

# Child Study Team Referral- Hibstervention Training Document

## How an I&RS Team Members Refer a Student

Click the Refer to CST button on the General Tab of a student's I&RS case file when the team is ready to refer:

The screenshot shows the I&RS case file interface with the following details:

- Plan Type:** I&RS
- Tracking Number:** 121316\_FLH\_09202019
- Status:** Referred by gbrown@flboe.com on 9/20/2019 at 9:48 AM
- Date Created:** 9/20/2019
- Time Created:** (HH:MM AM/PM) 9:48am
- School:** Fort Lee High School
- Created By:** Brown, Gabrielle
- Phone Number:**
- GPA:** 3.2
- Days Missed This Year:** 2
- Days Tardy This Year:** 5
- Case Manager:** Gabrielle Brown
- Special Education Director:** Name: Sorja Timpone, User Name: stimpone
- Buttons:** Refer to 504, Refer to Health, Refer to ELL, **Refer to CST** (highlighted in yellow)
- Special Education Referral:** Has this student been referred to Special Education?  Yes  No

Once you click Refer to CST a new tab titled CST Evaluation will appear. Here you will find the Child Study Team Evaluation Form which must be **thoroughly** completed by the counselor.

The screenshot shows the 'Child Study Team Evaluation Form' with the following fields:

- Date Reviewed:** [Text Input]
- Time Reviewed:** [Text Input]
- Teacher First Name:** [Text Input]
- Teacher Last Name:** [Text Input]

Complete the following checklist:

- Ensure casenotes include student tests scores (NJSLA, STAR, F&P, Smart Readers, etc) and a thorough reason for referral.
- Actions Plans are complete with staff assigned, duration, frequency and ratings.
- All staff members assigned have signed the plan.
- Teacher Observations are complete.
- Student work samples are uploaded into Documents.
- The principal has submitted their electronic signature by following the below steps:

- The principal can sign into Hibstervention > Click the CST Evaluation Tab > Click the students listed > Click CST Evaluation tab > Click Approve Form

Once the Pre-Referral Form is complete and saved you must send Sonja Timpone an email stating the referral has been submitted. Once Sonja has received the document she will time stamp it in the CST Evaluation tab. She will then email the case manager that a referral has been recieved.

Date Reviewed

Time Reviewed

## How a CST Member Reviews a Referred Student

To access the I&RS module of Hibstervention Section Click



Then Click



You can search for individual student using the search tool  (Hibstervention is working on adding a CST Referral Tab which will house all referrals)

Historical Ratings Tab- You will find the student's Pre-Referral Form here. The Pre-Referral is the form/interventions completed by a teacher prior to sending the case to I&RS. This is essentially the I&RS Referral Form.

CST Evaluation Tab- You will find the Child Study Team Evaluation Form here.

Observations/Evaluation Tabs- You will find teacher observations here. Click View Observation

Create/Edit I&RS Plan- You will find the action plan here. Click Generate Master Plan PDF to see all information at one time.

I&RS Rating- You will find all interventions and rating.

Documents- You will find student work samples and other relevant information

Case Notes- You will find meeting minutes and test scores.