

## OCCUPATIONAL/ PHYSICAL THERAPY “Under the Direction of “ LOG

Child Name: \_\_\_\_\_ Agency: \_\_\_\_\_

School Year: \_\_\_\_\_ OT/PT services Mandated: \_\_\_\_\_

Assigned OTA/ PTA: \_\_\_\_\_ License #: \_\_\_\_\_ NPI #: \_\_\_\_\_

Supervising OT /PT: \_\_\_\_\_ License #: \_\_\_\_\_ NPI #: \_\_\_\_\_

I will keep the appropriate records documenting that the supervision services have occurred (i.e. telephone logs, minutes of meetings. Minutes if observations, initial and subsequent periodic face to face contact with each student and OTA/PTA)

ACTIVITY	Meeting Date	Type of Meeting (Group, Individual, Telephone etc.)	Notes	SUPERVISOR SIGNATURE
IEP REVIEW				
INITIAL OBSERVATION- Face to face with child				
Summer Meeting				
INITIAL OBSERVATION- School Year				
Meeting				
<i>1<sup>st</sup> Quarter Review</i>				
Meeting				
<i>2<sup>nd</sup> Quarter Review</i>				
Meeting				
<i>3<sup>rd</sup> Quarter Review</i>				
Meeting				
<i>4<sup>th</sup> Quarter Review</i>				
Meeting				

**NOTE:** The Supervising OT/PT **MUST** provide an initial (within first 2 weeks) and subsequent periodic face to face contact for each student being serviced by OTA/PTA

**The PT: MUST** have on file the way he/she has provided supervision to the PTA of each, and every child being serviced. (One PT cannot supervise more than four (4) PTA per Article 136, section 3738 a.) **The OT: MUST** have on file the way he/she has provided supervision to the OTA of each, and every child being serviced The Supervision must be direct.

If a student has both an individual and a group session within the same discipline. The supervisor only needs to provide a face-to-face session with the child once. Please document the same date for both sessions.

\*Upload document to the CPSE Portal quarterly\*