charged or plugged in.
- Both the patient/caregiver and therapist/assistant will need an internet connection.
- You will need to find a place in your home that is quiet, private, well lit, and clear of distracting items, pets, or other people.

Teletherapy Informational Videos

Speech Therapy:

<https://youtu.be/R4s20-faVI8>

Physical Therapy:

<https://youtu.be/0vEALOLhFvU>

Occupational Therapy:

<https://youtu.be/LOlp64rv7E8>

Important Teletherapy Practices

Therapists Approved for Teletherapy

At this time, teletherapy is **ONLY** approved for Speech Language Pathologists and Occupational Therapists. **Teletherapy is NOT approved for SLP Interns, SLP Assistants, Physical Therapists, Physical Therapist Assistants, and Occupational Therapist Assistants.**

Your leadership team will update you as changes occur.

If you do provide teletherapy services, you will need a dedicated, private area for services to insure you protect client confidentiality. Make sure other individuals cannot hear or view the session and watch for potential distractions from your own children or pets. It is also best that the background in your video is visually uncluttered. Use your professional judgment to determine if your teletherapy set up meets requirements.

The Right Child

It is important to determine if the child is appropriate for teletherapy services. There are many factors that could make teletherapy more challenging. Although these factors must be considered, they do not necessarily prevent teletherapy services. Use your best judgement to determine if these factors may inhibit the quality of services you could provide through teletherapy, and if the challenges could be mitigated in some way. You will want to consider:

- Cognitive Level of Child
- Physical Needs of Child
- Sensory Needs of Child
- Behavioral Concerns of Child
- Vision/Hearing Limitations of Child
- Distractions to Child
- Level of Motivation/Engagement with Technology for Child

The Caregiver's Role

In teletherapy you will need the support of the caregiver present with the child, so you will also need to consider factors that affect the caregiver. The caregiver will need to be present and attentive for the entire session. They will also need to have dedicated technology (phone/iPad/computer) during the session and not utilize the technology for other reasons (phone calls, emails, etc.) during the session.

Some caregiver factors you will need to consider might be:

- Technology capabilities of the caregiver
 - Educational level of the caregiver
 - Vision/hearing limitations of caregiver
- Distractions to caregiver (i.e. other children in the home)
- Level of motivation/engagement with technology for caregiver



Maximizing Engagement

Many of the strategies you use during face to face sessions are effective during teletherapy as well. Consider having visual supports/schedules, timers, strategic short break times, activities that are based on what the particular child loves, as well as positive reinforcement options prepared. You might even find that guiding the child and caregiver to create materials to be used during sessions will be motivating as well.

Teletherapy Equipment Needs

When doing a remote therapy session through teletherapy, you will need to think creatively about the equipment you will be using. You may need to have the family/caregiver gather equipment to keep ready in a “therapy box” for you to use during the session. To assist in determining what items might be available, you may wish to have the caregiver give you a “virtual tour” of the home in your first teletherapy session or set up the therapy box in one of your in-person visits.

For helpful ideas on how to use common items found in a child’s home as therapy equipment, you may wish to review the following resources:

- Activities for Baby Using Everyday Household Items ·

<https://pathways.org/activities-for-baby-using-everydayhousehold-items/>

- Using Everyday Toys in Teaching Play Naturally ·

<http://www.theotttoolbox.com/2015/10/developmental-andfunctional-play-for-children.html>

- Use household objects as toys for young kids ·

<https://www.firstthingsfirst.org/first-things/use-household-objectsas-toys-for-young-kids/>

- Joyfully Unexpected: Practical Solutions for Special Needs Parents ·

Dollar Tree Therapy Finds

<https://joyfullyunexpected.com/dollar-tree-therapy-finds/>

- 20+ Free Resources to Inspire your Occupational Therapy Activities for Children ·

<https://www.rehabalternatives.com/2016/11/10/occupational-therapy-activities-for-children/>

Teletherapy Equipment Needs (Cont.)

You can also scan activity documents that you have on hand, use your iPad interactively, or create activities through powerpoint (with text, images, video) for use during teletherapy sessions. You may also consider online programs to motivate the child. While the nature of therapy may change when you and child are not in the same room, the digital nature of teletherapy creates opportunity for use of video and interactive digital activities. Digital materials may be more engaging for some children with participation and engagement challenges. They can be used as a “hook” at the beginning of a session or to keep the child engaged throughout the session. Teletherapy can take advantage of the interest in technology of the children we serve. Additionally, the use of digital materials may be particularly supportive for children with Autism Spectrum Disorders. For example, therapists have successfully used video modeling, on-screen behavior charts and visual schedules along with engaging, interactive therapy activities.

Appropriate digital materials will look different for different therapy disciplines. For helpful ideas on engaging, digital materials, you may wish to review some of the following resources:

General Games and Activities

- **ABCya:** Interactive games for PreK - Grade 5 - www.abcya.com
- **Fun Brain:** Interactive games for elementary age children - www.funbrain.com
- **PBS Kids:** Language arts games and other interactive activities for preschool and elementary students - www.pbskids.org
- **Disney Games:** Free online games for elementary and preschool children - <http://games.disney.com>
- **Discovery Education: Puzzlemaker** - <http://www.discoveryeducation.com/free-puzzlemaker>
- **Digital Interactive Whiteboard - Realtime Board:** <https://realtimeboard.com/app/>
- **Brain Connection - Brain Teasers & Games:** <https://brainconnection.brainhq.com/brain-teasers/>
- **Digital Social Story Makers - Make Beliefs Comix:** <https://www.makebeliefscomix.com/Comix>
- **Variety of free activities and resources** - social skills, self-regulation, life skills, learning songs/games: <https://do2learn.com/>

Teletherapy Equipment Needs (Cont.)

SLP Activities

- **Quia:** Interactive quizzes for speech and language therapy for elementary and older children- www.quia.com/shared/speech-therapy/
- **TheraSimplicity:** Create printable and online speech and language therapy materials- www.therasimplicity.com
- **Speaking of Speech Materials:** online therapy materials, some paid, some free- <https://www.speakingofspeech.com/material/view-materials>
- **Boom learning:** many paid, but some free interactive task cards (tutorial for how to use):
<https://www.thewhimsicalword.com/single-post/2017/08/22/How-to-use-BOOM-Cards-in-Speech-Therapy>
- **The Digital SLP:** list of free teletherapy activities- <https://www.thedigitalslp.com/2020/03/free-speech-therapy-activities-for-teletherapy/>
- **Teachers Pay Teachers:** some free, some paid teletherapy games and activities - <https://www.teacherspayteachers.com/Browse/Search:speech%20teletherapy%20games>

OT Activities

- **Teachers Pay Teachers:** some free, some paid teletherapy activities - <https://www.teacherspayteachers.com/Browse/Search:speech%20teletherapy%20games>
- **Your Therapy Source:** Visual Motor Activities- <https://www.yourtherapysource.com/followfree.html>
- **Your Therapy Source:** Proprioceptive Activities- <https://yourtherapysource.com/superherofreebie.html>
- **Digipuzzle:** visual memory, visual perception, spatial relationship, form constancy, and visual scanning activities- <https://www.digipuzzle.net/main/kids/>

Thank you to Therapy2000 for allowing open access to your research and resources!

(pages 3-10)

Examples of Teletherapy Sessions

Since teletherapy can be a shift for many therapists, below is a list of teletherapy sessions available on YouTube. These are just to spark your imagination for how teletherapy might look in your own practice. Keep in mind, these videos have not been reviewed for best practice, so please use your best clinical judgement if utilizing any of the techniques implemented in the videos. Also, these videos may use different online platforms than what we will use.

Occupational Therapy:

<https://www.youtube.com/watch?v=7aoNn6hINPI>
<https://www.youtube.com/watch?v=wa6ix6W8jKI>
<https://www.youtube.com/watch?v=KNUMsCWLwGk>
<https://www.youtube.com/watch?v=RVnlwWyLe4s>
<https://www.youtube.com/watch?v=S4erNJ5h5r0>
<https://www.youtube.com/watch?v=CLYcZx0XcgU>
<https://www.youtube.com/watch?v=tlwdnzfzOYc>
<https://www.youtube.com/watch?v=4xbrSrPeX-o>

Speech Therapy:

<https://www.youtube.com/watch?v=EILW2YGKq7U>
<https://www.youtube.com/watch?v=EILW2YGKq7U>
<https://www.youtube.com/watch?v=AIHTWsMrIjA>
<https://www.youtube.com/watch?v=V4iaCV9bdfU>
<https://www.youtube.com/watch?v=vpFBiYIErRM>
<https://www.youtube.com/watch?v=vxva7kBjoQI>
<https://www.youtube.com/watch?v=Kw9Rzf2peA0>

Physical Therapy:

There are fewer videos for pediatric PT teletherapy sessions, but that doesn't mean teletherapy isn't appropriate for PT. Until now it has been utilized much less for PT than other disciplines and has only recently been added as part of the Texas PT Practice. For ideas, you can review the other disciplines videos to help you see what teletherapy looks like, then explore ideas of what PT activities could be appropriate. We have also created some videos for demonstration on what it could look like for our agency. These are just samples, not with real patients.

You will notice the second video did not go exactly as planned with distractions and technology issues, but we wanted to show it to you because there will certainly be times where part of a teletherapy session may look like this!

<https://web.microsoftstream.com/video/2a4e523d-87dd-4d75-a5e0-b7cf184b6799>

<https://web.microsoftstream.com/video/52c77a5f-7dc8-4b16-bb65-8cf145fbae5c>

Teletherapy Consideration Guiding Questions

Use the following questions to guide your clinical decision making as to the right fit of a child for teletherapy.

Cognitive, behavioral, and motivational characteristics:

- Does the child have adequate cognitive ability to engage in a teletherapy session?
- Does the child have the ability to maintain attention to a digital device for a teletherapy session?
- Does the child have the ability to stay in front of the camera to participate in teletherapy?

Child support resources:

- Does the child/family have a digital device that is consistently available for teletherapy sessions?
- Does the child/family have consistent access to and availability of adequate data or WiFi?
- Does the child/family have an appropriate environment for teletherapy?
- Does the family/caregiver demonstrate readiness to gather materials and prepare for the environment for the teletherapy sessions, if needed?
- Does the family/caregiver demonstrate readiness to serve as a facilitator to support the child during the teletherapy sessions?
- Does the caregiver/facilitator have the ability to operate and troubleshoot teletherapy technology?

Physical and sensory characteristics

- Does the child have adequate hearing to hear through teletherapy technology?
- Does the child have adequate visual skills to see materials and the therapist on teletherapy technology?
- Does the child have the ability to operate digital technology?
- Does the child have adequate physical endurance to engage in a teletherapy session?

Please remember, even if the answer to some of these questions is no, it does not necessarily exclude the child from receiving teletherapy services. It is possible that with the support of a dedicated caregiver, the child will still be able to benefit from teletherapy. You will need to use your best clinical judgement to determine if teletherapy is appropriate for the child. For example, a child may have visual impairments and cognitive delay, but coaching a parent to provide certain therapy techniques through teletherapy could still be an effective method for providing services.

Getting Started

1. Video Session Location

- A quiet, private location
- A well lit room
- A clean/organized setting

2. Dress Code

- Dress professionally, as if you were going to the patients home
- Ex: Scrubs, PPT T-shirt

3. Obtain caregiver's consent for teletherapy services.

- Before you start teletherapy sessions with a patient, you must receive a signed approval form from the caregiver.
- The form can be found at <https://www.premierpediatrictherapy.com/TeleConsentForm>

4. Set up your account with Doxy.me.

- Instructions on page 14.

5. Teach your caregiver how to use Doxy.me.

- Instructions on page 17.

6. Preparedness

- Before completing your first video session with a patient, you must complete a test run to make sure your device's camera, microphone, and wifi are working properly.

7. Obtain a Therapy Session Verification signature from the caregiver at the end of each visit.

- The signature form can be found at <https://www.premierpediatrictherapy.com/TeleVerify>

Update Scheduled Visit to Teletherapy

1. Go to your Point of Care Schedule.
2. On the scheduled visit, click “change.”

File Messages Patients PPS Orders Auths Charges Schedule Compliance Billing Ledger Payroll HR Reports Reference Administration Help

Home Mail People Groups Calendar Tasks Settings Help

Schedule

Display: [Today's Visits](#) [Past Due Visits](#) [All Visits](#) ([Show confirmed visits](#)) Group By: [Date](#) [Patient](#) [Task](#)

Patient: TESTER TEST (12345) Service: PEDIATRIC SPEECH THERAPY ROUTINE VISIT (change) 03/24/20 AUTH ENDS 3/28 MAX 52V

Print: [Map of All Visits](#) [Patient List](#)

3. Select correct visit type.

Change Service Code - Google Chrome

secure.goodlooking.company/healthtrustsoftware/application/validate_pointofcare/change_service.php?chargeid

What Type of Service Would You Like to Change This Visit To?

- PEDIATRIC SPEECH THERAPY ROUTINE VISIT
- PEDIATRIC SPEECH THERAPY DISCHARGE VISIT
- PEDIATRIC SPEECH THERAPY EVALUATION & PLAN OF CARE
- PEDIATRIC SPEECH THERAPY RE-EVALUATION / PLAN OF CARE
- PEDIATRIC SPEECH THERAPY ROUTINE VISIT
- RATE PAID MONTHLY FOR SERVICE
- ST 90 DAY PROGRESS REPORT - INTERIM RE-EVAL
- ST DC SUMMARY
- SUPERVISION OF COTA
- SUPERVISION OF PTA
- SUPERVISION OF SLP-ASSISTANT
- TELE PEDIATRIC SPEECH THERAPY RE-EVALUATION / PLAN OF CARE
- TELE PEDIATRIC SPEECH THERAPY ROUTINE VISIT
- TELE ST DC SUMMARY
- TELE THERAPY PEDIATRIC SPEECH THERAPY ASSISTANT ROUTINE VISIT
- TELE THERAPY PEDIATRIC SPEECH THERAPY EVALUATION & PLAN OF CARE
- TELE THERAPY ST 90 DAY REPORT
- TELE THERAPY ST DISCHARGE VISIT

4. Click “SUBMIT.”

Schedule

Change Service Code - Google Chrome

secure.goodlooking.company/healthtrustsoftware/application/validate_pointofcare/change_service.php?chargeid

What Type of Service Would You Like to Change This Visit To?

TELE PEDIATRIC SPEECH THERAPY ROUTINE VISIT


SUBMIT

Consent for Teletherapy Services

Before you can provide teletherapy services to a patient, the caregiver must give consent via the form pictured below.

The caregiver may access, complete and e-sign the form at <https://www.premierpediatrictherapy.com/TeleConsentForm>

Once the caregiver submits the completed form, an electronic copy will be automatically sent to our office staff.



FOR PPT USE ONLY

MRN Number _____

Telehealth Patient Consent Form





PATIENT NAME: _____

DATE OF BIRTH: _____ MEDICAID NUMBER: _____

1. **PURPOSE:** The purpose of this form is to obtain your consent to participate in a telemedicine/telehealth services in connection with the following procedure/treatments/and /or services.
2. **NATURE OF TELEHEALTH/TELE THERAPY:** Your child's tele session will be with a Premier Pediatric Therapy health professional clinician through the use of interactive online telemedicine resources.
 - a. Details of medical history, medical records, treatment, goals, and outcome will be discussed via tele session with clinician.
3. **MEDICAL INFORMATION AND RECORDS:** All existing laws regarding your access to medical information and copies of your records can be assessed in the same manor according to the Patient Rights of PPT. Medical Information could be shared with the Secure HIPAA regulated Telehealth software in order to complete healthcare session.
4. **CONFIDENTIALITY:** Reasonable and appropriate efforts have been made to eliminate any confidentiality risks associated with the tele session appointment, and all existing confidentiality protections under federal and Texas State law apply to information disclosed during this tele session appointment.
5. **RIGHTS:** You may withhold or withdraw consent to the tele session appointments at any time without affecting your right to future care or treatment, or rising the loss or withdrawal of any program benefits to which you would otherwise be entitled
6. **DISPUTES:** You agree that any dispute arriving from the telemedicine consult will be resolved in the State of Texas, and that Texas state laws shall apply to all disputes.
7. **RISK, CONSEQUENCES AND BENEFITS:** You have been advised of all the potential risk. Consequences and benefits of telemedicine. Your health care practitioner has discussed with you the information provided above. You have had the opportunity to ask questions about the information presented on this form and the telemedicine consultation. All your question have been answered, and you understand the written information provided above.

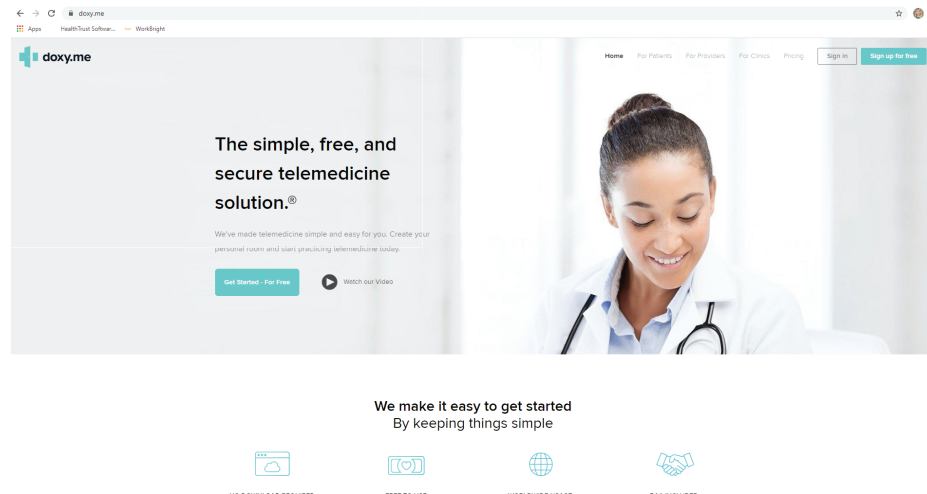
I, _____, agree to participate in Tele Sessions with Premier Pediatric Therapy as described above.

Caregiver Signature: _____ Date: _____

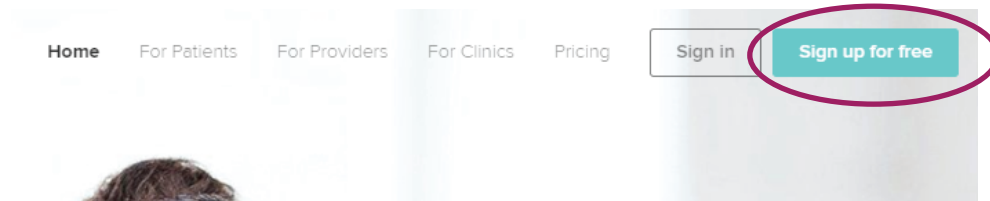
 PremierPediatricTherapy.com  Info@PremierPediatricTherapy.com  832-539-1632  /PremierPediatricTherapy

Set Up Your Doxy.me Account

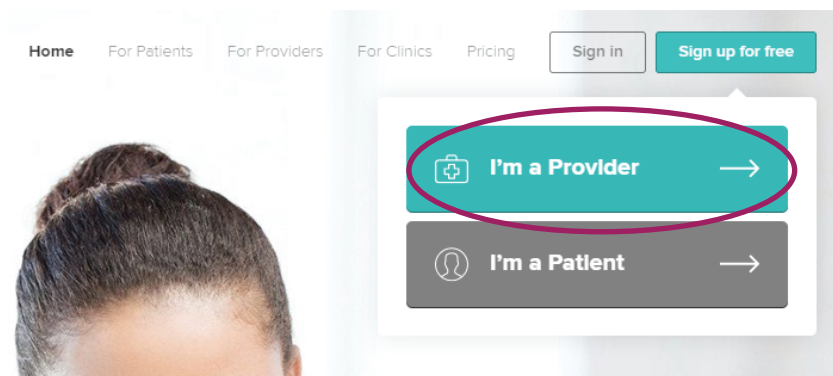
1. Open your web browser and go to Doxy.me



2. Click "Sign up for free" in the top right corner.



3. Click "I'm a Provider."



4. Fill in your personal information.

5. Enter your Classroom Name as your first name & last name with no spaces (Ex: JaneDoe).

NOTE: If that classroom name has already been taken, please add a number after your name.

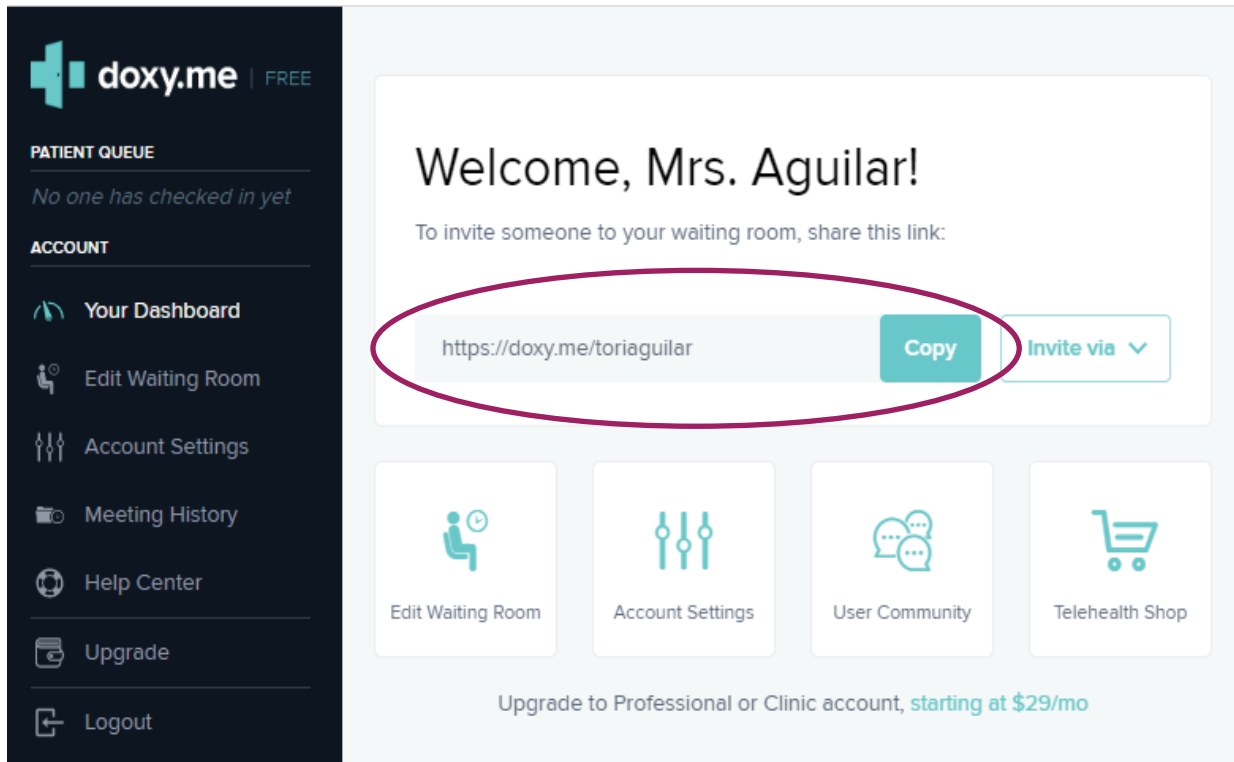
6. Create a password.

7. Check both check boxes.

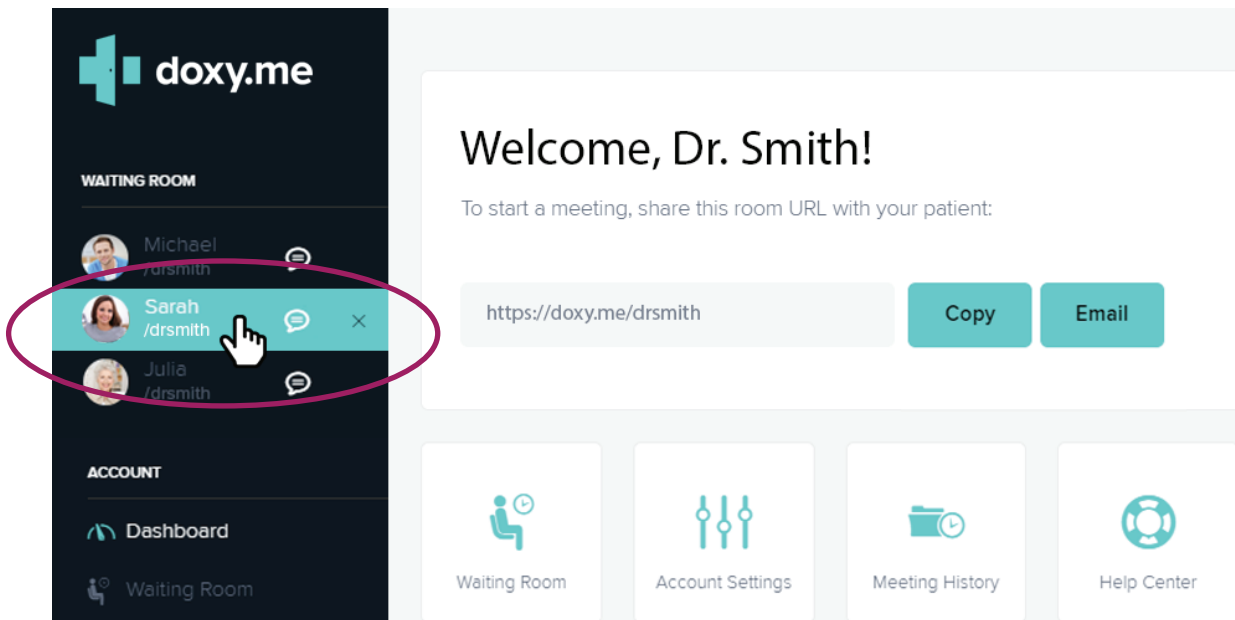
8. Click "Sign Up."

A screenshot of the doxy.me Sign Up form. The form is titled "Sign Up" and is set against a dark blue header with the doxy.me logo. The form fields are as follows: a dropdown menu for "Mrs.", a text field for "Tori", a text field for "Aguilar", a text field for "ToriAguilar", a text field for "https://doxy.me/ToriAguilar", a text field for "Tori@PremierPediatricTherapy.com", and a password field with a strength indicator (three dots). Below the password field are two checked checkboxes: "I am using Doxy.me as a healthcare provider, not a patient." and "I agree to the Terms and Conditions." A teal "Sign Up" button is at the bottom, circled in red.

9. Send your classroom link to the parent, so they can check in.



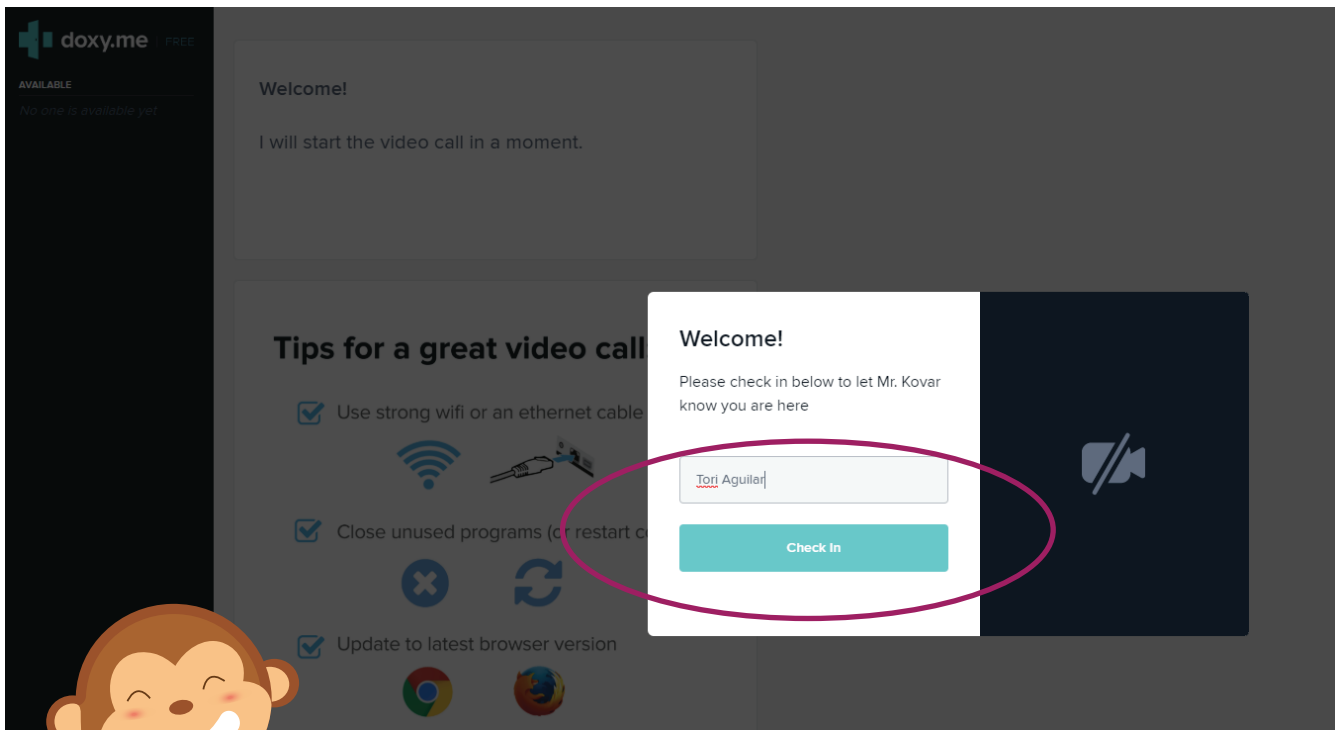
10. Once they check-in, their name will appear in your "Patient Queue."
11. Simply click on their name to start a session.



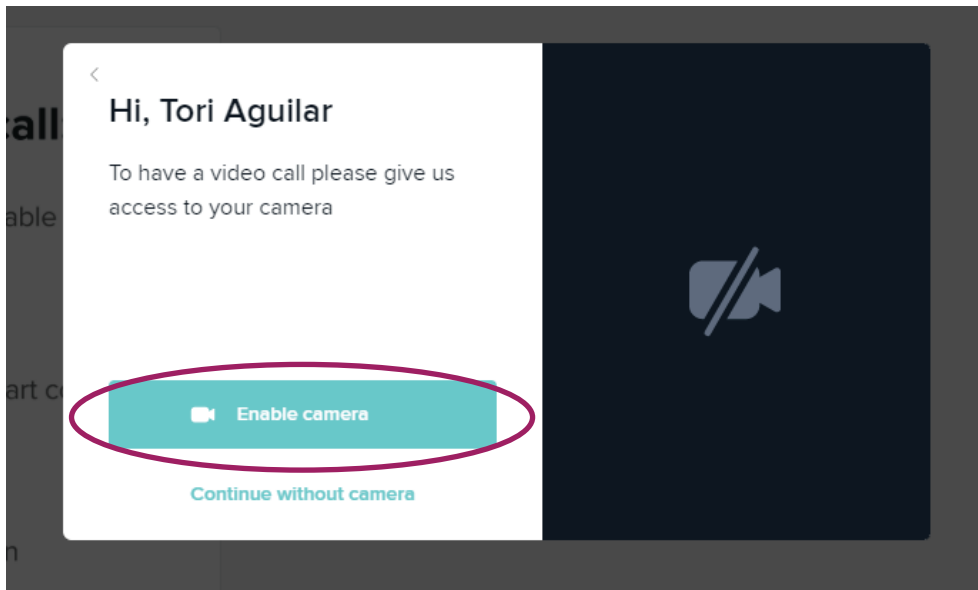
How to Set-Up a Caregiver



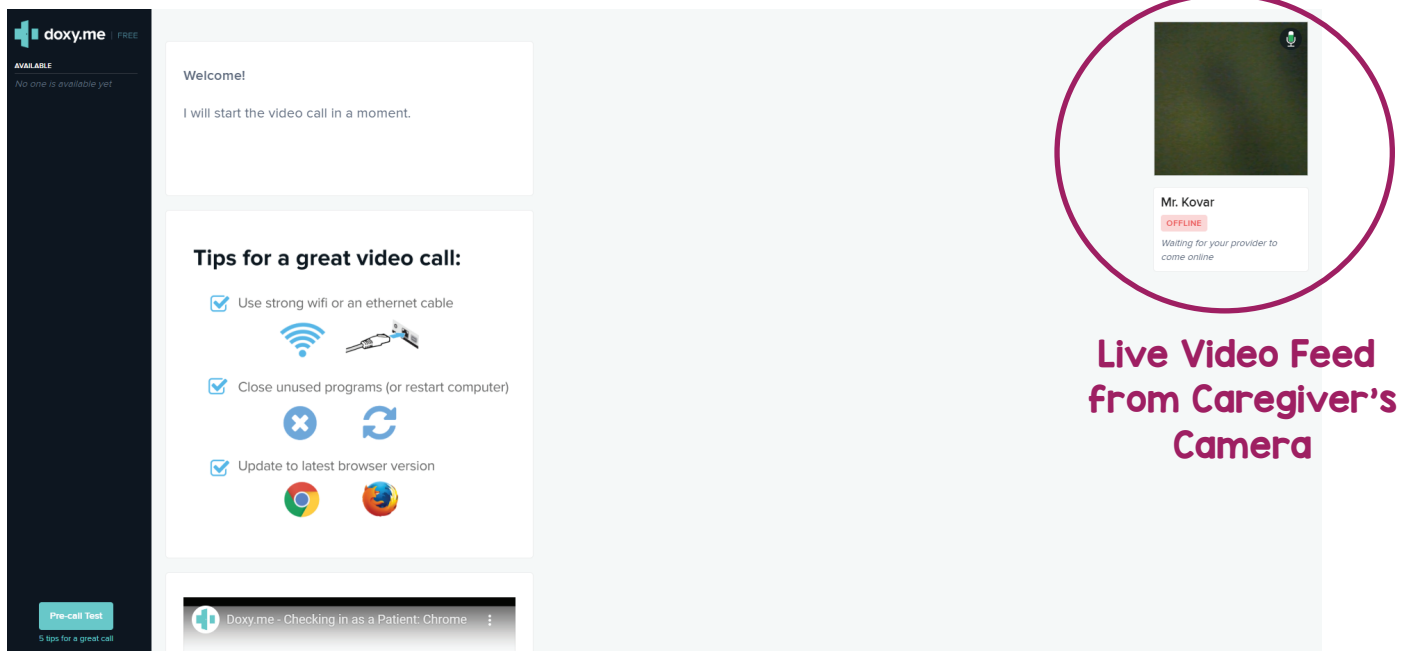
1. The caregiver will need to open the link you sent to them.
It will look something like this: <https://doxy.me/TherapistName>
2. A web browser will open (see below).
3. Caregiver will type in their name.
4. Click "Check-In"



5. Caregiver will enable their device's camera for the video session.



6. The caregiver will then see the screen below as they wait for the therapist/assistant to start the video session.



7. The caregiver/patient's name will now be in your "Patient Queue." Click on their name and the video session will begin.

Verifying a Completed Session

Upon completion of each teletherapy session, this form must be immediately completed by the caregiver.

The form can be found at
<https://www.premierpediatrictherapy.com/TeleVerify>

Once the caregiver submits the completed form, an electronic copy will be automatically sent to our office staff. The form will then be attached to the visit note for that session.



Therapy Session Verification
Verificación de la Sesión de Terapia

Date: _____ **Start Time:** _____ **End Time:** _____
(Fecha) (Hora de inicio) (Hora de finalización)

Patient Name: _____
(Nombre del paciente)

Therapist Name: _____
(Nombre del terapeuta)

Caregiver Name: _____
(Nombre del cuidador)

Relationship to Patient: _____
(Relación al paciente)

Caregiver Signature: _____
(Firma del cuidador)