

Adopted: \_\_\_\_\_

MTCS Policy 630

Revised: \_\_\_\_\_

## **Policy 630 TELE-RELATED SERVICES POLICY**

### **I. PURPOSE**

This tele-related services policy provides a comprehensive protocol for the use of web-based tele-related services to students within Minnesota Transitions Charter School (“MTCS”). 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: MTCS 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. MTCS is responsible for defining tele-related services in a school that will:
  - Ensure the tele-related services professionals 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 during the tele-related services session: 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 provider must ensure student confidentiality when tele-related services are utilized. This includes demonstrating knowledge of:

- Any applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA);
- Any applicable provisions of the 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: The MTCS IT department shall determine an appropriate web-based platform for providing tele-related services to ensure compliance with any legal requirements for the provision of such services and billing. Providers shall ensure that all technology and instrumentation used to provide tele-related 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. Documentation of location occurs on the IEP and on the Medical Assistance activity log.

***Legal References:*** Minn. Stat. § 256B.0625 (Covered Services)