

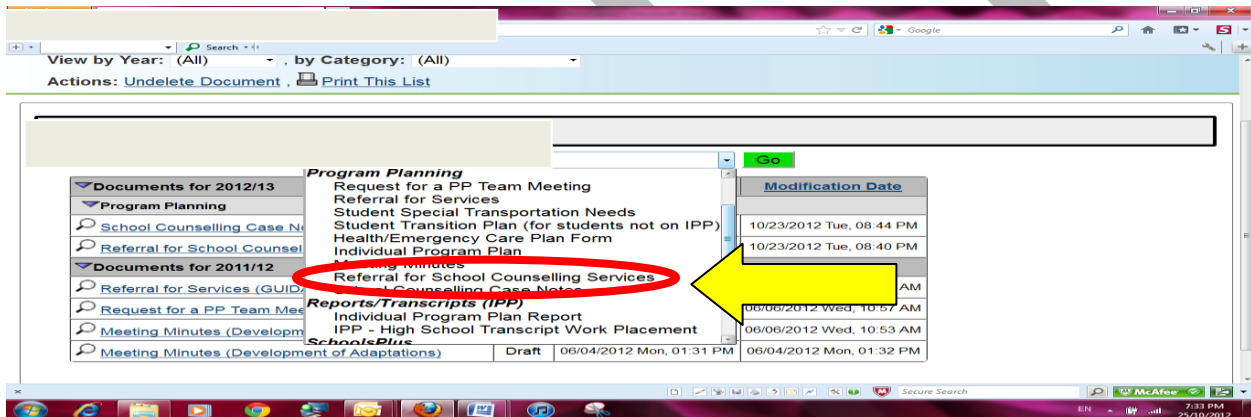
## School Counsellor's TIENET Referral for School Counselling Services and Case Notes - Draft

(updates will be made to support TIENET enhancements)

### ★ Referral for School Counselling Services

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 referrals.

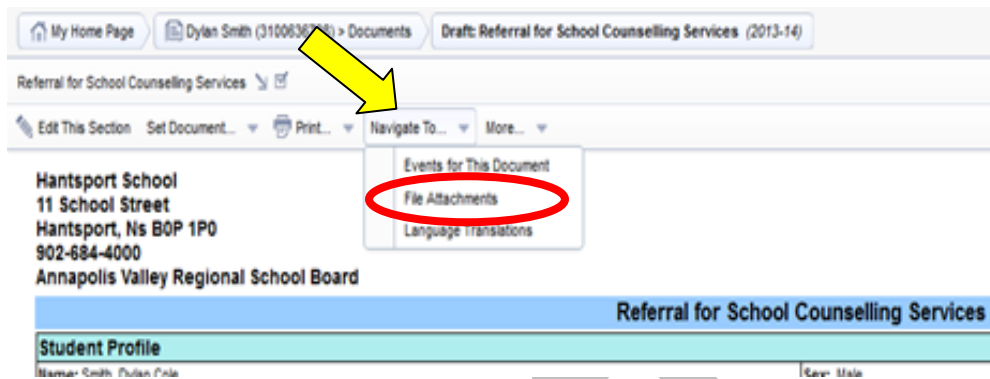
To create the referral, in the student's document library, open the drop down menu to **Create New Document**, choose **Referral for School Counselling Services** and click **Go**. You do not need to add a comment in the comment box for this document, just click **New**.



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

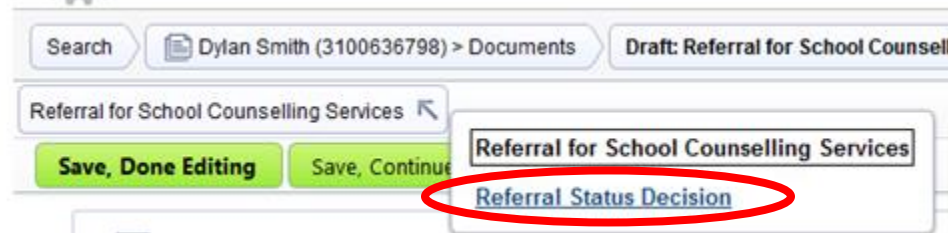
Referral Source		
Referred By: (none) ▼	Name: <input type="text"/>	Referral Entered By: <input type="text"/>
Reason for Referral		
Referred for: (none) ▼	Referral Date: <input type="text"/>	Urgency: (none) ▼
Additional Information		
Previous Communication Regarding the Referral		
Was there previous communication 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.

**Referral 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 AASC

**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 AASC

## 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)

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

Send a Notification Message To

Staff below are referenced in document. Click any to include in notification:  
Refer Entered By: UGUIDANCE\VRSE (VRSE.Guidance)

Accept Cancel

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

★ **School Counselling Case Notes** - 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 doesn't need to, then click **New**.

Create New Document: School Counselling Case Notes Go

Documents for 2013/14

- School Counselling
  - School Counselling Case Notes
  - Referral for School Counselling
  - Referral for School Counselling
  - School Counselling Case Notes
- SchoolsPlus
  - Case Notes
- Additional Programming
  - Programming Document (TIENET)
- Confidential Information
  - Confidential Document

Program Planning

- Documented Adaptations - PPT
- Health/Emergency Care Plan Form
- Individual Program Plan
- Referral for Services
- Request for a Team Meeting
- Student Special Transportation Needs
- Student Transition Plan (for students not on IPP)

Reports/Transcripts (IPP)

- IPP - High School Transcript Work Placement

School Counselling

- Referral for School Counselling Services
- School Counselling Case Notes

on Date

ri,	09:40 AM
ri,	09:31 AM
hu,	03:43 PM
hu,	11:51 AM
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Upon opening this document for the first time, the **Consent and Record Disclosure** sections (see below) must be completed.

Consent and Record Disclosure	
<b>Student Profile</b>	
Name	Sex: Male
Date of Birth: 12/20/1999	Student ID Number: 3100636798
Self-Identification Aboriginal: No	Ancestry:
School: Hantsport School	Principal:
School Year: 2013-14	Grade: 08
Parent(s)/Guardian(s): Teressa Tanner Bryan Yaston	Homeroom:
Home Phone (xxxx-xxxx)	
<b>Student Consent and Record Disclosure</b>	<b>Parent/Guardian Consent and Record Disclosure</b>
Student consent for counselling services obtained: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Parent/Guardian consent for counselling services obtained (where necessary): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Disclosure regarding transfer of counselling records provided: (none)	Disclosure regarding transfer of counselling records provided (where necessary): (none)
<b>Student Consent to Access Complete Counselling Record</b>	<b>Parent/Guardian Consent to Access Complete Counselling Record</b>
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 checked="" type="checkbox"/> No	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 checked="" type="checkbox"/> No
Obtained from: Dylan Smith	Obtained from:
Date: <input type="text"/>	Date: <input type="text"/>

**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.

**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.

**School Counseling Case Notes** – Once the **Consent and Record Disclosure** section is 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 something is entered in Case Notes and **Required Actions/Follow-up** is optional.

The screenshot shows the TIENET interface for creating a 'School Counseling Case Note'. At the top, there is a navigation bar with a dropdown menu currently set to 'Case Notes'. A yellow arrow points to this dropdown, and a red circle highlights the 'Case Notes' option. Below the navigation bar, there is a message: 'To complete this section, fill out the form below and click save above.' The form is titled 'School Counseling Case Notes' and includes a 'Student Profile' section with the following information: Hantsport School, 11 School Street, Hantsport, Ns B0P 1P0, 902-684-4000, Annapolis Valley Regional School Board. The Student Profile section contains fields for Name, Date of Birth (03/20/1998), Sex (Male), Student ID Number (3100036798), Self-Identification Aboriginal (No), School (Hantsport School), School Year (2013-14), Grade (08), Parent(s)/Guardian(s), and Home Phone (914-761-1498). Below the Student Profile is a table for Case Notes with columns for Date, Author, Case Note(s), and Required Actions/Follow-up. The 'Case Note(s)' column is highlighted in orange.

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.

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



## The TIENET School Counselling Reports

### 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**.

The screenshot shows the TIENET interface. At the top, there are navigation tabs: 'Reporting' (circled in red), 'Standard Reports', and 'Help'. Below these are buttons for 'Expand All', 'Collapse All', and 'Save Expanded Categories'. A search bar is present with the text 'Search reports'. A list of report categories is shown, including 'Adaptations', 'Board/School Reports', 'Board/School Transition Planning Reports', 'Documents', 'IPP', and 'Student Profile'. Under the 'Documents' category, several items are listed: 'Health/Emergency Care Plans - Prep for Next Year', 'PPT Meeting Minutes', 'Request for Team Meetings', 'School Counselling Case Notes', 'School Counselling Services Referrals' (circled in red), 'Students with Incomplete Transition Plan (Non-IPP)', and 'Students with Transition Plan (Non-IPP)'. A yellow arrow points to the 'School Counselling Services Referrals' item.

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:												
	School	School Year	ID	Last Name	First Name	Grade	Sex	Age	Urgency	Counsellor Name	Decision Date	Document Status
	F	2012-13	3			04	Female	12				Draft
	F	2013-14	3			08	Male	15	Low		01/24/2014	Draft
<b>2 Documents</b>												

### 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
	School	2012-13	3101128167	G04		
	School	2012-13	3100954555	G05		
	School	2013-14	3100954555	G05		
	School	2013-14	3100636798	G08		
<b>4 Documents</b>						