



PROTOCOL

Between

CONTACT NIAGARA

**PATHSTONE MENTAL HEALTH
(Social Workers in Schools Program)**

and

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

May 2013

Background

The schools of the Niagara Catholic District School Board and the Special Education Department value the input that can be gathered from outside agencies and professionals. Collaboration with these agencies and professionals are demonstrated through:

- valuing the advice of SEAC and its member associations;
- sitting on joint advisory boards and committees;
- provision of community support for high needs students;
- maintenance of protocols with various agencies; and
- joint planning for student success.

Community professionals can assist with problem solving to support students. The information that is shared can assist the school staff in programming more effectively. School staff members, parent(s)/guardian(s) and other professionals can work together to establish and implement an effective Individual Education Plan (IEP) for students based on specific strengths and needs.

Psychotherapy and/or counselling accessed through the Pathstone Mental Health Social Workers falls into this category. The involvement of this service in supporting students with Mental Health/behavioural concerns will be most valued.

Upon request, Pathstone Mental Health will provide required documentation as stated in the Niagara Catholic District School Board *Protocol with External Agencies* located on the Board website. This may include Criminal Background Checks and confirmation of staff qualifications and credentials. Niagara Catholic District School Board and Pathstone Mental Health will collaborate on the evaluation of programs and services annually. Consultation between Niagara Catholic District School Board and Pathstone Mental Health will take place prior to the termination of service. It is the responsibility of Pathstone Mental Health to ensure that their staff is insured while on school board property and that the insurance includes professional malpractice coverage (minimum \$2,000,000) to insure against civil litigation alleging incompetence, professional errors, omissions or charges laid by professional colleges or parent(s)/guardian(s).

REFERRAL PROCESS

Following are the steps that are to be followed in order to access the Pathstone Mental Health *Social Workers* in Schools:

School Initiated Referral

➤ **Identification**

- A classroom teacher identifies a problem and discusses his/her concerns with the parent(s)/guardian(s), Educational Resource Teacher (ERT), and Principal at a case conference.
- The teacher presents the problem at a School Based Team (SBT) meeting. School based problem solving is initiated and minutes are taken by the Educational Resource Teacher (ERT).
- As part of the SBT plan of action, a mental health identification tool(s) will be administered by the ERT (SDQ, CANS-EI, GAIN-SS) with consent of the parent(s)/guardian(s). (Appendix A Consent for In-school Educational Assessment)
- ERT sends assessment raw data to the BRT for scoring and recommendations. Number of assessments completed will be tallied and sent to Contact Niagara according to MCYS reporting requirements.
- As part of the review SBT, results of the identification tool is shared and school based strategies are implemented and evaluated. An IEP may be developed and implemented.
- A Case conference with parent(s)/guardian(s) is held to update parent(s)/guardian(s) about the concern(s) and the plan for a possible referral for Behaviour Resource Teacher (BRT)

➤ **Resource Support**

- A Request for Services form is completed requesting the involvement of the Area BRT. Minutes from two School Based Meetings, results from the identification tools, and behaviour data are attached to the request form.
- The area BRT updates Area Team in relation to the need for the Pathstone Mental Health *Social Worker* involvement and/or referral to Contact Niagara

➤ **Referral/Consent**

- If the Team decides that a referral is appropriate the Area BRT will contact the school Principal and appropriate area staff.
- The Area BRT will send the *Consent to Collect/ Disclose Information* form (Appendix B – NCDSB) and the *Consent to observe a child in school* (Appendix C- NCDSB) which allows sharing of information and observation of student.
- The ERT will contact the parent(s)/ guardian(s) to complete the consents. Copies of the consents are placed in the OSR.
- Once the consents have been signed, the ERT will inform the BRT.
- The Area BRT will inform the Pathstone Mental Health *Social Workers* that consents have been received
- The Area BRT will inform Contact Niagara that a student has been placed on the Pathstone Mental Health *Social Worker's* caseload and send an information package to Contact Niagara containing the copy of the request for service and a copy of the data collected from the assessment. As part of the general intake process, Contact Niagara will contact the family to complete a Brief Child and Family Phone Interview (BCFPI).

CONSULTATION and REVIEW

- Once a student becomes active, the Pathstone Mental Health *Social Worker* will contact the Principal to arrange a consultation at the school. Consultation may include observation of the student in the school setting and/or discussion with school based personnel at a case conference.
- *The school Principal or ERT will inform the Area BRT* of the consultation/observation date. If the BRT or designate is unable to attend the meeting, the consultation can still take place. If board staff is not present, the Pathstone Mental Health *Social Worker* will inform the Area BRT with an update of the consultation.
- Following any classroom observation, the Pathstone Mental Health *Social Worker* will endeavor to debrief with the Principal and/or ERT.
- The Pathstone Mental Health *Social Worker* will develop a treatment plan for the student.
- Case Conferences will be held with the Pathstone Mental Health *Social Worker*, the parent(s)/guardian(s), Principal, teacher(s), ERT and Area BRT to share information and develop strategies that may be included in the student's Individual Education Plan (IEP).
- The IEP is monitored closely by the school Principal, Educational Resource Teacher (ERT) and teacher(s).

➤ Review

- The Teacher(s), ERT, Principal and Area staff will continue to monitor the student's progress as appropriate.
- Programming Recommendations: The Principal is responsible for the educational program. Any programming recommendations made by the Pathstone Mental Health *Social Worker* are suggestions only and may be implemented in whole or in part at the sole and unfettered discretion of the Principal.
- The Area BRT will track the number of students receiving consultations provided by the Pathstone Mental Health *Social Worker*.
- If FACS is called by the Pathstone Mental Health *Social Worker* because of a disclosure from the student during a therapy/counseling session, the Pathstone Mental Health *Social Worker* will inform the Principal that the call has been made.

Confidentiality

In any written or oral reports arising out of observations made on school premises, Pathstone Mental Health *Social Workers* 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 Pathstone Social Worker, School Board personnel shall not make any references to other students or Pathstone 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 Pathstone Mental Health *Social Workers*. In addition, each school in the NCDSB will make available a space to accommodate confidential meetings between the Pathstone Mental Health *Social Workers* and individual students, families and/or members of the school's interdisciplinary teams, as required.

Complaint Resolution

It is important that all parties involved are committed to resolution. This commitment requires open dialogue and the sharing of all information between parties prior to the scheduling of meetings.

STATEMENT OF POLICY

The Niagara Catholic District School Board is committed to open communication with its parents, Catholic ratepayers and all educational partners through effective system and school-based communication procedures.

The Board values and encourages an open and trusting culture that fosters, in individuals, a sense of comfort, without fear of reprisal. The Board encourages the resolution of conflicts within a process that is accountable, transparent and respectful of the complainant's and the Board's role in resolving conflicts in the best interest of students.

The Board recognizes that differences of opinion and concerns may arise during a school year. When differences in resolving a concern arise, there may be occasions when a complaint is made against an employee or a Trustee or the Niagara Catholic District School Board.

This Policy and Administrative Guidelines provides the process to resolve complaints in accordance with the Education Statutes and Regulations of Ontario, all applicable laws and statutes and the Mission Statement of the Board.

All Trustees and employees of the Niagara Catholic District School Board will co-operate to ensure that all complaints are dealt with in a fair, consistent and reasonable manner. It is expected that common courtesy and Christian charity will be used to obtain a prompt resolution and an opportunity for reconciliation between the parties.

Confidentiality of all complaints shall be maintained to the extent practicable and appropriate given the circumstances between the complainant and Board employees directly involved.

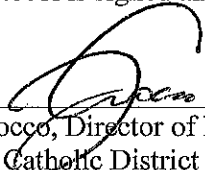
Please refer to the Administrative Guidelines policy 800.3

➤ **Conflict resolution between NCDSB Contact and Pathstone Mental Health:**

- A committee, which will consist of no less than three representatives from the Board and no less than three representatives from Pathstone Mental Health, will be convened in the event that a disagreement or dispute between the parties must be resolved.

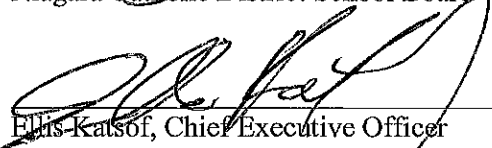
Niagara Catholic District School Board Special Education staff, Pathstone Mental Health staff and Contact Niagara staff will meet to review this protocol regularly.

This protocol is signed and delivered on the 22 day of May, 201~~2~~³ ^{AM.} by the undersigned:

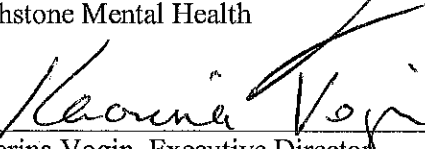


John Crocco, Director of Education
Niagara Catholic District School Board

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Ellis Katsaf, Chief Executive Officer
Pathstone Mental Health



Kaarina Vogin, Executive Director
Contact Niagara

Appendix A



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Niagara Catholic District School Board

CONSENT FOR ADMINISTRATION OF IDENTIFICATION TOOLS

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 Special Education. Questions about this collection should be directed to the Superintendent of Education – Special Education, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1, 905-735-0240.

Student Name		<input type="checkbox"/> M	<input type="checkbox"/> F
Date of Birth <small>yyyy mm dd</small>			
School			
Teacher			
Grade Level		OEN #	

Dear _____

As part of the programming and planning needed for your child, the Educational Resource Teacher (ERT) would like your permission to complete the Identification Tools, in particular _____. We would also like you to complete the parent version of the *Strengths and Difficulties Questionnaire (SDQ)* to have both home and school data in order to make the best decisions for your child. Please be sure to answer all questions. Upon completion of the *SDQ*, please return it to school with your child to the Educational Resource teacher by **(insert date)** _____. All school and parent data will be forwarded to the Behaviour Resource Teacher for scoring. Once completed, the Educational Resource Teacher will arrange a meeting to discuss the results. Your cooperation is greatly appreciated. Should you have any questions or concerns, please do not hesitate to contact the Educational Resource Teacher.

Principal's Signature

Date

Educational Resource Teacher's Signature

Date

Parent/Guardian's Signature

Date

Appendix B



Niagara Catholic District School Board
CONSENT TO COLLECT 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: _____ | |

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

Appendix C



Niagara Catholic District School Board
CONSENT TO OBSERVE A CHILD IN SCHOOL AND/OR IN THE TREATMENT SETTING AND COMMUNICATE WITH
STAFF

Pathstone Mental Health

To ensure the most appropriate programming for students with special needs, the **Niagara Catholic District School Board** works closely with community partners including **Pathstone Mental Health**.

In signing below, you are permitting the Pathstone Mental Health *Social Worker* to observe and work with your child in school and to share information with the School/Board Personnel of Niagara Catholic District School Board and the staff responsible for your child's programming.

I _____ of _____
(Print Name) (Address)

give permission for the observation in school of _____
(Name of Student)

_____ at _____
(DOB: D/M/Y) (Present School)

Parent(s)/guardian(s): _____

Dated the day of: ____ / ____ / ____
day month year

Witness: _____ Dated the day of ____ / ____ / ____
day month year

Confidentiality:

- In any written or oral reports arising from an observation made on school premises, Pathstone Mental Health *Social Workers* 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.

Appendix D



ROLES AND RESPONSIBILITIES OF COMMUNITY PARTNERS

PATHSTONE MENTAL HEALTH SOCIAL WORKER

The Pathstone Mental Health *Social Worker* provides psychotherapy/counseling to students who have an identified mental health/behavioural concerns. Support can include individual consultation, workshops and groups.

SCHOOL PRINCIPAL or DESIGNATE – NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

The Principal is the school administrator and is responsible for overseeing the initial request for the initial Request for Service. The Principal is responsible for the development and implementation of IEP. The Principal or designate will be the primary contact for the family.

AREA COORDINATOR – NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

The Area Coordinator will oversee the referral to the Pathstone Mental Health *Social Worker*.

BEHAVIOUR RESOURCE TEACHER – NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

The Area BRT will score screening tools and forward results to school. They will present the request for service to are team. They will forward consents/form permitting observation and consultation regarding a student to ERT. It is the responsibility of the BRT to follow up with NCDSB school staff and the Pathstone Mental Health *Social Worker* to ensure that both are aware of approved involvement. They will assist with developing strategies that may be included in the student's IEP. They will track the number of students receiving consultations provided by the Pathstone...

CONTACT NIAGARA

Contact Niagara will receive referral and/or screening tool information from School Board or Pathstone personnel or the family or youth as appropriate. Information about available services will be provided. When necessary, Contact will complete an intake with the family and/or youth and make referrals to any other programs/services that may be required. Contact is available to School Board personnel at any time for consultation on services that are available and access processes.

Appendix E



Working Together System Implementation

