



**Quinte Children's Treatment Centre  
School-Based Rehabilitation Services**

Quinte Health Care  
Belleville General Hospital  
265 Dundas Street East  
Belleville, ON K8N 5A9

Telephone: **(613) 969-7400 x2784**  
Fax: **(613) 961-2517**

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### **Instructions to Complete a Referral to School-Based OT or PT**

If you have any questions about the referral process, please contact our Clinical Coordinator at (613) 969-7400, ext. 2833 or speak with the SBRS therapist assigned to your school.

1. Students attending publicly funded schools in Hastings and Prince Edward Counties may be eligible for SBRS therapies. Referrals for SBRS are to be submitted to the Quinte Children's Treatment Centre (QCTC). For therapy services in private schools or for children who are home schooled, please contact your Local Health Integration Network (LHIN).
2. Review the referral with the therapist (**required for SBRS OT referrals only**) prior to submitting to ensure that the referral is appropriate, realistic/achievable for the student and falls within the scope of OT. The referral will be considered once it has been confirmed that it has been reviewed with the therapist.
3. Complete the **Referral Request** form for School Based Rehabilitation Services.
4. 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 to complete 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 the 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.
5. Complete the School Based Rehabilitation Services **Additional Information for Therapy Referral (OT/PT)**. Demographic information typed into the first page will automatically enter into the same fields on the following pages. You are not required to attach related reports that originated from the QCTC.
6. 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. 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

A confirmation letter will be sent to the student's parent/guardian and school if the referral is accepted.