



Special Olympics

Fit Feet



Clinical Director Manual

SpecialOlympics.org/Health



Table of Contents

Introduction	3
<i>Special Olympics Healthy Athletes</i>	4
Objectives	4
Disciplines	4
<u>Opening Eyes</u>	5
<u>Special Smiles</u>	5
<u>FUNfitness</u>	6
<u>Healthy Hearing</u>	6
<u>Health Promotion</u>	6
<u>Fit Feet</u>	7
<u>Medfest</u>	7
<u>Strong Minds</u>	7
<u>Healthy Athletes Software</u>	8
<i>Fit Feet</i>	9
Fit Feet Event	11
<i>The Healthy Athletes Clinical Director</i>	12
<i>Fit Feet Clinical Director Requirements</i>	12
<i>Fit Feet Clinical Director Role</i>	12
Determining Event Opportunities	12
Recruiting and Training Volunteer Health Professionals	13
Obtaining Equipment, Supplies and Athlete Giveaways	13
Capacity Grant Application	14
Fundraising	14
Setting Up and Supervising the Healthy Athletes Venue	14
Collecting and Reporting Data	14
Post Event Evaluation Process	14
<i>Fit Feet Screening Organization & Set Up</i>	15
Legal Requirements	15
Volunteer Coordination	16
Staffing an Event	18
Event Set up	19
Facility Space And Requirements	20
Screening Supplies & Equipment	20
Layout of the Fit Feet Venue	21
Fit Feet Stations	22
Check-in	22
Station 1	23
Station 2	24
Station 3	25
Attracting Athletes to Event	26
Additional information	26
General Guidelines Tips	26
Volunteers Tips	27
ADDENDUM	28
Resources and Related Research Materials	29
Health Insurance Portability and Accountability Act of 1996 (HIPAA) Compliance	30
Acknowledgement of Professional Liability Insurance	31
Volunteer Definitions and Roles	33
Athlete Score Card	33
Forms Matrix	34



Introduction to Healthy Athletes & FitFeet

Special Olympics Healthy Athletes®

Healthy Athletes® is a Special Olympics program that provides free health screenings and health education in a fun, welcoming environment with a focus on removing the anxiety people with intellectual disabilities often experience when faced with a visit to a medical professional. The impact of Healthy Athletes on the health and wellness of athletes around the world is significant! Since 2002, Healthy Athletes has discovered undetected health problems, alleviated pain and provided health services that otherwise would not be available.

The impact of Healthy Athlete on the health and well-being of Special Olympics athletes around the world is great, in some cases saving lives by discovering unknown health issues or providing health care that otherwise would not be available. Healthy Athletes not only serves the athletes but also trains health care professionals who then go back to their practices with increased knowledge of and compassion for people with intellectual disabilities.

Objective

The key objectives of Special Olympics Healthy Athletes are as follows:

- To improve access and health care for Special Olympics athletes at event-based and other health screening clinics.
- To make referrals or recommendations for follow-up to community health professionals as appropriate.
- To train health care professionals, students and others about the needs and care of people with intellectual disabilities.
- To collect, analyze and disseminate data on the health status and needs of people with intellectual disabilities.
- To advocate for improved health policies and programs for people with intellectual disabilities.

Healthy Athletes' influence is evident with more than 240,000 healthcare professionals trained, free health screenings provided to more than 2.1 million athletes. Healthy Athletes continues to grow each year with help from a global network of volunteers, in-kind donations and other financial support.

Healthy Athletes Disciplines

Special Olympics-Lions Clubs International Opening Eyes® (1991)

Special Olympics Special Smiles® (1992)

Special Olympics FUNfitness (1999)

Special Olympics Healthy Hearing (2000)

Special Olympics Health Promotion (2000)

Special Olympics Fit Feet (2003)

Special Olympics MedFest (2004)

Special Olympics Strong Minds (2016)

These health screenings and examinations are conducted at Special Olympics events of all levels (local, state, country, regional and World Games). Healthy Athletes screenings have provided free care to hundreds of thousands of Special Olympics athletes.

The Healthy Athletes initiative is supported by grants from the Centers for Disease Control and Prevention and the Golisano Foundation, significant in-kind donations of health care equipment and products, monetary sponsorships from organizations such as Lions Clubs International, additional cash donations, local support from health-related organizations and industries and most important, volunteer services from thousands of healthcare professionals and students.

Opening Eyes. In 1991, Special Olympics established Opening Eyes. Opening Eyes and Special Smiles jointly formed the basis of the Special Olympics Healthy Athletes initiative in 1996.

Opening Eyes conducts extensive vision screening and prescription eyeglasses and sports eyewear. Through the global partnership of Special Olympics and Lions Clubs International, Special Olympics athletes receive the following:

- Extensive vision and eye health tests
- Refraction for those requiring further screening
- Prescription eyeglasses, if needed
- Prescription protective sports eyewear, if appropriate
- Referral for follow-up care

Lions Clubs International has been committed to global blindness prevention and sight conservation programs for more than 80 years. Lions have been in the forefront of eye health initiatives, including vision screenings, free and reduced-cost eye care programs, used eyeglasses collection and Sight-First. By partnering to create Opening Eyes, Lions Club and Special Olympics, have brought eye care to more Special Olympics athletes around the world than would have been possible otherwise. The partnership has tripled the amount of quality vision care available to all Special Olympics athletes through grants to individual Special Olympics Programs worldwide. The Special Olympics-Lions Clubs International partnership uniquely serves the worldwide volunteer community. Eye health professionals who perform the technical screening are joined by volunteer Lions Club members who handle athlete registration, distribution of glasses and protective sports goggles and the less technical near and far visual acuity and color vision testing.

Special Smiles. Special Smiles offers dental screenings, health education and prevention services, and refers athletes to potential sources of treatment and follow-up care.

At a Special Smiles event, dental professionals provide the following services to athletes:

- Oral screenings/health education
- Individually fitted sports mouth guards, if needed
- Oral health education and personal prevention products
- Information on needed follow-up care by community-based dentists and education institutions
- At selected sites local dental vans can provide urgent care with state or country licensed dental professions.

Athletes and their families receive education about the importance of good oral hygiene habits and are instructed in correct tooth brushing and flossing methods. The Academy of General Dentistry and American Dental Association recognize credits for participation, allowing students and dentists the opportunity to gain a comfort level working with the Special Olympics population while gaining education credits.

FUNfitness. FUNfitness, developed in collaboration with the American Physical Therapy Association, has been a part of Special Olympics events since 1999.

FUNfitness provides athletes the opportunity to be screened by physical therapists, assisted by students, physical therapist assistants and other healthcare professionals, for flexibility, functional strength, balance, and aerobic condition. Upon assessment of results, one-on-one education and consultation is provided to athletes, coaches and families on how to improve performance, safety and overall health. Additional information/ recommendations are also given regarding components of a good fitness program for risk prevention and further optimization of function in daily activities, sports training and competition so that the athletes can live healthy lives while maintaining the ability to train and compete safely.

Healthy Hearing. Reduced hearing can have a significant negative impact on an athlete's ability to compete and understand verbal information from coaches, teammates, judges and officials. Healthy Hearing assesses the hearing of individual athletes, and reports to coaches and caregivers if any follow-up care is needed

Healthy Hearing provides external ear canal inspection, evoked otoacoustic emissions screening, tympanometry, and pure tone screening for those with identified need. Individual molded ear plugs and referral and access to hearing aids are offered at many Healthy Hearing screening events. Certified audiologists supervise Healthy Hearing screenings. Most often, volunteers include other audiologists, speech-language pathologists, special educators and graduate students in these disciplines. Healthy Hearing uses an approach similar to the model used by most school systems in the United States— athletes receive an examination of the ear canals for the presence of cerumen (earwax) and an individual hearing acuity test using an evoked otoacoustic emissions (EOAE) instrument that measures hearing without any behavioral signal from the athlete. These two steps can be accomplished in a relatively quiet area at Special Olympics events and take only a few minutes out of the athlete's event schedule. If an athlete does not pass the initial screening, at least two other stations are available to assess the condition of the middle ear. The results of the screening are noted and given to the athlete and coach, accompanied by comments and professional judgments. Athletes may be referred for earwax removal, further testing of middle ear problems or management of hearing loss.

Health Promotion. Health Promotion focuses on healthy lifestyles and the facilitation of healthy choices. In 2001, Special Olympics launched new efforts to improve the general health and fitness of its athletes. The rationale for Special Olympics to promote overall health is the long-standing awareness that people with intellectual disabilities frequently have medical conditions such as heart disease, obesity and diabetes, and that they tend to develop these conditions at earlier stages of life. Findings also show that exercise and diet can improve performance and reduce health risks.

Health Promotion uses interactive educational tools and motivational information to encourage Special Olympics athletes to improve their nutrition, keep physically active and modify lifestyles to lower disease risk and improve quality of life. Nutritionists and dietitians assess body mass index and educate athletes on good eating habits. In the sun safety component, athletes learn about the danger of exposure to the sun and how to protect themselves while training and competing in sport. Education in tobacco cessation and the effects of smoking is provided. Bone density screening and education on strong bones are now being provided at most events. Assessment of blood pressure is taken, and athletes are taught correct hand washing.

A new component of Health Promotion is the year-round community-based emphasis on nutrition and fitness for Special Olympics athletes. Because Special Olympics is a worldwide movement with athletes from countries at varied stages of health service development, Special Olympics Health Promotion can offer a flexible spectrum of health education, including such areas as personal safety, hygiene and avoidance of communicable disease.

Fit Feet Fit Feet was developed in collaboration with the American Academy of Podiatric Sports Medicine, to screen for foot/ankle deformities and proper footwear.

Many Special Olympics athletes suffer from foot and ankle pain or deformities that impair their performance. Athletes are not always fitted with the best shoes and socks for their particular sport. The Fit Feet Screen provides athletes with screening of shoe/sock condition, assessment of foot/skin and ankle, diabetic foot screen and biomechanical evaluation for static and dynamic abnormalities. Upon assessment of result, athletes receive education and recommendations for follow up care in proper footwear and care of the feet and toes.

MedFest MedFest was created to offer the physical exam that all athletes need prior to participating in Special Olympics sports programming. It is sometimes the first exposure these athletes have to medical care. In many cases, life-threatening conditions have been found and subsequently treated thanks to MedFest.

Before an athlete steps on the playing field, they are required to have a comprehensive sports physical. MedFest was created to offer the physical screenings that all athletes need prior to participating in Special Olympics sports. Screenings assess blood pressure, temperature, pulse, height, weight, body mass index, vision, hearing, medical history, potential medication side effects and general physical health. It is sometimes the first exposure these athletes have to medical care. In many cases, life-threatening conditions have been found. Led by volunteer physicians, nurses, physician assistants, and medical students, the MedFest screening consists of the following stations: medical history, height and weight, blood pressure, cardiology test, musculoskeletal test, orthopedic tests, abdominal evaluation, and a check out station.

Strong Minds Strong Minds was developed to address the daily stresses faced by our athletes.

Strong Minds is an interactive learning activity focused on developing adaptive coping skills. Competition provides a natural opportunity to develop active strategies for maintaining emotional wellness under stress, such as: thinking positive thoughts, releasing stress and connecting with others. Athletes try a few different active coping strategies as they move through the stations. Before exiting, athletes identify the strategies they like best and volunteers provide them with visual reminders to use these tools in competition and in daily life.

For More Information regarding Special Olympics reach, the Healthy Athletes program and respective disciplines visit www.specialolympics.org/resources

Healthy Athletes Software (HAS) System

In support of the Healthy Athletes initiative, Better Health Global Ltd. has created a Web-based software application called Healthy Athletes Software System (HAS) to enable the electronic capture of screening data across the Healthy Athletes disciplines. HAS is rapidly becoming the world's largest health database on people with intellectual disabilities. This database is invaluable not only for Special Olympics athlete management and administration, but also for the wider scientific and political communities.

Data Capture

Each of the Healthy Athletes disciplines has a discipline-specific Healthy Athletes Software (HAS) form. These forms are readily available for clinical directors on the Special Olympics Web site or electronically from the regional Healthy Athletes coordinators, the global advisors or the managers at Special Olympics headquarters.

Several methods are used to capture the data at the screenings. At the very least, the athlete's data are captured on a paper HAS form. Data on that form can then be entered into the HAS Website later. Since 2019, the screening data is being captured on a tablet with an online system. This system assigns a unique identifying number to each athlete when they are entered and permits real-time data entry.

Confidentiality

As in clinical practice, all athlete data are confidential. Access to the HAS system is limited by the individual's role in Healthy Athletes.

Results

Prior to participation in Special Olympics events, athletes or their guardians are asked to sign a Consent Form. In addition to a consent to participate in the athletic events, this consent includes participation in the Healthy Athletes screening and gives Special Olympics permission to use the data collected at the screenings. Once entered into the HAS database reports can be generated summarizing the screening data for each event, an individual athlete, a team or a sport. Data can also be aggregated across many events, geographical regions. Data can be evaluated by each screening test administered and reports can be generated that describe the health of Special Olympics athletes. Each athlete can receive an integrated personal report card summarizing all screenings that the athlete participated in and describing services, screening results and referral information.

Data collected from screenings are valuable to promote a change in the perception of people with intellectual disabilities, garner support from government and nongovernmental organizations, recruit volunteers and provide data and information to researchers and policy-makers.

Special Olympics Fit Feet



Fit Feet is a podiatric screening event to evaluate ankles, feet, lower extremity biomechanics, and proper shoe and sock gear for participation in sport. Many athletes suffer from foot and ankle pain, or deformities that impair their performance. Often Special Olympics athletes don't wear the most appropriate shoes and socks for their particular sport. During these screenings, volunteer foot specialists work with athletes to evaluate potential risks and provide guidance to allow for optimal participation in their sport.

Importance and Impact

Fit Feet screenings have found that a large percentage of Special Olympics athletes globally have untreated foot conditions.

- **58%** have gait abnormalities
- **65%** have skin and nail problems
- **27%** have bone deformations



Purpose and Goals:

The mission of Special Olympics Fit Feet is to improve the quality of life and long-term health of Special Olympics athletes and people with intellectual disabilities. Fit Feet screenings give athletes, coaches, and caregivers a better understanding of any existing and previously unknown foot problems. They also:

- Offer free podiatric screenings to evaluate ankles, feet, lower extremity biomechanics, and proper shoes for Special Olympics athletes.
- Increase access to foot care for Special Olympics athletes, as well as all people with intellectual disabilities.
- Raise podiatrists awareness of foot concerns of people with special needs including difficulties involved in accessing treatment.
- Provide a list of regional podiatrists who care for people with special needs to all athletes who participate in the Special Olympics Fit Feet program.
- Develop a body of knowledge about proper foot care of children and adults with special needs.

Contact:
fitfeet@specialolympics.org

Special Olympics

Fit Feet



Chapter 2:

Fit Feet Event

The Healthy Athletes Clinical Director Role

Special Olympics is a global movement of people creating a new world of inclusion and community, where every single person is accepted and welcomed, regardless of ability or disability. We are helping to make the world a better, healthier, and more joyful place -- one athlete, one volunteer, one family member at a time.

The Healthy Athletes program provides health services and education to Special Olympics athletes and changing the way health systems interact with people with intellectual disabilities. Through free health screenings, training for healthcare professionals, and evaluation of the health status of people with intellectual disabilities, Healthy Athletes has become a powerful public health organization worldwide.

Clinical Directors are an important part of the Healthy Athletes Fit Feet team. Clinical Directors are responsible for working with their local Special Olympics Program and other volunteer health professionals in coordinating a Fit Feet event in their region.

Fit Feet Clinical Director Background and Requirements:

- Certificate and current licensure as a Podiatrist or other licensed health care providers.
- A minimum three-year commitment to ensure quality and continuity of the Fit Feet program
- Completion of Training requirements as indicated at candidate approval

Role of Fit Feet Clinical Director:

Determining event opportunities: Identifying and scheduling the best opportunity to provide Fit Feet screenings is a joint effort between the Clinical Director and their local Special Olympics Program. Many programs now have a "Health Coordinator or Manager" who will be a key contact. The Clinical Director and Special Olympics Program decide on site size and location, hours of screening, equipment needed, and provision of amenities (food, water, uniforms) for volunteers. The Program will develop methods to encourage athletes to attend the event; but together the CD and Program manager should work with local medical and professional groups to strengthen ties between the sponsors and the local community. Clinical Directors will also determine which optional areas of Fit Feet to offer and how, based on the local needs and resources available.

To confirm an event opportunity, start with the event schedule of the respective SO Program and work with the contact to coordinate a Fit Feet screening. Important information to know/consider to determine ability to hold event is as follows:

- **Event date(s)/available screening date(s)**
- **Number of anticipated athletes** : average number of athletes screened per Fit Feet event is generally about 1/3 to 1/2 of anticipated number of competitors but may fluctuate

- **Hours per each day of screening:** a cutoff time for registration will be needed to ensure adequate time to complete screening (~ 30 minutes to 1 hour after registration) and to allow for general clean up (~ 1 hour).
 - a) If screening is taking place as multi-disciplinary event, it should also be estimated how long it will take for an athlete that registers at the outset to complete all disciplines. This value would be added to time the general registration table closes.
- **Venue location:** Procurement of adequate space is a critical aspect of an event. It must accommodate the expected number of athletes and volunteers, while not impacting other Healthy Athlete disciplines
 - a) It is ideal to perform a walk-through of the proposed venue in advance to assess actual space available dedicated to Fit Feet and potential issues including flow and interaction with other disciplines.
 - b) Keep in mind the typically large number of athletes and volunteers that will occupy the space and be assured that available HV/AC can keep up.

Recruiting and Training Volunteer Health Professionals: Generally, the local program helps to secure non-clinical volunteers, however Clinical volunteers are enlisted by the Clinical Director. For Fit Feet, these are typically podiatrist, other foot care specialists and/or students. Clinical Directors are the best people to identify and train health volunteers to work in the specific areas that will be offered in the Fit Feet venue, because they know their community and its local health care professionals. Potential volunteers may come from:

- Private Practitioners
- Universities/Colleges/Schools
- Health and Professional Associations
- Medical Facilities
- Government Medical Facilities (Military/VA/State/National/Local) and
- State or Local Public Health Agencies

Inform the SO Program of the number of clinical and non-clinical volunteers you will need to conduct the screenings and work with your Program contact to recruit clinical volunteers. Please note that some Programs may have an age requirement for volunteers at specific venues.

Training for volunteers is largely responsibility of the Clinical director. Although ALL volunteers (non-clinical and clinical will need to receive Special Olympics orientation which can be provided by the program.

Obtaining Equipment, Supplies and Athlete Giveaways: Needed supplies/equipment for the various stations & athlete giveaways may be available to Clinical Directors through donations or loans obtained by networking with local sponsors and health services. Special Olympics International headquarters also receive donations of goods and equipment that can be made available for events, if local sources are not available. A Clinical Director should be familiar with their program's:

- Available inventory of supplies/materials and giveaways for athletes designated for fit feet events
- Access to Optional equipment (i.e Mat Scan or monofilaments for optional parts of screening)

- Access to tablets
 - If not: Determine if HAS data entry be live?
 - If yes, need to identify data entry person & add lap-top, and electrical hook up to supplies list
- Determine if an interpreter is needed for an athlete
 - If yes, need to identify and potentially request cost be paid for through grants

Capacity Grant: Clinical Directors will work with their local Program to assure that funds for supplies and equipment needed to deliver the core components of Fit Feet are available. One way to do so is having Fit Feet included in the program's Healthy Athletes' Capacity Grant application. These grants are applied to by the program manager and assist programs in gaining funds for materials, athlete giveaways, volunteer snacks, signage and other supplies/equipment needed to conduct an impactful Fit Feet program. While Clinical Directors are not be themselves submitting the grant, they need to ensure the needs of Fit Feet are included for the year.

Fundraising: This role is typically carried out at the Program level. Your Program may consider creating a budget line for state Games if it wishes to host Fit Feet yearly. Donations may also be solicited from local businesses or fraternal organizations, especially if their names are associated with the event. Local or regional universities or schools might also donate. Local Clinical Directors, who may have professional connections that could provide resources to Special Olympics, along with the Special Olympics Program, are free to raise funds/garner support locally subject to the few international partnerships that SOI has or is working on—with a few exceptions. If there are large deals such as Nike, New Balance, Finish Line, etc. SOI Headquarters will have to be contacted prior to making contact because there may be larger deals under development. It is important to publicly recognize sponsors at the event for their support. A thank-you note or letter should also be sent to all sponsors. This recognition will reaffirm your appreciation for their participation in the Fit Feet event. This should be done by the program hosting the event but cosigning by Fit Feet Clinical Director would be a nice touch.

Setting Up and Supervising the Healthy Athletes Venue: On the day of the event, the Clinical Director is responsible for supervising the set up and delivery of screening and interactive education services by trained volunteers.

Collecting and Reporting Data: Clinical Directors use Healthy Athletes Software (HAS) to document screening data collected during the event. When available screenings should be completing HAS form digitally on tablets. If tablets are unavailable programs may defer to the paper forms. Data is used to determine need for provider referrals, and to assess the health status and needs of individual Special Olympics athletes. It is imperative to have a regularly updated list of local practitioners who have expressed an interest and willingness to care for our athletes available at the Fit Feet events which can aid in the ability determine where athletes with findings necessitating a professional referral are sent.

Program Evaluation: This post-event evaluation gives Clinical Directors the opportunity to assess how the screening went and work to continuously improve and adapt their programs to the needs of the athletes

Fit Feet Screening Organization & Set Up

Once the Date, time, location and approximate number of athletes are confirmed, the next step will be event organization and set up.

Legal Requirements:

Fit Feet involves screening and one-on-one education about shoe/sock wear and foot/ankle care. Review your state or country practice act to determine the legality of providing screening and individual education. If you have any questions, contact your professional association or your licensing board.

Insurance and Risk Management

- **General Liability** – Special Olympics provides general liability coverage for health care and general volunteer services provided under its auspices.
- **Professional Liability** – It is recommended professionals who participate in FitFeet have their own primary professional liability/malpractice insurance to cover the services provided. This could be individual insurance or employer insurance that covers off-site events. Individuals will need to check with their employers and/or supervisors well in advance to verify if employer insurance will cover them for this activity. Students can also check to determine if their university covers volunteer activities in the community. See Addendum for Professional Liability acknowledgement agreement

Special Olympics has a professional liability policy for both healthcare professionals and students in the United States only. If you do have professional liability insurance, the Special Olympics coverage is a secondary insurance. If you do not have primary liability insurance, the Special Olympics coverage is your primary insurance. To be covered volunteers are required to sign a Hold Harmless agreement prior to participating

- **Hold Harmless** – Each Healthy Athletes volunteer must sign the Hold Harmless Agreement with Special Olympics for all parties to be protected from litigation. Volunteers should insert their name, license number and the status of their liability coverage, and sign in the appropriate place. An employed representative of the Special Olympics Program should sign on behalf of Special Olympics.

Special Olympics policy ONLY covers those within the United States. Liability and legal requirements for health provider volunteers at events outside of the United States are dictated by the laws of that country, province, state, etc. To protect both the healthcare providers and SOI, however, health providers at events outside the United States also MUST sign a “Hold Harmless” agreement prior to participating in a screening)

Specific questions about coverage can be addressed directly to Special Olympics Legal Counsel, at +1 (202) 824- 0209.

Volunteer Coordination:

The clinical director is responsible for ensuring there are enough volunteers for the event Both general and healthcare/clinical volunteers. The recruitment and orientation of clinical volunteers and their training is the responsibility of the Clinical Director. Often the Healthy Athletes Manager will oversee all lay volunteers and their general orientation. However if not, this will additionally be the responsibility of the clinical director. For understanding and clarify on definitions and roles of general vs clinical volunteers please see the Volunteer Roles page in the addendum.

Clinical Volunteer Recruitment: As the clinical director you are the best person to recruit qualified volunteers to participate in a FitFeet event. Remember to use local resources, clinics, and schools to help staff your event. Remember this takes time, so you should start to find volunteers at least three months before your event. Once you or your state or country have hosted a FitFeet event, you will have a trained pool of volunteers. Consider creating a spreadsheet with information about your volunteers for future use.

Volunteer registration should be coordinated with the Healthy Athletes Coordinator from your Program. A clear understanding of the mechanism of volunteer registration and communication of the number of FitFeet volunteers should be agreed before recruitment and registration begin.

Anyone who wishes to volunteer should be sent or emailed a generic Special Olympics volunteer form, a Fit Feet volunteer form, and the Special Olympics Hold Harmless Agreement. Completion of these forms will verify licensure in the state where the event is being held, coverage by liability insurance and days/ hours of availability. Completion of these forms also allows the volunteer to be registered by Special Olympics as an official volunteer so he/she is covered by Special Olympics general liability insurance for all activities performed in association with the event, and for professional liability coverage in the United States.

Volunteer Training: Once selected ALL volunteers must participate in a Special Olympics orientation before taking part in an event. Usually these can be given on-site but can be given ahead of time if desired

Volunteers should also have a Fit Feet orientation before participating. Although clinical volunteers are trained to carry out the aspects of the screen, the orientation helps to explain the flow of the event and protocols that need to occur. Orientations typically explain the event and flow, using the testing guidelines and types of education materials/information that will need to be provided. Orientations can be done in a variety of ways (meeting, videotape, conference call or mailing). An actual group orientation may not be necessary and may be difficult to organize. However, students often appreciate the opportunity to learn about the event and practice ahead of time.

The newest and most efficient orientation tool is our new online learning portal, which can be accessed at <https://learn.specialolympics.org/>. Once registered, they can assess modules on Special Olympics Health, Introduction to Intellectual Disabilities and a General Volunteer Module.

Once volunteers have completed all orientations and training. Send a letter or email to all volunteers to confirm the date(s) and time(s) that they are working at the event and any attire recommended or requested for the event. Schedule volunteers for a specific time (all day, morning or afternoon) with at least a 30-minute shift overlap in case the next volunteer is delayed.

Tell volunteers to allow an additional 30 to 45 minutes before their shift to find parking and to

check in at the Special Olympics volunteer table. The letter should include a site map with the location of the Fit Feet event and parking. Instruct volunteers to bring few personal items, and to store them in a pocket or fanny pack. Each volunteer will receive a Special Olympics T-shirt to wear on the day of the event.

Plan to give or send your volunteers some form of thank-you following their participation in the screening. A letter, note, certificate or T-shirt will reaffirm your appreciation for their participation in FUNfitness.

Staffing a Fit Feet Event:

Below are some general estimations of the number of volunteers needed, both Clinical and Lay Person—numbers are based on 100 athletes seen in a 6 hour Fit Feet session—yours may vary. It is generally beneficial to have the Lay Volunteers rotate amongst the varied stations to relieve tedium—that is, it is difficult for a volunteer to sit at Check-in for the entire session—have a system to allow for breaks and/or a given Volunteer to switch positions over the course of the event. Encourage volunteers to go and observe competitions if logistically possible as this gives a better perspective on what they are a part of!

STATION	VOLUNTEER DUTIES			
	CLINICAL		NON-CLINICAL	
	# of Volunteers Needed	Duties	# of Volunteers Needed	Duties
Check-in	0	N/A	3	Complete top of HAS form (i.e., name, age, delegation etc. As well as Initial Concerns and Previous treatment or surgery), hand form to athlete and direct athlete to Station 1, Manage waiting area
Station 1	3-4	Clinical Screening	1-2	Greet athlete, request that They take shoes off and take seat in waiting area if a clinician is not available, keep flow of athlete going on a first-come, first-served basis.
Station 2	6-8	Clinical Screening	1-2	Greet athlete; Manage flow
Check-out	1-2*	Education; Review of findings; Collects HAS form and signs	1-2	Provide skin, nail and general foot care brochure Issues giveaway—sneaker ball etc.
Floater	0	N/A	1	Escorts athletes about as appropriate, helps with keeping the flow going in order and juggling if need be

Check in Volunteers. General Volunteers (non-clinical or students) are needed to help complete top section of the HAS form (including: name, delegation, demographics, history questions, etc)

Other roles include:

1. Greet athletes and welcome them to Fit Feet
2. Confirm if they already completed their consent form and if not have the athlete complete.
 - a. This should only apply to non-registered athletes as all athletes would have signed their consent prior to their arrival
3. If an athlete does not have an ID badge, use an index card to create a temporary badge.
 - a. The athlete can use the index card throughout the Healthy Athletes area and leave it at the exit station (in case they return to Healthy Athletes later or the next day).
4. Explain to the athletes that there are four stations (screening stations and education) for them to complete.
 - a. They will receive a special dot for completing Fit Feet
5. Place the athlete's Fit Feet HAS form and an athlete fitness scorecard on a clipboard if not using a table .
6. Assign a guide to the athlete or to a group of athletes who come together.

Check Out Volunteers. It is noted above that CLINICAL Volunteers are required for Check-out. This allows for proper data review and completion of forms. Additional volunteers may assist with this station in order to execute other roles including:

1. Give athletes a incentive/giveaway for attending Fit Feet (this should be a general attendance incentive available to each athlete).
2. Place a Fit Feet dot on the back of the athletes' ID badge.
4. Encourage them to attend other venues in the Healthy Athletes event.
5. If athletes need help going to a competitive event, find an escort to assist them.

Escort/Guides (floaters). Volunteers to accompany athletes to each test station. Additionally, you may need at least 1-2 volunteers to direct and supervise the stations and the flow of athletes in the event. Often this is the job of the Clinical Director.

1. As athletes enter Fit Feet after registering, greet them and escort athlete(s) through the stations. Try to stay with one or a small group of athletes as possible as they move all stations.
2. Monitor number of athletes at various stations and help the flow of the event
3. Try to make certain that the athlete completes all the stations.
4. Guide them to the Exit when all stations are completed.
5. Ask them when their next competitive event is and help them keep track of time so they don't miss their event.
 - a. Allow 30 mins prior to start time that athlete should be back at their event.
 - b. Escort them back to their competitive event if they need assistance getting there.
6. If an athlete leaves Fit Feet without completing all stations, make certain that the partially completed form gets back to the Entrance station for filing in a special folder

Event Set-Up:

The Clinical Director is usually responsible for the setup of the venue but will work with the Healthy Athletes Manager as far as how Fit Feet will incorporate into the flow of athletes with the other Healthy Athletes Disciplines. If possible, it seems best to set up the venue the day prior. The Health Program Manager will assist with securing chairs and tables for the event. The tables, chairs and other supplies can be arranged as per planned flow of the athletes. Changes will be commonplace but this will give the Clinical Director more time to better orient the volunteers on the morning of the event.

The following stations are included in Special Olympics Fit Feet screening:

Station	Examinations	Length of Time Per
Check-in	Complete top portion of HAS form	1 minute
	Gives athlete clip-boarded HAS form	
1	Biomechanical/Walking Exam	10 minutes; add 2 minutes if Gait Scan device is being used
	General Foot Exam—skin, nail, toe, and bone analysis	
	Joint Range of Motion	
2	Shoe/Sock exam	5 minutes
	Shoe size measurement	
Check-out	Review of Findings	5 minutes
	Education	
	Checkout/Athlete Giveaways	

TOTAL~20-25 minutes per athlete

Above is a traditional station set-up and will be seen at many events. In this model, each clinical station, Gait, General exam and Shoe/Socks are manned by a different clinician or in some cases these stations can be led by trained general volunteers such as retail shoe persons who are trained to complete shoe/foot measuring.. This allows for optimal clinician time with the athletes and fees clinicians to provide check out duties as well.

FACILITY SPACE AND REQUIREMENTS:

Needs	Size/Quantity	Requirement
Facility	40' x 40' or 12.2 x 12.2 meters (may be dependent on # of athletes/volunteers)	Preferred inside location; if outside, 2 or 3 3' x 20' indoor /outdoor carpet strips are needed
Tables	4-5, 6ft tables	check-in and checkout – 1 table each Station 1 & 2 - 1 table each - 1 additional table needed if use additional gait analysis including Mat Scan or video analysis at station 1
Chairs	50-70 w/ waiting area	Spread throughout facility; see layout below
Power	Electrical hook up if you will be using tablets, an electronic gait analysis or internet for live data entry	Required for: <ul style="list-style-type: none">- Tablet use- Electronic gait analysis- Computer to do data entry if no access to tablets
Internet	Internet hook up if you will be entering HAS data live	Required for use of tablets otherwise optional for use of laptop and Mat Scan
Lap-top	Lap-top	OPTIONAL for data entry live (when not using tablets) or for use of Mat Scan

SCREENING SUPPLIES/EQUIPMENT:

The Clinical Director should work with the local Special Olympics Program to assure you have the necessary supplies for your event. The Special Olympics Program is responsible for purchasing the supplies. At the end of the event, reusable items should be packed up and stored away (by the Special Olympics Program) to support future Fit Feet screenings. Work closely with your Fit Feet manager to ensure that when supplies are running low, they can be reordered. You will be in best position to determine this.

All forms and Equipment needs can be downloaded from Special Olympics International's resources website. The list provides generalized quantities for a standard event. These will vary based on athlete count, volunteers, venue and type of event. Use your judgement and guidelines to determine specific needs per event.

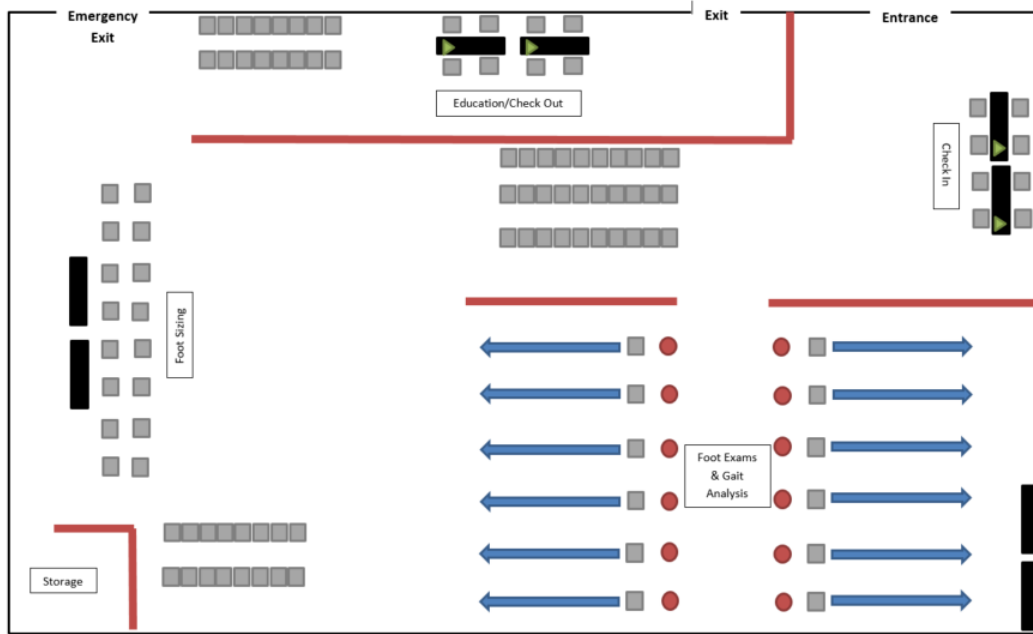
<https://resources.specialolympics.org/health/fit-feet>

Grant funds are available from the Special Olympics International Headquarters office to assist in planning Healthy Athletes events (see grant info above). Use the list and information above to help build a budget specific to your event to accompany the application. However, a Special Olympics is a non-profit organization, please make every attempts to acquire supplies via donations (e.g., giveaways, non-latex gloves, etc.).

LAYOUT OF THE FIT FEET VENUE:

The diagram below is suggestive only as needs will change with the number of athletes, available clinicians and flow---it is not unusual for an initial set up to evolve to one quite different from what you start with!---as long as the athletes get screened, do not be concerned with the layout. This layout below is the traditional one. Those who utilize the One Clinician/One Athlete process will have a somewhat different layout.

Abu Dhabi Summer World Games 2019
(Layout may change based on the actual space - 30 m x 18 m)



Total Need: 8 classroom tables; 106 chairs; 12 stools with wheels; 4 outlets/power strips

One grid box = 1/3 m x 1/3 m (33 cm x 33 cm)

KEY:

- = Classroom Table (183 cm x 55 cm)
- = chair
- = stool with wheels
- = partition
- = electrical outlet/power strip
(note: ea. sound booth needs two outlets)
- = gait analysis area

Waiting Area:

At times all exam stations may be occupied and athletes that are checked in will have no place to go. If this occurs, previously set up chairs in the Fit Feet venue area can function as a "waiting room". Athletes should then be called to exams to let them know when they can move to the next station. It is important to have the waiting area apart from the immediate exam area such to avoid waiting athletes to linger in exam areas which can reduce order and efficiency

FIT FEET STATIONS:

Check-in

(See layout for recommended placement of check-in)

CHECK-IN	
Supplies/Equipment Needed	1 Medium-sized to Large (6 ft) table, 4 chairs, Table covering, Fit Feet banner, "Check In" sign, HAS forms, Clip boards and Pens; include extra chairs for the waiting area
Recommended Set-Up	Affix a Fit Feet banner in front of or somewhere in the vicinity of the check in Station Place sign "Check In" station sign on table or in vicinity of table If using tablets have available to move with individual athletes otherwise Place HAS forms, clip boards and Pens on table
Number of Volunteers	3 – (2 checking in and 1 floater) non-clinical
Positioning of Athlete/Volunteer	Volunteers are seated behind check-in table & Athletes are seated in front
Procedure for Working with Athlete	Volunteers should greet athletes and ask the athlete to be seated. Look for name/athlete information tag; if the Athlete does not have, ask the athlete/coach/escort/family member the appropriate question to fill out the HAS form.
HAS Requirement	Complete the top half of the HAS form. (i.e., first name, last name, date, etc.). Also fill in "Athlete Concerns/Previous Treatment or Surgery" section. Do not fill in the HAS ID number; this number is automatically generated by the HAS system upon data entry. Please write clearly. In some events, the athlete will have an ID sticker that will have essentially all the info requested on the top portion of the HAS form.
Next	After completing the top of the form, (it must be on clipboard) hand the form or tablet to the athlete and have the "Floater" escort/direct the athlete to Station 1. Or handoff the athlete and their clipboard to a waiting clinician.

Consent

At check-in, it is not typically necessary to deal with the athletes' consent for either the fit feet exam or if any treatment is administered. Generally, the athlete, when registering for a given event, they and/or their legal guardians will provide the following consent In most cases, this general consent for athletes should allow for photographs both general event and specific interesting findings that may be of importance for educational purposes.

Station 1: Biomechanics, Joint Range of Motion, Skin, Nail and Toe versus Biomechanical, Structural and Dermatological Exam.

(See diagram for recommended placement of Station 1.)

Station 1	
Supplies/Equipment Needed	1, small table and 24 chairs; if it is an outside venue, in-door/out-door carpet (3' x 20'), clip boards for writing on HAS form, "Station 1" sign, pens, paper towels, trash bag, gloves, hand sanitizer; clinician should have knee pads on if available
Recommended Set-Up	Paper towels, gloves, and hand sanitizer should be placed on the table Proximate trash can or trash bag should be taped on a side of the table For outside venues, lay carpet on the floor Use gloves when screening athletes; change for every athlete
Number of Volunteers	3 to 4 clinical w/ knee pads if available
Positioning of Athlete/Volunteer	Volunteer is sitting or standing as per exam purpose Athlete is sitting or standing as per exam purpose
Procedure for Working with Athlete	Greet the athlete and introduce yourself. Use pictures or demonstrate on a colleague how that exam will be completed
Screening Requirements	General foot exam: Non Weight Bearing: With the athlete seated, with their shoes and socks off, place their feet on the chair positioned between you. Assess for dermatological findings and document on HAS form; then assess for range of motion for pedal joints and what is termed foot and bone deformities. Weight Bearing: With the athlete standing, assess for structural deformities that would be denoted in HAS form section "foot structure, calcaneal position and in some cases navicular drop are assessed for as part of the overall biomechanical picture. Findings are documented on the HAS form. Gait analysis: Have the athlete walk with shoes on and then with shoes off. Document findings on HAS.
HAS Requirement	Complete Station 1 section of the HAS form Write your name in the "Screener's name" box Verify information in the "Athlete Concerns/Previous Treatment or surgery" section
Next	Give HAS form to the athlete and escort/direct the athlete to Station 2

Gait Analysis-Secondary Evaluation

At some events (typically larger national/world games) , there may be athletes with unique gait patterns/presentation that additional assessment may be beneficial for teaching/research. In these cases additional videotaping (e.g Dartfish) of their gait or pressure mapping (where available via Mat Scan) can be taken in addition (not in replacement of) the rest of the screen.. This will take additional clinical volunteers to lead and therefore should be accounted for before implementing

Station 2: Shoe and Sock Exam and Shoe Size Measurement

Station 2	
Supplies/Equipment Needed	1, small table and 12 chairs; if it is an outside venue, 1, 3' x 20' indoor/out-door carpet, station 2 sign, Pens, paper towel, trash bag, gloves of varying sizes, hand sanitizer; Clinician should have knee pads on if available Brannock Measuring Devices---2 male, 2 female, 2 child
Recommended Set-Up	Place "Station 2 sign on table or in vicinity of table Paper towels, gloves, and hand sanitizer should be placed the table with trash can or trash bag approximated to the side of the table For outside venues, lay carpet on the floor Use gloves when screening athletes; change for every athlete
Number of Volunteers	6 to 8 clinical w/ knee pads if available—for this station <ul style="list-style-type: none"> • For this station only: volunteers leading the station can also Clinical can also include shoe retail professionals
Positioning of Athlete/Volunteer	Volunteer is seated in chair and athlete is facing volunteer in opposite chair
Procedure for Working with Athlete	Greet the athlete and introduce yourself. Explain what you want and what you are going to do in the exam.
Screening Requirements	Check the shoe size of the athlete's shoe or Measure shoe size with Brannock device. <ul style="list-style-type: none"> - Check fit of shoes for length, width and depth. Check the material of the socks the athlete is wearing. Check the bottom of the shoes for abnormal wear pattern. Ask the athlete what sport(s) he/she participates in. <ul style="list-style-type: none"> - Note if shoes are appropriate for the sport the athlete participates.
HAS Requirement	Complete Station 2 section of the HAS form & write your name in the screeners name box
Next	Give HAS form to the athlete and escort/direct the athlete to Station 3. Athlete should have their shoes on when leaving this station

Station 3: *Check out - Education and Review of Findings*

Station 3	
Supplies/Equipment Needed	1, medium-sized or large table, 3-4 chairs, clip boards Educational Materials/Handouts, "Station 3" sign, Pens, giveaways. Pre-approved lists of local clinicians that can be provided if a referral is necessary, athlete report card forms
Recommended Set-Up	Place "CHECK-OUT" sign in vicinity Place giveaways on table or on floor under/beside the table
Number of Volunteers	2 to 3 at least one should be clinical to assist with technical issues
Positioning of Athlete/Volunteer	Volunteer is or standing & Athlete is seated in chair
Procedure for Working with Athlete	Greet the athlete and introduce yourself. Use simple terms and pictures on brochures to educate.
Screening Requirements	<p>Review findings with the athlete and any coaches or parent present.</p> <p>Provide and education & dispense educational material on Foot, Nail and Skin Care as indicated.</p> <ul style="list-style-type: none"> ➔ This may include education on proper foot hydration, shoe wear, nail clipping etc. <ul style="list-style-type: none"> ○ Information may coincide with appropriate giveaways such as socks, lotions, etc. <p>Review findings of the screening and use examples of orthotics or insoles and how they fit on the feet and in the shoe.</p> <p>After a thorough review of the screening results, complete the data review (report card) form as appropriate including shoe size for all athletes</p> <ul style="list-style-type: none"> - If the athletes feet checked out okay, mark the box that reads "Congratulations, you have FIT FEET and require no follow up care. - If certain conditions are noted on the HAS form, mark the box that reads, "You have the following condition(s):" and check/write in the conditions noted. <ul style="list-style-type: none"> • Use pre-fabricated labels listing follow-up care physician information or write in as appropriate if labels are not available.
HAS Requirement	<p>If no follow up was needed, check no and turn in HAS form and direct athlete to giveaways. If the athlete requires follow-up care, indicate so by marking the appropriate box;</p> <p>Complete Station 3 of the HAS form including any giveaways (e.g insoles), the physician referred as appropriate</p> <p>Note any additional comments and sign the HAS form</p>
Next	<p>Give the athlete the report card and any giveaways</p> <p>Keep the HAS form for the SO Program records—do NOT give to Athlete!</p>

ATTRACTING ATHLETES TO THE VENUE:

It is not unusual for a Healthy Athletes venue to slow down. Reasons for this may be:

- Athletes are participating in competitions.
- Athletes and coaches are unaware of the Healthy Athletes screenings
- Athletes and coaches may not be motivated to attend.

Although you cannot do anything about ongoing competitions, you can take steps to increase awareness of the screenings. Work directly with the local program managers to improve attendance . This is primarily done by one on one communication with the coaches. Informing them you are there and providing encouragement to get their team of athletes to Fit Feet and other disciplines. Often giveaways are a great way to accomplish this. These might: athletic sox, pedometers, sneaker balls, foot creams, shoe inserts, shoelaces and vouchers/coupons for a pair of shoes

Additional information

GENERAL GUIDELINES

- We talk about “intellectual disability”, not about mental handicap, mental retardation.
- We talk about “athletes”, not about people with an intellectual disability or handicap.
- Always talk directly to the athletes, make eye contact, introduce yourself, ask about their name, their sports, their competitions. Establishing rapport is important for the athletes so they feel at ease and are more likely to perform well during screening.
- Explain to the athlete at every screening station what you will do, so the athlete knows what to expect.
- If the athlete speaks another language, still talk with the athlete. Use the few words you know in that specific language, otherwise use your own language or English at International events.
- If something important needs to be explained, and you don’t speak the athlete’s language, try to make sure a coach, another volunteer or a translator is available to explain this to the athlete.
- If an athlete doesn’t feel well, contact the local first aid service or medical service.
- At international events, athletes like to trade pins or badges. If you have some pins at home, don’t forget to bring them with you.
- Within SO, everybody is addressed by their first name. No surnames or titles (doctor, professor, mister,) are used.
- For additional tips and guidelines for working with SO athletes see the Additional Resources Section on the SO Fit Feet resources page:
<https://resources.specialolympics.org/health/fit-feet>

VOLUNTEER TIPS FOR SCREENINGS

- Every day, each volunteer must check-in at the “volunteer registration desk” if provided.
- Credentials & Fit Feet T-Shirt must be worn during the screening.
- Each morning the volunteers and CD are introduced to each other and tasks are divided
- Breaks/lunches are scheduled to ensure there are always enough volunteers present for screening.
- Keep the screening area clean and tidy – only screening materials should be on the screening tables.
- Dispose all garbage in one of the many waste baskets spread over the screening area.
- Ask for help if necessary.
 - Some volunteers have a lot of experience with the athletes and/or this specific screening process. Take this opportunity to learn from them.
- Make sure everything on the screening form is completed at each screening station.
- If using paper forms:
 - Write as clearly as possible, use capital letters, this way data-input will run smoother.
- It’s possible that there will be waiting lines for screening. Non-clinical volunteers can keep track of athlete flow – which athlete was first.
- At times, there may be screening down times. Volunteers can encourage team to come to screening – often approaching coaches is a great way to accomplish this.

Special Olympics
Fit Feet



Addendum

Resources And Related Research Materials

For specific information regarding Special Olympics and resources for Fit Feet Events please visit <https://resources.specialolympics.org/health/fit-feet?locale=en>

For research and outside information regarding Special Olympics Athletes and the IDD population in regards to Fit Feet please refer the following publications:

- Jenkins DW, Cooper K, Heigh E: (2015) Prevalence of Podiatric Conditions Seen in Special Olympics Athletes: A Comparison of USA Data to an International Population. *The Foot*. March 25 (1): 5–11
- Jenkins DW, Cooper K, O'Connor R & Watanabe L. (2012) Foot-to-Shoe Mismatch and Rates of Referral in Special Olympics Athletes. *Journal of the American Podiatric Medical Association* 102(3):187-19
- Jenkins DW, Cooper K, O'Connor R, et al: Prevalence of podiatric conditions seen in Special Olympics athletes: structural, biomechanical and dermatological findings. *Foot (Edinb)*. 2011 Mar;21(1):15-25.
- Multinational Study of Attitudes toward Individuals with Intellectual Disabilities Closing the Gap: A National Blueprint to Improve the Health of Persons with Intellectual disabilities
- Report of the Surgeon General's Conference on Health Disparities and Intellectual disabilities/U.S. Department of Health and Human Services, 2002
- National Evaluation of the Special Olympics Unified Sports Program-- (Final Report, December 2001, by the Center for Social Development and Education, University of Massachusetts Boston and Department of Special Education, University of Utah)
- The Health Status and Needs of Individuals with Intellectual disabilities--September 15, 2000; Revised December 18, 2000, by the Department of Epidemiology and Public Health, Yale University School of Medicine & Department of Psychology, Yale University, New Haven, Connecticut
- Promoting Health for Persons with Intellectual disabilities--A Critical Journey Barely Begun

Compliance

Health Insurance Portability and Accountability Act of 1996 (HIPAA) Compliance

HIPAA authorizes the U.S. Department of Health and Human Services (HHS) to implement and enforce privacy regulations to protect health information maintained by a patient's health insurance plan. These privacy regulations provide for the following:

- Limit the use and disclosure of protected health information;
- Give patients the right to access their medical records;
- Restrict most disclosure of health information to the minimum needed for the intended purpose; and
- Establish safeguards and restrictions regarding disclosure of records for certain public responsibilities (i.e., public health, research and law enforcement).

The full text of HIPAA's privacy regulations can be found by accessing the following

<https://www.hhs.gov/sites/default/files/privacysummary.pdf>

[Http://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html](http://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html)

Covered Entities: The privacy regulations are mandatory for "all protected health information" used or disclosed by "covered entities" as of 14 April 2003. Covered entities are health care providers who electronically transmit any health information in connection with a standard transaction. A health care provider is defined as a provider of medical or health services and any other person or organization who furnishes bills, or is paid for health care in the normal course of business (e.g., health insurance plan, medical doctor, hospital, etc.). Special Olympics Collection of Health Information to Provide Sports Training, Competition and Healthy Athletes Services to Athletes. Special Olympics Programs (including their staff and coaches) are not, in general, subject to HIPAA's privacy regulations due to the Program's collection of athlete medical information prior to the athlete's participation in Special Olympics. This is because the Program is not considered a "covered entity" under HIPAA. Programs should, however, provide appropriate safeguards to ensure the protection of medical information of its athletes. Similarly, Programs that participate in any Healthy Athletes discipline are not subject to the privacy regulations because although the Program provides health care services, it does not electronically transmit the health care information received nor does the Program charge a bill or receive payment for the Healthy Athletes services; thus it is also not a "covered entity." An interactive tool to determine whether your Program is a covered entity is provided by HHS at the following Web site: <http://www.hhs.gov/hipaa/for-professionals/covered-entities/index.htm>

As an employer however, a Special Olympics Program may be subject to HIPAA's privacy regulations if the Program operates a self-insured or self-funded health insurance plan for its employees. If so, the Program must implement a privacy policy by 14 April 2003 if the Program's annual health care receipts exceed US\$5 million. Programs in this category that have annual health care receipts that are less than US\$5 million have until 14 April 2004 to comply with HIPAA's privacy regulations.

A Special Olympics Program that participates in fully insured health care plans should review any incoming data from its insurance plan to ensure that it does not conform to protected health information under HIPAA, thus making the Program subject to HIPAA's privacy regulations.

Organizations that file certain federal tax returns for their health plan and report receipts on those returns should use the guidance provided by the Small Business Administration at 13 CFR 121.104 to calculate annual receipts. Health plans that do not report receipts to the IRS (for example, ERISA group health plans that are exempt from filing income tax returns) should use proxy measures to determine their annual receipts. Further information about the relevant provisions of 13 CFR 121.104 and these proxy measures, and additional information related to "small health plans," may be found at

<https://www.hhs.gov/hipaa/index.html>

**Acknowledgement of Professional
Liability Insurance**

In order to confirm that you have liability protection when you participate in an off-site event, please sign the following statement. Thank you.

"I, the undersigned, attest to the fact that I have an individual professional liability insurance policy or employer policy that is current and that applies to my providing physical therapy services outside my regular place of employment, including providing physical therapy services at an event such as: _____

Name (Please Print)

Signature

Date

Volunteer Definitions and Roles

Delegating responsibilities well ahead of time will help to make the planning process go smoothly. The following are roles and responsibilities that the FUNfitness state or country clinical director might delegate to other members of a team:

Professional Clinical Volunteers

Professional volunteers include podiatrists, podiatry students and other health care professionals who are foot care specialists

- Students working within screening must follow legal requirements regarding supervision and decision making.

Healthcare Volunteers

Healthcare volunteers include any other professionals than those in the podiatry profession, exercise physiologists, nurses, c (e.g. chiropractors, athletic trainers, physical therapists, etc). Healthcare volunteer opportunities might include the following activities related to the testing stations, depending on site specific needs:

- Complete the health questions on data form (illness -injury history and current status, falling.
- Record test result information on the data form
- Assist the clinical volunteer in positioning or stabilizing the athlete during testing.
- Stabilize the equipment for athlete safety
- If given more extensive training in some instances may serve as a clinical volunteer

General Volunteers

General volunteers include any other volunteers who are not healthcare practitioners including coaches, parents, others. General volunteer opportunities might include, depending on site specific needs:

- Assist with setup and takedown of the venue site,
- Register athletes (name, age, gender, sport, SO program and event information)
- Assist athletes to enter the venue and start at a testing site,
- Assist with moving athletes through the venue so the flow is smooth and athletes do not get confused.
- Assist at the Exit station to present athlete gifts and collect data forms
- Assist with provision of water to athletes to prevent dehydration
- Retail Shoe professionals may fall within this category and with specific training could complete part of the measurements needed for station 1

You might use 'general' volunteers to perform selected tasks listed under 'healthcare' volunteers if you have few or no healthcare volunteers at an event.

The volunteer numbers may need to be adjusted according to total numbers of participants expected at the Games and the projected hours of the Healthy Athletes events. Each clinical director should check with the Special Olympics state/country program coordinator to determine the potential number of participants registered to compete and the hours of the Healthy Athletes events. An estimated 40 to 50 percent of participants attend Healthy Athletes events. The clinical director should estimate the numbers of volunteers needed based on this expected participation, the size of the space available, and on the hours of coverage required.

Fit Feet Athlete Score Card

(PDF can be found on resources page)

Special Olympics Fit Feet



Fit Feet Evaluation Results - Special Olympics Healthy Athletes®	
Athlete's Name	
Measured Foot/Shoe Size	Length (Right): _____ (Left): _____
	Width (Right): _____ (Left): _____
Recommended Shoe Type	
Recommended Sock Type	
Follow-up Needed: <input type="checkbox"/> Yes: See the "Follow-up Needed" list below for items that need attention. <input type="checkbox"/> No: Congratulations! You have Fit Feet. No treatment is required at this time.	

You have the following condition(s) that need follow up care:

- Foot structure/morphology:** flat, high arch, abducted, adducted
- Skin:** athlete's feet, dermatitis, wart, callus, corn, dry skin, excessive sweating/moisture, cyst, growth, lesion
- Nail disease:** fungus/mold/yeast, ingrown, hematoma/blood under the nail, loose nail
- Bone:** bunion, hammertoe, heel pain, short toes, deformed toes, extra toes, bunionette, growth, metatarsal pain, bow legs, heel bump
- Abnormal joint motion:** ankle, subtalar, midtarsal, 1st MTP joints
- Muscles/tendons:** pain, tight, weak Achilles, Posterior tibial, Anterior tibial, Peroneal, Extensor tendons, Flexor tendons
- Nerve:** neuropathy-painful, numbness, neuroma, tarsal tunnel
- Gait:** pronation, supination, in-toe, out-toe, heel valgus, scissors, cross over, painful, aproulsive

Athlete Referral Information

Note: Fit Feet volunteers, please circle each referred specialist. If possible, please share additional contact details below specialist type(s) to aid with follow-up care efforts and coordination.

Podiatrist	Chiropodist	Physiotherapist	Orthotist
Dermatology	Rheumatology	Primary Care	Vascular
Chiropractic	Orthopaedics	Neurology	Other

SpecialOlympics.org/Health

Special Olympics



FIT FEET FORMS MATRIX:

Form	Directions/Comments
All forms can be found at the following link: https://resources.specialolympics.org/health/fit-feet	
Education Material	
<i>Fit Feet foot care</i>	1/3 of anticipated athletes; download from website and (translate if necessary) and reproduce locally
<i>Fit Feet general care</i>	1/3 of anticipated athletes; download from website and (translate if necessary) and reproduce locally
<i>Fit Feet nail care</i>	1/3 of anticipated athletes; download from website and (translate if necessary) and reproduce locally
Healthy Athlete Software (HAS) Form	If tablets are unavailable HAS form can be Download and printed from
Healthy Athlete Consent*	Each athlete/guardian needs to sign this form before event; Programs should handle this prior to event but extras should be available
Healthy Athlete Hold Harmless Agreement*	Needs to be signed by all screeners. Can be completed prior to event
Fit Feet Report Card	Given to athlete to inform them of the outcome of their screening.
Signage--Sponsor advertisement/décor	Specific branding for Fit Feet can be found through the link below for signage, etc. https://resources.specialolympics.org/marketing-and-communications/special-olympics-brand/health-branding-graphics/fit-feet-graphics#fit-feet If logo includes “program name” please be sure to edit to include local program name (i.e Arizona, South Africa, etc)
Signage--Station	Number indicated Station signs should be utilized to indicate stations as well as for check in, education and check out. This will vary per discipline.
Training Manuals (for reference only)	Have a few on hand for convenient referencing/scoring purposes at end of screening

*Should Connect with your Program’s leadership to confirm that this information has been or will be completed prior to the event or during event registration