

# **Saskatchewan Occupational Therapy Practice Guidelines**

## **Jordan's Principle Funding**

### **1. Introduction**

Saskatchewan Occupational Therapy Practice Guidelines – Jordan's Principle Funding - is not a formal contract or legal document. The guidelines are intended to provide guidance regarding process, fees, responsibilities, and expectations to improve occupational therapy services provided to children receiving funding through Jordan's Principle in Saskatchewan.

This guideline is intended to support common practice for occupational therapists providing services through Jordan's Principle funding within the province of Saskatchewan. The Saskatchewan Society of Occupational Therapists (SSOT), the Saskatchewan Pediatric Occupational Therapy Network (SPOT), and the Canadian Association of Occupational Therapists (CAOT) have no specific guidelines related to fees and services funded through Jordan's Principle as of August 12, 2021. The CAOT-BC Fee Guide has been referenced but it is recognized that it has been written specific to their region in the province of British Columbia (2019) and is currently under review.

Individual professionals establish fees for services on an individual basis. Occupational therapists consider a variety of factors when determining their fees, including, but not limited to: the availability and cost of treatment equipment, training and registration of staff, office space, local market conditions, and travel conditions. Common practice guidelines related to fees and services can be beneficial for funding sources.

### **2. Process**

Occupational therapists apply to be recognized as a vendor to provide services through Indigenous Services Canada (INAC). Referral sources request a quote for occupational therapy services from the list of occupational therapists approved to offer services through Jordan's Principle funding. Quotes for services may include assessment, treatment/consultation, equipment, and/or home yard assessments for safety fences. Once the quote has been accepted and approved, occupational therapy services commence. Occupational therapists *typically* direct bill to Jordan's Principle for payment of services.

### **3. Allied Health - Occupational Therapy Services and Fees**

#### ***Telepractice***

The decision to use Telepractice is based on the occupational therapist's professional judgement and clinical reasoning to identify the benefits to using Telepractice. Specifics are outlined on page 6 – Appropriate Use of Telepractice from <https://ssot.sk.ca/assets/main/standardsofpractice/SSOT-Guidelines-for-Telepractice-in-Occupational-Therapy-Final-May-2-2020.pdf>.

Telepractice sessions and meetings are billed at the professional hourly rate including preparation time and documentation. It is important to note that Telepractice may be offered when it is beneficial for the child. Notable limitations of this service delivery is that play/treatment equipment

may not be readily available for the child or the virtual session requires another person onsite to assist with set up. The potential use of Telepractice for service delivery is evaluated on a case by case basis by the occupational therapist with the family and/or other service providers with consent from the family.

### ***Assessment***

An occupational therapy assessment identifies the child's needs and strengths to maximize their potential to master everyday living skills. The assessment includes preparation that includes review of documentation available, evaluation of the child's ability, travel, visit time, arrange and trial equipment as needed, phone calls, report time, and follow up activity. Fees vary based on a variety of factors as previously mentioned and are outlined in the fee schedule at the end of this document.

Typical/ordinary occupational therapy assessments for children may average from 1 to 2 hours of direct professional time including review of documents and up to 2 hours for a written report with scoring time included. In extenuating circumstances, additional time may be required that may include the write up of a home program, debrief, and program plan with the caregivers and other team members as an example.

### ***Treatment and Consultation***

Treatment and consultation involve: preparation, planning, goal setting, execution, verbal and written consultation, and reporting. Fees vary based on a variety of factors previously mentioned. Typical/ordinary occupational therapy treatment/consultation sessions for children may average from 1 to 1.5 hours of professional time depending on a variety of factors and is based on professional judgement and clinical reasoning within their practice. A written summary report at the end of the contract period is completed taking 1 to 2.0 hours for completion. This report is distributed to the referral source and the caregivers.

### ***Safety Fence Assessment and Recommendations***

An assessment is completed by an occupational therapist onsite or virtually when deemed appropriate. An assessment will include:

- An occupational therapist's signature on a yard assessment report that the family home is situated on.
- The yard assessment report will include the child's diagnosis(es) and/or need and recommends the minimum play area required, the height of the fence, the product to build the fence (e.g. wood, PV, chain) and any safety latches or locks, as well as a basic diagram for placement of the fence with measurements.
- A detailed quote from the contractor/builder is required to match the specifications outlined in the yard assessment report. Note: the contractor/builder is not necessarily identified by the occupational therapist but often is identified by the referral source who requested the assessment from the occupational therapist.

### ***Travel Time***

An initial quote for travel time is quoted and billed at the full professional hourly rate based on specifications from an online map service. The rurality of Saskatchewan is an impacting factor and online maps do not necessarily account for construction, weather, or other road hazards therefore

there is potential for error. Future contracts for actual travel time may be adjusted to accommodate travel factors for the travel area.

### ***Cancellation Fees***

Jordan's Principle has advised that they do not reimburse for cancellations written within their contract therefore it is common practice to verify the client is available for the occupational therapy session the day prior to the scheduled appointment. Frequent no shows or cancellations will be discussed with the referring source to plan further occupational therapy services.

### ***Service Provider Mileage***

See the attached fee schedule that utilizes the Public Service Commission Travel Allowance for mileage rates. Expenses for mileage are billed for expenses incurred when private vehicles are utilized for occupational therapy service delivery in the child's community.

### ***Administrative Fees***

Administrative fees are typically accounted for within the professional fees including testing and treatment materials. Therapists may negotiate a flat administration fee for office and equipment expenses when applicable with Jordan's Principle.

**Saskatchewan Occupational Therapy Services**  
**Jordan's Principle Funding**  
**Fee Schedule**

<i>Service</i>	<i>Typical/Ordinary</i>	<i>Extenuating Circumstances</i>
<i>Hourly Rate</i>	\$100 to \$150/hour	A higher hourly rate may be negotiated
<i>Assessment</i>	2 to 4 hours including written report	Up to 6 hours
<i>Treatment/Consultation</i>	1 to 1.5 hours per session	
<i>Treatment Summary Report</i>	1 to 2 hours	
<i>Fence Assessment</i>	2 to 3 hours including written report	
<i>Travel Time</i>	\$100 to \$150/hour	
<i>Mileage</i>	Public Service Commission Rate April/2021 – 47.36¢/km	North of the 54 <sup>th</sup> parallel or roads with surface failures where posted speed limits cannot be followed due to hazardous conditions – 50.29¢/km
<i>Administrative Costs</i>	included in hourly service rates	may be charged on a case by case basis
<i>Meal Rates</i>		may be charged on a case by case basis and with overnight travel
<i>Accommodation Rates</i>		may be charged on a case by case basis

- Assessment, treatment, and consultation includes direct (face to face with the client/family including meetings, phone calls) and indirect services (report writing, preparation for sessions/materials, equipment search/order/repair, communication with referral source, etc.). Hourly rates apply to all services. Hourly services are billed by 15 minute blocks and will round up to the next 15 minute block.
- Mileage for travel beyond the occupational therapist's home community (greater than 10 km) will be billed at the Public Service Commission rate - <https://taskroom.sp.saskatchewan.ca/Documents/601-A%20Travel%20Allowance.pdf>.
- Meal rates will be charged in extenuating circumstances at the Public Service Commission rate - <https://taskroom.sp.saskatchewan.ca/Documents/601-A%20Travel%20Allowance.pdf>.