DDDC Remote Instruction/Consultation to Families (COVID-19 Plan)

As a result of the Governor’s Executive Order to close schools for the remainder of the 2019-2020 regular school year, the DDDC will implement the following procedures for all School Program students effective April 2, 2020 and on all scheduled school days for at least the remainder of the regular school year and until we are advised it is safe to modify the plan and/or return to in-person schooling:

Remote Instruction/Support to students:

The DDDC educational team will implement to the extent possible each student’s IEP using the following procedures:

1. Each family will be provided with the following:
   - A sample schedule
   - Sample independent activities
   - A list of mastered skills their child is able to do independently (list can include activities their child can do with some assistance)
   - A list of current/active IEP goals
   - A list of adaptive physical education goals their child can participate in at home
   - Data sheets to record opportunities to practice mastered and current goals- check sheet. Data will be collected by the DDDC team each week to monitor progress and suggest necessary revisions.

2. Attendance: Parents will complete a Microsoft Form (e-mailed to each family daily) to report their child as present or absent from school on each instructional day. DDDC will follow up with a phone call if they do not receive a student’s attendance status by 12:00 pm. Any absence of 5 days or more from remote schooling will be reported to the sending school district.

3. Each family will be offered remote instruction/consultation by their child’s team. Certified teacher and SLP will provide instruction/consultation routinely (see below). Lead Instructor and Behavior Analyst will provide consultative support as necessary. The consultation will be provided between the hours of 8:00 am and 4:00 pm unless arranged during evening hours with agreement from both the family and the classroom team. The specific time of day during which this remote consultation will take place will be determined based on a combination of family preference and staff availability. Remote instruction will take place for students demonstrating the prerequisite skills and ability to respond to this teaching platform. For students who do not have the prerequisite skills to benefit from remote instruction, consultation and training will be provided by DDDC staff to parents while they provide instructional opportunities to their child.
   - Each family will be offered a minimum of 30 minutes and a maximum of 2 hours of remote instruction/consultation from their child’s classroom teacher each day. Lead Instructors can
assist in providing consultation to families. The form that instruction/consultation takes (phone, e-mail, video meeting) will be based on family preference and student need.

- Each family will be provided with 30 minutes of instruction/consultation from the child’s Speech Language Specialist (SLP) twice a week. The form that this instruction/consultation takes (phone, e-mail, video meeting) will be based on family preference and student need.
- If the Teacher/LI deem it is necessary or the parent requests it, the Behavior Analyst will be asked to take part in remote consultation.
- Materials necessary to practice mastered skills and current IEP goals will be made by Classroom Assistants/Paraprofessionals and sent to or if possible, delivered to student homes. Data entry for monitoring progress will also be completed by Classroom Assistants.

Use of alternative platforms for meetings regarding student progress:

1. During the suspension of in-person services, the DDDC will use a remote platform for all student progress meetings involving parents, and/or child study team members (IEP meetings, re-evaluation meetings, clinic meetings).
2. The DDDC will use Microsoft Teams as a video conferencing platform because of its compliance with HIPAA regulations (protection of private health information).
3. Telephone meetings will be used as an alternative to video platforms when preferred or necessary based on available equipment.
4. If a parent requests that the team use a video conferencing platform that is not HIPAA compliant, they will be informed in writing (e-mail) of the following and written acknowledgement of this information is required prior to using an alternative video platform:
   The DDDC would like to use Microsoft 365 Teams as a video conferencing platform for remote consultation/instruction. Teams complies with HIPAA regulations governing the protection of your child’s private health information. If you would like to use a different platform during video conferencing that is not HIPAA compliant, we ask you respond to this e-mail, identifying your preferred platform for video conferencing and acknowledging in writing that the use of that alternative platform poses a risk to the privacy of your child’s information.

Safe Delivery of Meals:

In instances in which the DDDC has knowledge of a student needing reduced or free meals during the period of remote operations, the DDDC will contact the case manager of the student from the sending district to ensure meal delivery through the district contract.

Maintenance of facilities:

Rutgers University will maintain the DDDC facilities during the closure of the center for in-person services.
Extended School Year Planning:

The DDDC is developing plans to ensure continuity of schooling through the extended school year. Should in-person services be permitted, the DDDC is developing a re-entry plan that will ensure compliance with DOE and DOH recommendations regarding social distancing. Should it be deemed unsafe to provide in-person services, the DDDC will follow the procedures outlined above to continue providing remote instruction and support to all students through the extended school year.