

Roles and Relationships for RTLB in the Gateway Assessment Process

<i>Ko te mokopuna te pūtake o te matāuranga</i>		The child is at the centre of it all	
	Social Worker	RTLB	Teacher
Referral	Child aged 5-14 enters care → Social Worker: - Gains consent - Ensures child is enrolled at school - Sends referral to school and RTLB Cluster Manager	RTLB Cluster Manager Receives referral – priority referral Confirms care status Is the child a current client of Special Education? - Yes: sends referral to local SE Service Manager - No: allocates priority referral to an RTLB	Receives referral
0-4 working days Immediate Response	Responsible for working with parents, family and caregivers	RTLB Acts as the education lead worker for the first month Coordinates and facilitates Initial Gateway Meeting:	Starts filling out the Education Profile
Information gathering and sharing	Attends Initial Gateway meeting	- Invites teacher, principal, social worker, caregiver(s) and the child (if appropriate) - Discuss immediate needs of the child - Develop Safety plan - Discuss Education Profile	Attends Initial Gateway Meeting
0-7 working days Immediate Response		Support teacher to complete Education Profile	Complete Education Profile and send to Gateway Assessment Coordinator and Social Worker: - Referral for health assessment cannot be sent until Education Profile complete
2-4 weeks Initial Planning stage	Ongoing collaboration with child, caregivers, teacher, RTLB and other team members as appropriate	- Work with teacher on strategies to ensure the child settles and succeeds at school - Initial assessments and monitoring - IEP – with short term goals identified - Ongoing collaboration with team	- Work with RTLB on strategies to ensure the child settles and succeeds at school - IEP - Ongoing collaboration
6 weeks Interagency Services Agreement	Gateway Assessment Coordinator: - Collates information from social worker's referral, Education Profile, and health assessment - Drafts the ISA - Forwards to RTLB/teacher a version of the ISA that includes all information that is relevant to education - If required, organises a multi-disciplinary meeting	Interagency Services Agreement (ISA): - Give feedback on draft - Work with teacher/principal to develop plan on how school will implement education part of agreement - Attend multi-disciplinary meeting	ISA: - Give feedback on draft - Work with RTLB to develop plan on how school will implement education part of agreement - Attend multi-disciplinary meeting
1-12 months Ongoing monitoring and assessment	Ongoing collaboration with child, caregivers, teacher, RTLB and other team members as appropriate	Ongoing monitoring and functional analysis according to needs: - IEP - long term goals - Refer to usual RTLB service as appropriate - Ongoing collaboration with team as appropriate	IEP - long term goals Ongoing collaboration with team as appropriate
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