

INSTRUCTION FOR ADDING A THERAPY ASSISTANT TO A CURRENT BUDGET

These instructions are to be used in the following situations:

(A) When the only change requested on a budget revision is the addition of an Occupational or Physical Therapy Assistant and the original budget included approved units for Occupational or Physical Therapy or

(B) When a revision that does not result in an increase in therapy cost is requested to change the distribution of units between a Therapist and Assistant when both were approved on the original budget.

1. When there is no increase in the cost of therapy with the addition of an Assistant or with a change in distribution of Therapist/Assistant units, there is no need for further justification or review. The TSPAR is the only document that therapists are required to submit to the case manager in such revisions. The case manager will revise the budget to reflect this change and forward the TSPAR and budget to the OR.
2. Using the COTA/PTA calculator, the OR will conduct an administrative review to assure that the cost of the combination of Therapist and Assistant units does not exceed the cost of the original units approved for just the Therapist, or that the modified distribution of units between the Therapist and the Assistant does not increase the cost of therapy. The OR will also review the utilization report to assure that the units requested for the Therapist and Assistant are adequate to cover the units already used.
3. In both of these instances the OR will forward the revision to the TPA without review by the clinical team at the OR. Instructions to the TPA shall be that the start date for units assigned to a new Assistant is the same as the start date of the original units assigned to just the Therapist.
4. The TSPAR should reflect only a new distribution of the previously approved units. Nothing should be entered in rows indicated by superscript ¹ through ⁸ in the Revision column. Below is a sample of the TSPAR demonstrating this process and the corresponding COTA/PTA calculator showing the new division of units in a Standard County for the addition of an Assistant (in black) and for a new distribution of existing Therapist/Assistant units (in red):

Units in parentheses are proposed. Superscript numbers correspond to the TSPAR Development Worksheet		Initial/Annual	Revision
New Allocation (128 units) Cannot be combined with Core or Fading units *may qualify for these units		¹	¹
Core (120 units) *may qualify for these units **may qualify for these units		² 120	²
Fading (52 units) *may qualify for these units **may qualify for these units		³	³
*Written Direct Support Instructions (20 units)		⁴ 20	⁴
*Support for daily routines (8 units)		⁵ 8	⁵
*Collaboration with other therapists and IDT members (8 units)		⁶ 8	⁶
*AT/Environmental Mods/Personal Support Technology (16 units)		⁷ 16	⁷
*Initial CARMP (100 units)		⁸	⁸
**Ongoing CARMP (68 units)		⁸ 68	⁸
Total	Therapist	240 75	75 24
	Assistant	200	200 262

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Calculation for addition of a PTA to budget when the original budget was for 240 units of Physical Therapy

	Total Therapy Units	Total Money Available	Units to be worked by COTA or PTA	Money Available for OT or PT	Number of OT or PT Units	Additional COTA or PTA unit	OT/PT rate	COTA PTA rate
Standard Rate	240	\$5,388.00	200	\$1,694.00	75.00	0.00	22.45	18.47

Calculation for redistribution of Therapist/Assistant units when the original budget was for 75 PT units and 200 PTA units

	Total Therapy Units	Total Money Available	Units to be worked by COTA or PTA	Money Available for OT or PT	Number of OT or PT Units	Additional COTA or PTA unit	OT/PT rate	COTA PTA rate
Standard Rate	240	\$5,388.00	262	\$548.86	24.00	0.00	22.45	18.47