

Requirements for the Provision of School-Based Mental Health Services in Pitt County Schools

2010-2011 School Year

I. Introduction / Overview

For mental health provider agencies who wish to provide school-based mental health services, including community support services, to students on the campuses of Pitt County Schools during the 2010-2011 school year, the conditions outlined below must be agreed to with the signature of the Chief Executive Officer of the provider agency. At no time shall a mental health provider agency have a Community Support Services worker come onto Pitt County Schools' property and attempt to provide services to a student without first having submitted this document and all required accompanying material to the Student Services Office of Pitt County Schools **prior to the beginning of service provision during the 2010-2011 school year**. Approval from previous school years does not carry over into the 2010-2011 school year.

Access at school to these services – when provided appropriately – has resulted in increases in student attendance and student achievement in the least restrictive environment, as well as better transitions for students between schools and mental health programs. It is the intent of Pitt County Schools to develop a cohesive process for school-based mental health service delivery in order to assure the best possible outcomes for students.

Provider agencies will be expected to implement services consistent with North Carolina mental health service definitions and Medicaid reimbursement regulations for services to students and families, including development and implementation of Person Centered Plans (PCPs), safety/crisis services, caregiver support and education, and other services consistent with the appropriate definition. Agencies must have the ability to respond promptly with on-site personnel and with supervisory support as needed during student crises and to work in conjunction with school personnel coordinated by school principals, as well as staff for the Student Services Department and the Exceptional Children's Programs.

Only mental health provider agencies on the list of approved, endorsed providers by East Carolina Behavioral Health (ECBH) will be considered. This list is updated frequently and can be found on the East Carolina Behavioral Health LME website at: www.ecbhleme.org.

Neither Pitt County Schools, nor any of its employees, will be responsible for paying a provider agency for the cost for provision of any school-based mental health services.

II. Personnel

Pitt County Schools requires all providers with agency personnel who are working within the school setting to have a criminal background check and drug screening prior to beginning to work in the schools and serving the students. Agency personnel working within the school setting must meet the same standards as Pitt County Schools employees with regard to criminal background check and drug screening. Explain in detail in your written document how the provider agency will ensure accountability of all its personnel working with students in Pitt County Schools.

Include with this written document the following items, which will be kept in confidence and not shared with anyone other than Pitt County Schools administration:

- ❖ A list of all provider agency employees who may provide school-based mental health services, including Community Support Service workers, to students in Pitt County Schools during the school day for the 2010-2011 school year;
- ❖ A recent (no older than April 1, 2010) criminal background check (national, state, and sex offender) for each of the employees in the aforementioned list;
- ❖ A recent (no older than April 1, 2010) listing of drug screening results for each of the employees in the aforementioned list, to include a check for marijuana (THC) metabolite, cocaine, amphetamines, opiates (including heroin), phencyclidine (PCP), and any other illegal or controlled substance;
- ❖ A recent (no older than April 1, 2010) healthcare personnel registry check for each of the employees in the aforementioned list.

It is the responsibility of the provider agency to obtain this criminal background check and drug screening. Pitt County Schools is not responsible for the cost of background checks and drug screenings.

Pitt County Schools retains the right to refuse for an individual provider agency employee to provide services in our schools based upon the results of the criminal background check or drug screening.

If a Provider Agency becomes aware of a criminal charge pending against one of its employees serving a student in a Pitt County School, it agrees to immediately cease the provision of services by the worker in question and consult the Student Services Office of Pitt County Schools for further steps to be taken.

III. Personnel Training

Appropriate Pitt County School personnel receive the Crisis Prevention Institute's (CPI) training in verbal de-escalation techniques and physical restraints, titled "Nonviolent Crisis Intervention" or NCI. Individuals who will be providing Community Support Services to clients in our schools must first have proof of up to date training in NCI – parts A and B. This would include a minimum of 8 hours initial training and a minimum 5 hour refresher course each year. Written proof of training must be included with this signed document for each Community Support Service worker in the aforementioned list in "Section IV: Personnel" that must be submitted to Pitt County Schools. Failure to comply with this requirement will result in the exclusion of the non-compliant employee from being permitted to provide school-based mental health services to students during the 2010-2011 school year.

It is the responsibility of the provider agency to provide this training to its employees who may be serving children in the school setting. Pitt County Schools is not responsible for the cost of the training for provider agency employees.

IV. Approval and Notification

Pitt County Schools will begin accepting submitted documents and required accompanying material for the 2010-2011 school year as soon after July 1, 2010. School district staff will review the documents and accompanying material within the month following the submission deadline. Agencies not submitting this signed document or with incomplete material will not be permitted to provide school-based mental health services, including Community Support Services, to students during the school day in our schools.

Additionally, provider agencies found to be in violation of the terms of this document may be banned by Pitt County Schools from providing school-based mental health services during the school day to our students.

This document must be signed by the Chief Executive Officer of the provider agency who will be accountable for all representations. Unsigned submissions will be considered invalid.

Please indicate in the required documentation a designated agency representative who will be available should any questions arise. This representative should be easily reached and his/her mailing address, phone number, fax number, and email address should be provided.

Please submit an original, signed copy of this document and all required accompanying materials, along with 2 complete sets of copies, to Pitt County Schools, c/o Student Services Department, 1717 West 5th Street, Greenville, NC 27834. Faxed and e-mailed copies will not be accepted.

Letters of notification regarding receipt of the document and all required accompanying material will be mailed to the designated agency representatives.

At no time shall a mental health provider agency have one of its employees come onto a Pitt County Schools campus and attempt to provide services to a student without first being approved through this process.

If you have questions regarding the proposal, please contact Rosa Wilkins in the Pitt County Schools' Student Services Dept. by email at rwilkins@pitt.k12.nc.us or by phone at (252) 830-4201.

V. Signature Acknowledging Acceptance of Requirements

I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm and our employees agree to meet these terms and conditions to provide school-based mental health services to students on the campuses of Pitt County Schools during the 2010-2011 school year. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization.

Additionally, I have read the "*Protocol for the Provision of Private Mental Health Services in Pitt County Schools*" and will provide copies to all of my employees who will be serving students in Pitt County Schools.

I understand that violation of any of the above requirements and/or of the expectations in the "*Protocol for the Provision of Private Mental Health Services in Pitt County Schools*" will lead to the removal of the offending provider agency employee from the *Approved Mental Health Provider Staff Registry* for Pitt County Schools, and could lead to the exclusion of the offending provider agency from continued provision of services to students in Pitt County Schools.

(Signature)

(Provide Agency's Name)

(Printed Name & Position)

(Date)

Protocol for the Provision of Private Mental Health Services in Pitt County Schools

Pitt County Schools has developed the following protocol for mental health agencies approved to provide school-based mental health services to students in our schools. Because of the large number of provider agencies approved to work with students in Pitt County Schools, it is imperative to have this protocol to ensure the most efficient and effective delivery of services to meet the needs of our students. *Mental health providers should make sure that any new employee receives this information prior to delivering services to a student.*

At no time shall mental health agency staff come onto a Pitt County Schools campus and attempt to provide services to a student without first following these steps:

1. The provider agency staff member's name and agency should be on the Pitt County Schools' *Approved Mental Health Provider Staff Registry* for the current school year.
2. The provider agency staff member, from a Pitt County Schools-approved mental health provider agency, will contact the school principal or the principal's designee(s) and supply them with a consent for information exchange/release of information that is signed by the parent/guardian. Upon the school receiving the consent for information exchange, the provider agency staff member may request copies of the student's IEP, BIP, 504 Plan, and/or TAT interventions (as applicable) to assist in determining the need for provider support in the school environment.
3. When contacting the school principal or the principal's designee(s), the provider agency staff member should schedule a Child and Family Team meeting with them prior to coming on campus to provide services to the student. This meeting should involve the parent/guardian, the principal or the principal's designee(s), the provider agency staff member, and the appropriate school staff to help determine the extent of need for mental health services during school hours and to coordinate such services with other school services. If at any point the principal or the principal's designee(s) determine that there is a need to consider a change in the plan for providing mental health services to a student, then a Child and Family Team meeting shall be held promptly to consider any changes that may be appropriate for the student.
4. At the initial Child and Family Team meeting, the provider agency staff member must provide the school with the following:
 - a. a copy of the student's Person-Centered Plan, including their Crisis Plan;
 - b. the schedule that the provider agency staff member will follow in the school (NOTE: The schedule should be based upon what best meets the needs of the student and not simply what is most convenient for the provider agency staff member);
 - c. contact information for the provider agency staff member, the case manager, and the provider agency director.
5. At the initial Child and Family Team meeting, the school representative(s) will provide to the provider agency staff member:
 - a. a Pitt County Schools Code of Conduct booklet;
 - b. a Parent-Student Handbook;
 - c. information about appropriate parking on campus;
 - d. a copy of the school's bell schedule;
 - e. the student's class schedule, including a list of the student's teachers; and
 - f. if working with a student with identified disabilities, information regarding the student's behavioral goals and/or Behavior Intervention Plan.

6. The provider agency staff member will be expected to enter the school by the main front doors, report to the main office, sign-in with the office staff, wear their agency picture identification badge while on the school campus, and sign-out with the office staff just prior to leaving the school.
7. The provider agency staff member will professionally introduce himself/herself to the teacher(s) and counselor(s) of the student being served and share with them his/her role and responsibilities in providing mental health services to the student in the school setting. The provider agency staff member will not interfere with school personnel's performance of their professional duties such as classroom instruction, counseling, or discipline.
8. The provider agency staff member will dress appropriately, following the staff dress code policy.
9. The provider agency staff member will conduct themselves in a professional manner. All personal business must be conducted off campus. The use of cell phones and other electronic devices are prohibited in the school during the school day.
10. The provider agency staff member should continue to update school personnel on the goals of the student as detailed in the Person-Centered Plan and be familiar with the student's goals, objectives and BIP as they are changed and revised.
11. The mental health provider agency will be responsible for informing the school of any changes in service delivery or personnel and for providing updates to school personnel on the student's progress towards his/her goals.
12. In the event that the assigned provider agency staff member will not be making a regularly-scheduled appointment to serve the student at school, the school's principal or the principal's designee should be notified as far in advance as possible of the impending absence.
13. All mental health provider agency staff must follow federal and state laws, as well as school district policies and procedures, with regard to protecting the privacy of confidential student information and records.
14. If there are any problems with a mental health provider agency staff member, such as violation of any part of this protocol, or the services being provided to a student, it is recommended that the principal or his/her designee(s) contact the staff member's supervisor to share their concerns. If the problem(s) persist or are severe in nature, the principal or his/her designee should submit documentation of the problems to the Executive Director of Student Services, who will investigate the matter further and provide notification of the problem(s) to the mental health provider agency, to East Carolina Behavioral Health (ECBH), to the Superintendent of Pitt County Schools, and if the student has an IEP, to the Exceptional Children's Director. The provider agency must immediately and adequately address the problem(s) and provide notice of corrected action to the principal, the Executive Director of Student Services, and the LME. If no immediate correction is taken or if the action is insufficient in nature, the Superintendent will suspend or terminate services permitted by the provider agency to students on the campuses of Pitt County Schools, subject to a due process hearing before a hearing officer appointed by the Superintendent.

This protocol will assist Pitt County Schools and approved mental health providers in Pitt County in providing quality mental health services on the school campus to eligible students in need.