



## **Procedures for Requesting PT/OT Services**

1. Parent, teacher, and/or DOE PT/OT identifies a student who will benefit from Project ASSIST physical and/or occupational services;
2. Parent or teacher must contact DOE PT/OT;
3. DOE PT/OT will evaluate student and indicate need for augmented physical and/or occupational therapy services;
4. Authorizations will be obtained:
  - Parental consent for Project ASSIST services;
  - Parental consent for review of all records by Project ASSIST staff;
5. After all consents have been signed, DOE PT/OT/SSC will contact Project ASSIST Family Service Coordinator to implement enrollment process. SSC/FSC will:
  - Go to web site at: <http://assist.army.mil>;
  - Select “Consultation”;
  - Select “[Enroll a student into Project ASSIST](#)”;
6. Project ASSIST PT/OT reviews enrollment information and all evaluations/IEP to determine eligibility for Project ASSIST services;
7. If Project ASSIST PT/OT agrees with recommendation for additional services, Project ASSIST PT/OT will set goals based on DOE PT/OT’s evaluation/IEP;
8. Parent will complete satisfaction survey prior to onset of PT and/or OT augmented services;
9. Treatment services by Project ASSIST staff will begin;
10. After 2 to 3 months, parents will complete another satisfaction survey indicating postintervention status;