

## **PROTOCOL FOR AGREEMENT WITH EXTERNAL AGENCIES FOR THE PROVISION OF SERVICES BY REGULATED HEALTH PROFESSIONALS, REGULATED SOCIAL SERVICES PROFESSIONALS AND PARAPROFESSIONALS**

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### **OBJECTIVE**

The following protocol was developed to provide schools with a framework for implementing agreements with external agencies, professionals or paraprofessionals who provide mental health, physical health or social services, which involve assessment, counselling, therapy or treatment.

### **DEFINITIONS**

#### **Description of Program or Service**

*A written record of the school's and external mental, physical health or social services agency's professionals or paraprofessionals goals, objectives, roles and responsibilities for carrying out collaborative activities that occur on a continuous basis.*

#### **External Protocol**

*An ongoing, mutually beneficial and supportive arrangement between a school and an external mental health, physical health or social services agency, professional or paraprofessional, to enhance or expand opportunities for student success.*

#### **Paraprofessional**

*Individuals with relevant post-secondary or on-the-job training who work under the supervision of a member of a relevant, regulated professional College in Ontario.*

#### **External Providers**

*The external mental health, physical health or social service agency (including its staff), professionals or paraprofessionals providing service within the external protocol.*

#### **Protocol**

*A formal written document which outlines the terms and conditions of an external agreement that is signed prior to the implementation of the protocol activities.*

#### **Professionals**

*Individuals who are members of a regulated professional College in Ontario.*

#### **Support Services Professional Staff**

*Members of the multi-disciplinary teams of School Support Services at the District School Board of Niagara.*

## **PROTOCOL FOR EXTERNAL AGENCIES**

### **RESPONSIBILITY**

The District School Board of Niagara (DSBN) will assign a Superintendent/Administrator to manage the protocol review and process. The validating of the protocol and the documentation involved will be done centrally by the Superintendent of Human Resources, Superintendent of School Support Services, DSBN Lawyer and the Superintendent in charge of Policies and Procedures.

### **PROCEDURES**

#### **Screening of Potential External Providers**

Prior to entering into an agreement, the School Administrator(s), in consultation with the Area Superintendent will collect and review the following information to determine the eligibility of the external provider. As part of the screening process, in order to determine the need and appropriateness of the services, the external provider will complete an application for consideration (Appendix B) and submit it to the Superintendent in charge of external agreement, with a copy to the School Administrator(s).

The following information will be required for the application:

1. A description of the program or service to be offered with sufficient detail to address the:
  - History and ownership/funding based on the external provider
  - Nature of the service provided
  - Anticipated outcomes of the involvement
2. Names of representatives or contacts of the external provider.
3. A statement of any payment or fees is required.
4. Qualifications/Supervisory Relationships for External Staff Providing the Service:
  - That belong to a regulated professional College, evidence of current qualifications appropriate to the services to be provided as required.
  - Who are unregulated (paraprofessionals), evidence that they are working under the supervision of a staff member from the external provider who is a regulated member of the relevant College in Ontario.
5. Informed Consent Procedures
  - Documentation of the informed consent process for the parents/legal guardian(s) or student who is of age.
  - The external provider agrees to complete a District School Board of Niagara Consent to Release of Confidential Information Form to permit the two-way exchange of information between the DSBN and the external provider which will be submitted prior to any involvement with a student.
  - For students under the age of 18, written consent may also be obtained from the parent to release information from the OSR.
  - For students over the age of 18, written consent may be obtained directly from the student to release information from the OSR. Special considerations may be required for students with special education needs.
6. Police Reference Check
  - The DSBN has responsibility under the law to provide a safe, secure learning environment, therefore, external agencies who have employees working with children in our schools are responsible to ensure that their personnel have appropriate police checks. The external agency will provide appropriate documentation or a letter to the DSBN.

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7. Liability Insurance
  - External providers must carry their own insurance which includes professional malpractice coverage (minimum of \$2,000,000) to insure against civil litigation alleging incompetence, professional errors, omissions or charges laid by professional Colleges or parent/legal guardian(s).
  - External providers are required to provide written assurances that their staffs are covered while working on DSBN property by producing a certificate of insurance naming the DSBN as an additional name insured, if requested.
8. Supervision While in the School
  - The School Administrator(s) will be responsible for the operational activities of the external providers within the school (as per the Education Act).
  - Clinical supervision of the external provider's staff that are not registered with a College will be provided by the external provider's College registered supervisor under whom the external staff members work.
9. Respect for the DSBN's Collective Agreement with Unionized Staff
  - Services provided by external providers must not be in conflict with provisions of collective agreements with DSBN staff.

#### **CONFIDENTIALITY AND POLICIES**

- a) External agencies agree to adhere to the DSBN's standards of confidentiality policies related to equity and human rights.
- b) Expectations for space and material resources.
  - Any need for space and material resources by the external provider must be clearly articulated and pre-approved by the Area Superintendent in charge of External Agency Agreements in consultation with the School Administrator(s), which may necessitate the creation of a separate lease/license user agreement.
  - Space for DSBN staff to execute their duties will be ensured prior to offering space to external providers.
- c) Willingness to participate in a conflict resolution process.
  - An Ad Hoc committee of DSBN staff and the external agency will be convened in the event that a disagreement or dispute between the parties must be resolved.
- d) Statement of any fees or payment required.

#### **PROCESS FOR ESTABLISHING AND MAINTAINING THE AGREEMENT**

- a) The School Administrator(s) in consultation with the Area Superintendent will:
  - Assess the need for an external provider
  - Identify the potential external provider
  - Consult with the school-based support services professional team in the school(s) impacted by the proposed collaboration/partnership
  - Bring the proposal to the Superintendent in charge of External Agencies Agreements for review
- b) The School Administrator(s) and the Superintendent in charge of External Agencies Agreements will:
  - Review the application for Consideration for External Provider to ensure that the agreement is consistent with the DSBN's policies, procedures and standards and to be of value to the school based on the School Administrator(s) and Area Superintendent input
  - Ensure that the counselling, therapy or treatment to be provided enhance the current services delivery by DSBN staff
  - Create and approve the agreement with the external provider which clarifies roles and responsibilities in collaboration with the external provider
  - Ensure that all of the necessary forms are completed and signed

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- c) The protocol agreement is forwarded to the Superintendent in charge of Policies and Procedures with a copy to the external agency and the host school.
- d) The external provider with the approval of the School Administrator(s), the Area Superintendent and the Superintendent in charge of the External Agency Agreements:
  - implement the agreed upon activities/programs
  - submit a report of the activities and programs to be reviewed by the Superintendent in charge of External Agency Agreements

**TERMINATING AN EXTERNAL PROVIDER AGREEMENT**

The DSBN or the external provider has the right to terminate an existing external provider agreement after appropriate notice has been given. The terms of the termination will be stated in the agreement.

**EVALUATING EXTERNAL PROVIDER AGREEMENTS**

Every External Provider Agreement will be reviewed annually by the Superintendent of External Agency Protocol to determine if the provider is meeting its obligation and to determine the need for renewal of the agreement. An appropriate evaluative or assessment tool will be used to ensure that the agreement is meeting the required goals.

**APPLICATION FOR CONSIDERATION OF AN  
EXTERNAL AGENCY TO PROVIDE SERVICES TO STUDENTS OF THE  
DISTRICT SCHOOL BOARD OF NIAGARA**

Name of Agency: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Name(s) of representatives or contacts of the external providers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Description of the program or service to be offered including history and ownership/funding base, nature of the service, anticipated outcomes, targeted clientele.

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School(s) in which the services will be provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUALIFICATIONS/SUPERVISORY RELATIONSHIPS  
FOR EXTERNAL STAFF PROVIDING THE SERVICE**

External Staff belonging to a regulated professional College: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(include evidence of current qualifications appropriate to the services to be provided)

If external staff is unregulated, name the staff member who is regulated that will be supervising the paraprofessional.

\_\_\_\_\_

**INFORMED CONSENT** (included documentation)

Informed consent for service: \_\_\_\_\_  
(date received)

DSBN Consent to Release Confidential Information Form: \_\_\_\_\_  
(date received)

**POLICE REFERENCE CHECKS** Date received: \_\_\_\_\_

**LIABILITY INSURANCE** (include documentation)

Insurance Company: \_\_\_\_\_

DSBN as additional named insured, check (✓):  Yes  No

**EXPECTATIONS FOR SPACE AND/OR MATERIAL RESOURCES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADMINISTRATIVE USE ONLY**

\_\_\_\_\_  
School Administrator Signature

\_\_\_\_\_  
School Administrator Name (please print)

\_\_\_\_\_  
External Agency Signature

\_\_\_\_\_  
Name of External Agency Rep. (please print)

\_\_\_\_\_  
School(s)

\_\_\_\_\_  
School(s)

\_\_\_\_\_  
External Agency