RTLB Service: Definition of a Case

WHAT IS A CASE?
For the purposes of reporting on outcomes using the database, a case is generated by a request for support (R4S). All cases follow the steps of the RTLB practice sequence.
There are three types of cases:
- Individual student
- Group
- School

Pre Request for Support (R4S) discussions

These decisions usually involve a liaison RTLB or similar. This can be considered a school system 'case'.

School makes R4S for:
- Individual students
- Group of students
- School

MOE requires case data from the point of opening. Clusters will gather data on individual students, groups, schools and projects.

Projects may also follow the practice sequence and may be included in cluster's Case Management Systems.

R4S declined

R4S **accepted** & **allocated** to RTLB/s **becomes a 'case'**

This is when a R4S becomes a ''case'.

If case closed and incomplete, record why
- Student no longer enrolled at school
- Student excluded
- Consent withdrawn
- Agreement to close
- Referred on to:
  - SE severe behaviour service
  - ORS
  - Other agency

Case progresses through the practice sequence

If during a 2nd cycle through the practice sequence, the intervention is different but it's about the same student/s and the same desired outcome in the same context with the same teacher/s, this is the same case.

Case reviewed and may progress through another cycle of planning, implementation and review if teacher/s & learning context remain the same

Case closed by agreement. This may occur when exit/success criteria are met or student is no longer with the teacher involved in the collaboration or is no longer in the same learning environment i.e. end of school year

A short period of transition support in the new environment or in a new school year (e.g. 4-5 weeks) is seen as part of the previous year's case.

When are outcomes reported for case that are ongoing e.g. HLN?
RTLB report on outcomes at the completion of RTLB involvement in a particular learning context, i.e. when the collaborative plan is reviewed.

Outcomes Reporting is completed

*If the same student/group requires further support the following year or in a new school with a new teacher, this is recorded on the database as a **new case**. If a new sequence of work is negotiated with a new teacher in a new context this is recorded on the database as a **new case**.*