

## Request for Designation Renewal 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. The SBT/Case Manager initiates a ***Request to designate IBI (Category H) – Re-Submission*** through the [GVSD Referral app](#) and uploads supporting documentation as outlined below.
3. The District Designation Review Team will review the designation request against the [IBI Ministry of Education 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***)
- Private 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
- 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 - Provide the following:

For all IBI renewal submissions:

- [Authorization to Exchange Confidential Information](#) (must be dated within the last 12 months; new signature required annually)
- **Current IEP** that includes goals specific to an H designation

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](#))  
**AND**
2. **Evidence of shared planning** with the community agency service provider (minimum 2 shared planning meetings per school year)

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](#)