

School of Special
Educational Needs
Behaviour & Engagement



Database Guidelines

(for Principal's and School Delegate's)

Effective: September 2018

Version: 1.0

Review: Semester 1 2019

Database Administration

Project Support Officer

Tel: (08) 9402 6277

IT Support

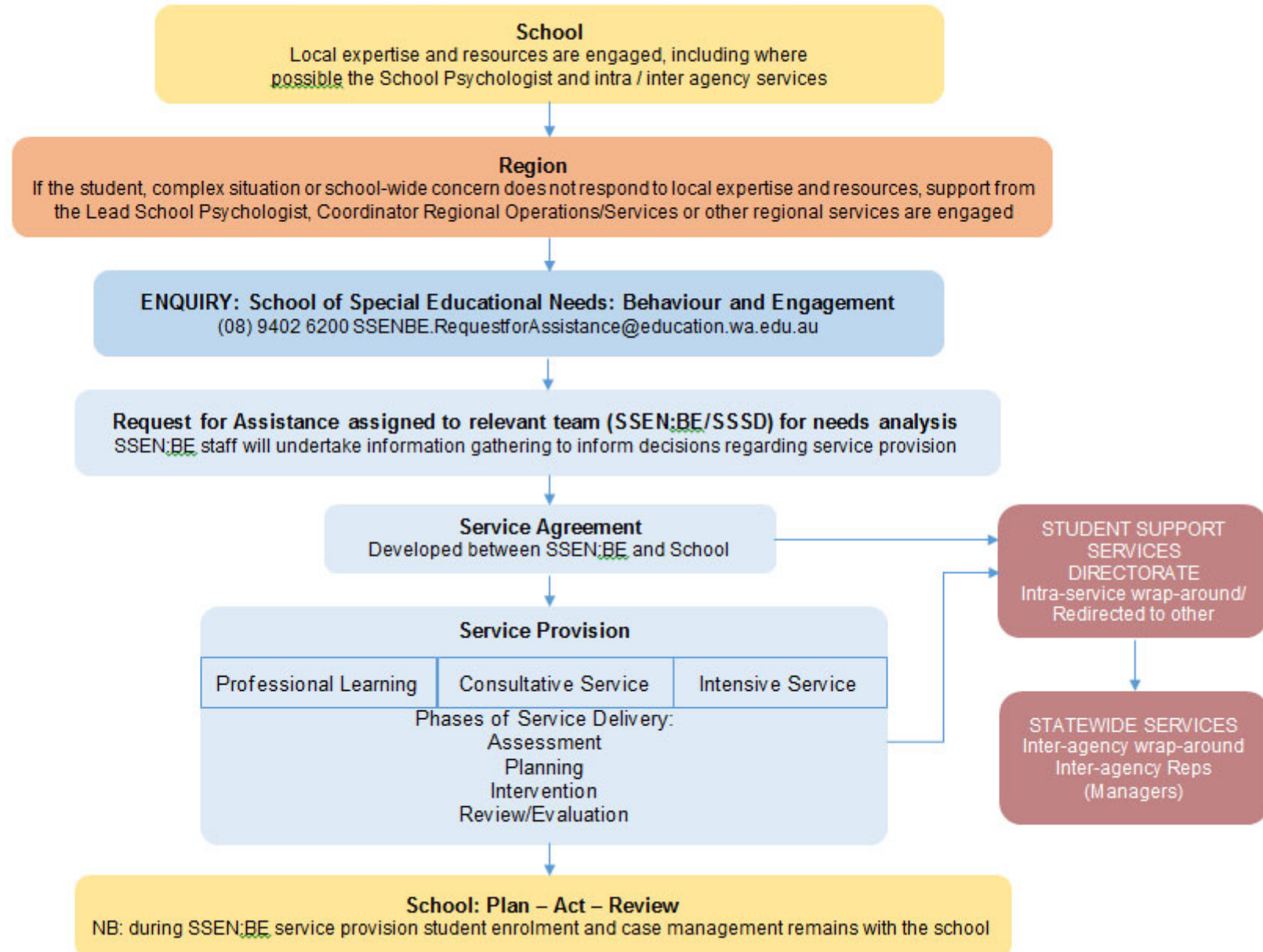
Technical Support Officer

Tel: (08) 9402 6334

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SCHOOL OF SPECIAL EDUCATIONAL NEEDS: BEHAVIOUR AND ENGAGEMENT (SSEN:BE) REQUEST FOR ASSISTANCE PATHWAY



2. Request for Assistance - Student (Intensive Support) or School (Consultative)

Lodge a request for assistance

1. Lodge a request for assistance (RFA) by calling (08) 9402 6200 or via email at SSENBE.RequestforAssistance@education.wa.edu.au
2. SSEN:BE will search for the student, checking the student's full name and date of birth with the caller to ensure the correct student is selected.
3. If the caller is not the principal their e number will entered into the RFA, the principal must be aware that SSEN:BE is being contacted.
4. You will receive an email confirming the request requesting you to submit the RFA and the case preparation form (if the caller is not the principal the principal will be cc'd in for their information)

Completing the RFA and submitting the case preparation form

1. Click on the 'Go to Student RFA' or 'Go to School RFA' link in the email
2. Login to the SSENBE database using your e number and password
3. The home page will list the RFA's requiring action
4. Click on 'Submit RFA'
5. Select the main reason for the request from the drop box
6. For Student RFA's only check the box(s) if the student has any Disability (diagnosed or imputed), receives CPFS Support or lives in the care of CPFS;



My RFA List Users Logout Susan GILCHRIST (SchoolDelegator)

Student Request for Assistance Save Back Refresh

RFA Details History Status: New

Request for Assistance

Student information	
SID ID	871643225
BES ID	12619
Name	Casey Burton
DOB	15/07/2005
Gender	M
AVTSI	No
Year	Y07
School	MORLEY SENIOR HIGH SCHOOL (State)
Region	NORTH METRO
Engagement centre	

Request for Assistance Details	
<input type="checkbox"/>	Disability
<input type="checkbox"/>	CPFS Support
<input type="checkbox"/>	Out of Home Care (Living in the care of CPFS)
Main Reason for your request: <input type="text"/>	
<input type="button" value="SUBMIT"/> back to top	

Created for	
Created for	e0257441
Full name	Susan GILCHRIST
Contact number	9488 2100
Created date	10/09/2018

7. Click Submit
8. You will then be taken to the Case Preparation form

9. Complete the details and attach copies of documented plans

Student Case Preparation Form Save Back Refresh

[PDF](#)

RFA Information

Student details

SID ID	871643225
BES ID	12619
Name	Casey Burton
DOB	15/07/2005
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School	MORLEY SENIOR HIGH SCHOOL (State)
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Created for

Created for	e0257441
Full name	Susan GILCHRIST
Contact number	9488 2100

Details

1. Identify the concern (identification)

I would like help in the area of:

- School-wide systems support
- Teacher support
- Student support – group
- Student support – individual

Brief description 250 characters remaining

What is the main area/s of concern?

Brief description 250 characters remaining

Factors that contribute to this problem include:

- Within child (medical, mental health, engagement, academic)
- Family
- Community
- School

Brief description 250 characters remaining

10. Click Submit

NOTE: once the RFA has been submitted you will not be able to edit the request. However, you can save the RFA and return to it later.

You will receive an automatic reply confirming the submission of your request. The principal or school delegate will be contacted within 5 working days.

NOTE: Submitted and Saved RFAs can be access at anytime from 'My RFA List' in the navigation bar. This list can be filtered for ease of use

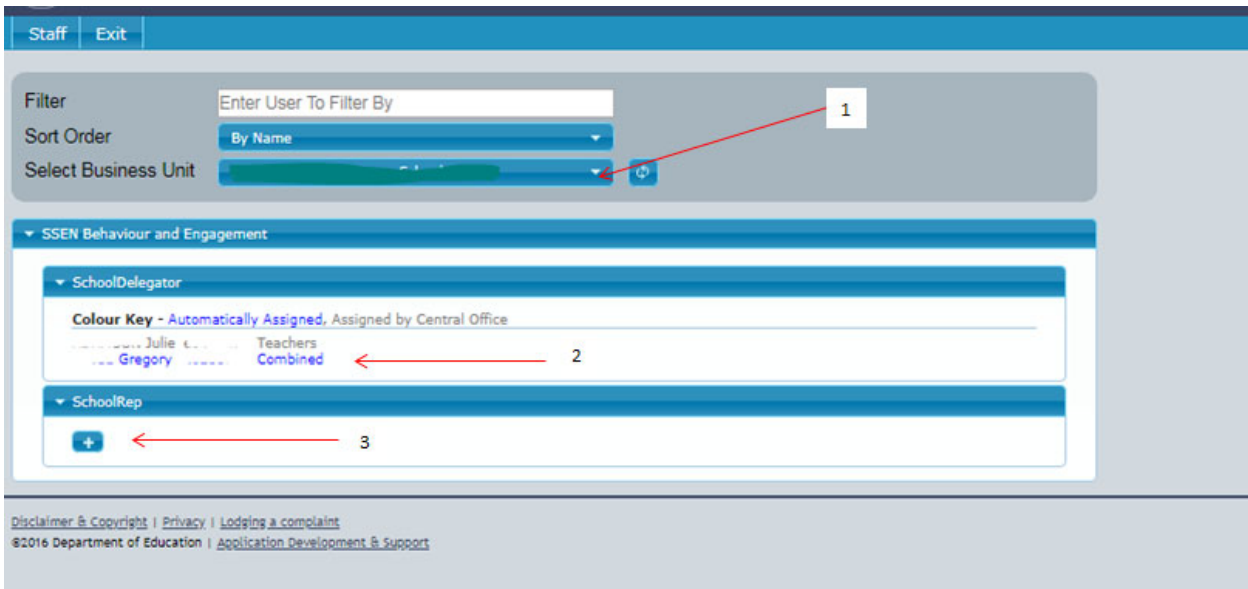
3. Manage Roles

As a Principal you are able to delegate 'School Representatives'. This means selecting staff members and giving them access privileges to the SSENBE database that will allow them to submit RFAs

1. Click Users tab at the top of the page

NOTE: If nothing happens after you click on Users, you may need to temporarily allow popups as it will take you to a secondary webpage

The new page allows you to search, add and remove staff members to your 'School Delegator' list.

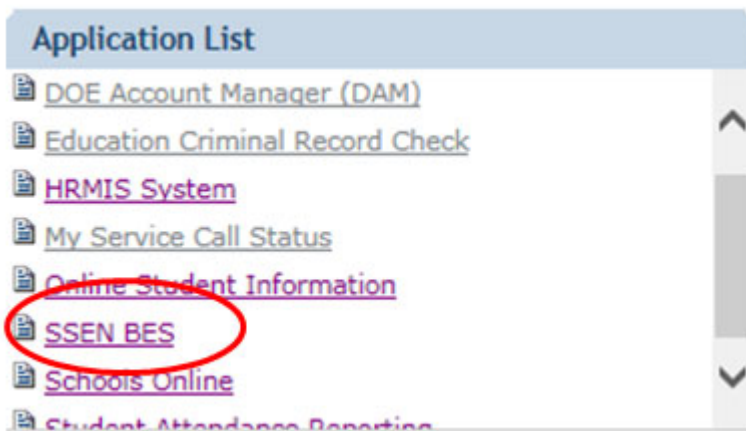


2. Click the + button this will bring up a list of staff members available to made representatives
3. Upon adding a staff member to the list and clicking save, you will need to provide a reason as to why they're being added.
4. Click continue, then close and their access privileges will now be updated

NOTE: You can remove privileges at any time by selecting the staff member in the right hand column and clicking remove. You will not need to provide any explanation, simply click save and close

4. How to access the database

To access the database principals and delegates can find the 'SSEN BES' link in the 'applications list' in the portal, please see below:



Alternatively please use the below link:

<https://apps.det.wa.edu.au/bes/>