

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

OUTSIDE SERVICE PROVIDERS

The Outside Service Provider and their Employees are responsible for complying with the approval requirements as determined by the Clarksville-Montgomery School System (CMCSS) policy and procedures. (See SPE-F023 and SPE-P009). Each school is responsible for setting guidelines for building access times and school rules for outside service providers. As it relates to building access and check-in procedures for all outside service provider visits, schools must require, and all outside service providers must follow, CMCSS policy and procedure for visitor access. (See SAF-A015 and SAF-P011).

CMCSS has established the following requirements for parentally requested outside service providers, defined as non-school employed therapists or practitioners:

- Prior to working with any CMCSS student, the Outside Service Provider must sign the CMCSS form Agreement (SPE-F023) and have an approved background check on file with CMCSS for each employee who may provide services to CMCSS students at a CMCSS facility.
- The observations/services must be educationally based or medically necessary.
- Confidentiality of all students must be maintained.
- There can be no disruption to the educational process.
- Written parental/service provider request (SPE-F021) must be on file in the school specifying the provider name, services, reason, proposed frequency, and session length. This must be for the current school year and completed annually.
- Prior to working with any student, the provider must provide documentation certifying attendance at a CMCSS Outside Provider Orientation.
- Outside providers must sign a Liability Statement (SPE-F022) and Confidentiality Statement (SPE-F020).
- Any provider requesting a 'one time' observation must make the request at least five (5) days prior to the planned observation and follow the above requirements.

Each school shall maintain a file consisting of, at a minimum, the signed Confidentiality Statement, Parent/Provider Request, Liability Statement, and copy of orientation attendance verification.

Associated Documents:

Confidentiality Statement for Outside Service Providers ([SPE-F020](#))

Outside Provider Request ([SPE-F021](#))

Liability Statement for Outside Service Providers ([SPE-F022](#))

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/8/10		Initial Release
10/28/13	A	Add forms and requirements: Confidentiality Form, Parent, Outside Provider Request Form, Provider Liability Form; change time to frequency, Add required fingerprinting done through HR and required attendance at a CMCSS Outside Provider Orientation; update logo
11/11/13	B	Add proposed frequency and session length to parental requests; Add proposed to be and session length to provider request; Add Statement and remove the word form from the files to be maintained
1/29/14	C	Add associated document Verifying Non-Staff Approved Access Entry in Building (HUM-G009); removed Outside service providers must provide, in writing, details of the service proposed to be provided, frequency, and session length.
11/7/17	D	References to HUM-G009 removed. HUM-G009 is obsolete.
8/14/23	E	Added a statement that the OSP must meet all requirements of CMCSS policies and other approval requirements.

***** End of Policy *****