

FIRST STEPS CLUSTER B

PROVIDER BULLETIN

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Professional Conduct Guideline

Providers (including the Service Coordinator) may not bring children/minors or other individuals not directly involved in the provision of care of the child, to early intervention services or the residence of the child or family. Doing so would be considered a breach in confidentiality and would interfere with the provider's ability to perform their job. **Parents may not be requested to waive this policy.** With prior verbal and written consent of the family, therapy students gaining required practical experience, and who are supervised by the specialist level therapist, are excluded from this provision.

CLUSTER B PROCEDURE FOR SHADOWING WITH THERAPY STUDENTS

Step 1

Contact the Service Coordinator. The Service Coordinator will contact the family to see if they consent to the student joining the therapist on a visit. This allows the family an opportunity to decline if they are not comfortable doing so in direct conversation with the provider.

Step 2

The Service Coordinator will send the Provider the release to have the family sign.

Step 3

The Provider will have the family sign the release and send a copy to the Service Coordinator prior to the student shadowing. You may NOT bring the student on a therapy session until a copy of the release has been signed and is received by the Service Coordinator.

WRITTEN RELEASES FOR THERAPY

You **MUST** have a written release to provide services to a child if the parent or guardian is not present.

This includes: babysitters, daycares, grandparents, aunts, uncles, neighbors, or any other person who may be present.

This release is only valid to persons age 18 or above.

A verbal release is **NOT** acceptable. This is a Procedural Safeguard.

PROCEDURAL SAFEGUARDS

The procedural safeguards required by the Individuals with Disabilities Education Act (IDEA) are intended to protect the interests of families and children with special needs, as well as the special education and the early intervention systems. Procedural safeguards are the checks and balances of the system, not a piece separate from the system.