

## *S<sup>D</sup> Associates LLC*

August 19, 2020

Hello All,

We think of you daily and the huge ongoing challenge you have in front of you. We are doing our best to be flexible and thoughtful regarding service needs for your students. To meet those needs, we must secure and maintain quality BI staffing. That in turn requires us to make sure our staff have secure employment and receive the high level of clinical support they need to implement effective programming for your students in the 'new normal'. At the same time, we want to be considerate of your funding constraints and access to reimbursement for services. Below is our best attempt to create a systematic and efficient way to build creative contracts that meet a range of needs.

Our caveat is that we recommend contracting for 4 or 5 days of services of in person, remote or a mixture for continuity of services, but respect the individual schools' decisions on how best to meet their student's needs considering the circumstances.

To best manage the many 'moving parts' of individual contract formulations during this time, all requests for contracted supports go through Lesha Rasco and Jenn Johnson. Your desired contracted services and support for programming can be requested though the following link: <http://www.sdplus.org/contract/>

As many of you know, we are in the pipeline for school approval by the AOE for our northern Vermont campus (Foundations of Northern Vermont). That process was interrupted by the shut down, but we are assured that new school approvals will take precedence over reapprovals once the AOE is able to reengage this process. We will keep you apprised of that progress.

Things to note when thinking about our services:

- We are offering up our office spaces at any time as available for program throughout the school day, as long as it is possible within the numbers and exposure limits. We can provide services in-school, at our space, remotely or a hybrid of them all.
- We will be keeping close contact logs for any contact tracing information that may be needed.
- For any service days, remote or in person, that are less than 6 hours, and in our spaces, we cannot guarantee time slots. Parents and teams can give us their ideal time and we will do our best to accommodate. We will confirm times the week of August 31.
- Our time frame for school services will be between the hours of 7:30AM to 4:00PM.
- Due to the extra support our related service providers are going to need to give our community with the various educational models they are receiving, we have to limit our direct special education and speech/language services to students that we serve solely in our spaces or who are solely remote. For students receiving services in their sending schools we will not be able to supplement special education or speech/language services.
- Our licensure oversight comes from the Office of Professional Regulation (OPR) and may require our staff to have more stringent protocols for COVID-19 prevention and management. Our exposure plan can be found on our website [sdplus.org](http://sdplus.org) under the red 'Coronavirus Alert Information' banner at the top of the home page. We monitor guidance from all relevant agencies and update the exposure plan as necessary.
- We will create Individualized COVID plans for each student to be completed and reviewed by the IEP team (specifically case manager and guardian) before the start of the school year. Click [here](#)
- Re student transport: please see our exposure plan on how we do this safely. We can drive students to and from school if needed.
- We can have our safety officers and staff work with families and students to have them prescreened either at pick at their house or at the school and provide whatever documentation the school needs. We will also have thermometers.
- We will provide our staff with PPE masks, gloves, cleaning supplies, hand

sanitizer and any other materials needed to support a safe and clean environment within shift cleaning schedules and checklist for any individual spaces and materials.

In addition to individually specified direct service hours, each itemized contract will include:

1.5 hours of BA services

0.5 hour of BI prep

\$10 for consumables (example: edibles, snacks, velcro, reinforcers, games, curriculum building materials, cleaning supplies, gloves, masks) unless the program is solely in the school and the school is providing those materials.

As mentioned in our previous letter our services will be dependent on cooperation with family and students in following mask guidance. Depending on the level of community spread, how stringent we will be with such requirements may vary. Also, as you aware there will be certain situations, predictable and unpredictable, that may put staff and students in more risk situations, we will assess these variables based on experiences this summer and/or previous experiences. We will alert the IEP team of any indicated changes to the therapeutic plan. These will be outlined in each student's COVID plan.

Contracts will be itemized and will identify a daily rate. Invoices will be sent at that rate at the beginning of the month based on the school calendar. Contracts can be changed each month by the 20<sup>th</sup> of the month for the following month. This will allow for flexibility for teams and student needs and not ask for an over commitment in contracts during this uncertain time. We can provide audits of services provided in the daily rate as requested of the S<sup>D</sup> business office at any time.

Process for requesting a contract:

1. A school representative will request, contracted services here no later than 8.31.2020: <http://www.sdplus.org/contract/>
2. Within 24 hours, a director will follow up to confirm and collect any necessary additional data.
3. The business office will generate an itemized contract and send to the LEA

with the services agreement to be reviewed, signed and mailed back.

Thank you for choosing us to be a provider for student's in your school district. We are honored to be part of your team.

Lesha Rasco & Jennifer Johnson

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