

**School Age Therapy Program
Child and Family Rehabilitation Services
Queen Alexandra Centre for Children's Health (QACCH)
Vancouver Island Health Authority**

Therapy for Children attending Independent or Private Schools

The School Age Therapy Program at the QACCH can provide Occupational Therapy (OT), Physiotherapy (PT) and/or Speech Therapy (SLP) for students with complex physical challenges who attend private or independent schools. Children can be seen at home, school or the QACCH, whichever is most relevant and efficient. A contract will be established with the school or organization for the services to be provided.

Purchased services might include the following:

- ❑ **Assessment:** includes observing the student, consulting with family & teaching staff, testing, writing a report complete with plan and recommendations for follow up, team conference (includes family) to review assessment results, follow up visit(s) to begin implementing recommendations. This is a minimum 10-hour package to be negotiated depending upon the number of follow up visits required.
- ❑ **Treatment:** for a specified functional purpose and quantity of time.
- ❑ **Follow up visits:** the student's performance is monitored and recommendations are updated as needed on a negotiated schedule that meets the needs of those involved.
- ❑ **Contributing to IEP meetings:** the time is estimated and negotiated case by case.

Procedure for establishing a contract:

1. If the referring person is uncertain of the amount of therapy time that might be needed there is a minimum 10-hour initial assessment package available.

2. The therapist assigned to the school can assist with estimating the amount of time required for a student. He or she can make recommendations of time, both to the School Program Coordinator and School Administrator for the service requested.
3. The School Program Coordinator negotiates the cost and amount of the contract with the School Administrator.
4. The following information is required for establishing a revenue agreement:
 - Name, address, phone and fax number, and email for the organization
 - Name of the administrator with signing authority for the service
 - Name(s) of the student(s)
 - Number of hours of OT, PT &/or SLP per student plus estimated travel time for the school year
5. VIHA invoicing is scheduled for 1/10 of the total contract amount per month from September to June of each school year.
6. Program Coordinator for the School Age Therapy Program sends the School Administrator copies of time sheets for each therapist per term, e.g., December, March, June.

Procedure for making referrals:

Call the Child and Family Rehab Services Intake service at 250 519-6763 or complete a Program Referral form and send it to QACCH, 2400 Arbutus Road, Victoria, BC V8N 1G7 or fax it to 250 519-6918.

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