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Inclusion of all client information on first page  
Well edited and grammatically correct but clearly written and succinct  
Appropriately written without professional jargon  
Appropriately addressed to client, caregiver or both, depending on the needs and skills of the client.

Closely follows therapy plan and activities which promote generalization of skills, as opposed to introducing objectives that are new or too challenging for the client

Statement of general purpose of Home Program

All materials (or a sample thereof) submitted with Home Program

Reasonable relative to purpose, design and time requirements

General Directions :

Specifics such as location and time of practice

Frequency and duration of practice

Specific instructions regarding how practice sessions are to be conducted

Activities:

Title of each activity, which references the skill or behavior addressed

Reference necessary and supplied materials

Clearly describe the client's ability to perform the skill now, and with what types of supports

Provide a clear description of the progression of the activity. Consider using numerical steps if best for the client/caregiver;

Grading reference:

\*\*A range (HP is logical, functional, and reasonable, requiring minimal corrections. Activities and steps require minimal feedback to be clearly explained, detailed and tailored for the client. Cues and instruction are generally clear and appropriate for the client and partner. Materials and time requirements are appropriate)

\*\*B range (HP requires moderate correction/feedback to develop into a logical, functional, and reasonable document. Activities and steps require moderate feedback to be clearly explained, detailed and tailored for the client. Cues and instruction are occasionally unclear and/or inappropriate for the client and partner. Materials and time requirements are generally appropriate)

\*\*C range (HP requires significant correction/feedback to develop into a logical, functional, and reasonable document. Activities and steps require significant feedback to be clearly explained, detailed and tailored for the client, or may not follow current therapy plan. Cues and instruction are frequently unclear and/or inappropriate for the client and partner. Materials and time requirements are weak and/or inappropriate)