



# കേരള ഗസറ്റ് KERALA GAZETTE

## അസാധാരണം EXTRAORDINARY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്  
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GOVERNMENT OF KERALA

Social Justice (D) Department

NOTIFICATION

G.O(P)No.5/2020/SJD.

11.6.2020

Thiruvananthapuram .

**S. R. O. No. 417/2020**

In exercise of the powers conferred by sections 49,50 and 51 of the Rights of Persons with Disabilities Act, 2016(Central Act 49 of 2016) read with Rules 12, 13, 14, 15 and 16 of the Rights of Persons with Disabilities (Kerala) Rules, 2020 issued under G.O.(P) No. 3/2020/SJD dated 28<sup>th</sup> March 2020 and published as S.R.O.No.262/2020 in the Kerala Gazette Extraordinary No. 1025 dated 01<sup>st</sup> April 2020, Government of Kerala, hereby issues the following Guidelines prescribing minimum standards for registration of Therapy Centres in Kerala namely : -



## **GUIDELINES**

### **Chapter I**

#### **INTRODUCTION**

Disability is an umbrella term, covering impairments, activity limitations and participation restrictions. Impairment refers to structural and functional limitation. Persons with Disabilities and their parents/guardian suffer from physical (structural), emotional, economic, and psychological, educational, cultural, health & medical issues in their daily life. Each category of the disability poses a different set of challenges. Their state of affairs becomes more complex when disability combines with poverty and exclusion.

Disability can be either due to congenital anomalies or acquired. Congenital anomaly is defined as structural, behavioural, functional and metabolic disorders by birth. Genetic factors, such as chromosome abnormalities, mutant genes, environmental factors or combination of genetic and environmental factors (multi factorial inheritance) may lead to this condition. The manifestations of congenital anomalies can be structural (external form or structure is abnormal), functional (function of the organ is affected) or metabolic (defect in metabolism because of absence or defect in one or more enzymes). Acquired disabilities are those due to accidents, burns, diseases, poisoning, head injuries, etc. which may happen at any point of time in the course of life and may lead to prolonged activity limitations and participation restrictions in multiple forms.

#### **DISABILITY MANAGEMENT**

Early screening for early detection, appropriate intervention combined with allied services is the universally accepted protocol in disability management. Once the disability of a person is detected it is essential that they shall be provided with proper medical support and appropriate therapies, so that their disability can either be corrected or the magnitude and manifestations of the disability can be minimized.

#### **THERAPY CENTRE – Meaning**

In order to accomplish situation of correcting the disabilities or to reduce the gravity, magnitude and manifestations of disabilities, especially to children facing the challenge, have to undergo various therapies. This includes physiotherapy, occupational therapy, speech and language therapy, psychological therapy etc. depending on the nature and severity of disability. Therapy services refer to a wide range of practices and supports in different intervals using a wide range of tools, services and teaching methods depending on the nature and gravity of disability. Therapy Centres are the institutions which are implementing intervention plan for transforming the person



with disabilities. Appropriate therapy will support the person to come forward and survive in the society with improved quality of life. Moreover, in case of many disabilities lifelong therapy support may be required. Therefore therapy services are deemed as the integral part of disability management and as such the role of therapy centres becomes significant.

## **CHAPTER II**

### **PRELIMINARY**

1.Short title and Commencement.- (1) These guidelines may be called Minimum Standard guidelines for the Registration of Therapy Centres in Kerala.

(2) They shall come into force at once.

2. Definitions.- (1) In the guidelines, unless the context otherwise requires, -

(a) ‘Act’ means the Rights of Persons with Disabilities Act, 2016 (Central Act 49 of 2016);

(b) ‘Appellate Authority’ means the appellate authority constituted in rule 12 of the Rules;

(c) ‘Competent Authority’ means the competent authority mentioned in rule 12 of the Rules;

(d) ‘Rules’ means Rights of Person with Disabilities (Kerala) Rules, 2020;

(e) ‘State level monitoring committee’ means the committee constituted under clause 4.4 of these guidelines;

(f) ‘Therapy centres’ means centres established for correcting the disabilities or to reduce the gravity, magnitude and manifestations of disabilities especially for children facing the challenge, and for implementing intervention plan for transforming the person with disabilities.

Explanation: - For the purpose of this guidelines Government may by order specify any institutions as therapy centres.

(2) The words and expressions used and not defined in the guidelines but defined in the Act or Rules shall unless the context otherwise requires have the meanings respectively assigned to them in the Act or the Rules as the case may be.



### **CHAPTER III GENERAL PRINCIPLES**

As therapy centres are the institutions to cater comprehensive quality care and services to persons with disabilities, it becomes mandatory that standards and service protocol are to be maintained by such centres. This can be mandating the following.

1. The centres are to be brought under a regulatory mechanism by registering with the appropriate authority notified by Government
2. Required infrastructure facilities are to be ensured.
3. Professional service of Qualified Therapist is to be guaranteed.
4. Service protocol which includes Therapy Schedule, Cost of services, Transparency aspects etc. need to be ensured
5. Facilities for parent/guardian/care taker orientation shall be ensured
6. Establishing a monitoring system
7. Accessibility.

#### **PRESENT SCENARIO**

- Most of the centres are not registered or accredited.
- Unfair approach by the therapists towards the children /persons with disabilities and their parents/guardians.
- Incidences of abuses are faced by children/persons with disabilities and parents/guardian from various therapy centres
- No regulatory/ monitoring mechanism for therapy centres
- Lack of required infrastructure facilities and equipments
- Service provided by unqualified persons
- No service protocol and transparency measures
- Charging of exorbitant fee as service charges
- Parent/guardians are not properly oriented on the medical conditions, progress of therapy, home based training etc.
- Lack of documentation



## CHAPTER IV

### Framework of Guidelines

#### 4.1. Objectives

1. To bring all therapy centres providing services to Persons with Disabilities under a regulatory mechanism by registering before a competent authority notified by Government as per Sec.49 of Rights of Persons with Disabilities Act, 2016.
2. To ensure that required infrastructure facilities are made available in the Therapy Centres.
3. To ensure that professional service of Qualified Therapist is guaranteed.
4. To guarantee that service protocol which includes Therapy Schedule, Cost of services, Transparency aspects etc. are maintained by each therapy Centre.
5. To ensure that Parents / Guardian / Care takers are orientated on the outcome of the Therapy services and follow up to be made at home.
6. To establish a regular monitoring system.
7. To ensure that quality of services are provided at affordable cost,
8. To ensure that required standard is maintained at all therapy centres.
9. To ensure transparency in the services provided while doing therapy
10. To document the activities by the centre.
11. To eliminate unfair approaches and incidences of abuses of any kind that are faced by persons/parents/guardians in therapy centres

#### 4.2. VARIOUS TYPES OF THERAPY CENTRES :

Depending on the nature and severity of the disability the persons with disabilities have to undergo single therapy or multiple therapies. Autism, Locomotor Disability, Intellectual Disability and Speech & Hearing Impairment are the most common disabilities for which therapy services are required. Hence for the preparation of this guidelines of standards for therapy centres the following five therapies which are most extensively used are selected.

1. **Speech and language therapy, audiology/Hearing Aid Centre etc.**
2. **Occupational Therapy**
3. **Physiotherapy**
4. **Rehabilitation/Clinical Psychology.**
5. **Therapy for Autism.**



#### **4.2.1. Speech and Language Therapy & Audiology/Hearing Aid Centre**

Speech therapy is a clinical program aimed at improving speech and language skills and oral motor abilities like feeding, talking etc. This means talking, using sign language, or using a communication aid. Children who are able to talk may work on making their speech clearer, or on building their language skills by learning new words, learning to speak in sentences or improving their listening skills.

Audiologists deal with those with hearing loss and proactively prevent related damage. By employing various testing strategies (e.g. behavioral hearing tests, otoacoustic emission measurements and electrophysiologic tests), audiologists aim to determine whether someone has normal sensitivity to sounds. If hearing loss is identified, audiologists determine which portions of hearing (high, middle or low frequencies) are affected, to what degree (severity of loss), and where the lesion causing the hearing loss is found (outer ear, middle ear, inner ear, auditory nerve and/or central nervous system). If an audiologist determines that a hearing loss or vestibular abnormality is present he or she will provide recommendations for interventions or rehabilitation (e.g. hearing aids, cochlear implants, appropriate medical referrals).

#### **4.2.2. Occupational Therapy**

Occupational Therapy focuses on enabling people to participate in the meaningful activities of everyday life. Occupational therapists address barriers to participation brought about by lack of skills and abilities, features of the activities or lack of environmental supportiveness. The basic philosophy of occupational therapy states that engagement in meaningful occupations promotes health, well-being and quality of life.

#### **4.2.3. Physiotherapy**

Physiotherapy focuses on improving gross and fine motor skills, balance & coordination and strength and endurance. The therapist shall provide appropriate therapy to improve muscle and joint function mobility, strength and endurance, posture and balance.



#### **4.2.4. Rehabilitation/Clinical Psychology**

The services provided include conducting assessments, provide psychological counselling and therapies, wellness promotion, stress management, supportive measures for care givers, provide education and consultation to relevant community members. They are expected to recognize psychological problems, needs and to set goals as relevant to rehabilitation of persons with disabilities. They recognize the network of psychological, social, biological and environmental factors that affect the functioning and impedes the rehabilitation process, select and implement intervention strategies and apply knowledge and problem solving skills in a wide variety of settings eg. agencies working with specific disabilities, multiple disabilities, long-term care facilities, assisted-living facilities, healthcare facilities, hospitals etc. for persons with varying disabilities (eg. physical, sensory, cognitive, developmental, traumatic and sports-injury related disabilities).

#### **4.2.5. Therapy for Autism.**

Autism is one of five developmental disorders included under the umbrella of the Pervasive Developmental Disorders. Autism is characterized by deficits in social interaction and communication and unusual and repetitive behaviour. Cognitive abilities in people with autism vary between those with average to above average intelligence, to borderline and mild mental retardation and others who function within the moderate to profoundly mentally retarded range.

### **4.3. COMPONENTS**

The following components are taken for standardisation of each category of Therapy Centres

1. Common/ General Facilities & Infrastructure
2. Furniture & Fixtures
3. Equipment and Instruments
4. Human Resource
5. Legal and Statutory Requirements
6. Process and Procedures
7. Record Maintenance and Reporting
8. Safety Measures
9. Grievance Redressal / Feedback Mechanism
10. Monitoring & Evaluation



***The standards are fixed for a therapy centre having one therapist. If more therapists are engaged, adequate additional space, furniture and equipment are to be provided accordingly.***

#### **4.3.1. Common/ General Facilities and Infrastructure**

The standards of physical facilities to be ensured in each therapy centre are detailed in this part. This includes location, space required for each functional areas like reception/ registration, waiting area, space required for therapy services including space for placing equipments, accessibility aspects, provision for parents/guardian/ care takers for observing the therapy provided, toilet and drinking water facilities, sign boards, display items like registration certificate etc.

The space required in the treatment area shall be as per the scope of service and workload. Waiting area can be shared between the different divisions/sections of the centre or establishment. Within the centre various work sections can also share the resources and space, without compromising the quality of work. All centres should display at prominent board/signage displaying the name of the centre in local language at the entrance with register number visible to all public.

The following signage shall be well displayed in the centre

- A. Name of the professional/ Professionals giving therapy service with qualification
- B. Display Rehabilitation Council of India(RCI) registration number
- C. Name and qualification, days and time of visiting professional, if any
- D. Details of services provided
- E. Fee structure with duration of services provided
- F. Timings of the centre
- G. Therapy protocol
- H. Details of complaint lodging mechanism

#### **4.3.2. Furniture & Fixtures**

In this part the details of furniture and fixtures required for each centre is detailed.

#### **4.3.3. Equipment/Instruments**

This part elaborates the details of

- Equipment and Accessories required for providing therapy
- Additional equipment as per the scope of service and work load should be made available





- Space for storage of equipment
- All equipment shall be in good working condition at all times
- Periodic inspection, cleaning, calibration and maintenance of equipment should be done
- Subjective calibration should be done for instruments like audiometer and display the calibration chart in the centres

#### 4.3.4. Human Resource

This part deals with the details of

- Rehabilitation professionals and therapists and their qualifications and registration details.
- Nature of services that can be provided by the professionals in consonance with their qualifications, training and registration.
- Details of Personnel records and professional information to be maintained.
- Details of periodic skill enhancement / upgradation / refresher trainings acquired by professionals.

#### 4.3.5. Legal/Statutory Requirements

Details of Documentary proof to be collected supporting the whereabouts of the applicant ( eg. Disability certificate or Adhar card or any approved photo id)

#### 4.3.6. Record Maintenance and Reporting

Details of client wise details to be retained with the institution.

#### 4.3.7. Process

Details of the processes to be undergone by the client like registration formalities, Assessment procedures, preparation of Therapy Plan, Reassessment procedure, briefing of parents/ guardian/care takers, issue of summary report etc

#### 4.3.8. Safety Measures

Details of safety measures to be undertaken as per the statutory requirement of the law of the land (eg.Fire) and patient safety aspects may be taken care of. In the case of therapy centres dealing with children with disabilities, the centre should be child friendly and soft padding on the floor and walls are needed wherever necessary.



#### 4.3.9. Grievance Redressal/ Feedback mechanism

Every organisation should have a mechanism to address the grievance redressal / filing of complaints/feedback of parents etc and the same shall be well documented.

#### 4.3.10. Monitoring & Evaluation

Details of monitoring mechanism at state and district level and composition of inspection team. The team comprises of the following :

**District level Inspection** : shall be entrusted to any one of the following agencies ;

- Child Development Centre(CDC)
- National Institute of Speech and Hearing(NISH)
- Institute for Communicative and Cognitive Neuro Sciences (ICCONS)
- National Institute of Physical Medicine and Rehabilitation(NIPMR)
- Institute of Mental Health and Neuro Sciences(IMHANS)

Fees may be charged from the centres on Government approved rates for inspection.

#### 4.4. State Level Monitoring Committee

- **Secretary, Social Justice Department** – **Chairman**
- **Director of Social Justice Department** – **Convenor**
- **Director of Health Services** – **Joint  
Convenor**
- **Executive Director,  
Kerala Social Security Mission** – **Member**
- **Five Experts appointed by the Chairman** – **Members**

***Amendments : The competent authority for the purpose of registration of institutions can bring amendments in this guidelines, from time to time with the consent of the State Government, based on the feedback, to tide over the difficulties in implementation or whenever feels necessary.***



## CHAPTER V

### **GENERAL FUNCTIONAL REQUIREMENTS TO BE FOLLOWED BY ALL THERAPY CENTRES**

1. All cases to be registered. This is done through a registration process by allotting a unique registration number for each client, with socio economic demographic details, contact details.
2. Daily case register and follow up register to be maintained.
3. Assessment report including case history are to be properly filed.
4. Preparation of Individualised Therapy Plan (ITP) and discussion with parents regarding ITP and home training shall be done and signature of the parent to be obtained.
5. Consent from parents/ guardian/caretakers/client shall be obtained for the services provided. Separate consent to be obtained from the parent/guardian/client in case of photograph or video of the person with disabilities.
6. Physical presence of parents/guardian/bystander shall be allowed inside therapy room. If clinically not possible, sessions should be visible to parents through observation window or CCTV or any other electronic/non electronic mode. In the case of person with mental illness Section 22,23,24 & 25 of Mental Healthcare Act 2017, shall be followed for right to information, confidentiality and access to medical records.
7. Periodic evaluation report should be generated in a period of 3 months or on demand and should be issued and signed jointly by the parent/guardian/client/caretaker and the therapist.
8. Therapy summary of every person should be prepared at the time of completion of therapy and also on demand of client/ parent/guardian/care taker. And also copy to be maintained in the centre.
9. All therapy related documents should be duly signed by certified therapist with registration number. Maintain daily data regarding number of sessions taken by each therapist
10. All documents should be kept for minimum 5 years from the date of registration at centre, in electronic mode.
11. Name of professionals, designation, qualification, working hours of the centre and fee structure should be displayed at prominent place of the centre
12. Name and qualification of visiting professionals if any should be displayed at the centre and minimum standard in the qualification of visiting professional should be met



13. Direct Therapy session should have direct client contact of minimum 30 minutes.
14. Ensure accessibility as per Rights of Persons with Disabilities Act 2016.

## CHAPTER VI

### Minimum Standard Guidelines for various Therapy Centres

#### 6.1. SPEECH THERAPY /AUDIOLOGY & HEARING AID CENTRE

- I: Infrastructure –A) Space, B) Furniture & Fixture
- II: Equipment & materials
- III: Human resource
- IV: Functional requirement

**Standards are fixed for one therapist, if more therapist are engaged in the centre- adequate additional space, furniture and equipment are to be provided.**

##### 6.1.I: INFRASTRUCTURE

##### A) SPACE

##### *SPEECH THERAPY CENTRE*

Sl No	Purpose	Size
1	Waiting area	As per the requirement and work load of the centre (Minimum 50 sq feet).
2	Consultation Room	One room (50 sq ft)
3	Speech Therapy room	One speech therapy room for each therapist (Minimum Size: 40 sq feet) Room should have adequate space to accommodate therapist, child/client and one parent
4	Other facilities	One accessible toilet inside the building premises or inside the therapy centre and drinking water facility.



**AUDIOLOGY & HEARING AID CENTRE** (If this centre is attached with speech therapy centre, waiting area and toilet area can be shared)

Sl. No	Purpose
1	Waiting area
2	Consultation room
3	Sound treated Audiology room/booth (Single or double room) with permissible noise level as per ANSI S3-1-1999 standards. It should be certified by a Government institution or Government approved agency.
4	Hearing aid verification / counselling room.
5	Other facilities

## B) FURNITURE & FIXTURE

### SPEECH THERAPY CENTRE

Sl.No	Items	Quantity
1	Chairs at waiting area	3
2	Consultation Table	1
3	Patient Chairs in consultation room	2
4	Speech Therapy Table in each therapy room	1
5	Therapy chairs in each therapy room	3
6	Storage cabinet	1

### AUDIOLOGY & HEARING AID CENTRE

Sl.N o	Items	Quantity
1	Table for puretone audiometry / immittance (minimum screening immittance)/ hearing aid programming	2
2	Patient Chairs	3
3	Chair for audiologist	1
4	AC in audiology room	1



**6.1.II: EQUIPMENT & MATERIALS**  
**SPEECH THERAPY CENTRE**

**Test materials**

Sl. No	Test/item	Quantity
1	Assessment of Language Development (ALD)	1
2	Malayalam Articulation Test Revised (MAT -R)	1
3	CAPE V	1
4	SIR	1
5	WAB	1
6	FDA	1
7	Oral cavity assessment kit (Tongue depressor ,glove ,straws, horns, bubbles, torch ,ice cream sticks )	One set
<b>Therapy Materials</b>		
1	Toys (Animals. Birds, vehicles )	1 set
2	Multisensory stimulation materials : Poky ball ,light emitting toys rattle	1 set
3	Books : Interactive books	1 set
4	Story books	1set
5	Books with colourful big pictures	1 set
6	Cause effect toys : popping toys, rotating toys, Pulling pushing toys, winding up toys	1 set
7	1/2/3 piece puzzles, mat	1 set
8	Things for pretend play : doctor set, kitchen set, tool kits	1set
9	Sequencing story pictures/Flash cards	1 set

**AUDIOLOGY & HEARING AID CENTRE**

Sl.No	Name of the equipment	Quantity
1	Otoscope	1
2	Diagnostic audiometer with speech audiometry facilities	1
3	Diagnostic/ Screening Immittance	1
4	Conditioning Materials-Drum, Bell and Toys	1 set
5	Speech audiometry test materials (Spondees word list	1



	and PB words list)	
6	Computer with printer	1
7	Hearing aid programming interference ( If hearing aids are dispense at the centre)	1

### 6.1.III: HUMAN RESOURCE

#### SPEECH THERAPY/ AUDIOLOGY & HEARING AID CENTRE

Sl.No	Designation	Minimum Qualification	Number
1	Audiologist cum Speech-Language Pathologist or Speech therapist	Qualification BASLP/ BSc Speech and Hearing or equivalent with a valid Rehabilitation Council of India (RCI) registration as an Audiologist & Speech Pathologist / Speech therapist	One

### 6.1.IV: FUNCTIONAL REQUIREMENT

#### AUDIOLOGY & HEARING AID CENTRE

Hearing aid verification & fitting should be done by qualified Audiologist cum Speech Pathologist.

The hearing aid dispensing data should be maintained. The data should include name of client, age, client registration number, company & model of aid fitted and name of clinician with RCI registration number.

The programme data sheet to be printed for all programming aids and signed & seal with Name & RCI Registration and copy of data sheet should be given to client and one copy should be maintained at centre.



## 6.2. OCCUPATIONAL THERAPY CENTRE

I : Infrastructure –A) Space, B) Furniture & Fixture

II : Equipment & materials

III: Human resource

IV : Functional requirement

**Standards are fixed for one therapist, if more therapist are engaged in the centre- adequate additional space, furniture and equipment are to be provided.**

### 6.2.I: INFRASTRUCTURE

#### A) SPACE

Sl No	Purpose	Size
1	Waiting area	As per the requirement and work load of the centre (Minimum 50 sqfeet )
2	Consultation Room	50 Sq.ft.
3	Therapy room	Minimum 200 sq feet
4	Other facilities	Accessible toilet inside the building premises and drinking water.

#### B) FURNITURE & FIXTURE

Sl.No	Items	Quantity
1	Table	1
2	Chairs	3
3	Examination Table/Couch	1
4	Screens	1
5	Foot Step	1
6	Stools	1
7	Storage Cabinet	1

### 6.2.II: EQUIPMENT & MATERIALS

Sl No	Item	Quantity
1	Torch	1
2	Measuring tape	1





3	Knee hammer	1
4	Goniometer	1

**Assessment tools:**

Sl No	Item	Quantity
1	Development assessment- including DENVER - 2/DASI/PEDI/Peabody /Carolina Curriculum	1
2	ADL assessment (BARTEL/KATZ)	1
3	Sensory assessment-Sensory Profile-2/SPM	1
4	Hand function assessment- any standardized development assessment (Erahat assessment/Miller/Box and block/Nine hole peg test)	1

**Therapy Equipment**

Sl.No	Equipment	Quantity
1.	Cause and effect toys(xylophone/light and sound toys/key operated toys)	1
2.	Art and craft materials(paint, crayons/modelling clay/play dough/water play/kinetic sand/sand)	1
3.	Bean bag/Crash pad	1
4.	Sensory/ tactile texture floor mats set/ Tactile activities-Pulses like Rice/beans	1
5.	Rattle toy for sensory motor	1
6.	Brush and touch stimulation set	1
7.	Therapy ball 60cm/90 cm	1
8.	Tricycle/Bicycle/Stationary Cycle	1
9.	Swing	1
10.	Balance board	1
11.	Trampoline	1
12.	Therapy mat (6'*6')	2
13.	White board/Black board/Soft board	1
14.	Simple puzzle	1



15.	ADL training kit –buttoning/zipper board/lacing	1
16.	Stacking rings/cups	1
17.	Scooter board	1
18.	Weighted blanket/weighted jacket	1
19.	Bolster	2
20.	Wedges	2
21.	Coloured bead and cords for threading	1
22.	Theraband/Theratube/Theraputty/digiflex	1
23.	Squeaky toy	1
24.	Adapted writing/ADL equipments	1
25.	Corner chair/ CP Chair, standing table/slander (if required)	1
26.	Multi function Peg boards (different types )	3
27.	Medicine ball	1
28.	Rods & Beads	1
29.	Puzzles.	1
30.	Bio feedback Mirror	1
31.	Mat 10’x10’ on a wooden coat	1
32.	Wheel chair& walkers -adult _	1
33.	Balance equipment (balance board/balance beam)	1
34.	Transfer board	1
35.	Adapted utensils/writing equipment	1
36.	Sensory toys(tactile/visual/auditory)	1

### 6.2.III: HUMAN RESOURCE

Sl.No	Designation	Minimum Qualification	Number
1	Occupational Therapist	Bachelor of Occupational Therapy from UGC recognized approved University	One



## 6.2. IV: FUNCTIONAL REQUIREMENT

Sl.No	Specific Requirement
1	Soft padding on wall and floor to ensure safety during therapy session
2	Therapy rooms should be wheel chair accessible

## 6.3. PHYSIOTHERAPY CENTRE

I: Infrastructure –A) Space, B) Furniture & Fixture

II: Equipment & materials

III: Human resource

IV: Functional requirement

**Standards are fixed for one therapist, if more therapist are engaged in the centre, adequate additional space, furniture and equipment are to be provided.**

### 6.3.I: INFRASTRUCTURE

#### A) SPACE

Sl. No	Purpose	Size
1	Waiting area	One room 50 Sq.ft
2	Consultation Room	One room 50 Sq.ft
3	Therapy/Procedure room	One room 170 Sq.ft
4	Other facilities	One accessible toilet inside the building and drinking water.

#### B) FURNITURE & FIXTURE

Sl.No	Items	Quantity
1	Chairs in waiting room	3
2	Consultation Table	1
3	Chairs	3
4	Treatment Couch	1
5	Foot Stool	1
6	Storage cabinet	1



**6.3.II: EQUIPMENT & MATERIALS**

<b>Sl. No</b>	<b>Test/item</b>	<b>Quantity</b>
1	Ultrasound Therapy Unit	1
2	Shoulder Exercise unit	1
3	Parallel bar	1
4	Interferential Therapy Unit	1
5	IRR	1
6	Muscle Stimulator	1
7	TENS	1
8	Theraband	1
9	Physio ball	1
10	Hand grip exercise	1
11	Static cycle	1
12	Finger ladder	1
13	Weight cuff	1 each
14	Wheel chair	1
15	Overhead Pulley	1
16	Peg board	1
17	Stethoscope	1
18	BP Apparatus	1
19	Knee Hammer and inch tape	1

**6.3.III: HUMAN RESOURCE**

<b>Sl.No</b>	<b>Designation</b>	<b>Minimum Qualification</b>	<b>Number</b>
1	Physiotherapist	Bachelor of Physiotherapy in regular mode from UGC approved university	1

**6.4. CENTRE FOR CLINICAL PSYCHOLOGY SERVICES.**

I: Infrastructure –A) Space, B) Furniture & Fixture



II: *Equipment & materials*

III: *Human resource*

IV: *Functional requirement*

**Standards are fixed for one therapist, if more therapist are engaged in the centre- adequate additional space, furniture and equipment are to be provided.**

#### **6.4.I: INFRASTRUCTURE**

<b>Sl No.</b>	<b>Purpose</b>	<b>Size</b>
1	Waiting area	50 Square feet
2	Consultation room	Minimum 60 Square feet
3	Therapy/intervention room	Minimum 100 Square feet
4	Other facilities	One accessible toilet and drinking water.

#### **B) FURNITURE & FIXTURE**

<b>Sl. No.</b>	<b>Item</b>	<b>Quantity</b>
1.	Waiting area - Chairs	3
2.	Therapy table	1
3.	Therapy chair	1
4.	Chair for Patient & bystander	3
5.	Cupboard for keeping test Material & Clinical case Record files	1

#### **6.4.II: EQUIPMENT & MATERIALS**

##### **Assessment materials**

1. *SFBT*
2. *Binet Kamath test of intelligence (any vernacular version)*
3. *Malin's intelligence scale for children/ WISC-IV*



4. VSMS
5. NIMHANS Index for Specific learning disability
6. ISAA- Autism
7. INCLIN- Diagnostic tool for ASD
8. Rating scales – ADHD/ Behaviour problem
9. Rorschach Psycho-diagnostics.
10. Neuropsychological battery of tests ( NIMHANS- child & Adult)

#### **6.4.III: HUMAN RESOURCE**

<b>SL.No</b>	<b>Designation</b>	<b>Minimum Qualification</b>	<b>No.</b>
1	Clinical psychologist	Having a Post-Graduate degree in Psychology or Clinical Psychology or Applied Psychology and a M.Phil. in Clinical Psychology or Medical and Social Psychology obtained after completion of a full time course of two years which includes supervised clinical training from any University recognised by the University Grants Commission established under the UGC Act, 1956 and approved and recognised by the RCI Act, 1992.	1

#### **6.4.IV: FUNCTIONAL REQUIREMENT**

*Confidentiality policy document should be maintained depending upon the case.*

#### **6.5. Centre for Rehabilitation Psychology**

*I: Infrastructure –A) Space, B) Furniture & Fixture*

*II: Equipment & materials*

*III: Human resource*

*IV: Functional requirement*



*Standards are fixed for one therapist, if more therapist are engaged in the centre, adequate additional space, furniture and equipment are to be provided.*

### **6.5.I: INFRASTRUCTURE**

#### **A) SPACE**

<b>Sl. No</b>	<b>Purpose</b>	<b>Size</b>
1	Waiting area	Minimum 50 sq ft
2	Consultation Room	Minimum 60 sq ft
3	Therapy/Procedure room	One therapy room for each therapist (Minimum Size: 100 sq feet) Room should have adequate space to accommodate therapist, patient and one parent
4	Other facilities	One accessible toilet inside the building premises or inside the therapy centre and drinking water.

#### **B) FURNITURE & FIXTURE**

<b>Sl.No</b>	<b>Items</b>	<b>Quantity</b>
1	Chairs for waiting room	3
2	Consultation Table	2
3	Tables for Therapy room	1
4	Chairs for therapy rooms	3
5	Couch in consultation room	1
6	Cupboard (for keeping test materials and case records)	1

### **6.5.II: EQUIPMENT & MATERIALS**

<b>Domain</b>	<b>Test/item</b>	<b>Quantity</b>
Intelligence Tests	1. <i>Seguin Form Board</i>	1
	2. <i>Malin's Intelligence Scale for Indian Children/WISC IV INDIA</i>	1
	3. <i>Binet-Kamat Test/ Raven's Progressive Matrices</i>	1
Adaptive functioning Tests	4. <i>Vineland Social Maturity Scale/ Vineland Adaptive Behaviour Scale</i>	1
Behaviour Rating	5. <i>Conner Rating Scale</i>	1



<i>Scales</i>	6. <i>Child Behaviour Checklist</i>	1
<i>Diagnostic Tests/Batteries</i>	7. <i>NIMHANS index for specific learning disabilities</i>	1
	8. <i>NIMHANS Neuropsychological battery (Child)</i>	1
	9. <i>INCLIN Diagnostic Tool for ASD.</i>	1
	10. <i>Indian Scale for Assessment of Autism (ISSA).</i>	1

### **6.5.III: HUMAN RESOURCE**

<b>Sl.No</b>	<b>Designation</b>	<b>Minimum Qualification</b>	<b>Number</b>
1	Rehabilitation Psychologist	Rehabilitation Psychologist having a valid registration with the Rehabilitation Council of India (RCI) as Rehabilitation Psychologist.	1

### **6.5.IV: FUNCTIONAL REQUIREMENT**

**Confidentiality policy document should be maintained depending upon the case**

### **6.6. THERAPY CENTRES FOR AUTISM**

I: Infrastructure –A) Space, B) Furniture & Fixture

II: Equipment & materials

III: Human resource

IV: Functional requirement

**Standards are fixed for one therapist per speciality, if more therapist are engaged in the centre, adequate additional space, furniture and equipment are to be provided.**

#### **6.6.I: INFRASTRUCTURE**

##### **A) SPACE**

<b>Sl. No</b>	<b>Purpose</b>	<b>Size</b>
1	Waiting area with reception	As per the requirement and work load of the centre (Min 100 sq feet)
2	Consultation Room	One room (Size 50 sq.feet )
3	Speech Therapy room	One speech therapy room (Size: 40 sq feet) Room should have adequate space to accommodate therapist, patient and one parent





4	<i>Clinical psychology/ rehabilitation psychology room</i>	<i>One therapy room - Size: 100 sq feet Room should have adequate space to accommodate therapist, child and one parent</i>
5	<i>Occupational therapy room</i>	<i>One room - Size :200 sq feet</i>
6	<i>Physiotherapy</i>	<i>One room Min 100 sq feet</i>
7	<i>Room for special educator</i>	<i>One room - Size :50sq feet</i>
8	<i>Other facilities</i>	<i>One accessible toilet inside the building premises or inside the therapy centre and drinking water.</i>

### **B) FURNITURE & FIXTURE**

#### **COMMON AREA**

<b>Sl.No</b>	<b>Items</b>	<b>Quantity</b>
1	Visiting chairs at waiting area	3
2	Consultation Table	1
3	Chairs in consultation room	4
4	Computer with printer	1
5	Storage space for test/therapy materials	1

#### **SPEECH THERAPY**

<b>Sl.No</b>	<b>Items</b>	<b>Quantity</b>
1	Table	1
2	Chairs	3

#### **CLINICAL PSYCHOLOGY/ REHABILITATION PSYCHOLOGY**

<b>Sl.No</b>	<b>Items</b>	<b>Quantity</b>
1	Table	1
2	Chairs	3

#### **OCCUPATIONAL THERAPY**

<b>Sl.No</b>	<b>Items</b>	<b>Quantity</b>
1	Table	1
2	Chairs	3
3	Examination Table/Couch	1
4	Foot Step	1



**PHYSIO THERAPY**

<b>Sl.No</b>	<b>Items</b>	<b>Quantity</b>
1	Treatment couch	1
2	Table	1
3	Chair	2
4	Footstep	1

**6.6.II: EQUIPMENT & MATERIALS****ASSESSMENT MATERIAL**

<b>Sl. No</b>	<b>Test/item</b>	<b>Quantity</b>
1	INCLIN and ISSA diagnostic tool for ASD	1
2	BKT	1
3	VSMS	1
4	Behavioural Checklist	1
5	Assessment of Language Development (ALD)	1
6	Communication Matrix	1
7	Sensory profile-2	1
8	Developmental Checklist	1

**Speech Therapy**

<b>Sl.No</b>	<b>Test/item</b>	<b>Quantity</b>
1	Oral cavity assessment kit (Tongue depressor ,glove ,straws, horns, bubbles, torch ,ice cream sticks )	1set
2	Toys (Animals. Birds, vehicles )	1 set
3	Multisensory stimulation materials : Poky ball ,bumpy ball ,sticky thing	1 set
4	Books : Interactive books	1 set
5	Story books	1set



6	Books with colourful big pictures	1 set
7	Cause effect toys : popping toys, rotating toys Pulling pushing toys, winding up toys	1 set
8	1/2/3 piece puzzles, bouncer, mat,	1 set
9	Things for pretend play : doctor set, kitchen set, tool kits	1set
10	Sequencing story pictures / Flash card	1 set

### Occupational Therapy

Sl.No	Equipment	Quantity
1	Peg board	1
2	Cause and effect toys(xylophone/light and sound toys/key operated toys)	1
3	Art and craft materials(paint, crayons/modelling clay/play dough/water play/kinetic sand/sand)	1
4	Bean bag/Crash pad	1
5	Sensory/ tactile texture floor mats set/ Tactile activities- Pulses like Rice/beans	1
6	Rattle toy for sensory motor	1
7	Brush and touch stimulation set	1
8	Therapy ball 60cm/90 cm	1
9	Tricycle/Bicycle/Stationary cycle	1
10	Swing	1
11	Balance board	1
12	Trampoline	1
13	Therapy mat	2
14	White board/Black board/Soft board	1



15	Simple puzzle	1
16	Activities of daily living training kit –buttoning/zipper board/lacing	1
17	Stacking rings/cups	1
18	Coloured beads	1
19	Scooter board	1
20	Weighted blanket/weighted jacket/weighted toys	1

### **Physiotherapy equipment**

Sl.No	Equipment	Quantity
1.	Muscle and nerve stimulator	1
2.	Thera band	1
3	Hand grip	1

### **CLINICAL PSYCHOLOGY/ REHABILITATION PSYCHOLOGY**

Sl.No	Equipment	Quantity
1	Cognitive retraining materials like beads/ shapes/ flash cards etc	1

### **6.6.III: HUMAN RESOURCE**

Sl.No	Designation	Minimum Qualification	Number
1	Speech Language Pathologist/ Speech therapist	Qualification BASLP/ BSc Speech and Hearing or equivalent with a valid Rehabilitation Council of India( RCI) registration as an Audiologist & Speech Pathologist/Speech therapist	One
2	Occupational Therapist	Bachelor in Occupational Therapy (BOT)	One



		<i>in regular mode from recognised university approved by UGC.</i>	
3	<i>Rehabilitation Psychologist/Clinical Psychologist</i>	<i>RCI registration as Rehabilitation psychologist/Clinical psychologist</i>	<i>One</i>
4.	<i>Physiotherapist</i>	<i>Bachelor in Physio Therapy (BPT) in regular mode from recognised university</i>	<i>One</i>
5	<i>Special Educator</i>	<i>Diploma in ASD with valid RCI registration</i>	<i>One</i>



**FORM – I****[see Section 51(1) of the Act]****APPLICATION FOR REGISTRATION / RENEWAL OF REGISTRATION OF  
INSTITUTIONS FOR PERSONS WITH DISABILITIES****A. ESTABLISHMENT DETAILS**

1. Name of the Institution/ Establishment:

2. Full Postal address. ....

.....

Village/ Taluk /Municipality /Corporation.....

Block..... District : .....

Post Office .....PIN .....

Telephone No: Land Line with STD Code: .....

Mob: ..... Fax :.....

Email :..... Website :.....

3.Name , Designation &amp; Address of authorised person to whom communication is to be sent :

Name:.....Designation:.....

Address:.....

.....District :

.....

Post Office: .....PIN : .....

Telephone No.Land Line with STD Code: .....

Mob: ..... Email:.....

4. In case of renewal application:

a. Month and year of which the institution started:

b. Old Certificate No. and last date of validity :

5. Old certificate number and last date of validity (In case of registration under any other law / rules etc ):

6. Category of the organisation: (Tick mark whichever is applicable and attach 2 copies of registration



certificate/ rules / bye laws / memorandum of association etc)

Charitable Societies / Charitable Trust / Co-operative societies / Private Limited Company / Individual proprietorship / Registered Partnership / Association

Any Others (Specify).....

7. Details of license from local bodies: (Attach Copy of latest license certificate )

Name of the local body: License Number:

Date of issue: Date of Validity :

8. Type of Service: (Tick mark whichever is applicable)

Care & Protection / Education / Training / Clinical or Rehabilitation services /  
any other service (Specify).....

**a. Care & Protection**

Day-care/ Hostel/ Shelter home/ any others (specify).....

**b. Special Education:**

Pre- school / LP /UP/ High school/ Higher secondary school/ College /

Any others (specify).....

**c. Training:**

Professional training / Vocational rehabilitation training centre for disabilities /  
any others (specify).....

**d. Clinical or rehabilitation service** (Tick mark whichever is applicable)

Clinical Psychology / Rehabilitation Psychology /Audiology / Speech –Language therapy/

Hearing Aid Centre / Ear mould lab or Hearing aid repair centre / Autism Centre / Developmental

therapy centre / Orientation & Mobility centre / Prosthetic or Orthotic centre / Rehabilitation

Engineering / Community based rehabilitation centre for disabilities / early intervention centre for  
disabilities/ Any Others ( specify).....

9. Types of the disabilities covering: (Tick mark whichever is applicable)

Locomotors/ Visual/ Hearing/ Speech & Language / Intellectual disabilities/

Mental disorders/ Neurological disorders/ Blood disorders / multiple disabilities/

Any Others ( specify).....

**B. INFRASTRUCTURE DETAILS**

10. Whether the building is - Own/ Rented

**If it is own building, please furnish the following details :**



11. Whether building is already constructed :

If yes ,state the purpose of construction:

12. Year of completion of construction :

13. Total area of the building :

(Attach copy of latest ownership certificate of the building)

Plinth area (in square feet).....Living area (in square feet).....

14. Name of the owner of the land:

15. Survey No. with sub division:

16. Village :..... Taluk.....District.....

(Attach a copy of latest possession certificate)

17. Total area of land (in Ha): Total area of land meant for the disabilities (In Ha):

18. Total area of building meant for the particular disability:

19. Whether building is constructed as per the stipulation of the Rights of Person with Disabilities Act, 2016: Yes / No

If No, state the reason and mention the duration required for structural modification:

20. Details of facilities for waste disposal, pest control and other arrangements:

21. Capacity of institution with other facilities :

**If in rented building , please furnish the following details:**

22. Total area of the building meant for your establishment (in square feet) :

23. Total area of building meant for the particular disability (in square feet):

24. Name of the owner of the building:

(Attach a copy of latest ownership certificate)

25. Duration of the rent / lease agreement & Last date of validity:

(Attach a copy of latest rent /lease agreement)

26. Building / Room No:

### **C.HUMAN RESOURCES DETAILS**

27. Total number of staff (As on date of application):

28. Number of Permanent staff : Number of temporary staff:

29. Staff details of rehabilitation professionals/ personnels: (Use extra sheet if needed)





Sl. No	Name	Qualification	Designation	RCI Registration Number	Date of validation

### 30. Other staff

Sl. No	Name	Qualification	Designation

## D. CREDENTIALS OF THE APPLICANT

31. Major activities of the institution in last two years (Annex copy of annual report)

32. Updated list of members of management committee/governing body (in applicable cases).

33. List of assets of the institution.

34. Details of Foreign contribution received if any during the last two years (Annex certificate of registration and connected documents ( if applicable) :

35. Details of the sources :

Accounts of last three years.

I hereby declare that the statements made above are correct and true to the best of my knowledge. I shall abide by all provision of the Rights of Persons with Disabilities Act, 2016 (Central Act 49 of 2016) and the Rights of Persons with Disabilities (Kerala) Rules, 2020. I shall intimate to the authority concerned, in the event of any change in the particulars above. I shall comply with the standards prescribed under the Rights of Persons with Disabilities Act, 2016 for services provided by



us and also other conditions of registration as stipulated under the Rights of Persons with Disabilities (Kerala) Rules, 2020 and the guidelines issued thereunder. I declare that no person associated with the institution has been previously convicted or has been involved in any immoral act and that the organisation has not been blacklisted by the Central or State Government at any point of time.

Date: Signature of the Applicant:

Place: Name & Designation:

Office Seal

By order of the Governor,  
**BIJU PRABHAKAR,**  
*Secretary to Government.*

### **Explanatory Note**

( This does not form part of the Notification, but it is intended to indicate its general purport)

As per Section 50 of the the Rights of Persons with Disabilities Act, 2016 (Central Act 49 of 2016), no persons shall establish or maintain any institution for persons with disabilities except in accordance with a certificate of registration issued in this behalf by the competent authority.

As per clause (2) of Rule 12 of the Rights of Persons with Disabilities (Kerala) Rules, 2020, all institutions those provide for any kinds of service to the persons with disabilities except those established or maintained by the Central or State Government, shall be registered with the competent authority under the said Rules.

As per sub-section (3) of Section 51 of the Rights of Persons with Disabilities Ac, 2016 , the institutions meant for persons with disabilities shall meet such facilities and standards as may be prescribed by the State Government. Hence, Government have decided to prescribe certain guidelines for the therapy centres in the State in exercise of the powers conferred under the Act and the Rights of Persons with Disabilities (Kerala) Rules, 2020 made thereunder.

This notification is intended to achieve the above object.

