

Coordinated Services referral process

Do you have a concern about a student? Fill out a referral!

Types of concerns:
Academic, Behavior, Speech, Emotional, Basic Needs (housing, food, healthcare, etc)

Submitting a Referral



Sign In

roseland.iescentral.com
or
school website

click on teachers, click on forms, click on Coordinated Services

You can now change your password, by clicking on the gear and clicking on "My Account".



Find the student

Teacher

Click on the tab "My Students" and find the student name. If the student name is not there, let your CST Site Coordinator know.

Staff

Click on the "search" button at the top right. Search for student name.



Enter Details/ Submit

Click "Add Referral" next to the student name. Most information will pre-populate. Check at least one box for each column, enter in the details for the referral, upload any relevant documents. Click Submit.

If you click Speech or Behavior you will be asked to submit additional information.

Coordinated Services Team



Review of Referral

Coordinated Services Team reviews and discusses referral

Possible team members:
Principal, Counselor, Academic Dean, Community Action Partnership Rep, Speech Therapist, Psychologist, School Nurse



Assign Actions

Coordinated Services Team assigns actions to various people to address the concern.



Email Actions

Each action is emailed to the person responsible.

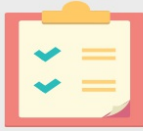


Outside Agency

If needed, outside agencies are contacted to support students and families.

Community Action Partnership assists our students in many different ways.

Completing Actions



Complete Actions

People who were assigned actions now complete their actions.

Most Important



Submit Follow Up Report



Click on "Follow Up Items" in your CST Account. Click on "follow up" next to the referral you would like to provide notes on. Enter in the information. For items longer than 200 characters attach as a word file, but provide a brief summary.



In Progress

Leave the drop-down menu as "in progress" if you would like to continue providing additional follow up information on this student.

Completed

Mark the drop-down menu as "completed" if you have completed your task and there is nothing else you need to do.

Closing a Referral and Checking on a Referral



Review Pending Actions

CST Site Coordinator checks to see if there are 1 or more pending actions. They then "remind" or mark the action as "done."

CST Coordinator Notes
Can Export Data to Excel
Can Print to PDF



Closing a Referral

Once there are 0 pending actions, CST Site Coordinator reviews referral and marks as "closed" or provides additional actions, if appropriate.



Checking on a Referral

At anytime, anyone who created the referral can click on "My Referrals" then click on the referral number to see the progress. People can also click on the student number to see other referrals this student has obtained.

Outcome

Happy, healthy students obtaining the support they need to reach their future goals



Roseland Public Schools
DESTINATION COLLEGE