



## **Outside Agency Visitor Policy**

Provident Charter School (“PCS”) recognizes that parents/guardians may seek for their child to receive mental health and/or health services that provide therapeutic interventions in the school setting.

While PCS encourages partnerships with outside agencies, it maintains that services should be provided as efficiently and effectively as possible in order to promote learning for all students. It is also paramount that visitors from outside agencies adhere to visitor procedures in order to maximize the safety of our staff and students.

### **Definitions**

**Outside Agency:** an organization, other than PCS that provides students with mental health and/or health services through therapeutic interventions in the school setting. Outside Agency Personnel may include, but are not limited, to the following:

- **Therapeutic Support Specialist or TSS:** personnel provided by an Outside Agency that provides one-on-one interventions to a child or adolescent at home, school, daycare, other community-based program, or community setting when the behavior without this intervention would require a more restrictive treatment or educational setting. These services are authorized and funded through the Office of Medical Assistance Programs (OMAP).
- **Behavior Specialist:** personnel provided by an Outside Agency who designs, implements, or evaluates a behavior modification intervention component of a treatment plan, including those based on applied behavioral analysis, to produce socially significant improvements in human behavior or to prevent loss of attained skill or function, through skill acquisition and the reduction of problematic behavior.
- **Mobile Therapist:** personnel provided by an Outside Agency that works primarily in the home setting to provide individual and family therapy as part of the child's treatment plan. Collaboration with Provident Charter School team members may include observation and behavior modification in the school setting, as needed.

**Treatment Plan:** a written document developed by the Outside Agency in conjunction with the student's parents/guardians that outlines the proposed goals, plan, and objectives to meet the emotional and behavioral needs of the student.

**CNA:** Certified Nursing Assistant

**Team Meeting:** a meeting consisting of PCS staff, Outside Agency personnel and or Outside Agency supervisors, and other Provident Charter School staff as appropriate. PCS encourages parents/guardians to attend, although attendance is not required. Team meetings at times will occur during the IEP meeting process for students eligible for special education services.

### **Required Paperwork**

1. Requirements prior to approval of Outside Agency by PCS:
  - The Outside Agency shall provide PCS with a copy of the student's current treatment plan 5 days prior to services beginning with the student at PCS.
  - The Outside Agency is required to provide to PCS a permission form, signed by the parents/guardians of the student receiving services, which permits the exchange of information and documents relating to the student, including permission to work with the student in at PCS.
  - Certification is required to be provided to PCS by a psychologist, psychiatrist, or physician that the services provided by the Outside Agency are medically necessary to occur at PCS.
  
2. Requirements prior to approval of Outside Agency personnel by PCS:
  - The agency seeking to provide services shall submit to the Director of Special Education or his/her designee the following current clearances:
    - PA Child Abuse History
    - PA State Criminal Record Check
    - DHS (Department of Human Services) Fingerprinting
    - Arrest/Conviction Report and Certification Form (Act 24)
    - Mandated Reporter Training
    - TB Test (dated within 3 months) \*\*
      - Note: TB Test are only required for personnel who will be at the school for more than 10 hours per week
  - Proper identification (valid state driver's license)
  - Electronic copies can be emailed to [bhebert@providentcharterschool.org](mailto:bhebert@providentcharterschool.org).

## **Procedures**

*Once the required paperwork is reviewed and approved, PCS has the right, without limitation, to the following:*

1. At any scheduled meeting between the Outside Agency and PCS (and parents/guardians if in attendance):
  - The Outside Agency, PCS and the student's parent/guardian shall review the current treatment plan and its parameters.
  - PCS personnel and Outside Agency personnel shall discuss and identify the expected roles of Outside Agency personnel who will provide services to the student, including, but not limited, to the following:
    - Expected roles and responsibilities of a Therapeutic Support Staff or Behavior Specialist Consultant for a student include, but not limited to are the following:
      - To observe the student and provide redirection when appropriate;
      - To assist the student in completing his/her work with consistent cues and prompts;
      - To ensure that the student's behavior is appropriate;
      - To focus the student's attention on the teacher;
      - To carry out the teacher's expectations for the student including, but not limited to, academic and behavioral expectations;
      - To maximize the student's independence from TSS/BSC;
      - To work cooperatively with PCS personnel;
    - Any questions regarding the classroom shall be directed to the classroom teacher(s), and/or building principal.
2. PCS staff shall provide Outside Agency personnel with a school calendar and all applicable policies and guidelines including, but not limited to:
  - School Visitor Policy
  - Social Media Policy
3. The student's PCS educational team and the Outside Agency personnel will collaborate to establish the PCS school schedule for services. Permanent changes from this schedule must be approved by the PCS Director of Special Education or his/her designee in advance of any change.
4. The Outside Agency personnel will provide the child's PCS teacher or team and the PCS Special Education Director or his/her designee with copies of any correspondence including, but not limited to, the Daily Data Log and correspondence related to the school setting sent to the student's parents/guardians.

*Regarding the Outside Agency, PCS at all times, reserves the right to the following:*

1. Outside Agency personnel are responsible for protecting the confidentiality of information concerning their clients, other students, the teacher, and the entire PCS learning environment. As such, it is the expectation of PCS that Outside Agency personnel will not provide information about the client, other students in the class, the teacher, and/or the PCS learning environment to anyone other than the appropriate district or Outside Agency personnel. Failure to do so may result in the immediate loss of the individual's professional access to PCS buildings.
2. Outside Agency concerns regarding a student, teacher, or PCS building issues shall be brought to the prompt attention of the PCS Director of Special Education.
3. Outside Agency personnel working within PCS shall adhere to all applicable PCS policies and guidelines.
4. PCS reserves the right to review services being provided to PCS students and make a determination if services in the school setting should be modified or discontinued.

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I acknowledge that I have received a copy of the Outside Agency Policy, which describes important information about Provident Charter School, and its required paperwork and procedures for outside agencies providing services to students in the school setting.

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Outside Agency Personnel Signature

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Signature Date

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Outside Agency Personnel Name (Typed or Printed)

*These procedures are applicable for the duration of Outside Agency personnel providing services within PCS. Failure to adhere to any of these procedures will be considered cause for termination of the provision of wraparound services in the school setting.*

