

Provision of Services by External Regulated Health Professionals, Social Service Professionals and Paraprofessionals Administrative Procedure

Status:	Active
Effective:	March 2010
Revision Date:	March 2025
Review Date:	March 2029
Responsibility:	Superintendent of Education Special Education and Student Well-Being

Intended Purpose

The Halton District School Board supports collaborative relationships that are consistent with the Multi-Year Strategic Plan and existing policies and procedures. Service agreements are recognized as mutually beneficial and supportive arrangements between a school and an external mental health, physical health or social service agency. Collaborative relationships are most effective when developed in a collaborative and coordinated effort between the school staff, Professional Services staff and community providers. The intent of these collaborative relationships is to enhance or expand opportunities for student success and student well-being.

Definitions

1. External Agency: An organization, external to the school board, that employs regulated health professionals, regulated social services professionals and/or paraprofessionals.
2. HDSB Staff: School board-employed Professional Services Staff and/or paraprofessionals that are represented by a bargaining unit recognized under the Labour Relations Act.
3. Professional Services Staff and Paraprofessionals
 - a. Audiologists, as defined by the Audiology and Speech-Language Pathology Act, 1991
 - b. Speech-Language Pathologists, as defined by the Audiology and Speech-Language Pathology Act, 1991
 - c. Occupational Therapists, as defined by the Occupational Therapy Act, 1991
 - d. Physiotherapists, as defined by the Physiotherapy Act, 1991
 - e. Psychologists and Psychological Associates, as defined by the Psychology Act, 1991

Provision of Services by External Regulated Health Professionals, Social Service Professionals and Paraprofessionals

Administrative Procedure

- f. Social Workers, as defined by the Social Work and Social Service Act, 1998
 - g. Behaviour Analysts, as defined by the Psychology and Applied Behaviour Analysis Act, 2021
 - h. Paraprofessionals are defined as individuals with relevant post-secondary or on the job training, e.g., Child and Youth Counselors, Occupational Therapy Assistants or Physiotherapy Assistants, and Communication Disorder Assistants
 - i. Other required professionals and/or paraprofessionals who are deemed by the school board to be essential for the delivery of programs and services for students with special education and/or mental health needs
 - j. Any future regulated categories will be covered by this administrative procedure
4. Professional Services Agreement: A formal, written document which outlines the terms and conditions of an external service agreement that is signed prior to the implementation of the proposed activities of the external agency.

Procedures

- 1. The HDSB will convene an External Agency Partnership Committee a minimum of three times per school year to review Professional Service Agreements, both current and proposed. This committee will be chaired by the Superintendent of Education, Student Well-Being, or designate, and will consist of Managers of Professional Services , three members of PSSP and at least one school administrator (elementary or secondary).
- 2. The committee will review all submissions for Professional Service Agreements, as well as any arrangements currently in place that are not in compliance with this administrative procedure.
- 3. Criteria for approval of Professional Service Agreements:
 - Enhancements and supplemental services to improve the quality and effectiveness of education for students;
 - Interventions that involve groups of students, classroom programs or school-wide initiatives, in areas that could not be provided for by HDSB Professional Services staff.
 - Not a duplication or replacement of services provided by HDSB Professional Services staff and/or paraprofessional staff;
 - Not in violation of collective agreements.

Provision of Services by External Regulated Health Professionals, Social Service Professionals and Paraprofessionals

Administrative Procedure

- Ability to provide space, equipment or other resources of the external agency without infringing on the ability of board-employed staff to complete their duties.
4. Examples of services that DO require approval by the HDSB External Agency Partnership Committee:
- direct services to students offered in the school by agency personnel, during the school/work day (including nutrition breaks), that are considered to be counselling or clinical/therapeutic in nature;
 - direct services to students offered in the school by agency personnel, during the school/work day (including nutrition breaks), that is not directly supporting curriculum and is a duplication of service provided by board PSSP staff (e.g. individual, small group or whole class sessions that constitute; psycho-educational sessions, clinical services, counselling, or therapy, etc),
 - counselling services provided by agency personnel to individual students and/or identified/selected students or groups of students;
 - clinical services/consultations provided or offered to individual students and/or identified/selected students or groups of students from external agency personnel;
 - counselling services provided to groups of students by paraprofessional staff as a result of a specific incident (i.e., safe school incident);
5. Examples of applications that would NOT be approved include:
- one time guest speaker or series of workshops by guest speaker(s) that support the Ontario curriculum and are educational in nature (i.e., not counselling) do not require Committee approval;
 - direct services to students offered in the school by external agency personnel, during the school/work day (including lunch/nutrition breaks) that are not directly supporting curriculum and are a duplication of service offered by HDSB Professional Services staff (e.g., individual, small group or whole class sessions that constitute psycho-educational sessions, counselling, or therapy.);
 - Privately paid professionals as per [Privately Purchased Services Administrative Procedure](#);
 - those that violate the PSSP collective agreement;
 - external agency personnel conducting focus group sessions with youth (this requires an application to the HDSB Research Advisory Committee).

Provision of Services by External Regulated Health Professionals, Social Service Professionals and Paraprofessionals

Administrative Procedure

6. HDSB staff presence is required and mutually beneficial, as it will assist community practitioners in the delivery of the program and will increase board staff's capacity in delivering support.
7. External agencies wishing to collaborate with the school board may submit an application (Appendix A). The request will be reviewed by the HDSB External Agency Partnership Committee.
8. Approval by the Committee must be obtained prior to any service delivery. Renewal of a service agreement will be completed on an annual basis by submitting in writing updated information, provided that the service is consistent with the original request and there continues to be a need for the service within the school board. External agencies wishing to amend (including adding additional services) the agreement will provide information in writing and this information will be presented to the Committee for approval.
9. Upon approval of the proposed service by the Committee, a service agreement will be signed by all parties. Copies will be held by the agency and the HDSB External Agency Partnership Committee.

Provision of Services by External Regulated Health Professionals, Social Service Professionals and Paraprofessionals

Administrative Procedure

Cross-Reference:

Legislation

Ministry Policy & Program Memoranda

PPM 149 - Protocol for partnerships with external agencies for provision of services by regulated health professionals, regulated social service professionals, and paraprofessionals

PPM 169 - Student Mental Health

Board Policies, Procedures & Protocols

PSSP Collective Agreement

Privately Purchased Services Administrative Procedure

Provision of Services by External Regulated Health Professionals, Social Service Professionals and Paraprofessionals

Administrative Procedure

Revision History

- March 2025 - minor revisions
- November 2020 - minor revisions
- November 2019 - minor revisions
- January 2017 - minor revisions

Appendix A: External Agency Partnership Request

Dear Applicant:

Thank you for considering a partnership agreement with the Halton District School Board (HDSB).

Examples of services to be considered by the HDSB External Agency Partnership Committee Agency are those that involve outside personnel meeting with student(s) at school to provide counselling (for one or more sessions), e.g.:

- 1) direct services to students are being offered in the school, by agency personnel, during the school/work day (including nutrition breaks), that are considered to be counselling or clinical/therapeutic in nature,
- 2) direct services to students are being offered in the school, by agency personnel, during the school/work day (including nutrition breaks) that is not directly supporting curriculum and is a duplication of service provided by board PSSP staff (e.g. individual, small group or whole class sessions that constitute psycho-educational sessions, clinical services, counselling, or therapy, etc),
- 3) counselling services are being provided, by agency personnel, to individual students and/or identified/selected students or groups of students,
- 4) clinical services/consultations are being provided or are being offered, to individual students and/or identified/selected students or groups of students from external agency personnel
- 5) counselling services are being provided to groups of students by paraprofessional staff as a result of a specific incident (ie. safe school incident)
- 6) there is a possibility of violating the PSSP collective agreement,
- 7) external agency expresses interest in forming a collaborative partnership.

Examples of services that do not fall within External Agency Partnership considerations include:

- one time guest speaker or series of workshops by guest speaker(s) that support the Ontario curriculum and are thus educational in nature; guest speakers do not provide counselling service and thus do not require partnership agreements,
- agency renting school space to provide programming outside of the school day,
- agency personnel conducting focus group sessions with youth (this requires an application to Research Advisory Committee).

The External Agencies Partnership Agreement Committee meets a minimum of three times annually to review requests for delivery of services in our schools. The Committee determines the partnership agreement. A partnership agreement must be in place prior to the delivery of the service.

HDSB will cooperate with institutions, agencies and individuals in the conduct of research which will be of benefit to the pupils and employees of the Board as well as the community at large.

Research requests shall be made in writing to our Research Department, giving details of the proposal as outlined in the research application form.

When a partnership is agreed to, the Agreement will be completed by HDSB and sent to the agency. When a partnership is not agreed to, the agency will receive written notification of the decision of the External Agencies Partnership Agreement Committee.

Please submit all required documents requested on the Required Documentation Checklist and complete the Professional Services Request Form.

Please submit the completed application to:

Stephanie Wallace, Manager of Professional Services, Student Well-Being Department
(wallacest@hdsb.ca).

Sincerely,

Dean Barnes, Superintendent
Halton District School Board

REQUIRED DOCUMENTATION FOR A PROFESSIONAL SERVICES AGREEMENT

- **Partnership/Professional Services Request Form** that includes description of external agency, program, process of informed consent, process for sharing of information, qualifications/supervisory relationships, evaluation results and methods, research plans or requests. The request form follows on subsequent pages.

- **Police Reference Check - Vulnerable Sector Screening**
By checking this box the agency verifies that agency has up-to-date vulnerable sector screening certificates.

- **Proof of Insurance**
External providers must carry their own insurance which includes professional malpractice coverage (minimum \$2,000,000) to insure against civil litigation alleging incompetence, professional errors, omissions or charges laid by professional colleges or parents/legal guardians. The external provider is required to provide proof that their staff is covered while working with HDSB students. Please attach Certificate of Insurance to your application.

- **Finances**
Statement of fees or payment is required prior to the approval of the agreement.

- **Research**
Request for research has been submitted to HDSB Research Department.

Partnership/Professional Services Request Form
Description of Program or Service

NAME OF SCHOOL BOARD:	NAME OF EXTERNAL PROVIDER:
HALTON DISTRICT SCHOOL BOARD	
PROGRAM TITLE:	CONNECTION TO SCHOOL IMPROVEMENT PLAN OR HDSB MULTI-YEAR PLAN:
PROGRAM DESCRIPTION:	
Description of Agency: <i>Provide name, address, history and funding base of external agency.</i>	
Program activities include: <i>A description of program title, program goals and expected outcomes. Include information on the following: format of intervention (i.e., group, classroom, or school wide), specific grades, resources required (space, materials, etc.), program timelines, and contact person.</i>	
Space/Materials Requirements (if any): <i>Given the lack of space and material resources, any needs for space and material resources by the external provider must be clearly articulated and approved. Space for Board staff to execute their duties will be ensured prior to offering space to external providers.</i>	
Informed Consent: <i>In cases where a student is withdrawn from the classroom, the agency shall provide the Board with details of the informed consent process, including a sample form. In cases of whole classroom support, the agency shall provide a sample letter to parents/guardians regarding service to be provided and name of person(s) delivering the service.</i>	
Sharing of Information: <i>External providers are required to share relevant student information and complete appropriate student referral procedures should a student require further interventions following the completion of the program with the external provider.</i>	
Qualifications/Supervisory Relationships: External providers are required to provide the following information. For <u>external agency staff who are members of a regulated professional college</u> include: ☐ Current qualifications as relevant to the services to be provided ☐ current membership in the relevant regulated college, and ☐ details of the professional's role and responsibilities ☐ declaration of delivery of services in accordance with professional standards of practice ☐ name of immediate supervisor and supervision plan ☐ evidence of the supervisor's membership in the regulated college For External agency staff <u>who are paraprofessionals</u> include: ☐ details of the paraprofessional's role and responsibilities ☐ name of immediate supervisor ☐ evidence of a supervision plan or consultation agreement ☐ evidence of the supervisor's membership in a regulated college	

Anticipated Outcomes:

Evaluation of the program will include: *School boards, external agencies and PSSP and paraprofessionals must collaborate on the evaluation of programs and services provided for yearly review. Proposed method of evaluation along with proposed tools should be included with the Agreement.*

PROGRAM TIMELINES:

The program will operate on _____
day(s) of the week from _____ month(s) of the school year

with the following times: _____

RESOURCES COMMITTED:**School Board:****External Provider:****HDSB Involvement:****CONTACT REPRESENTATIVES:****AGENCY SUPERVISOR'S NAME AND SIGNATURE:**_____
Supervisor's Name_____
Supervisor's Signature**BOARD USE ONLY**

- **Request Approved**
- **Request Denied**

Dean Barnes, Superintendent of Student Well-Being