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## **OUTSIDE SERVICE PROVIDER AGENCY AND EMPLOYEES (SPE-P009)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process an Outside Service Provider Agency and its employees and/or agents must follow and complete prior to providing services to any student enrolled in the Clarksville-Montgomery County School System (CMCSS) at a CMCSS facility.

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

### **2.0 RESPONSIBILITY:**

- 2.1 Director of Special Populations
- 2.2 Principal

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Academic Officer

### **4.0 DEFINITIONS:**

- 4.1 **Outside Service Provider Agency:** A non-CMCSS agency that provides specific services to school-age children and does not have a current Memorandum of Agreement with CMCSS.
- 4.2 **Outside Service Provider Point of Contact:** Director, Owner/Operator of Agency with authority to verify employee status.
- 4.3 **Outside Service Provider Employee:** A service provider employed by an Outside Service Provider Agency.
- 4.4 **Outside Provider Orientation:** Required training provided by CMCSS before any Outside Service Provider Employee can work in a CMCSS school with a student. The training consists of pertinent CMCSS policies and beliefs, role of an Outside Provider in a school setting, confidentiality, and other topics as appropriate.

### **5.0 PROCEDURE:**

- 5.1 The Outside Service Provider Agency contacts the Director of Special Populations or their designee.
- 5.2 The Director of Special Populations or their designee provides the Outside Service Provider Agreement (SPE-F023) and instructions to the Outside Service Provider Agency.
- 5.3 The Outside Service Provider Agency completes and returns the Outside Service Provider Agreement to the Director of Special Populations or their designee. Along with the completed Agreement, the Outside Service Provider Agency must provide a list of all proposed Outside Service Provider Employees who will provide services to CMCSS students at CMCSS facilities and a valid background check for each proposed Service Provider Employee.



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- 5.3.1 If the Outside Service Provider does not have an ORI #, all background checks will be performed through, and owned by, CMCSS. All background checks performed through CMCSS will follow the typical process established by CMCSS.
- 5.4 Upon completion and submission of the Agreement, the Outside Service Provider Employee list, and valid background checks, the Director of Special Populations or their designee will send the Outside Service Provider Agreement for approval to the Business Affairs Department using the established process.
- 5.5 Upon approval, all appropriate databases and/or lists will be updated by the Director of Special Populations or their designee to verify that the Outside Service Provider and Outside Service Provider Employee(s) may provide services to CMCSS students at CMCSS facilities.
- 5.6 The Outside Service Provider Employee must complete the Outside Service Provider Orientation prior to providing services to any CMCSS students at CMCSS facilities.
- 5.7 The Outside Service Provider Agency or the Outside Service Provider Employee submits a completed Parent Request Form (SPE-F021), Liability Statement for Outside Service Providers (SPE-F022), Confidentiality Statement for Outside Service Providers (SPE-F020), and proof of the Employee's completion of the Outside Provider Orientation to the school for each student that will be served by the Outside Service Provider Employee.
- 5.8 The Principal verifies that the Outside Service Provider Agency and Employee are approved by the Department of Special Populations to provide services.
  - 5.8.1 If the Agency is not listed as approved, the principal emails the contact information for the Director of Special Education or their designee to the Outside Service Provider Point of Contact.
  - 5.8.2 The Director of Special Populations or their designee will forward the Outside Service Provider Agreement (SPE-F023) and the packet instructions to the Outside Service Provider Point of Contact for completion and signature.
  - 5.8.3 CMCSS and the Outside Service Provider Agency will follow the typical procedure outlined in this document for approval.
- 5.9 The Principal reviews the documentation submitted by the Outside Service Provider Agency. The Principal approves or denies the Outside Service Provider Request (SPE-F021).
  - 5.9.1 The Principal has discretion to approve or deny all Outside Service Provider Requests for their school, regardless of initial approval by the Department of Special Populations or CMCSS.
  - 5.9.2 If the Principal approves the Outside Service Provider Request, the Principal explains specific school and CMCSS procedures for scheduling services, signing in and out, and other school rules.



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5.9.2.1 When signing in, the Outside Service Provider must select the designated Outside Service Provider role option in the sign-in system.

5.9.3 An Outside Service Provider Employee can be dismissed from a school at any time or required to attend additional training at the Principal's discretion if any rules or procedures are not followed.

5.10 The Principal should contact the Department of Special Populations if there is a need for verification concerning the Outside Service Provider's employment with the Outside Service Provider Agency. Examples include a substitute employee being sent by the Agency or a new employee is sent to the school.

5.10.1 The Principal should contact the Department of Special Populations if there any concerns about the Outside Service Provider Agency or their employee not following the Outside Service Provider Agreement (SPE-F023) or any other school or CMCSS policy.

### **6.0 ASSOCIATED DOCUMENTS:**

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

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

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

6.4 Outside Service Providers Policy ([INS-A047](#))

6.5 Agreement Between Outside Service Provider Agency and Clarksville-Montgomery County School System ([SPE-F023](#))

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
SPE-F021	Original at School, copy at Central Office	Until student graduates or withdraws from school	Shred	Locked Office
SPE-F020	School			Locked Office
SPE-F022	School			Locked Office
SPE-F023 Agreement	Central Office	While Agency has Employees in CMCSS schools plus two years	Shred	Locked Office

### **8.0 REVISION HISTORY:**



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<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/23/14		Initial Release
8/14/23	A	Added steps in the procedure to allow for approval by the Director of Special Populations/the Special Populations Department as a first step before service providers are approved at the building level.

**\* \* \* E n d   o f   P r o c e d u r e \* \* \***