



# Rehabilitation Services Handbook

*You cannot do much about the length of your life, but you can do a lot about its depth and width.*

Forward Stride Rehabilitation Services  
Voice (503) 217-2035, Fax (503) 217-2168  
Physical Address: 23839 SW Daniel Rd., Beaverton, OR 97078  
[www.forwardstride.org](http://www.forwardstride.org)

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## Forward Stride Therapists & Staff

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Director of Rehabilitation Services & Physical Therapist  
Physical Therapist  
Physical Therapist Assistant  
Occupational Therapist  
Occupational Therapist  
Occupational Therapist  
Occupational Therapist

Sheila Stahl Butler, PT  
Gretchen Dumestre, PT  
Heidi Paget, PTA  
Valery Sampson, OTR/L  
Julie Talcott-Fuller, MOTR/L  
Laura Minthorne, OTD, OTR/L  
Hannah Burke, MOTR/L

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### Key Forward Stride Staff Members:

Executive Director, Instructor  
Programs Manager  
Intake and Events Coordinator  
Equine Facilitated Psychotherapy (EFP) Program Manager  
Clinical Services Accounts Coordinator

Amber Varner  
Amanda Garrison  
Candi Cornils  
Merri Vaughn  
Lisa Harman

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Current **Board of Directors** members and **Medical Advisory Council** members can be found on our website.

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## Contact Information & Communication

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If you are unable to make your appointment time, please contact your therapist or the office as soon as possible.

**Rehab Office Phone (503) 217-2035    Rehab Office Fax (503) 217-2168**

**Main Office Phone (503) 217-2058**

Business Office hours are Monday through Friday, 9am – 5pm. Messages left on Friday through Sunday will be received on Monday morning.

You may contact your therapist directly at: (Please NOTE our emails and texts are NOT encrypted. Use phone numbers if that is an issue.)

<b>Sheila Stahl Butler, PT</b>	<b>C: (503) 329-1653</b>	<a href="mailto:sheila.stahlbutler@forwardstride.org">sheila.stahlbutler@forwardstride.org</a>
<b>Gretchen Dumestre, PT</b>	<b>C: (503) 504-6921</b>	<a href="mailto:gretchen.dumestre@forwardstride.org">gretchen.dumestre@forwardstride.org</a>
<b>Heidi Paget, PTA</b>	<b>C: (503) 954-6224</b>	<a href="mailto:heidi.paget@forwardstride.org">heidi.paget@forwardstride.org</a>
<b>Valery Sampson, OTR/L</b>	<b>C: (503) 737-5380</b>	<a href="mailto:valery.sampson@forwardstride.org">valery.sampson@forwardstride.org</a>
<b>Julie Talcott-Fuller MOTR/L</b>	<b>C:(415) 308-6325</b>	<a href="mailto:julie.talcottfuller@forwardstride.org">julie.talcottfuller@forwardstride.org</a>
<b>Laura Minthorne, OTD, OTR/L</b>	<b>C:(503) 758-0939</b>	<a href="mailto:laura.minthorne@forwardstride.org">laura.minthorne@forwardstride.org</a>
<b>Hannah Burke, OTR/L</b>	<b>C: (503) 367-7877</b>	<a href="mailto:hannah.burke@forwardstride.org">hannah.burke@forwardstride.org</a>

Emails are the primary form of communication Forward Stride uses to disseminate information to clients, such as events, announcements, and billing. Information may also be distributed through the website, hand-outs, electronic newsletters and postings.

## Forward Stride Mission Statement

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*The mission:* Forward Stride is dedicated to improving lives through equine-assisted activities and therapies.

Forward Stride is a 501(c)(3) non-profit organization. We receive no government funding and rely on individual and corporate donations, foundation grants, fundraising events and minimal class and therapy fees to meet our operating budget. Volunteers are the key to success at Forward Stride. We require up to 3 volunteers for each client in order to provide a safe environment and efficiently operate our facility. Please consider joining our community and impacting the lives of others. Register at [www.forwardstride.org](http://www.forwardstride.org).

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## FAQ's about using horses as a treatment tool.

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- **What exactly do we do?**

We provide specialized clinical Physical Therapy, Occupational Therapy, and Speech & Language Pathology by licensed therapists with advanced certifications. In our treatment sessions we utilize many treatment tools and strategies including the multidimensional movement of a horse. At Forward Stride, licensed physical, occupational and speech therapists use this treatment tool to help clients with a wide variety of impairments. We do not teach riding skills, but use the movement of the horse to influence the client's posture, balance, speech, sensory processing and overall function. The therapist directs the movement of the horse, analyzes the client's responses, and adjusts the treatment accordingly. This powerful treatment tool is used as part of an integrated therapy program to achieve functional outcomes.

- **Why use a horse?**

The horse provides a unique multidimensional movement in the client that is variable, rhythmic, and repetitive. The horse's pelvis moves in the same three ways as a human pelvis does creating a movement pattern similar to human ambulation. This unique movement cannot be replicated in the usual clinical setting or on a manufactured piece of equipment. The horse also provides a dynamic base of support making it an excellent tool for increasing trunk strength and control, improving balance and coordination, building overall postural strength and endurance, and improving ambulation. In addition, the horse's movement creates a multisensory experience that can be graded to enhance or decrease the rider's vestibular, tactile, and proprioceptive systems. When you consider changes in speed and gaits, each horse's distinct movement, and placing the client in different developmental positions on the horse, the physical inputs are unique and extraordinary. For some clients it's the first time that they have been able to feel what walking is like. Under the direction of our licensed physical, occupational, and speech therapists the results are powerful.

- **Who could benefit from this treatment tool?**

Using the movement of a horse has been shown to improve: core trunk strength and postural control, joint mobility, muscle tone, balance, motor skills and coordination, sensory integration, symmetry, communication skills, and psychological, cognitive, and behavioral functioning. This therapy tool is beneficial for a wide variety of diagnoses and impairments some of which include:

- Autism
- Cerebral Palsy
- Developmental Delay
- Sensory Integration Dysfunction
- Learning/Language Disabilities
- Scoliosis
- Down Syndrome
- Multiple Sclerosis
- Stroke
- Traumatic Brain Injury

- **Will my insurance cover this therapy?**

If your insurance includes physical, occupational or speech therapy you should be covered. Using the horse as a tool during a therapy session is still physical, occupational, and speech therapy and is billed under traditional P.T., O.T., and SLP diagnoses and treatment codes. Forward Stride is a fee for service program. This means that **the client is responsible for paying for each service at the time the service is performed. Refer to “Fees & Payment Policy” below.** Financial assistance may also be available to those clients who do not have insurance coverage or the financial means to pay out of pocket for services. Please contact our office for additional information.

- **What days and times do you offer OT, PT and SLP?**

Our services are offered year-round and we currently have sessions scheduled Monday thru Friday. Please contact our office to make an appointment or for any further questions regarding our program. You can also visit our website at [www.forwardstride.org](http://www.forwardstride.org). We look forward to hearing from you!

- **Who are the therapists on staff?**

**Sheila Stahl Butler – Director of Rehabilitation Services and Physical Therapist**

Sheila graduated in 1986 from Marquette University and has a wide range of work experiences including acute care, adult rehabilitation, pediatrics, and intensive care. Sheila’s main focus of her practice has been pediatrics. She has taken extensive continuing education courses both in the US and abroad. Sheila is a member of PATH and the American Hippotherapy Association (AHA) and has completed both Level 1 and Level 2 AHA courses.

**Gretchen Dumestre - Physical Therapist**

Gretchen graduated with a MS in Physical Therapy from Pacific University in 1995. She also has a BS in Engineering-Physics from Pacific Lutheran University. She has completed the Level 1 AHA course and is a member of the APTA, OPTA, and AHA. Gretchen has worked primarily in pediatric rehabilitation and Early Intervention/Early Childhood Special Education. In the spring, she coaches Girls’ Tennis at Tigard HS. She was excited and challenged to participate in an interactive vaulting class here at Forward Stride.

### **Heidi Miller- Physical Therapist Assistant**

Heidi graduated from the University of Puget Sound with a BA in Communication and Theater Arts, with Honors in Directing for the Stage. She continued her schooling at Mount Hood Community College, graduating with an AAS as a Physical Therapy Assistant. In this field, she has expertise in Acute Care, Outpatient Physical Therapy, Skilled Nursing Rehabilitation and Inpatient Rehabilitation. Through the decades in between, Heidi has been avidly involved with horses in one fashion or another, starting at 11 years old in The United States Pony Club; leading trail rides thorough sugar cane fields in Maui, HI., or the giant sequoias in Sequoia National Park, CA.; becoming a Technician Assistant in the veterinary field, working with a large animal veterinarian in Tacoma, WA.; training horses and teaching riding lessons to all ages in Rancho Palos Verdes, CA.. Heidi has completed the AHA Level 1 course. She is a PATH Certified Therapeutic Riding Instructor; an APTA Certified Clinical Instructor; and an active member of PATH International and AHA.

### **Valery Sampson – Occupational Therapist**

Valery received her Bachelor's degree in Occupational Therapy at the University of Puget Sound in 1989. Over the two decades she has worked primarily in outpatient pediatrics, hand therapy and in the NICU. Currently, Valery practices both at Providence Newberg Rehab and Forward Stride. She is a member both of the American Hippotherapy Association (AHA) and PATH and has completed both Level 1 and Level 2 courses.

### **Julie Talcott-Fuller-Occupational Therapist**

Julie graduated from Dominican University of California with her Masters in Occupational Therapy in 2011. She has worked in pediatrics since graduation, providing therapy in the school district and in-clinic settings. She has completed AHA Level 1 and Level 2 courses. Julie's interest in becoming an occupational therapist was sparked as a teenager when she attended a presentation on hippotherapy at a horse show. Julie regularly participates in professional development courses to further her skills and has additional training in Animal Assisted Therapy, Handwriting Without Tears®, and Therapeutic Listening®. Julie is a horse enthusiast and enjoys gardening, photography, birdwatching, yoga, canning jams and making preserves. When she was younger she worked in San Francisco, leading trail rides and driving carriages touring Golden Gate Park.

### **Laura Minthorne-Brown - Occupational Therapist**

Laura graduated from George Fox University with a bachelor's degree in psychology in 2011 and completed an undergraduate internship with a focus in clinical services at Forward Stride. After graduation, she volunteered at a hospital on the Oregon Coast, and fell in love with occupational therapy. Laura was accepted into Creighton University's Doctor of Occupational Therapy program in Omaha, Nebraska, and graduated in 2017. Laura has experience in various settings including: Outpatient pediatrics, inpatient orthopedics, hand therapy, and geriatrics in sub-acute and memory care. She completed her doctoral experiential component in hippotherapy at Healing Reins in Bend, Oregon and has completed AHA level I. Laura also serves twelve schools as the OT in two local school districts. Laura is a member of: AOTA, OTAO, PATH and AHA. Laura's future plans include taking AHA level II, and sitting for the Hippotherapy Clinical Specialist (HPCS) board certification. When she is not working, Laura enjoys being outside and playing with her horse, traveling, and drinking coffee.

## **Hannah Burke - Occupational Therapist**

Hannah received her MS in occupational therapy from the University of Illinois at Chicago in 2015. She has worked in pediatrics since graduation, in hospital, outpatient, and early intervention settings. She completed the AOTA Pediatric Fellowship through the OHSU LEND (Leadership and Education in Neurodevelopmental Disorders) program in 2018. She now works part time at OHSU's Child Development and Research Center conducting evaluations. Hannah became interested in equine assisted therapy through her passion for nature-based OT, which she is trained in annually through participation in Camp Jabiru, a therapy camp in Australia for kids with regulation-based challenges. She is also involved in research to demonstrate the effectiveness of this style of intervention. Hannah has completed the AHA Level I course.

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## **Fees & Payment Policy**

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### **Rehabilitation Services fees and services are as follows:**

We are currently a fee for service program paid at the time of visit. This means that the client is responsible for paying for each service at the time the service is performed. All clients will be given a superbill which contains all the information needed to submit by their insurance companies for reimbursement.

**Payment is due at the time of service.** Payments by check help us keep our costs down. Please place your check in one of 2 payment boxes-outside the clinic door or outside the door of building H. If you need to pay with a credit card, an invoice will be emailed to you during the week of service. Payment is due and expected upon receipt. If you require a superbill for insurance purposes, please contact Lisa Harman at [lisa.harman@forwardstride.org](mailto:lisa.harman@forwardstride.org) or call 503-217-2185. If you have questions or concerns about your account, please contact Lisa. She can be located in Building G or at the above address/phone number. If payment is not received at the time of the service, Forward Stride may add a **\$25 charge per therapy session**.

**Initial Evaluation:** \$175 for a 45-90 minute evaluation. Evaluations can include assessment of fine and gross motor skills, speech and communication, sensory processing, visual motor skills, neuromuscular skill development, ROM, functional mobility skills, activities of daily living and appropriateness of therapy.

**Treatment:** \$126 per 45 minutes. OT, PT and SLP treatments are a one-on-one session with a licensed physical, speech or occupational therapist utilizing the best treatment tools available to meet the goals set by the therapist and family.

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## **Cancellation Policy and Weather related cancellations**

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Please notify your therapist and the office if you need to cancel a session. Forward Stride has a 24 hour cancellation policy. Please be respectful to your therapists, volunteers and horses by notifying them as soon as possible about a cancellation. There is a lot of work involved in getting each horse ready for a therapy session. If less than 24 hour notice has been given, or you do not show for a session, you will be charged a **\$100 cancellation fee**.

Forward Stride takes all measures to ensure the safety of our clients, volunteers, and horses. There are times where sessions may be cancelled due to unsafe weather conditions. We follow the Beaverton School District in regards to winter closures during snowy or icy weather. Note that we do NOT follow the school schedules for inservice days nor holidays. We will also modify our sessions in the summer time if the temperature in the arena is 90 degrees or above at the time of your session. Forward Stride also monitors air quality reports and may cancel or modify sessions when conditions are unhealthy for clients, staff, or equines. Please check in with your therapist or the office with any weather related questions or concerns.

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## **Discharge Policy**

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### **Possible Reasons for Client Discharge**

Forward Stride is committed to providing physical, occupational, and speech therapy for people with disabilities. All clients, at some point, will be discharged from treatment. As we wish to make this transition as easy as possible, please be advised that discharge may occur for any of the following reasons:

1. Client has reached all his or her goals.
2. Client is not showing any signs of improvement based on a re-evaluation by the therapist.
3. Uncontrolled and inappropriate behavior that constitutes a safety risk to client, volunteer team and/ or staff.
4. A change in the client's medical, physical, cognitive, or emotional condition that now makes therapy inappropriate.

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## **Recommended Attire**

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**Participants arriving without the required attire will not be allowed to interact with horses during their treatment session.**

1. All clients must wear a properly fitted ASTM/SEI-approved riding helmet if they are to be placed upon a horse. We recommend that all clients buy their own riding helmets. Extras helmets are on site and are for occasional use only.
2. All participants, personnel and parents must be wearing appropriate footwear when involved in center activities and/or while on site. Appropriate footwear is considered to be any closed-toe, closed-heeled shoes.
3. Full length pants are recommended for therapy sessions. Pants with a slick surface are discouraged.



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## General Barn Safety Guidelines

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### Barn Rules that Apply to Rehab Services

1. **NO SMOKING ANYWHERE ON OUR PROPERTY!**
2. **ALL RIDERS MUST WEAR AN ASTM/SEI APPROVED HELMET THAT IS IN GOOD REPAIR AND IS LESS THAN 5 YEARS OLD AT ALL TIMES. ALL CLIENTS UNDER THE AGE OF 18, MUST WEAR AN ASTM/SEI APPROVED HELMET THAT IS IN GOOD REPAIR AND IS LESS THAN 5 YEARS OLD WHILE HANDLING A HORSE, EVEN ON THE GROUND.** We strongly recommend that all volunteers and clients of all ages follow this rule. 20% of all head traumas involving horses occur while the human is on the ground.
3. **Non-independent individuals, including children under the age of 16, those dependent on others for transportation and those requiring other types of supervision to be safe are to be attended by a parent/guardian or other designated adult at all times.**
4. **No running, roughhousing, screaming, musical instruments or loud noises allowed.**
5. **Everyone in the barn area must wear proper footwear.** If an individual is not wearing proper footwear, they may go directly to the Viewing Area only, unless accompanied by staff or designated volunteer. Proper footwear **excludes open-toed or open-heeled shoes.**
6. **Dogs and other pets need to remain at home or in the car. They may not roam the property, even on a leash.** Some staff dogs are allowed onsite, but only with permission. Working Service dogs are allowed. This is an insurance and safety issue.
7. **NO HAND FEEDING THE HORSES!!!** Treats may be given with permission from staff only and must be given in a designated bucket or in conjunction with approved training or stretching methods

### OTHER IMPORTANT RULES

1. **Please observe the 5 mph speed limit** on the driveway and parking lot. We need to be able to keep them in good condition and make sure the clients, horses and other volunteers remain safe.
2. Park in designated areas only.
3. Dangling jewelry is unsafe to wear during sessions and for barn work.
4. We strongly urge everyone to wear long sleeves and long pants. Bee/wasp stings can be painful and dangerous. If you are allergic to stings it is extremely important that you bring to the barn your necessary medical supplies such as injections, antihistamines, etc. Please advise your therapist of any allergies. Please do not wear perfume as they can attract bees and other biting insects, and can be difficult for sensitive clients.
5. Please speak directly with your therapist to inform her/him of any pertinent medical issues such as insulin needs, epilepsy, allergies, etc.
6. All volunteers and clients need to be mindful to put things back where they found them. For

example, items in a horse's grooming bucket need to remain in that bucket. A well-organized barn helps everyone do their job better!

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## Equine Management Philosophy and Horse Care Standards

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Forward Stride is certified through the therapeutic riding industry's professional organization - the Professional Association for Therapeutic Horsemanship (PATH). This status ensures that we are in compliance with PATH's high safety and equine standards.

- **Administrative Standards:** Include emergency procedures, safety regulations, and written policies and procedures
- **Program Standards:** Include equine management, equipment, volunteers, participants and instructors
- **Facility Standards:** Include safety and maintenance of buildings, pastures and grounds

Our entire organization is centered on a commitment to excellence encompassing not only service to our clientele, but also to our horses. Our horses are closely monitored for physical health and well being, and their needs are addressed on a daily basis by our Equine Manager. We enjoy comprehensive pro bono horse care services including numerous veterinarians, equine massage therapists, an equine chiropractor, acupuncturists and a farrier.

In many cases, Forward Stride's own horse care standards exceed the standards outlined by PATH as our philosophy is to give the best possible care to our horses while keeping them in their most natural environment.

Forward Stride handles each therapy horse daily to check for any physical or behavioral issues. Horses are regularly exercised by experienced handlers on the days they are not used in therapy classes. This practice keeps their bodies fit and their minds fresh. When used for rehabilitation services or therapeutic riding classes, PATH Standards limit each horse to no more than 3 consecutive hours with a total of no more than 6 hours per day, which entails walking and light trotting. Forward Stride improves upon these standards and strives to limit horses to 2 hours of any one type of therapy per day, with 3 hours of total class time per day. Staff determines horse use based upon the needs of clients, horses, and the impact of the two together. Horse usage is planned and tracked daily, and is examined on a weekly basis by our Equine Manager, who works to make certain no horse is being overused.

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## **PATH International Code of Ethics**

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PATH Intl.'s Code of Ethics sets forth ethical principles for all PATH Intl. members which includes individuals and centers and is binding on all staff. Centers are obligated to insure that all staff, professionals, and volunteers comply with this code. While each of the following codes will apply to all members, the applicability of each code may be determined by the role of the member and the setting. The practice and preservation of the highest standards of ethical principles and integrity are vital for the responsible implementation of obligations, activities and services provided by PATH Intl. members and centers. All members and centers are responsible for maintaining and promoting these ethical practices. The PATH Intl. Code of Ethics is intended to be used as a guide for promoting and maintaining the highest standards of ethical practice, personal behavior and professional integrity. The guidelines expressed in the code are not to be considered all-inclusive of situations that could evolve under a specific principle, nor is the failure to specify any particular responsibility or practice a denial of the existence of such responsibilities or practices. The guidelines are specific statements of minimally acceptable conduct, or of prohibitions applicable to all members and centers. PATH Intl.'s Code of Ethics is designed to be appended to such other codes as may be applicable (such as: medicine, psychology, nursing, social work, etc.). In recognition of the responsibility inherent in the delivery of services provided by equine-assisted activities and therapies, PATH Intl. asks all members and center personnel to subscribe to the following to the extent permitted by law:

**Principle 1: The member respects the rights, dignity and well-being of all individuals (human and equine) and promotes well-being for all involved.**

**Principle 2: The member accepts responsibility for the exercise of sound judgement and professional competence.**

**Principle 3: The member shall respect the integrity and well-being of program equines and animals whether owned, leased or borrowed.**

**Principle 4: The member shall be truthful and fair in representing him or herself and other members or centers.**

**Principle 5: The member shall seek to expand his/her knowledge base related to the field of equine-assisted activities and therapies.**

**Principle 6: The member shall honor all financial commitments to participants, personnel, vendors, donors, PATH Intl. and others.**

**Principle 7: The member shall abide by PATH Intl. standards and guidelines and all state, local and federal laws.**

**Principle 8: The member supports PATH Intl. in its efforts to protect participants, equines, the public and the profession from unethical, incompetent or illegal practice.**

## Confidentiality & HIPAA Policy

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Our Notice of Privacy Practices can be found on our [website](#).

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## Nondiscrimination Policy

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Forward Stride does not discriminate in its staff, board, volunteers, volunteer committees, or recipients of services on the basis of a person's race, religion, gender identity, sexual orientation, age, national origin, ancestry, marital status, veteran status, or mental or physical disability or any other status prohibited by applicable law.

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## Site Specific Hazards

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1. There is electric fencing on site. It is marked.
2. Ladders, lofts, and haystacks are off-limits. Please make sure all children stay away from the haystacks. They are dangerous to play on.
3. Only trained personnel are allowed to operate Forward Stride's tractor.
4. There are several natural springs and small wetland areas on site. Unless accompanied by a staff member, all personnel and clientele must stay within the barn areas. Known areas are marked, but nature can create new holes without warning.
5. As we continue to upgrade this facility, there will be construction areas that will be off limits. They will be marked with CAUTION tape.
6. There will be some areas of mud associated with equine turnout areas. We will make every effort to put down gravel and keep areas safe for human handlers.
7. We have a very large parking area. It will be used for sessions to ride outside. We must insist on a **5 mph speed limit**.

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## Hazards Specific to the Use of Equines

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These are some of the injuries that a horse can inflict: biting, kicking, bucking, stepping on person, spooking, etc.

In the event of an accident during a Therapy session;

- Therapists stops the session or emergency dismounts the client, if needed.
- If needed, therapist takes over in C.P.R. and first aid and a designated volunteer assumes leadership over other personnel and participants.
- If needed, therapist designates a volunteer to call 9-1-1
- At the end of class, the therapist will complete an Incident Report Form, which will then be passed on to the Program Director, who will follow up on the Incident Report and with the client.

## Driving Directions

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Forward Stride  
23839 SW Daniel Rd  
Beaverton, Oregon 97078  
Tel: (503) 217-2035  
Fax: (503) 217-2168  
[info@forwardstride.org](mailto:info@forwardstride.org)

**From 217 Southbound:**

Take the Canyon Rd/OR8/OR10/Beav Hillsdale Hwy Exit 2A,  
Turn right (west) on Beaverton-Hillsdale Hwy OR10  
Go 7 miles,

**From 217 Northbound:**

Take the Scholls Ferry Rd/OR-210 exit 4,  
Turn left (heading west) onto SW Scholls Ferry Road and travel 5 miles,  
Turn right onto SW Tile Flat Rd and travel 1.9 miles,  
Turn right onto SW Clark Hill Rd (4 way stop), and travel 1.4 miles,  
Turn left onto OR-10 (stop sign),

**Then:**

About 0.6 miles past SW Clark Hill Rd,  
Turn right onto SW Jacktown Rd (Forward Stride sign).  
Follow Jacktown Rd approx 0.7 miles to our main entrance. You will see our arena!