

## **Contract Code 1732XP-12 Occupational Therapy**

### **Statement of Work.**

The Contractor shall provide services to improve, maintain, and maximize the client's abilities for independent functioning and health maintenance. The Contractor shall provide one or more of the following services, as requested by DSHS:

- a. Assess and evaluate for treatment individuals who are limited by physical injury or illness, psychological dysfunction, developmental or learning disability and/or the aging process;
- b. Administer and interpret tests such as the manual muscle and sensory integration as an aid to treatment; design, fabricate, or apply selected orthotic and prosthetic devices or selected adaptive equipment;
- c. Develop an individual treatment plan;
- d. Provide training and instruction to clients, family, significant others, or paid providers in daily living skills to develop skills and capabilities;
- e. Provide consultation and instruction in the use of adaptive equipment assistive technology and household furnishings;
- f. Arrange for the purchase and effective use of equipment;
- g. Use specifically designed activities and exercises to enhance developmental, cognitive, perceptual motor, sensory integrative and psychomotor functioning; and
- h. Attend Service Plan meetings or Interdisciplinary Team Meetings when requested by DSHS.

### **Reports.**

The Contractor shall:

- a. Provide to DSHS reports, at regular intervals as requested by the Case Manager, using agreed-upon criteria of progress in implementing purchased services, or progress toward purchased outcomes.
- b. Submit a progress report that measures the treatment outcomes against the therapeutic plan.
- c. Cooperate with DSHS in the evaluation of his/her performance and reports under the terms of this Contract including the following:
  - (1) Follow-up contact with clients, their families, guardians or primary caregivers regarding their satisfaction with the services provided;
  - (2) Investigation and documentation of all complaints about the service provided; and
  - (3) Periodic monitoring of service documentation records and of billing and payment data.

### **Consideration.**

Total consideration payable to Contractor for satisfactory performance of the work under this Contract shall be based on the following:

a. Medical services authorized by DSHS covered by the Medicaid State Plan through the Health Care Authority (HCA) must be billed following the HCA billing instructions and will be paid in accordance with the HCA published rates. HCA rates are located at <http://www.hca.wa.gov/medicaid/billing/pages/bi.aspx>

b. The fee for training, instruction and consultation in the use of adaptive equipment or assistive technology shall not exceed the maximum rate of \$ hour.

c. Travel. Reimburse travel time at ¼ the hourly rate, or 'event', for every thirty (30) minute unit after the first thirty (30) minutes of travel time, up to a maximum of three (3) hours.

(1) Allowable travel time is portal to portal:

(a) Portal to portal is defined as:

- i. the distance traveled by the Contractor from the contractor's residence or office, whichever is closer, to the address of an appointment (appointment is defined as scheduled time with a person receiving services);
- ii. the distance from the address of an appointment to another appointment;
- iii. the distance from an appointment to the contractor's residence or office, whichever is closer.

(b) Calculate travel time from the contractor's residence or office to the client's location (to whom services are being provided), whichever is closer.

(c) The Contractor is to specify travel time on the invoice [example for a psychiatrist: Total travel time = thirty (30) minutes (after the first thirty (30) min.) = one thirty (30) minute unit X \$50.75 (1/4 the psychiatrist rate) = \$50.75 for travel time].

(d) If the Contractor travels to multiple Occupational Service events in a given area, the contractor can bill travel only once. The Contractor cannot submit a separate travel billing for each client.

d. Mileage may be reimbursed as pre-authorized at an amount not to exceed current State of Washington rates, as published by the Office of Financial Management.

e. Contractor out-of-pocket expenses may be reimbursed as pre-authorized.