

Related Service Provider Handbook



2023-2024

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Related Services Mission Statement

Our Vision:

The Related Service Providers of the Licking Regional ESC are committed and dedicated to be a vital link to the Programs within the Licking Regional ESC, as well as school districts within Licking County and surrounding areas. Collaboratively, we work together to provide high quality and cost effective related services to all the programs and school districts we serve.

Our Mission:

The Related Service Providers of the Licking Regional ESC will provide high quality and cost effective related services to meet student, family, teacher and administrator needs in Licking County and surrounding areas so that educational experiences for children are enhanced and improved.

We are the 3 Cs----- **Committed, Compassionate, Collaborative!**

Important Phone Extensions

Rachel's Office	3013
Phoenix OT/PT/Teachers	3016
Phoenix Behavior	3027
Phoenix Family Community Partnership Liaison	3018
Phoenix Speech	3017
Flying Colors Speech Room 1	5319
Flying Colors Speech Room 2	5315
Dial out	8+1 and then area code
Calling Long Distance	

Important Contacts within the Licking Regional ESC

Director of Related Services	Rachel Gerber	
Related Service Secretary Website Coordinator	Terra Campbell	(740) 349-4986
Parent Mentor	Jill Arnett	(740) 349-1630
Family and Community Partnership Liaison	Allison Riley	(740) 349-1631
Speech Team Lead PT/OT Team Lead	Melody Klontz	Please email directly
Superintendent Admin Assistant	Dale Lewellen Laura Cunningham	(740) 349-6089
Treasurer's Office	Julio Valladares Gayl Dillon Tiffany Newsom	(740) 349-6085
LACA - Technology Support	Data Serve	https://www.dataservtech.com/support/
Director of Early Childhood Special Ed. Admin Assistant	Deborah Pegher Laurie Vance	(740) 349-1629
Director of MD/AU MD/AU Admin Assistant	Dennis Love Trent Parkinson	(740) 349-6103
Director of ED ED Admin Assistant	Mason Davis Cathy Helton	(740) 345-3290

Important Contacts within Licking Regional School Districts
Special Education Contacts

School	Director		Special Education Secretary
Granville Exempted Village Schools	Gwenn Spence	gspence@granvilleschools.org	Joyce Blackstone Rhonda Ross
Heath City Schools	Jennifer McComas	jmccomas@g.heath.k12.oh.us	Megan Yoho
Johnstown-Monroe School District	Grace Waggoner	gwaggoner@jmk12.org	N/A
Lakewood School District	Belinda Hohman	bhohman@lakewoodlocal.k12.oh.us	Tracey Gray
Licking Heights	Sara Morman	sara.morman@lhschools.org	Nicole Roth
Licking Valley School District	Tiffany Schmitz	SCHMITZT@lickingvalley.k12.oh.us	Shelly Wood
Newark City Schools	Mindy Vaughn Jen McMahon- Preschool/Elem. Nicole Garrison-High School Mark Severance- Outside placement	mvaughn@newarkcityschools.org	Angie Smith
Northridge School District	Dr. Katie Karacson	kkaracson@northridgevikings.org	
North Fork School District	Doug Lunsford	ddlunsford@NorthFork.k12.oh.us	Amy Cree
Southwest Local School District	Dan Davis	DGDAVIS@laca.org	Martha Dersom
Tri-Valley School District	Todd Woodard	twoodard@tvschools.org	
Zanesville City Schools	Michelle Jordan	mjordan@zanesville.k12.oh.us	
Franklin Local School District	Kara Harris	Kara.harris@franklinlocalschools.org	

Ohio Licenses for the School Setting

All Related Service Staff will have the first two licenses. Anyone billing for Medicaid need all four of the areas listed:

- Ohio License within your discipline.
- Ohio Educator License - <http://education.ohio.gov/Topics/Teaching/Licensure>
- National Provider Number - <https://nppes.cms.hhs.gov>
- Ohio Medicaid Legacy Number- <http://medicaid.ohio.gov/providers>

Work Calendar

Your work calendar is provided for you to fulfill your contracted days. This is located on your google drive. Please double check the calendar and notify the Director of Related Services as soon as possible if corrections are needed. This is used by the Treasurer's Office as well.

Work Hours

Most full time staff are expected to work 7 hours a day. BCBA's and School Psychologists are expected to work 8 hour days. Your time of work is dependent on the first school you begin at. You are expected to begin at your first school when teachers are due in the morning. However, there are situations where this does not promote effective time management. Please notify the Director of Related Services if there are any conflicts to managing your expected 7 hour day.

There will be times, when you may need to work over 7 hours. If eligible, this time can be included in your comp time. If not, please know that the extra work you are doing is for the students in the long run and appreciated! If there is a consistent pattern to working over 7 hours, please notify the Director of Related Services.

Your work day is expected to be completed within a school building. This may include a school you are assigned to or Phoenix Central. If there are situations where you need to work outside of a school building for your **7 hour work day** such as, working on a calamity day, end of year days or any other unique situations, you will be expected to email your times of work and what you have completed to the Related Service Director within 24 hours of completion of that work.

Please provide your work schedule on the google drive and update it as necessary.

Staff Meetings

Regularly scheduled staff meetings are mandatory. If you have a conflict you will need approval from the Director of Related Services ahead of time. Please provide any ETR/IEP meeting coordinators with the staff meeting schedule so that conflicts are minimal. A yearly staff meeting schedule will be provided.

Discipline meetings: Each individual disciplines may have scheduled meetings as a group. This will allow specific areas of needs to be addressed as a group. These will be mandatory and you will need to be excused prior to the meeting.

Know Your Surroundings

As you enter either familiar or unfamiliar buildings at the start of the year:

1. Introduce or reintroduce yourself to the Principal and School Secretary. Please inform them who you are and that you work for the Licking Regional ESC. You may ask them if there are any changes that would affect your role as well as where you can be expected to work through the year.
2. Know the emergency plans (fire, weather and lock down) and exits for the school building. You should find these in treatment areas or ask the school secretary. You are expected to follow drills even if you have student (s) with you in a separate treatment area.
3. Please wear your LRESC ID badges anytime you are in a school building.
4. Please sign in and out of every school building. When at Phoenix Central, please “sign in” on the magnetic board immediately to your right when you enter the Related Service Area. If you come through the front door please sign in at the office. This is to ensure if there is an emergency, you will be accounted for (or not) in the building.
5. There will be a work space always available for all Related Service Staff at Phoenix Central.

Dress Code

Professionalism is always a priority in your attire. The best practice is to dress to the dress code of the building you are in. Dress down Fridays may happen at one school but not another. Be mindful of the caseload you are working with on a given day. For example, wearing a dress while working with challenging students may not be practical. Most often it is safe to stick to a business casual style (khaki pants and a professional shirt). You are not only representing the LRESC but also your profession.

Cell Phone Policy

As you are providing both direct and indirect services to the students please RESPECT their needs and NOT use your cell phone when providing service. Please refrain from personal texting and posting on social media sites during your work day!

Our first responsibility within the context of our job is to the students, teachers and classroom staff before you attend to your phone.

Social Media Policy

Be mindful of what you post on any social media sites. Your account is viewable to all administrators, teachers, students and families. Be encouraged to THINK before you post anything (even if your site is private!)



Practice confidentiality! We have an ethical responsibility to keep our student's records confidential. Do not discuss in public or post any media that may even lead to a student's identity.

Communication

Mailbox- If you have a designated mailbox in the school you are assigned to, please attempt to check mailboxes regularly.

****There are also mailboxes at Phoenix Central on the Main Stage Area in a filing cabinet. ****

Email- It is expected that you check your emails daily.

Computers

You have been given a laptop and/or Tablet. They are to be treated as if they are your own.

- Please do not them leave in your car during the cold or warm weather.
- If you need to be hooked up to a school's internet, please let the building secretary or district rep. know and they can direct you to the district Technology Specialist.
- It is highly recommended that you remain on your computer for work related projects. It's a good habit to not shop, look at facebook, etc. Treat your work computer as if your history is being viewed. It is the property of the LRESC.
- If Technical Assistance is needed, please email the Director of Related Services and submit a help ticket at <https://www.dataservtech.com/support/>

- If you do not receive assistance within 48 hours, please notify the Director of Related Services.

Staff Evaluations

The Related Service Leadership Team will observe and provide feedback to each Related Service Staff. Written Evaluations will be at a minimum of one time a year. Observations will occur at a minimum of one time a year for your first two years employed. After that, observations will occur before a contract renewal. Observations will involve about a 20-30-minute observation of a treatment, assessment session of a student, or meeting.

The Related Service Provider Performance Review or OTES Rubric is to be used as your guide to establish professional goals and promote your professional growth. In the event that an Ineffective Rating is given in any area, or three or more areas are below a Skilled Rating, there may be an Improvement Plan written by the Director of Related Services. Teachers do receive a final rating with OTES. Other Related Service Providers will not receive a final rating.

KIOSK

Log in is located at www.LRESC.org under Staff Resources.

Used for leave as well as to view employment information such as paychecks, leave balances, etc.

Used to record CEU's, Contact Hours, and Professional Development

Professional, Personal and Sick Leave

All leave times need to be entered into the Kiosk AND called in to the Absence Line at

*******740-349-6088*******

****Please refer to LRESC staff manual for Policies****

Professional Leave

When requesting attendance for a conference/workshop, please submit a requisition form as if “purchasing” the workshop **prior** to signing up for the conference. This must be submitted 3 weeks before the event.

1. Complete requisition form (www.LRESC.org...staff resources....forms) and fill out an order form for the conference.
2. Make a copy for your records.
3. Email paperwork in to the Director of Related Services and the Related Service Secretary for approval. They will forward it to the Treasurer’s Office.
4. Fill out the Kiosk for professional leave at this time.
5. BEST Practice: Be in contact with the Treasurer’s Office so that you can follow up on the status of the payment.

6. After the conference/workshop
 - a. Teachers-input CEU's, contact hours, and professional development into the Kiosk
 - b. Other Staff- Turn in a copy of the CEUs, contact hours, and professional development certificate to the Director of Related Services and the Related Service Secretary.

Personal Leave

(Excerpt from LRESC staff manual)

Personal leave is defined as leave for necessary business, religious holidays or emergencies beyond an employee's control. You will need to request Personal Leave through KIOSK 24 hours in advance of the anticipated leave. Personal Leave may not be used in combination of sick leave or before or after a holiday.

Sick Leave

Please review the Policy in LRESC staff Manual. Please notify through email the Director of Related Services when you will be out sick. Please remember to fill out KIOSK ASAP when you return. According to the LRESC policy (Professional -3432 and Classified-4432) if you do not report your sick leave in Kiosk in less than 10 days after you return from work, you will not be paid for these days)

*****You are responsible for compliance of IEP service levels when you are absent for Professional, Personal or Sick Leave. It is your responsibility to notify the Director of Related Services as soon as you are aware of an inability to complete a student's service level for the month.**

Compensatory Time

Please review LRESC Staff Manual for Policy.

****You will need to complete a Comp Time Form (found on the shared with me, the file with your first name, last initial, discipline) by the 3rd of the month to be signed. After 2 months, the time will not be approved. You need to have time approved by the Director of Related Services before it is taken.**

Calamity Days

When the school district that you are scheduled to be in closes, you do not have to report to work. If they have a delayed opening, you will arrive according to the delayed time (one hour, two hour).

Please keep in mind that if there are report cards, IEPs, ETRs, etc due, they still need to be completed!

These days are often good days to catch up on documentation, treatment planning etc. If you do work these days, you are not able to use comp time but you will provide the Director of Related Services with a time stamp of your time and what you worked on.

Staff Injury

Hopefully this will not be necessary. However, if you receive an injury at work you will report it through Public School Works. The reporting form can be found at www.LRESC.org under Staff Resources. Click on the pull down tab for Public Works. Then click on Staff Accident Management and then go to Report Employee Accident. Please notify the Director of Related Services as soon as possible.

Student Injury

Prevention is always a priority. Do not leave a student unattended. If you walk away from a student, please receive verbal responsibility by another adult. Also, during treatment, never turn your back towards a student. Always position yourself between the student and the exit. If a student is injured while you are working with the student, first tend to the immediate needs of the student.

If possible, have the teacher and school nurse address the issues with you. Each program and district have specific recording procedures. The teacher and/ or school nurse will be able to direct you to individual reporting procedures.

Public School Work Training

Aside from Professional Development requirements for your National and State Licenses, you will need to complete Public School Work Trainings that will be sent to your email.

Purchasing/Ordering Materials

If you find a need for an assessment tool, record forms, products, etc.....

1. Can you improvise? (Such as OT and PT using same Peabody Protocol.)
2. Fill out a Requisition Form (www.LRESC.org...staff resources....forms) along with a copy of a picture of the item and completed ordering form from catalog/website.
3. Make a copy for your records.
4. Email to the Director of Related Services and Related Service Secretary for approval.
5. The Director of Related Services will turn in to Treasurer's Office.
6. All items will be delivered to the Licking Regional ESC at 145 North Quentin Rd, Newark, Ohio 43055.
7. You will be notified when your package (s) arrives.

All Requisitions **MUST** be submitted 3 weeks in advance before the items are required

Mileage Forms

Complete by the 3rd of the month on your google drive (under shared with me, file with your first name, last initial, discipline) to assure payment and to maintain your own records.

1. Fill out mileage form (on google drive)
2. Mark COMPLETE once filled out
3. If you are not completing Mileage please mark it NONE
4. The Director of Related Services will sign and turn in to Treasurer's Office

Caseload Management

Data Base

You will be given an initial caseload on your google drive that will need to be updated by the 3rd of each month (Please use the same form/format you are provided). You will highlight any changes in yellow (only the cells changed). If you need a student removed, you will highlight the line in Red. Please see the Data Base Coding form for additional reference. You will also be asked to report how many evaluations and screenings you have performed each month, including the Student Name and District.

IEP Anywhere/Same Goal

Initial communication to Districts will be provided by the Director of Related Services. This may take 2-3 weeks so please be patient. This is why hard files are initially provided.

Throughout the year, you are responsible to communicate with the necessary party to add students to your list. Most often you can start with the Special Education Secretary or Special Education Director. IEP Anywhere/Same Goal is an online documentation system for IEP, ETR and Progress Report Writing. There may be districts that chose another documentation system but they are similar. Please have your IEP/ETR and Progress Reports in IEP Anywhere/ Same Goal at least one week prior to the meeting date.

Medicaid School Billing

Each student from all school districts in Licking County, with the exception of Johnstown and Granville School Districts, will need to have documentation in the Healthcare Billing System (HBS).

Documentation

Documentation can be completed in the Medicaid billing system or using your own system (electronic or paper). You must include treatment, student absences, holidays, and any time the student is unavailable for service in your documentation. Documentation should be completed at least monthly. Quarterly checks will be conducted to make sure documentation is completed and meet standards. Documentation should be written to ethical standards. Best practice to meet all requirements is that someone would be able to recreate the treatment session.

