

# 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  - c. Consent must be **voluntary**, and if given, can be **withdrawn at any time**.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:

- [Ministry of Education Planning Tool](#) (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 behaviour rating scale (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

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- SBT notes and/or SBT tracking form indicating contacts, concerns, and action items
- Counsellor or YFC summary
- Summary of behaviour tracking indicating educational impact
- Communication Log(s) (see SBT [Key Docs](#))
- Student Support Plan (see SBT [Key Docs](#))
- [Ministry of Education Planning Tool](#) (if not used as the diagnosing document)

### 3. Additional Documentation

For all new IBI designation requests:

- [Authorization to Exchange Confidential Information](#) (must be dated within the last 12 months; new signature required annually)

For students with a confirmed community agency, please submit:

1. Written confirmation from a Community Agency for the upcoming school year (using the [Confirmation of Community Agency form](#))

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](#)