

Community Support Services (“CSW”)
Durham Public School Procedures

1. Any provider agency wanting to place a CSW worker in the Durham Public Schools must do the following:
 - a. Sign 2008-09 Memorandum of Understanding – Provision of CSS Services in Durham Public Schools
 - b. CFT must agree to service need (Documentation)
 - c. Community Support Worker and/or representatives of the CFT meet with Durham Public Schools CSW Screening Committee for approval prior to getting authorization from the Durham Center
 - i. Need to be scheduled a week in advance (560-3706)
 - ii. Meet during scheduled times
 - iii. Need to have CFT approval (CFT plan)
 - iv. Need to have documented reasons why the CSS service is needed and a plan for service delivery (strategies for how to use the worker)
 - v. Need to have outcome (what is expected to get better) and exit information (estimate ending date)
 - d. Receive clearance/background check from **DPS**

2. If the service is approved, based on criteria stated above, the following must occur at the assigned school:
 - a. A meeting with school personnel must occur (building level)
 - i. CFT meeting with appropriate school personnel (AP and other designated persons)
 - ii. Standards for Community Based Services (SCSS) document must be filled out and signed
 - iii. Exit plan must be put into writing (CFT plan)
 - iv. Copy of the SCSS form is sent to Dreama McCoy at DPS.
 - b. A follow up meeting must be scheduled and held within 60 calendar days to make sure the service continues to be appropriate