

Child & Youth Mental Health (CYMH) Consultation & Collaboration (CC) – Process Overview

To support access to shared planning with a community agency, we schedule **bi-annual opportunities** for our community partners in Indigenous CYMH, Victoria CYMH, and Saanich CYMH, to consult and collaborate 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 a 12-month period.**

Students:

This consultation with CYMH is intended for students who:

- o who do not have a low incidence MoE designation
- o exhibit behavioural and/or mental health concerns that SIGNIFICANTLY impact learning
- o do not currently receive support from a community agency
- o previously accessed CYMH or other support services, but continue to experience significant learning challenges despite those services ending

This consultation could also be used for students:

- o confirmed on the waitlist for service with CYMH
- o connected to a community agency (i.e., Pediatrician, Physician) and, despite multiple attempts, the school team has been unable to engage them in shared planning
- o involved in one of the CYMH programs (e.g., *All About Me*, *Emojicons*), yet the school team has been unable to engage the group leader/ clinician in shared planning, despite multiple attempts

Clinicians:

Requesting the appropriate clinician for the CC meeting:

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 option when you are requesting their permission for consultation in supporting their child.

The student's home address is used to determine either Victoria or Saanich CYMH for consultation. If unsure, please paste the address of the student you are checking into the [Saanich boundaries map address finder](#); if it is located within these boundaries, request Saanich CYMH. Request Victoria CYMH for any addresses outside of these boundaries. Alternatively, you can call one of the two offices and request their support to determine which office is appropriate based on the student's current home address.

Process: All documents and forms can be accessed via the [CYMH CC page](#).

1. PAPERWORK:

Students who are new to CYMH CC:

- **Complete** the following and email to [Tara Leach](#) by the deadline:
 1. **CYMH CC Shared Planning Form** – complete this form for each student.
 2. **Authorization for Exchange of Confidential Information Form - Parent/Guardian consent** is required for sharing student information with CYMH CC Clinician. This permission can be documented via completion of this form or by including a copy of the parent email providing consent. If the

parent/guardian does not have access to e-mail, please document your verbal conversation via an e-mail to yourself, identifying the date, student name, and name of parent/guardian providing consent, and specifying that the consent is for sharing confidential information with CYMH this school year.

3. **CYMH Clinician Confirmation of Service Form** – complete the demographics portion of this form so the clinician can sign off and confirm attendance during the meeting.

Students returning to CYMH CC for a subsequent year:

- **Complete** the process as outlined for students new to the process above, and e-mail all to [Tara Leach](#) by the deadline.
- **REVIEW** the student's previous CYMH CC Shared Planning meeting form to ensure the information remains up to date and provides accurate representation of the student's current presentation.
- **Remember** – the Authorization for Exchange of Confidential Information must be completed for EACH 12-month period.

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 student forms listed above.

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 [Tanya Ross](#), [Sean McCartney](#) or [Tara Leach](#)