



## PROTOCOL FOR COLLABORATIVE AGREEMENTS

### A. OBJECTIVE

To provide a framework for the development and maintenance of Collaborative Agreements between The Upper Grand District School Board (UGDSB) and External Providers for the provision of programs and services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals.

### B. DEFINITIONS

1. External Providers

External providers, for the purposes of this protocol, refers to providers that provide mental health, physical health, and/or social services.

2. Collaborative Agreements

Collaborative agreements are formal, written documents which outline the terms and conditions to be met by the external provider offering services and/or programs within the UGDSB and must be signed by representatives of the external provider and the UGDSB prior to the commencement of services and/or programs. This protocol does not inhibit the continuation of current informal arrangements with local providers until such time as the formal process is completed or until June 30, 2010 at the latest.

3. Regulated Health Professionals and Regulated Social Service Professionals

Regulated health professionals and regulated social service professionals are those individuals who are regulated by Provincial, Territorial, and sometimes Federal law and governed by a professional organization or regulatory body. This includes but is not limited to: audiologists, speech-language pathologists, occupational therapists, physiotherapists, psychologists, psychological associates, and social workers. Within the UGDSB current staff, this includes psychologists, psychological associates, social workers, and speech-language pathologists.

4. Paraprofessionals

Paraprofessionals are those individuals with specialized training who are not regulated professionals (e.g. behaviour therapists, communication disorders assistants, social service workers and mental health clinicians) for whom there is no legal requirement or restriction on practice with



## PROTOCOL FOR COLLABORATIVE AGREEMENTS

regards to licenses, certificates, or registration and for whom registration with a professional body is on a voluntary basis. Within the UGDSB current staff, this includes child and youth counsellors and educational assistants/special program assistants.

### 5. Short-Term Collaborative Agreements

Short-term collaborative agreements are defined as those made for the purpose of providing:

- a) transitional and/or temporary support for an individual student to address specific needs such as suicidal intent, sexual deviancy, and threatening high risk behavior, and
- b) support for a prescribed period of time with an established review process.

### 6. Long-Term Collaborative Agreements

Long-term collaborative agreements of not more than one year are defined as those made for the purpose of providing:

- a) program(s) and/or service(s) that enhance or supplement programs and services currently available within the UGDSB;
- b) supports necessary to the academic, behavioural, social-emotional, and communication success of the student(s), and
- c) support on an ongoing basis (e.g. attendance at Consultant Support Teams, involvement with the Specialized Support Team).

## C. PURPOSE

These Collaborative Agreements will:

- a) support the UGDSB capacity to provide services and/or programs to all students, including those with special needs by enhancing and/or supplementing those services and/or programs currently provided by the UGDSB Professional Support Services Personnel or the Educational Assistant/Special Program Assistant staff;
- b) distinguish between short-term and long-term collaborative agreements to avoid the long-term duplication of services and/or programs currently



## PROTOCOL FOR COLLABORATIVE AGREEMENTS

provided by UGDSB Professional Support Services Personnel and Educational Assistant/Special Program Assistant members;

- c) be developed in consultation with the Professional Support Services Personnel and the Educational Assistant/Special Program Assistant Unions in alignment with their current collective agreements, and
- d) reflect local circumstances and explore the collaborative development of relationships and protocols with co-terminus and contiguous boards.

### **D. SERVICES PROVIDED BY EXTERNAL PROVIDERS**

- 1. External provider collaborative agreements are agreements between the Upper Grand District School Board and external providers and do not apply to requests by parents or community members to provide services for students at school during school hours. Those requests will be addressed individually through the UGDSB Third Party Protocol.
- 2. The services offered by external providers will be provided, in consultation with appropriate or authorized UGDSB staff, to foster the continuous improvement of programs and services for all students. The services may include:
  - a) observation,
  - b) consultation,
  - c) demonstration,
  - d) assessment,
  - e) individual and group programs, and/or
  - f) training.

### **E. PROCEDURES FOR THE DEVELOPMENT AND REVIEW OF INDIVIDUAL PROTOCOLS WITH EXTERNAL PROVIDERS**

- 1. A working committee comprised of representatives from the UGDSB and representatives from the community provider to which the agreement would apply will work collaboratively to develop the external provider specific collaborative agreement as it relates to the programs and/or services to be provided.



## PROTOCOL FOR COLLABORATIVE AGREEMENTS

2. An advisory committee comprised of representatives of the UGDSB including a minimum of two Program Services Coordinators, one Professional Support Services Personnel bargaining unit representative, one Educational Assistant/Special Program Assistant bargaining unit representative and other representatives as appropriate, will meet to identify potential partners, review the required documentation to be submitted by external providers for consideration of a local agreement, and participate in the annual review of the agreement.
3. Each Collaborative Agreement will include documentation of:
  - a) provider history including sources of funding/financial support and provider staff eligibility;
  - b) names of representatives of the external provider;
  - c) programs and/or services to be provided and their goals;
  - d) delineation of short-term and long term programs and/or services;
  - e) names of the external providers' personnel (staff or contract worker) offering the programs and/or services and declaration of performance;
  - f) qualifications of external staff providing the programs and/or services;
  - g) supervision requirements of the external provider's personnel and the plan and schedule of supervision;
  - h) informed consent procedure;
  - i) protection of privacy;
  - j) police records check (Vulnerable Sector Screening Check);
  - k) appropriate insurance and WSIB coverage;
  - l) agreement to follow the UGDSB's Code of Conduct, standards of confidentiality, equity and human rights;
  - m) agreement to follow relevant Legislative Acts and Regulations and applicable UGDSB policies, procedures and protocols;



## PROTOCOL FOR COLLABORATIVE AGREEMENTS

- n) a mechanism for conflict resolution;
  - o) statement of any fees or payment required by the external provider;
  - p) expectations of space and material resources;
  - q) a method of annual evaluation of the local agreement;
  - r) a mechanism for termination of agreement;
  - s) confirmation that the Principal shall remain responsible for the organization of the school and management of programs, services, staff and students, and
  - t) confirmation that neither the external provider nor its personnel are in a conflict of interest with the Board or the students to be provided programs and/or services.
4. See Form A Required Documentation to be Submitted by External Providers for Consideration of a Local Agreement which is deemed to be a part of this protocol.

### **F. RESPONSIBILITIES**

- 1. This protocol will be administered in accordance with relevant Legislative Acts and Regulations and appropriate UGDSB policies, procedures and protocols.
- 2. Each local agreement will be signed by the Superintendent of Program or designate and the authorized provider representative.