

H and R Screening/Renewal Process

Please note that H and R screening and renewal process has been adjusted. These guidelines align with Ministry requirements and District policy. Refer to [Special Education Services Manual, Section E.5, pages 56-62](#).

The process for district screening can be found here ([Screening Flow Chart](#)). Parent/Guardian acknowledgement of designation should not be requested until AFTER a student has met screening criteria for category H/R; however, parent/guardian consent for file review must be received prior to submission for screening.

Schedule for H/R Screening	School Team
<p>Ongoing screening</p> <p><i>Note: for February 1701, please submit screening requests no later than the third week of January.</i></p>	<p>New Screening for H and R</p> <p>To request initiation of district screening process, submit the following documentation to sss-1@sd79.bc.ca</p> <ul style="list-style-type: none"> Inclusive Learning cover page evidence of outside agency collaboration and service coordination documentation of diagnosed mental illness and/or behaviour assessments that show impact across settings authorization for release of information <p>Designation consultation will be scheduled with schools once screening packages are received.</p>
<p>Renewals: Third week in May</p> <p><i>No appointment necessary</i></p>	<p>H and R Renewals completed by school team and documents sent to Inclusive Learning by June 15th.</p> <ul style="list-style-type: none"> Signed 1701 form Parent/Guardian acknowledgement of designation dated after renewal date Most current assessment/documentation (FBA, ISPP, IEP, inter-agency meeting notes) Evidence of outside agency ongoing collaboration and service coordination (for H designation)

Required Documentation for New H and R designations:

- Assessment documentation indicates evidence of one or both of the following which significantly interferes with, or poses risk to the safety and/or academic progress of self or others:
 - Behaviour, mental health, or psychological assessments which indicate the need for intensive intervention
 - Serious mental illness as diagnosed by a qualified mental health clinician

2. Evidence of outside agency ongoing collaboration and service coordination (for H designations)

Minimum of two meetings annually. Examples may include:

- Youth Worker (CVYS/CMHA supervised)
- Counsellor – Public, non-profit, or private clinical counsellor
- Psychiatrist – Ongoing and regular support
- Behaviour Interventionist / Consultant / Analyst
- Family Intervention Worker
- Probation Officers

3. Intervention documentation (See 1701 Identification and Planning Resource)

- A current IEP (with behaviour goal) with evidence of school-based social skills training, mental health support, mentor program
- Integrated Case Management (ICM) Meeting Minutes (H designation)
- Evidence of one or more of the following:
 - Direct intervention in the classroom to promote behavioural change or emotional support.
 - Placement in a program designed to promote behavioural change.
 - Ongoing, individually implemented, or small group social skills training and/or instruction in behavior/learning strategies
- Optional:
- Safety Plan or De-escalation Plan
- A Functional Behaviour Assessment (FBA), if not already included in the BIP
- Altered day programs require a re-integration plan developed with documented consultation with caregivers

4. Evidence of academic functioning to support impact to learning

Examples may include:

- Classroom /District/Ministry assessments
- KTEA or other formal learning assessments or recent Psychoeducational Assessment
- Report card history in literacy and numeracy