

School Board of Brevard County

2700 Judge Fran Jamieson Way • Viera, FL 32940-6601

Mark W. Mullins, Ed.D., Superintendent



August 23, 2021

MEMORANDUM

TO: All BPS Principals

FROM: Dr. Jayna Jenkins, Director of Behavioral, Psychological, Social Work Services
Dr. Chana Speir, Coordinator

99.

RE: Procedures for Access to Students by Outside Providers

According to [Florida Statute 1003.572](#), 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). In accordance, private instructional personnel must be permitted to observe students in the educational setting, collaborate with instructional personnel, and provide services in the educational setting for

There are three ways private outside providers operate in BPS schools.

1. Parents hire outside providers, obtain, complete, and turn in an application packet to the principal and principals upload for district approval process
2. Contracted providers with BPS are on the approved badge list, school staff use the badge list to verify individuals are approved and on the badge list

Please review and share the attached documents, these resources will provide your school team with necessary information for the collaboration of outside professionals within your school.

1. *Overview: Access to Students by Outside Providers*
2. *Directions: Where to Access the Badge List of Approved Providers Currently Contracted by BPS on the BPS Website.*

While in collaboration within schools, ALL approved outside providers must adhere to the following guidelines related to the BPS Covid-19 procedures, including:

- 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
- Face coverings may be used but are not mandatory
- 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.)

If you have any questions, please contact Jayna Jenkins at jenkins.jayna@brevardschools.org or ext. 11569

pc: Asst. Superintendent, Student Services
Asst. Superintendent, Elementary Leading & Learning
Asst. Superintendent, Secondary Office of Leading & Learning

Jayna Jenkins, Ed.D.

Student Support Services

Phone: (321) 633-1000, ext. 11567 • FAX: (321) 631-3589



Overview: Access to Students by Outside Providers

Contracted by Parents (APPLICATION PACKET)	Contracted with BPS (BADGE LIST on WEBSITE)										
<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>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.</i></p> <p>The process below must be followed for EACH school the provider is requesting access to students, <u>every school year</u>:</p> <p>Upon request, <u>Principal provides</u> appropriate outside provider packet to parent/guardian</p> <ul style="list-style-type: none"> - Packets are on Outside Provider Share Point - 2 Packets are available in the Documents Tab <ul style="list-style-type: none"> o Registered Behavior Technician (RBT) / CBA o All other providers <p>The <u>parent/guardian must</u>:</p> <ul style="list-style-type: none"> - Obtain and complete the appropriate packet from school principal - Sign the <i>“Authorization for Release and Exchange of Information”</i> <p>The <u>contractor must</u>:</p> <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> <p><u>School Principal</u></p> <ul style="list-style-type: none"> - reviews the packet and <u>approves the days and times</u> of the service delivery, time and place of all services, collaborative meetings, and observations. - uploads packet to Outside Provider Share Point for approval <p>Once approved, principals will receive an email that the provider is allowed to begin providing services.</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>Treatment Services: Pursuant to BPS Board Policy 8475, Brevard Public Schools has entered into agreements with the specific agencies listed below to provide <i>counseling, therapy, case management, and educational services</i> for students.</p> <p>All contracted providers are issued a contractor’s badge that should be worn on campus and visible <u>at all times</u>.</p> <p>When contracted staff are signing in the front office, verify badge the badge with the badge list on the BPS staff webpage (see instructions below).</p> <p><u>BPS Contracted Agencies:</u></p> <table style="width: 100%; border: none;"> <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 Rehab Services</td> </tr> <tr> <td>Kinder Consulting</td> <td></td> </tr> </table> <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>	Allied Instructional Services	Lifetime Counseling Center	Big Bear Behavioral Health	Orange Tree Staffing	Children’s Home Society	Speech Communication	Impower	Speech Rehab Services	Kinder Consulting	
Allied Instructional Services	Lifetime Counseling Center										
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OUTSIDE PROVIDER BADGE LIST INSTRUCTIONS

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

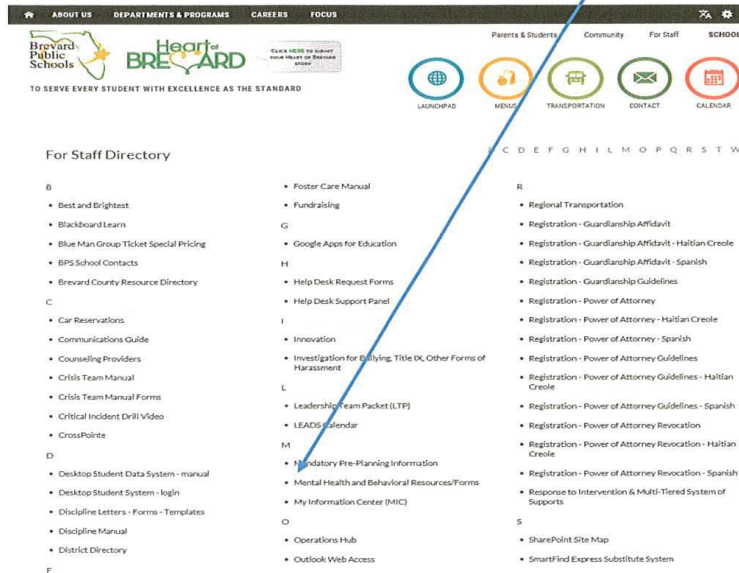
Directions: Where to access the Badge List of approved providers currently contracted by BPS on the BPS Website

1. Sign in to your BPS Account

2. Click on 'For Staff'



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



OUTSIDE PROVIDER BADGE LIST INSTRUCTIONS

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 highlighted by a blue arrow. Below the 'Links' section is a 'Documents' section with various forms and resources. At the bottom, there are social media icons for Facebook and Twitter, and a footer with 'BREVARD PUBLIC SCHOOLS' and 'Accessibility Contact'.

Parents & Students Community For Staff SCHOOLS

LAUNCHPAD MENUS TRANSPORTATION CONTACT CALENDAR

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

8.23.2021