

Tiered School Based Rehabilitation Service in Simcoe County: Resource Package

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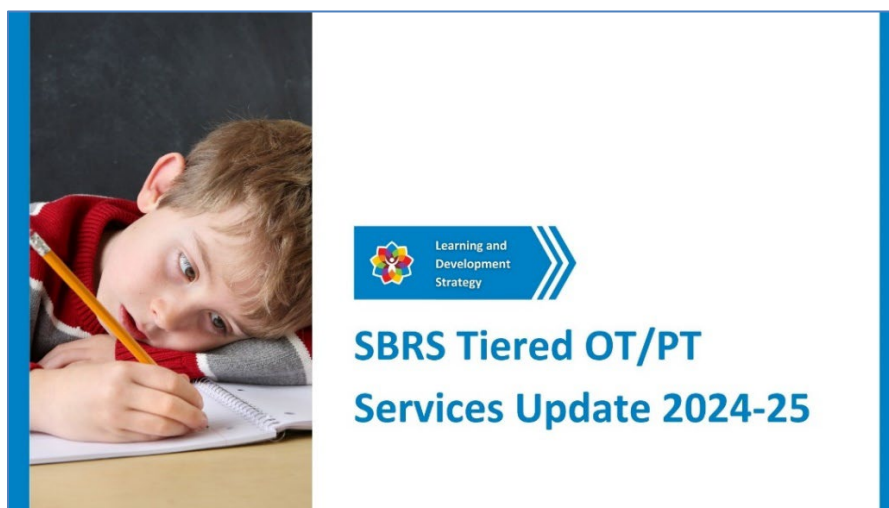
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REFERRALS AND CONSENT

What is the current process for submitting a referral?

Regular Referrals:

- Submitted through CTN Referral Portal after receiving OT approval from triage meeting. Regular referrals submitted without OT approval will be returned
- High School referrals can be submitted directly through the CTN Referral Portal prior to triage meeting
- **OT's name must be entered in the referral to confirm OT approval of a regular referral:**

Referral Approval Information	
Student attends:	<input type="text"/>
Approval received by (full name of Occupational Therapist):	<input type="text"/>

Priority Referrals

- May be submitted directly through the CTN Referral Portal; no OT approval needed

If a priority referral is submitted, do we need to wait until the school's cycle/service period for the student to be supported?

- If a student is unable to physically access the current school environment (classroom seating, washroom, etc.) in a safe method to engage in their role as a student and are unable to participate in school curriculum, then a priority referral can be submitted. These will be prioritized and, if appropriate, an OT may visit prior to your school's cycle/service period.
- If a referral is submitted that does not meet the criteria, it will be returned indicating to wait until the triage meeting with OT

How do I submit a referral?

Please refer to the Training Documents Tab in the Portal for resources to support referral processes. It contains:

- Referral Process User Guide
- How to submit a referral video [SBRS How to Submit a Referral \(youtube.com\)](https://www.youtube.com/watch?v=...)

SBRS School Board Information

Click on the drop-down arrow beside community to switch your dashboard view. Cliquez sur la flèche de déroulement à droite

CloudCare Introduction Video
SBRS, How to Submit a Referral Video

For technical support contact: helpdesk@ctny.ca
For referral related questions contact CTN School Based Rehabilitation Service team at: 1-877-377-0286 ext. 201

Reminder: For privacy and security reasons, if your browser prompts you to save your password, decline this option. Always manually enter your password. Use only your school issued device to complete and submit referrals.

Introduction au portail CloudCare
SBRS, Soumettre une renvoi

Pour obtenir du soutien technique, commu
Pour toute question ayant trait aux renvoi
RTE au : 1-877-377-0286 ext. 201

Rappel : Pour des raisons de sécurité et de
d'enregistrer votre mot de passe, refusez
N'utilisez que l'appareil que l'école vous a

Assigned Schools/ Ecoles attribuées

Messages

Training Documents/ Documents de formation

Forms/ Formulaires

Training Documents/Documents de formation

Document Name/Titre du document
SBRS_SLP_Referral_Form_Reference_Only_November_2023_V1.pdf
SBRS_OT_IP_Referral_Form_Reference_Only_November_2023_V1.pdf
SBRS_Referral_Process_User_Guide_v1_02_Nov_2023.pdf
https://ctny.gov/requests-relations.pdf
Aide-memoire_pour_demander_un_nouveau_compte_utilisateur_SBRS_conseils_scolaires.pdf
Aide-memoire_rapide_des_SBRS_pour_les_conseils_scolaires.pdf
Cheatsheet_for_Requesting_a_New_User_Account_SBRS_SB.pdf
CloudCare_2.0_CTN_User_Changes_SBRS.pdf
CloudCare_2.0_School_Board_Portal_Instructions.pdf
Consignes_pour_modifier_les_parametres_de_votre_ordinateur_pour_optimiser_l'utilisation_du_portail_scolaire.pdf
DSB_Handbook_2020_2021_School_Year.pdf
Manuel_pour_les_conseils_scolaires_de_district_sur_les_services_de_readaptation_en_milieu_scolaire_2020_2021.pdf
Preparing_Your_Computer_to_Optimize_Use_of_School_Portal.pdf
SBRS_School_Board_Quick_Reference_Card.pdf
School_Board_Handbook_2020_2021_School_Year.pdf

How do I get access to the Referral Portal?

If you are new, please speak to your principal about getting access as there are limited logins available for each school. Contact helpdesk@ctnsy.ca to step up access for new or expired logins.

What consent forms should be completed prior to OT involvement?

The universal consent letter, which has been provided to the School Board leaders, must be provided to families before the OT can provide any Tier 1 support. For students that require Tier 2 or 3 services, speak to your OT about the Consent for OT Assessment letter which needs to be provided to families, signed and returned to the school.

Where does the principal get the universal consent letter for Tier 1 services that goes home to families?

Your School Board leaders received a copy of the universal consent letter prior to the start of the school year to share with principals; reach out to them if your school has not yet received it.

TRIAGE MEETINGS**How do we "triage" without consent from the family? Are we using initials vs student names?**

For Tier 1 students, no names or identifying information can be used when discussing needs. If you have questions about students that do not have consent for OT, you can discuss the needs (using non-identifying information) with the OT to determine next steps.

What type of information would you like us to collect for our "triage"?

The OT's will want to hear about new students you have concerns about, students already on the waitlist whose needs might have changed, students who moved out of the area, as well as any classrooms that could benefit from the implementation of Tier 1 supports. The invitation email will include more guidance and instructions.

If we have students currently on the waitlist, do we discuss them during our meeting with OT?

Yes, please be sure to include any updates on their needs since the time they were placed on the waitlist.

CYCLES/SERVICE PERIODS**Is there a "blurb" or info sheet SERTs can have available to consult when explaining to parents why their child has been referred for OT, how OT can help their child, and what that support would look like?**

There are many resources available: The Tier 1 universal consent letter provides an explanation of OT service; your school's OT can help share the right communication approach for parents; and the SBRS page of the CTN website also explains school-based rehab services and the tiered model.

How do I find out when the OT will be in my school?

Each School Board was given a copy of the school groupings and cycle dates at the beginning of the school year; reach out to your Board support to obtain this information. Your school's OT will also reach out to you 2-3 weeks prior to your period of service to schedule the triage meeting and let you know what follow-up may be needed prior to the start of service.

Will there be a PT assigned to each school as well?

No, however OTs will be able to triage students who may require physiotherapy and will help guide you on the referral process. Prior to submitting a regular, non-priority physiotherapy referral, please talk to your school OT about the reason for referral. For students that meet the priority physiotherapy referral criteria, as well as high school students, please submit the referral directly through the portal.

Once the SERT and OT have prioritized which students need support and the school's cycle has begun, what does the frequency of support actually look like in the school?

Frequency will be based on each school's areas of need as determined in the triage meeting. The number of students seen during the cycle will also depend on the needs and plan developed by the SERT and OT.

Do students on the current waitlist still get serviced first?

The OT will collaborate with the SERT during the triage meeting to prioritize students depending on their needs. Students with the more pressing needs will be addressed first, but the amount of time a student has been on the waitlist will also be considered when determining who will be seen.

What can I do to support students with needs between the cycle/service period?

Review any Tier 1 resources that may have been provided to your school as there may be strategies that could help. Check out the CTN website for links and resources. Speak to your OT prior to the cycle ending to determine additional supports for the students when out of cycle.

TIERED SUPPORTS**Is there a location for SERTs to access Tier 1 supports e.g., visuals for movement breaks?**

School staff will receive handouts from OTs for various universal student needs, such as transitioning to JK, high school, etc. Ask your OT while in cycle for additional resources.

Will OTs be able to support lunch n' learns and information sessions with staff?

Lunch n' Learns and information sharing with staff can be part of Tier 1 universal support. Please share any topics of interest with your OT.

Are equipment recommendations only available at Tier 2 and 3?

In most cases, yes, as equipment may be intended to support a specific student's needs and requires instructions on use. If the teacher is looking for recommendations on tools to have available for the whole class use, e.g., adapted scissors or fidget toys, this can be provided in Tier 1.

If students are identified as Tier 2 or 3, do they continue to receive support outside of the school's cycle/service period?

It depends; additional support may be provided by an OTA, or the OT may keep the student on service to be seen during the school's next cycle/service period. Speak to the OT to discuss specific plans for the students on Tier 2 or Tier 3 service.