

CONTRACT FOR OCCUPATIONAL THERAPY SERVICES

In a cooperative effort to provide services to students in Allen County, the party of the first part OT4U, LLC (Occupational Therapy), and the party of the second part (the Allen County Board of Education), shall provide a joint educational and therapeutic program during the 2025-2026 school year.

The party of the first agrees to:

1. Evaluate/reevaluate each student upon referral and file a written report or upload onto Infinite Campus within 5 school days of the evaluation or reevaluation.
2. Provide current proof of liability insurance and Kentucky license.
3. Attend training concerning confidentiality, billing procedures and Infinite Campus IEPs/progress monitoring.
4. Communicate recommendations to school personnel directly associated with student's referral for therapy services.
5. Determine specific program needs of each student recommended for therapy intervention and plan and implement services.
6. Perform any and all other services as specified in the IEP including: direct therapy services, parent/teacher consultation, and screenings.
7. Monitor and maintain intervention records and IEP goals/objectives on a regular basis, including progress monitoring.
8. Assess, modify, and/or update each individualized therapy program as the student's needs change based on the ARC decision and evaluation results.
9. Consult with Director of Special Education and brief consultation with professional staff concerning program planning and recommendation of purchasing or outside evaluations.
10. On a minimal basis consultations with parents will be made.
11. Attend meetings when an evaluation or reevaluation has been performed and results are being presented to the ARC.
12. Provide transportable equipment and therapy materials.
13. Provide to the Allen County Board of Education the billing for the billable month's services by date specified.
14. Include the Goals and Objectives on the IEP prior to the students Annual Review or determination for services meeting.
15. Dress professionally abiding by Allen County Board of Education dress code regulations.

Allen County Schools 2025-2026

16. Honor this agreement for the 2024-2025 school year and give no less than 30 days written notice of intent to terminate this agreement.

The party of the second part agrees to:

1. Provide therapy equipment that is not transportable (tables, chairs, etc.), adequate treatment space, filing and storage space, and other basic services as needed.

2. Agree mutually with the therapist upon schedule for services. Service times being times of implementing services, not to include travel.
3. Obtain appropriate educational and medical information relating to each student prior to evaluation.
4. Make payments for services rendered as follows: Payment will be based upon the number of visits and amount of time spent with each student at the rate of \$ 62.00 per hour for Occupational Therapy Services, mileage is included in this rate. This rate will apply for time spent servicing students, as well as, for necessary time spent for evaluations, report writing, progress monitoring, Medicaid note logging, consultations, time-worksheet billing, and attending ARC meetings at or away from school.
5. Documentation, Service Logs, and invoice will be completed and turned in by the 5th of the following month of treatments. Payment for services will be mailed after each monthly board meeting. Notification will be given if the board meeting is changed from its regular schedule.
6. Honor this agreement for the 2025-2026 school year and give no less than 30 days written notice of intent to terminate this agreement.

Allison Ramsey
Occupational Therapist

Travis Hamby, Superintendent

7994 Edmonton Rd.
Address

Date

Summer Shade, KY 42166
City, State, Zip

Heather Harwood, Director of Special
Education & Preschool Programs

270-407-3013
Telephone

Date

Occupational Therapist Signature