



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

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Forward Stride Therapists & Staff

Director of Rehabilitation Services & Physical Therapist- **Sheila Stahl Butler, PT**

Physical Therapist- **Gretchen Dumestre, PT**

Physical Therapist- **Camille Robinson, PT**

Occupational Therapist- **Valery Sampson, OTR/L**

Occupational Therapist- **Rebecca Mahood, OTR/L**

Occupational Therapist- **Hannah Burke, OTR/L**

Rehabilitation Services Administrative Assistant- **Anna Finn**

Key Forward Stride Staff Members:

Executive Director- **Amber Varner**

Programs Director- **Amanda Garrison**

Clinical Services Accounts Coordinator- **Julie Baugh**

Volunteer Coordinator- **Carly Woodward**

Equine Manager- **Mackenzie Johnson**

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

Contact Information & Communication

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.)

Sheila Stahl Butler, PT C: (503) 329-1653 sheila.stahlbutler@forwardstride.org

Gretchen Dumestre, PT C: (503) 504-6921 gretchen.dumestre@forwardstride.org

Camille Robinson, PT C: (650) 380-5264 camille.robinson@forwardstride.org

Valery Sampson, OTR/L C: (503) 737-5380 valery.sampson@forwardstride.org

Rebecca Mahood, OTR/L C: (715) 222-9575 rebecca.mahood@forwardstride.org

Hannah Burke, OTR/L hannah.burke@forwardstride.org

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

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.

FAQ's about using horses as a treatment tool.

• 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 impairment 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 diagnosis 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. 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.

Camille Robinson - Physical Therapist

Camille Robinson graduated with a Doctorate of Physical Therapy from Pacific University, OR. She has been a therapist for over 15 years specializing in pediatric and geriatric rehabilitation in various settings including hippotherapy, outpatient, home health and in the schools. She concurrently works for the Willamette ESD serving school age children (5-21 yrs) with orthopedic or neurological impairments. She is a member of the AHA and has completed the AHA Level 1 course. She is an APTA Certified Clinical Instructor and serves as an appointed representative for her region on the Regional and Statewide services for students with orthopedic impairments (RSOI) professional learning team. In her free-time, she enjoys spending time with family/friends, caring for and riding horses, boating, baking, traveling and reading.

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 of both the American Hippotherapy Association (AHA) and PATH and has completed both AHA Level 1 and Level 2 courses.

Rebecca Mahood- Occupational Therapist

Rebecca graduated from Western Michigan University in 1993 with a Bachelor of Science in Behavioral Psychology and in 1997 with a Master's degree in Occupational Therapy. Rebecca's focus has been in neuro-rehabilitation, although she has a broad range of experience in various settings including inpatient acute rehab, outpatient, home health care, and subacute rehab. Rebecca is a member of the American Hippotherapy Association (AHA, Inc.) and Professional Association of Therapeutic Horsemanship (PATH, International) and has received the level 1 AHA Certification.

Hannah Burke- Occupational Therapist

Hannah received her MS in occupational therapy from the University of Illinois at Chicago in 2015 and completed the AOTA Pediatric Fellowship through the OHSU Leadership and Education in Neurodevelopmental Disorders (LEND) program in 2018. She is currently working on a PhD in Occupation and Rehabilitation Science from Colorado State University to contribute to research in the field. Hannah's primary practice area is nature-based pediatric occupational therapy; she has completed the American Hippotherapy Association (AHA) Level I course.

Fees & Payment Policy

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. In the memo line of your check please enter the first two and last two initials of the client, or date and time of services. Please place your check in one of 2 payment boxes - in the clinic or outside the door of building G. If you will be paying with a credit card, please contact Julie Baugh at 503-217-2185 prior to or on your first visit so she can enter your credit card information in the database. Your information will be securely stored for future processing. Your card will be charged the following week of each session. A paid invoice will be emailed after each payment is made. Payment is due and expected upon receipt. If you require a superbill for insurance purposes, please contact Julie Baugh at julie.baugh@forwardstride.org or call 503-217-2185. If you have questions or concerns about your account, please contact Julie. She can be located in Building G or at the above address/phone number. If payment is not received in a timely manner, Forward Stride may add a **\$25 charge per therapy session**.

Initial Evaluation: \$250 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: \$180 per 45 minutes (\$60 per RVU). 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.

Cancellation Policy and Weather related cancellations

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 canceled 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.

Recommended Attire

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.

General Barn Safety Guidelines

Barn Rules that Apply to Rehabilitation 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!

Equine Management Philosophy and Horse Care Standards

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.

PATH International Code of Ethics

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

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

Nondiscrimination Policy

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.

Site Specific Hazards

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**.

Hazards Specific to the Use of Equines

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

In the event of an accident during a Therapy session;

- Therapists will stop the session or emergency dismount the client, if needed.
- If needed, the 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

Address:

Forward Stride
23839 SW Daniel Rd
Beaverton, Oregon 97078
Tel: (503) 217-2035
Fax: (503) 217-2168
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!