

To support access to shared planning with a community agency, CYMH Consultation and Collaboration with our Indigenous CYMH, Victoria CYMH, and Saanich CYMH Clinicians will be available to connect with Case Managers via Microsoft Teams.

This shared planning process supporting students with intensive needs requires two meetings per student with the CYMH consultant over one school year. For the 2023/2024 school year, the meetings will be held November and April.

Fall Session

Victoria CYMH – November 6, 7, 8

Saanich CYMH – November 6, 7

Indigenous CYMH – November 6, 7

Spring Session

Victoria CYMH – April 15, 16

Saanich CYMH – April 15, 16

Indigenous CYMH – April 15, 16

Students:

This consultation with CYMH is geared towards students who:

- Are not already identified with a low incidence MoE designation.
- Are presenting with behaviour and/or mental health concerns that SIGNIFICANTLY impact learning.
- Do not currently have a community agency involved.
- CYMH or other supports recently ended or closed, however student is continuing to exhibit significant impacted learning.

This consultation could also be used for students:

- Confirmed on the waitlist for service with CYMH.
- Connected to a community agency (i.e., Pediatrician, physician), and despite multiple attempts school is unable to collaborate in shared planning.
- Involved in one of the CYMH programs (i.e., All About Me or Emojicons) and school team is not able to collaborate with the program group leader or clinician despite multiple attempts.

Clinicians:

To identify which of the three clinicians to request:

For students with Indigenous backgrounds/status, please check with the family if consultation with the Indigenous clinician would be their preference. Share with the parents/guardians this an option when you are requesting their permission for consultation in supporting their child.

To identify which CYMH clinician to request for a student, between either Victoria or Saanich, it is based on the home address of the student. To check, please paste the address of the student you are checking into the Saanich boundaries map address finder (<https://map.saanich.ca/html5viewer/?viewer=Public>). If it is found on the Saanich boundary map, it is a Saanich address and if it isn't, the student lives within the Victoria City boundary. Alternatively, you can call one of the two offices and request their support in determining. The CYMH Office will ask you for the home address.

Process:

1. PAPERWORK:

New Students to CYMH Consultation and Collaboration

- Complete and email to Tara Leach at tleach@sd61.bc.ca by Tuesday, October 31, 2023:
 1. **CYMH CC Shared Planning Form** – complete [CYMH CC Shared Planning](#) form for each student.
 2. **Parent/Guardian Permission** - required to share information with CYMH CC Clinician. This permission can be documented by either having parents complete an [Authorization for Exchange of Confidential Information Form](#), or by including a copy of the parent email giving permission. If a parent/guardian does not have access to e-mail, please document your verbal conversation with the parent/guardian with an e-mail to yourself identifying the date, student name, name of specific person giving permission, and what they are giving permission for.
 3. **CYMH Clinician Confirmation of Service Form** – complete the demographics portion of this [CYMH Clinician Confirmation of Service Form](#) so the clinician can sign off and confirm attendance during the meeting.

Returning Students to CYMH Consultation and Collaboration (attended the May 2023 CYMH CC session)

- Complete and e-mail to Tara Leach at tleach@sd61.bc.ca by Tuesday, October 31, 2023:
 1. **Updated CYMH CC Shared Planning Form** – review Shared Planning Form that was used for the previous CYMH CC meeting for the student to ensure the information being resent in, is up to date and represents the student currently.
 2. **Parent/Guardian Permission** - required to share information with CYMH CC Clinician for each meeting. This permission can be documented by either having parents complete an [Authorization for Exchange of Confidential Information Form](#), or by including a copy of the parent email giving continued permission. If a parent/guardian does not have access to e-mail, please document your verbal conversation with the parent/guardian with an e-mail to yourself identifying the date, student name, name of specific person giving permission, and what they are giving permission for.
 3. **CYMH Clinician Confirmation of Service Form** – complete the demographics portion of this [CYMH Clinician Confirmation of Service Form](#) so the clinician can sign off and confirm attendance during the meeting.

2. BOOKING THE APPOINTMENT:

Tara will provide you with the CYMH Clinician Appointment Booking link via e-mail once you have e-mailed her the completed forms listed above for each student.

3. FOLLOW-UP:

Please take notes during the meeting and add them to the Shared Planning Form to update it for each student. Once the meeting is complete, email Tara the updated CYMH CC Shared Planning form(s). Tara will forward them on to the CYMH Clinicians for their records.

If you have any questions, please contact [Debra Caso-Rohland](#), [Sean McCartney](#) or [Tara Leach](#).

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