Appendix B:

# BLENNZ Visual Resource Centre Admission, Transfer and Withdrawal Procedures

The process for considering BLENNZ referrals is as follows:

## Referrals

* Referral is received with signed parent/caregiver consent and acknowledged within 10 working days
* Referral completed and local interim enrolment decision made within 20 working days of acknowledgement of the referral
* Confirmation of BLENNZ enrolment will be made at the next available National Admissions, Transfers and Withdrawals Committee meeting.

### Role of the Resource Teacher Vision

* To gather referral information
* To present information using the BLENNZ referral forms
* To present this information to the Manager or team for consideration at the local/regional Referral Committee (process to be decided by the local manager)
* In some instances the RTV may be called on to present to the local/regional Referral Committee.

## Local/Regional Decision Making

* Referrals are collated and presented to the local or regional Referral Committee on a termly basis
* The Referral Committee makes a decision to:
	+ - * Admit ākonga to BLENNZ roll to receive services or
			* Decline admission and
			* Refer to other services as appropriate.

Note: Where the recommendation is made to enrol and the ākonga requires services immediately a decision may be made by the Manager to initiate service prior to formal enrolment being completed.

### Membership of Referral Committee

Membership of the local or regional Referral Committee will include a minimum of three members from the following:

* Manager VRC
* Senior Teacher VRC
* BLENNZ Co-ordinator
* Ministry of Education Learning Support
* Ophthalmic representative (Orthoptist, optometrist or ophthalmologist)
* Blind Foundation.

### Role of Manager

* To ensure that sufficient information has been gathered on each ākonga to make an informed decision
* To ensure that the information has been presented in a coherent manner in line with BLENNZ procedures
* To provide an overview of the information for the local/regional Referral Committee to consider
* To have available more detailed information should this be necessary.

### Role of the Referral Committee

* Consider each case in relation to the criteria for eligibility, making a decision for admission or withdrawal from the roll
* To confirm transfers, ensuring that another BLENNZ service has been identified and a process of follow up is planned
* In the case of withdrawals ascertain that all appropriate referrals to other agencies have been made as appropriate.

## Monitoring

### Role of the Coordinators

* To support consistency of decision making across the network
* To provide support to Managers in decision making for marginal or complex referrals
* To meet at least twice a year with the VRC Manager to review a number of cases.

An overview of the matters considered in these meetings will be forwarded to the Senior Manager Assessment & Teaching Services to be included in A&T Coordinators meetings.

## National Monitoring

To support the consistency of decision making, national referrals and enrolments will be agended termly at the A&T Coordinators meeting to identify trends and to review procedures.