

MEMORANDUM

DATE: August 24, 2020

TO: All Principals

FROM: Dr. Jayna Jenkins, Director, Student Support Services *J.J.*

RE: Procedures for Access to Students by Outside Providers

Senate Bill 1108 was signed into law July 1, 2013. This law enables outside providers to provide services to students during the school day. [Section 572- 1003.572](#) states, “the collaboration of public and private instructional personnel shall be designed to enhance but not supplant the school district’s responsibilities under the Individuals with Disabilities Education Act (IDEA). Private instructional personnel must be permitted to observe the student in the educational setting, collaborate with instructional personnel in the educational setting, and provide services in the educational setting.”

Please review and share the attached documents: *Overview: Access to Students by Outside Providers* and *Directions: Where to Access the Badge List of Approved Providers Currently Contracted by BPS on the BPS Website*. These resources will provide your school team with the necessary information for the collaboration of outside professionals within your schools.

While in collaboration within schools, these approved outside providers must adhere to the following guidelines related to the BPS Covid-19 Reopening Plan:

- Check in the front office and follow any school-based procedures for entering the school.
- Follow CDC guidelines for maintaining social distance of 6 ft. when feasible
- Wear face coverings/Personal Protective Equipment (PPE) to follow CDC guidelines when 6 ft cannot be adhered to and to follow student health plans.
- Maintain good hand hygiene by washing frequently and by covering nose and mouth with a tissue or inner elbow when coughing or sneezing.
- Email school-based administration a weekly schedule for all appointments and inquire about any specialized procedures they would like you to follow (i.e. sign in/out, remaining in or away from any areas, etc.)

pc: Asst. Superintendent, Student Services
Asst. Superintendents, Offices of Leading and Learning

Jayna Jenkins, Ed.D.

Student Support Services

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Overview: Access to Students by Outside Providers

Hired or Contracted by Parents	Contracted with BPS										
<p>Florida Statute 1003.572 (Informed in part by SB1108 in 2013) “Collaboration of public and private instructional personnel”</p>	<p>There are situations where a non-school district employee may request access to students for Mental Health Services, Occupational Therapy, Physical Therapy, Speech-Language Pathology, and Visually Impaired Services.</p>										
<p>Florida Statute 1003.572 - Collaboration of public and private instructional personnel includes individuals certified under s.393.17 or licensed under chapters 490, 491, 486, 468: <i>Speech-language therapists, occupational therapists, physical therapists, psychologists, clinical social workers, behavior analysts (BCaBA, BCBA, BCBA-D)</i></p>	<p>Treatment Services: Pursuant to BPS Board Policy 8475, Brevard Public Schools has entered into an agreement expiring June 12, 2021 with the specific agencies listed below to provide <i>counseling, therapy, case management, and educational services</i> for students. All contracted providers are issued a contractor’s badge that should be worn on campus and visible <u>at all times</u>.</p>										
<p>Private instructional personnel who are <i>hired or contracted by parents</i> to collaborate with public instructional personnel must be permitted to observe the student in the educational setting, collaborate with instructional personnel in the educational setting, and provide services in the educational setting.</p>	<p><u>BPS Contracted Agencies:</u></p> <table border="1" style="width: 100%;"> <tr> <td>Allied Instructional Services</td> <td>Lifetime Counseling Center</td> </tr> <tr> <td>Big Bear Behavioral Health</td> <td>Orange Tree Staffing</td> </tr> <tr> <td>Children’s Home Society</td> <td>Speech Communication</td> </tr> <tr> <td>Impower</td> <td>Speech Rahab Services</td> </tr> <tr> <td>Kinder Consulting</td> <td></td> </tr> </table>	Allied Instructional Services	Lifetime Counseling Center	Big Bear Behavioral Health	Orange Tree Staffing	Children’s Home Society	Speech Communication	Impower	Speech Rahab Services	Kinder Consulting	
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<p>If outside provider is not an employee of BPS or currently approved as a contractor, the process below must be followed <u>for EACH school</u> the provider is requesting access to students (per LTP dated 9/3/19): The <u>parent must</u>: <ul style="list-style-type: none"> - sign the <i>“Authorization for Release and Exchange of Information”</i> The <u>contractor must</u>: <ul style="list-style-type: none"> - Complete a <i>“Confidentiality Agreement Statement”</i> and <i>“BPS Facility Use Agreement”</i> - Submit a certificate of insurance - Report to the Office of District Security to obtain Level II background examination; wear contractor badge <u>at all times</u> - <i>Obtain agreement from the public instructional personnel and the principal to the time and place of all services, collaborative meetings, and observations.</i> </p>	<p>The <u>Badge List</u> of approved providers and personnel can be found on the BPS website:</p> <ul style="list-style-type: none"> ➤ Staff ➤ Mental Health and Behavioral Resources/Forms ➤ Badge List (https://www.brevardschools.org/Domain/8360). <p>Principals should check this list when outside providers from the contracted list (above) are requesting access.</p> <p>Note: You must be signed into your BPS Sign-in to access this Badge List.</p> <p>Kelly Sarria in Student Services keeps this list up to date.</p>										
<p><u>Registered Behavior Technicians</u></p> <p>While a Registered Behavior Technician (RBT) is not specifically listed in the language of SB 1108, Brevard Public Schools does have a process to enable this support as an outside provider. This process is as follows:</p> <ol style="list-style-type: none"> 1. The parent/legal guardian and service provider complete the Registered Behavior Technician (RBT) Parent/Legal Guardian Application Packet and turn in to the student’s school 2. School Principal reviews the packet and approves the days and times of the service delivery. Once reviewed for completion and scope of services are approved, the school should upload the Registered Behavior Technician Packet to the Outside Providers Portal. 3. Student Services and Risk Management Departments will receive notification of this upload for final approval. Upon review, these departments will approve or request revision. The school will receive a confirmation email of approval or revision. Once the packet has received final approval from both departments, service delivery by the Registered Behavior Technician may commence. 											

ACCESS OF OUTSIDE PROVIDERS CONTRACTED BY BPS: WHERE TO FIND THE BADGE LIST

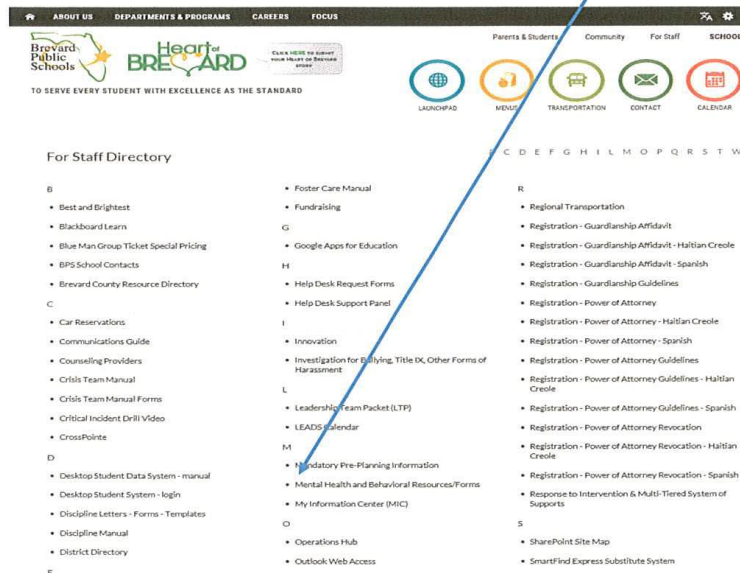
Directions: Where to access the Badge List of approved providers currently contracted by BPS on the BPS Website

1. Sign in to your BPS Account

2. Click on 'For Staff'



3. Click on "Mental Health and Behavioral Resources/Forms"



ACCESS OF OUTSIDE PROVIDERS CONTRACTED BY BPS: WHERE TO FIND THE BADGE LIST

4. Click on "Badge List"

The screenshot shows the Brevard Public Schools website. At the top, there is a navigation bar with links for ABOUT US, DEPARTMENTS & PROGRAMS, CAREERS, and FOCUS. Below this is the Brevard Public Schools logo and the slogan "Heart of BREVARD". A call-to-action button says "Click HERE to submit your HEART of BREVARD story". To the right, there are icons for LAUNCHPAD, MENUS, TRANSPORTATION, CONTACT, and CALENDAR. Below the navigation bar, there is a "Links" section with a "Badge List" link. A blue arrow points from the text "4. Click on 'Badge List'" to this link. Below the "Links" section is a "Documents" section with a list of forms and resources, including "Authorized Service Providers", "Form 1 Mental Health Support Request", "Form 2 Parent Resource Letter", "Form 3 Release of Information", "Form 4 BPS Universal Agency Referral Form", "Form 5 Student Mental Health Screening and Assistance", "Mental Health Quick Reference Sheet", "Mental Health Resource Guide", and "Mental Health Resources". At the bottom, there are social media icons for Facebook and Twitter, and a footer with "BREVARD PUBLIC SCHOOLS" and "Accessibility Contact".

Links

- [Badge List](#)

Documents

- ↳ [Authorized Service Providers](#)
- ↳ [Form 1 Mental Health Support Request](#)
- ↳ [Form 2 Parent Resource Letter](#)
- ↳ [Form 3 Release of Information](#)
- ↳ [Form 4 BPS Universal Agency Referral Form](#)
- ↳ [Form 5 Student Mental Health Screening and Assistance](#)
- ↳ [Mental Health Quick Reference Sheet](#)
- ↳ [Mental Health Resource Guide](#)
- ↳ [Mental Health Resources](#)
- ↳ [Procedures for Mental Health Agencies Visitation on School Campus](#)
- [More](#)

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BREVARD PUBLIC SCHOOLS → Accessibility Contact



2020 - 2021 Mental Health Providers / School Assignment

Big Bear Behavioral Health

Apollo - share

Enterprise Elementary
Legacy Charter
Manatee Elementary School
Odyssey Charter School
Pineapple Cove Academy
Quest Elementary School
Ralph Williams Elementary School
Roosevelt Elementary School
Sculptor Charter
Southlake Elementary
Stevenson Elementary School
Viera Charter
West Side Elementary School
West Shore Jr./Sr. High School
West Melbourne School of Science -

Children's Home Society

Brevard Virtual School
Endeavour Elementary School - Share
Cape View Elementary School
Central Middle School
Cocoa High School - Share
Edgewood Jr./Sr. - Share
Freedom 7 Elementary
Harbor City Elementary
Heritage High School
Hoover Middle School - Share
Jefferson Middle School
Lewis Carroll Elementary School
Melbourne High School
Oak Park Elementary School
Palm Bay High School
Pinewood Elementary School - Share
Sabal Elementary School
Southwest Middle School
Turner Elementary School- Share

IMPOWER

Audubon Elementary School
Cocoa Beach Jr./Sr. High School
Holland Elementary School
Kennedy Middle School
Longleaf Elementary School
Merritt Island High
Sea Park Elementary School
Sherwood Elementary School
Suntree Elementary School
Tropical Elementary School
Viera High School
** Can accept referrals from **ALL** schools for Telehealth

Kinder Consulting

Cambridge Elementary - (Head Start & School-aged)

Christa McAuliffe Elementary
Cocoa High School - (Head Start)
Columbia Elementary
Coquina Elementary - (Head Start & School-aged)
Croton Elementary
Discovery Elementary
Educational Horizons
Endeavour Elementary - (Head Start & School-aged)
Gemini Elementary
Imagine Schools at West Melbourne
Indialantic Elementary
Jupiter Elementary
Lockmar Elementary - School -aged
Meadowlane Primary - School aged
Mims Elementary - (Head Start & School-aged)
Ocean Breeze Elementary
Odyssey Preparatory -School aged- shared with INVO
Palm Bay Elementary
Palm Bay Academy Charter School
Pinewood Elementary - School aged
Port Malabar Elementary
Riviera Elementary - School aged
Roy Allen Elementary - School aged
Royal Palm Charter
Saturn Elementary - (Head Start & School-aged)
Sherwood Elementary (Head Start & School-aged)
South Area Head Start
Sunrise Elementary
Surfside Elementary
Turner Elementary - School -aged
University Park Elementary - (Head Start & School-aged)

2020 - 2021 Mental Health Providers / School Assignment

Lifetime Counseling Center

Andersen Elementary School

Apollo Elementary School - share

Astronaut High School

Atlantis Elementary School

Bayside High School

Cambridge Elementary School - Share

Challenger 7 Elementary School

Cocoa High School - Share

Coquina Elementary- Share

DeLaura Middle School

Dr. W. J. Creel Elementary – Share

Eau Gallie High School

Endeavour Elementary School - Share

Emma Jewel Charter School

Fairglen Elementary School

Golfview Elementary School

Imperial Estates Elementary School

Jackson Middle School

Johnson Middle School

Madison Middle School

McNair Middle School

Meadowlane Intermediate School

Mila Elementary School

Mims Elementary School - Share

N/C Pathways ALC

Riviera Elementary – Share

Rockledge High School

Sabal Elementary

Satellite High School

Saturn Elementary School - Share

South Pathways ALC

Space Coast Jr./Sr. - Share

Stone Middle School

Titusville High School

University Park Elementary School - Share