

NEW Request to Designate IBI (Category H)

Students Requiring Intensive Behaviour Intervention or Students with Serious Mental Health

GVSD Process:

1. SBT gathers information about the student as outlined on the Ministry of Education (MoE) guidelines.
2. **For New requests only** - the SBT/Case Manager obtains parent consent located on the student page in the [GVSD Referral app](#). Please provide the parents/guardians the time and opportunity to reflect and ask questions. Consent must be voluntary, and if given, can be withdrawn at any time.
3. The SBT/Case Manager initiates a new request to designate for IBI through the [GVSD Referral app](#) and upload supporting documentation outlined below.
4. The District Designation Review Team will review the designation request against the [IBI Ministry of Education Auditors Checklist](#) for the designation being requested.
 - Principals will be notified whether the request meets or does not meet MoE guidelines.
 - If more detail/information is needed (from the school/home/community services), the school staff member who initiated the request will be contacted.

Please upload the following supporting documentation in the Referral App:

1. Diagnosing Documentation – Please submit one or more from the following:

Assessment and/or diagnosing documentation:

- Pediatrician or GP letter with diagnosis, clinical impressions, working diagnosis
- Psychologist, Psychiatrist, BC Registered Clinical Social Worker - letter with diagnosis, clinical impressions, working diagnosis

If assessment and/or diagnosing documentation listed above not available, please provide one of the following:

- Functional Behaviour Assessment (FBA)
- [IBI Ministry of Education Planning Tool](#) (dated within the last three months) to show severity of behaviour on multiple domains (interim option for one year while formal diagnosis is in progress)
- Private Psycho-Educational Assessment with behaviour rating scale

2. School Documentation: Please submit 2 or more of the following (current school year): ☐

- [IBI Ministry of Education Planning Tool](#) (if not used as the diagnosing document, dated within the last three months)
- Impact/needs statement (on school letterhead, dated, author's name/role)
- SBT notes and/or SBT tracking form indicating contacts and concerns and action items
- Counsellor/YFC report (on school letterhead, dated, author's name/role)
- Summarization sheet of behaviour tracking tally sheets, incident reports supporting educational impact
- Communication Log(s)
- Student Support Plan

3. Community Agency Documentation:

Either:

- Written confirmation from Community Agency for upcoming school year **OR**
- Written confirmation from CYMH Consultation and Collaboration (CYMH CC), include shared planning notes