

Tip Sheet for Case Managers

re: IBI and CYMH Consultation and Collaboration Days

Preparing for Meeting #1 (Fall or Spring) C/C Day:

- Ensure there is prior discussion with SBT and parent/guardian; acquire parent/guardian consent
- Complete and submit Shared Planning template with consent confirmation to the District Team by the deadline, specifying the CYMH Clinician (i.e. Saanich, Victoria, Indigenous) and availability for each student
- Bring student file(s) for consultation
- Ensure the school-based staff member familiar with the student is available for consultation

Preparing for Meeting #2 (Fall or Spring) C/C Day:

- Ensure ongoing updates with SBT and parent/guardian on shared planning with CYMH Clinician.
- Consultation occurs regardless of designation status.
- Determine with SBT if Category H/IBI designation is appropriate for the next school year.
- Share the plan with the parent/guardian and confirm if an alternate community agency is involved.
- If not, seek consent for another year with CYMH C/C as the community agency.
- Update the Collaborative Planning template and Shared Plan.
- Follow-up with SBT and parent/guardian contacts for discussion and implementation
- Submit the completed Collaborative Planning template and CYMH Clinician Confirmation of Service form to the District Team for clinician signature.
- Confirm assigned CYMH Clinician (Saanich, Victoria, Indigenous) and their availability before the deadline
- Bring student file(s) and ensure a knowledgeable school-based staff member is available for consultation

During and Following Consultations:

- Case Manager completes the Shared Planning template in Table 1 or 2 meeting spaces, noting participants, roles, discussion, and recommendations.
- Consult with the CYMH Clinician to determine the need for CYMH CC as a community agency for another year
- Following both consults with CYMH Clinician email Shared Planning template with meeting notes to District Team by deadline
- District Team will collectively fax these to the respective CYMH Clinician
- Case Manager is required to report back to SBT following consultation with CYMH Clinician to ensure recommendations are implemented as appropriate
- Case Manager discusses recommendations with the parent/guardian and supports follow-up if needed
- CYMH Clinician will forward to District Team confirmation of community agency for the following school year for designation submission purposes
- District Team to then share this with Case Manager and/or Principal upon receipt from CYMH Clinician

Remember: document, document, document!