

Ministry of Education

Special Education Policy
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MEMORANDUM TO: Directors of Education
Supervisory Officers and
Secretary-Treasurers of School Authorities
Director of Provincial and Demonstration Schools
Supervisory Officer of Centre Jules-Léger

FROM: Barry Finlay
Director
Special Education Policy and Programs Branch

DATE: June 2, 2009

SUBJECT: Protocols for Partnerships with External Agencies in the
Areas of Regulated Health Professionals and
Paraprofessionals and Regulated Social Service
Professionals and Paraprofessionals

Further to my memorandum of May 6, 2009, the Special Education Policy and Programs Branch (SEPPB), has developed a set of guiding principles and resources based on existing local protocols currently used by various school boards that have proven successful. These resources are designed to support the development and or review of partnerships with external agencies in the areas of regulated health professionals, social service professionals and paraprofessionals, as essential for the delivery of services and/or programs to all students, including students with special needs.

Appendix A provides the following for your review:

- Guiding Principles
- Process Components
- School Board and Agency Responsibilities
- Required Documentation for Local Protocols

When reviewing the guiding principles and attached resources, it may be helpful to consider the local circumstances of your school board in relation to the development of local protocols with external agencies, the implications of current protocols on Professional Student Support Personnel (PSSP) and Paraprofessional staff in your school board, and any current partnerships your school board is currently engaged in.

If you would like to provide comments (using Appendix A), please send them to your regional special education leads in the Field Services Branch by Friday, June 12, 2009.

Original signed by

Barry Finlay

**DRAFT - Appendix A:
 Protocols for Partnerships with External Agencies in the Areas of Regulated Health Professionals
 and Paraprofessionals and Regulated Social Service Professionals and Paraprofessionals**

POLICY/PROGRAM MEMORANDUM	DEPUTY MINISTER'S MEMORANDUM		
Guiding Principles	Process Components	School Board and Agency Responsibilities	Required Documentation For Local Protocols
<ol style="list-style-type: none"> 1. Protocols are designed to apply to external agencies in the areas of regulated health professionals and social service professionals 2. Protocols will support all school boards' abilities to provide programs and services to all students, including those with special needs 3. Protocols must not impede school boards' ability and responsibility to provide services and or programs to all students, including those with special needs 4. School boards with existing protocols will review their protocols to align with the Guiding Principles 5. School boards without existing protocols will develop protocols to align with the Guiding Principles 6. Protocols must be aligned with the collective agreements of unionized school board staff and enhance and/or supplement (not duplicate) current service delivery 7. Protocols will be developed by school boards where there are no unionized regulated health professionals and regulated social service professionals 8. Protocols will reflect local circumstances, including the language and culture of individual school boards 9. In applicable instances where programs and services can be optimized, co-terminus and contiguous school boards must, at a minimum, explore the collaborative development of partnerships and protocols 	<ol style="list-style-type: none"> 1. Assignment of board administrative position(s) or designate(s) to manage the protocol review and development process and PSSP and Paraprofessional positions or designates responsible for consulting with the school board 2. Establishment of a school board level committee, and where appropriate, school-based committees, to provide the following for the assessment of student needs: <ul style="list-style-type: none"> • the identification of potential partners and • appropriate administrative mechanisms to complete a formal partnership agreement • approval by the joint school board/PSSP committee 3. Delineation of programs and services currently delivered by unionized school board staff and programs and services that could be delivered by school board staff that are currently not being delivered by said staff due to financial capacity, job descriptions or qualifications of PSSP and Paraprofessionals 4. Terms and general expectations of the partnership that are agreed upon with school board, external agency and PSSP and Paraprofessional input. 5. Development and maintenance of a joint advisory committee to resolve disagreements or disputes that may arise 6. Development of a procedure for either party to terminate a partnership after appropriate notice is given as agreed upon with school board, external agency and PSSP and Paraprofessional input 	<ul style="list-style-type: none"> • Principal responsible for the operational activities of the external agency staff within the school • Paraprofessional supervision provided by staff from the external agency who currently holds membership in the relevant regulated college • School boards, external agencies and PSSP and Paraprofessionals collaborate on evaluation of programs and services provided for yearly review 	<p><i>Partnership Eligibility Documentation for External Agencies</i></p> <ul style="list-style-type: none"> • Description of service/program • History of external provider including ownership, staff qualifications and funding base where applicable • Names of representatives of external agencies • Anticipated outcomes of programs and services provided • Names of representatives of the external provider • Qualifications/Supervisory relationships for external staff providing service <p><i>Partnership Eligibility Documentation for External Agency Staff who are members of a Professional College (PSSP)</i></p> <ul style="list-style-type: none"> • Current qualifications as relevant to the services to be provided • Current membership in the relevant regulated college • Declaration of delivery of services in accordance with professional standards of practice <p><i>Partnership Eligibility Documentation for External Agency Staff who are Paraprofessionals</i></p> <ul style="list-style-type: none"> • Evidence of work under the clinical supervision of staff from the external agency who currently holds membership in the relevant regulated college • Details of the Paraprofessional's role, responsibilities, name of immediate supervisor, supervision plan with time and supervisor's qualifications

