

**REQUIREMENTS FOR PROVIDERS OF BEHAVIORAL HEALTH SERVICES IN
SURRY COUNTY SCHOOLS**

Surry County Schools need to ensure that individuals who interact with students on school grounds have completed statewide criminal background checks, drug screens and training on de-escalation or alternatives to restrictive intervention. Service providers who plan to deliver Community Support or other services in the schools must provide them with assurance that these requirements are met. Best practice and the school system requires that providers conduct a planning meeting with school personnel and submit this completed form to the school principal prior to delivering services at the school site.

Student to be served: _____

School attending: _____

Provider Information:

Provider Agency: _____

Name of Worker: _____

Work Phone: _____ Cell Phone: _____

Supervisor/Program Manager: _____

Work Phone: _____ Cell Phone: _____

Contact information for crisis intervention:

Name: _____

Work Phone: _____ Cell Phone: _____

Please enter the date the worker met the following requirements:

_____ Statewide criminal background check

_____ Drug Screen

_____ Date consent was obtained for exchange of information between the provider agency and the school system. Please attach copy of the verification form.

_____ Date of meeting – QP, CSS worker and principal/designee

_____ Projected start date of services on school grounds

_____ Hours authorized

_____ Projected date services will end

1. Services cannot begin until the following have been completed:
 - a) Planning meeting with school personnel
 - b) Filing of completed provider form with applicable signatures.
2. Provider agencies are expected to notify the school or provide an approved substitute worker if the assigned worker is to be absent.
3. Schools are active participants in Child and Family Team meetings. No Community Support Services worker can be present with a student in the Surry County Schools unless approved by and sanctioned through a Child and Family team meeting process. The Child and Family Team meeting process has determined that the following interventions and strategies are appropriate when working with the child:
 - a)
 - b)
 - c)
 - d)
 - e)
4. While working at a Surry County Schools site, the school administration or the administrator's designee will be considered the site supervisor of the Community Support Services worker. The site supervisor will oversee the implementation of school based intervention strategies on a daily basis.
5. The Community Support Services worker will follow the policies and procedures of Surry County Schools and will contact the school administration should there be any questions about policies and/or procedures.

6. The Community Support Services worker will work with school personnel to develop the plan for in school Community Support Services. This will include:
 - a. A plan for the least restrictive amount of Community Support Services as deemed necessary by the Child and Family Team planning process
 - b. Being respectful of the needs of the school
 - c. Meeting all school personnel involved in school Student Services Team planning for the student (e.g., teacher (s), school counselor, administration)
 - d. Understanding the expectations the school has for the Community Support Service worker including:
 - i. Completion of appropriate signing in and out procedures
 - ii. Parking
 - iii. Transportation for the student
 - iv. School schedules
 - v. Discipline procedures and processes
 - vi. School resources and services
 - vii. Collaboration with school personnel on intervention strategies
 - viii. Confidentiality issues
 - ix. Professional interactions between adults and students including the client and other students
 - x. Classroom rules and procedures.

Community Service Workers will:

1. Sign In at the beginning of each duty period and sign out at the end of each duty period
2. Wear appropriate identification when in the Surry County Schools
3. Be under the supervision of site personnel and shall follow all reasonable directions of site personnel
4. Remain on duty throughout the course of the time period and remain in the duty area unless permitted to leave by the site supervisor
 - a. Community Support Service workers are not permitted to roam the hallways, enter classrooms or other locations to which she/he is not assigned, disrupt the orderly conduct of school business, or otherwise disregard or neglect his/her assigned duties while on the Surry County Schools' property or conducting Surry County Schools' business.
 - b. Community Support Service workers shall not take students from the school campus, unless the parent has given written permission or the Community Support Service worker is authorized through the Child and Family Team meeting plan. If the parent gives the Community Support Service worker permission to transport the child, the school is not liable for the child during the transportation to the designated location.
5. The Community Support Service worker shall follow all rules of conduct, dress code and uniform applicable to the Surry County Schools employees and shall otherwise strive to conduct himself/herself as a good role model.

6. The CSS worker will attempt any additional reasonable duties (behavioral, as indicated in the treatment plan and/or to maintain order and safety) as assigned by the classroom teacher and/or site supervisor in the event of an emergency which constitutes imminent danger and threatens the safety of students, staff, or property. CSS workers are not able, according to federal Medicaid policy, to be involved in providing direct educational services. CSS workers are only able to implement strategies and behavioral interventions indicated as medically necessary, through a treatment plan, that help a child accomplish her/his academic goals. The absence of regular school personnel, alone, shall not constitute an emergency.
7. The CSS worker will maintain the confidentiality of student records and limit questions about the child. CSS workers are not in attendance to represent the parent or child and will only attend meetings if invited by school personnel and/or parents.
8. The CSS worker will use verbal de-escalation and/or as appropriate physical intervention or restraint only to the extent allowed by NC law.
9. The CSS worker will meet with appropriate Surry County Schools' staff at designated times throughout the process to review progress on designated strategies and behavioral interventions outline by the Child and Family Team planning process.
10. The CSS worker will give Surry County Schools sufficient notice of the step-down planning process to allow for transition planning for the student. A minimum of 10 days notice is required before the reduction in services may begin.

If, at any time, the Surry County Schools' staff has concerns with the quality of the service as provided by the CSS worker or the compliance with the procedures and guidelines outlined in this agreement, the following procedures will be followed:

1. The Surry County Schools site administrative staff will work with the CSS worker to review the procedures and guidelines in this agreement.
2. The CSS worker's supervisor will be contacted by Surry County Schools site administration to document concerns.
3. If a resolution satisfactory to Surry County Schools cannot be agreed upon, permission for providing school-based CSS services will be terminated.

Signatures:

Worker: _____
 Print Name

 Signature Date

Agency Supervisor/Program Manager: _____
 Print Name

 Signature Date
 (Confirms and documents that the worker has met the personnel Requirements (background check, drug screen and training.)

Parent: _____
 Print Name Date

 Signature

Principal: _____
 Print Name Date

 Signature