




STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STUDENT SUPPORT SERVICES

August 10, 2020

TO: Complex Area Superintendents, Principals (All), District Educational Specialists

FROM: Heidi Armstrong 
Assistant Superintendent

SUBJECT: **Contracted Direct Service Provider Training and Health and Safety Protocols**

Any provider contracted by the Hawaii State Department of Education (HIDOE) to provide specialized services to student(s) that may require physical contact and/or close proximity that is less than six feet from a student(s) is considered a contracted direct service provider. Examples of services that contracted direct service providers might provide include speech therapy, occupational therapy, physical therapy, skilled nursing, educational interpreting, paraprofessional support, and behavioral support (e.g., applied behavior analysis services).

Training for Contracted Direct Service Providers

To ensure the health and safety of all students and staff at the HIDOE facilities, all contracted direct service providers will be given access to mandatory health and safety training. Contract managers in charge of each specialized service contract will:

- Provide required training resources to the designated point of contact for each contracted agency they oversee;
- Identify and provide additional training resources, if any, that are needed to provide quality services when students return to learning both in-person and virtually; and
- Determine the amount of time it will take contracted direct service providers to complete the training given.

Contracted direct service providers will be compensated for completing assigned training at the rate stated in each agency's contract agreement with the HIDOE for the duration needed to complete the training, as predetermined by the contract manager. The billing and payment of training hours will follow all contract agreements between the agency and the HIDOE.

All contracted direct service providers must provide their own face masks or coverings when at the HIDOE facilities. The complex area and/or district will procure and provide cleaning supplies, disinfecting supplies, and/or additional personal protective equipment (PPE), such as gloves or face shields, that are required for contracted direct service providers to maintain health and safety protocols while providing direct in-person services to students. The need for cleaning supplies, disinfecting supplies, and/or additional PPE will be determined by the HIDOE staff based on the individual needs and circumstance of each student and contracted direct service provider.

If a contracted direct service provider tests positive for COVID-19 or is identified as a close contact or household member to someone who has tested positive for COVID-19, the affected contracted direct service provider, and his/her agency must follow the steps as outlined in the [COVID-19 Reporting Procedures for Contracted Direct Service Providers](#) document. These procedures will be included in the mandatory training resources given to all contracted direct service providers.

As a reminder, contracted direct service providers must sign-in and sign-out at all the HIDOE facilities before and after each visit. Contracted direct service providers must document each HIDOE site (e.g., school and classrooms) they visit daily. Contract managers may require additional documentation for contracted direct service providers to complete when in-person services are provided at the HIDOE facilities.

The information in this memo is based on the information that is currently available to the HIDOE at this time and is subject to change as new information is provided.

If you have any questions, please contact your Special Education District Educational Specialists or the Exceptional Support Branch, at (808) 305-9806.

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Attachment

c: Superintendent
Deputy Superintendent
Assistant Superintendents