## **Learning and Inclusion**

NEW Request to Designate IBI (Category H)
Students requiring Intensive Behaviour Intervention and/or having
Serious Mental Health Concerns



### **GVSD Process**

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  - c. Consent must be voluntary, and if given, can be withdrawn at any time.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

### Please upload the following supporting documentation in the Referral App:

1. Assessment Documentation: Submit one or more of the following:

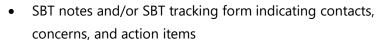
### Preferred – Assessment and/or diagnosing documentation (dated within the last 5 years):

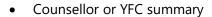
- Pediatrician or GP letter with diagnosis, clinical impressions, or working diagnosis
- Psychologist, Psychiatrist, or BC Registered Clinical Social Worker letter or report with diagnosis, clinical impressions, or working diagnosis

### If the above documentation is not yet available, provide one of the following:

- <u>Ministry of Education Planning Tool</u> (dated within the last 3 months) to show educational impact of behaviour across multiple domains (interim option for one year while formal diagnosis is in progress)
- Psycho-Educational Assessment with <u>behaviour rating scale</u> (e.g., BASC, Connors, etc.) (dated within the last 5 years)
- **2. School Documentation:** Submit **at least 2** of the following (from the *current* school year); ensure documentation is on school letterhead where appropriate, dated, sourced from different team members, and includes the author's name and role:
  - School impact / needs statement

# **Learning and Inclusion**





- Summary of behaviour tracking indicating educational impact
- Communication Log(s) (see SBT <u>Key Docs</u>)
- Student Support Plan (see SBT <u>Key Docs</u>)
- Ministry of Education Planning Tool (if not used as the diagnosing document)

#### 3. Additional Documentation

### For all new IBI designation requests:

 <u>Authorization to Exchange Confidential Information</u> (must be dated within the last 12 months; new signature required annually)

### For students with a confirmed community agency, please submit:

Written confirmation from a Community Agency for the upcoming school year (using the <u>Confirmation of Community Agency form</u>)

For students relying on CYMH CC as their community agency (one-year interim allowance), please submit:

- 1. Confirmation of Community Agency form AND
- 2. Shared Planning template

