

SECTION SIX

RECREATIONAL THERAPY INTERNSHIPS



Assisted Independence, LLC.

Home and community based services

**INTERNSHIP MANUAL
for RECREATIONAL THERAPY**

APPLICATION DEADLINES

Spring Semester Internship

(approximately January 15 through May 1):
application due by October 31

Summer Semester Internship

(approximately May 15 through August 31):
application due by February 28

Fall Semester Internship

(approximately September 15 through
December 31):
application due by June 30



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Our mission is for our clients to live active and healthy lives at their homes and in their communities.



ASSISTED INDEPENDENCE MISSION STATEMENT

Our mission is for our clients to live active and healthy lives in their homes and in their communities.

ASSISTED INDEPENDENCE HISTORY

Assisted Independence (A.I.) is a home and community-based service provider for individuals of all ages with developmental disabilities. The company was founded in 2016. After applying to become a Medicaid provider, Assisted Independence was granted licensure by the Indiana Bureau of Developmental Disabilities Services (BDDS) to provide Respite services, Residential Habilitation Services, Community-Based Habilitation, Participant Assistance and Care, and Recreational Therapy. On July 14, 2017, Assisted Independence officially opened, providing supports through the Indiana Medicaid Waiver system. The Council for Quality and Leadership awarded Assisted Independence with a 3-year accreditation on September 6, 2019. Shortly thereafter, Assisted Independence was selected as the Columbus Chamber of Commerce 2019 NextGen Business of the Year. The accolades are a direct result of the hard work and dedication of the employees, striving to better the lives of the persons supported. In 2024, Assisted Independence employs 93 individuals as either Direct Support Professionals (DSP's) or Recreational Therapists, supporting approximately 278 individuals throughout Indiana.



LICENSURE AND ACCREDITATION

Assisted Independence is licensed and certified by the Family and Social Services Administration's (FSSA) Division of Disability and Rehabilitative Services (DDRS), under statutory authority of the Bureau of Developmental Disabilities Services (BDDS), as home and community based service provider for recipients of the Indiana Medicaid Family Supports Waiver (FSW) and Community Integration and Habilitation (CIH) waiver, federally funded supports through the Centers for Medicare and Medicaid Services (CMS).

For more information about the Family and Social Services Administration (FSSA), please visit

<https://www.in.gov/fssa/>

For more information about the Division of Disability and Rehabilitative Services (DDRS), please visit <https://www.in.gov/fssa/2328.htm>

For more information about the Bureau of Developmental Disabilities Services, please visit <https://www.in.gov/fssa/ddrs/2639.htm>

For more information about the Centers for Medicare and Medicaid Services (CMS), please visit <https://www.cms.gov/>

POPULATIONS SUPPORTED

Indiana recognizes and classifies the following populations eligible for support:

SSI (MASI)

Aged (MA A)

Blind (MA B)

Disabled (MA D)

MED Works (MADW, MADI)

Low-income Caretakers (MAGF)

Foster Care (MA 15)

Foster Care Independence (MA14)

Children under Age 1 (MA Y)

Children Age 1-5 (MA Z)

Children Age 1-18 (MA 2, MA 9)

Transitional Medical Assistance (MA F)

IV-E FC Foster Care children (MA 4)

Children in the Adoption Assistance Program (MA 8)



SUPPORTS PROVIDED THROUGH ASSISTED INDEPENDENCE, LLC

Community Based Habilitation – Individual (CHIO) – Services provided outside of the Participant’s home that support learning and assistance in the areas of self-care, sensory/motor development, socialization, daily living skills, communication, community living and social skills. Community based activities are intended to build relationships and natural supports.
According to IAC 460 Section 10.6

Participant Assistance and Care (PAC) – Participant Assistance and Care (PAC) services are provided to allow participants (consumers) with intellectual / developmental disabilities to remain and live successfully in their own homes, function and participate in their communities and avoid institutionalization. PAC services support and enable the participant in activities of daily living, self-care and mobility with the hands-on assistance, prompting, reminders, supervision and monitoring needed to ensure the health, safety and welfare of the participant.

Respite (RSPO) – Services provided to participants unable to care for themselves that are furnished on a short-term basis in order to provide temporary relief to those unpaid persons normally providing care. Respite Care can be provided in the participant’s home or place of residence, in the respite caregiver’s home, in a camp setting, in a DDRS approved day habilitation facility, or a non-private residential setting (such as a respite home).

Recreational Therapy (RETH) – Medically approved recreational programs to restore, remediate or rehabilitate an individual in order to improve the individual’s functioning and independence; and reduce or eliminate the effects of an individual’s disability.

Residential Habilitation & Support (RHS, Level 1) – Residential Habilitation and Support Services provide up to a full day (24-hour basis) of services and / or supports which are designed to ensure the health, safety and welfare of the participant, and assist in the acquisition, improvement and retention of skills necessary to support participants to live successfully in their own homes.

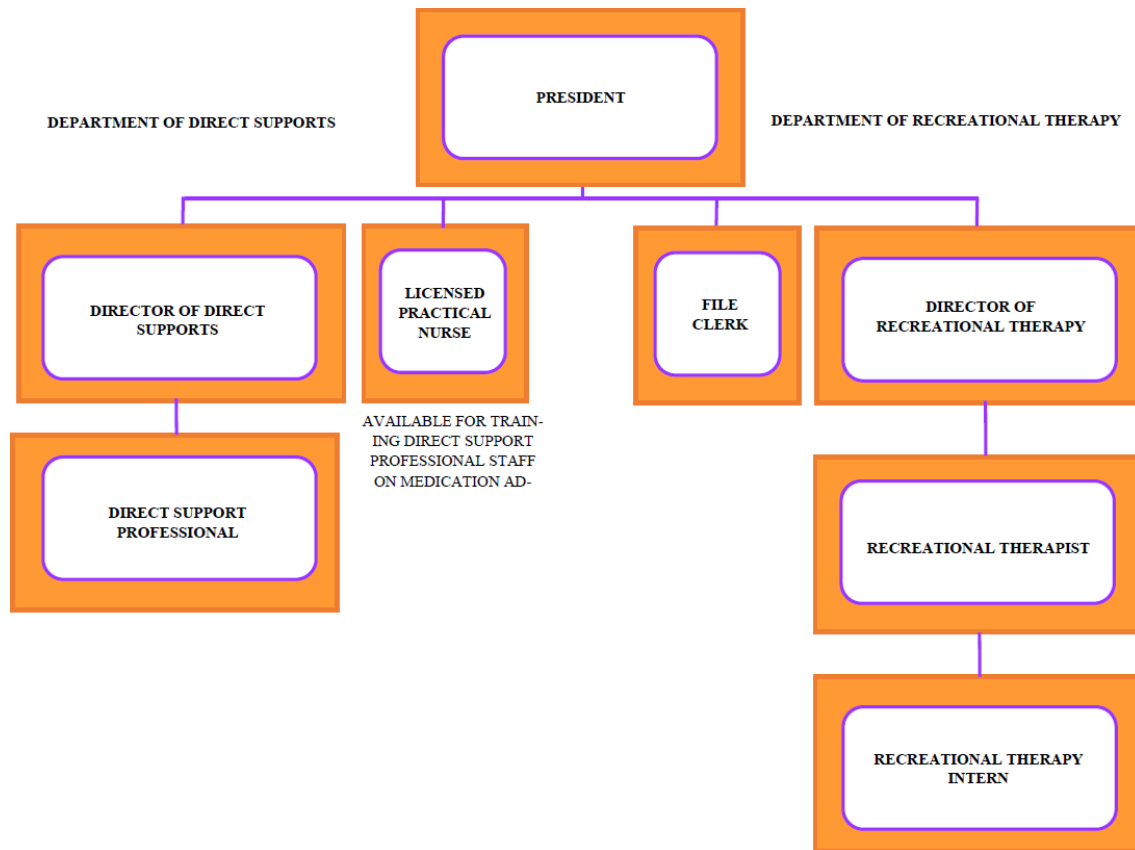
Family and Care Giver Services - Family and Care giver services provide training and education in order to instruct a parent, other family member or primary care giver about the treatment regimens and use of equipment specific in the Person-Centered Individuals Support Plan (PCISP) and improve the ability of the parent, other family or primary care giver.

LOCATION AND DIRECTIONS

Assisted Independence LLC. is based in Columbus, IN. The closest airports include the Indianapolis International Airport (~52 miles), Louisville Muhammed Ali International Airport (~77 miles), and Cincinnati/Northern Kentucky Lunken Field Municipal Airport (~84 miles).



ASSISTED INDEPENDENCE ORGANIZATIONAL CHART



CONTACT INFORMATION



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DEPARTMENT OF RECREATIONAL THERAPY MISSION STATEMENT

The mission of the Assisted Independence recreational therapy department is for the persons supported to reach optimal health and functioning through leisure-based programs and activities.

RECREATIONAL THERAPY PROGRAM OVERVIEW

Assisted Independence conducts its recreational therapy for individuals of all ages with developmental disabilities in home and community-based settings. All recreational therapists employed by Assisted Independence are certified by the National Council for Therapeutic Recreation Certification (NCTRC).

Our recreational therapy program follows the rules and regulations set forth by the Division of Disability and Rehabilitative Services (DDRS):

Service Definition

Recreational Therapy services are services provided under this article and consisting of a medically approved recreational program to restore, remediate, or rehabilitate an individual to

- Improve the individual's functioning and independence
- Reduce or eliminate the effects of an individual's disability

Reimbursable Activities

Reimbursable activities under Recreational Therapy services include the following:

- Organizing and directing adapted sports, dramatics, arts and crafts, social activities, and other recreation services designed to restore, remediate, or rehabilitate
- Planning, reporting, and write-up when in association with the actual one-on-one direct care/therapy service delivery with the waiver participant
- Individual services
- Group services in group sizes no greater than four participants to one Recreational Therapist (Unit rate divided by number of participants served)

Service Standards

The following service standards apply to Recreational Therapy services:

- Recreational Therapy services should be reflected in the PCISP (Person-Centered Individualized Support Plan) regardless of the funding source.
- Services must address needs identified in the person-centered planning process and be outlined in the PCISP (Person-Centered Individualized Support Plan)
- Services must complement other services the individual receives and enhance increasing independence for the individual



Documentation Standards

Recreational Therapy services documentation must include

- Documentation by appropriate assessment
- Services provided under both the Medicaid State Plan and the waiver must be outlined in PCISP (Person-Centered Individualized Support Plan)
- Appropriate credentials for service provider
- Attendance record, therapist logs, and/or charts detailing services provided, dates, and times
- Documentation in compliance with *460 IAC 6* Supported Living Services and Supports requirements
- Documentation of this service being requested on Medicaid State Plan shall be included in the ISP

As applicable, monthly/quarterly reports must be uploaded to the BDDS (Bureau of Developmental Disability Services) Portal by the chosen service provider on or before the fifteenth day of the following month.

Limitations

The following limitations apply to Recreational Therapy services:

- One hour of billed therapy service must include a minimum of 45 minutes of direct patient care with the balance of the hour spent in related patient services.

Activities Not Allowed

The following activities are not allowed as part of Recreational Therapy services:

- Payment for the cost of the recreational activities, registrations, memberships, or admission fees associated with the activities being planned, organized, or directed
- Any services that are reimbursable through the Medicaid State Plan
- Therapy services furnished to the participant within the educational/school setting or as a component of the participant's school day.
- Group sizes greater than four participants to one Recreational Therapist or group sizes exceeding the maximum allowable group size determined by the IST (Individualized Support Team) for each group participant
- Group services when group settings were not determined to be appropriate by the IST (Individualized Support Team) for each group participant





Assisted Independence LLC.

Home and community based services



What is Recreational Therapy?

Service Definition: Recreational Therapy services are services provided consisting of a medically approved recreational program to restore, remediate, or rehabilitate an individual in order to improve the individual's functioning and independence and/or reduce or eliminate the effects of an individual's disability.

RECREATIONAL THERAPY INTERN POSITION DESCRIPTION

Closely following the NCTRC's Job Analysis Task Domains, the intern will be trained as a recreational therapist, learning assessment techniques, goal setting, therapeutic recreation planning and intervention, documentation using an electronic medical record system, and will learn evaluation tools and methods for evaluating program and treatment modality effectiveness. In addition to skills training, interns will be exposed to basic concepts of organizing and maintaining a successful recreation therapy program in a home and community-based setting.

1.1. Prequalification

1.1.1. All Recreational Therapy Interns must submit to Assisted Independence proof of the following prior to internship and prior to the expiration of any document:

- 1.1.1.1. Application via website at www.assistedindependence.care/careers
- 1.1.1.2. High School Diploma or equivalent
- 1.1.1.3. Cardiopulmonary Resuscitation (CPR) certification
- 1.1.1.4. First Aid Certification
- 1.1.1.5. Negative Tuberculin Skin Test
- 1.1.1.6. Proof of Professional Liability Insurance
- 1.1.1.7. 18 credit hours earned in collegiate study of therapeutic recreation

1.1.2. Additionally, Recreational Therapy Interns must meet the following criteria prior to internship.

- 1.1.2.1. Free of Felony Convictions
- 1.1.2.2. Inspector General's Exclusion from Federally Funded Healthcare Organization

1.1.3. All Recreational Therapy Interns assisting in supports for individuals shall meet the following requirements:

- 1.1.2.1.1. Be at least eighteen (18) years of age.
- 1.1.2.1.2. Demonstrate an interest in and empathy for individuals
- 1.1.2.1.3. Demonstrate the ability to communicate adequately in order to:
 - 1.1.2.1.3.1. complete required forms and reports of visits; and follow oral or written instructions.
 - 1.1.2.1.3.2. Demonstrate the ability to provide services according to the individual's PCISP (Person-Centered Individualized Support Plan).
 - 1.1.2.1.3.3. Demonstrate willingness to accept supervision.

1.1.4. Recreational Therapy applicants will be selected by the Director of Recreational Therapy based on the following criteria:

- 1.1.4.1. Assisted Independence Recreational Therapists availability to have intern
- 1.1.4.2. Logistics
- 1.1.4.3. Referral(s)
- 1.1.4.4. Opportunity, or perceived opportunity, for permanent hire following internship
- 1.1.4.5. Interview(s) of applicant



- 1.1.5. Recreational Therapy Intern staff must complete the following forms after receiving an offer internship, but prior to assisting providing service to an individual:
 - 1.1.5.1. Indiana Form I-9, accompanied by a second form of I.D. such as a U.S. Passport or Passport Card, Voter Registration card, U.S. Military card or draft record, Military dependent's ID card, School card with a photograph or any other forms listed on the I-9 document.
- 1.1.6. Recreational Therapy Interns must complete the following trainings prior to assisting in services to an individual:
 - 1.1.6.1. Respecting the Dignity of an Individual
 - 1.1.6.2. Universal Precautions
 - 1.1.6.3. Practice Infection Control
 - 1.1.6.4. Protect an Individual from Abuse, Neglect, and Exploitation
 - 1.1.6.5. Protection of an Individuals' Rights
 - 1.1.6.6. Person Centered Planning
 - 1.1.6.7. Incident Reporting
 - 1.1.6.8. Respecting the Dignity of an Individual
 - 1.1.6.9. Reviewing Individual Specific Risk Plans
 - 1.1.6.10. Health and Wellness
 - 1.1.6.11. Communication
 - 1.1.6.12. Introduction to Recreational Therapy
 - 1.1.6.13. Bureau of Disabilities Services (BDS) Online Portal
 - 1.1.6.14. Intake Process
 - 1.1.6.15. Communication with Case Managers
 - 1.1.6.16. Assessment
 - 1.1.6.17. Planning
 - 1.1.6.18. Implementation
 - 1.1.6.19. Evaluation
 - 1.1.6.20. Internship
 - 1.1.6.21. In-Service trainings semi-annually (not required to attend in-service trainings prior to employment, but required after the first day of employment)

1.2. Position Duties

- 1.2.1. All Recreational Therapy Intern staff must adhere to the rules and regulations set forth in Indiana Administrative Code (IAC) 460-6.
- 1.2.2. All Recreational Therapy Intern staff must adhere to the rules and regulations set forth by the Division of Disability and Rehabilitative Services (DDRS), Bureau of Developmental Disabilities Services (BDDS), and the Bureau of Quality Improvement Services (BQIS).
- 1.2.3. All Recreational Therapy Intern staff must abide by the requirements set forth by the Council of Quality and Leadership (CQL) Employment and Community Standards.
- 1.2.4. All Recreational Therapy Intern staff must assist the individual to which is being provided services with one of the following:
 - 1.2.4.1. Self-care
 - 1.2.4.2. Self-direction



- 1.2.4.3. Expressive or receptive language
- 1.2.4.4. Ambulation or mobility
- 1.2.4.5. Activities of Daily Living (ADL's)
- 1.2.4.6. Learning
- 1.2.4.7. Independent Living
- 1.2.4.8. Economic Self-Sufficiency
- 1.2.5. Physical Activity
- 1.2.6. Community Participation
- 1.2.7. All Recreational Therapy Intern staff must abide by the requirements set forth by their university, including but not limited to:
 - 1.2.7.1. University Assignments
 - 1.2.7.2. Assisted Independence Assignments
 - 1.2.7.3. Internship Project
 - 1.2.7.3.1. Possible internship projects include, but are not limited to:
 - Helping a Recreational Therapist with family advocacy groups
 - Helping to plan a group camping trip
 - Helping to analyze cost and budgeting for Assisted Independence
 - Helping to create a Human Rights Committee within Assisted Independence
 - Helping to create a Family and Caregiver Training (FCAR) event
 - Helping to aggregate Personal Outcome Measures into Provide
 - Helping to complete administrative tasks
 - Helping to create a company newsletter
 - Helping to create a company event fun guide.
 - Helping to plan a fundraising event to go towards adaptive equipment.

1.3. Attendance Policy

- 1.3.1. Internships will be a minimum of 14 consecutive weeks, and a minimum of 20 hours per week.
- 1.3.2. Assisted Independence, LLC recognizes the situational nature of the Employee Attendance Policy and will additionally determine the validity of certain situations that would disrupt an employee's schedule, such as:
 - 1.3.2.1. Health Conditions: Assisted Independence, LLC is committed to the continuing health and safety of the individuals served. In the event an employee who is scheduled falls ill with a potentially transferrable illness the office is to be notified as soon as possible, preferably with a twenty-four (24) hour advance. Honesty and integrity will be expected of all employees when dealing with this matter. The Corporate Compliance Officer (CCO) can deliberate with the President on specific situations.
 - 1.3.2.2. Transportation: Assisted Independence, LLC will provide alternative measures as necessary, such as renting/borrowing vehicles or taxi services.



- 1.3.2.3. Family Matters: Death, severe injury/illness of a family member requiring immediate attention.
- 1.3.2.4. Cancellations: A change in plans made by an individual receiving services.
- 1.4. Certified Therapeutic Recreation Specialist Exam through National Council on Therapeutic Recreation Certification
 - 1.4.1. Exam Reimbursement
 - 1.4.1.1. The CTRS exam can be costly. Assisted Independence understands the difficult position students are placed in to complete unpaid internships, while being expected to pay for the exam. Assisted Independence will reimburse the intern for the cost of the NCTRC exam, with the following criteria being met:
 - 1.4.1.1.1. Passing all practice exams during internship, leading up to exam
 - 1.4.1.1.2. Completing the exam during your internship
 - 1.4.1.1.3. Consultation with the Director of Recreational Therapy to determine if you are eligible to apply for the Hardship Waiver through NCTRC
 - 1.4.1.1.4. Accepting a position with Assisted Independence as a Certified Therapeutic Recreation Specialist after completion of your internship.
 - 1.4.1.1.5. Passing of CTRS exam
 - 1.4.1.1.6. All criteria must be met before Assisted Independence will reimburse an intern for their certification exam
 - 1.4.2. National Council on Therapeutic Recreation Certification Hardship Fee Waiver
 - 1.4.2.1. This program is designed to provide a waiver of NCTRC fees associated with the CTRS® credential for those who qualify. Individuals may apply for a waiver of fees associated with any NCTRC application if they have experienced a hardship that has caused any of the following:
 - 1.4.2.1.1. an unanticipated life event that causes a substantial financial burden and losses in major life areas
 - 1.4.2.1.2. a combination of life events or responsibilities that result in a snowball effect of substantial financial burden
 - 1.4.2.1.3. complex medical issues that cause a substantial financial burden
 - 1.4.2.2. If you believe that you might qualify for a fee waiver, please contact the NCTRC office and speak with a Credentialing Specialist about the process.
 - 1.4.2.3. To apply for the NCTRC Hardship Fee Waiver Program:
 - 1.4.2.3.1. Call NCTRC at (845) 639-1439 and speak with a Credentialing Specialist.
 - 1.4.2.3.2. Individuals may only submit the Fee Waiver Request Form after they have spoken with a member of the credentialing team and they have met the certification standards associated with the fees they are requesting to be waived.
 - 1.4.2.3.3. Submit the completed NCTRC Fee Waiver Request Form along with any requested documents to nctrc@nctrc.org.
 - 1.4.2.3.4. The Hardship Fee Review Committee will review all applications for Fee Waiver.



1.4.2.3.5. Applicants will be notified of the committee's decision via email.



RECREATIONAL THERAPY INTERNSHIP CALENDAR

I. Weeks 1-2

- a. Welcome to Assisted Independence
 - i. Introduction to staff
 - ii. Office Meeting with Supervising Recreational Therapist and Director of Recreational Therapy
- b. Overview of structure & mission of Assisted Independence
 - i. Mission Statement
 - ii. Who is eligible for our supports?
 - iii. Funding
 - iv. Program Information
 - v. Transportation
 - vi. Organizational Chart
 - vii. Map of Service Areas
- c. Internship Requirements
 - i. Goals
 1. Develop 5-7 goals for the internship/strive to develop areas in and out of your 'comfort' zone to turn into supervisor
 2. Objectives
 3. Methods of Accomplishment
 4. Scheduling of NCTRC examination
 5. Practice examination (One due every other week)
 6. Study Guide Review
 7. YouTube / Podcast NCTRC Exam Materials
- d. Responsibilities
 1. Intern to Agency
 2. Agency to Intern
 3. Intern to University
 4. Agency to University
 5. Weekly and final responsibilities
- e. Orientation
 1. Respecting the Dignity of an Individual
 2. Universal Precautions
 3. Practice Infection Control
 4. Protect an Individual from Abuse, Neglect, and Exploitation
 5. Protection of an Individuals' Rights
 6. Person Centered Planning
 7. Incident Reporting
 8. Respecting the Dignity of an Individual
 9. Reviewing Individual Specific Risk Plans
 10. Health and Wellness
 11. Communication
 12. Introduction to Recreational Therapy
 13. Bureau of Disabilities Services (BDS) Online Portal
 14. Intake Process



15. Communication with Case Managers
 16. Assessment
 17. Planning
 18. Implementation
 19. Evaluation
 20. Internship
- f. Special Project
 1. Developing ideas for what will benefit Assisted Independence
 2. In what areas do you want to improve
 3. Meeting with supervisor
 4. Prepare a written proposal for this project
 - g. Policies and Procedures
 - h. Attendance/weekly schedule/professionalism
 - i. Call-Ins
 - iii. Dress code/staff shirts
 - iv. Confidentiality
 - v. Incident Report Forms
 - vi. First Aid
 - vii. Emergency Reporting Procedures
 - viii. Utilization of Person First language
 - i. Completion of employment forms
 - j. Weekly Schedule completion
 - k. Intern will write a press release to announce arrival to public
 - i. Will distribute to list of individuals provided by Assisted Independence
 - l. Preparation and readings of online documentation reporting system, AccelTrax
 - i. Individuals Supported
 - ii. Person-Centered Individualized Support Plans (PCISP's)
 - iii. Service Authorizations (SA's)
 - iv. Behavior Support Plans (BSP's)
 - v. Recreational Therapy Assessments
 1. General Recreational Screening Tool (GRST)
 2. FACTR-R
 3. Mini Mental State Examination
 - vi. Recreational Therapy Treatment Plans
 - vii. Recreational Therapy Progress Notes
 - viii. Incident reporting
 - ix. Recreational Therapy goals and objectives
 - m. Meeting individuals supported with recreational therapy
 - n. Begin observation of programs as assigned
 - o. Begin to observe Assessments with CTRS

II. Weeks 3-6:

- a. Continue to complete scheduled site visits and meetings
 - i. Complete Progress Note entry of site visit observations after each session.
- b. Formulate a proposal for special project/turn into Supervisor
- c. Finalize and begin work on special project
- d. Begin partial leadership of programs already in session.



- i. Under direction of full-time staff
 - ii. Participate in evaluation and critique of programs participated in
- e. Continue weekly reports for University
- f. Continue to participate in Individualized Support Team (IST) quarterly meetings.
- g. Complete any additional assignments as directed in focus area checklist

III. Weeks 7-12

- a. Begin complete leadership of programs already in session under direction of full-time recreational therapist
- b. Participate in evaluation and critique of programs participated in
- c. Continue weekly reports for University
- d. Continue to participate in quarterly Individualized Support Team (IST) meetings
- e. Assist and conduct an assessment with CTRS
- f. Using the assessment, complete a Recreational Therapy Treatment Plan, citing two evidence-based practices for why your suggested activity or modality will help the individual supported obtain a measurable, functional outcome. List a minimum of two goals, with objectives for each goal
- g. Complete Progress Note entry of site visit observations after each session
- h. Complete assignments as detailed under Weekly focus area checklist
- i. Complete a mid-term self-evaluation of performance
- j. Continue planning and implementation of activities as assigned
- k. Continue work on special project
- l. Prepare presentation to supervisor of special project
- m. Meeting with Director of Recreational Therapy to discuss post-internship opportunities

IV. Weeks 12-15

- a. Practice presentation with supervisor of your final project
- b. Actively participate in final evaluation process of programs.
- c. Timely completion of final evaluation for university
- d. Complete Assisted Independence evaluation
- e. Continue to participate in quarterly Individualized Support Team (IST) meetings
- f. Complete exit interview with Supervisor, discussing opportunities for hire
- g. Terminate relationships with participants
- h. Write thank you cards to the individuals supported for permitting your involvement in the care of the individual supported

