



Nova Scotia Student Information System

Nova Scotia Public Education System

# SchoolsPlus & TIENET

## User Guide

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## GENERAL POWERSCHOOL INFORMATION

### POWERSCHOOL USER GUIDES

A number of PowerSchool User Guides have been created and can be found on the iNSchool web site, at <http://inschool.ednet.ns.ca/teachers/powerteacher/ug-cat>.

### ACCESSING STUDENT INFO IN POWERSCHOOL (DEMOGRAPHICS, ATTENDANCE, ACADEMIC INFO, BEHAVIOUR INCIDENTS, ICONS, PHOTO, TIENET LINK, ETC.)

How Facilitators can see attendance and cumulative information: (Under #3 in guide) for checking and to complete baselines that admin have not fully completed.

1. Go into PowerSchool (not TIENET)
2. Search Student:
3. Go to left navigation column in blue and go under "Enrollment" section
4. Click Cumulative Record. **Please Note: The SchoolsPlus Facilitator is the only designated role for access to the cumulative record within the SchoolsPlus team**
5. Scroll to area you need and open

### SCHOOLS PLUS ICON

If a TIENET Icon is present in PowerSchool, a user with access can click it and see whether the student has documents, services or disorders entered in TIENET, including a SchoolsPlus icon (if applicable). The SchoolsPlus icon indicates the child/youth is currently active in the SchoolsPlus program.

## GENERAL TIENET INFORMATION

### TIENET QUICK REFERENCE GUIDES

A number of Quick Reference Guides have been created and can be found on the iNSchool Web Site, at <http://inschool.ednet.ns.ca/teacher/tienet/user-guides>.

The TIENET Quick Reference Guides are also accessible directly from the TIENET Help Menu.

## TIENET SUPPORT

Here's some common support issues you may have:

1. The student has moved but I **don't** know where they've moved to.

Send an email to "schoolsplus@rt.ednet.ns.ca" and specify the Student ID & name of the student and ask us where they have moved.

2. The student has moved and I **do** know where they've moved to, but now I need temporary access to the student's new school to close out the SP files.

Send an email to your SchoolsPlus SP-IS Regional Coordinator and ask them to get you temporary access to the specific school (also specify which board/RCE the school falls under, if you know). Do not send Student name or ID number through email. No personal information is required to get you temporary access to a school.

If you do need to send personal information about a student to a SchoolsPlus Leader/SP-IS Regional Coordinator, you must use the TIENET communication system or contact them by phone.

3. The student has withdrawn from school but I still plan to work with them in SchoolsPlus.

In cases when children and youth involved in SchoolsPlus withdraw from school, TIENET has been modified to enable staff to continue to work with the child's record in TIENET. When you are working with a child involved in SchoolsPlus that has withdrawn from public school in Nova Scotia, send an email to "schoolsplus@rt.ednet.ns.ca" and request that we re-activate the child's record in TIENET. After we re-activate the child's record in TIENET, we will go to the *SchoolsPlus* section to the student profile and set the new flag "SchoolsPlus not enrolled in school" to "Yes". While this field is set to "Yes", SP Facilitators will have edit permission on the student contact information on the *General Demographics* section of the student profile. Since contact information doesn't get updated from PowerSchool when a child is withdrawn from school, it's important that the SP Facilitator keep the child's contact information up to date in TIENET while the child is not in school. If/when the child re-enrolls in school, the new field "SP not enrolled in school" will automatically get set back to "No", and the contact information will start being fed from PowerSchool again.

4. For all other TIENET-related requests:

Send an email to "schoolsplus@rt.ednet.ns.ca" to request TIENET support from IT staff at the Dept. of Education and Early Childhood Development (EECD). This will automatically open a ticket in our IT ticketing system. Once your ticket has been actioned by the IT team at the EECD, you will receive an email from our ticketing system with additional details. Simply reply to the email if more information is being requested from you.

5. For any other questions and requests, contact your Provincial SchoolsPlus coordinators.

## ACCESSING TIENET

A Quick Reference Guide on accessing TIENET can be found on the iNSchool Web Site, at [http://inschool.ednet.ns.ca/sites/default/files/nova\\_scotia\\_student\\_information\\_system/pdf/accessing\\_tienet.pdf](http://inschool.ednet.ns.ca/sites/default/files/nova_scotia_student_information_system/pdf/accessing_tienet.pdf).

## TIENET HOME PAGE

An overview of the TIENET Homepage can be found on the iNSchool Web Site, at [http://inschool.ednet.ns.ca/sites/default/files/nova\\_scotia\\_student\\_information\\_system/pdf/tienet\\_home\\_page.pdf](http://inschool.ednet.ns.ca/sites/default/files/nova_scotia_student_information_system/pdf/tienet_home_page.pdf).

This guide includes:

- Navigation Bar (Search, Communication, Reporting, Administration, and Help);
- Quick Assess;
- Messages;
- My Students;
- Reports; and
- My Classes

## SEARCHING

When searching for a student in TIENET, choose the school from the dropdown beside **Select Location:** where the student is enrolled. More detailed information about searching can be found in the Quick Reference Guide *Searching for Students, Staff, etc. in TIENET*. The Guide can be found on the iNSchool Web Site, at [http://inschool.ednet.ns.ca/sites/default/files/nova\\_scotia\\_student\\_information\\_system/pdf/searching\\_for\\_students\\_and\\_staff\\_in\\_tienet.pdf](http://inschool.ednet.ns.ca/sites/default/files/nova_scotia_student_information_system/pdf/searching_for_students_and_staff_in_tienet.pdf).

## TIENET COMMUNICATION SYSTEM

For an overview of the TIENET Communication System, click the link below. This overview includes:

- Accessing the Communication System
- Components of the Communication System
  - Send Message
  - Navigating the Message Box
    - Accessing the Message Center
    - Accessing Unread Messages

- Creating Messaging Groups
- Creating folders within the Inbox
- To move a message to a folder
- Announcements
  - Sending & Accessing Announcements
  - Send Immediate Announcement
- Calendaring in TIENET
  - Navigating the TIENET Calendar
  - Adding a Personal Calendar Item
  - Adding a Group Calendar Item
  - More information on the TIENET Communication System can be found on the iNSchool Web Site, at [http://inschool.ednet.ns.ca/sites/default/files/nova\\_scotia\\_student\\_information\\_system/pdf/communication\\_system.pdf](http://inschool.ednet.ns.ca/sites/default/files/nova_scotia_student_information_system/pdf/communication_system.pdf).

## MESSAGES

Any unread messages in the TIENET Communication System will appear in the Messages Panel. A Quick Reference Guide exists for TIENET Communication and can be found on the iNSchool Website.

In addition to the information on messages in the TIENET Home Page Guide, more information on Settings for Forwarding Messages can be Found on the iNSchool Web Site, at [http://inschool.ednet.ns.ca/sites/default/files/nova\\_scotia\\_student\\_information\\_system/pdf/forwarding\\_tienet\\_email.pdf](http://inschool.ednet.ns.ca/sites/default/files/nova_scotia_student_information_system/pdf/forwarding_tienet_email.pdf).

## CASELOAD (MY STUDENTS)

A Quick Reference Guide exists for managing Caseloads, click on the link below. This Guide includes:

- Adding Students to a Caseload
- Removing Students from a Caseload
- Student Caseload sub-groups
- More information on the Student Case Loads can be found on the iNSchool Web Site, at [http://inschool.ednet.ns.ca/sites/default/files/nova\\_scotia\\_student\\_information\\_system/pdf/caseloads.pdf](http://inschool.ednet.ns.ca/sites/default/files/nova_scotia_student_information_system/pdf/caseloads.pdf).

## STUDENT PROFILE

**Please Note: Demographic information can only be changed in PowerSchool by school staff. Contact the school if you see any information (e.g. Address) that is incorrect.**

Some forms in TIENET display the self-identification data and it is another opportunity for a student to self-identify. This information is maintained in PowerSchool by the school staff. The process would be to contact the school to have the self-identification information changed. Once it has been changed in PowerSchool the change will be reflected in TIENET on the following day.

The Student Profile includes the following information:

- Program Information
- General Demographics
- Student Contacts (Parent/Guardian and Emergency Contact Information)
- Diagnosis/Disorder Information
- Caseload
- Class Student Roster
- Services Data

A detailed explanation of Students Profile in TIENET can be found on the iNSchool Web Site, at [http://inschool.ednet.ns.ca/sites/default/files/nova\\_scotia\\_student\\_information\\_system/pdf/student\\_profile\\_overview.pdf](http://inschool.ednet.ns.ca/sites/default/files/nova_scotia_student_information_system/pdf/student_profile_overview.pdf).

This Guide includes

- Accessing the Student Profile
- Navigating the Student Profile
- Pages of the Student Profile
  - Program Information: The information found on this page is generated and updated as documents are created in TIENET with the exception of the SchoolsPlus information which is entered by the SchoolsPlus Facilitator in the SchoolsPlus Section of the Student Profile.
  - General Demographics: The information found on this page is stored in PowerSchool and viewable in TIENET. Changes to this information must be completed in PowerSchool. Information in this section includes: Parent Guardian Information and Emergency Contact Information
  - Diagnosis/Disorders Information: The information found on this page is manually updated in TIENET. More information related to Diagnosis/Disorder Information can be found on the iNSchool Web Site, at [http://inschool.ednet.ns.ca/sites/default/files/nova\\_scotia\\_student\\_information\\_system/pdf/entering\\_diagnosis\\_disorder\\_info\\_tienet.pdf](http://inschool.ednet.ns.ca/sites/default/files/nova_scotia_student_information_system/pdf/entering_diagnosis_disorder_info_tienet.pdf).



- Caseload: The information found on this page is a list of users who have added the student to their caseload (My Students).
- Class Student Roster: The information found on this page lists the courses a student is currently enrolled in this school year.
- Services Data: provides a list of the services a student is actively and has received. The information found on this page can be edited by certain users in TIENET. More information about Services Data can be found on the iNSchool Web Site, at [http://inschool.ednet.ns.ca/sites/default/files/nova\\_scotia\\_student\\_information\\_system/pdf/services\\_data.pdf](http://inschool.ednet.ns.ca/sites/default/files/nova_scotia_student_information_system/pdf/services_data.pdf).

### SCHOOLSPLUS INFORMATION

Both PowerSchool and TIENET roles for SP staff are set by their PowerSchool board/RCE Lead. **SchoolsPlus Facilitators are role #28**, SP Community Outreach Workers are role #25 and Mental Health Clinicians are role #31 in PowerSchool. Each role is assigned access levels compatible with the responsibilities of the role.

In TIENET, the only roles that are assigned access to the SchoolsPlus section of the student profile are the Board/RCE SchoolsPlus Facilitator (View & Edit access) and the Community Outreach Worker (View access). There is also some high-level SchoolsPlus information (case's Decision 1-4, plus the name of the SP Facilitator) at the bottom of the Program Information section of the student profile that displays for program planning team roles.

**SchoolsPlus**

**Case Information**

SchoolsPlus Facilitator: SchoolsPlus Facilitator

Community Outreach Worker(s): Dave Brennan

Date Consent Form Signed:

Address Differs from Parent/Guardian?: ☐ Yes ☐ No

**Referral Information**

Not proceeding beyond referral phase ☒

Providing service/ referral to service provider ☐

Open case without Comprehensive Service Plan ☐

Open case with Comprehensive Service Plan (CSP) with youth/ family and service providers ☐

Date status decision reached: 01/07/2015

**Status Information**

Status: Active

Effective Date of Current Status: 08/31/2016

Previous SchoolsPlus paper file exists: ☐

Child is currently **not enrolled in school** but their record needs to stay open in TIENET: ☐ Yes ☒ No  
 (Note: The child/parent/guardian's contact information will need to stay up-to-date in TIENET by the SP Facilitator while this field is set to "Yes". This field will automatically get set back to "No" once the child re-enrolls in school, and then the contact info will be fed from PowerSchool again.)

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Figure 1: SchoolsPlus Section of the Student Profile See Table in Appendix for further detail.

The following table describes the information displayed in the SchoolsPlus section of the Student Profile. This section of the student profile is only accessible by the SchoolsPlus Facilitator and the assigned Community Outreach Worker roles. **Please note – A student's record will only show up in this section once their SchoolsPlus Referral form has been Finalized.**

Item	Source(s)	Update Scenarios
SchoolsPlus Strengths	<ul style="list-style-type: none"> <li>Manually entered from here or from a CCC-CSP document.</li> </ul>	<ul style="list-style-type: none"> <li>Manual updates in Student Profile (SchoolsPlus Facilitator Only) or from a CCC-CSP document.</li> </ul>
SchoolsPlus Challenges	<ul style="list-style-type: none"> <li>Manually entered from here or from a CCC-CSP document.</li> </ul>	<ul style="list-style-type: none"> <li>Manual updates in Student Profile (SchoolsPlus Facilitator Only) or from a CCC-CSP document.</li> </ul>
SchoolsPlus Interests	<ul style="list-style-type: none"> <li>Manually entered from here or from a CCC-CSP document.</li> </ul>	<ul style="list-style-type: none"> <li>Manual updates in Student Profile (SchoolsPlus Facilitator Only) or from a CCC-CSP document.</li> </ul>
SchoolsPlus Barriers	<ul style="list-style-type: none"> <li>Manually entered from here or from a CCC-CSP document.</li> </ul>	<ul style="list-style-type: none"> <li>Manual updates in Student Profile (SchoolsPlus Facilitator Only) or from a CCC-CSP document.</li> </ul>

Item	Source(s)	Update Scenarios
SchoolsPlus Facilitator Name	<ul style="list-style-type: none"> <li>From the Referral form (when document is finalized)</li> <li>Edited directly in this section</li> </ul>	<ul style="list-style-type: none"> <li>Whenever a new referral is created and finalized</li> <li>Manual updates made from this section</li> </ul>
Community Outreach Worker(s) Name	<ul style="list-style-type: none"> <li>From Referral form when finalized</li> <li>Edited directly in this section</li> </ul>	<ul style="list-style-type: none"> <li>Whenever a new referral is created and finalized</li> <li>Manual updates made from this section</li> </ul>
Date Consent Form Signed	<ul style="list-style-type: none"> <li>From Consent Form when finalized</li> </ul>	<ul style="list-style-type: none"> <li>Whenever a Consent form is finalized (Set to the date on the Consent Formd)</li> </ul>
Address Differs from Parent/Guardian?	<ul style="list-style-type: none"> <li>Manually entered in this section</li> </ul>	<ul style="list-style-type: none"> <li>Checkbox to allow the SP Facilitator to indicate that the address for the student is different than their parent's address</li> </ul>
Referral Status Decision	<ul style="list-style-type: none"> <li>From Referral form when finalized</li> </ul>	<ul style="list-style-type: none"> <li>Whenever a new referral is created and finalized</li> <li>Manual updates made from this section</li> </ul>
Date Status Decision Reached	<ul style="list-style-type: none"> <li>From Referral form when finalized</li> </ul>	<ul style="list-style-type: none"> <li>Whenever a new referral is created and finalized</li> <li>Manual updates made from this section</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Current SchoolsPlus Status (Active, Inactive)	<ul style="list-style-type: none"> <li>From Referral form when finalized</li> <li>Edited directly in this section</li> </ul>	<ul style="list-style-type: none"> <li>Whenever a new referral is created and finalized (set based on Referral Status Decision)                             <ul style="list-style-type: none"> <li>1 = Inactive</li> <li>2 = Inactive</li> <li>3 = Active</li> <li>4 = Active</li> </ul> </li> <li>Manual updates made from this section</li> </ul>
Effective Date of Current Status	<ul style="list-style-type: none"> <li>From referral form when finalized (set to Referral Status Decision Date)</li> <li>Edited directly in this section. Required when changing the SchoolsPlus Status</li> </ul>	<ul style="list-style-type: none"> <li>Whenever a new referral is created and finalized (set to Referral Status Decision Date)</li> <li>Manual updatesmade from this section . Required when changing the SchoolsPlus Status.</li> </ul>
SP Paper File Exists	<ul style="list-style-type: none"> <li>Manually entered in this section</li> </ul>	<ul style="list-style-type: none"> <li>Manual updates made from this section</li> </ul>
Child not enrolled in school but record needs to stay open in TIENET	<ul style="list-style-type: none"> <li>Manually entered in this section</li> </ul>	<ul style="list-style-type: none"> <li>Checkbox to allow the SchoolsPlus Facilitator to indicate that the child is currently not enrolled in a NS public school, but their record needs to stay open in TIENET</li> <li>Manual updates made from this section</li> </ul>

## MANUALLY EDITING THE SCHOOLSPLUS PROFILE

The SchoolsPlus section of the Student Profile can be edited by clicking the “Edit” button while viewing the SchoolsPlus section.

**TIENET** | Search | Communication | Reporting | Administration | Help

Editing Profile: Aurora Aalders ( ) Section: SchoolsPlus

**Accept Changes** **Cancel Editing**

### SchoolsPlus

#### Case Information

SchoolsPlus Facilitator: SPFACILITATOR (Schools (ID) [lookup](#))

Community Outreach Worker(s): 587203 (Dave Brennan) (ID) [lookup](#) (ID) [lookup](#)

Date Consent Form Signed:

Address Differs from Parent/Guardian?: ☐ Yes ☐ No

#### Referral Information

Not proceeding beyond referral phase ☒

Providing service/ referral to service provider ☐

Open case without Comprehensive Service Plan ☐

Open case with Comprehensive Service Plan (CSP) with youth/ family and service providers ☐

Date status decision reached: 01/07/2015

#### Status Information

Status: Active

Effective Date of Current Status: 08/31/2016

Previous SchoolsPlus paper file exists: ☐

Child is currently **not enrolled in school** but their record needs to stay open in TIENET: ☐

(Note: The child/parent/guardian's contact information will need to stay up-to-date in TIENET by the SP Facilitator while this field is set to "Yes". This field will automatically get set back to "No" once the child re-enrolls in school, and then the contact info will be fed from PowerSchool again.)

Figure 2: Editing the SchoolsPlus Section of the Student Profile

**IMPORTANT:** The information in the SchoolsPlus Section of the Student Profile is what is used to produce the Facilitator Monthly Reports. It is important to maintain this information to ensure that the monthly reports are accurate.

The following information can be modified:

- SchoolsPlus Strengths, Challenges, Interests and Barriers
- SchoolsPlus Facilitator
  - It is important for the correct SchoolsPlus Facilitator be assigned in the student profile because this information is used in the calculations for the Facilitator's Monthly Report.
  - The value gets set when a referral is finalized but when a case is reassigned to a different Facilitator it needs to be manually changed in the SchoolsPlus section of the Student Profile.
  - There is a "Lookup" link to select a different SchoolsPlus Facilitator for the case.
- Community Outreach Worker(s)
  - It is important for the correct Community Outreach Worker be assigned in the student profile because this information is used for collaboration with the SP Facilitator.

- The value gets set when a referral is finalized but when a case is reassigned to a different Outreach Worker, it needs to be manually changed in the SchoolsPlus section of the Student Profile.
- There is a “Lookup” link to select up to two different Community Outreach Workers for the case.
- Address Differs from Parent/Guardian
- SchoolsPlus Status
  - The status gets set based on the Referral Status Decision when the Referral document is finalized
  - There are 3 status values
    - Active (Open)
    - Inactive (Closed)
      - Can only set an active case to inactive after the Baseline, Monitoring and Closing Form has been completed and finalized.
  - No SchoolsPlus file exists
- Effective Date of Current Status
  - The date that the current status of the case was effective should be entered here
  - The value gets set when a referral document is finalized and can be manually changed at any time
- Previous SchoolsPlus paper file exists (for those records that pre-dated TIENET).
- Child is currently **not enrolled in school** but their record needs to stay open in TIENET
  - Flag to indicate the child is not currently enrolled in a NS public school but they are still involved with the SchoolsPlus program.

**IMPORTANT:** If a SchoolsPlus staff member leaves their position or retires, their cases need to be closed or, if the case remains active, the new incoming staff should have them transferred to their caseload by updating the SP Facilitator name on the SchoolsPlus section of the Student Profile. Their active case records will **NOT** automatically be reassigned to the new SP Facilitator. To ensure any unclosed cases from retired staff are identified, the SchoolsPlus Leader/SP-IS Regional Coordinator will run a report quarterly to see if there are any active cases that require closing. They will do this by searching for active cases of SP Facilitator’s who are recently no longer employed with SchoolsPlus. If active cases are identified, the SchoolsPlus Leader/SP-IS Regional Coordinator will contact the new SP Facilitator and have them close the case using an effective date that corresponds to the date of the last SchoolsPlus document modified in TIENET, or transfer the case to another SP Facilitator.

## TIENET DOCUMENTS

### ACCESSING AND CREATING NEW DOCUMENTS

Information on new documents can be found on the iNSchool Web Site, at [http://inschool.ednet.ns.ca/sites/default/files/nova\\_scotia\\_student\\_information\\_system/pdf/creating\\_a\\_tienet\\_document.pdf](http://inschool.ednet.ns.ca/sites/default/files/nova_scotia_student_information_system/pdf/creating_a_tienet_document.pdf).

### HOW TO ATTACH A FILE TO A DOCUMENT IN TIENET

Information on attaching a file can be found on the iNSchool Web Site, at [http://inschool.ednet.ns.ca/sites/default/files/nova\\_scotia\\_student\\_information\\_system/pdf/attaching\\_a\\_file\\_to\\_a\\_document\\_in\\_tienet.pdf](http://inschool.ednet.ns.ca/sites/default/files/nova_scotia_student_information_system/pdf/attaching_a_file_to_a_document_in_tienet.pdf).

### CHANGING THE STATUS OF A DOCUMENT

Information on changing the status of a document in TIENET can be found on the iNSchool Web Site, at [http://inschool.ednet.ns.ca/sites/default/files/nova\\_scotia\\_student\\_information\\_system/pdf/set\\_document\\_status.pdf](http://inschool.ednet.ns.ca/sites/default/files/nova_scotia_student_information_system/pdf/set_document_status.pdf).

### HOW TO DELETE A DOCUMENT IN TIENET

Information on deleting documents in TIENET can be found on the iNSchool Web Site, at [http://inschool.ednet.ns.ca/sites/default/files/nova\\_scotia\\_student\\_information\\_system/pdf/how\\_to\\_delete\\_a\\_document.pdf](http://inschool.ednet.ns.ca/sites/default/files/nova_scotia_student_information_system/pdf/how_to_delete_a_document.pdf).

### HOW TO UNDELETE A DOCUMENT IN TIENET

SchoolsPlus Facilitators cannot undelete Documents in TIENET. To retrieve a deleted document, please contact your board/RCE's TIENET Lead. While TIENET Leads cannot see these documents, they can see that one was created and deleted – and they can undelete it. At this point the SchoolsPlus Facilitator is able to see it again, but the TIENET Lead still does not see the document.

## SCHOOLSPLUS SPECIFIC INFORMATION

For full details on completing the SchoolsPlus documents see the SchoolsPlus Orientation Manual.

### SCHOOLSPLUS DOCUMENTS

The following are screenshots of where to find the SchoolsPlus documents in TIENET. The first screenshot depicts the documents that can be created by SchoolsPlus Facilitators and the second screenshot depicts the documents that can be created by Community Outreach Workers.

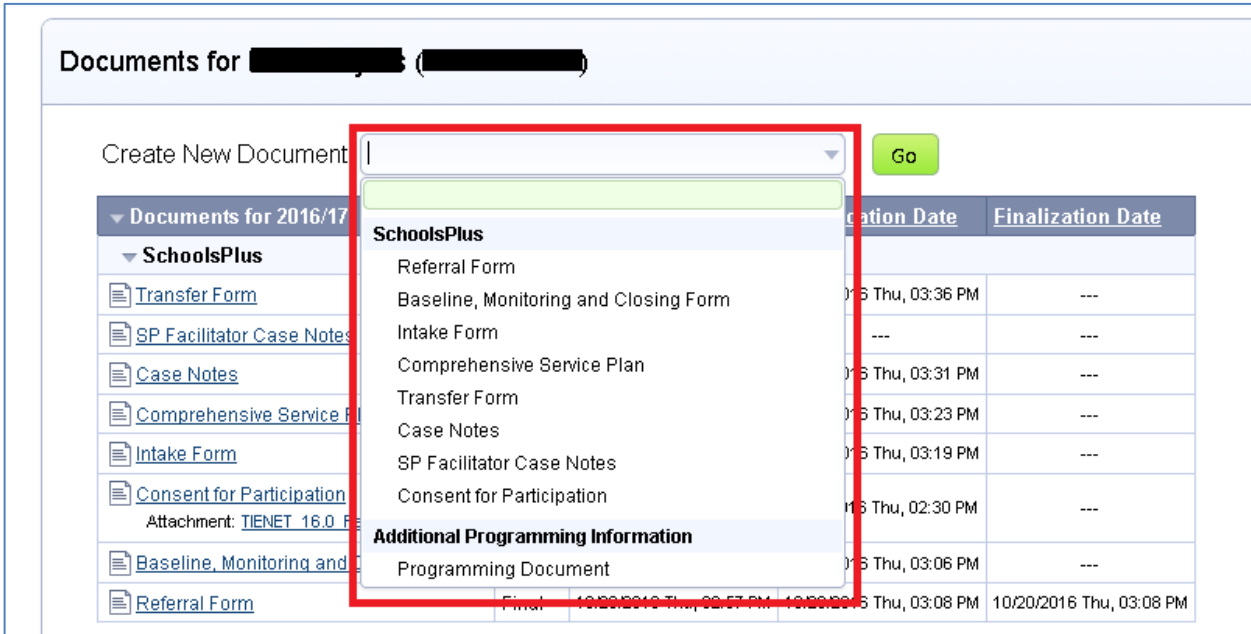
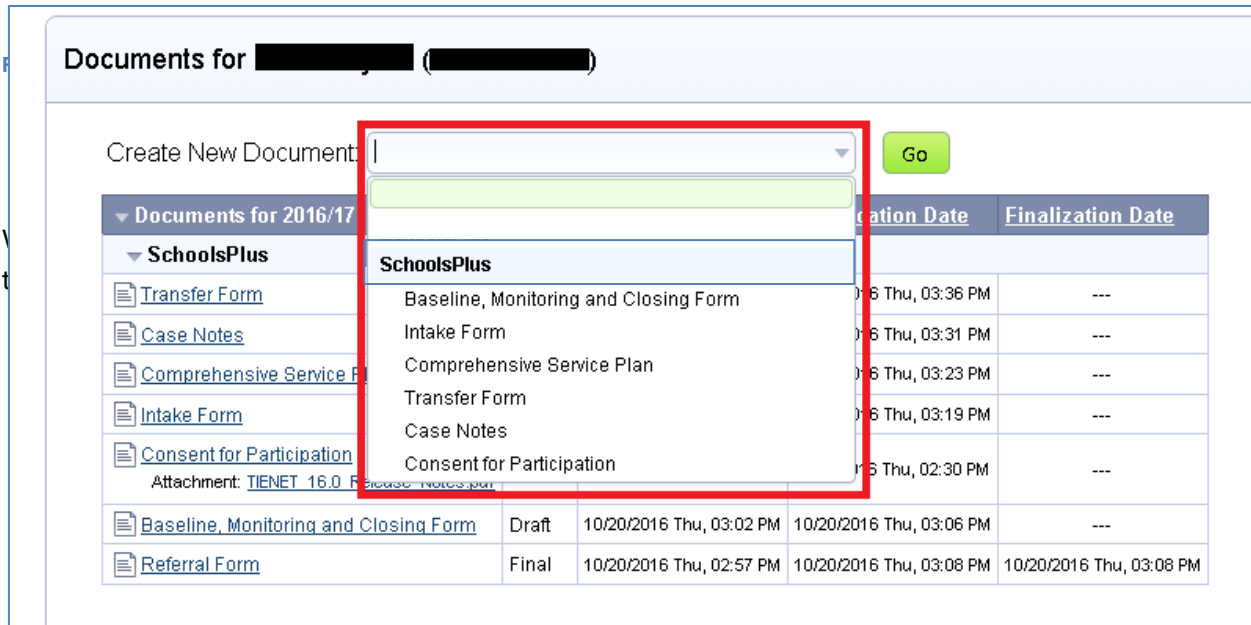


Figure 3: New Student Documents – SchoolsPlus Facilitator



the list of  
d in

The screenshot shows the TIENET web application interface. The browser address bar displays a URL from tieapp01.ednet.ns.ca. The page title is '(DRAFT VERSION) Referral...'. The navigation bar includes links for Search, Communication, Reporting, Administration, and Help. The user is logged in as 'Nova Scotia (DEV) Maximus - Pam Pritchard'. The main content area shows a 'Draft: Referral for Services (2016-17)' form. The 'More...' dropdown menu is open, showing options like 'Spell Check Entire Document', 'Send Message With Document', 'Copy Information from Other Document', 'Refresh This Section', 'Update Document from Student Profile', 'Modify Document Year' (highlighted), 'Inspect Document Values', and 'Delete This Document'. The form includes sections for 'Somerset and District Elementary School', 'Student Profile', 'Request / Reason(s) for Referral', and 'Student Strengths', 'Student Challenges', and 'Student Interests'.

Figure 5: Modify Document Year

The screenshot shows a 'Modify Document Year' dialog box. It has a title bar with a close button. Inside, there are two buttons: 'Accept' (green) and 'Cancel' (grey). Below the buttons is a label 'Document Year' followed by a dropdown menu showing '2015-16'.

Figure 6: Set Document Year

## REFERRAL PROCESS

When it is determined that a student is going to be referred for SchoolsPlus services, a referral form and a Baseline Data and Monitoring of Outcomes form must be completed.

The following roles can create and edit SchoolsPlus Referrals:

- SP Facilitator
- School Administrators, although they can only see the Referrals they themselves have made
- School Counsellors, although they can only see the Referrals they themselves have made



The Community Outreach Worker role can only View Referrals which have their name listed in the field “**Name of Community Outreach Worker**”.

When documentation is required primarily for parent/caregiver for caregiver support to enable them to support the student, the documentation would need to be created for the student with notes indicating that it is the parent receiving direct support.

# REFERRAL FORM

**Editing Section: Referral Form - Draft: Referral Form for Aurora Raiders (31024455)**

[Save, Done Editing](#) [Save, Continue Editing](#) [Cancel Editing](#)

**Berwick and District School**  
 228 Veteran's Drive  
 Berwick, NS B0P 1E0  
 902-538-4720  
 Annapolis Valley Regional School Board

**SchoolsPlus Referral Form**

**Student Profile**

Name: Aurora, Aurora Dawn  
 Date of Birth: 10/24/2005  
 Grade: 10  
 School: Berwick and District School  
 Address differs from Parent/Guardian? ☐ Yes ☒ No  
 Student ID Number: 31024455  
 Name of Teacher: [Redacted] ICD issue  
 SchoolsPlus ID: 31024455

**Parent(s)/Guardian(s)**

Parent 1 Name: Tracy Young  
 Relationship to Student: [Redacted]  
 Address: [Redacted]  
 Home Phone Number (xxx-xxx-xxxx): 902-538-3367  
 Work Phone Number (xxx-xxx-xxxx): 902-538-3367  
 Cell Phone Number (xxx-xxx-xxxx): [Redacted]  
 Parent 2 Name: Vincent Leger  
 Relationship to Student: [Redacted]  
 Address: [Redacted]  
 Home Phone Number (xxx-xxx-xxxx): 902-543-4632  
 Work Phone Number (xxx-xxx-xxxx): [Redacted]  
 Cell Phone Number (xxx-xxx-xxxx): [Redacted]

**Referral Source Information**

Referral Source: [Redacted]  
 Telephone (xxx-xxx-xxxx): [Redacted] Ext: [Redacted]  
 Date of Referral: [Redacted]  
 Name of person completing this form: [Redacted] ICD issue  
 Fax (xxx-xxx-xxxx): [Redacted] Email: [Redacted] [Save, Done Editing](#) [Save, Continue Editing](#) [Cancel Editing](#)  
 Name of person who made this referral: [Redacted] ICD issue / sensitive

Parents and/or student are aware of this referral? ☒ Yes ☐ No

**Reasons for Referral (Please check reasons below)**

**Academic Performance**

☐ Decline in quality of work  
☐ Loss of interest in grades or achievement  
☐ Other (Please Explain): [Redacted]  
☐ Work not completed on a regular basis  
☐ Does not bring class materials (book, etc.) on a regular basis

**Behaviour/Discipline**

☐ Disruptive in class  
☐ Verbal abuse  
☐ Vandalism  
☐ Other (Please Explain): [Redacted]  
☐ Defiance of authority  
☐ Bullying/harassing other students

**Lack of engagement/attendance**

☐ Inattentive  
☐ Withdrawn  
☐ Negative attitude  
☐ Other (Please Explain): [Redacted]  
☐ Lack of motivation  
☐ Frequent absences from school  
☐ Lack of family engagement with school

**Other**

☐ Family issues  
☐ Emotional issues  
☐ Social skills/relationship issues  
☐ Alcohol or other drug problems  
☐ Issues related to pregnancy/parenthood  
☐ Other (Please Explain): [Redacted]  
☐ Homelessness (youth surfing) highly mobile family  
☐ Health issues  
☐ Victim of bullying/harassment  
☐ Issues related to sexual orientation/gender identity  
☐ Involvement connection with criminal activity (youth friends/family member)

**Previously-attempted Strategies (Please check the options that have been attempted or are in place)**

☐ Phone calls to parent/guardian  
☐ Parent teacher meeting  
☐ In school suspension  
☐ Suspension support referral  
☐ Educational Teacher assistance support  
☐ Other (Please give details below): [Redacted]  
☐ Letter to parent/guardian  
☐ Detention  
☐ Out of school suspension  
☐ Referral to psycho-educ assessment  
☐ Contact consultation with school-based supports/services (check list below)

**Current school-based services/supports:**

**Service/Support** **Details**

☐ Resource  
☐ Social worker  
☐ Psychologist  
☐ Behavioural specialist  
☐ Bilingual language pathologist  
☐ S.A.L.  
☐ Guidance counselor  
☐ Community Outreach worker  
☐ School community liaison officer  
☐ Student Support Worker  
☐ Other (Please Specify): [Redacted]

**Current community-based services/supports:**

**Service/Support** **Details**

☐ Crisis Helpline/Community Services  
☐ Probation  
☐ Youth/CJSP  
☐ Restorative Justice  
☐ Mental Health Services  
☐ Addiction Services  
☐ Public Health  
☐ Other (Please Specify): [Redacted]

**Referral Status Decision(s) to be completed by SchoolsPlus Facilitator**

☐ Not proceeding beyond referral phase (Please describe reasons below)  
☐ Providing service referral to service provider (Please provide details below)  
☐ Open case without Comprehensive Service Plan (CSP) (Please see CSPs list below)  
☐ Open case with Comprehensive Service Plan (CSP) with youth/family and service providers (Please see CSPs list below)

CSP will be completed and attached

Name of Facilitator: [Redacted] ICD issue Name of Community Outreach Worker (if appropriate): [Redacted] ICD issue Date status decision reached: [Redacted] ICD

[Save, Done Editing](#) [Save, Continue Editing](#) [Cancel Editing](#)

Figure 7: SchoolsPlus Referral Form

**Note:** SP Referrals must be set to **Final** in order to appear on Facilitator Monthly Reports.

The following information must be completed on the Referral Form before it can be set to Final:

- Student Profile
  - Name of Teacher
- Referral Source Information
  - Source
  - Telephone
  - Date of Referral
- Reasons for Referral
  - A minimum of 1 reason must be checked
- Previously Attempted Strategies
  - Nothing is mandatory in this section
- Current school-based services/supports
  - Nothing is mandatory in this section
- Current community-based services/supports
  - Nothing is mandatory in this section
- Referral Status Decision
  - This section can only be modified by SchoolsPlus Facilitators
  - One of the four available decisions must be selected
  - Name of Facilitator
  - Date status decision reached

## Baseline, Monitoring and Closing Form

**SchoolsPlus Baseline, Monitoring and Closing Form**

**Student:** Aurora Chen  
**Date Completed for Baseline:** 01/02/2015  
**Student ID Number:** Y101244559  
**Date Completed for Closing:** 01/02/2015

**Attendance:**

Baseline	Closing
Days Absent to Date: 2	Days Absent to Date: 0
Classes Absent to Date: 0	Classes Absent to Date: 0

**Discipline:**

Baseline	Closing
In an average week, how many times would the classroom teacher discipline this student? 2	
In an average week, how many times would this student be referred to the principal, vice principal, or other support staff for disciplinary reasons? 3	
How many times has this student been suspended in the last month? 1	

**Achievement of Expected Learning Outcomes: (Please check only one)**

Baseline	Closing
<input checked="" type="checkbox"/> To date, the student demonstrates achievement of the expected learning outcomes addressed.	<input type="checkbox"/> To date, the student demonstrates achievement of the expected learning outcomes addressed.
<input type="checkbox"/> To date, the student demonstrates achievement of most of the expected learning outcomes addressed.	<input type="checkbox"/> To date, the student demonstrates achievement of most of the expected learning outcomes addressed.
<input type="checkbox"/> To date, the student demonstrates achievement of some of the expected learning outcomes addressed.	<input type="checkbox"/> To date, the student demonstrates achievement of some of the expected learning outcomes addressed.
<input type="checkbox"/> To date, the student demonstrates achievement of few of the expected learning outcomes addressed.	<input type="checkbox"/> To date, the student demonstrates achievement of few of the expected learning outcomes addressed.

**Engagement:**

Baseline Engagement Level	Closing Engagement Level
Consistently demonstrates	(none)
Usually demonstrates	(none)
Usually demonstrates	(none)

**Parent/Caregiver Involvement: (Please rate in comparison with the involvement of other students' parents/caregivers)**

Baseline Rating	Closing Rating
Average	(none)
Average	(none)

**Current Involvement with School Initiatives/Programs: (Please check any that apply)**

Baseline	Closing
<input checked="" type="checkbox"/> After School (extra)	<input type="checkbox"/> After School (extra)
<input type="checkbox"/> Sports	<input type="checkbox"/> Sports
<input type="checkbox"/> Clubs	<input type="checkbox"/> Clubs
<input type="checkbox"/> Breakfast Program	<input type="checkbox"/> Breakfast Program
<input type="checkbox"/> Other	<input type="checkbox"/> Other

**Additional Comments:**

Figure 8: Baseline, Monitoring and Closing Form

The Baseline, Monitoring and Closing Form needs to be completed for active SchoolsPlus Cases.

The information captured on the form at intake and at closing will be used for program evaluation purposes.

### INITIAL BASELINE

The form needs to be completed with relevant details upon the initial setup of the SchoolsPlus case for a student. The fields in the image above that have blue boxes around them form the Baseline details for the student.

The document should remain in Draft status until such time that the student exits the SchoolsPlus Program. At that time, the closing information should be entered into the document.

## CLOSING INFORMATION

The form needs to be completed with relevant details, including the closing information when the student's SchoolsPlus record will be made inactive. upon closing information of the SchoolsPlus case for a student. The fields in the image above that have red boxes around them form the Closing details for the student. A case should not be set to inactive until the closing information has been entered into the document and the document has been set to final.

## INTAKE FORM

The screenshot shows the TIENET interface for the SchoolsPlus Intake Form. The top navigation bar includes links for My Home Page, Aurora Aiders (3101244659) > Documents, and Draft: Intake Form (2014-15). The form is titled 'SchoolsPlus Intake Form' and is for a student named Aurora Olsen. The form includes sections for Student Profile, Current Family and Home Concerns/Issues, and Current Community-Based Services/Supports. The form is in Draft status and has a red box around the 'Save, Done Editing' button.

**Student Profile**

Name: Aiders, Aurora Olsen	Student ID Number: 3101244659
Date of Birth: 10/04/2002	Grade: 10
Sex: Female	Address: 150 Lawrence Avenue Berwick Ns B0P 1E0
Self Identification Aboriginal: No	Home Phone (xxx-xxx-xxxx): 902-948-9462
Ancestry: East Asian Descent, European Descent, Middle Eastern Descent	Other Phone (xxx-xxx-xxxx):
Preferred Method of Contact: (none)	

**Current Family and Home Concerns/Issues** (e.g. family structure including siblings, other significant adults etc.; who lives with the child and who does not live with the child)

**Current Community-Based Services/Supports**

Add Row	Name of Service/Agency:	Service Provider's Name:
Address:	Phone Number:	Other Number:
Details:	Email:	

Figure 9: Intake Form

## **CONSENT FORM**

The SchoolsPlus Consent Form needs to be completed for all active SchoolsPlus Records (Decision 3s & 4s). Consent also needs to be renewed annually or when the parameters of the consent change.

**TIENET** Nova Scotia (XNS) Edit Consent

Editing Section: Consent for Participation - Draft: Consent for Participation for Aurora Haders (319124455)

[Save, Done Editing](#) [Save, Continue Editing](#) [Cancel Editing](#) [AJAX](#)

**Berwick and District School**  
220 Veterans Drive  
Berwick, NS B0P 1E0  
902-828-4720  
Annapolis Valley Regional School Board

**SchoolsPlus**  
Consent for Participation in SchoolsPlus and the Collection, Use, and Disclosure of Personal Information

Name of School/Plus Health:  (ID: 1000)  
Telephone (xxx xxx-xxxx):  Email:   
Name of Student: Aurora Haders Date of Birth: 10/04/2002

☐ (If or Parent/Guardian)  
☐ (If or Student)

This form is approved by the following department and agency partners in SchoolsPlus:  
Nova Scotia Department of Education and Early Childhood Development  
Nova Scotia Department of Community Services  
Nova Scotia Department of Justice  
Nova Scotia Department of Health and Wellness  
The former District Health Authorities (now the Nova Scotia Health Authority)  
NSHC Health Centres  
Annapolis Valley Regional School Board  
Chesapeake Regional School Board  
Chignecto-Central Regional School Board  
Cape Breton Regional School Board  
Central Nova Scotia Regional School Board  
Cape Breton Regional School Board  
South Shore Regional School Board  
St. John's Regional School Board  
Trinity Regional School Board

[Save, Done Editing](#) [Save, Continue Editing](#) [Cancel Editing](#)

**Information That May Be Shared**

Annapolis Valley Regional School Board

- SchoolsPlus information including referral, intake form, case notes, comprehensive service plan
- baseline monitoring form
- academic progress such as report cards and transcripts
- dates of enrollment, transfer, withdrawal, graduation, attendance, discipline, and suspension
- information about educational services such as Individual Program Plans, documented adaptations
- medical information affecting educational programming, or health and safety
- custody information
- referrals, reports, and correspondence from board staff including psychologists, school guidance counsellors, hearing and speech clinicians, and social workers
- other (please specify):

**Nova Scotia Health Authority and/or NSHC Health Centres**

- reports and assessments including vision, hearing, addiction, and mental health
- diagnosis information
- participation in treatment
- medication and dosage
- self-harm and risk level
- other (please specify):

[Save, Done Editing](#) [Save, Continue Editing](#) [Cancel Editing](#)

**Nova Scotia Department of Community Services**

- information regarding referrals
- information regarding case plans
- information regarding interventions
- other (please specify):

**Nova Scotia Department of Justice**

Authority for disclosure of the following information by Department of Justice to SchoolsPlus can be found in subsection 12(5) of the Youth Criminal Justice Act. Information is disclosed to SchoolsPlus to the Department of Justice in accordance with the timelines set out in subsection 119(2).

- Provision, Deferred Custody, and Custody and Supervision Orders
- Pre-Sentence Reports
- Notices of Assessment
- Medical or psychological assessment reports
- Community Reintegration Plans
- Restorative Justice Agreements
- understanding conditions of release
- other (please specify):

[Save, Done Editing](#) [Save, Continue Editing](#) [Cancel Editing](#)

**Other**

Name of organization:   
Type of information that may be shared:

**RCMP and Police**

The RCMP and police are important partners in SchoolsPlus. We may share information with them, and they may share information with us, such as any involvement with law enforcement agencies. This is the only information that is relevant to the development, implementation and review of a comprehensive service plan or SchoolsPlus program, or in accordance with the provisions of the Youth Criminal Justice Act.

[Save, Done Editing](#) [Save, Continue Editing](#) [Cancel Editing](#)

The agencies and organizations listed on this form are governed by legislation that includes, but is not limited to, the provincial Freedom of Information and Protection of Privacy Act, the Personal Health Information Act, and the Access to Information Act. The agencies and organizations listed on this form are not authorized to share your personal and personal health information with any other individual or organization except where authorized or required by law, including but not limited to the Youth Criminal Justice Act and the Children and Family Services Act.

A SchoolsPlus staff member has reviewed the Frequently Asked Questions with me, and I consent to the collection, use, disclosure, and sharing of the information indicated above.

I understand that my consent is only valid for one year, and that I do not wish to have my child's information shared with a particular organization, I may strike out the name of that organization and initial the striking out. I also understand that I may withdraw my consent in whole or in part at any time.

**For Parent(s)/Guardian(s)**

1. Signature:  Date:   
Working Address: Address:  City:  Province:  Postal Code:   
Telephone: 902-636-9367 Email:

2. Signature:  Date:   
Working Address: Address:  City:  Province:  Postal Code:   
Telephone: 902-640-4050 Email:

**For Student**

Signature:  Date:   
☐ Same as address 1 ☐ Same as address 2  
Working Address: 100 Lawrence Avenue, Berwick, NS B0P 1E0  
Telephone: 902-640-6462 Email:

Date Consent Form Signed:

SchoolsPlus partners are committed to protecting the privacy, confidentiality, and security of all personal and personal health information that has been entrusted to us. We provide this protection, in part, by complying with the Freedom of Information and Protection of Privacy Act and other laws. If you have any questions about the collection or use of personal and personal health information, contact the Information Access and Privacy Manager in the Annapolis Valley Regional School Board, at 1-800-810-2007.

[Save, Done Editing](#) [Save, Continue Editing](#) [Cancel Editing](#) [AJAX](#)

Figure 10: SchoolsPlus Consent Form – Consent Page

Reminder: Consent Form needs to be renewed every 12 months from the date of signature or when the parameters of the consent change. When you create the consent document in TIENET, there is a calendar at the bottom. If you do not note the date signed on the calendar it will not trigger a renewal reminder and it will not automatically populate the SchoolsPlus Consent Report. It is also recommended that you label the consent document the date of consent to provide another quick reference point to monitor renewal timelines.

The screenshot shows the TIENET interface for the 'Draft: Consent for Participation (2014-15)' document. The breadcrumb trail indicates the user is viewing the document for 'Aurora Aalders (3101244659)'. The form is titled 'Evaluation of Student's Capacity to Provide Consent' and includes a header for 'Berwick and District School' and 'Annapolis Valley Regional School Board'. The form contains a checkbox for 'Not Applicable', a field for 'SchoolsPlus Staff' with a user selection icon, a 'Date' field with a calendar icon, and a 'Notes (Optional)' text area. At the bottom, there is a section for 'Attach any other documents that contributed to your decision to allow the student to consent.' and a set of action buttons: 'Save, Done Editing', 'Save, Continue Editing', 'Cancel Editing', and a 'Go' button with the 'ABC' icon.

Figure 11: SchoolsPlus Consent Form - Evaluation of Student's Capacity to Provide Consent

In cases where the Evaluation to Provide Consent is not required, check the “Not Applicable” box.



## COLLABORATIVE CASE CONFERENCE / COMPREHENSIVE SERVICE PLAN

When you select decision point 4 you will have the option to create a Collaborative Case Conference record or a Comprehensive Service Plan. Please select one or the other depending on whether you are a participant (4a) or lead (4b) in the intensive wrap around service.

Select the documentation format required for this case:

☐ (a) Open case with a Collaborative Case Conference (CCC)  
OR

☒ (b) Open case with a Comprehensive Service Plan (CSP)

[Save, Done Editing](#)
[Save, Continue Editing](#)

(b) Comprehensive Service Plan (CSP)

Instructions: Type in/Upload/or copy from case notes the meeting summary shared with participants including (where applicable) presenting issues/needs, actions, timelines and commitments made by relevant participants, as well as any other key information.

CSP Meeting Date	Author	CSP Meeting Notes (Enter meeting notes or enter 'See attachment for meeting notes')
11/04/2020	Pam SPFacilitator	Some notes...

CSPMeeting Notes (Re

[OPTIONAL] Click here to download, fill in, and attach the **Action Plan** for this CSP meeting: [CSP Action Plan](#)

Meeting Participants - Step 1: select domain	Step 2: select sub-domain (* denotes Co-located School-Based Supports)	Step 3: enter contact information (optional)
SP Facilitator: Pam SPFacilitator		
 Student/Immediate Family/Extended Family	Student	<input type="checkbox"/> Enter contact information
 Student/Immediate Family/Extended Family	Aunt	<input type="checkbox"/> Enter contact information
 Dept. of EECD	School Administrator	<input type="checkbox"/> Enter contact information
 Dept. of Community Services	Disability Support Program Staff	<input type="checkbox"/> Enter contact information

Are you planning on holding another CSP meeting? Yes

If yes, Next CSP meeting date:  -OR- Check this box if TBD: ☒

Figure 12: Collaborative Case Conference / Comprehensive Service Plan

A comprehensive service plan is developed for individuals who require more intensive intervention to address their needs. This plan is created in consultation with the student and family, as well as other service providers.

Note: The Planned Start Date and the Actual Start date may differ, which is why there is a field for both dates. Type in/Upload/or copy from case notes the meeting summary shared with participants including where applicable presenting issues/needs, actions, timelines and commitments made by relevant participants as well as any other key information.

## TRANSFER FORM

**TIENET** Nova Scotia (DEV) Worksheet - Export

My Home Page | Aurora Asters (210244859) > Documents | Draft: Transfer Form (2014-15)

**Save, Done Editing** **Save, Continue Editing** **Cancel Editing**

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

**Berwick and District School**  
220 Veteran's Drive  
Berwick, NS B0P 1E0  
902-438-4720  
Annapolis Valley Regional School Board

**SchoolsPlus Transfer Form**

**Rationale:**  
Consent was given by SchoolsPlus facilitator. Meeting or communication is required to facilitate successful transfer and support collaborative service delivery.

**Student Profile:**

Name: Aurora, Aurora Dawn	Student ID Number: 210244859
SchoolsPlus ID: 210244859	Age: 13
Attending School: Berwick and District School	Date of Birth: 10/04/2000
Grade: 10	Receiving School: <input type="text"/> (ICI Issue)
Homeless Teacher: <input type="text"/> (ICI Issue)	Homeless Teacher: <input type="text"/> (ICI Issue)

**Reason for Transfer to New School:**

☐ Grade Change ☐ Family Initiated Transfer ☐ Agency Initiated Transfer

**Reason(s) for Initial Referral/Concerns at Transfer:**

**Academic Performance:**

Initial	Current	Concern
<input type="checkbox"/>	<input type="checkbox"/>	Decline in quality of work
<input type="checkbox"/>	<input type="checkbox"/>	Loss of interest in grades or achievement
<input type="checkbox"/>	<input type="checkbox"/>	Other

**Behaviour/Discipline:**

Initial	Current	Concern
<input type="checkbox"/>	<input type="checkbox"/>	Disruptive in class
<input type="checkbox"/>	<input type="checkbox"/>	Verbal abuse
<input type="checkbox"/>	<input type="checkbox"/>	Violence
<input type="checkbox"/>	<input type="checkbox"/>	Other

**Lack of Engagement/Absenteeism:**

Initial	Current	Concern
<input type="checkbox"/>	<input type="checkbox"/>	Inattentive
<input type="checkbox"/>	<input type="checkbox"/>	Withdrawn
<input type="checkbox"/>	<input type="checkbox"/>	Negative attitude
<input type="checkbox"/>	<input type="checkbox"/>	Other

**Other:**

Initial	Current	Concern
<input type="checkbox"/>	<input type="checkbox"/>	Family issues
<input type="checkbox"/>	<input type="checkbox"/>	Emotional issues
<input type="checkbox"/>	<input type="checkbox"/>	Sexual or relationship issues
<input type="checkbox"/>	<input type="checkbox"/>	Alcohol or other drug problems
<input type="checkbox"/>	<input type="checkbox"/>	Issues related to pregnancy/parenthood
<input type="checkbox"/>	<input type="checkbox"/>	Other

**Services/Supports Provided: (More than one may be checked)**

☐ Community Services ☐ Health ☐ Justice ☐ Community Resource

**Meeting/Communication Summary:**

Date of SchoolsPlus Transfer Meeting/Communication:  (ICI Issue)

Location:  (ICI Issue)

**Participants:**

**Details:**

**Save, Done Editing** **Save, Continue Editing** **Cancel Editing**

Figure 13: SchoolsPlus Transfer Form

The Transfer Form is used when a student has an active SchoolsPlus record and transferring to a school that is supported by another SchoolsPlus Facilitator. It is intended to provide the receiving school and SchoolsPlus Facilitator with relevant information about the student's participation in the SchoolsPlus program.

This document can be viewed by School Administrators and School Counsellors.

## CASE NOTES

The SchoolsPlus Case Notes" document is where the SchoolsPlus Facilitator and/or Community Outreach Worker will record their notes related to the case. The existing Case Notes document is a collaborative document that both the SchoolsPlus Facilitators and the Community Outreach Workers can view and edit. As one of those roles, you will only be able to edit individual notes in the document that were authored by you.

In addition, the "SP Facilitator Case Notes" can only be created, viewed and updated by the SchoolsPlus Facilitators. This document is intended for confidential notes. It can also be created at any time for a student regardless of whether the student has an active SchoolsPlus record; for example, for consultations or participation in student meetings.

Figure 14: Case Notes

Figure 15: SchoolsPlus Facilitator Case Notes

## CORE COMPONENT ANALYSIS

A Core Analysis Chart is used to identify gaps in programs and services. This document should be completed with input from the Regional Advisory Committee, consultation with administration and school staff, as well as youth and community.

TIENET

Search: Location: 1 (200) Documents: Draft: Core Component Analysis Chart (2011-12)

Save, Done Editing Save, Continue Editing Cancel Editing

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

Pine Ridge Middle School  
825 Pine Ridge Ave.  
Kingston, NS B0P 1R0  
902-766-7570  
Annapolis Valley Regional School Board

Core Component Analysis Chart as of: [School] [School]

Co-located Services or Partnerships	Space	Start Date	Frequency	Need	Rationale	Service Agreement	Exit Date
Add Row		Pre-SP					
Education							
Add Row		Pre-SP					
Community Resource							
Add Row		Pre-SP					
Family Resource							
Add Row		Pre-SP					
Youth Health Centre							
Add Row		Pre-SP					
SchoolsPlus							
Add Row		Pre-SP					
Extended use of Facilities							
Add Row		Pre-SP					

Completed by: [Name] [Name] [Name]  
SchoolsPlus Staff: [Name] [Name] [Name]  
Contact email: [Email]

Save, Done Editing Save, Continue Editing Cancel Editing

Figure 16: Core Component Analysis

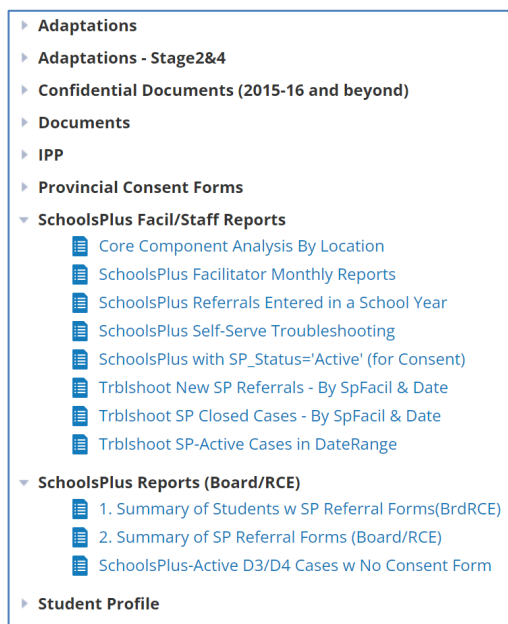
## TIENET REPORTS

The “Reports in TIENET” user guide focuses on the student document reports that are managed within TIENET.

- Information on accessing and subscribing to reports in TIENET can be found on the iNSchool Web Site, at [https://inschool.ednet.ns.ca/sites/default/files/nova\\_scotia\\_student\\_information\\_system/pdf/reports\\_in\\_tienet\\_0.pdf](https://inschool.ednet.ns.ca/sites/default/files/nova_scotia_student_information_system/pdf/reports_in_tienet_0.pdf)

## SCHOOLPLUS REPORTS

Many reports are available to SchoolsPlus staff (too many to list here). The following *SchoolsPlus* Reports are available to SchoolsPlus staff:



**Figure 17: Reports Available to SchoolsPlus Facilitators**

Click the bolded report category to see the reports available to you.

Each report provides a list of documents or student data. The report will prompt for a school year or date range before you can generate the report. An individual document can be accessed directly from the report by clicking on the document icon for an individual student.

Documents Additional Programming Documents

School Year From: 2011-12 School Year To: 2015-16 \* required Update Report with Values

Subscribe Refresh Download Report Print More...

Additional Programming Documents - Berwick and District School (Berwick and District School)						
School	School Year	Last Name	First Name	Appearance in Student Document Library	Doc Status	
Berwick and District School	2011-12	Aalders	Aurora	Programming Document	Final	
Berwick and District School	2013-14	Aalders	Aurora	Programming Document (SLP Progress Report)	Draft	
Berwick and District School	2013-14	Aalders	Aurora	Programming Document (Test Creation)	Draft	
Berwick and District School	2013-14	Aalders	Aurora	Programming Document (APSEAS Service Plan (2012-13))	Final	
Berwick and District School	2014-15	Aalders	Aurora	Programming Document (Sara[s)	Final	
Berwick and District School	2014-15	Aalders	Aurora	Programming Document (APSEA Service Plan 2014-15)	Final	
Berwick and District School	2014-15	Aalders	Aurora	Programming Document (BVI Student Profile)	Final	
Berwick and District School	2014-15	Aalders	Aurora	Programming Document (APSEA Service Plan 2014-15)	Draft	

8 Documents

Figure 18: Report – Additional Programming Documents

## SCHOOLSPLUS CONSENT

The SchoolsPlus Consent report provides a list of active SchoolsPlus records (SchoolsPlus Status of 'Active' in the SchoolsPlus Section of the Student Profile) along with details about whether consent has been provided and when it is up for renewal. The Student Profile can be accessed by clicking on the folder icon for an individual student.

SchoolsPlus

SchoolsPlus Consent

Subscribe





Refresh

Download Report

Print

More...

SchoolsPlus Consent (Berwick and District School)

School	SchoolsPlus ID	ID	Last Name	First Name	Grade	Referral Status/Decision	Consent Exists?	Consent Date	Consent Renewal Due Date
 Berwick and District School	3101244659	3101244659	Aalders	Aurora	10	Not proceeding beyond referral phase	No		
 Berwick and District School	1234568789	3101636722	Arbeau	Emma	03	Open case with Comprehensive Service Plan (CSP) with youth/ family and service providers	No		
 Berwick and District School	45678123	3101097495	Sweet	McKayla	07	Providing service/ referral to service provider	Yes	03/05/2013	03/05/2014
 Berwick and District School	765987546	3101385254	Smith-O'Neill	Isabella	05	Open case with Comprehensive Service Plan (CSP) with youth/ family and service providers	Yes	08/27/2014	08/27/2015

4 Students

Figure 1919: Report – SchoolsPlus Consent

## SCHOOLSPLUS FACILITATOR MONTHLY REPORTS






The SchoolsPlus Facilitator Monthly Report provides a list of Facilitator Monthly Report documents. An individual document can be accessed directly from the report by clicking on the document icon for an















individual row in the report (then use the breadcrumb to return to the report). A SchoolsPlus Facilitator will see all reports that have been created.

SchoolsPlus

SchoolsPlus Facilitator Monthly Reports

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### SchoolsPlus Facilitator Monthly Reports (Berwick and District School)

	<a href="#">ID</a>	<a href="#">Last Name</a>	<a href="#">First Name</a>	<a href="#">Month</a>	<a href="#">Year</a>	<a href="#">Report was reviewed</a>
	SPFACILITATOR	Facilitator	SchoolsPlus	December	2013	No
	DHILTZ	Hiltz	Darrell	October	2013	No
	DHILTZ	Hiltz	Darrell	March	2013	No
	THUNTER	Hunter	Troy	March	2013	No
	THUNTER	Hunter	Troy	March	2013	No
	THUNTER	Hunter	Troy	February	2013	No
	THUNTER	Hunter	Troy	March	2013	No
	PAMSPFACIL	SPFacilitator	Pam	April	2014	No
	PAMSPFACIL	SPFacilitator	Pam	May	2014	No
	PAMSPFACIL	SPFacilitator	Pam	July	2014	No
	PAMSPFACIL	SPFacilitator	Pam		2013	No
	PAMTEACHER	Teacher	Pam	January	2013	No

12 Documents

Figure 0: Report – SchoolsPlus Facilitator Monthly Reports

## SCHOOLSPLUS REFERRALS

The SchoolsPlus Referrals report provides a list of SchoolsPlus Referrals. The report prompts for a School Year Range from which to base the report parameters. An individual document can be accessed directly from the report by clicking on the document icon for an individual student.

This report can also be accessed by School Administrators.

SchoolsPlus

SchoolsPlus Referrals

School Year From\*: 2014-15 School Year To\*: 2014-15 \* required Update Report with Values

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SchoolsPlus Referrals (Berwick and District School)

	School	School Year	Student ID	Last Name	First Name	Grade	Referral Date	Referral Source	Form Completed By	Referred By	Facilitator	Outreach Worker	Date Decision Reached	Status Decision	Doc Status
	Berwick and District School	2014-15	3101244659	Aalders	Aurora	10	01/05/2015	Justice	SPFacilitator,Pam		Facilitator,SchoolsPlus		01/07/2015	Not proceeding beyond referral phase	Final
	Berwick and District School	2014-15	3101244659	Aalders	Aurora	10	01/05/2015	Education	Pritchard,Pam	SPFacilitator,Pam	Facilitator,SchoolsPlus		01/12/2015	Open case without Comprehensive Service Plan	Draft
	Berwick and District School	2014-15	3101280224	Neil	Kaleigh	06	10/22/2014	Justice	SPFacilitator,Pam		SPFacilitator,Pam	SPOutreach,Pam	10/22/2014	Open case without Comprehensive Service Plan	Draft
	Berwick and District School	2014-15	3101385254	Smith-O'Neill	Isabella	05	08/27/2014		SPFacilitator,Pam		SPFacilitator,Pam	Hiltz,Darrell	08/28/2014	Open case with Comprehensive Service Plan (CSP) with youth/ family and service providers	Final

4 Documents

Figure 1: Report – SchoolsPlus Referrals

## SCHOOLSPLUS STAFF DOCUMENTS

This guide focuses on the staff documents associated with the SchoolsPlus process. Other staff documents that are managed within TIENET are not described here.

### FACILITATOR/ MONTHLY REPORT

Monthly report to SchoolsPlus Board/RCE Supervisor and Provincial Coordinators.

Tips for completing Monthly report:

- Total existing cases at the beginning of the month must be manually entered (enter the ending number of cases for the previous month)
- Groups are not automatically populated so they have to manually tally up

To find the monthly report remember: The monthly report is a document that gets created for a staff member instead of for a student like most of the other TIENET documents. The first thing that must be done is to search for the staff member that the report is being created for. Since the Monthly Report is a monthly statistical document that a SchoolsPlus Facilitator creates for themselves based on the schools they support, the first thing they need to do is a staff search to locate themselves.



**Staff - Quick Search Form**  
 Enter one or more fields and click the 'Search' button to find staff with the same field information.

ID

Last Name

First Name

Caseload  (ID) [lookup](#)

**Search** **Clear**

Figure 2: Staff Search

Fill in the name or ID on the search form above and click search.

	ID	Last Name	First Name	Works At
	SPFACILITATOR	Facilitator	SchoolsPlus	Berwick and District School

Figure 3: Staff Search Results

Click on the document icon to access the staff member's documents.

To open an existing report, click on the report that you want to access.

## CREATING A NEW MONTHLY REPORT

To create a new monthly report, select Facilitator Monthly Report and click 'Go'. It would be good practice to put the Month and Year (e.g. – July 2020) in the Label/Comment box that appears so it is easier to distinguish the Monthly Reports in the List. For HRCE, also include the Hub School as part of the comment (e.g. – July 2020 Harbour View).

### Figure 4: Create New Monthly Report

### Monthly Services Statistics

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Once the Month and Year are entered the following statistics are automatically calculated from information in the SchoolsPlus section of the Student Profile. The remaining information is on the SchoolsPlus Monthly Report.

Report Label	Criteria
Total existing cases at beginning of month	Manually entered → <b>copy and paste in the ENDING # CASES in the previous month's Monthly Report</b>
Total number parents participating in group programming	Manually entered
Total number of children/youth participating in group programming	Manually entered
New Referrals	<p>The staff member the Monthly Report document is attached to is identified as the SchoolsPlus Facilitator in the SchoolsPlus Section of the Student Profile</p> <p>AND</p> <p>The SchoolsPlus Referral Date in the SchoolsPlus Section of the Student Profile is on or after the first day of the month the report is being created for and the SchoolsPlus Referral Date in the SchoolsPlus Section of the Student Profile is on or before the last day of the month the report is being created.</p> <p>In English:</p> <p>Include students that were referred during the month that the report is being created.</p>

Report Label	Criteria
Not proceeding beyond referral phase	<p>New Referrals (definition above)</p> <p>AND</p> <p>The “Not proceeding beyond referral phase” indicator is checked in the SchoolsPlus Section of the Student Profile</p> <p>In English:</p> <p>Include students that were referred during the month that the report is being created, that have a referral decision of “Not proceeding beyond referral phase”. Referral Status Decision 1</p>
Opened at intake	<p>New Referrals (definition above)</p> <p>AND</p> <p>The “Opened at intake” indicator is checked in the SchoolsPlus Section of the Student Profile</p> <p>In English:</p> <p>Include students that were referred during the month that the report is being created, that have a referral decision of “Opened at intake”.</p>
Providing service/ referral to service provider	<p>New Referrals (definition above)</p> <p>AND</p> <p>The “Providing service/ referral to service provider” indicator is checked in the SchoolsPlus Section of the Student Profile</p> <p>In English:</p> <p>Include students that were referred during the month that the report is being created for that have a referral decision of “Providing service/ referral to service provider”. Referral Status Decision 2s</p>

Report Label	Criteria
Opened with CSP	<p>New Referrals (definition above)</p> <p>AND</p> <p>The “Opened with CSP” indicator is checked in the SchoolsPlus Section of the Student Profile</p> <p>In English:</p> <p>Include students that were referred during the month that the report is being created for that have a referral decision of “Opened with CSP”.</p>
Cases completed / closed	<p>The staff member the Monthly Report document is attached to is identified as the SchoolsPlus Facilitator in the SchoolsPlus Section of the Student Profile</p> <p>AND</p> <p>The current SchoolsPlus Status is ‘Inactive’ AND (the Status Effective Date is on or after the first day of the month the report is being created for OR the Status Effective Date is on or before the last day of the month the report is being created for)</p> <p>In English:</p> <p>Include students that were closed/made inactive during the month that the report is being created for.</p>

Report Label	Criteria
Number of active cases at end of month	<p>The staff member the Monthly Report document is attached to is identified as the SchoolsPlus Facilitator in the SchoolsPlus Section of the Student Profile</p> <p>AND</p> <p>The current SchoolsPlus Status is 'Inactive' and the Status Effective Date is after the last day of the month the report is being created for and the SP Decision Date is on or before the last day of the month the report is being created for.</p> <p>In English:</p> <p>Include students that are currently active and became active on or before the last day of the month the report is being created for. Also include students that are currently inactive and became inactive after the last day of the month the report is being created for and also have a SchoolsPlus Decision Date on or before the end of the month the report is being created for.</p>

SchoolsPlus Roles and Access to DocumentsThe following screenshots illustrate the documents that are accessible by the SchoolsPlus Facilitator.




















































































































































































































Board SchoolsPlus Facilitator - Template Rights Summary																		
Document Templates	View	View If Owner	View/Edit Rights					Status Change Rights			Set Active	Print	Sign	Attach Files	Edit Files Attached by Others	Attach Files to Final Documents		
			Create	Edit Draft	Edit Review	Edit Final	Translate	Delete	Set Draft	Set Review							Set Final	
 Adaptations - Teacher Exploration (Stage2)		-										-						
 Adaptations		-										-						
 Health Plan(s) of Care		-										-						
 Individual Program Plan (IPP)		-										-						
 Personal Care Plan		-										-						
 Request for a Team Meeting		-										-						
 Student Special Transportation Needs (Referral)		-										-						
 Student Transition Plan (for students not on IPP)		-										-						
 Individual Program Plan Report		-										-						
 IPP Annual Outcomes (to attach to HS Transcript)		-										-						
 Individual Program Plan Report [New]		-										-						
 Programming Document		-										-						
 Consent for Nursing Services		-										-						
 Referral Form		-										-						
 Baseline, Monitoring and Closing Form		-										-						
 Consent for Participation		-										-						
 Intake Form		-										-						
 Collab Case Conference/Comprehensive Service Plan		-										-						
 Case Notes		-										-						
 SP Facilitator Case Notes		-										-						
 Transfer Form		-										-						
 Referral for Attendance Support		-										-						
 APSEA AAC Consultation Report		-										-						
 APSEA Assessment Report		-										-						
 APSEA Field Assessment Report		-										-						
 Student Meeting Minutes		-										-						
 Confidential Document		-										-						
 Assistive Technology		-										-						
 Autism Spectrum Disorder (School/Board/RCE)		-										-						
 Behavioural Report		-										-						
 Consent Forms & Information Sharing Forms		-										-						
 Level A & B Assessment Report		-										-						
 Nursing Progress Notes		-										-						
 Psycho-Educational (School/Board/RCE)		-										-						
 Speech Language Pathology (School/Board/RCE)		-										-						
 Suspension (Greater than 10 Days)		-										-						
 Autism Spectrum Disorder (External)		-										-						
 Community Services		-										-						
 Early Intervention		-										-						
 Justice (Other than YCJA File)		-										-						
 Medical/Physical Health		-										-						
 Mental Health & Addictions		-										-						
 Physio & OT Report		-										-						
 Psycho-Educational (External)		-										-						
 Speech Language Pathology (External)		-										-						
 Vision & Hearing Report		-										-						

Figure 5: SchoolsPlus Facilitator – Student Document Access

Board SchoolsPlus Facilitator															
Document Templates	View/Edit Rights						Status Change Rights			Set Active	Print	Sign	Attach Files	Edit Files Attached by Others	Attach Files to Final Documents
	View	Edit Draft	Edit Review	Edit Final	Translate	Delete	Set Draft	Set Review	Set Final						
🔍 Facilitator/SPCOW Monthly Report	●	●	●	●		●	●	●			●				
Legend: ● =Document-wide, ○ =Section-Wide															

Figure 6: SchoolsPlus Facilitator – Staff Document Access











Community Outreach Worker - Template Rights Summary																	
Document Templates	View/Edit Rights								Status Change Rights			Set Active	Print	Sign	Attach Files	Edit Files Attached by Others	Attach Files to Final Documents
	View	View If Owner	Create	Edit Draft	Edit Review	Edit Final	Translate	Delete	Set Draft	Set Review	Set Final						
 Health Plan(s) of Care	●	-										-	●				
 Personal Care Plan	●	-										-	●				
 Referral Form		●										-	●				
 Baseline, Monitoring and Closing Form	●		●	●	●			●	●		●	-	●		●		●
 Consent for Participation	●	-	●	●	●			●	●		●	-	●		●		●
 Intake Form	●	-	●	●	●			●	●		●	-	●		●		●
 Collab Case Conference/Comprehensive Service Plan	●	-	●	●	●			●	●		●	-	●		●		●
 Case Notes	●	-	●	●	●			●	●		●	-	●		●		●
 Transfer Form	●	-	●	●	●			●	●		●	-	●		●		●
 Referral for Attendance Support	●	-	●	●	●	●		●	●		●	-	●		●		●

Figure 7: Community Outreach Worker – Student Document Access

Community Outreach Worker - Template Rights Summary
Security group has not been assigned rights to any document templates.

Figure 8: Community Outreach Worker – Staff Document Access



**Role: School Administrators/School Counsellors**

School Administrators/School Counsellors only have access to the Referral and Baseline Data forms that they have created.

Referral Guide for Administration/School Counsellors making a referral to SchoolsPlus. (I am often called by Administration asking how to make a referral due to turnover or Acting Principal.)

Template for Administrators/School Counsellor:

**AVRCE SchoolsPlus TIENET Referral Guide**

In the AVRCE, the **SchoolsPlus** Program is active with the Annapolis site at Champlain Elementary School serving students and families from the school communities of CES, CRMS, AWEC, ARRA, LEC, LCS, BRES and BRHS , a Hants site at Windsor Elementary serving the school communities of AVHS, WHMS, WEC, WFDS, FDS, WES, BDES, NSDS, TMPDS and DAHS and a central/western Kings site at St. Mary's Elementary serving SMES, DRES, K&DS, WK, PRMS, CK , Cambridge, Coldbrook, SDES and B&DS. Students from these schools can be referred to **SchoolsPlus** by School Administrators through the **Program Planning Process** using the TIENET system. With SchoolsPlus, the provincial partners of Education, Health and Wellness, Justice, and Community Services co-ordinate and collaborate to deliver programs and services for children, youth, and families.

**To Refer a Student to SchoolsPlus** (administrators and School Counselors can generate and complete this referral)

✓ In TIENET, search and locate the student for whom you want to make a **SchoolsPlus** referral and go to the Document section of the student's file.

✓ From the drop-down list beside **Create New Document** choose the **SchoolsPlus Referral Form** (see screenshot below) and then **Go**. A Label/**Comment** box will appear and for this document, fill in **the date of the referral**, then click **New**. You now begin filling in the document.

Documents for Paige Sample (12345)

Create New Document: Go

Documents for 2011/12		Modification Date
Program Planning	Documented Adaptations	
	Documented Adaptations - Teacher Exploration	
	Documented Adaptations - PPT	
Individual Program P	Program Planning	
Individual Program P	Request for a PP Team Meeting	012 Wed, 08:21 AM
Reports/Transcripts (IPP)	Referral for Services	
Individual Program P	Student Special Transportation Needs	012 Thu, 12:55 PM
Individual Program P	Student Transition Plan (for students not on IPP)	012 Wed, 01:54 PM
	Health/Emergency Care Plan Form	
	Individual Program Plan	
	Meeting Minutes	
	Reports/Transcripts (IPP)	
	Individual Program Plan Report	
	IPP - High School Transcript	
	IPP - High School Transcript Work Placement	
	SchoolsPlus	
	Referral Form	
	Baseline Data & Monitoring of Outcomes Form	

- ✓ Complete the required fields of this document including **Referral Source Information, Reasons for Referral, Previously attempted Strategies, Current school-based services/supports, and Current community-based services/supports**. When finished, click **Save, Continue Editing**.
  - ✓ The document then gets forwarded by the school administrator to the AVRCE SchoolsPlus Facilitator in TIENET by going to **More Actions** and click on **Send Message with Document**.
  - ✓ Next, repeat the same procedure with the **Baseline Data & Monitoring of Outcomes Form** only if you are requesting wrap around services, Decision Three or Four. If you are simply requesting navigation and referral support services the Baseline Data and Monitoring of Outcomes Form is not required.
  - ✓ Complete the required fields of this form including **Date Completed, Attendance, Discipline, Achievement of Expected Learning Outcomes, Engagement and Parent/Caregiver Involvement**. Optional fields include **Current Involvement with School Initiatives/Programs** and **Additional Comments**.
  - ✓ When finished, click **Save, Continue Editing**. Again, the document must then get forwarded by the school administrator/school counsellor to the SchoolsPlus Facilitator in TIENET by going to **More Actions** and click on **Send Message with Document**.
- Upon review of these two documents (Baseline Data & Monitoring of Outcomes Form only when indicated) and contact with the school and often the student's family, the **SchoolsPlus** Facilitator will contact the school administrator with the **Referral Status Decision**.



*SchoolsPlus is a collaborative interagency approach supporting the whole child and their family with the school as the center of service delivery.*