

## Brave Learners (CDTOP) Referral Package Checklist

Student:	
School:	
Referring Teacher:	

### Referral Checklist:

	School Based Team (SBT) has discussed and supports the referral.
	A 333 (H) is recommended, not required, as it reflects the level of school supports already provided.
	Fill out Document <b>2. CDTOP Referral</b> and attach required documents #2-5 (and #6 for any referrals for the selective mutism stream)
	<b>3. CDTOP Parent Consent to Participate</b> - signed permission from parents to participate in the program and have CDTOP involved.
	A Mental Health Assessment <u>must</u> be attached to complete referral. This may include: <ul style="list-style-type: none"> <li>• Mental Health Assessment from a CYMH clinician (Child and Youth Mental Health)</li> <li>• <b>or</b> a complete Psychiatric Assessment that identifies the student has been diagnosed with anxiety</li> </ul> <p style="text-align: center;"><i>* Referrals for children who are seen by a psychiatrist in the community will require a complete assessment report from the doctor. *</i></p>
	A Psych-Ed is recommended, but if decided by SBT not to do one, an explanation on the student referral from School Psychologist as to why it is not required. In replacement, <b>B Level Assessment will suffice.</b> <i>*In extreme cases, Level A Assessment may be submitted.</i>
	<b>CYMH must support the referral.</b> The following must occur prior to submitting a referral: <ul style="list-style-type: none"> <li>• A clinician from any Surrey or White Rock CYMH location is actively servicing the student</li> <li>• <b>OR</b> the student has been to CYMH for an intake – <i>*Please attach the CYMH <b>Initial Supports and Services Plan</b> (ISSP) document given to families after intake is complete</i></li> </ul> <p><b>**IMPORTANT:**</b> CYMH <u>must</u> be advised the family would like to pursue Brave Learners (CDTOP) support. Schools and Families can complete Document <b>4. CDTOP Student Info and School Requirements</b> to inform CYMH of this.</p>

Once received, the Program Coordinator will review the referral for completeness. If incomplete, the Program Coordinator will follow up with the school for missing documentation.

Where more information is needed, a representative from the school may be invited to present the student's case to the Advisory Committee Screening Meeting. These meetings are held at various times throughout the year.

If the Advisory Committee believes the program to be an appropriate service for the student, the Program Coordinator will contact the school and parent to inform them the student has been accepted, as well as to set up a Program Intake meeting to initiate services.