



Nova Scotia Student Information System

Nova Scotia Public Education System

Referral for Service in TIENET

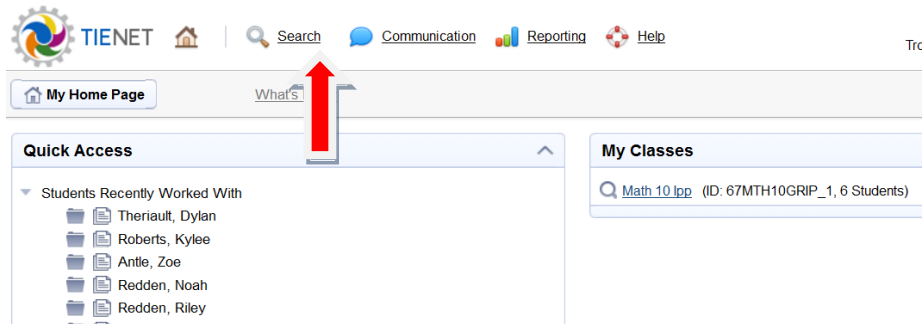
Quick Reference Guide

Revision Date:
November 4, 2015

Referral for Service


To create a Referral for Service, search for a student from the Search link at the top of the home page or from your Student Case Load.

Note: Each School Board in Nova Scotia has different procedures in place for creating a Referral for Service. Please refer to your School Board’s Program Planning Process documents/user guides for more detailed information.

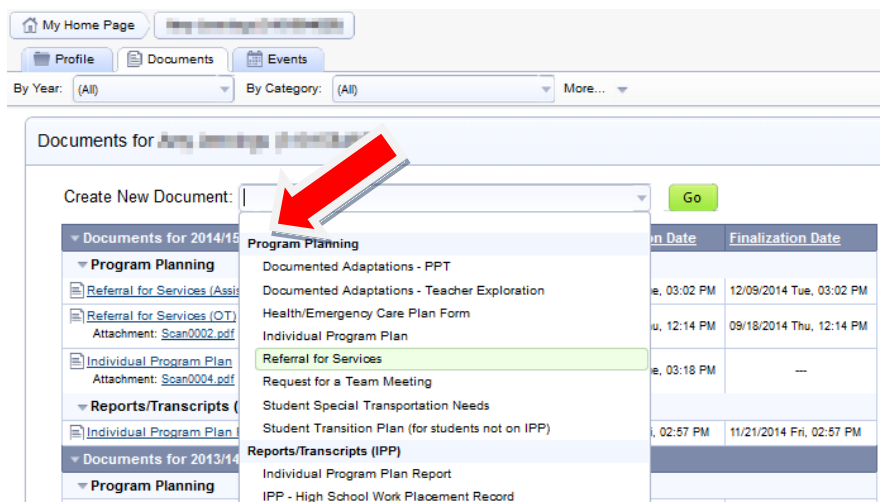


1 CREATING A REFERRAL FOR SERVICES DOCUMENT

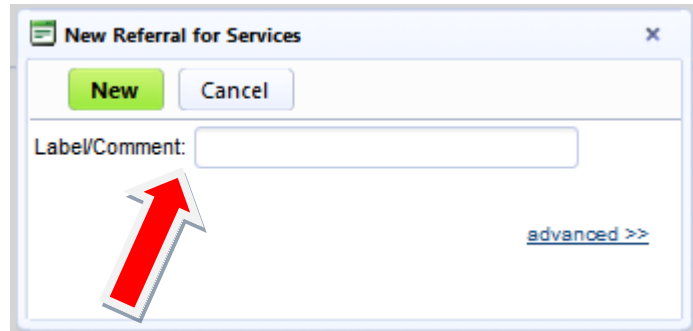
1.1 To create a **Referral for Services** Document for a student, click on the documents icon by the student’s name.

	Last Name	First Name	Birth Date	Grade	Sex	School	City
	Aalders	Aurora	10/04/2002	10	Female	Berwick and District School	Berwick

1.2 The **Referral for Services** form is found by clicking inside the drop-down box beside the **Create a New Document** heading. Select **Referral for Services** from the list.



1.3 The Service should be added to the Label/Comment to differentiate between services (For example, Assistive Technology).



2.0 COMPLETING THE REFERRAL FOR SERVICES FORM

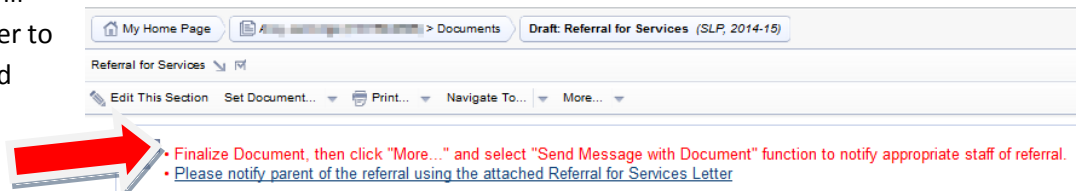
2.1 Complete the Referral for Services form including the required fields: **Reason(s) for Referral, Referral Source** and **Recommended Service**.

Select **Save Done Editing**.

Note: As **strengths, challenges and interests** are foundation for programming, it is strongly recommended that these be filled in to support the referral for services process

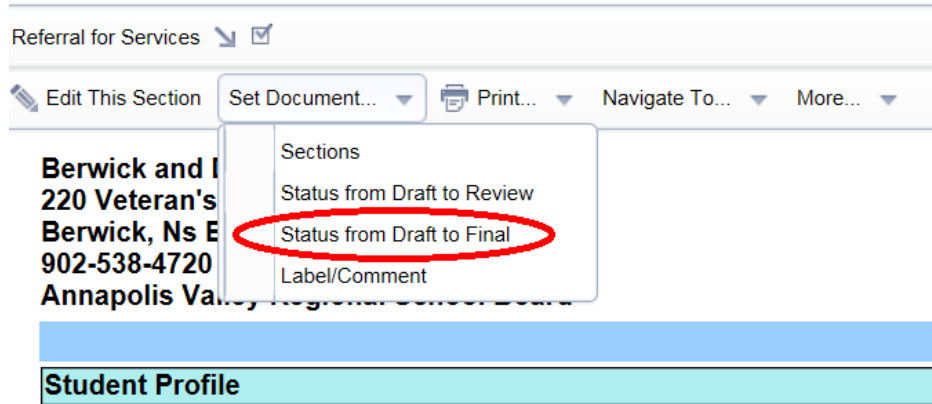
2.2 At this stage, School Board procedures may differ. Not all services are available in every School Board. It is important to refer to your School Board's Program Planning Process documents/user guides for more detailed information (ie. Attaching individual Board Forms).

Once saved, a message will appear prompting the user to finalize the document and send notification to the appropriate staff.



2.3 Select **Setup** and choose **Status From Draft to Final** from the drop-down list. Service Providers will not

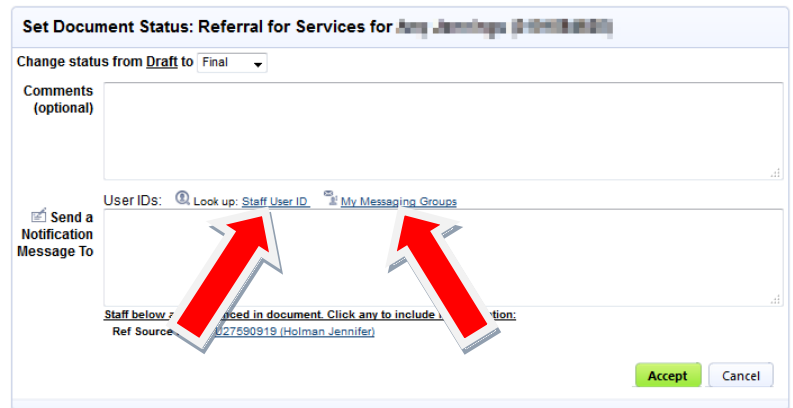
see the referral in their report until the document is set to Final. Setting the document to a status of Final will automatically enter Services Data for the student under Profile.



Note: a Referral for Service document can only be set to Final if this is a new service or a previous referral for service was not approved or discontinued. See Services Data under Student Profile to determine status of service.

3.0 DOCUMENT FINALIZATION NOTIFICATION

3.1 The **Set Document Status** window will appear. A notification message can be sent to staff using the **Look up: Staff User ID** or **My Messaging Groups** functions.



3.2 To access the **Referral for Services** letter, click on the **Referral for Services** arrow, and select **Referral for Services Letter** from the drop-down list. This letter is automatically generated with data pulled from TIENET.

