

H	Low Incidence	Intensive Behaviour/Serious Mental Health (IBI)
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GVSD Process:

1. SBT gathers information about the student as outlined on the MoE guidelines.

The New IBI Request to Designate or IBI Re-submission Forms are automatically created when initiating the request via the [GVSD Referral app](#). Re-submission is for students who currently have an IBI designation and it is up for review.

New Request	Re-submission Request
Diagnosing Documentation	
<p>One of these identified below is accepted:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Educational Psychology Assessment with behaviour rating scale <input type="checkbox"/> Pediatrician, GP letter with diagnosis, clinical impressions, working diagnosis <input type="checkbox"/> Psychologist, Psychiatrist, Registered Clinical Social Worker in BC letter with diagnosis, clinical impressions, working diagnosis <input type="checkbox"/> IBI Ministry of Education Planning Tool (dated during the current school year) to show severity of behaviour on multiple domains 	<p>Please provide only if updated diagnosing documentation has been provided</p>
School Documentation	
<p>A minimum of two from the suggested list below for new and re-submission requests:</p> <ul style="list-style-type: none"> <input type="checkbox"/> IBI Ministry of Education Planning Tool (if not used as the diagnosing document) <input type="checkbox"/> Impact/needs statement <input type="checkbox"/> SBT notes and/or SBT tracking form indicating contacts and concerns <input type="checkbox"/> Counsellor/YFC report <input type="checkbox"/> Tallies, incident reports, or logs supporting educational impact <input type="checkbox"/> Student support plan 	
Community Agency	
<p>One of these identified below is accepted:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written confirmation from Agency for upcoming school year (with documented shared planning/consultation and collaboration) <input type="checkbox"/> Consultation and Collaboration Day Shared Planning form with meeting notes 	<p>One of these identified below is accepted:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written confirmation from Agency for upcoming school year (with documented shared planning/consultation and collaboration) <input type="checkbox"/> Consultation and Collaboration Day Shared Planning form with meeting notes

2. The SBT/Case Manager initiates a request to designate new for IBI through the [GVSD Referral app](#) or Re-submission and upload supporting documentation outlined in the table above.

3. The District Designation Review Team reviews the file as follows:

- Does the request meet MoE guidelines? Principals will be notified whether the request meets or does not meet MoE guidelines.
- If the District Designation Review Team identifies more detail/information is needed to meet the MoE Guidelines, the school staff member who initiated the request will be contacted.

Initiate IBI request to designate or Re-submission: [GVSD Referral app](#)