

Position	Definition	Scope of Services	Qualifications	Required Knowledge, Skills and Abilities	Rate
Physical Therapist	Provides physical therapy ("PT") treatment to patients in their place of residence who are under the care of a physician.	<ol style="list-style-type: none"> 1. Evaluates the degree of function and disability of patients; 2. Performs PT procedures upon the written referral of a licensed physician; 3. Participates with other personnel in the formulation of patient's plan of care ("POC"); 4. Communicates POC and patient progress with nurse case manager; 5. Assists in the development of PT policies and procedures; 6. Confers as needed periodically with physicians regarding all facets of patient care and related activities, and provides consultative services to other staff including home health aides (individually, "HHA" and collectively, "HHAs"); 7. Assists in the development of, and instructs and participates in agency in-service education program; 8. Records in patient chart all physical therapy evaluations, re-evaluations, progress notes, consultations and discharge summaries; 9. Records the treatment plan and goals in the patient record and instructs activities of daily living ("ADL"); 10. Maintains program records and statistical reports of the frequency and types of treatment and number of patients treated; 11. Notifies case manager and physician if patient refused/missed treatment session, complete and return clinical documentation and visit report the same day of therapy service; 12. Participates in quality assurance ("QA") / quality improvement ("QI"), case conferences, discharge planning, and other meetings as directed by the County's Certified Home Health Agency ("CHHA") Deputy Commissioner or designee; and 13. Schedules supervisory visit with physical therapist assistant and provides supervisory report to CHHA Deputy Commissioner or designee. 	<ol style="list-style-type: none"> 1. Licensed and currently registered with the New York State Education Department ("NYSED") as a physical therapist; and 2. At least three (3) years of experience working in home health care and/or three (3) years clinical experience. 	<ol style="list-style-type: none"> 1. Good knowledge of the principles, techniques and practices of PT; 2. Good knowledge of pathological conditions and socioeconomic factors effecting a patient's disabilities; 3. Working knowledge of community resources applicable to PT; 4. Ability to plan and supervise the work of others; 5. Ability to get along well with others; and 6. Good physical condition. 	<ul style="list-style-type: none"> • \$ 80.00 for initial PT evaluation. • \$ 80.00 per PT treatment session.
Physical Therapist Assistant ("PTA")	Administers treatment programs to patients in their place of residence as directed by the physical therapist and referring physician. The work is performed under the supervision of a physical therapist.	<ol style="list-style-type: none"> 1. Provides family/caregiver training as per approved POC; 2. Implements established POC and documents clinical outcome in electronic medical record ("EMR"); 3. Maintains legal and credential compliance by adhering to applicable federal, state, and local laws, policies, and regulations, as may be amended from time to time; 4. Notifies evaluating physical therapist, case manager, and physician if patient refused/missed treatment session; 5. Communicates and reviews patient progress with evaluating physical therapist and case manager; 6. Completes and returns clinical documentation and visit report the same day of PT service; 7. Participates in case conference, discharge planning, and other meetings as directed by CHHA Deputy Commissioner; 8. Adheres to CHHA policies and procedures, and participates in quality improvement and safety programs; and 	<ol style="list-style-type: none"> 1. Graduate of two (2)-year college level program approved by the American Physical Therapy Association; 2. Licensed and currently registered with the NYSED as a PTA; and 3. At least three (3) years' work experience under the supervision of a licensed physical therapist. 	<ol style="list-style-type: none"> 1. Demonstrate knowledge of New York State Department of health regulations, HIPAA, and Medicare reimbursement guidelines. 	<ul style="list-style-type: none"> • \$ 80.00 per PT treatment session. <p>Please note – physical therapist and PTA co-visit for evaluation and supervisory visit will be paid at one \$80.00 rate only, not an \$80.00 rate for both clinicians.</p> <p>Physical therapist must schedule supervisory visit and provide supervisory report to CHHA Deputy Commissioner or designee.</p>

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		9. Instructs patients on home exercise program and safety.			
Occupational Therapist	Occupational therapy ("OT") is the art and science of evaluation and treatment of physical and psychosocial dysfunction using purposeful activity (functional, industrial, educational, social, and self-help) designed to reduce the limitations imposed by injury or illness and to achieve the optimal functioning level of self-care and productivity.	<ol style="list-style-type: none"> 1. Evaluates patients by providing diagnostic tests; 2. Organizes and administers OT treatment in the patient's home upon referral and under supervision of the patient's physician, or upon referral by other resources, such as public health nurses or physical therapist; 3. Plans and provides functional and recreational activities, ADL training, appropriate adaptive equipment, techniques and exercises to improve or restore patient to maximum level of function. 4. Develops treatment plans, goals, and a treatment schedule, coordinating program with other disciplines involved; 5. Makes splints and assistive devices for the handicapped patient when prescribed by patient's physician. 6. Instructs and supervises those who participate in the OT treatment plan (public health nurses, home health aides, mental health workers and family members); 7. Offers consultation when appropriate to the administrators, the nursing services and the medical staffs; 8. Maintains treatment records, progress reports and other reports; 9. Participates in patient centered conferences and other meetings related to the CHHA as required and to provide in-service program for nursing staff; 10. Provides consultation for equipment evaluations, construction and instruction in use of such equipment in patient's home. 11. Evaluates patient's home for architectural barriers, household equipment, and layout modification to improve function and safety; 12. Notifies case manager and physician if patient refused/missed treatment session; 13. Completes and returns clinical documentation and visit report the same day of therapy service; 14. Participates in QA/QI, case conferences, discharge planning and other meetings as directed by the CHHA Deputy Commissioner or designee; and 15. Schedules supervisory visit with certified occupational therapy assistant and provides supervisory report to CHHA Deputy Commissioner or designee. 	<ol style="list-style-type: none"> 1. Graduate of an accredited OT program. 2. Licensed and currently registered with the NYSED as an occupational therapist; and 3. At least three (3) years of experience working in home health care and/or three (3) years clinical experience. 	<ol style="list-style-type: none"> 1. Good knowledge of OT principles, methods, and techniques; 2. Good knowledge of the construction and care of therapeutic equipment; 3. Ability to understand and carry out oral and written directions; 4. Good powers of observation, perception, analysis; and 5. Emotional maturity. 	<ul style="list-style-type: none"> • \$ 80.00 for initial OT evaluation. • \$ 80.00 per OT treatment session.
Certified Occupational Therapy Assistant ("COTA")	Administers treatment programs within home environment as directed by the evaluating occupational therapist and referring physician.	<ol style="list-style-type: none"> 1. Provides family/caregiver training as per approved POC; 2. Implements established POC and document clinical outcome in EMR; 3. Maintains legal and credential compliance by adhering to applicable federal, state, and local laws, policies and regulations, as may be amended from time to time; 	<ol style="list-style-type: none"> 1. Graduate of two (2)-year college level program approved by the American Occupational Therapy Association; 2. Licensed and currently registered with the NYSED as a COTA; and 	<ol style="list-style-type: none"> 1. Demonstrate knowledge of OBRA regulations, HIPAA, and Medicare reimbursement guidelines. 	<ul style="list-style-type: none"> • \$ 80.00 per OT treatment session. <p>Please note – occupational therapist and COTA co-visit for evaluation and</p>

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	The work is performed under the supervision of an occupational therapist.	<ol style="list-style-type: none"> 4. Notifies evaluating occupational therapist, case manager, and physician if patient refused/missed treatment session; 5. Communicates and reviews patient progress with evaluating occupational therapist and case manager; 6. Completes and returns clinical documentation and visit report the same day of OT service; 7. Participates in case conference, discharge planning, and other meetings as directed by CHHA Deputy Commissioner; 8. Adheres to CHHA policies and procedures and participates in quality improvement and safety programs; and 9. Instructs patients on home exercise program and safety. 	<ol style="list-style-type: none"> 3. At least three (3) years' work experience under the supervision of a licensed occupational therapist. 		<p>supervisory visit will be paid at one \$80.00 rate only, not an \$80.00 rate for both clinicians.</p> <p>Occupational therapist must schedule supervisory visit and provide supervisory report to CHHA Deputy Commissioner or designee.</p>
Speech Therapist	This is a skilled professional service involving the evaluation and therapeutic treatment for speech and language connected disorders. The work is performed under the general direction and written orders of a licensed physician. The work will include instruction of other professional and paraprofessional personnel as well as family members.	<ol style="list-style-type: none"> 1. Administers speech therapy for organic and functional communication disorders. The general plan of treatment will be outlined in consultation with public health personnel working with the patient; 2. Serves on the Committees to provide quality assurance in therapy services. 3. Evaluates and provides direct care service to patients with speech and language disorders on a home visit basis. 4. Consults with other services through team conferences during a home visit and on an individual basis if indicated. 5. Provides in-service education to home health agency personnel, both professional and paraprofessional. 6. Records the goal, plan, and treatment in the patient's clinical record and instructs agency personnel in maintenance and support therapy; 7. Completes and returns clinical documentation and visit report the same day of therapy service; and 8. Participates in QA/QI, case conference, discharge planning and other meetings as directed by the CHHA Deputy Commissioner or designee. 	<ol style="list-style-type: none"> 1. Licensed and currently registered with NYSED as a speech-language pathologist; 2. Master's Degree in speech-language pathology; and 3. At least three (3) years of experience working in home health care and/or three (3) years clinical experience. 	<ol style="list-style-type: none"> 2. Knowledge of most recent diagnostic methods; 3. Comprehensive knowledge of latest therapeutic techniques; and 4. Familiarity with all forms of communication—reading, writing, speaking, sign language, finger spelling, blissymbols, communication boards, and other communication aids. 	<ul style="list-style-type: none"> • \$ 90.00 for initial evaluation. • \$ 90.00 per treatment session.
Licensed Master Social Worker ("LMSW")	This is a skilled professional service involving the evaluation and treatment of homebound patients identified as having social or emotional factors that are affecting the medical well-being of the patient. The work is performed under the general direction and supervision of a Licensed Clinical Social Worker and under physician orders.	<ol style="list-style-type: none"> 1. Evaluates the psychosocial situation of the patient in home care, taking each of the following into consideration: (a) family relationships; (b) the meaning of illness to the patient and his/her family; (c) the cultural attitudes in relation to illness; (d) the meaning of the home to the patient, (e) the ability of the patient and family to adjust to the patient at home; and (f) the financial impact of illness on the family; 2. Develops a social work treatment plan based upon the evaluation under the supervision of a Licensed Clinical Social Worker; 3. Participates in patient-centered conferences with the health team as appropriate, but no later than six (6) visits after therapy starts; 4. Provides ongoing social work services in the patient's home; 5. Helps the patient and family understand, accept and follow medical recommendations; 6. Provides services planned to restore the patient to optimum 	<ol style="list-style-type: none"> 1. Master's degree in social work from a graduate school of social work accredited by NYSED; 2. Licensed and currently registered with NYSED as an LMSW; 3. At least one (1) year of social work experience in a health care setting; and 4. At least three (3) years of experience working in home health care and/or three (3) years clinical experience. 	<ol style="list-style-type: none"> 1. Good knowledge of social work principles; 2. Knowledge of community resources and ability to access services; 3. Ability to relate well to others; and 4. Good physical condition. 	<ul style="list-style-type: none"> • \$65.00 per visit. • Visit rate for attending committee meetings.

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		<p>social and health status within his capacity;</p> <p>7. Assists patients and their families with personal and environmental difficulties which predispose toward illness or interfere with obtaining maximum benefits from medical care;</p> <p>8. Determines the need for continuing and/or altering the social work service treatment plan, keeping the health team apprised of the situation;</p> <p>9. Consults with other agencies for appropriate information within HIPAA guidelines, participates in interagency case conferences and serve as liaison between social work agencies, social service departments and the CHHA.</p> <p>10. Assists team members in the selection of, referral to, and use of appropriate community resources, including social agencies, that will assist the patient to resume life in the community or to learn to live with his disability;</p> <p>11. Participates in the County's orientation and staff education programs;</p> <p>12. Serves on Outcome Based Quality Improvement Committee ("OBQI"), Utilization Review Committee ("UR"), and Professional Advisory Committee ("PAC") to provide quality assurance in therapy services;</p> <p>13. Submits patient notes at least weekly or more frequently.</p>			
Licensed Clinical Social Worker ("LCSW")	Responsible for administration and supervision of the medical social work services provided by contract LMSWs. Supervision is exercised over assigned contract staff.	<p>In addition to performing the functions stated above under the LMSW position, the LCSW will have the following additional responsibilities:</p> <ol style="list-style-type: none"> 1. Carries a caseload of all types of medical social work; 2. Prepares and assembles educational materials for use in teaching, consultation and advisory services; 3. Advises and develops departmental policies for medical social work services; 4. Trains, orients, supervises, and evaluates contract LMSWs, and evaluates effectiveness of medical social work programs; 5. Serves on the OBQI Committee, UR Committee (UR), and PAC to provide quality assurance in therapy services. 	<ol style="list-style-type: none"> 1. Master's degree in social work from a graduate school of social work accredited by NYSED; 2. Licensed and currently registered with NYSED as a LMSW; 3. At least three (3) years of social work experience in a health care setting; 4. At least one (1) year supervising experience; and 5. At least three (3) years of experience working in home health care and/or three (3) years clinical experience. 	<ol style="list-style-type: none"> 1. Good knowledge of social work principles; 2. Knowledge of community resources and ability to access services; 3. Ability to relate well to others, good physical condition; and 4. Ability to supervise, establish and maintain good working relationships with staff and patients. 	<ul style="list-style-type: none"> • \$76.00 per visit. • Visit rate for attending committee meetings.
Certified Dietitian	A person who applies the principles of normal and therapeutic nutrition and of the physical, biological, social, and behavioral sciences to the assessment and management of those factors in the personal and community environment which influence nutritional	<ol style="list-style-type: none"> 1. Makes home visits to patients with complicated nutritional problems (e.g.: extreme underweight or overweight, Crohn's disease, tube feedings, newly diagnosed insulin dependent diabetics); 2. Develops nutrition care plan with short- and long-term goals; 3. Documents therapeutic intervention in patient records; 4. Records progress in patient charts; 5. Develops and presents in-service as requested; 6. Provides consultation to RNs involved in patient's POC; 7. Participates in administrative meetings and on advisory committees as requested; 8. Prepares reports related to nutrition care activities; 	<ol style="list-style-type: none"> 1. Graduate of a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition, or Home Economics (with a concentration in nutrition); 2. Licensed and currently registered with NYSED as a certified dietitian; and 	<ol style="list-style-type: none"> 1. Thorough knowledge of the principles and practices of nutrition and diet therapy; 2. Thorough knowledge of relationship of nutrient intake to health and to restorative and rehabilitative treatment; 3. Thorough knowledge of how various disease states and medical regimens alter nutrient needs; 4. Thorough knowledge of household menu planning, marketing and food preparation and ability to advise on these processes; 5. Ability to establish and maintain effective working relationships with patients and staff; 6. Ability to understand and follow complex oral and written 	<ul style="list-style-type: none"> • \$84.00 per visit. • Visit rate for attending committee meetings.

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	status.	<ol style="list-style-type: none"> 9. Serves on OBQI Committee, UR Committee (UR), and PAC to provide quality assurance in therapy services; and 10. Submits patient notes at least weekly or more frequently. 	<ol style="list-style-type: none"> 3. At least three (3) years of experience working in home health care and/or three (3) years clinical experience. 	<ol style="list-style-type: none"> instructions; 7. Ability to speak clearly and effectively to individuals and groups; and 8. Physical condition commensurate with the demands of the position. 	
Registered Nurse ("RN")	The RN is responsible for monitoring a patient's overall care. In most cases, the RN will be the first visiting clinician to perform an overall comprehensive assessment ("OASIS"). In partnership with the patient's primary care physician, the RN will then develop an individualized POC. In addition to customized care and patient instruction for Chronic Disease Management, the RN provides a variety of specialized skills such as, but not limited to, simple to complex wound therapy, post-surgical care management, ostomy care management, medication management. The RN will be a part of the interdisciplinary team.	<ol style="list-style-type: none"> 1. Initiates, implements, and supervises patient POC; 2. Demonstrates the ability to observe, record, and report needs and concerns, and coordinate the needs of home care patients and maintain constructive relationships with them, and with all care providers; 3. Makes visits to the home of patients requiring nursing care, making a complete patient assessment during each nursing visit; 4. Re-evaluates the nursing needs of patient as needed; 5. Provides and maintains a reliable mode of transportation for all scheduled shifts and can drive safely in all types of inclement weather; 6. Carries out physician's plan of treatment and reports changes as necessary; 7. Consults with patient's physician regarding disease and symptom management needs; 8. Educates and supervises the patient and/or other responsible person in meeting nursing and related patient care needs; 9. Provides supervisory visits for Home Health Aides caring for patients per Medicare guidelines; and 10. Participates in QA/QI, case conferences, discharge planning and other meetings as directed by CHHA Deputy Commissioner or designee. 	<ol style="list-style-type: none"> 1. Graduate from an accredited School of Nursing (Associates/BSN); 2. Licensed and currently registered with NYSED as a registered professional nurse; and 3. At least one (1) year of experience working in home health care, but two (2) or more years of home health care experience is preferred. 	<ol style="list-style-type: none"> 1. Knowledge of certified home health principles; 2. Certification and or knowledge of OASIS preferred; 3. Excellent documentation and oral communication required; 4. Computer literate – must be trained on CHHA's electronic medical record system; and 5. Maintain full compliance with all applicable state and federal guidelines, as may be amended from time to time. 	<ul style="list-style-type: none"> • \$80 per skilled visit. • Visit rate for attending committee meetings. • \$65 per supervisory visit. • \$120 per visit for OASIS (SOC/ ROC).
Home Health Aide ("HHA")	An HHA is a trained and certified health-care worker that assists a patient, in the patient's home, with personal care (i.e. hygiene and exercise) and light household duties (i.e. meal preparation) and monitors the patient's condition.	<ol style="list-style-type: none"> 1. Assists the nurse or therapist by providing selected personal care services and limited related household tasks which are part of the patient's POC and must be provided under a physician's order; 2. Works under the direct supervision of the patient's primary care nurse and other professional staff involved in the patient's care; 3. Immediately reports any incidents and/or changes in patient's condition; and 4. Works weekends and/or holidays as required. 	<ol style="list-style-type: none"> 1. Successful completion of an HHA training program approved by the New York State Department of Health; 2. Possess a valid HHA certificate; and 3. Possess and maintain a valid driver's license. 	<ol style="list-style-type: none"> 1. Ability to appropriately assist patients with personal care activities and provide companionship tasks in accordance with the patient's POC; 2. Ability to assist patient with basic medical or personal needs such as bathing, mouthcare, grooming, bathroom, feeding, and dressing; 3. Ability to perform simple procedures as an extension of therapy services; 4. Ability to accurately measure and record temperature, pulse, respiration and blood pressure readings; 5. Ability to perform light-housekeeping tasks of patient's immediate environment including laundering of clothing or bedding; 	<ul style="list-style-type: none"> • \$25.00 per hour.

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				<ul style="list-style-type: none"> 6. Ability to plan and prepare nutritious meals for patients and do marketing; and 7. Ability to accurately document services provided and keep daily records of date and time of personal care, ambulation, exercise, special procedures and observations. 	

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