

ROLE OF SCHOOL CONTACT IN THE PROVISION OF SHOS SERVICES

The SHOS School Referral forms request that a School Contact person be identified. The school contact is the person with whom the SHOS Intake Resource Coordinator (IRC) screens and discusses presenting school concerns. The School Contact may need to discuss issues further with the classroom teacher, but is familiar with the needs of the student being referred. This contact person also assumes responsibility for the following:

1. Screening SHOS referral forms before submitting them to ensure that all information is complete and that parents have completed the Consent for Pediatric Rehabilitation and Assessment form accurately (i.e. have included the school's name on consent form).
2. Confirming/providing information to SHOS IRC in a timely manner to ensure effective service provision by SHOS therapists (i.e. providing copies of previous assessment reports that are on school files prior to SHOS assessment)
3. Confirming dates and times for case conferences with the SHOS IRC and other school personnel who will be attending, and ensuring that these dates and times do not conflict with school activities (i.e. field trips, swimming classes, assemblies, etc.)
4. Communicating with SHOS personnel whenever there are emerging student needs / concerns that may impact SHOS involvement (i.e. student changes school, medical concerns, change in student code).
5. Ensuring SHOS documentation is placed in the student's Cumulative File and shared with appropriate personnel (i.e. Assessment Reports, Discharge Letters, Visit Summaries)