



COLLABORATION AGREEMENT

MENTAL HEALTH AND ADDICTIONS NURSES (MHAN) IN DISTRICT SCHOOL BOARDS (DSB) PROGRAM

THIS AGREEMENT made as of the 24th day of April, 2013

BETWEEN:

Niagara Catholic District School Board ("DSB")

- and -

Hamilton Niagara Haldimand Brant Community Care Access Centre ("CCAC")

(each a "Party" and both "the Parties")

A. **WHEREAS** the Ontario Ministry of Health and Long Term Care ("**Ministry**") is establishing a Mental Health and Addictions Nurses in District School Boards Program (the "**Program**") as part of its *Comprehensive Mental Health and Addictions Strategy*;

B. **AND WHEREAS** the Local Health Integration Network ("LHIN") has been directed to implement the Program, including the provision of funding to the CCAC to support the hiring of mental health and addictions nurses to provide early identification and early intervention supports and nursing services to students in schools as part of an inter-disciplinary school board team;

C. **AND WHEREAS** the Parties wish to provide for the provision of the services and to set out their respective roles and responsibilities in regards to the development and implementation of the Program;

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

1. DEFINITIONS

1.1 In this Agreement, the following terms have the following meanings:

- (a) "**Applicable Law**" means in respect of any person, property, transaction or event, all present laws, statutes, regulations, treaties, judgments and decrees applicable to that person, property, transaction or event and, whether or not having the force of law, all applicable requirements, requests, official directives, rules, consents, approvals, authorizations, guidelines, orders and policies of any governmental authority having or purporting to have authority over that person, property, transaction or event;
- (b) "**CCAC**" means the Hamilton Niagara Haldimand Brant Community Care Access Centre;
- (c) "**CCAC Personnel**" has the meaning ascribed thereto in Section 3.1(a) hereof;

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- (d) “**DSB**” means Niagara Catholic District School Board;
- (e) “**FIPPA**” means the *Freedom of Information and Protection of Privacy Act* (Ontario) and regulations thereto;
- (f) “**LHIN**” means the Hamilton Niagara Haldimand Brant Local Health Integration Network;
- (g) “**MFIPPA**” means the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario) and regulations thereto;
- (h) “**Ministry**” means the Ministry of Health and Long-Term Care (Ontario);
- (i) “**Party**” means either CCAC or DSB, and “**Parties**” means both of them;
- (j) “**PHIPA**” means the *Personal Health Information Protection Act* (Ontario) and regulations thereto;
- (k) “**Program**” means the Mental Health and Addictions Nurses in District School Boards Program established by the Ministry;
- (l) “**Program Standards**” means any standards, guidelines or directives set by the Ministry, the LHIN or any other organization responsible for the Program in Ontario;
- (m) “**Services**” shall have the meaning ascribed thereto in Section 3.1(a) hereof.

2. PURPOSE

- 2.1 The purpose of this Agreement is to establish the Program and to assist the DSB to build capacity to recognize and respond to student mental health and addictions issues. The Program will augment and complement existing elements of the DSB’s overall mental health strategy. The parties recognize that mental health and addiction issues are issues within responsibility of the Ministry of Health and Long-term Care. This agreement is intended to cover a referral process from the DSB to the CCAC and this agreement is to be interpreted accordingly. It is recognized by both parties that the DSB employs teaching personnel and not medical personnel who are trained in a mental health strategy. This collaborative agreement is intended to reflect a referral process between the DSB and the CCAC.

3. ROLES AND RESPONSIBILITIES OF THE PARTIES

3.1 Roles and Responsibilities of CCAC

- (a) The CCAC will provide, through its registered nursing personnel (“**CCAC Personnel**”), mental health and addictions nursing supports and services, as may be amended from time to time (the “**Services**”). The Services shall include, at a minimum, the following key activities:
 - (i) system navigation;
 - (ii) early identification and intervention for mental health and addictions;
 - (iii) input and advice to assist the DSB with building capacity to develop comprehensive strategies for student mental health;
 - (iv) working in an inter-disciplinary school board team with other professionals to provide mental health and addictions services and supports to students and their families; and

- (v) follow-up with students who are released from hospitals, emergency departments, justice systems and other sectors for mental health and addictions issues.
- (b) Subject to the CCAC's available resources and the receipt of funding from the LHIN, the CCAC will work with the DSB to tailor the Services to fit local needs and the DSB's identification of priority areas. It is recognized that delivery of the Services will augment and complement existing elements of the DSB's overall mental health strategy. Notwithstanding the foregoing, the Services may be amended by the CCAC at any time in its sole discretion, acting reasonably.
- (c) The CCAC shall collaborate with the DSB regarding any promotional material relating to the Program. Any such material shall be subject to approval by both Parties.
- (d) Except as expressly provided under this Agreement, the CCAC makes no representations or warranties to the DSB in respect of the Services.

3.2 CCAC and CCAC Personnel

- (a) The CCAC shall ensure that the CCAC Personnel:
 - (i) are duly qualified to provide the Services and meet all legislative and regulatory requirements necessary to work in a school-based environment;
 - (ii) provide the Services in accordance with their applicable scope of practice, Program Standards, and Applicable Law, including but not limited to the *Regulated Health Professions Act, 1991 (Ontario)*, *Nursing Act, 1991 (Ontario)*, *Health Care Consent Act, 1996 (Ontario)* and the *Personal Health Information Protection Act, 2004 (Ontario)* (PHIPA) and regulations thereto;
 - (iii) make reasonable efforts to comply with applicable DSB policies and procedures including, but not limited to those related to: abuse and neglect of children; equity and human rights; safe schools; and criminal background checks. To the extent that such policies or procedures conflict with or are less stringent than CCAC policies and procedures, CCAC Personnel shall comply with the applicable CCAC policy or procedure to the extent of the conflict or as necessary to fill any gaps.
 - (iv) in providing the Services, shall be required to:
 - (A) Sign in and out at the office when arriving or leaving a school;
 - (B) Carry photo identification and identify themselves as employees of the CCAC;
 - (C) Ensure that where it has been identified that a student is experiencing trauma or crisis, that appropriate referrals and notifications take place, in accordance with an agreed upon protocol between the CCAC and DSB; and
 - (D) Ensure that appropriate consent is obtained from the individual or the individual's substitute decision maker in relation to the Services and the collection, use or disclosure of personal health information, as applicable.
- (b) The CCAC shall be responsible for the hiring, evaluation and ongoing supervision of the CCAC Personnel in relation to the Services.
- (c) The CCAC shall, upon request, provide written confirmation that the CCAC Personnel providing the Services have undergone criminal background checks required by Applicable Law. For

greater certainty, the CCAC shall, at its own cost, maintain a record of the following for each of the CCAC Personnel:

- (i) valid criminal background check, including vulnerable sector screening, that is within five years from the date of issue; and
- (ii) an Agency Offence Declaration that has been signed within the past twelve months and on an annual basis thereafter.

3.3 Roles and Responsibilities of the DSB

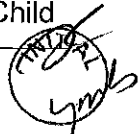
- (a) The DSB shall engage the schools within the DSB as necessary to support the Program, including but not limited to school administrative staff, other school staff, and DSB professional support services staff and shall:
 - (i) Participate in the collaborative development of the Program, in a manner consistent with Program standards and Applicable Law;
 - (ii) Monitor the progress of the Program and set priorities based on the needs identified; and
 - (iii) Review Program outcomes, recommend modifications, and provide feedback and advice to the CCAC.
- (b) The DSB shall use its best efforts ensure that each school within the DSB makes available one work space, including a work surface and chair, during standard school hours of operation, to be used by the CCAC Personnel when providing the Services at that location. In addition, each school in the DSB shall make available a space to accommodate confidential meetings between the CCAC Personnel and individual students, families and/or members of the school's inter-disciplinary teams, as required.
- (c) The DSB shall orient the CCAC Personnel to those policies and procedures of the DSB that are applicable to the delivery of the Services. In addition, the DSB shall provide the CCAC with copies of any applicable policies and procedures, and amendments thereto.
- (d) The DSB shall use its best efforts to ensure that in connection with the Program, the DSB, school administrative staff, other school staff and DSB professional support services staff comply with Applicable Law, including but not limited to the *Education Act (Ontario)*, *Freedom of Information and Protection of Privacy Act (Ontario) (FIPPA)*, *Municipal Freedom of Information and Protection of Privacy Act (Ontario) (MFIPPA)*, *Child and Family Services Act (Ontario)* and *Children's Law Reform Act (Ontario)*, and regulations thereto.
- (e) The DSB shall cooperate with the CCAC Personnel to facilitate the delivery of the Services.
- (f) The DSB shall notify the CCAC as soon as possible of any situation which will affect the ability of the CCAC Personnel to access a school, to provide the Services or any situation that may potentially place the CCAC Personnel at risk.
- (g) Except as expressly provided under this Agreement, the DSB makes no representations or warranties to the CCAC in respect to section 3.3 herein except that it shall use its reasonable efforts to carry out its roles and responsibilities herein.

4. OUTCOMES AND EVALUATION

- 4.1 The Parties will cooperate in the development and implementation of a Program evaluation plan, consistent with Ontario's *Comprehensive Mental Health and Addictions Strategy* and the 3 Year Child

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and Youth Mental Health Strategy's plan for evaluation being undertaken by the Institute for Clinical Evaluative Sciences.

- 4.2 The Parties shall work cooperatively to ensure that they fulfill any individual or joint reporting obligations to the Ministry, the LHIN or other governmental or regulatory authorities or agencies, to the extent permitted or required by Applicable Law.

5. RELATIONSHIP OF THE PARTIES

- 5.1 Each Party enters into and performs this Agreement as an independent contractor of the other Party. This Agreement will not be construed as constituting a relationship of employment, agency, partnership, joint venture or any other form of legal association, except as expressly set forth in this Agreement. Each Party will have no power, and will not represent that it has any power, to bind the other Party or to assume or to create any obligation or responsibility on behalf of the other Party or in the other Party's name.
- 5.2 The Parties acknowledge and agree that the CCAC Personnel shall at all times remain the employees or contractors of the CCAC. At no time shall there be an employment or any other direct contractual relationship between the CCAC Personnel and the DSB.
- 5.3 Each party recognizes and acknowledges that the other is governed by legislation and cannot be expected to act in contravention of legislation to which it is bound.

6. CONFIDENTIALITY AND PRIVACY

- 6.1 Each Party acknowledges that it may receive, acquire or be exposed to certain materials, information and data relating to the other's business, including personal information and personal health information (all of which is referred to as "Confidential Information"). Each Party acknowledges that the Confidential Information of the other, other than that which is publicly known or which is subject to disclosure, is confidential and proprietary information. Each Party agrees to confine knowledge of Confidential Information only to its employees, servants or agents who require such knowledge for use in the ordinary course and scope of their employment, service or agency. Neither Party shall, during the term of this Agreement or thereafter, use, disclose, divulge or make available Confidential Information of the other to any third party either directly or indirectly in any manner whatsoever without prior written consent.
- 6.2 Each Party shall and shall ensure that its representatives, agents, directors, officers and employees, strictly comply with the requirements of all relevant privacy and confidentiality legislation, including but not limited to PHIPA, FIPPA and MFIPPA, as applicable.
- 6.3 The Parties acknowledge that in providing the Services, the CCAC is a health information custodian as that term is defined under PHIPA and shall maintain ownership, custody or control of any records of personal health information in connection with the Services.
- 6.4 The Parties agree to work cooperatively to facilitate the sharing of personal health information to support the provision of the Services, to the extent permitted by Applicable Law.

7. INDEMNIFICATION AND INSURANCE

- 7.1 CCAC shall indemnify, defend and hold harmless DSB and its officers, agents and employees, with respect to any and all liability, losses, claims, suits, damages, taxes, charges and demands of any kind and nature by any party which any of them may incur or suffer as a result of any cause of action relating to or arising out of the breach of CCAC obligations under this Agreement, any negligent acts or omissions of CCAC, CCAC Personnel or other CCAC employees, officers or agents in connection with



the Services, or any claim arising from the behaviour of an employee or other authorized person for whom the CCAC is responsible. CCAC shall have no obligation to indemnify DSB for any liability, losses, claims, suits, damages, taxes, charges or demands of any kind or nature arising out of any negligent acts or omissions of DSB or its employees, officers or agents.

7.2 DSB shall indemnify, defend and hold harmless CCAC and its officers, agents and employees, with respect to any and all liability, losses, claims, suits, damages, taxes, charges and demands of any kind and nature by any party which any of them may incur or suffer as a result of any cause of action relating to or arising out of the breach of DSB obligations under this Agreement, any negligent acts or omissions of DSB or its employees, officers or agents, or any claim arising from the behaviour of an employee or other authorized person for whom the DSB is responsible. DSB shall have no obligation to indemnify CCAC for any liability, losses, claims, suits, damages, taxes, charges or demands of any kind or nature arising out of any negligent acts or omissions of CCAC or its employees, officers or agents.

7.3 Each of the Parties shall:

- (a) At its expense, maintain in accordance with policy terms and conditions comprehensive professional and general liability insurance for a minimum of \$5,000,000.00 for any one occurrence, including professional malpractice, against claims for bodily injury, personal injury, death, property damage or loss arising out of its obligations under this Agreement. Any and all policies of such insurance shall be for the mutual benefit of the Parties, shall name the other Party as an additional insured and shall include coverage providing for cross liability and severability of interest and shall provide not less than thirty (30) days prior written notice of material change to, cancellation, or nonrenewal of any and all policies; and
- (b) Upon request, provide to the other all such certified copies of insurance, certificates of insurance or other evidence of continuity of insurance as may be requested accompanied by evidence satisfactory to the others that the premiums thereon have been paid not less than fifteen (15) days prior to the expiration of any then current policy.

8. DISPUTE RESOLUTION

- 8.1 Any disagreement or dispute arising between the Parties shall be resolved constructively through a process of consensus decision making to the extent possible. [
- 8.2 In the event that an agreement or resolution is not forthcoming, the Parties shall convene a joint advisory committee, which will consist of no less than three (3) representatives from the DSB and no less than three (3) representatives from the CCAC to resolve the disagreement.
- 8.3 If the joint advisory committee is unable to resolve the disagreement, a facilitator or mediator who does not have an interest in the outcome shall assist the Parties in finding an agreement or resolution to the disagreement. The mediator or facilitator will be chosen from a roster of qualified individuals determined by the Parties and any costs involved in selecting and appointing a facilitator or mediator will be absorbed by the Parties on an equal basis.
- 8.4 If, at the end of the facilitated or mediated process, an acceptable solution is not forthcoming, the facilitator or mediator may, at the request of the Parties propose non-binding recommendations aimed at assisting a resolution of the matter.
- 8.5 The Parties shall continue the performance of their obligations under this Agreement during the resolution of any dispute or disagreement.

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9. TERM AND TERMINATION

- 9.1 This Agreement shall commence on the date noted above and shall continue for a period of three (3) years. This Agreement may thereafter be renewed for subsequent additional one year terms upon the mutual consent of the Parties.
- 9.2 The Parties may terminate this Agreement by mutual consent at any time or upon thirty (30) days written notice to the other Party, with no fault or liability, subject to any required approvals
- 9.3 Either Party may terminate this Agreement immediately, without notice, fault or liability upon the occurrence of one of the following occurrences:
- (a) either Party ceases to operate or provide services;
 - (b) a direction, order or decision by the Ministry or the LHIN which is inconsistent with a Party's ability to fulfill its obligations under this Agreement; or
 - (c) CCAC is notified that funding for the Program will be reduced or come to an end.
- 9.4 Terms and conditions regarding privacy, confidentiality and indemnification shall survive this Agreement.
- 9.5 Nothing in this Agreement shall impact upon the right of a school Principal or DSB to refuse access to school premises by CCAC or CCAC Personnel, recognizing that CCAC will be unable to provide the Services and shall not be deemed to be in breach of this Agreement as a result.

10. GENERAL

- 10.1 This Agreement is comprised of this executed agreement and any Schedules, all of which are hereby incorporated by reference into and form part of this Agreement.
- 10.2 The Parties agree that any amendment to this Agreement shall be in writing and signed by the Parties prior to implementation. Any amendment shall be appended to and shall form part of this Agreement.
- 10.3 This Agreement shall not be assigned by any Party except with the prior written consent of the other, and subject to any required governmental approvals.
- 10.4 This Agreement may be executed in counterparts, each of which shall constitute an original and all of which taken together shall constitute one and the same instrument.
- 10.5 This Agreement and the rights and obligations and relations of the Parties hereto shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.
- 10.6 No Party hereto shall be held responsible or liable or deemed to be in default or in breach of this Agreement for its delay, failure or inability to meet any of its obligations under this Agreement caused by or arising from any cause which is unavoidable or beyond the reasonable control of such party, including war, warlike operations, riot, insurrection, orders of government, disturbances or any act of God or other cause which frustrates the performance of this Agreement.
- 10.7 Any notices or communications that may be given or are required pursuant to or concerning this Agreement shall be in writing and may be given by personal service, prepaid registered mail, or by facsimile, addressed as follows:



(a) If to DSB :

John Crocco, Director of Education
Niagara Catholic District School Board
Catholic Education Centre
427 Rice Road
Welland, ON L3C 7C1

Tel: 905-735-0240
Fax: 905-735-9710

(b) If to CCAC :

Darlene Arseneau, VP Corporate Services and CFO
Hamilton Niagara Haldimand Brant Community Care Access Centre
95 Henry Street, Brantford, ON N3S 5C9

Tel: 1-866-790-4642 # 6024
Fax: 519-759-2855

IN WITNESS WHEREOF the Parties have executed this Agreement as of the date first written above.

Niagara Catholic District School Board

Per: _____

Name: _____

Title: _____

[Handwritten signature]
John Crocco
Director of Education

Hamilton Niagara Haldimand Brant Community Care Access Centre

Per: _____

Name: _____

Title: _____

Per: _____

Name: _____

Title: _____

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Darlene Arseneau
VP Corporate Services and CFO

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Tom Peirce
VP Strategy

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Appendix A

Referrals

There are two routes for a MHAN referral to be initiated:

1. Internal – school-initiated referral
2. External – hospital-initiated referral

Internal Referral Process

Internal referrals for MHAN Consultation are made through Special Education Coordinators. Follow the steps below to refer to the MHAN.

➤ Identification:

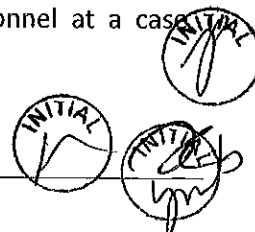
- School staff identifies a student who may benefit from MHAN involvement.
Eligibility: (student may meet some or all of the following criteria)

The student:

- ✓ is registered at Niagara Catholic District School Board;
 - ✓ may have had hospital/emergency department admissions for mental health concerns;
 - ✓ may have complex medication issues or concerns about follow-up with family health care provider when a medication is a key concern in student's ability to maintain school attendance;
 - ✓ may have a mental health diagnosis;
 - ✓ may have a conflicting or complicated diagnosis;
 - ✓ may benefit from mental health system navigation or coordination of care.
- School staff refers the request to the School Principal.
 - The school Principal will fill out the *MHAN Referral Form* (Appendix B) and the *Consent to Use, Share and Disclose Personal Information* (Appendix C) and email to the Area Special Education Coordinator.
 - The Area Special Education Coordinator initiates the referral by faxing the completed referral form and consent to the HNHB-CCAC intake center.

➤ Consultation:

- The MHAN contacts the School Principal to arrange a time for the consultation. Consultation may include observation of the student in the school setting and/or discussion with school based personnel at a case conference.
- Following any classroom observation, the MHAN will endeavor to debrief with the Principal.



- The MHAN will collaborate with school and/or board staff to develop a plan of care based on the concerns outlined in the referral.

➤ **Record Keeping**

- Case conference notes should be recorded by the school Educational Resource Teacher during any consultation meetings with the MHAN.
- The Area Special Education Coordinator will track the number of students receiving consultations provided by the MHAN.

External Referral Process

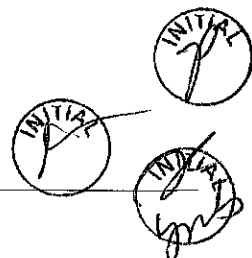
External referrals for MHAN consultation may be made through a variety of medical professionals (i.e.: hospital staff, doctors, nurses, therapists, etc...)

➤ **Consultation:**

- The MHAN will follow up with student and/or family upon receipt of the hospital referral.
- If consent is obtained to share information with the school, the MHAN contacts the School Principal to arrange a time for the consultation. Consultation may include observation of the student in the school setting and/or discussion with school based personnel at a case conference.
- Following any classroom observation, the MHAN will endeavor to debrief with the Principal.
- The MHAN may ask for additional information from the school. (Appendix C – *Child and Youth Mental Health Collateral Information*)
- The MHAN will collaborate with school and/or board staff to develop a return to school transition plan/plan of care based on the concerns outlined in the referral. (Appendix D – *Return to School Transition Tool*)
- If consent to share information with the school is not obtained, the MHAN will notify the school Principal of their involvement with the student, but will not disclose or collect any other information.

➤ **Record Keeping**

- Case conference notes should be recorded by the school Educational Resource Teacher during any consultation meetings with the MHAN.
- The MHAN will track the number of students referred from external sources (i.e. hospital). The MHAN will share this data with the NCDSB upon request.





Confidentiality

In any written or oral reports arising from an observation made on school premises, the MHAN shall not make any references to other students or School Board personnel by name or by any other means which could serve to identify the individual. All such reports shall be held in strictest confidence.

In any written or oral reports shared by the MHAN, School Board personnel shall not make any references to other students or School Board personnel by name or by any other means which could serve to identify the individual. All such reports shall be held in strictest confidence.

School Space Requirement

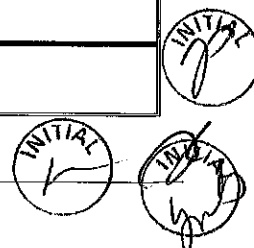
It is agreed that each school within the NCDSB will make available one work space, including a work surface and chair, during standard school hours of operation, to be used by the MHAN. In addition, each school in the NCDSB will make available a space to accommodate confidential meetings between the MHAN and individual students, families and/or members of the school's interdisciplinary teams, as required.

Appendix B

Mental Health and Addictions Referral Form


Student's Last Name:		Student's First Name:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth (YYYY/MM/DD):	
Health Card Number:		Phone Number:	
Home Address:			City:
Province:	Postal Code:	Allergies:	
<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian Name: _____ Home: _____ - - Cell: _____ - - Bus: _____ - -		<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian Name: _____ Home: _____ - - Cell: _____ - - Bus: _____ - -	
Other Emergency Contact: Name & Relationship:			Phone:
Languages Spoken in Home (Maternal Tongue): <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other: Interpreter required? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Specify:			
School Board:	School Name:	Grade:	
School Address:			
City:	Province:	Postal Code:	
Telephone:		Fax:	
<input type="checkbox"/> OTHER AGENCIES INVOLVED WITH THE STUDENT:			
Reason for Referral: (please ensure Student and/or Parent/Guardian consents to share health information)			
<input type="checkbox"/> Changes in behavior:			
<input type="checkbox"/> Medical concerns/diagnosis or Medication Management:			
<input type="checkbox"/> System Navigation:			
<input type="checkbox"/> Addictions/Substance abuse:			
<input type="checkbox"/> Return to school support from section class/in-patient/ED:			
<input type="checkbox"/> Follow-up with student from youth justice system:			
<input type="checkbox"/> Safety concerns:			
<input type="checkbox"/> Other:			
Consent For CCAC Referral to Assess for Treatment			
I _____ agree to the referral to CCAC.			
Signature: _____		Relationship: _____	Date: _____
(Parent/Guardian or Student (16 years+))			
Referral Source/Contact Number:		Referral Date (D/M/Y):	
Principal or Designate/Contact Number:		Referral Date (D/M/Y):	
Special Education Coordinator/Mental Health Lead:		Referral Date (D/M/Y):	
A CCAC MHAN will contact the student or parent/guardian to determine/confirm consent.			

Please Fax Completed Referral To: 1-866-655-6402
HNHB Community Care Access Centre - Toll Free Phone #: 1-800-810-0000





Appendix C

 **Niagara Catholic District School Board**
CONSENT TO USE, SHARE and DISCLOSE PERSONAL INFORMATION

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of the Education Act, and will be used by the Special Education Department. Questions about this collection should be directed to the Superintendent of Special Education, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1 905-735-0240.

I, _____
 (Print full name of person)

of _____
 (Address)

hereby consent that Niagara Catholic District School Board can collect, use and disclose personal information from/with the following agencies:

- | | |
|---|---|
| <input type="checkbox"/> Contact Niagara | <input type="checkbox"/> Pathstone Mental Health |
| <input type="checkbox"/> Niagara Health Systems | <input type="checkbox"/> Speech Services Niagara |
| <input type="checkbox"/> Family and Children Services | <input type="checkbox"/> Public Health |
| <input type="checkbox"/> District School Board of Niagara | <input type="checkbox"/> Niagara Peninsula Children's Centre |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Institute for Clinical Evaluative Sciences |

of the following information:

- (1) _____
- (2) _____
- (3) _____

in respect to _____ D.O.B. _____

I understand that the purpose for collecting and disclosing this information noted above. I understand that I can refuse to sign this consent.

 Parent/Guardian (Signature)

 Student (Signature)

 (Witness)
 Date _____

Consent may be revoked at any time. If consent is not revoked then the above consent will be in effect for 1 year.

*** Personal Information includes personal, health, and educational information**

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Appendix D Description of Roles

MENTAL HEALTH AND ADDICTIONS NURSES (MHAN)

To deliver a seamless experience through the health system for people in our diverse communities, providing equitable access, individualized care coordination and quality health care. It is understood that Nurses and their practice are governed by the College of Nurses of Ontario and all applicable legislations, including the *Health Care Consent Act, 1996* and the *Personal Health Information Protection Act, 2004*.

HNHB-CCAC

- Operate within the context of Niagara Catholic District School Board's policies and procedures including, but not limited to, those related to: abuse and neglect of children; equity and human rights; safe schools; and criminal background checks. It is understood that the *Education Act, 1990*, privacy legislation, and collective agreements govern Niagara Catholic District School Board's operations.
- Instruct their staff members to sign in at the office and to carry photo identification.
- Ensure that any student who experiences trauma or crisis during the term of the collaboration agreement is referred for assistance to the HNHB CCAC's supervisory staff, and that the school principal is informed as well as other appropriate Board staff.
- Collaborate with the Niagara Catholic District School Board Communication Department regarding an promotional material.

SCHOOL PRINCIPAL or DESIGNATE- NIAGARA CATHOLIC DSB

- The Principal will establish and lead any multidisciplinary team and/or transition meetings. The Principal is the primary contact for the family.
- Participate in the collaborative development of programs/services.
- School based staff will continue to monitor the student's progress as appropriate.
- Review programs/service outcomes, recommend modifications, and provide advice to HNHB CCAC program administrator.
- Programming recommendations: The Principal is responsible for the educational program. Any programming recommendations made by the MHAN are suggestions only and may be implemented in whole or in part at the sole and unfettered discretion of the Principal.
- If Family and Children's Services is called by the MHAN because of a disclosure from the student during a consultation session, the MHAN will inform the principal that a call has been made.

AREA SPECIAL EDUCATION COORDINATOR - NIAGARA CATHOLIC DSB

- The Area Special Education Coordinator will facilitate internal referrals from schools to HNHB-CCAC
- The Area Special Education Coordinator will track the number of referrals to the MHAN.