

## Communities of Practice Frequently Asked Questions

Welcome to OSOT's Communities of Practice! Here are a few tips to help you participate in a community. If you prefer, watch a [short video tutorial](#) to learn how to navigate the communities.

### How Do I Login to a Community of Practice?

1. Visit the OSOT website at [www.osot.on.ca](http://www.osot.on.ca) and click the [Communities](#) menu on the top right of the page.
2. Review the list of available communities and click on the community you would like to visit.
3. If you are not already logged into the OSOT website, you will be directed to the login page. OSOT's Communities of Practice are a member protected resource.
4. Once you login, you will be directed to the community's homepage.

### What Are the Features of the Community?

There are **three main features** of every community: announcements, discussions, and the resource library.

#### Announcements:

- Administrators of the community will post any relevant news, updates, or events to the announcements section. These postings can be found on the community's homepage.

### Announcements

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**Assistive Devices Program (ADP) eSubmission - June 2021**  
By [User] on May 28, 2021

The Assistive Devices Program (ADP) will be moving to eSubmissions for all categories of devices in June 2021. The electronic submission aims to increase efficiency and accountability, and ultimately better care for clients. Ensure that you use the updated ADP forms on the Central Forms Repository: <http://www.forms.ssb.gov.on.ca>

0 replies | [subscribe](#) | [report](#)

#### Discussions:

- The discussion forum is the main feature of the community. This is where you can post questions and interact with other Ontario occupational therapists.
- The community includes a few general discussion forums that are used to organize different topics.

### Discussions

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**Information Worth Sharing**

Share information or links with community members to resources/organizations you find useful in your practice.

14 topics | [subscribe](#)

Discussion topics available in each forum.

- Once you enter a discussion forum, you can reply to a topic or create a new topic.

The screenshot shows a forum page titled "Seating and Mobility > Information Worth Sharing" with a sub-section "Discussion topics". A "Create new topic" button is in the top right. A topic titled "Question for ADP authorizer doing private practice" is shown, posted by a user on July 30, 2021. At the bottom of the topic, it says "Last reply on March 3, 2022 by [user]" and includes buttons for "2 replies", "subscribe", and "report".

Annotations with arrows point to:

- Ask a new question or share information.** (points to "Create new topic")
- Read existing replies and post a reply.** (points to the main content area)
- Receive email notifications when a new reply is posted to that topic. You can also unsubscribe from the notifications here.** (points to the "subscribe" button)

- If you would like to receive email notifications whenever a new reply is posted to a specific topic, click the “Subscribe” button on the bottom left of the topic. Email notifications will be sent from [osotonline@osot.on.ca](mailto:osotonline@osot.on.ca).

**Resource Library:**

- Visit the resource library to find downloadable resources that are relevant to that community of practice.

The screenshot shows the "Resource library" page with a "Download" button and a "Preview" button. A list of PDF resources is displayed, including "ADP Mobility Devices Policy & Administration Manual 2016.pdf", "Bariatric Measurement Chart.pdf", "Measurement\_Chart.pdf", "Seating Assessment Data.pdf", and "WHO Guidelines for the Provision of Manual Wheelchair Guidelines.pdf". The "Measurement\_Chart.pdf" file is highlighted in blue.

Annotations with arrows point to:

- 1. Click on the resource you would like to download and it will highlight in blue.** (points to the "Measurement\_Chart.pdf" file)
- 2. Click “Download” and the resource will be downloaded to your device.** (points to the "Download" button)

### How Do I Know When a New Item Has Been Posted to the Community?

- If you would like to receive an email notification whenever any new item is posted to the community (e.g., new discussion topics or replies) click “Subscribe” or “Follow Community” on the left side menu.



- You can unsubscribe anytime by visiting the community and clicking “Unsubscribe” or “Stop Following” on the left side menu.

### Contact Us

If you have any problems using the Community of Practice, please contact the OSOT office at [osot@osot.on.ca](mailto:osot@osot.on.ca).