



## CONSULTATIVE SCHOOL-BASED REHABILITATION SERVICE



### REFERRAL PROCESS

A student may be referred to the above service by anyone with a concern about the student's physical functioning at school. Regardless of the referral source the 'Referral to the Consultative School-Based Rehabilitation Service' must be completed by the Program Planning Team in collaboration with the student's parents, and the 'Parental/Guardian Consent' form must be signed in order for the referral to be processed through the Community of Schools.

The Profile Form is to be completed for new referrals, as well as at the beginning of each school year for all students with ongoing needs who have previously been seen by this service. Students who are seen during one school year will **not be seen the following year unless a new referral is received.**

Students will not be seen until the referral has been dealt with at the Community of Schools Meeting following submission of the completed referral package. For this reason it is recommended that the package be completed in the spring during Program Planning review or transition meeting for the students who need to be seen early in the following school year (e.g. *those with complex needs* or who are transitioning to a new school.). Please note that the completion of the forms does not guarantee that the student will be seen as this will be dependent on the appropriateness of the referral, the student's priority level as determined by the scoring of the Profile Form and the therapists' caseload demands.

**NOTE:** It is important that a numerical score be assigned to each item on page 2 of the referral form. A score of 0 (status unlikely to change) differs from a score of 5 (statement does not describe child) based on the potential for change. For example, if a child is severely physically involved and is not expected to gain any independence with respect to dressing, for the item 'Independence with dressing', the child would receive a score of 0. However, if the child is having significant difficulties dressing him/herself, but it is felt that with work more independence could be achieved the child would receive a score of 5. The score of 0 can also be used to indicate 'not applicable' if necessary, as indicated on the form.

The completed package should be sent to Sarah Jane Collins at the South Shore Regional School Board Office. If the package is faxed, the original should be kept on the student's confidential file.