

INSTRUCTIONS TO OUTSIDE BEHAVIORAL HEALTH AGENCIES

In order to obtain authorization to provide services to St. Martin Parish School Board (SMPSB) students at school, outside behavioral health agencies must complete the following steps:

1. Submit a completed and signed copy of the district's Memorandum of Understanding ("MOU") to adrienne_huval@saintmartinschools.org. Please add your agency specific information in the blanks. Once you have completed the MOU and obtained the signature of an authorized representative of your agency, please scan and send a copy to Ms. Huval.
2. Once you have completed the MOU and **provided all required documentation**, your agency will be added to the list of authorized providers and your employees will need to complete the Behavioral Health Provider Services During The School Day Application & Acknowledgments in order to be able to provide services to SMPSB students at their schools in accordance with the MOU.
3. Please note that outside service providers **MUST HAVE** all required documentation in place **BEFORE** service providers are sent to a school. Required documentation includes, but is not limited to, the following:
 - a. Fully executed MOU
 - b. Proof of insurances(general liability, professional liability, auto, and worker's compensation)
 - c. License of Agency to provider services
 - d. Proof of appropriate employee credentials/ancillary certification
 - e. Employee drug and criminal background checks(within last year by LA State Police)
 - f. Signed parental consent form **and** release of information.
 - g. Completed Behavior Health Provider Services Application & Acknowledgments
 - h. BHP Evaluation with the following components:
 - Student diagnosis**
 - Type of intervention**
 - Identification of student goals**
 - Identification of impact of student behavior on educational program**
4. Please note that service providers are required to submit nine week progress reports on each student receiving services to the IEP Facilitator/Behavior Strategist of the student's school.
5. The district will conduct random audits of agency records to ensure continued compliance with the MOU. Failure to provide documentation within the prescribed time period shall be considered a material breach of the MOU and shall constitute cause for termination of the agreement.
6. Questions regarding this process may be sent to adrienne_huval@saintmartinschools.org.