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# North Carolina Department of Public Instruction

## Exceptional Children Division

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### Staffing for Related Service Providers

#### When hiring related service providers directly...

- Communicate who will supervise related service providers (Who will conduct performance appraisal? Who will provide ongoing supervision? To whom will related service providers direct workplace concerns, e.g. logistical, administrative, material support)
- Conduct performance appraisal at least annually
- LEAs should make every effort to directly hire supervising therapists when therapy assistants are used
- Include in related service providers in staff development/training
- Include related service providers in EC/LEA communications
- Consider benefits that would offset below-market salaries:
  - Reimburse for state licensure
  - Reimburse for membership in professional association
  - Reimburse for continuing education (specifically NC DPI Conference on Exceptional Children and related service Institutes)
  - Reimburse for individual malpractice insurance
  - Provide requested professional journals, relevant resources in LEA professional library
  - Administrative supports for itinerant providers (e.g. laptops, pagers, PDAs)
  - Allocate funds for treatment supplies

#### When contracting for related service providers...

- Review contract/job performance at least annually
- Consider a requiring professional liability insurance for contracted providers and have a copy of the certificate of insurance
- Clearly state whether the LEA or contracting agency will be submitting claims to Medicaid for services rendered by contracted personnel
- Clearly state that all documentation/work product (e.g. daily treatment notes) completed by contracted personnel is the property of the LEA and shall remain in the LEA. LEAs are encouraged to establish a system/time-line for collecting and archiving documentation/work product completed by contracted personnel
- Private therapy services should not be provided at school due to liability issues
- Ensure appropriate supervision of assistants according to licensure board standards for related service providers. LEAs should make every effort to contract therapy assistants and supervising therapists from the same agency.
- Documentation of current licensure for contracted personnel must be provided to the LEA annually
- Clearly state roles/duties of contracted personnel (attending IEP meetings, staff training, duties outside of school hours/work sites)
- Consider setting different rates of compensation for different job responsibilities (i.e. service delivery or evaluation vs. time for meetings or documentation).
- Consider requiring continuing education hours focused on school-based practice
- LEAs should verify that contracted personnel contact the relevant DPI Consultant (OT/PT/SLP)
- Check the NC Occupational Employment and Wages website for competitive salary information <http://eslmi23.esc.state.nc.us/oeswage/>
- Remember you are paying for their services (even if you are desperate to have them), negotiate for what you want