

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: RTLB PRACTICE
PROCEDURE: Case Closures

RTLB cases are closed on a case-by-case basis by the RTLB Practice Leader and/or RTLB Cluster Manager, with consideration being given to all stakeholder's views.

Guidelines

1. Closure of an RTLB case may be negotiated with the referrer, or with the appropriate representative of the current school, when:
 - the collaborative team agrees the intervention has led to the agreed outcomes, and that the case will close,
 - it is identified that other agency support/pathways will better meet the identified needs,
 - the student moves out of the cluster region,
 - circumstances pertaining to the original referral change e.g. teacher leaves, child changes class or school and is no longer in the same learning environment, parent/whanau withdraw consent.
2. RTLB will complete the Outcomes Reporting on Schoolgate after consulting with the collaborative team:
 - At least one of the four student achievement outcome measures.
 - Teacher Perception outcome measure.
 - Home/School Partnership outcome measure.
 - Fidelity to the RTLB Practice Sequence outcome measure.
 - Strength of evidence outcome measure.
3. RTLB will complete a *Case Closure* document, and have it signed by the relevant parties. RTLB will upload the signed document under the 'Case Management' tab on Schoolgate.
4. RTLB will complete the Outcomes Reporting, and upload the signed *Case Closure* document, on Schoolgate within three weeks of the decision to close a case. If this timeframe will not be met for any reason, the RTLB will discuss this with the RTLB Practice Leader before the due date.
5. RTLB alerts the RTLB Practice Leader by email when:
 - the outcomes reporting has been completed on Schoolgate,
 - the signed case closure document has been uploaded onto Schoolgate,
 - any electronic/online files to be archived have been uploaded onto Schoolgate following the Te Hā o Te Manawa *Documentation and Record Keeping* procedure.

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6. RTLB Practice Leader will:
- sight completed Outcomes Reporting, and read the signed case closure document on Schoolgate,
 - seek further clarification or information from RTLB if required,
 - close the case on Schoolgate when satisfied that all closure expectations have been met.

REVIEW: This policy will be reviewed according to Te Hā o Te Manawa's triennial programme of self-review 2019, or as required.

DATE CONFIRMED: 29 November 2016