

NOVA CLASSICAL ACADEMY
MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS

POLICY # TBD:
TELE-RELATED SERVICES

I. PURPOSE

This tele-related services policy provides a comprehensive protocol for the use of web-based tele-related services to students within Nova Classical Academy. Tele-related service is the application of telecommunications technology for the delivery of professional services at a distance by linking a professional to a student for assessment, intervention, and/or consultation.

Tele-related services are provided to students for the purpose of consultation, evaluation, and service delivery in the areas of Occupational Therapy, Physical Therapy, Mental Health, School Psychology and Speech/Language Pathology.

II. GENERAL STATEMENT OF POLICY

- A. Applicability: This policy applies to all providers utilizing a web-based platform to deliver tele-related services.
- B. Roles and Responsibilities: Nova providers who deliver tele-related services must possess specialized knowledge and skills in selecting assessments and interventions that are appropriate to the technology and take into consideration student and disorder variables. Assessment and therapy procedures and materials may need to be modified or adapted to accommodate the lack of physical contact with the student. These modifications are reflected in the interpretation and documentation of the service. Nova **The Charter School** is responsible for defining tele-related services **in a school** that will:
- Ensure the tele-related services professional meet all state requirements to practice in the school.
 - Ensure the tele-related services professional has knowledge, skills and training in the use of tele-related services.
- C. Student safety before, during, and after the tele-related service is provided: The student shall receive related services from an appropriately certified/licensed related service provider to assure safety during a tele-related services session.
- D. Discontinuing tele-related services: Students who have been determined appropriate candidates for tele-related services will follow the same

Minnesota eligibility criteria for entrance and exit from services as students receiving face-to-face services.

E. Privacy and Security: The professional must ensure student confidentiality when tele-related services are utilized. This includes demonstrating knowledge of:

- Health Insurance Portability and Accountability Act (HIPAA);
- Health Information Technology for Economic and Clinical Health Act of 2009 (HITEH);
- Family Education Rights and Privacy Act of 1974 (FERPA);
- State and federal regulations pertaining to electronic storage of information for local computer servers and local area networks;
- Type of technology utilized;
- Knowledge of the tele-related services software and hardware applications.

F. Required Documentation:

1. Type of service provided: This information is documented in the Individualized Education Program (IEP) and on the Medical Assistance (MA) billing activity logs.
2. Time service begins and time service ends: This information is documented on the Medical Assistance activity logs.
3. Description of provider's basis for determining tele-related services is appropriate: Services are based on the unique needs of each individual student; tele-related services may not be appropriate in all circumstances or for all students. Candidacy for receiving services via tele-related services will be assessed prior to initiating services. The student's education, culture, age, and ability will be used to determine eligibility.
 - Code of Ethics: Providers who hold the appropriate licensure or equivalent shall evaluate the effectiveness of services provided and they shall provide services only when benefit can be expected.
 - Providers shall make use of technology and instrumentation consistent with accepted professional guidelines in their areas of practice. If proper technology is not available, an appropriate referral may be made.
4. Mode of Transmission: Nova's IT department determines the web-based platform that is secure and encrypted as specified by the Health Insurance Portability & Accountability Act of 1996 Privacy & Security rules. Providers shall ensure that all technology and instrumentation

used to provide services are in proper working order and properly calibrated.

5. Location of originating and distant site: The originating site is the location of the student at the time the provider is providing the service via a tele-related services session. Documentation of the site occurs on the IEP and on the Medical Assistance activity log.

The distant site is the location where the provider is located while providing the tele-related services service. Documentation of location occurs on the IEP and on the Medical Assistance activity log.

Resource: *Tele-related Services Policy developed by Indigo Education*

ADOPTED BY THE BOARD:

REVISED BY THE BOARD:

EFFECTIVE DATE: