

 Children's Treatment Network		Children's Treatment Network Simcoe York	
Title:	Work Instruction — Submitting a speech referral from PSL (SBRS)	Review Period	n/a
		Effective Date:	September 2025
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Purpose:

To outline the steps for a Preschool Speech and Language (PSL) user to successfully submit a referral to SBRS speech in CTN's SBRS Referral Portal. Referrals to SBRS-Speech are submitted by the PSL Speech-Language Pathologist (SLP).

Definitions:

- **SBRS:** School-Based Rehabilitation Services
- **SCR:** Shared Client Record
- **PSL:** Preschool Speech and Language
- **SLP:** Speech-Language Pathologist

Application:

1. All users of CTN's SBRS Referral Portal need to reference CTN's SBRS Referral Process User Guide for steps on completing the referral form and navigating the referral portal
 - Found under the 'Tips and Tricks' section of the CTN SBRS Referral Information webpage: [Children's Treatment Network - SBRS Referral Information for Referents / Informations pour les référents - SRMS](#)
2. This work instruction will outline the three key differences that PSL users must follow to successfully submit a referral to CTN Intake for processing. These differences are:
 - Principal/Vice Principal Approval
 - School Information
 - Summary of SLP Assessment Findings

Key Differences For PSL Users to Submit a Referral to SBRS Speech:

1. Referral form section – Principal/Vice Principal Approval:

- Complete the mandatory field with the following information:
 - Fields of first name/last name/email: put '*N/A – PSL Referral*'.
 - Principal/Vice Principal awareness: select 'yes'

Principal/Vice Principal Approval	
Principal/Vice Principal (First, Last Name): *	N/A - PSL Referral N/A - PSL Referral
Principal/Vice Principal Email: *	N/A - PSL Referral
The Principal/Vice Principal is aware of and approves this referral* ☒ Yes ☐ No	

2. Referral form section – School Information:

- Select the options noted below for 'School Name' from the drop-down menu:
 - For Simcoe Referrals: RVH – PSL Simcoe
 - For York Referrals: OVH – PSL York

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- Using these school options will enable PSL users to view 'Pre-submitted' or 'Submitted' referrals within the SBRS Referral portal
 - If you do not use these school options (i.e., you select the school in which the client is enrolled), you will not be able to view a referral in 'pre-submitted' (saved) or 'submitted' status
 - See CTN's SBRS Referral Process User Guide for status definitions
- CTN's Intake team will update the school to the one the client is enrolled in when they process the referral (see information below in the 'Summary of SLP Assessment Findings' section)

School Information	
School Board:	PSL Simcoe
School Name: *	RVH
School Code:	2000
School Address:	Toronto

School Information	
School Board:	PSL York
School Name: *	OVH
School Code:	2001
School Address:	Toronto

3. Referral form section – Summary of SLP Assessment Findings:

- To ensure the client record contains accurate school information, please include both the school board name and the name of the school where the child is currently registered in this section at the bottom of the referral form
 - This information is important for CTN's Intake team to successfully process the SBRS referral. Intake will update the school provided in the 'School Information' section to accurately reflect the school in which the client is enrolled
 - There is a character limit to this open text box. If a report is uploaded, a written summary of the assessment findings is not required in this box. Please limit it to the school and school board only if you have uploaded a report

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Summary of SLP Assessment Findings

Please select one of the following options

☐ Summary (below)
 ☒ Report Uploaded

Please briefly enter your assessment findings and reason for SBRS referral (examples: speech sound errors, fluency observations, voice observations, etc.)

Name of school and school board: Holly Meadows E.S.; SCDSB

SLP assessment report attached *

Choose File
 No file chosen

CTN Intake Referral Processing

CTN's Intake team will review and process the referral and update the client's school in the Shared Client Record. Once the school information is updated in the SCR, **the referral will no longer be visible to PSL users in the SBRS referral portal**. When the referral is not visible to the user, this indicates that the referral has been processed. CTN's Intake team may contact the PSL referral source if there are any questions regarding the referral.