



Nova Scotia Student Information System

Nova Scotia Public Education System

Referral for School Counselling Services and Case Notes for Counsellors in TIENET

Quick Reference Guide

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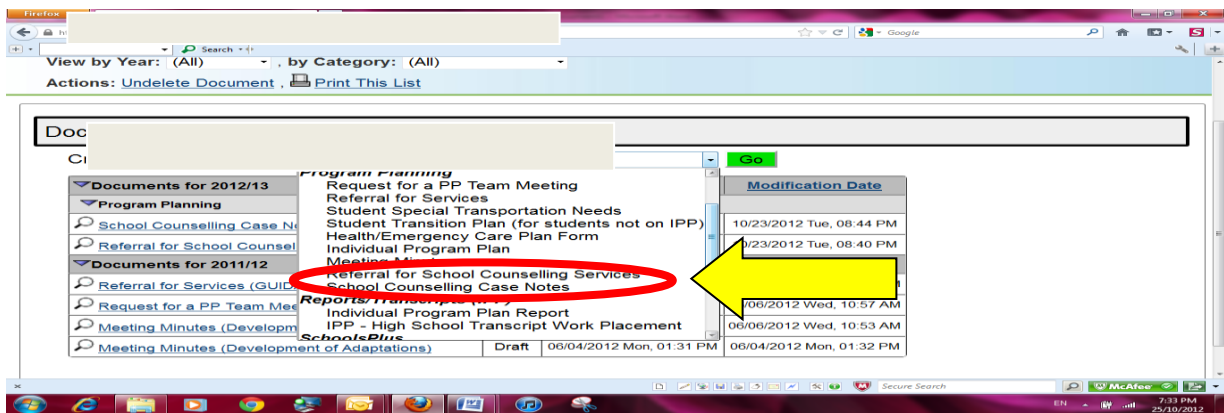
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1 REFERRAL FOR SCHOOL COUNSELLING SERVICES

1.1 CREATING A REFERRAL DOCUMENT

In TIENET, the **Referral for School Counselling Services** document can be created and completed by school guidance counsellors or school administrators and forwarded to the counsellor. Counsellors can view and edit any of the created documents. School Administrators can only view/edit referrals they create.

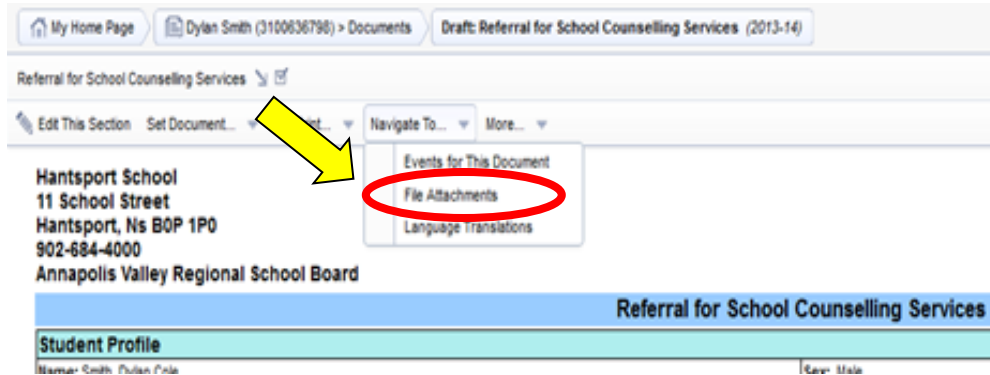
To create the referral, in the student's document library, open the drop down menu to **Create New Document**, choose **Referral for School Counselling Services** and click **Go**. A Label/Comment in the comment box is not needed for this document, just click **New**.



The person completing the referral must complete the required fields in each of the following sections – **Referral Source**, **Reason for Referral** and **Previous Communication Regarding the Referral** as indicated below. **Additional Information** (Note: information of a highly sensitive nature should not be recorded as Additional Information but is better shared verbally with the counsellor). The referral then gets **Saved** and forwarded to the school counsellor under **Actions** and then **Send Message with Document**.

Referral Source			
Referred By: (none) [v]	Name: [] (ID) lookup / non-lookup	Referral Entered By:	
Reason for Referral			
Referred for: (none) [v]	Referral Date: []	Urgency: (none) [v]	
Referred To			
Name: [] (ID) lookup			
Additional Information			
[]			
Previous Communication Regarding the Referral			
Was there previous communication with the home regarding this referral? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the student aware of the referral? <input type="checkbox"/> Yes <input type="checkbox"/> No			

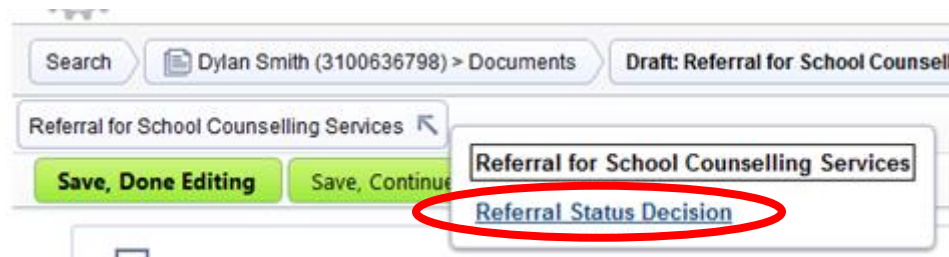
If needed, electronic attachments can be made to the referral document by going to **Navigate To...** at the top, then **File Attachments** (see below) and following the instructions from there.



Upon receiving the referral, the Counsellor will decide how to proceed with the referral. The **Referral for School Counselling Service** will now be accessible in the student's document library and can be viewed only by the Counsellor and School Administrator. All sections in document are **required fields**.

1.2 REFERRAL STATUS DECISION FOR SCHOOL COUNSELLING SERVICES

Once the Counsellor receives a referral in TIENET, to be able to continue, the document must be opened from the student's document library. The counsellor will review the referral, then decide how to proceed. This decision is documented in **Referral Status Decision** (to access, use drop-down menu arrow at the top beside **Referral for School Counselling Services**).



This section of the document - **Referral Status Decision (To be completed by School Counsellor)** must be completed as shown below, then **Saved** and **Finalised**. When a document is set to **Final**, it can no longer be edited (but can be Unfinalised to Edit if needed).

Editing Section: Referral Status Decision - Draft: Referral for School Counselling Services for Dylan Smith (3100636798)

Save, Done Editing Save, Continue Editing Cancel Editing AIBC

Referral Status Decision (To be completed by School Counsellor)

Proceeding with School Counselling Service
 (none)
 Not Proceeding Beyond the Referral Stage
 Proceeding with School Counselling Service
 Providing Referral to external/other service provider

Name of School Guidance Counsellor: GUIDANCEAVRSB (AVRSB,Guidance) (ID) Date Status Decision Reached: 10/16/2013

Parent/Guardian Informed of Referral Status Decision: Yes No
 Referral Source Informed of Referral Status Decision: Yes No
 Student Informed of Referral Status Decision: Yes No

Save, Done Editing Save, Continue Editing Cancel Editing AIBC

1.3 CHANGING THE STATUS OF A DOCUMENT

To finalise the document, open it, go to **Set Document**, then **Status from Draft to Final** and **Accept**.

Referral Status Decision

Edit This Section Set Document... Print... Navigate To... More...

Sections
 Status from Draft to Review
Status from Draft to Final
 Label/Comment

Set Document Status: Referral for School Counselling Services for Dylan Smith (3100636798)

Change status from **Draft** to Review

Comments (optional)

Send a Notification Message To

User IDs: Look up: Staff User ID My Messaging Groups

Staff below are referenced in document. Click any to include in notification:
 Refer Entered By: UGUIDANCEAVRSB (AVRSB,Guidance)

Accept Cancel

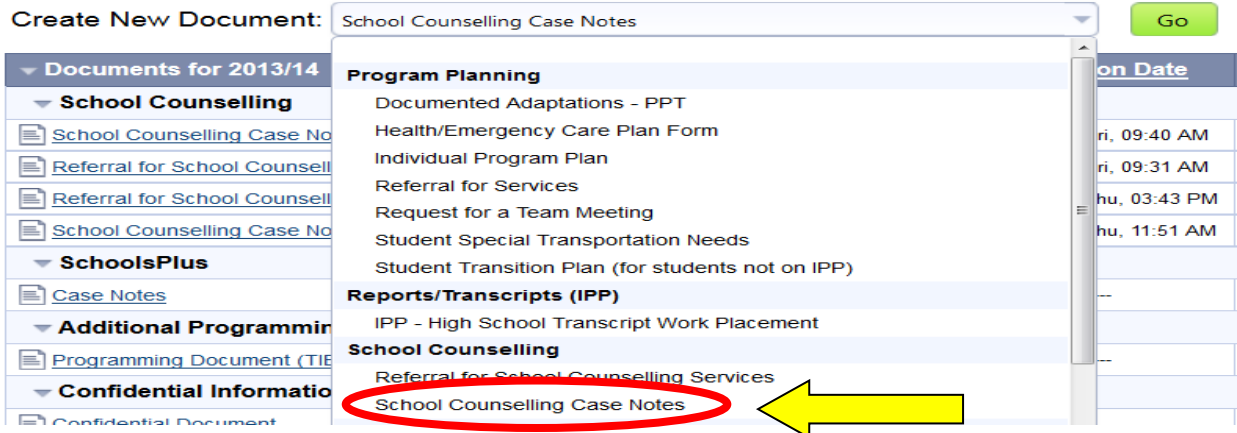
Back on the student’s Documents page, the status of the document will now be **Final**.

2 SCHOOL COUNSELLING CASE NOTES

2.1 CREATING A CASE NOTES DOCUMENT

The **School Counselling Case Notes** can **only** be created, viewed, edited and accessed by a school counsellor. A counsellor should only view Case Notes created by other counsellors **if** either the student or parent has consented to this access.

To create **Case Notes** in TIENET, the school counsellor must go to the student’s document library, and from the menu of documents, choose **Case Notes** and click on **Go**. A label/comment for this document can be entered but it not required, then click **New**.



Upon opening this document for the first time, the **Consent and Record Disclosure** sections (see below) must be completed.

Consent and Record Disclosure	
Student Profile	
Name:	Sex: Female
Date of Birth: 10/04/2002	Student ID Number: 3101244659
Self-Identification Aboriginal: No	Ancestry: East Asian Descent European Descent Middle Eastern Descent
School: Benwick and District School	Principal:
School Year: 2014-15	Grade: 10
Parent(s)/Guardian(s):	Homeroom:
Home Phone (XXX-XXX-XXXX):	
Student Consent	
Student consent for counselling services obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No	Parent/Guardian Consent
	Parent/Guardian consent for counselling services obtained (where necessary): <input type="checkbox"/> Yes <input type="checkbox"/> No
Student Record Disclosure	
Disclosure regarding transfer of counselling records provided: (none)	Parent/Guardian Record Disclosure
	Disclosure regarding transfer of counselling records provided (where necessary): (none)
Student Consent to Access Complete Counselling Record	
Student consent for all school counsellors to view the complete Counselling Record including Case Notes created by other school counsellors: <input type="checkbox"/> Yes <input type="checkbox"/> No	Parent/Guardian Consent to Access Complete Counselling Record
Obtained from: Aurora Aalders	Parent/Guardian consent for all school counsellors to view the complete Counselling Record including Case Notes created by other school counsellors: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date:	Obtained from:
	Date:

2.1.1 Consent

The point at which a student may independently consent to counselling services will now be grades 7 through 12. Parent/guardian consent must be obtained for students from grades Primary through 6. However, where consent cannot be obtained from a parent/guardian, the counsellor, after attempting to obtain consent and documenting all attempts in the student’s case notes, may begin services and see a student if the counsellor deems it to be in the student’s best interest.

2.1.2 Record Disclosure

Case notes are maintained electronically in TIENET and transfer with a student should s/he move to another public school within the province of Nova Scotia. Access to existing case notes is only available to the Counsellor(s) at the new/current school and will no longer be accessible to the previous Counsellor(s) at the student’s former school(s) once the student is no longer registered there. Disclosure regarding this information about the transfer of counselling records must be provided to either the student (grade 7-12) and/or his/her parent/guardians (primary-6).

2.1.3 Consent to Access Complete Counselling Record

When a student transfers schools within a NS board or the province, the counselling record in TIENET will move with them. The student or parent/guardian (where necessary) must now consent for school counsellor(s) at the new school to view the complete counselling record, including any case notes created by previous counsellors. If consent is not obtained, the case notes remain with TIENET but cannot be viewed by the current counsellor(s). However, the current counsellor(s) will be able to begin a counselling relationship with the student and create new case notes.

2.1.4 School Counseling Case Notes

Once the **Consent and Record Disclosure** sections are complete, the **Case Notes** section of the document is accessed by using the drop-down arrow at the top of the page. The required fields of Case Notes (**Date & Case Notes**) must be completed. The **Author** automatically gets generated when some thing is entered in Case Notes and **Required Actions/Follow-up** is optional.

Case Notes

Save, Discard, or Cancel

Case Notes

Cancel Editing

complete this section, fill out the form below and click save above.

Hantsport School
11 School Street
Hantsport, NS B0P 1P0
902-684-4000
Annapolis Valley Regional School Board

School Counseling Case Notes

Student Profile	
Name: Smith, Dylan Cole	Sex: Male
Date of Birth: 03/20/1998	Student ID Number: 3100036798
Self-Identification Aboriginal: No	Ancestry:
School: Hantsport School	Principal:
School Y:	Grade: 08
Parent(s): Mr. Bryan Yeaton	HomePhone:
Home Phone (xxx-xxx-xxxx): 914-781-1488	

Date:	Author:	Case Note(s) :	Required Actions/Follow-up :
Add Row			

The **Case Notes** document is to be kept in **Draft** status for notes to be added and/or edited as long as the counselling service is ongoing. The status of the document is set to **Final** (Final documents can be edited) when:

1. at the end of the school year, **OR**
2. the student transfers to another school.

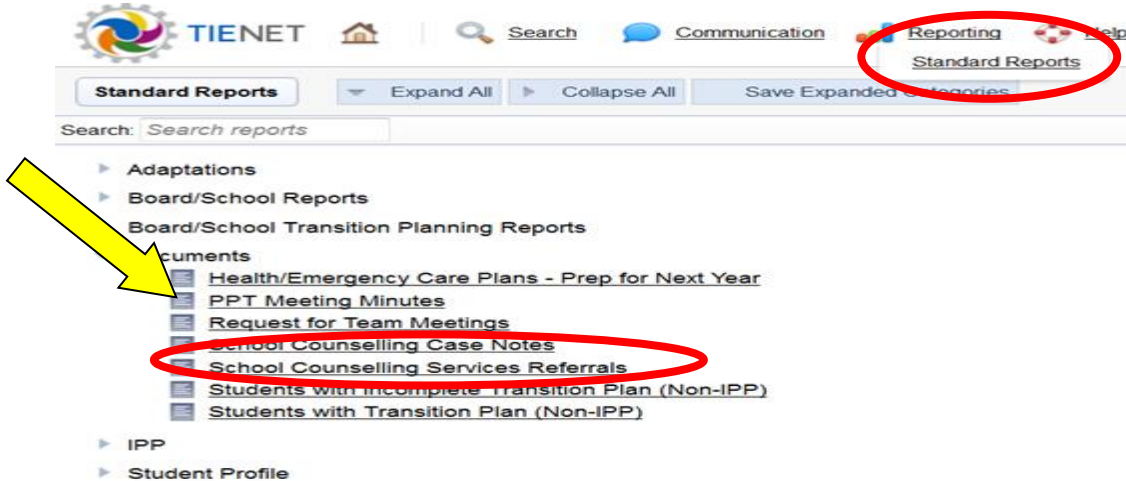
Note: It is important for counsellors to ask school administration and/or the school administrative assistant to inform them of students transferring in PowerSchool as they may have unfinalized case notes.

When the student then transfers to another school (within the province) the guidance counsellor at the new school will be able to view any case notes and may do so only if either the student or parent has consented to this access.

3 THE TIENET SCHOOL COUNSELLING REPORTS

3.1 SCHOOL COUNSELLING SERVICES REFERRALS

School Counsellors and Administrators can pull out a list from TIENET of all students who have been referred for School Counselling Services. To do this, on any TIENET page is **Reporting** at the top. Then from **Standard**, and **Documents** is **School Counselling Service Referrals**. Users enter **School Year From:** and **School Year To:** to select a date range for the report, then click **Update Report with Values**.



This gives a list of students from the school with supporting information that have been referred for School Counsellors Services. This information can be sorted, downloaded, printed, etc.

School Counselling Services Referrals: Hantsj												
	School	School Year	ID	Last Name	First Name	Grade	Sex	Age	Urgency	Counsellor Name	Decision Date	Document Status
	Hantsport		31011281				Female	12				Draft
	Hantsport		31006367				Male	15	Low		01/24/2014	Draft
2 Documents												

3.2 SCHOOL COUNSELLING CASE NOTES

Following the same process as above, **only** School Counsellors can choose **School Counselling Case Notes** to generate a list of students who have Case Notes documents created for them.

School Counselling Case Notes (Hantsport School)						
	School	School Year	ID	Grade	Last Name	First Name
	Hant	2012-13	3101128167	G04	Acker	
	Hant	2012-13	3100954555	G05	Smith	
	Hant	2013-14	3100954555	G05	Smith	
	Hant	2013-14	3100636798	G08	Smith	
4 Documents						