

Instructions for Completing a Referral to School-Based (SBRS) SLP

If you have any questions about our referral process, please contact our System Navigator at (613) 969-7400, extension 5232 or speak with the SBRS therapist assigned to your school.

Prior to completion of the referral package, please be aware that the school and family are required to be actively involved in support of the speech therapy program.

1. Referral packages must be submitted by schools. Schools can submit referral packages to the Quinte Children's Treatment Centre (QCTC) for students attending publicly funded schools in Hastings and Prince Edward Counties. For services in private schools or for children who are home-schooled, please contact your Local Health Integration Network (LHIN).
2. Complete the **Referral Request** form for School Based Rehabilitation Services. Due to difficulty with selecting a date on the PDF fillable forms, we ask that you follow these steps:
Click the Month Year at the top of the tab.
Click the Year at the top of the tab.
Click the correct year on the open tab (if you need a previous year, click the left arrow at the top of the tab and right arrow for later year; then, click on the correct year).
Click the correct month.
Click the correct day.
3. Request that the student's parent/legal guardian complete and sign the **Consent for Referral and Information Sharing** form.
 - Please support the parent/legal guardian in completing their forms if required
 - If written consent and authorization to share information from the student's parent/guardian cannot be obtained, the school resource teacher can discuss all of the information on the forms verbally with the parent/guardian and sign all the family forms in the referral package on behalf of the parent/guardian, i.e. "verbal consent obtained from Bob Smith (legal guardian) by Jane Doe, Resource Teacher". Before the start of service, the therapist will confirm consent and authorization to share with the parent/guardian.
4. Complete the **SLP School Based Rehabilitation Services External Referral Form**. Information typed into the first page will automatically enter into the same field on the following pages. You are not required to attach related reports that originated from the QCTC. If this referral is the result of another professional's recommendation (e.g. Psychologist, Ear Nose Throat Specialist), the professional's report **MUST BE INCLUDED** in the referral package.
5. To update information about students who are currently waiting for service, please submit a **Student Information Update** form rather than completing a full referral package again. This must be discussed with the parent/guardian (and checked off on the form that it has been discussed) when you are sharing new information with QCTC. Updates may include any changes to the student's needs, changes to custody or contact information or changes to the school the child is

attending. Please share updates about students already receiving service directly with the student's therapist. The therapist will share this information with QCTC.

The completed referral package can be submitted to QCTC by:

- a. Uploading the referral on our website using Sync.com; please find the link and instructions here.**
- b. Faxing to: (613) 961-2517**
- c. Mailing to:**
Quinte Children's Treatment Centre
Attention: Administrator for School-Based Therapies
Quinte Healthcare Corporation, Belleville General site
265 Dundas St. E.
Belleville, ON K8N 5A9

The student's parent/guardian and school will be informed if the student is placed on a waitlist for service.