

Number:	<i>To be determined</i>
Topic:	Protocol with External Agencies for the Provision of Services by Regulated Health Professionals, Social Service Professionals, and Paraprofessionals
Effective:	March 2010
Cross-Reference:	PPM 149
Review/Revision Date:	March 2013
Responsibility:	Superintendent of Education, Student Services

INTENDED PURPOSE:

The Halton District School Board supports collaborative relationships that are consistent with its vision and mission statements and existing policies and procedures. Service agreements are recognized as mutually beneficial and supportive arrangements between a school and an external mental health, physical health or social service agency, professional or paraprofessional. The intent of these collaborative relationships is to enhance or expand opportunities for student success and student well-being.

DEFINITIONS:

External Agency: An organization, external to the school board, that employs regulated health professionals, regulated social services professionals and paraprofessionals.

Board Staff: School board-employed professional student services personnel (PSSP) and/or paraprofessionals that are represented by a bargaining agent recognized under the Labour Relations Act.

Professional Student Services Personnel and Paraprofessionals

- Audiologists, as defined by the Audiology and Speech-Language Pathology Act, 1991
- Speech-Language Pathologists, as defined by the Audiology and Speech-Language Pathology Act, 1991
- Occupational Therapists, as defined by the Occupational Therapy Act, 1991
- Physiotherapists, as defined by the Physiotherapy Act, 1991
- Psychologists and Psychological Associates, as defined by the Psychology Act, 1991
- Social Workers, as defined by the Social Work and Social Service Act, 1998
- Paraprofessionals are defined as individuals with relevant post-secondary or on the job training, e.g., Child and Youth counselors, Occupational Therapy Assistants or Physiotherapy Assistants, and Communication Disorder Assistants.
- Other required professionals and /or paraprofessionals who are deemed by the school board to be essential for the delivery of programs and services for students with special needs
- Any future regulated categories will be covered by this protocol.

Professional Services Agreement: A formal, written document which outlines the terms and conditions of an external service agreement that is signed prior to the implementation of the proposed activities of the external agency.

PROCESS COMPONENTS:

Responsibility

The Superintendent of Education, Student Services, shall be responsible to oversee this protocol.

Central Board Level Committee

The Halton District School Board will convene a committee three times per school year to review Professional Services agreements, both current and proposed. This committee will be chaired by the Superintendent of Education, Student Services, or designate and will consist of board management staff, 3 members of PSSP and at least one school administrator (elementary or secondary). The committee will review all submissions for collaborative agreements as well as any arrangements currently in place that are not in compliance with this procedure. This administrative procedure will also be reviewed annually by this committee.

Expectations of Collaborative Agreements

The expectation of all collaborative agreements shall be to enhance the quality and effectiveness of education for students. Collaborative Agreements must enhance and supplement but not duplicate the delivery of services of professional student support services staff and /or paraprofessional staff and not violate collective agreements. Any space requirements of the external agency must not infringe on the ability of board-employed staff to complete their duties.

Programs and Services Eligibility

Service agreements may be considered for approval for interventions that involve groups of students, classroom programs or school wide initiatives and for which an appropriate Halton District School Board employee is present. Halton District School Board staff presence is mutually beneficial as it will assist community practitioners in the delivery of the program and will increase board staff's capacity in delivering supports.

Programs and Services Currently being delivered by Halton District School Board / PSSP staff:

- School Social Workers are mandated Attendance Counselors for students of compulsory school age. School Social Workers offer a variety of other services including: student advocacy; Assessment (individual and family); consultation; crisis intervention; Family Assessment and referral; individual counseling; group work; liaise with community professionals; assist with referrals to community resources.
- School Speech-Language Pathologists offer a variety of services including: student advocacy; assessment (formal and informal); classroom observations; consultation with classroom staff and families in order to facilitate language development; liaise with community professionals; provide direct support to specific Halton District School Board classes and programs.
- School Child and Youth Counselors offer a number of interventions, including: student advocacy; student behavioural assessment; liaison between home, school and community; short-term, goal-specific individual interventions; crisis intervention; consultation to school personnel, families, and community professionals; develop and implement prevention and intervention strategies to meet individual, small group, classroom and universal needs.
- Psychoeducational Consultants offer the following: comprehensive assessment and consultation services to teachers, students and families with respect to the cognitive, academic and social/emotional/behavioral well-being of students. Assessment findings are used to develop program modifications/accommodations and strategies, and to recommend appropriate school board and community resources/support services. Psychoeducational Consultants assist with requests for Assistive Technology and specialized equipment, and also liaise with community agencies.

Programs and Services Currently being delivered by external agencies:

- Health Support services are provided by the Community Care Access Centre (e.g., Nursing, Occupational Therapy, Physical Therapy, Speech/Language Pathology intervention).
- Mental Health supports are provided by Mental Health Liaison Nurses, Region of Halton.
- Healthy Active Living education and support is provided by Public Health Nurses, Region of Halton.
- Halton Children's Aid Society follows up on protection concerns at school.
- The Halton Regional Police Department delivers the DARE program to Grade six students.
- The Halton Regional Police Department also provides liaison officers in Halton District School Board secondary schools.
- The Halton Region Probation Department meets with students as appropriate.
- Big Brothers/Big Sisters provides an in-school mentoring program.
- The Learning Partnership provides a program for at-risk students in one Halton District School Board secondary school.
- ADAPT offers substance abuse counseling at several Halton District School Board secondary schools.
- Occupational Therapy support in selected schools and classrooms is provided through "Partnering for Change," a research project.

Programs and Services that could be delivered by School Board staff, but aren't for financial reasons:

- Programs for At-Risk Students, Secondary and Elementary
- Substance Abuse counseling

Procedures For Establishing A Service Agreement:

A service agreement is a mutually supportive, reciprocal arrangement between a school or a school board and a community service provider. Collaborative relationships are most pertinent when developed in a collaborative and coordinated effort between the school staff, student services personnel (PSSP) and community providers.

As such, the starting point for the development of a service agreement should be a sharing of information between the external agency and the SRT (i.e. school principal, student services professional and other relevant school staff) detailing the service or program proposed. The agreement should be a "fit" for the school, designed to meet an identified need within a school community. Note: a single service agreement could involve a series of Halton District School Board schools and would be initiated instead through the Student Services Department directly. For example, homework clubs through Big Brothers Big Sisters. The duration of the agreement as long standing or short term should be discussed at its inception.

Following agreement by the school and upon completion of the required documentation (*Appendix A*), the request for approval is sent to the chair of the advisory committee. The service request will be reviewed by a Central Board Level Committee which meets 3 times per school year. Approval by the committee must be obtained prior to any implementation. Renewal of a service agreement will be completed on an annual basis by submitting in writing that information regarding the program is consistent with the original request and there continues to be a need for the service within the school board.

Upon approval of the proposed service by the committee, a service agreement will be signed by all parties, (*Appendix C*). Copies will be held by the agency, the school and the Central Board Level Committee.

Professional Services Request

Please complete the following:

- Professional Services Request Form
- Submit all required documents on the Required Documentation Checklist

and submit them to: David Boag
 New Street Education Centre
 3250 New Street, Burlington, ON L7R 2Y2
 Fax: (905) 319-9261

The Halton District School Board supports evidence-based practice and emphasizes effective evaluation of programs to ensure that we are meeting the needs of our students. Please ensure that you provide evidence of an evaluative practice that is available to the Board for annual review.

The Professional Agreement Committee meets three times annually to review requests for delivery of services in our schools. The deadline for submissions occurs three times annually and will be accepted in the months of February, April, and October. This procedure must be completed prior to the delivery of the service.

REQUIRED DOCUMENTATION FOR A PROFESSIONAL SERVICES AGREEMENT:

Description of External Agency

Provide name, address, history and funding base of external agency.

Description of Program

A description of program title, program goals and expected outcomes. Include information on the following: format of intervention (i.e., group, classroom, or school wide), specific grades, resources required (space, materials, etc.), program timelines, and contact person.

Given the lack of space and material resources, any needs for space and material resources by the external provider must be clearly articulated and approved. Space for Board staff to execute their duties will be ensured prior to offering space to external providers

Informed Consent

In cases where a student is withdrawn from the classroom, the agency shall provide the Board with details of the informed consent process, including a sample form. In cases of whole classroom support, the agency shall provide a sample letter to parents/guardians regarding service to be provided and name of person(s) delivering the service.

Sharing of Information

External providers are required to share relevant student information and complete appropriate student referral procedures should a student require further interventions following the completion of the program with the external provider.

- Police Reference Check- Vulnerable Sector Screening**

In accordance with the Education Act, the board shall collect a criminal reference background check (less than 6 months old) in respect of an individual before the individual first becomes a service provider at a school site of the board and an offence declaration from the individual by September 1 of each year in which the individual is a service provider at a school site of the board after that day.
- Proof of Insurance**

External providers must carry their own insurance which includes professional malpractice coverage (minimum \$2,000,000) to insure against civil litigation alleging incompetence, professional errors, omissions or charges laid by professional colleges or parents/legal guardians. The external provider is required to provide proof that their staff is covered while working with Halton District School Board students.
- Qualifications/Supervisory Relationships**

External agency staff who are members of a regulated professional college must include: current qualifications as relevant to the services to be provided, current membership in the relevant regulated college and declaration of delivery of services in accordance with professional standards of practice.

External agency staff who are paraprofessionals must include; evidence of work under the clinical supervision of staff from the external agency who currently holds membership in the relevant regulated college; evidence of supervisor's membership in the regulated college, details of the paraprofessional's role, responsibilities, name of immediate supervisor, and supervision plan (including number of hours supervision per month).
- Evaluation**

School boards, external agencies and PSSP and paraprofessionals must collaborate on the evaluation of programs and services provided for yearly review. Proposed method of evaluation along with proposed tools should be included with the Agreement.
- Finances**

Statement of fees or payment is required prior to the approval of the agreement
- Termination Agreement**

The terms of termination should be specified in each service agreement. It will be understood that the Board may terminate access to the school premises of the external Professional/Paraprofessional/Supervisor at any time. It will also be agreed that the external agency, the school or Halton District School Board may terminate the service agreement on the giving of 30 days notice.
- Research**

The Halton District School Board will cooperate with institutions, agencies and individuals in the conduct of research which will be of benefit to the pupils and employees of the Board as well as the community at large. Research requests shall be made in writing to our Research Department, giving details of the proposal as outlined in the research application form.



Professional Services Request Form Description of Program or Service

SCHOOL NAME:		NAME OF EXTERNAL PROVIDER:	
PROGRAM TITLE:		CONNECTION TO SCHOOL IMPROVEMENT PLAN:	
PROGRAM DESCRIPTION:			
Program activities include:		Space/Materials Requirements (if any):	
Anticipated Outcomes:		Evaluation of the program will include:	
PROGRAM TIMELINES:			
<p>The program will operate on _____ day(s) of the week from _____ month(s) of the school year</p> <p>with the following times: _____</p>			
RESOURCES COMMITTED:			
School:	External Provider:	HDSB Involvement:	
CONTACT REPRESENTATIVES:			
PRINCIPAL'S NAME AND SIGNATURE			
_____		_____	
Principal's Name		Principal's Signature	
AGENCY SUPERVISOR'S NAME AND SIGNATURE			
_____		_____	
Supervisor's Name		Supervisor's Signature	
BOARD USE ONLY			
<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied		_____ David Boag, Superintendent of Education Student Services	



PROFESSIONAL SERVICES AGREEMENT BETWEEN

_____, HDSB

(Name of school)
and

(Name of external provider)

This external partnership is a mutually beneficial, ongoing and supportive arrangement between the parties, to provide expanded opportunities to enhance student success.

The parties agree to collaborate on activities for a _____ period, starting in _____, 2____. It is intended that the activities will continue, subject to annual review and modification and to either party’s right to withdraw upon mutual consent or upon thirty days written notification by either party.

TERMS OF THE AGREEMENT

As outlined in the *Protocol for with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals*, all required documentation will be attached to this agreement.

_____ (Name of school), HDSB agrees to involve school administrative staff, professional support services personnel and other applicable school staff to:

1. Participate in the collaborative development of programs and/or review program goals, outcomes and methods to be consistent with the School Improvement Plan.
2. Monitor the progress of the program and set priorities based on needs identified in the School Improvement Plan.
3. Review program outcomes, recommend modifications, and provide advice to the external agency program.

(Include all other school responsibilities not outlined in the Description of Program or Service form)

_____ (Name of External Agency) agrees to:

1. Collaborate with Halton District School Board’s Communication Department regarding any promotional activities.
2. Operate within the context of all Halton District School Board’s mission, vision, policies and procedures including, but not limited to: Agreements with External Agencies, Abuse and Neglect of Students, Equity and Human Rights, Safe Schools, Liability Insurance and Police Reference Checks. It is understood that the Education Act, privacy legislation, and collective agreements govern Halton District School Board operations.
3. Ensure that any participant who experiences trauma or a crisis during the course of a partnership activity is referred for assistance to the _____ (External Provider’s) supervisory staff and that the appropriate Board staff (e.g., Principal, Supervisory Officer, school Social Worker) are informed.

(Include all other partner responsibilities not outlined in the Description of Program or Service form)

Accountability

Staff of _____ (External Agency) must either be members of a regulated professional College in Ontario or their service must be supervised by a member of the relevant regulated College in Ontario. Evidence of current qualification of staff and/or supervisors must be provided.

Legal Issues

The external agency _____ agrees that it will maintain in force a Comprehensive General Liability policy covering bodily injury and property damage with an inclusive limit of no less than \$2,000,000 per occurrence, with no aggregate. Halton District School Board is to be included as an Additional Insured on the policy. The policy is to include a cross liability clause as well as a 30-day cancellation clause. The external agency also agrees to carry Professional Liability in an amount not less than \$2,000,000 to insure against civil litigation alleging incompetence, professional errors, or omissions.

Confidentiality

It is agreed that confidentiality will be maintained in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, the Personal Health Information Protection Act, the Education Act and the Child and Family Services Act.

Dispute Resolution

It is agreed that a joint advisory committee, which shall consist of no less than three representatives from the Board including at least 1 PSSP representative and no less than three representatives of the _____ (External Agency), will be convened in the event that a disagreement or dispute between the parties must be resolved.

Resources Committed

It is agreed that the parties will share their time, resources and expertise, and energy to provide students with success-enhancing experiences. It is recognized that most contributions will be comprised of both in kind and human resources as the parties may agree, however, any fees or payments will be clearly outlined prior to the approval of the Partnership Agreement.

Evaluation

It is agreed that the program evaluation will be submitted _____ (time-frame) and, if warranted, revised from time to time. If research is conducted as part of the program evaluation, a separate research application will be required.

Termination

This agreement may be terminated by _____ (name of school), Halton District School Board or _____ (External Provider) on the giving of thirty days written notice.

Signed this _____ day of _____, 20_____.

Principal

Name of School, Halton District School Board

Name, Title

Name of External Agency

Approved by Superintendent, Student Services

Date