

## Contract Service Provider Agreement

### Occupational Therapy Services

This agreement is made between Chevanna Lierman, MOTR/L as provider of Occupational Therapy services, hereinafter referred to as the "Provider" and Hagerman School District, here in referred to as "District."

~~Provider desires to contract with the school to offer occupational therapy services to the District.~~

The parties therefore agree to the following terms:

1. At the District's request, the Provider will deliver occupational therapy services to students that require such services as part of their overall individualized educational program. It is understood that the Provider may be required to participate in meetings, conferences, and submit documentation as required and meets all state-established licensing board standards and guidelines.
2. The District shall pay Provider 70.00 dollars per hour for professional services provided.
3. Mileage will be charged at a rate of .65 cents per mile
  - a. Administrative time to be included in hourly charge for completion of:
    - i. Evaluation documentation
    - ii. IEP development
    - iii. Progress notes
    - iv. Treatment notes
    - v. Meeting attendance
    - vi. Consultation with personnel involved in student services and needs
4. Provider shall bill the District for services provided the previous month on the 1<sup>st</sup> day of each month. Each statement to include dates of service, type of service, and students served.
5. The District shall pay such bill within 30 days of billing. Services not paid within 30 days become subject to a 100.00 dollar late fee. If services are not paid within 60 days, Provider may terminate agreement due to non-payment.
6. Provider shall render the following services:
  - a. Perform skilled occupational therapy evaluations to include observations and screenings if necessary.
  - b. Develop and implement Individual Education Programs (IEP) for each student who qualifies for occupational therapy services, according to the Idaho Manual for Special Education, which may include direct individual therapy services, consulting, and/or monitoring progress.
  - c. Consult and coordinate with appropriate personnel about student services and needs.

- d. Make recommendations regarding service delivery and the students' needs to the IEP team.
  - e. Provider will attend IEP meetings as able, when scheduled on regularly scheduled occupational therapy service days. Provider will make special arrangements per hourly rate agreement above, to attend meetings on non-therapy scheduled days, or will call into meetings as able, at the same hourly rate.
  - f. Prepare and maintain appropriate professional records and documentation/reports for all students under the Providers care, which may include developing IEPs, progress notes, treatment notes, and data on students.
7. Provider will comply with all Federal, State, and Local regulations concerning IDEA and maintenance of confidentiality.
  8. Provider will submit a W-9 form to be kept on file at the District Office. Provider shall be responsible for all employment taxes, worker's compensation, professional liability insurance, and other costs related to self-employment.
  9. Provider will supply all necessary and needed materials to include testing supplies and necessary documentation forms.
  10. The Special Services Coordinator or the Special Education Teacher will maintain correspondence, such as invitations to appropriate meetings with reasonable and prompt notification, and provide verification of parent consent to evaluate students. Special Education Personnel will help arrange for space and any necessary forms or materials as needed by Provider.

This agreement is in effect for the 2023-2024 school year and may be amended at any time with the prior written mutual consent of both parties, and either party may terminate agreement, without cause, upon no less than 30 days written notice to the other party.

I accept the terms set forth in this agreement dated this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_, and effective immediately upon execution of this agreement.

By:  Date: 5/30/2023  
BOARD CHAIR

Title or Position

By: \_\_\_\_\_ Date: \_\_\_\_\_

Cheyanna Lierman, MOTR/L