

**High Plains Regional
Education Cooperative
Dedicated to Educational Excellence**



Employee Handbook

Revised August 2019

Dear High Plains Regional Education Cooperative Staff Member,

We are pleased that you are a member of the High Plains Regional Education Cooperative (HPREC) team. Each of our roles is essential in maintaining HPREC's reputation of providing high quality services to students, educators, communities, and clients. Each HPREC staff member is expected to work together to uphold the organization's values reflected in our motto, Dedicated to Educational Excellence.

The HPREC Employee Handbook provides guidelines and expectations for all HPREC staff members. Information specific to Related Service Providers (RSPs) found in the main section of the handbook is in blue text and in Appendix A.

The HPREC Employee Handbook is also available online, located under Resources, Staff Resources. This handbook provides important information about HPREC policies, practices, and procedures. Because these are subject to change, revisions will be made on an ongoing basis. HPREC staff members will only be required to sign as received once per year. Neither this handbook nor any provision included in this handbook creates a contract, any contractual obligation, or right of any kind between HPREC and its staff members.

We look forward to a shared commitment toward achieving our mission - to research and implement sound educational practices in order to be responsive to client needs. We do this by engaging in research-based practices, developing relationships, and implementing systems to build capacity. We do this so that all our clients are successful and effective.

Please let us know what we can do to make sure that your employment with HPREC is successful and rewarding.

Respectfully,

A handwritten signature in black ink, appearing to read "R. Stephen Aguirre". The signature is fluid and cursive, with a long horizontal stroke at the end.

*R. Stephen Aguirre
Executive Director*

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General Information

Employee Handbook

The information in this handbook replaces all prior handbooks and relevant memoranda issued by High Plains Regional Education Cooperative #3 (HPREC). Neither this handbook nor any provisions included create a contractual obligation of any kind, between HPREC and its staff members. As HPREC continues to adapt to customer needs and as laws and circumstances change, HPREC reserves the right to revise, supplement, or rescind any portion of the handbook, as it deems appropriate. Staff will be notified of changes, as they occur. Please reference the official policy manual (available by request or at www.hprec.com) for more information.

HPREC Overview

High Plains Regional Education Cooperative (HPREC) is located in Raton, New Mexico. HPREC is one of nine regional education cooperatives in New Mexico and supports eight school districts in Colfax, Union, and Harding Counties. With a 28-year history of high quality performance, HPREC continues its dedication to increased student learning outcomes.

HPREC's goal is to provide innovative and research-based support and services to member districts. As the public education landscape evolves, HPREC provides expertise, powerful tools, and systematic approaches to assist school districts in meeting educational goals.

To provide quality program and services to the clients served by HPREC, highly qualified and competent personnel are recruited and employed. The selection and employment of personnel follows a nondiscrimination and equal employment opportunity policy approved by the HPREC Board of Directors, made up of member district superintendents.

HPREC also provides exceptional and collaborative services and support to various bureaus and divisions within the New Mexico Public Education Department. In addition, HPREC works closely on education related initiatives and projects, as a member of the New Mexico Regional Education Cooperative Association.

Mission ... Dedicated to Educational Excellence

The mission of HPREC is to research and implement sound educational practices in order to be responsive to client needs. We do this by engaging in research-based practices, developing relationships, and implementing systems to transform education. We do this so that all our clients are successful and effective.

Vision

We envision a collaborative culture where people are valued and encouraged to grow professionally in a positive working environment, which fosters innovation in a progressive attempt to transform education and provide our clients with high quality, research-based educational opportunities to improve outcomes.

Core Values

Our values start with our Board of Directors and extend to each staff member of the agency. Our core values are the cornerstone of our agency. They provide the foundation for our vision and the guiding force for our decisions and actions. Our core values define who we are. We value:

Professionalism by:

- Demonstrating teamwork,
- Being respectful,
- Being knowledgeable and promoting HPREC's vision, and
- Maintaining a professional appearance and behavior.

Communication by:

- Engaging in proactive, open communication,
- Being timely and responsive,
- Providing continued feedback creating a collaborative culture, and
- Using and providing current and relevant resources.

Innovation by:

- Thinking outside of the box,
- Promoting positive experiences through productive evidence-based trainings and services, and
- Embracing change.

Member Districts

Cimarron Municipal Schools

PO Box 605, Cimarron, NM 87714
575-376-2445 (Fax) 575-376-2442

Cimarron Elementary/Middle: 575-376-2428
Eagle Nest Elementary/Middle: 575-377-6991
Cimarron High School: 575-376-2241
Moreno Valley Charter School: 575-377-3100
Special Education: 575-376-2512

Clayton Municipal Schools

323 South Fifth, Clayton, NM 88415
575-374-9611 (Fax) 575-374-9881

Alvis Elementary: 575-374-2321
Clayton Junior High: 575-374-9543
Clayton High School: 575-374-2596
Special Education: 575-374-8844

Des Moines Municipal Schools

PO Box 38, Des Moines, NM 88418
575-278-2611 (Fax) 575-278-2617
Special Education: 575-278-2618

Maxwell Municipal Schools

PO Box 275, Maxwell, NM 87728
575-575-375-2371 (Fax) 575-375-2375
Special Education: 575-375-2371

Mosquero Municipal Schools

PO Box 258, Mosquero, NM 87733
575-673-2271 (Fax) 575-673-2305
Special Education: 575-673-2271

Raton Public Schools

PO Box 940, Raton, NM 87740
575- 445-9111 (Fax) 575-445-5641

Longfellow Elementary: 575-445-9261
Raton Intermediate: 575-445-9881
Raton High School: 575-445-3541
Special Education: 575-445-7918

Roy Municipal Schools

PO Drawer 430, Roy, NM 87743
575-485-2242 (Fax) 575-485-2497

Special Education: 575-485-2505

Springer Municipal Schools

PO Box 308, Springer, NM 87747
575-483-2482 (Fax) 575-483-2387

Wilferth Elementary: 575-483-2212
Forrester Elementary: 575-483-2212
Springer Middle/High Schools: 575-483-3464
Special Education: 575-483-3441

Job Procedures

Work Schedule

- HPREC office hours are 7:30 am to 4:00 pm, Monday through Friday.
- Staff members are expected to take care of their personal comfort needs. Supervisors are responsible for monitoring staff members' job performance. An inordinate amount of time spent in activities unrelated to job responsibilities is considered inappropriate (e.g., leaving HPREC or school premises to use tobacco products, lengthy or frequent visits to the staff lounge, extended non-work-related visits with other staff members, etc.).
- Office staff will work according to the HPREC office hours. Flexible scheduling to meet the needs of HPREC, which does not exceed 40 hours per week, is permitted with the approval of the HPREC Executive Director or designee. Staff members are expected to be at their assigned workstations at the beginning of each day and return promptly from 30-minute lunch breaks. HPREC office staff members will collaborate regarding lunch hours and a.m. and p.m. 15 minute breaks to ensure that office coverage is not interrupted.
- Non-exempt staff members are not authorized to work in excess of their assigned schedule without prior approval of the HPREC Executive Director or designee. Prior authorization for overtime must be approved. All such compensation shall be made in accordance with the Fair Labor Standards Act.
- Related Service Providers (RSPs) follow the school hours designated for teaching staff, including lunch time(s). For example, if teachers are required to work from 7:30 – 4:00 in that district with a 30-minute lunch time, the RSPs do the same.
- RSPs will develop work schedules under the supervision of the HPREC Executive Director or Designee and based on input from district special education directors. It should be understood that schedules are fluid and subject to change, depending on student needs and/or district funding capacity. Due to the accelerated attention on FTEs and accompanying factors, this is an important focus area for the 2019-2020 school year and HPREC staff will work closely with RSPs on an ongoing basis to address schedule development and assignments.

Attitude/Demeanor

All HPREC staff members are expected to display a positive attitude toward their jobs and when dealing with co-workers, supervisors, and customers. A negative attitude creates a difficult working environment, impedes accomplishment of HPREC's mission, vision, values, and goals, and prevents HPREC from providing quality service to our customers. Examples of a negative attitude include derogatory or rude comments to or about others, ignoring reasonable requests for assistance, and an unpleasant demeanor. A persistently negative attitude through words or actions can be grounds for disciplinary action up to and including termination.

Dress and Grooming

All HPREC staff members are expected to present a neat, professional, and businesslike appearance on the job. Staff members whose work assignments call for particular types of clothing, protective or otherwise, may wear such attire whenever required.

Office/School Environment

HPREC must operate within a professional business environment. Staff members may display on their desks and within their office personal items such as photographs of loved ones, plants, certificates, etc., within reasonable office decorum.

standards. Staff should check with supervisors prior to bringing larger personal belongs. HPREC accepts no liability or responsibility for personal belongings.

Personal music is permitted, if it does not distract or disturb others and is not audible where customers may be encountered.

If there are any questions regarding office decorum, please see the Executive Director.

Communication/Email

All HPREC staff members will be given an HPREC email address. Staff members are responsible for checking emails on a regular basis. Memos, reminders, letters, etc. may be sent via email rather than using traditional mail.

The new Federal Rules of Civil Procedure (FRCP) amendments, requires that all electronic documents—including e-mail and instant messaging logs—be available as evidence in civil court cases. The FRCP amendments require that all electronic documents be archived and data produced, when requested.

As professionals, we encourage you to use your HPREC account for business purposes only. Electronic documents will be archived according to federal regulations. In addition, staff members are encouraged to visit the HPREC website on a regular basis. Visit: www.hprec.com.

Electronic Communications and Acceptable Use

Access to Network and/or Internet

Access to HPREC's electronic network, including access to the Internet and Intranet through the agency's electronic network (Network), shall be made available to staff members exclusively for instructional and administrative purposes.

Acceptable Use

HPREC allows staff members access to its Network, as well as Internet access, for legitimate educational and administrative purposes. This includes using the network and Internet to enhance the research, learning, teaching, and exchange of information that is consistent with goals and mission of HPREC. HPREC requires legal, ethical, and appropriate use of the Network and Internet.

Privilege

Network access and Internet access is a privilege, not a right. Inappropriate use of the Network or the Internet shall result in immediate cancellation of these privileges and may result in further disciplinary action, pursuant to HPREC's discipline policy. The Executive Director shall make the determination of what constitutes inappropriate use.

Passwords

Any system or software application which requires password access shall only be used by the authorized user. Account owners are ultimately responsible for all activity under their account. **Passwords should never be shared with others.**

Inappropriate Use

The following is a non-exhaustive list of the types of activities that are considered inappropriate and are deemed unacceptable by the HPREC:

1. Violation of Law: HPREC will not tolerate any use of the Network or the Internet that violates a state, international, federal law, or laws of other states, including but limited to, harassment, threat(s), terrorism, copyright infringements or violations, trade secret violations, trespassing, or violation of pornography laws. Any attempt to violate the law using HPREC's Network or access to the Internet shall result in a referral to the appropriate law enforcement agency.
2. Commercial Use: Use of HPREC's Network or access to the Internet for commercial income-generating, "for-profit" activities, product advertisement, or political lobbying is strictly forbidden.

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3. Unsolicited Mail: The use of HPREC's Network or access to the Internet to send "spam" mail, "flame" mail, or unsolicited mail is strictly forbidden. Sending of electronic mail that is a forgery is similarly prohibited.
 4. E-mail/File/Data Violations: Reading, deleting, copying, or modifying files, electronic mail, or data belonging to others without their permission or without the expressed authorization of the Executive Director or Director of Programs is prohibited.
 5. Vandalism/Mischief: Vandalism and mischief through the use of HPREC's Network and/or access to the Internet are strictly prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Network, or any networks connected to the Network through the Internet or through other means. This includes, but is not limited to, the creation, propagation, or transmission of computer viruses. Any interference with the work of other users or the operation of the HPREC's Network, with or without malicious intent, is construed as mischief and is strictly prohibited.
 6. Security Violation: Any attempt to hamper the integrity or security of the Network or any networks connected to the Network through the Internet or other means is prohibited.
 7. Sexually Oriented Materials: The HPREC strictly prohibits posting or accessing any materials that are obscene, sexually oriented, or pornographic in nature. It should be noted that HPREC does not specifically block access to this type of information on HPREC's network. If any staff member commits or learns of a violation of this policy, he or she must report the violation immediately to an appropriate administrator.
 8. Disruption: Any use of the Network or the Internet that is disruptive of the educational and/or administrative functions of HPREC will not be tolerated. Furthermore, HPREC shall not tolerate abusive, vulgar, or distasteful electronic mail or mail that contains racial, religious, ethnic, or sex-based derogatory remarks.

Monitored Use

The use of HPREC's Network and access to the Internet through the Network is not a private activity and is reserved exclusively for educational and administrative functions. HPREC reserves the right to monitor Internet and Network use at any time by designated HPREC representatives to ensure the appropriateness of its use. Furthermore, HPREC reserves the absolute right to monitor, read, or otherwise access any electronic communication that is either received, transmitted, or stored on HPREC's' Network.

Every user of HPREC's Network should assume that every "electronic communication" (e-mail) will be read by designated HPREC representatives. **A user of HPREC's Network or access to the Internet has no privacy rights or interest and should have no expectation of privacy in electronic communications sent or received via HPREC's Network.**

Downloading of Software from the Internet

It is inappropriate to download any application programs from the Internet without prior written consent from the Executive Director or designee. Application programs may not only contain an embedded virus, but also are often untested and may interfere with the functioning of standard applications being run by the HPREC.

(Exception: applications to be used for professional/service related activities.)

Disclaimer of Liability

HPREC shall not be liable for any user's inappropriate or illegal use of the Network or the Internet. Furthermore, HPREC shall not be liable for any negligence, mistake, or error made by a user of HPREC's Network or access to the Internet, nor shall it be responsible for any cost(s) incurred by a student or staff member of HPREC using the Network or Internet. HPREC does not warrant, nor shall it be held in any way responsible for insuring the accuracy, appropriateness, or usability of any information found on the Internet or any information placed on the Internet by a staff member of HPREC.

Electronic Signatures

HPREC accepts electronic signatures, in instances approved by the Executive Director. By executing an electronic signature, you confirm accuracy and agreement.

Child Abuse Reporting

It is the responsibility of every HPREC employee to report child abuse directly to the appropriate agencies as per state law: Section 32-1-15 (A), NMSA, 1978.

Personal Phone Calls

HPREC places and receives many phone calls per day, therefore, it is important to reserve phone lines for services. Personal phone calls should be brief and limited in frequency. Personal phone use, which is determined by HPREC in its sole discretion to be excessive, may result in disciplinary action. Staff members are not permitted to use HPREC phones for personal long distance telephone calls unless an emergency exists and the call is approved in advance by the Executive Director or designee. If a staff member makes an approved personal long distance phone call, he/she must keep a record of the date, time, and number called so that HPREC may be reimbursed for the charge. Personal cell phone usage, including voice and text, shall be held to a minimum.

Family Members

It is inappropriate for family members to attend work with a staff member. A staff member may secure permission from his/her immediate supervisor to allow temporary accommodation of family members if an emergency arises.

Equipment Usage

HPREC equipment is not for personal use. Discretion is advised in the usage of telephones, computers, and other agency equipment (i.e., access to the Internet, telephone use for personal business/pleasure, etc.). The use of personal computer software on HPREC's computers is prohibited. HPREC shall furnish staff members with a laptop and/or desktop computer to perform assigned duties, as well as an iPad (as appropriate). Staff members will treat all HPREC equipment with respect. Damaged equipment beyond normal use will result in an assessed fee of \$850.00.

Postage

Postage in the machine is to be used for HPREC business and may not be used by any staff member for personal business.

Materials and Supplies

All supplies purchased with HPREC funds belong to HPREC. Staff members are not permitted to use HPREC supplies for their personal use. Verbal orders to vendors and personal purchase of supplies are not obligations of HPREC. Purchases made for and on behalf of HPREC must have approved purchase orders, in accordance with procurement guidelines.

A check-out system for supplies and equipment is in place for inventory purposes. If a staff member needs to order supplies, a requisition must be completed and turned into the appropriate supervisor for approval (form available at www.hprec.com).

Building Security and Employee Safety

HPREC staff members will follow the Loss Prevention and Control (Fiscal Accountability #609-13) policy and procedures if the staff member suffers a job related injury or illness.

Building Care and Grounds Maintenance

HPREC provides a pleasant and comfortable working environment for staff members. The staff is requested to assist in maintaining this environment and to report defective equipment or any other issue that is noticed to the Executive Director or designee.

Code of Ethics

Staff members of HPREC have an impact on the education of the children and schools served. All HPREC staff members, including professional, clerical, technical, and contractors, shall abide by the code of ethics and standard practices as detailed in NMAC 6.60.9.1.

Professional Expectations of HPREC Employees

All HPREC staff members are expected to conduct business with the highest ethical standards.

1. In interactions with districts, campuses, or schools, HPREC staff members and independent contractors will:
 - a. Maintain the confidentiality of private/sensitive information acquired while serving a district, campus, or school and refrain from sharing that information with other districts, campuses, or schools, or other persons unless a legitimate need to know exists to properly provide services to the district, school, or campus.
 - b. Refrain from soliciting information from district, campus, or school personnel that is confidential or sensitive.
 - c. Share potentially confidential or sensitive information only with HPREC staff members or independent contractors having a need to know in order to develop a solution for the district, campus, or school.
 - d. Refer contacts from parents who have conflicts with a district, campus, or school back to the Executive Director.
2. In interactions with external HPREC customers and colleagues, HPREC staff members will:
 - a. Maintain confidentiality of confident or sensitive information.
 - b. Refrain from sharing confidential or sensitive information.

Intellectual Property

Any work or work product developed by a HPREC staff member in the course and scope of his or her job is owned by HPREC, including the right to obtain patents or copyrights. Any work or work product produced by a staff member on his or her own time, away from his or her job at HPREC and with personal equipment and materials, is owned by the staff member, including the right to obtain patents or copyrights. HPREC may contract with staff members or others for specially commissioned work(s) under a written work-made-for-hire agreement, which provides that the work product created under the agreement is owned by HPREC, as permitted by copyright law.

Copyrighted Materials

Staff members are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed materials, video, computer data, and programs, etc.). Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

News and Media

All communications from news agencies (i.e., newspapers, television stations, radio, etc.) requesting HPREC program information, interviews, etc., are to be directed to the Executive Director or designee.

Confidentiality of Records

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. All HPREC staff members must comply with FERPA. (See Appendix A).

Health Insurance Portability and Accountability Act

HIPAA is the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, passed August 21, 1996. All HPREC staff members must comply with HIPAA. (See Appendix B).

Professional Development Activity Travel/Mileage

For in-services, trainings, and/or meetings within Region #3, mileage and travel will be paid as described below. For trainings, workshops, and conferences outside of the region, HPREC will pay for mileage at a rate as defined in NMAC 2.42.2.11 and per diem based on the **Travel Request and Reimbursement Form** (available at www.hprec.com).

Agency Vacancies

Full-time staff members may apply for any HPREC position, if they meet all the qualifications. This will not preclude reassignment of a staff member within the organization to address organizational needs, when approved by the Executive Director.

Outside Employment

Staff members who wish to engage in outside employment that may constitute a conflict of interest must submit the request to the Executive Director for approval. The request must include supporting detail such as time, dates, etc. Staff members may participate in outside employment that does not constitute a conflict of interest. Conflict of interest is defined as providing the same services that are delivered by HPREC to HPREC's customer districts or interfere with your HPREC duties.

Staff members who wish to engage in outside employment must submit the request to the Executive Director for approval. Requests are reviewed on an individual basis. HPREC's time, equipment, and resources may not be used to support outside employment.

Documents and Records

Failure to provide, in a timely manner, all items required by law, regulation, or policy of the Board of Directors will be cause for disciplinary action. Falsification of HPREC records or documents or any other given documents will be cause for immediate termination.

Absenteeism and Tardiness

Each HPREC staff member plays an important role in getting the day's work done. Therefore, attendance and punctuality are considered essential functions of each staff member's job. Each staff member is expected to be at work on time each day and to remain at work and be productive throughout the scheduled workday. Unexcused absenteeism or tardiness is disruptive of HPREC's business and interferes with its ability to satisfy our customer's needs. Excessive absenteeism or tardiness that is unexcused may result in disciplinary action, up to and including immediate termination of employment. As a guideline, three (3) or more incidents of tardiness or unscheduled/unapproved absences (unless protected by law or excused under HPREC's leave policies) within a sixty (60) day period will be considered excessive.

Staff members who are going to be late or absent from work for any reason, must notify the Human Resources (HR) Manager as far in advance as possible so that proper arrangements can be made to handle their work during their absence. If prior notice cannot be given, a staff member must notify the HR Manager as soon as possible. If a staff member is required to leave work early, the staff member should obtain permission from the supervisor. When absence is due to illness, HPREC may require appropriate medical documentation.

Salary Scale

All contracts or employment agreements with staff members shall be in writing and the salary shall be in accordance with adopted salary schedules. According to the following HPREC Policies and Procedures,

On an annual basis, the Executive Director will prepare salary schedules for each employee classification within the budgetary constraints of anticipated revenues for the review and approval of the Council. These schedules will form the basis for determining the annual salary of employees.

Each employee is responsible for verification of applicable training and experience. All verification of experience and training must be in the Executive Director's office by September 15 in order to be counted on current year salary schedules. Increments for experience may be granted upon the satisfactory completion of a year's work; however, the Council reserves the right to refuse annual increments. Prior experience in approved settings will be credited on the salary schedule as determined by the Executive Director. A full year's experience will be credited on the salary

schedule if approved by the Executive Director; fractional years of experience will be dropped if less than one-half year.

Daily rates are computed on the contract year. The maintenance and integrity of salary schedules is dependent upon the receipt of adequate federal and/or state funds.

A copy of the current salary scale is available from the HR Manager.

Evaluations

The purpose of an evaluation is to record successes and to make recommendations for improving job performance. Staff members will receive at least one annual summative evaluation. A staff member's work and performance are continually evaluated by the supervisor. Each year a formal summative evaluation is conducted and discussed with each staff member. Staff members may make written comments on their evaluations. If appropriate, those staff members having difficulty may be counseled by their supervisors, and a plan of action with recommendations may be developed. Evaluations must be signed by the staff member and the Executive Director.

The Executive Director or Designee will work collaboratively with district personnel regarding input for RSPs. At least two observations will be performed per year for each RSP, in a therapy setting.

Corrective Discipline

Misconduct may be grounds for applying progressively severe disciplinary measures as the circumstances warrant. Correction may be initiated on any level based on each individual case and its severity. The disciplinary measures will be in compliance with HPREC official policies.

Harassment

It is the policy of HPREC to provide an employment and business environment free from harassment. No staff member of HPREC shall engage in harassment based on sex, race, color, national origin, religion, age, disability, or veteran status. HPREC shall investigate all allegations of harassment and shall take prompt and appropriate disciplinary action against staff members who engage in conduct constituting harassment as defined in HPREC policy.

Staff Member Complaints

The purpose of the staff member complaint procedure is to provide staff members an orderly process for the prompt and equitable resolution of complaints in the most timely and cooperative manner possible.

It is the intention of the HPREC administration that all complaints be resolved informally and at the lowest administrative level possible. If an informal conference regarding a complaint fails to resolve the matter to the staff member's satisfaction, the staff member may initiate a formal grievance pursuant to HPREC policy.

Sick Leave Requests

Staff members should call and leave a message on the HR Manager's phone, prior to 8:00 a.m., on those days when unable to work due to illness. Office staff must complete a leave request and submit it to the Executive Director. Non-certified staff members must document sick leave on timesheets.

RSPs must also contact the school(s)/district(s) to inform them that of sick leave. RSPs must document sick leave on the Task and Travel Log and follow procedure for signatures. HPREC's Executive Director provides final approval on all leave requests. (Note – related services, as part of the student IEP, must be made up on those occasions when the RSP is absent.)

Timesheets (Office Employees)

For non-certified office staff members, each staff member is responsible to ensure that all information regarding hours worked is reported accurately and timely. Staff members are responsible for submitting their own timesheet, complete with signature. Deadline for submission of time is the last day of the pay period prior to payday.

Inclement Weather Days

A priority of HPREC is the safety of our personnel. If road conditions prohibit safe travel to and from the designated school or the office, staff members are encouraged not to travel. Absences should be reported to the HR Manager and copied to appropriate office personnel.

For office staff, if the HPREC office is closed due to weather by the Executive Director, then time does not need to be made up. If the office is not officially closed and you are unable to come in or need to come in late or leave early due to road conditions, there are two options:

1. Submit a Leave Request and take personal or annual leave, or
2. Make up the time (up to one day) as approved by the Executive Director or designee. This time will need to be pre-approved. You need to document your flex time on a Leave Request Form and timesheet.

RSPs must notify school(s) and the HR Manager when inclement weather prevents working the planned schedule. Inclement weather days called by school districts do not count toward contract days. Options are an approved off-contract day, alternate school site, the HPREC office, or personal leave.

Mileage

Mileage will be paid to office staff for travel to districts other than the duty station as follows: the HPREC will pay the smaller amount of: (a) the distance between home and the school district destination, or (b) the distance between the duty station and another school district. Mileage will be paid at the rate as defined in NMAC 2.42.2.11 and documented on the Travel Request and Reimbursement Form.

RSPs will be paid mileage for travel to districts from the town of residence to the duty station. Travel will be paid as follows: HPREC will pay the smaller amount of: (a) the distance between home and the school district destination, or (b) the distance between the duty station and another school district. Mileage will be paid at a rate as defined in NMAC 2.42.2.11. Travel time to and from residence to designated school will be paid at a rate of \$20 per hour. Mileage and travel time must be documented on the staff member's Task and Travel Log.

Region-Wide Mileage Chart											
	Cimarron	Clayton	Des Moines	Eagle Nest	Maxwell	Mosquero	Raton	Roy	Springer	Trinidad	Wagon Mound
Cimarron		108	78	23	36	89	41	71	25	63	51
Clayton	108		45	131	96	107	83	89	83	105	108
Des Moines	78	45		101	63	140	37	122	76	60	100
Eagle Nest	23	131	101		59	112	64	94	48	87	75
Maxwell	36	96	63	59		77	26	59	13	49	39
Mosquero	87	107	140	112	77		103	18	64	128	53
Raton	41	83	37	64	26	103		85	39	20	65
Roy	71	89	122	94	59	18	85		46	109	36
Springer	25	83	76	48	13	64	39	46		64	87
Trinidad	63	105	60	87	49	128	20	109	64		
Wagon Mound	51	108	100	75	39	53	65	36	87		

State-Wide Mileage Chart

Departing From Raton To ...	Miles	Departing From Raton To ...	Miles
Alamogordo	345	Los Alamos	161
Albuquerque	224	Portales	253
Artesia	338	Roswell	298
Carlsbad	374	Santa Fe	165
Clovis	234	Santa Rosa	169
Deming	457	Silver City	462
Farmington	309	Socorro	301
Gallup	362	Taos	95
Hobbs	362	Truth or Consequences	373
Las Cruces	413	Tucumcari	177
Las Vegas	106	Vaughn	206
Lordsburg	506		

Appendix A: Related Service Provider Information

Professional Leave and Schedule Change Requests

For all professional leave and schedule changes, including district requests (example, an IEP meeting), the **RSP Professional Leave and Schedule Change Form**, available on the HPREC website, must be completed at least ten (10) days prior to the requested date of leave. The form must be signed by the appropriate District SPED Director/Coordinator and approved by the HPREC Executive Director or Designee. All leave must be documented on the Task and Travel Log and is subject to the Executive Director's approval.

Related Service Provider Task and Travel Logs

Documentation of related service provider's time will be recorded, along with the appropriate district signatures, on the Task and Travel Log form and submitted to HPREC at the end of each two-week pay period in accordance with the New Mexico State Employee Calendar. Failure to submit a completed log within the above established timeline may result in an interruption of pay.

All Task and Travel Logs:

1. Must be completely filled out each day.
2. Must include (see example below) date, start time for activity, end time for activity, school district, task activity in which you were engaged, as well as sick days, personal day, off contract days, professional days, bad weather days, and schedule changes. If a Task Activity is not listed (e.g., lunch, parent contact, professional development), then please check "Other" and list the activity at the bottom of the Task and Travel Log.
3. Each day must be signed by school personnel to document your time at each school, as well as any leave or schedule changes. DO NOT have school personnel sign for multiple days. A full day must be documented for each day of the week with the appropriate signatures in order to keep accurate records.
4. Prior to submitting timesheets to HPREC, staff members must sign and date each time sheet.

It is important that every Task and Travel Log be filled out correctly with 10 days logged every pay period (i.e., all days worked and all time off). Task and Travel Log may be dropped off, mailed, or faxed to HR Manager.

If Task and Travel Logs are not completed properly and turned into HPREC by the designated date, then the RSP will not be paid for mileage until the following pay period.

Date	Start Time	End Time	School District	Direct Services	Testing/Evaluation	ED/IEP Meeting	Paperwork (Report Writing/IEP Development)	Service Logs	SAT Meeting/SAT Consultation	SAT Services	SPED Consultation	Therapy Preparation	Supervision	Staff Meeting/ PLCs	Travel Between Schools	Other	School Signature	Mileage
9/7/15	8:00	9:30	Raton			30												35
9/7/15	9:30	11:00	Raton	90														
9/7/15	11:00	11:15	Raton					15										
9/7/15	11:15	11:45	Raton													15		
9/7/15	11:45	3:00	Raton	181														
9/7/15	3:00	3:30	Raton			30												
9/8/15	8:00	3:30	Springer	Sick Leave														

Sample Task and Travel Log

Professional Development

HPREC is committed to hiring and maintaining skilled personnel. As part of this commitment, we value professional development activities and encourage staff to stay current in their fields of expertise with attendance at workshops and conferences.

RSPs are allotted 3 days to attend professional development activities, in addition to 2 days of in-service training. Decisions regarding attendance to trainings, workshops, and conferences will be based on how attendance would benefit students, staff, and schools served, how attendance would improve RSP knowledge and performance, and/or how attendance would contribute to the mission of HPREC. Approval by the District SPED Directors/Coordinators and HPREC Executive Director or Designee is required and subject to the availability of funds.

HPREC highly encourages the use of web-based professional development to increase content knowledge, skills, and expertise. To request attendance at a workshop or conference, RSPs must complete a Travel Request and Reimbursement Form and attach information regarding the training including time, dates, cost, location, and topic. That form must be signed by District SPED Directors/Coordinators and the HPREC Executive Director or Designee.

HPREC's Executive Director provides final approval on all professional development requests. All staff requesting advance travel must complete the Travel Reimbursement for out of District Travel Form and submit to the HPREC Business Manager 10 days prior to departure.

Supervision

All RSPs who require supervision according to New Mexico regulation and licensing department or corresponding boards, shall receive: (a) face-to-face supervision, (b) signed documentation, (c) coaching, mentoring, and modeling. The supervising provider will be responsible for documenting all supervision activities on the Supervision Log, ensuring that it is signed by both providers and submitting annually to HPREC Medicaid Manager.

Parent Contacts

RSPs must meet with parents at least three times during the school year. All meetings must be documented and entered into TIENET. Documentation should include: student's name, date, activity, and notes.

Medicaid School-Based Services

Overview

HPREC coordinates the use of Medicaid reimbursement funds to improve health related services for all children in member school districts.

Background

New Mexico schools provide a variety of health-related services to students. The Individuals with Disabilities Education Act (IDEA-B) and Section 504 require schools to accommodate students who have a disability and are in need of services. The expense of these services is managed by the school districts through a combination of federal, state, and local funds.

The Medicare Catastrophic Coverage Act of 1988 (MCCA) and the Omnibus Budget Reconciliation Act of 1989 (OBRA '89) gave state Medicaid programs the authority through the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) initiative to reimburse schools for the expenses of health related services including screening activities and related services provided to Medicaid eligible children as part of an Individual Education Program (IEP) or an Individual Family Service Plan (IFSP).

Additional components of the MSBS include the Administrative Time Study process, in which all related service providers participate. This program does not affect the Medicaid status of families in any manner.

Reimbursement Provides Health Services For All Children

Schools receive Medicaid reimbursement for providing a broad range of preventative and remedial health care services as described in a plan adopted by the Department of Human Services Department for the State of New Mexico.

Some of the services/activities funded by MSSP include:

- Increased school nursing in all districts
- Mental health counseling
- School-based social work
- Health-related equipment and materials

IEP Medicaid Consent Form

RSPs can assist in the Medicaid billing process by knowing and supporting the process to obtain Medicaid consent from parents and by reminding IEP Coordinators to update primary care physician information. More information is available from the HPREC Medicaid Coordinator.

Service Documentation

TIENET's Service Capture guides RSPs in the required documentation for IDEA compliance and Medicaid billing. Completion of all sessions should occur within ten (10) working days following the last day of the current month. This includes services with supervision. *Please see Electronic Signatures Information below.*

Service records need to clearly delineate the medically necessary related services that are provided for the student and must contain:

- Name of LEA, REC, or SFEA
- Student Name
- Date of Birth
- Student ID Number
- IEP Start Date
- IEP End Date
- Provider's Name, Medicaid ID, and Service Type
- Related Service Type (i.e., Service Code)
- Session Size
- Diagnostic and Procedure Code
- Date and Time of Service
- Location of Service (school or home)
- Signature and credentials of service provider and supervisor, as appropriate
- Outcomes and Progress
- Activity/Services Intervention and Comments
- Why did the student present for service/treatment?
- What kind of treatment did the student receive?
- What was observed during the service/treatment?
- What was the outcome of the service treatment?
- Is follow-up needed?

TIENET's Service Logs provide an alternate platform for documentation and should only be used with guidance from HPREC Executive Director or Designee (examples are transition counseling, 504s, SAT).

Medicaid School-Based Services – Guidelines for Billing Evaluations

Guidelines for recording evaluations are available in a supplemental document found in Appendix D. *Please remember to only use the evaluation code at the end of the process on the date of the EDT/IEP.*

Electronic Signatures

Service Capture provides a platform for a therapist to execute a “signature” by electronically indicating that the entry is “Completed”. To be clear, when a therapist electronically marks a service as “Completed”, this translates to an electronic signature. In a supervisory relationship, when the supervisor marks a service as “Approved”, this action as well translates to an electronic signature. By executing the electronic signature, the therapist attests to the documented components of the therapy, confirming accuracy and identity of both the student and the therapist. The electronic signature authenticates the service and becomes part of the student’s permanent record. Properly executed electronic signatures are considered legally binding. Passwords are unique to each therapist and must be treated as strictly confidential. Therapists may not share their login or password information.

Appendix B: Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call High Plains Regional Education Cooperative at 575-445-7090.

Alternatively, you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Frequently Asked Questions About FERPA

What is FERPA? The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

How are parents informed about their rights under FERPA? Educational agencies and institutions are required to notify parents and eligible students about their rights under FERPA. Section 99.7 of the FERPA regulations sets forth the requirements for the notification. Schools do not have to individually notify parents and eligible students but do have to notify them by any means that are reasonably likely to inform the parents or eligible students of their rights.

Under what circumstances may a school disclose information from education records without consent? There are several exceptions to FERPA's general prior consent rule that are set forth in the statute and the regulations. See § 99.31 of the FERPA regulations. One exception is the disclosure of "directory information" if the school follows certain procedures set forth in FERPA. (34 CFR § 99.31(a)(11).)

What is "Directory Information"? FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as name, address, telephone listing, date, and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The means of notification could include publication in various sources, including a newsletter, in a local newspaper, or in the student handbook. The school could also include the "directory information" notification as part of the general notification of rights under FERPA. The school does not have to notify a parent or eligible student individually. (34 CFR § 99.37.)

Can a postsecondary institution disclose financial records of an eligible student with the student's parents? If the student is a dependent for income tax purposes, the institution may disclose any education records, including financial records to a student's parents. If the student is not a dependent, then the student must generally provide consent for the school to disclose the information to the parents.

What if the child is a minor and he or she is taking classes at a local college while still in high school - do the parents have rights? If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

May a postsecondary institution disclose to a parent, without the student's consent, information regarding a student's violation of the use or possession of alcohol or a controlled substance?

Yes, if the student is under the age of 21 at the time of the disclosure. FERPA was amended in 1998 to allow such disclosures. See § 99.31(a)15 of the FERPA regulations. Also, if the student is a "dependent student" as defined in FERPA, the institution may disclose such information, regardless of the age of the student.

Appendix C: Health Insurance Portability and Accountability Act (HIPAA)

HIPAA Questions/Answers

What is HIPAA?

HIPAA is the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, passed August 21, 1996.

HIPAA was enacted for four main purposes:

- Portability and availability of health care,
- Nondiscrimination based upon health related status,
- Medicare and Medicaid fraud and abuse, and
- Administrative simplification regarding electronic transmission of health care information.

The final privacy rules regarding administrative simplification require:

- More efficient healthcare delivery through standardized electronic data interchange, and
- Increased and standardized protection of the confidentiality and security of health data.

Who must comply with HIPAA?

All health plans (medical, dental, and Section 125 medical reimbursement accounts) are covered entities under the HIPAA regulations and must comply with the privacy and security regulations of HIPAA.

An employer sponsored health plan, not the employer itself, is a HIPAA Covered Entity. In its role of plan sponsor and plan administrator, employers must deal with a variety of HIPAA privacy requirements. The privacy requirements are different depending upon whether the health plan is fully funded or self-insured.

The responsibility for HIPAA compliance for fully funded health plans lies with the health insurance carrier. The responsibility for HIPAA compliance for self-insured health plans lies with the employer because the employer is the plan sponsor and plan administrator.

What is HIPAA's purpose?

To ensure consistent treatment of patient's medical data by every healthcare provider in the United States and to protect against unauthorized disclosure of private information. An individual's private medical data is called Protected Health Information (PHI).

What is Considered PHI?

Protected Health Information is anything that can be used to identify a member including:

- Your health history
- Your medical records
- Your name, address and date of birth
- Your marital status
- Gender
- Social Security Number
- Information regarding your dependents
- Other similar information that relates to past, present or future medical care

It is permissible under HIPAA to transmit or share data that has been de-identified. That means that all references to a specific, identifiable person have been removed from all communications.

What are some examples of situations where PHI may be disclosed?

Non-routine disclosures may be made to:

- The health plan sponsor for payment or other claims purposes.
- Organ donation and tissue transplant entities, if you are an organ or tissue donor.
- The military if you are a member of the armed services.
- Workers' compensation carriers.
- Public health agencies.
- Law enforcement personnel in response to legal requirements.
- Coroners, medical examiners, funeral director.
- Legal representative in response to a court order or other legal proceeding.
- National security and intelligence agencies as authorized by law.
- Correctional institutions if you are an inmate.

What type of communication is impacted by HIPAA privacy rules?

HIPAA impacts all forms of communication about protected health information. Examples include:

- Electronic – Protected health information is protected against hackers through the security provisions.
- Written: Patient information is protected by requiring adequate security of medical records.
- Oral: Individuals are protected against casual conversations about their treatment or payment history between office staff within earshot of others.
- Fax: Members are protected against administrators inadvertently sending a fax to the wrong location, thereby compromising privacy.

Appendix D: Guidelines for Billing Evaluations

Medicaid School Based Services – Guidelines for Billing Evaluations (v7.16.16)

What is Billable as an Evaluation?

An evaluation includes assessments, evaluations, tests, and all related activities performed to determine if an individual is eligible under the provisions of IDEA 2004 and necessary to develop the student's individual education program (IEP).

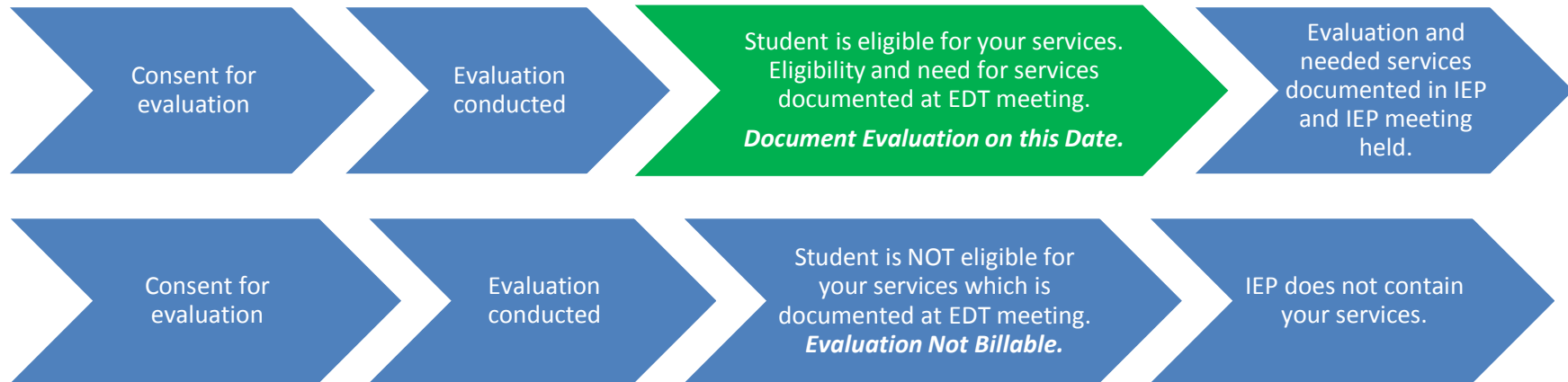
Evaluations for Medicaid School Based Services may be billable for students with IEPs when:

- The evaluation is performed as part of the initial IDEA eligibility and the student is found eligible for the specific related service,
- The evaluation is performed as part of the IDEA re-evaluation process and the student is found eligible or not eligible for the specific related service, and/or
- At any time when assessment information is needed in initiating, developing, reviewing or revising a student's IEP plan.

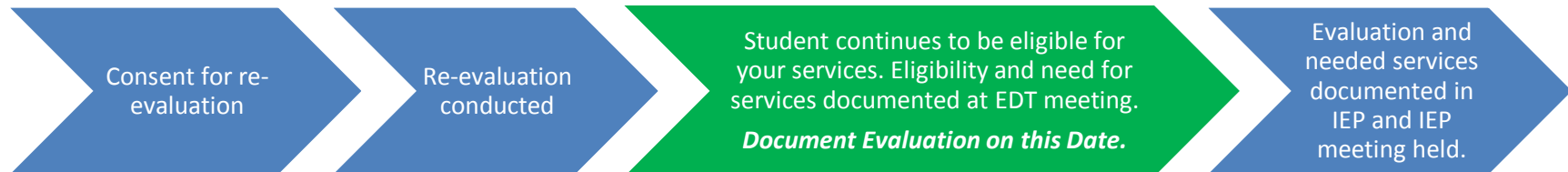
When Do I Document my Evaluation?

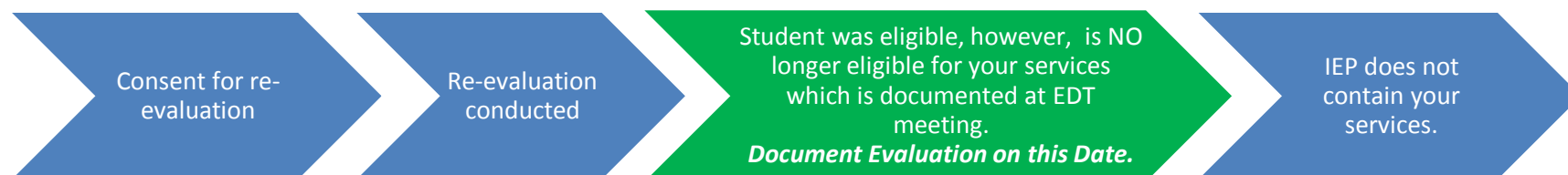
- Document a completed evaluation (using the appropriate billing code) in Service Capture on the *date of eligibility determination for special education*, if your services become part of the student's IEP (initial) or is currently part of the student's IEP (re-evaluation).
- Document a completed evaluation (using the appropriate billing code) in Service Capture on the *date of the IEP, if an evaluation was needed to determine services as part of the annual IEP development*. The evaluation results need to be documented, summarized, and/or linked in the Present Levels of Academic and Functional Performance, Annual Measurable Goals, and Schedule of Services. Possible scenarios include:

Initial Evaluations



Re-Evaluations





Evaluation as Part of IEP Development



What Codes Do I Use for Evaluations and Re-Evaluations?

For all **initial evaluations**, use the appropriate code listed below that corresponds to your discipline and the evaluation that you completed to determine eligibility.

Service Provider Description	Procedure Code	Description
Audiologist	92557	Comprehensive Audiometry Threshold Eval and Speech Recognition
Audiologist	92567	Tympanometry (Impedance Testing)
Audiologist	92588	Distortion Evoked Otoacoustic Emission, Comprehensive Evaluation (min 12 frequencies) with Interpretation and Report
Occupational Therapist	97003	OT Evaluation
Physical Therapist	97001	PT Evaluation

Social Worker - LISW	90791	Psychiatric Diagnostic Evaluation
Speech Therapist	92521	Evaluation of Speech Fluency (e.g., stuttering, cluttering)
Speech Therapist	92522	Evaluation of Speech Sound Production (e.g., articulation, phonological process, apraxia, dysarthria)
Speech Therapist	92523	Evaluation of Speech Sound Production; with Evaluation of Language Comprehension and Expression) e.g., receptive and expressive language)
Speech Therapist	92524	Behavioral and Qualitative Analysis of Voice and Resonance

For all **re-evaluations**, including evaluations necessary to determine appropriate services as part of the IEP annual review process, use the codes listed above, except for OT and PT. For OT and PT, the appropriate codes for re-evaluations are as follows:

Service Provider Description	Procedure Code	Description
Occupational Therapist	97004	OT Re-Evaluation
Physical Therapist	97002	PT Re-Evaluation

How Do I Document the Evaluation/Re-Evaluations in Service Capture?

Example Entry in Service Capture – Initial Evaluation and Student is Eligible for Your Services

Testing Date #1

Service Record

Student Lilly Sample
 Student SASID 123123123
 Birth Date 09/06/2004

District Sample Schools
Regional Group High Plains REC #3

Service	Occupational Therapy
Related Service Type	Other
Session Size	1
Diagnosis Code	
Other Diagnosis Code	3159
Service Date Time	08/26/2014, 12:00 PM
Duration Minutes	60
Goals And Objectives	N/A
Outcome And Progress	N/A
Activity/Service Intervention and Comments	S: Lilly is being evaluated to determine eligibility under IDEA. She was cooperative throughout the testing. O: Completed TVPS and TVMS. A: Will score protocols and analyze scores to determine possible needs and skill deficits, as well as strengths. P: Continue to complete the evaluation/assessments.
Completed	*System should not let you mark complete, as this is an initial and the student does not currently have an IEP with these services. Leave marked incomplete.

Testing Date #2

Service Record

Student Lilly Sample
Student SASID 123123123
Birth Date 09/06/2004
District Sample Schools
Regional Group High Plains REC #3

Service	Occupational Therapy
Related Service Type	Other

Session Size	1
Diagnosis Code	
Other Diagnosis Code	3159
Service Date Time	09/02/2014, 12:00 PM
Duration Minutes	60
Goals And Objectives	N/A
Outcome And Progress	N/A
Activity/Service Intervention and Comments	S: Lilly worked well during this evaluation time. She was cooperative. Completed the evaluation. O: Completed the administration of The Test of Handwriting Skills. A: Will score protocol, analyze results, and complete report. P: Lilly earned scores that are significantly below grade level. These skills deficits are impacting her educational performance and achievement. IEP/EDT will be held on October 1, 2014.
Completed	*System should not let you mark complete, as this is an initial and the student does not currently have an IEP with these services. Leave marked incomplete.

EDT Meeting

Service Record

Student Lilly Sample

Student SASID 123123123

Birth Date 09/06/2004

District Sample Schools

Regional Group High Plains REC #3

Provider Type	Occupational Therapist
License Type	OT
Service	Occupational Therapy
Related Service Type	OT Initial Evaluation [97003]
Session Size	1
Diagnosis Code	3159

Service Date Time	10/01/2014, 01:00 PM**
Duration Minutes	90
Goals And Objectives	N/A
Outcome And Progress	N/A
Activity/Service Intervention and Comments	<p>S: Lilly's EDT/IEP was held today.</p> <p>O: Lilly's evaluation was completed and report written. The final testing was completed on 9/2/14. The EDT determined that Lilly is eligible and in need of for Special Education services under the eligibility category of Specific Learning Disability. The team agreed that based on her scores, Lilly needs occupational therapy to access the general education curriculum and make appropriate progress. These services are considered educationally and medically necessary.</p> <p>A: A PLAAFP and OT goals and objectives were written and added to the IEP to meet Lilly's needs.</p> <p>P: Begin therapy targeting IEP goals and objectives. Monitor progress on a regular basis.</p>
Completed	System should allow you to mark complete, as services may begin on the date of the EDT/IEP.

** Notes: Include the actual time spent in the EDT/IEP as begin and end time.

Can I Bill for an Initial Evaluation if the Student is Determined Not to be Eligible for Services?

No. You can only bill for an initial evaluation if the student is found eligible for the medically relevant related service and it is documented in the eligibility determination form and the IEP.

- Document all testing completed and the EDT/IEP meeting.
- In Service Capture on the day of the meeting mark:
 - **Other Related Service Type:** "Other"
 - **Completed:** "No"

Can I Bill for an Evaluation as Part of the Re-Evaluation Process if the Student is Determined to No Longer be Eligible and/or In Need of Services?

Yes. Due to the fact that, at the time of the evaluation, the student has an IEP with your services documented, you would bill for this evaluation and document the evaluation (see "Entry in Service Capture – Initial Evaluation and Student is Eligible for Your Services" above).

How do I Document my Evaluation in the IEP?

Evaluation and assessment data must be documented in the Present Level of Academic and Functional Performance including the date the evaluation was completed and a summary of the results that documents the need for your services.

What Behavior Health Services are Billable as an Evaluation?

When an EDT or IEP team determines that a student needs behavior health services provided by a social worker or psychologist, the behavior health provider will conduct an evaluation. When the IEP team meets and it is determined that the student needs behavior health services and these services are included in the IEP, then the evaluation is billable.

If the IEP team determines that the behaviors of concern do not have an educational impact and that behavior health services do not need to be added to the IEP, then the evaluation is not billable.

What is the Process for Billing for an Evaluation if I am a COTA or PTA?

If the COTA/PTA is assisting in conducting an evaluation or re-evaluation under the direct supervision of her/his supervisor and as described above, the COTA/PTA will provide all data, scores, and protocols to the supervisor. The supervisor will score, interpret, and write up the report, as well as sign it and finalize the report within TIENET. The documentation of the assessments performed by the COTA/PTA will be included in the COTA/PTA's Service Capture log, which is then approved by the supervising OT/PT. Final billing of the evaluation or re-evaluation is then documented in the OT/PT's Service Capture log (including the billing code) and marked as complete.



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