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October 2019

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0.0 Revisions

February 2002

- 4.4.10** Procedures - 1st bullet - Investigation - changed to 2 days (NOT 5 days)
- 4.4.10** Practice Guidelines - last page Role of SFFA - deleted "or Program Administrator"
- 12.19** SFFA Sample Support Letter - first paragraph amended to read Chapter 4.4.10 (NOT Chapter 4.4.9)

March 2002

- 8.3** (Procedures) changed code FHCLRERS to FHFHRERS
- 12.19** Saskatchewan Foster Families Association support letter - changed to SFFA letterhead and added text blocks for typing in (not lines)

April 2002

- 5.7** Special Adoption Program Travel Subsidy - Noted that for private transportation – the rates remain the same as in the PSC/SGEU agreement of October 1, 2001. (Ordinary - 34.10 cents/km; North of the 54th Parallel - 36.72 cents/km)
- 6.2** Foster Care Maintenance Rates - new rates effective April 1, 2002
- 6.6** Ranch Ehrlo Society - changed word contract to "contract" under EXPENDITURE added Dave Norminton, CO, as approval for Ranch Ehrlo and PAGC added Facility Director as approval for Dales House and Saskatoon Children's Shelter added Per Diem rates for Ranch Ehrlo and PAGC effective April 1, 2002
- 6.6** Emergency/Receiving Homes - new rates effective April 1, 2002
- 6.6** TAPS Homes - new rates effective April 1, 2002
- 6.6** Therapeutic Foster Homes - new rates effective April 1, 2002
- 7.6** Travel Costs - Noted that for travel above basic rates for kms travelled is calculated using the rates as in the PSC/SGEU agreement of October 1, 2001. (Ordinary - 34.10 cents/km; North of the 54th Parallel - 36.72 cents/km)
Procedures - renamed point #11 to "d)" under point #10. Renumbered point #12 to point #11.
- 8.4** Respite - Therapeutic Homes - policy revised

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8.9 Foster Parent Training - Noted that for private transportation - the rates remain the same as in the PSC/SGEU agreement of October 1, 2001. (Ordinary - 34.10 cents/km; North of the 54th Parallel - 36.72 cents/km)

9.2 Witness Fees - Noted that for private transportation - the rates remain the same as in the PSC/SGEU agreement of October 1, 2001. (Ordinary - 34.10 cents/km; North of the 54th Parallel - 36.72 cents/km)

9.3 Interpreter Fees - Noted that for private transportation - the rates remain the same as in the PSC/SGEU agreement of October 1, 2001. (Ordinary - 34.10 cents/km; North of the 54th Parallel - 36.72 cents/km)

9.7 Tariff of Fees for Physicians & Surgeons - Noted that for private transportation - the rates remain the same as in the PSC/SGEU agreement of October 1, 2001. (Ordinary - 34.10 cents/km; North of the 54th Parallel - 36.72 cents/km)

PSC meal rates changed effective April 1, 2002 - Per Diem: \$38.00; Breakfast: \$8.00; Lunch: \$13.00; Supper: \$17.00

May 2002

6.6 "Team Homes" added to Basic Rates for Specialized Out of Home Care (fourth bullet added) and rate added into the table below.

6.6 An error in calculating rates for the TAPS Saskatoon, TAPS and Parent Therapist was made in April. New rates have been implemented. (32 cents added to old rates of 2001)

6.6 Therapeutic Foster Homes - removed TAPS Saskatoon, TAPS and Parent Therapist rows from table.

June 2002

12.9 Numbering sequence changes only on pages 3 and 5

August 2002

8.3 Calculation change towards payment for the substitute caregiver (1st bullet on P.13)

January 2003

5.7 Special Adoption Program Travel Subsidy - Policy

7.6 Travel Costs - Practice Guidelines

8.9 Foster Parent Training - Policy

9.2 Witness Fees - Procedures

9.3 Interpreter Fees - Procedures

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9.7 Tariff of Fees for Physicians & Surgeons

April 2003

6.6 Per Diem Rates revised for Ranch Ehrlo Society and Prince Albert Grand Council Child Care and Education Centre for fiscal year 2003/04.

May 2003

6.2 Foster Care Maintenance Rates revised for the fiscal year 2003/04 effective April 1, 2003.

6.6 Emergency/Receiving Homes per diem rates revised for the fiscal year 2003/04 effective April 1, 2003.

6.6 TAPS and TEAM Homes per diem rates revised for the fiscal year 2003/04 effective April 1, 2003. Note that the TAPS row was deleted.

6.6 Therapeutic Foster Homes per diem rates revised for the fiscal year 2003/04 effective April 1, 2003.

June 2003

6.3 Policy: Skill Development Fee - the \$100 amount was added into the first sentence. Second paragraph was revised to include dollar amounts.

6.5 Procedures: Fee for Service Payments for Developmentally and/or Physically Disabled Children. Table at bottom was revised to indicate the code column and approval column.

November 2003

7.9 Christmas Gift Allowance has been increased to \$75.00 from \$65.00.

March 2004

6.4 Additional information added to Standards (page 14) and Procedures (pages 15, 15A & 15B). New section - Practice Guidelines added (pages 15C, 15D & 15E).

12.21 New form - Rate Board Approval Letter re Foster Care (DCRE 2309)

12.22 New form - Medical Letter re Foster Care (DCRE 2310)

12.23 New form - School Letter re Foster Care (DCRE 2311)

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April 2004

6.6 Per Diem Rates revised for Ranch Ehrlo Society and Prince Albert Grand Council

Child Care Education Centre for fiscal year 2004/05. THIS AMENDMENT WAS PREVIOUSLY SENT IN EARLY APRIL/04. See page number change below.

6.2 Foster Care Maintenance Rates revised for the fiscal year 2004/05 effective April 1, 2004.

6.6 Emergency/Receiving Homes per diem rates revised for the fiscal year 2004/05 effective April 1, 2004.

6.6 TAPS and TEAM Homes per diem rates revised for the fiscal year 2004/05 effective April 1, 2004.

6.6 Therapeutic Foster Homes per diem rates revised for the fiscal year 2004/05 effective April 1, 2004.

6.6 Group Homes/Assessment and Stabilization/Private Treatment (Ranch Ehrlo, PAGC) - page number revised to "24" from "14".

May 2004

TABLE OF CONTENTS Additional sections added in Chapter 12 Forms.

12.12 Foster Home Agreement Form has been revised.

12.14 2 forms: 1) Fee Calculation Guide - Fee for Service form (DCRE 2373) and 2) Fee for Service - Guidelines for Foster Parent Documentation. (These forms should have been sent out with the March 2004 amendments.)

October 2004

6.6 Page 24: Group Homes/Assessment and Stabilization/Private Treatment - Ranch Ehrlo Society Per Diem Rates added for Assessment and Stabilization Program - \$270.00. Effective date - June 1, 2004.

November 2004

Senior Program Consultant, Children's Services has been amended to read "Senior Program Consultant, Foster Care" in the following chapters:

- Chapter 1, Page 17
- Chapter 4.4.2, Page 24
- Chapter 4.4.7, Page 48

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- Chapter 4.4.8, Page 56
- Chapter 4.4.10, Pages 65, 67, 68
- Chapter 4.4.12, Page 83, 84
- Chapter 8.6, Page 21
- Chapter 8.8, Page 28
- Chapter 11.12, Page 35
- Chapter 12.19 (SFFA letter - paragraph 1)

Also, in Chapter 6.5 - Fee for Service Payments for Developmentally and/or Physically Disabled Children: Procedures, Page 17 - Table at bottom Assessment Level 4 Approval Column is now Senior Program Consultant, Foster Care NOT Therapeutic Foster Care.

All chapters have been replaced with "Department of Community Resources and Employment OR Community Resources and Employment OR DCRE" from "Department of Social Services OR Social Services OR DSS".

April 2005

6.2 Foster Care Maintenance Rates revised for the fiscal year 2005/06 effective April 1, 2005.

6.6 Emergency/Receiving Homes per diem rates revised for the fiscal year 2005/06 effective April 1, 2005.

6.6 TAPS and TEAM Homes per diem rates revised for the fiscal year 2005/06 effective April 1, 2005.

6.6 Therapeutic Foster Homes per diem rates revised for the fiscal year 2005/06 effective April 1, 2005.

6.6 Per Diem Rates revised for Ranch Ehrlo Society and Prince Albert Grand Council Child Care Education Centre for the fiscal year 2005/06 effective April 1, 2005.

13.3 Updated List of Operational FNCFS Agencies and Associated Bands (did not send paper amendment).

April 2006

6.2 Foster Care Maintenance Rates revised for the fiscal year 2006/07 effective April 1, 2006.

6.6 Emergency/Receiving Homes per diem rates revised for the fiscal year 2006/07 effective April 1, 2006.

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6.6 TAPS and TEAM Homes per diem rates revised for the fiscal year 2006/07 effective April 1, 2006.

6.6 Therapeutic Foster Homes per diem rates revised for the fiscal year 2006/07 effective April 1, 2006.

6.6 Per Diem Rates revised for Ranch Ehrlo Society and Prince Albert Grand Council Child Care Education Centre for the fiscal year 2006/07 effective April 1, 2006.

May 2006

3.5 Policy wording changed from "at least annually" to "annually".

4.4.5 Clarification provided - inserted wording to reflect that the agreement must be reviewed (not re-signed) annually and reference to the formal Foster Home Assessment and Review (see Chapter 4.4.8).

4.4.10 Inserted third bullet under Final Report to reflect that all reports are to be placed on the foster home file.

7.16 4th bullet under 3. in Procedures – a dental checkup once per year (changed from twice per year).

8.2 Under Standards - first bullet, clarification and change provided – wording changed to provide more flexibility for how respite is to be taken. Instead of a mandatory 5 day block, changed to "it is recommended that the 5 days be taken in a block, however this is not mandatory."

11.17 NEW Section: Protocol for Inter-Region/Inter-Office Case Transfers - new provisions to guide practice as it pertains to case transfers between regions/offices.

September 2006

10.1 Change of Address for Public Trustee of Saskatchewan

March 2007

9.4 Revised Policy - Legal Fees for Department in Hearings under CFSA: Changes to Hourly Fees

10.5 FNCFS Agency caseload information numbers - File Hills Agency deleted and Athabasca Denesuline and Turnor Lake added

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April 2007

3.4 Planning for Permanent and Long Term Wards - direction for the department to contact the office of the Public Guardian and Trustee when a child or youth has been permanently committed to the care of the Minister.

4.4.1 Approval of Foster Homes - added requirement that a criminal record check must be conducted on each applicant and any other adult over age 18, including adult children, sharing living quarters with the applicants and demonstrate the suitability of each applicant.

4.4.2 Foster Home Study Procedures - Police Record Check - DCR form no longer required by police - police detachments have their own form they return to the individual.

4.4.8 Foster Home Assessment and Review - clearer guidelines to staff regarding supports to foster families as it pertains to identification of training needs.

6.2 Foster Care Maintenance Rates revised for the fiscal year 2007/08 effective April 1, 2007.

6.6 Emergency/Receiving Homes per diem rates revised for the fiscal year 2007/08 effective April 1, 2007. APS and TEAM Homes per diem rates revised for the fiscal year 2007/08 effective April 1, 2007.

6.6 Therapeutic Foster Homes per diem rates revised for the fiscal year 2007/08 effective April 1, 2007.

6.6 Per Diem Rates revised for Ranch Ehrlo Society - also new section - rates added for Clients with Developmental Disabilities. Also Prince Albert Grand Council Child Care Education Centre for the fiscal year 2007/08 effective April 1, 2007.

10.3 To amend the Children's Special Allowance policy to include both the Child Tax Benefit (CCTB) AND the Universal Child Care Benefit (UCCB) - the UCCB applies to children under six years of age.

11.5.1 NEW SECTION ADDED - Death of a Child/Youth Review Policy; also in the Family-Centred Services Manual - Chapter 3.16.

11.13 Amended Interprovincial Protocol - Provincial/Territorial Protocol on Children and Families Moving Between Provinces and Territories - Consolidation as of December 15, 2006.

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July 2007

2.6 Policy - Added clarification and direction regarding department contact standards for children in care who are residing in staffed residential settings, for those youth receiving extension of support services, and process to grant exceptions.

3.9 Policy - Removed statement that provides direction to terminate services when a former ward marries.

3.9 Practice Guidelines - Paragraph 7 inserted to state if the former ward becomes married or is residing in a common law relationship, the circumstances should be reviewed as to what supports are still required.

6.6 Emergency Placements/Receiving Homes - added provision for emergency rate payments to Intern foster homes and to change time frame for notice given to foster families from 12 hours to 24 hours. Provides consistency of practice in all regional offices throughout the province.

6.6 Therapeutic Foster Homes - amended to include Northern Rates for these homes in keeping with the basic maintenance rates as established within Regular Foster Care homes of both Southern and Northern Rates.

12.19 Notification of Foster Home Investigation Letter (sample) - replaces the former Saskatchewan Foster Families Association Support Letter.

September 2007

NOTE: All revisions are effective SEPTEMBER 1, 2007.

6.2 Standards for Foster Care Maintenance Rates to increase the rates by 15% and change the age categories 0 - 1 years and 1 - 5 years to one category 0 - 5 years.

6.3 Skill Development Fee rate increase from \$100/child to \$125/child and to indicate that the Skill Development Fee will remain in place at a rate of \$125/child for those families receiving Fee for Service payments.

6.6 Rate increases for Specialized Out of Home Care: Alternate Care and Person of Sufficient Interest and to provide for additional payment for special needs on a case by case basis in consultation with Supervisor/ Regional Director or designate.

6.6 Basic Rates for Specialized Out of Home Care Emergency Placements/Receiving Homes to increase the rates, calculated by adding 15% to Basic Maintenance portion of rates.

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6.6 TAPS, Parent Therapist and TEAM Homes policy amended to reflect changes to Foster Care Maintenance Rates. Increase reflects an increase in the Basic Maintenance portion of the per diem payment.

6.6 Therapeutic Foster Homes policy amended to reflect changes to Foster Care Maintenance Rates. Changes reflect 15% increase to maintenance per diem. No increase to Skill Development Fee.

8.1 Payment for Foster Home Support - Babysitting for Foster Families to increase the rates.

Amendments necessary to increase hourly babysitting rates and adjust daily babysitting rates for foster families as per increases.

8.2 Payment for Foster Home Support - Respite - Regular Foster Care to increase the respite days provided from 5 days to 10 days per year and to increase the rates.

November 2007

4.4.12 Removed the Appeal Process portion from the Conflict Resolution process and added new procedures allowing for provision of dispute resolution services by Saskatchewan Justice to assist in conflict resolution.

4.4.13 NEW section added – Appeal Process – changes to criteria for appeals – only foster home closures may be appealed. New policy sets out the process for foster families to appeal the decision to close their home and provides for review of the decision by an independent adjudicator selected jointly by the Ministry and the Saskatchewan Foster Families Association.

6.3 Removed the word “PRIDE” from Policy and Standards. Those foster parents who have taken “NOVA” pre-service training are also eligible for the skill development fee rate increase to \$125.00.

7.3 Amended procedures to include statement to cover meals for foster parents and additional children as agreed upon in advance when taking a foster child for visits, counseling, appointments or recreational activities as part of the child's approved case plan.

8.8 Moved to Chapter 10.8 and renamed to Advertising for Foster Home Recruitment (originally Advertising for Foster Homes).

10.8 New Section added to Payment Related Policies – “Advertising for Foster Home Recruitment” (see above).

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January 2008

Name change from "Department of Community Resources and Employment" to "Ministry of Social Services"

February 2008

4.4.3.1 NEW SECTION ADDED under Chapter 4.4.3 Building/Health/Safety Requirements - Smoking in Foster Homes: Preamble, Policy, Standards, Practice Guidelines. New policy prohibits smoking in foster homes and vehicles used to transport children in care.

6.3 To ensure that foster parents also continue to receive the skill development fee when receiving exceptional fee for service payments as determined by a Daily Living Support Assessment (DLSA).

7.16 To clarify what is and what is not covered through Children's Services Special Needs, in terms of physician-prescribed drugs.

March 2008

11.5.1 Revised Section ADDED - Serious Case Incident, Critical Injury and Death of a Child/Youth Review Policy to replace ALL information in the previous Chapter 11, Section 5.1. REMOVE Pages 18-1 to 18-15 and Appendix A (5 pages).

April 2008

6.2 Foster Care Maintenance Rates revised for the fiscal year 2008/09 effective April 1, 2008.

6.6 Alternate Care and Person of Sufficient Interest rates revised for the fiscal year effective April 1, 2008.

6.6 Emergency/Receiving Homes per diem rates revised for the fiscal year 2008/09 effective April 1, 2008.

6.6 TAPS and TEAM Homes per diem rates revised for the fiscal year 2008/09 effective April 1, 2008.

6.6 Therapeutic Foster Homes per diem rates revised for the fiscal year 2008/09 effective April 1, 2008.

6.6 Per Diem Rates revised for Ranch Ehrlo Society for the 2008/09 fiscal year. New information added regarding rates for Wi Ci Ti Zon Group Home, other First Nations

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Group Homes, and 4 Directions Stabilization & Assessment Centre. Also Prince Albert Grand Council Child Care Education Centre for the fiscal year 2008/09 effective April 1, 2008.

August 2008

11.12 Name of chapter changed from Interprovincial Correspondence to Interprovincial Requests and Correspondence. Policy added and Procedures amended to reflect the role of the Interprovincial Coordinator. Revised TABLE OF CONTENTS accordingly.

November 2008

4.3 To provide policy, standards and practice guidelines regarding the approval and support of extended family and persons of sufficient interest to care for children who have been found to be in need of protection and for reasons of safety cannot remain in parental care.

NOTE some subsections have been rearranged as follows and some new subsections added:

4.3.1 Private Arrangements - Standards added.

4.3.2 Extended Family as Place of Safety - title changed. Five additional Standards added.

4.3.3 Is now called Self Declaration for Extended Family and Persons of Sufficient Interest Pending Completion of a Formal Police Record Check - Practice Guidelines.

4.3.4 Alternate Care Provider - Additional information added in Policy (renamed from Definition). Also Standards added 1 - 11. Practice Guidelines and Home Assessment pages removed.

4.3.5 Added subsection Person Having a Sufficient Interest in a Child - Policy, Standards 1 - 11.

4.3.6 Added subsection Extended Family/PSI Assessment - Standards and Practice Guidelines.

4.3.7 Added subsection File Administration for Alternate Care and Person of Sufficient Interest Caregivers - Standards and Practice Guidelines.

12.24 Form added: Self-Declaration for Extended Family (Pending Completion of a formal Police Record Check)

12.25 Form added: Extended Family/PSI Home Safety Check List

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12.26 Form added: Extended Family/PSI Assessment Approval Check List

12.27 Form added: Extended Family/PSI Assessment Outline

March 2009

4.4.10 Removed requirement that a formal review be completed following a foster home investigation

May 2009

4.4.1 – Approval of Foster Homes – In Home Assessments Amendment includes revisions required for PRIDE implementation, reference to the five core competencies of PRIDE, as well as to change terminology to coincide with the PRIDE model, i.e. “Mutual Family Assessment/Homestudy” replaces “Homestudy”.

4.4.2 – Approval of Foster Homes – Background Checks

Amendments include revisions required for PRIDE implementation, reference to the five core competencies of PRIDE, and changes to terminology.

The policy is also amended regarding procedures for Police Record Checks to include Vulnerable Sector Check requirement and a “Criminal Record Check Information” hand-out to provide foster care applicants with information.

Chapter 12 - “Forms”

The following new forms were added to Chapter 12:

- 12.31** - Criminal Record Check Information
- 12.32** - Criminal Record Check Note to File
- 12.33** - Mutual Family Assessment Homestudy
- 12.34** - Annual Review / Family Development Plan
- 12.36** - Foster Family Formal Review

July/August 2009

4.3.4 Amendment includes provision to pay babysitting and respite costs at rates set out in Chapter 8 – Payments for Foster Home Support.

4.3.5 Amendment includes provision to pay babysitting and respite costs at rates set out in Chapter 8 – Payments for Foster Home Support

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4.4.8 Amendment adds the requirement of completing a Formal Review when a child is adopted by the foster family.

Amendment also adds the requirement that an Agreement for Foster care Services is reviewed and signed annually with the foster family at the time of the Annual Review.

6.6 Amendment includes provision to pay babysitting and respite costs at rates set out in Chapter 8 – Payments for Foster Home Support.

7.6 Amendment pertaining to travel costs when a child in care travels with a foster parent on special holidays increases the maximum allowance payable per trip from \$300 to \$500 (Chapter 7.6.2 was added to provide procedures for obtaining passports for children in care due to recent changes to passport requirements for travel outside of Canada).

7.13 Amendment allows for contracting with individuals and agencies to facilitate and support future placements and permanency planning as part of the child's case plan.

7.15 Amendment updates Children's Services policy pertaining to funeral costs. (Rates for funeral costs for children in care are approved in accordance with the adult and child rates in the Saskatchewan Assistance Plan regulations)

8.1 Increase to babysitting rates and co-ordinate daily rate with daily respite rate (daily babysitting rate increases from \$30 to \$40).

8.2 Combine chapters 8.2, 8.3. to provide foster parents up to 10 respite days per year for regular placements, and 21 respite days per year for placements of children with disabilities. Amendment also clarifies language, and increase daily rate to \$40.

8.4 Increase respite rates for TFC home to \$40 per day in keeping with the regular foster care rates.

8.8 New policy allows for payment of a Finder's Fee to foster families when they refer a new family who is approved as a foster family with the Ministry.

8.9 Amendment provides for foster parents to be compensated for attendance at PRIDE training, in addition to covering expenses.

September 2009

2.4 Amendment clarifies the process for providing information to caregivers when children are placed in care, states that caseworkers must use the Caregiver Information Form as the standard document for sharing information.

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November 2009

4.4 Amendment is to broaden the approval of staff as “caregivers” for the Ministry and to include more details surrounding the actual approval process. This policy amendment has been jointly developed in consultation with Public Service Commission in accordance with their Conflict of Interest guidelines.

11.5/11.5.1 Amendment is to omit “runaways” from being included under the category of a Serious Case Incident as a separate policy, as new policy Children Missing from Care (Chapter 11.18), has been developed.

To delete the prior reference made to the Residential Policy Manual; regardless of the child's care placement, the Serious Case Incident Policy as outlined in the CSM applies (procedures in the Residential Policy Manual are for reference by the program/facility operators).

11.18 New Policy to outline policy, standards and procedures for caregivers and Ministry officials when a child goes missing from care.

March 2010

8.6 Damage Compensation

Changes to process for providing damage compensation to foster families by adding the option of professional damage assessment to be coordinated and contracted by the SFFA.

12.15 Damage Compensation Request form replaces the “Application for Damage Compensation” form.

3.4: Planning for Permanent and Long Term Wards

Amendment removes the Standards:

- “Permanent wards who are First nations will not be registered for adoption without agreement by the child's Band and First Nations Child and Family Services Agency in accordance with First Nations Adoption guidelines: Chapter 5.4.”
- “Where agreement for adoption planning has been reached with the child's Band, priority will be given to an approved aboriginal adoptive home.”

5.3: Registering Children for Adoption

Amendment removes the statement:

“The Ministry will not place permanent wards who have First Nations Status for adoption without specific written approval/support from the child's band regarding the future plans (adoption) for the child.

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- The letter of approval must be included in the child's adoption registration package that is submitted to the Adoption Registry, Central Office."

5.4: Adoption of First Nations Children

Amendment removes reference to the "teen and young parent caseworker" and "family connections caseworker", as per discontinuation of these programs.

April 2010

6.2 Foster Care Maintenance Rates

Amend to Foster Care Maintenance Rates, to increase the rates by 1.5 % to be effective April 1, 2010 for the 2010/11 fiscal year.

6.6 Basic Rates for Specialized Out of Home Care

Amendment to Alternate Care and Person of Sufficient Interest rates to increase the rates by 1.5 % effective April 1, 2010 for the 2010/11 fiscal year.

December 2010

2.9.1: Admission to Out of Home Care:

Amendment adds a clause specifying that when application is made to Vital Statistics for certified copies of birth registration, child care staff must order these birth registrations only if required for court or other purposes and must review the child care file to ensure that there are no registrations already on file.

Removes the requirement that the caseworker completes the following forms:

"Child Care Status and Placement Record" and "Child Care Resource Placement Record" as these forms are outdated and no longer required.

The "Administrative Checklist" in Chapter 12 "Forms" has been updated.

3.4: Planning for Permanent and Long Term Wards

Amendment removes the Standard: "The child's eligibility for adoption must be carefully considered and, if the child is under 12 years of age and deemed to be eligible for adoption, the child is to be registered for adoption with the Central Adoption Registry within 90 days. (refer to Chapter 5, Adoption)." This is no longer required as the Adoption Services Manual is being updated and will include detailed policy entitled "Child Registration for Adoption", which will eventually replace Chapter 5 in the CSM. Existing Standards were re-ordered; first Standard was deleted as it repeated the policy statement; two Standards were moved to Practice Guidelines.

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3.5: Reviewing Case Plans for Permanent and Long Term Wards

Practice Guidelines were amended to remove the word "annual" from the statement, "The annual Child Assessment and Developmental Plan should be completed in advance and form the basis of the review".

Some "Standards" were incorporated into "Procedures".

3.6: Parental Responsibility for Permanent and Long Term Wards

Amendment adds the word "Minister's" to the title "Parental Responsibility for Permanent and Long Term Wards" to avoid confusion with the biological parents' role.

Removes the sentence "A comprehensive Assessment and Developmental case plan must be completed within the first three months following wardship and annually thereafter." (This was an error in the manual as Child Assessment and Developmental Plans are to be completed every 120 days, not annually.)

Standards were reviewed - several "Standards" were moved to "Practice Guidelines".

4.4.5: Agreements for Foster Care Services

Amendment is required to coincide with changes in Ch 4.4.8 "Foster Home Assessment and Review" which requires that the Agreement for Foster Care Services be signed each year at the time of Annual Review of the foster home. (Previously the requirement was that the Agreement be signed just once - at the time of approval of the home.)

Practice Guidelines were revised by removing several guidelines pertaining to placement planning for children in care, which are addressed in Ch 2.4.

4.4.9: Foster Home File

Amendment is required to update the documentation required on the foster home file according to PRIDE implementation, i.e. to remove "Self Assessment forms" and include "Mutual Family Assessment".

Updates the organization of file sections according to the "Provincial File Format" standard.

Removes the provision: "Foster families may access their file under the supervision of a worker, supervisor or manager." This change is required as foster home files contain third party confidential information which must be severed prior to sharing file information with the foster family.

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April 2011

6.2 Foster Care Maintenance Rates

Amendment to change Foster Care Maintenance Rates, increasing the rates by 2.5 % to be effective April 1, 2011 for the 2011/12 fiscal year.

6.6 Basic Rates for Specialized Out of Home Care

Amendment to Alternate Care and Person of Sufficient Interest rates to increase the rates by 2.5 % effective April 1, 2011 for the 2011/12 fiscal year.

May 2011

4.4.10 Investigating Allegations of Abuse and Neglect

Amendment to change the policy and practice of sharing information with the Saskatchewan Foster Families Association (SFFA) when a foster family is under investigation for abuse and/or neglect of a child – notifications will no longer be made to the SFFA. Revised policy also requires that staff obtain a signed consent form in order to speak with the SFFA about a foster home investigation.

Notifications regarding foster home investigations are sent to the Director, Service Delivery, Central Office.

Revisions were made to the Standards and Procedures to more accurately reflect the appropriate requirements in this section.

A Preamble was added.

4.4.11 Conflict Resolution Between Foster Parents and Ministry Employees

Revisions were made to reflect updated organizational structure (including position titles).

Co-ordination of foster home mediations are to be completed by the Director, Service Delivery, Central Office.

4.4.13 Appeal Process Between Foster Parents and Ministry Employees

Revisions were made to reflect updated organizational structure (including position titles)

Co-ordination of foster home appeals are to be completed by the Director, Service Delivery, Central Office.

12.19 Foster Family Notification of Investigation template letter

Revision to letter includes adding the paragraph:

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"We wish to expedite this manner as quickly as possible and will endeavour to have the investigation completed within 30 calendar days. Should it take longer than this, you will be notified in writing."

All chapters have been updated with correct position titles:

"Director, Service Delivery" replaces "Regional Director"

"Manager, Service Delivery" replaces "Area Service Manager"

"Manager, Service Delivery" replaces "Regional Manager"

"Executive Director, Service Delivery" replaces "Executive Director, Child and Family Services"

"Director, Service Delivery, Central Office" replaces "Senior Program Consultant, Foster Care"

July 2011

2.5.2 Preserving a Child's History in a Lifebook

Added the word "supplies" to the following sentence in Practice Guidelines: "The actual cost of supplies, film and developing for pictures for the life book will be reimbursed to the caregiver."

7.11 Lifebooks

Added the word "supplies" to the following sentence in Procedures:

"The actual cost of the book (album or scrapbook) and cost of pictures and supplies for the life book may be paid as a purchase order through FYAP".

12.16 Transfer of Responsibility to FNCFS Agency

Revised and updated form to remove reference to "Family Connections Worker"

Added the statement:

"NOTE: For cases in which the agency is considering placing children in high cost residential resources, these cases will be referred to the Ministry's Special Placement Committee."

12.19 Saskatchewan Foster Families Association Support Letter

Renamed "Saskatchewan Foster Families Association Support Letter" to "Notification of Foster Home Investigation Letter"

12.20 Foster Home Approval Checklist

Revised form to update the language: "Applicant 1" and "Applicant 2" replaces "Male" and "Female" applicants.

12.28 Foster Care Application

Revised form to update the language: "Applicant 1" and "Applicant 2" replaces "Male" and "Female" applicants, "Mother" and "Father".

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Revision also provides authorization to the Ministry to complete a Ministry Record check (ACI or Linkin), and to contact global references.

12.29 Foster Care Reference

Revised form to include the addition of several questions which allow for more detailed comments regarding the family's strengths and supports.

12.30 Physician's Report

Added section for foster family consent to Physician's Report form.

12.33 Mutual Family Assessment/Homestudy

Revised form to update the language in order to acknowledge current varying family groups and relationships, i.e. avoids reference to "Male" and "Female" applicants, "Mother" and "Father", "marriage".

September 2011

5.3 Registering Children for Adoption

The timeline for registering children for adoption changed from 90 days to 120 days from the date of the permanent wardship. If the child is not being adopted, a summarization of the permanency plan is to be completed within 120 days.

5.5 Adoption Selection

Revisions include approved changes that mirror the Adoption Services Manual. The selection procedures for both infants and permanent wards have been expanded to include further clarification of the selection process. Language has been updated to incorporate PRIDE competencies to reflect the competencies considered in the selection process.

5.6 Adoption Placement

Revisions include language that mirrors the approved changes in the Adoption Services Manual. Additional instruction and clarity is provided for caseworker reference, for example, Health registration, out-of-province placements and pre-placement planning

5.7 Adoption Program Travel Subsidy

Language update completed to reflect the correct name of the Program and the Manager – "Domestic Adoption Program" and "Service Manager" replaces "Special Adoption Program" and "Regional Director".

5.8 Assisted Adoption

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The updated Policy includes a Preamble that describes the children who are eligible for Assisted Adoption and the supports that are available. A Policy statement is included that confirms that all children who are wards of the Minister are eligible for designation for Assisted Adoption and that eligibility is for Domestic Adoption only.

The Assisted Adoption policy regarding maintenance was updated to state "equal to 90% of current basic foster rate" rather than "up to a maximum of 90%".

Revised Procedures provide substantial information and clarity concerning designation and Assisted Adoption program requirements to assist caseworkers in their day-to-day practice. It also provides information about extension of services, required annual reviews and procedures for children residing out-of-province.

Practice Guidelines have been revised to mirror the statement in the Adoption Services Manual (Chapter 7) dated March 2010.

December 2011

5.1 Introduction

Updated Introduction to clarify caseworkers' reference to Children's Services Manual policies and Adoption Manual policies and the overlap of the two manuals.

5.2 Access Orders and Adoption

The procedures were updated to change the time for registering a child from 90 to 120 days. The same change in policy indicates that an alternate plan, if the plan is not for adoption, must be identified in the same timeframe.

5.4 Adoption of First Nations Children

Updated the form used for Affidavit purposes (2268) as this was amended in 2009 to reflect a change from 'birth mother' to 'birth parent'.

5.9 Disclosure of Information – Adoptive Applicants

Entire section updated to reflect the change in registration process that was approved in 2010. According to the new process, caseworkers send a photocopy of the child care file to Central Adoption Registry, where it is redacted and a binder created. The binder, as well as the Child Adoption Registration Summary, is provided to prospective adoptive parents who are in selection for a child. Binders are provided for both specifically and non-specifically identified children and become part of the ministry's information disclosure to prospective adoptive applicants.

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January 2012

4.3 Placement with Extended Family

This chapter has been revised to update Children's Special Allowances (CSA) application procedures based on changes to the federal *Children's Special Allowances Act*, which stipulate that a caregiver who is receiving maintenance payments from a child welfare agency is not eligible for Child Tax Benefit payments. The Ministry will apply for CSA when a caregiver receives maintenance payments from the Ministry. As well, additional minor revisions were made to provide clarity and continuity between sections; policy statements and definitions were added in some sections and standards were revised to establish consistency of the approval process for all extended family caregivers. Linkin updates were also added.

6.6 Basic Rates for Specialized out of Home Care – Alternate Care and Person of Sufficient Interest

This section was updated to provide the new basic maintenance rates for extended family caregivers. The increased payment (equivalent of foster care basic maintenance rates) is provided to offset caregiver families' loss of federal benefit payments.

10.3 Payment Related Policies – Children's Special Allowances

Revisions were made to set out the new procedures for application for Children's Special Allowances for all children in out of home care, including those in extended family placements.

11.16 MSS and First Nations Shared Planning for Children and Families

Updated policy provides clarity for casework staff and managers specific to planning for children and families when there has been a transfer of casework responsibility between "on and off reserve". The amended policy also provides direction with regard to the administrative requirements for transition from Automated Client Index to the LINKIN Case Management System.

February 2012

4.4.6 Out of Home Care - Foster Parent Training

Revisions include the addition of the following mandatory training:

Foster parent applicants must successfully complete the following training prior to approval of their home and placement of children:

- OH&S recognized First Aid and CPR Training (Level B – 17 hours)
- Saskatchewan Aboriginal Culture module (3 hours)

Approved foster parents must complete the following training subsequent to the approval of their home:

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- Two mandatory PRIDE Core in-service modules (21 hours)
- OH&S recognized First Aid and CPR Training (Level B – 17 hours) re-certification every 3 years
- Fetal Alcohol Spectrum Disorder (FASD) (3 hours)

8.8 Payments for Foster Home Support – Foster Parent Training

Adds the above-mentioned training as sessions that the Ministry will compensate foster families to attend.

12.28 Forms – Foster Care Application

Adds an additional consent line to the Foster Care Application form to allow the Ministry to release foster parent applicant names to SFFA for the purposes of First-Aid/CPR training registration.

March 2012

6.2: Foster Care Maintenance Rates

Policy amended to add COLA increase to Foster Care Basic Maintenance rates, effective April 1, 2012.

6.6 Basic rates for Specialized Out of Home Care

Policy amended to add COLA increase to Specialized Out of Home Care, effective

April 2012

12.12 Agreement for Foster Care Services

Agreement for Foster Care Services updated to add SFFA information to the “Foster Family Consent to Disclose Information” page; some statements in the agreement were also re-ordered.

12.34 Annual Review Family Development Plan

This form was updated to reflect the caseworker name changes, i.e. “Resource Coordinator” to “Resource Worker” as per the Ministry’s naming conventions; reference to Ministry Record check in Linkin was also added.

New Sections:

7.17 Special Needs – Child Disability Benefit Adjustment

The Child Disability Benefit Adjustment is a new policy section which authorizes the Ministry to provide an equivalent payment to the maximum federal payment previously (prior to federal Children’s Special Allowances Act changes) received by families caring for children with severe and prolonged disabilities.

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12.39 Special Needs Request

The Special Needs Request form was added to Chapter 12 "Forms" in order to provide a form for caseworkers to submit a request to pay the Child Disability Benefit Adjustment.

July 2012

4.4.1 Approval of Foster Homes – In Home Assessments

The final points in Procedures were re-ordered and the clause (in parentheses below) was added:

18. A copy of the letter of approval is sent to the Director, Service Delivery, Central Office and with the foster family's signed consent (as per the Agreement for Foster Care Services) to the provincial Saskatchewan Foster Families Association.

October 2012

4.4.7 Maximum Number of Children in a Foster Home

Revision updates policy pertaining to the use of the new Linkin case management system to record and approve over maximum placements. The revision also adds time frames within which over maximum placements must be entered and approved in the Linkin system; as well, the final approval level is changed from "Regional Director or designate" to "Service Manager".

Revision also changes the requirement for bi-weekly re-approval of over maximum placements by the Service Manager, allowing for re-approval for a time period of up to 90 days when a child is placed in a long term stable placement.

8.9 Payments for Household Support to Foster Families

New policy section authorizes the provision of household supports to foster families and provides a framework for determining eligibility and process for delivery of support services.

A contract for services template "Household Support Services Contract" has been developed and is included in Chapter 12 "Forms".

11.2 Income Assistance Programs and Children in Care

Revision updates the information regarding Income Assistance programs and the interface with Child and Family Programs.

Policy is also updated with regard to the January 2012 changes pertaining to Children's Special Allowances and extended families' eligibility for federal child benefits when they are receiving maintenance payments from the Ministry.

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11.8 Disposal of Files

Section re-named "Retention of Files".

Revision increases the retention periods for Child and Family Programs files.

Policy revision removes the sections in "Procedures" detailing processes for the Manager of Records and Forms, the Provincial Archivist, and the Office Supervisor as the procedures for file destruction are the responsibility of Corporate Services.

12.40 Household Support Services Contract

New form "Household Support Services Contract" – provides a template for use in provision of household support services to foster families.

December 2012

2.9 Admission to Out of Home Care and Administrative Checklist (12.2 Forms)

This policy replaces Chapter 2.9.1, Chapter 2.9.2 and Chapter 2.9.3 to reflect changes following the revisions and proclamation to The Vital Statistics Act, 2009 and The Vital Statistics Regulations, 2010. As a result, the process by which the Ministry acquires Birth Certificates for children and youth in care changed. The policy has been updated to reflect these changes. In addition, a number of other revisions including Linkin updates, were made to ensure current content and language within the policy.

4.4.3 Building, Health and Safety Requirements

This section has been completely revised to include Standards for Sleeping and Bedroom Accommodations, Infant and Vulnerable Individual Safety, Fire Safety, Firearms and Weapon Safety and General Home Safety. It also includes in the Practice Guidelines sections on Safe Sleeping Practices, Home and Yard Cleanliness and Recreational Safety.

The Residential Care Services: A Building, Health and Safety Guide (Chapter 13.1) has been removed as guidelines are now included in Chapter 4.4.3.

The existing Foster Home Checklist was replaced with a new Foster Home Safety Record (Chapter 12.11) which incorporates all standards in the new policy and includes guidelines for determining compliance to standards for use by Resources workers.

The Agreement for Foster Care Services (Chapter 12.12) was revised to include the following provision in Section B.8:

"To ensure the provision of a safe environment for a child and adhere to the standards as per the Ministry's Building, Health and Safety policy (4.4.3) including allowing full access to the home and exterior and permit pictures to be taken if required."

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4.6 Facility Care

The original policy listed the names of group homes and facilities, some of which no longer exist. The original policy also described services that no longer exist in the Ministry's residential resource continuum. The policy revision updates policy to accurately reflect and describe the Ministry's facility care program.

4.7 Private Residential Treatment

Title changed to "Specialized Care" and policy updated to accurately reflect the "specialized care" program. The updated policy reflects more appropriate language and clarification regarding what constitutes "specialized care" services and procedures for admission.

4.9 Young Offender Custody Facilities

This section has been deleted as Young Offender Facilities are managed by the Ministry of Corrections, Public Safety and Policing.

4.9 Investigations of Abuse Allegations Against Group Home Resources (New)

New policy provides clarity regarding managing complaints and allegations of physical and sexual abuse against children by staff members, board members or volunteers working at group homes operated or licensed by the Ministry. Clear roles and responsibilities for those involved in the investigation are highlighted including the role of the investigator.

6.6 Basic Rates for Specialized Out of Home Care – Group Homes/Assessment and Stabilization / Private Treatment

This payment section has been deleted in accordance with changes in Chapter 4.6 and 4.7 as individual group homes and facilities are no longer listed.

7.15 Special Needs – Funeral Costs

Amendments increase the rates for funeral expenses for children in care in keeping with the increases approved in the Saskatchewan Assistance Regulations October 24, 2012.

12.2 Administrative Checklist

Updated to reflect changes in Chapter 2.9.

12.11 Foster Home Safety Requirements Checklist was replaced with a new Foster Home Safety Record and Guidelines.

12.12 Agreement for Foster Care Services

Revised Agreement for Foster Care Services to include the following provision in Sec B.8: "To ensure the provision of a safe environment for a child and adhere to the standards as per the Ministry's Building, Health and Safety policy (4.4.3) including allowing full access to the home and exterior and permit pictures to be taken if required."

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13.1 Residential Care Services: A Building, Health and Safety Guide

This section has been deleted as per revisions in Chapter 4.4.3 Building, Health and Safety Requirements.

February 2013

7.15 Special Needs – Funeral Costs

Amendment increases the rate for floral arrangements for funerals for children in care from \$100.00 to \$150.00 and includes allowance for floral arrangements for parents of children in care.

April 2013

6.2: Foster Care Maintenance Rates:

Policy amended to add 1% COLA increase to Foster Care Basic Maintenance rates, effective April 1, 2013.

6.6 Basic rates for Specialized Out of Home Care:

Policy amended to add 1% COLA increase to Specialized Out of Home Care, including Alternate Care, Person of Sufficient Interest, and basic maintenance portion of Emergency/Receiving, TAPS, Parent Therapist, TEAM and Therapeutic foster homes effective April 1, 2013.

July 2013

3.4 Planning for Permanent and Long Term Wards

Updated and re-ordered Standards, Procedures and Practice Guidelines. Moved Standard re: notification to Public Guardian and Trustee to Section 3.6 "Minister's Parental Responsibility for Permanent and Long Term Wards"

3.5 Reviewing Case Plans for Permanent and Long term Wards

Renamed to "Annual Reviews of Case Plans for Permanent and Long Term Wards"
Clarifies that Annual Reviews are completed by a review committee and updates Standards, Procedures and Practice Guidelines.

3.6 Minister's Parental Responsibility for Permanent and Long Term Wards

Adds requirement of applying for Registered Disability Savings Plan for all permanent and long term ward children and includes detailed Procedures. Two forms, "Service Canada Letter for SIN Application" and "RDSP Tracking Form" were added in Chapter 12.

4.4.12 Conflict Resolution between Foster Parents and Ministry Staff

Includes the option that foster families may request support from sources other than the Saskatchewan Foster Families Association (SFFA), i.e. Elders, clergy or other community

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support persons; clarifies the procedures in the Conflict Resolution process; clarifies that the decision of the Director, Service Delivery, is final in all matters except the closure of a foster home; adds "Best Practices for Procedural Fairness" guidelines (adapted from Ombudsman Saskatchewan).

4.4.13 Appeal Process between Foster Parents and Ministry Staff

Clarifies the procedures in the Appeal process, specifically with respect to the process for foster families to invoke an appeal by contacting either the SFFA or the Ministry.

6.2 Foster Care Maintenance Rates

Adds the Dependent Child allowance (\$195) for youth in foster care (Allowance was previously contained only in Independent Living section). Updates policy to authorize 10 day payment to foster family for AWOL youth (as per Linkin procedures).

6.6 Basic Rates for Specialized Out of Home Care

Increases the rates allowed for rent from \$320/month to \$450/month and the personal spending amounts from \$30 to \$40/month for youth in Independent Living and Room and Board placements and adds the Dependent Child allowance for youth in Alternate Care and Person of Sufficient Interest placements.

Amendments throughout this section revise the authority levels for approvals of payments such as Independent Living and Room and Board rates, and Change of Placement clothing for children and youth in care. Revisions will more accurately reflect Worker, Supervisor and Director or designate approval levels.

7.5 Education Costs

Increases the rate for Spending and Personal allowances for youth on Extension of Support Agreements (Chapter 7.5 Education Costs).

7.13 General Services and Supplies

Clarifies that completion of a contract is not required when purchasing supplies to maintain a child's placement in a home and increases the dollar amounts which may be approved at the level of Supervisor, Manager and Director.

Amendments throughout this section revise authority levels required for approvals of routine payments, e.g. Change of Placement clothing for children and youth in care.

9.0 Legal Services Expenditures

Amendments in this section revise authority levels required for approvals of payments for legal expenses on behalf of children and youth in care, including professional legal and witness fees, and costs associated with legal representation for children in care.

Amendments also update and simplify the procedures for payment.

12.41 Elder Honorarium Agreement

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12.42 Service Canada Letter for SIN Application

12.43 RDSP Tracking Form

October 2013

11.3 Health Care/Medical Treatment

Policy revision provides that children/youth in care have the right to consent to their own medical treatment (in the same way as children in the general population) when assessed by a medical practitioner as having the capacity to do so.

Policy revision ensures that children and youth participate, be informed and be heard before any decision affecting their health care is made.

Policy revision also provides clear standards and procedures regarding authority for consent for medical treatment for children in care who cannot consent to their own treatment.

11.4 Life Threatening Illness /Terminally Ill Children in Care

Revisions provide clear direction regarding authorization of a 'No Resuscitation' order, distinguishing between children in care who are Permanent wards, for whom the Ministry is sole guardian, and those who are in care via long term or temporary orders, apprehended, or voluntary agreement, whose families must provide consent before a 'No resuscitation' order is authorized.

11.7 Pregnancy Planning for a Youth in Care

Revisions provide clarity in standards and procedures for pregnancy planning, including the youth's right to independently consent when assessed as having capacity to do so and the authority and procedure to provide consent for pregnancy termination for those youth who are not deemed as having capacity to consent on their own behalf.

13.3 Royal University Hospital – “No 99 Order”

This section was deleted as it was outdated.

February 2014

Chapter 2.0 Family Centered Out of Home Care:

Chapter renamed to “**Placement in Out of Home Care**”.

2.5 Case Planning for Children in Out of Home Care

Section re-named to “**Assessment and Case Planning for Children in Out of Home Care**”.

Amendments in this section clarify requirements for completion of Child Assessment and Developmental Plan (CADP), including that the first CADP is due at 45 days (previously 30 days) and no CADP is required for children in care less than 45 days. The CADP

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requirement for long term and permanent wards is changed from every 120 days to every 180 days.

Procedures and Practice Guidelines were updated and the Linkin process for documentation in contact logs was added.

2.5.1 Assessment and Case Plan Forms

This section has been deleted.

2.6 Contact Standards

Added definitions of "Child in care", "Collateral contact", "Face to face contact"

This amendment revises the contact standards for children in temporary care to align with the Structured Decision Making (SDM®) Policy and Procedures Manual.

This amendment also provides new minimum standards of contact for children who are long term or permanent wards, changing the standard for case worker face to face visits to once every three months with an additional face to face contact in between by a Ministry worker such as a case assistant.

Also updated Procedures and Practice Guidelines and added process for Linkin documentation in contact logs.

3.10 Youth in Care Network

Updated address and contact information

4.4.3 Building Health and Safety Requirements

This revision incorporates minor policy changes to clarify use of bedroom locks in foster parent bedrooms.

4.4.6 Foster Parent Training

This revision incorporates minor policy changes to clarify payment of Skill Development Fee to foster families.

6.4 Fee for Service for Approved Foster Homes

This revision removes the requirement that foster families must be at the practitioner level (having fostered for at least one year) prior to having eligibility for Fee for Service payments.

12.5 Child Contact Checklist

New form used for tracking contact with children in care.

13.1 Liability Issues - Recordings

Chapter 13.1 is removed from the Children's Services Manual as it is dated information (excerpt from a Civil Law presentation in 1998) and no longer required as caseworkers are able to access this information in other locations, e.g. Family Centered Services Manual.

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13.2 List of Operational FNCFS Agencies and Associated Bands

Chapter 13.2 is removed from the Children's Services Manual as the list of Operational FNCFS agencies is updated monthly and distributed to service areas.

April 2014

6.2 Foster Care Maintenance Rates

Amendments increase the Foster Care Basic Maintenance rates by 2% effective April 1, 2014 for the 2014/15 fiscal year.

Amendments also update the Practice Guidelines, removing reference to the "Foster Parent Manual"

6.6 Change title to "Alternate Care, PSI and Specialized Out of Home Care Rates"

Amendments increase the Alternate Care, PSI and Specialized Out of Home Care Rates by 2% effective April 1, 2014 for the 2014/15 fiscal year.

Subsection titled "Emergency Placements/ Receiving Homes" changes to "Initial Placements". This revision changes "Emergency" rate to "Initial Placement" rate and applies this payment to all initial placements, removing the stipulation "when (the foster parent) receives less than 24 hours' notice of the placement".

11.3 Health Care Medical Treatment

Added italicized provision as below: "that the child's parents should be advised of the child's need for medical treatment and should have involvement in the decision making process *when the child does not have capacity to make decisions and consent to their own treatment*".

11.4 Life Threatening Illness, Terminal Illness and Children in Care

Added italicized provision in the following statement: "If the physician is recommending that there be no resuscitation *and the child is not deemed to be able to provide consent on their own behalf*, the Director, Service Delivery may provide consent on behalf of the Minister."

11.7 Pregnancy Planning for a Youth in Care

Changed Policy statement as follows:

"Any youth who is pregnant while in the care of the Minister will receive support and services to help them plan for the pregnancy." to:

"Any youth who is pregnant while in the care of the Minister will receive support and services to *assist them with decisions and planning regarding the pregnancy.*"

Changed the Procedures statement as follows:

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"The youth must be actively involved and participating in the planning" to:

"The youth must be actively engaged and informed of all options in order to make decisions regarding the pregnancy."

Added the following statement in Procedures:

The youth must be advised of her right to contact the Advocate for Children and Youth at any point during her pregnancy.

Clarified Procedures "When Ministry Consent is Required to Terminate a Pregnancy (Youth is NOT deemed competent)":

12.34 Annual Review/Family Development Plan

A new form: "Foster Home Annual Review/Family Development Plan - Caseworker Assessment" has been created for use by resources workers when requesting that caseworkers evaluate foster homes in which they have placed children. This form becomes part of Chapter 12.34.

12.36 Foster Family Formal Review

Status of Foster Home – changed "Suspension with Conditions" to "On hold with conditions".

August 2014

2.6 Contact Standards:

Children in care with a goal of re-unification in all placement types:

- One face-to-face visit per month with the child (the visit with the child must occur where the child is placed);
- If the assigned caseworker is not present when the child is placed, the child must have a face-to-face visit within two working days;
- One face-to-face visit per month and one collateral contact per month with the caregiver;
- Individual names, purpose, date and observations must be recorded in the Contact Log section in the Linkin case management system.

Changed the third bullet above to:

- One face-to-face visit per month with the caregiver and one collateral contact per month.

4.6 Facility Care

Removed "Assessment and Stabilization" section as the facilities providing this service (Dales House in Regina and Red Willow in Saskatoon) were closed on March 31, 2014.

5.0 Adoption

Title changed to "Adoption Planning"

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5.2 Voluntary Committal

Information provided to enhance understanding of the Voluntary Committal process and Ministry obligations when working with birth parents who choose this option.

5.2.2 Dispensing with a Birth Parent Signature on Voluntary Committal

Clarification provided regarding the Ministry's role in making application for dispensation in a voluntary committal. Examples of dispensation timelines were added to provide clarity.

5.2.3 Revocation (Voluntary Committal)

Examples of revocation timelines were added to provide clarity.

5.3 Child Registration

Additional information/clarification provided on registering children and youth for adoption. A template for use in completing a birth parent history in a voluntary committal was added (*Birth Parent Social History*, 2202).

Timelines for updating a child registration package to Central Adoption Registry were included.

Completion of the ***Assisted Adoption Designation*** is no longer a requirement; any permanent ward who is eligible to be adopted is automatically eligible to receive benefits through the Assisted Adoption Program.

5.3.1 Decision to Not Register/Deregistration

Exception to a Plan for Adoption (2099) was updated to include deregistration and notification to Central Adoption Registry.

5.4 Selection

Enhanced information/clarification on process provided.

Change of name to *Disclosure of Information to Adoptive Applicants* (2238); additional space was provided on this form to include names of professionals with whom adoptive parents intend to share information from the child's file.

5.4.1 Placement

Information & guidelines were provided on the placement process. A side-by-side table was added to describe what processes/forms the children's services and adoption workers complete.

The *Agreement for Communication* (2228) was added as a requirement to assist caseworkers in developing communication agreements with birth and adoptive parents (or other parties, as the case may be). There is an option on the agreement to indicate none is

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being completed and for what reasons.

5.6 Independent Adoptions

A section was added to distinguish what different obligations/processes the Ministry has in an Independent Adoption versus a Voluntary Committal.

6.2 Foster Care Maintenance Rates – Practice Guidelines

Item 7 – Recreation – removed “bicycles” from this item:

- “Includes items like books, toys, bicycles, admission to movies or other events, memberships, lessons, sports equipment and gifts for children one year and older.” (Bicycles may be purchased through Special Needs – Recreation Allowance - Chapter 7.7).

6.6 Basic Rates for Specialized Care – Independent Living

The following corrections were made:

Expenditure rates for Food and Household changed from \$250 - \$300/month

Personal allowance changed from \$40 South, \$45 North to \$50 South, \$62 North

These corrections were required for consistency with rates in the Support Services to 16 & 17 Year Olds Manual.

8.5 Payment for Foster Home Support – Damage Compensation

Amendments include a time limitation of two years for submitting damage compensation requests. The procedures are more clearly defined, with the intention of reducing complexity of requests and increasing financial accountability. There were several minor changes to wording and ordering of the Procedures.

12.11 Foster Home Safety Record

This form has been revised to align checkboxes in Section C – Fire Safety Standards, and add the Guidelines for Resources Workers.

October 2014

2.1 Practice and Case Management

Minor wording revisions were required to update this section.

2.2 Recommending Out of Home Care

Revised Standards to clarify priority of placement with extended family prior to foster care and notification of appropriate First Nation agency when Aboriginal children are placed in care.

2.3 Placement Selection

Minor changes were required to update the Practice Guidelines.

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2.4 Placement Planning and Preparation

Revised Standards to state that caregivers are to be provided with the Caregiver Information form when a child is placed in their home and that visitation is to be arranged as soon as possible following the placement. Also clarifies that a child's personal health information is to be shared with the caregiver, using the Caregiver Information Form.

Added section in Practice Guidelines "Safety Precautions" to address circumstances where a child has past history related to drugs, alcohol or weapons, i.e. caseworker informing the caregiver and assisting in unpacking of belongings to ensure no weapons are brought into the foster home.

4.3.1 Private Arrangements

Minor wording revisions to update this section

4.3.2 Place of Safety

Clarification regarding Place of Safety designation and ongoing approval

4.3.4 Alternate Care Provider

Added the requirement that Alternate Care providers sign an Agreement for Services (new form Chapter 12.44) at the time of approval and each year at the time of annual review;

Clarified that the Extended Family Assessment is not complete until the Criminal Record Check is received and reconciled and that references provided on the application form will be contacted as part of the assessment process.

4.3.5 Person having a Sufficient Interest

Changes in this section include:

- A stipulation that PSI orders are not sought until a child has been in the Ministry's care for at least six months in a stable extended family care placement;
- A requirement that all PSI caregivers be provided with complete information regarding PSI orders (information brochure "A Guide to Being a Person of Sufficient Interest Caregiver");
- A requirement that all PSI caregivers sign an "Extended Family Support Agreement – Person of Sufficient Interest" (new form Chapter 12.45);
- A requirement that Annual Reviews be completed with all PSI caregivers (new form Chapter 12.46);
- A requirement that extended family caregivers provide consent for global references (added to "Alternate Care / Person of Sufficient Interest Application" template and to Children's Services Manual form - Chapter 12.47).

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4.3.6 Extended Family Assessment

Changed the requirement for completion of the Extended Family Assessment from 30 days to within 60 calendar days of the child being placed in the home, or as soon as all required documentation is received.

4.4.1 Approval of Foster Homes – In-home Assessments

Amendment adds the stipulation that any approvals of foster homes that are exceptional to the policy be reviewed and approved (signed and placed on the foster home file) by the Assistant Deputy Minister (ADM).

7.3 Special Needs – Food

Adds provision for re-imbursement to a caseworker when purchasing food for a child in care.

7.5 Education Costs

Adds specific amounts to be paid to caregivers for initial school supplies and fees for children in Kindergarten through Grade 12 (policy previously stated that the amount is to be specified by local school boards.)

Procedures were re-ordered for clarity and a heading of Practice Guidelines was added.

7.17 Child Disability Benefit Adjustment

Amount updated to \$220.83 as per federal benefit amount.

8.2 Respite Regular Foster Care

Revision clarifies that all foster families are entitled to 10 days respite, and may receive up to 21 days respite for those children for whom they are receiving a DLSA payment.

Also the respite rate is increased for children with approved DLSA's from \$40/day to \$60/day.

11.0 Minister's Referrals

Process for completion of Minister's referrals will no longer be contained in the Children's Services manual as this is subject to frequent change. Service areas will be provided with the process updates in another format, such as e-mail advisory or directive.

11.5 Serious Occurrence Reporting and Review

The "Serious Occurrence Reporting and Review" policy replaces the "Serious Case Incident, Critical Injury and Child Death Review" policy.

12.3 Preliminary Serious Occurrence Report

New form as per policy 11.5 "Serious Occurrence Reporting and Review".

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Deleted obsolete form "Placement Preparation Tasks" and replaced it with "Preliminary Serious Occurrence Report.

12.6 Foster Home Approval Letter

Deleted obsolete form "Child Care Resource Placement Record" and replaced it with "Foster Home Approval Letter" (previously not included in Chapter 12 – Forms). The Approval letter was also amended to include training completion dates.

12.12 Agreement for Foster Care Services

Updates the Agreement to indicate that the Ministry will provide personal health information of a child at the time of placement and also that the foster parent will advise the Ministry of all serious case occurrences directly via telephone or in person (not by voice mail). Also specifies that the foster parent may not post information or photographs of children on social media websites.

12.20 Foster Home Approval Checklist

Updated the form to include dates of completion of Cultural Component training and First-Aid/CPR training.

12.27 Extended Family Assessment

Added section on completion of reference checks.

12.28 Foster Care Application

Clarifies that Ministry completes a Ministry Record Check, not a Child Abuse Record Check for foster care applicants, consistent with policy in Chapter 4.4.1 Approval of Foster Homes – Background Checks.

12.44 Agreement for Services – Alternate Care

New form

12.45 Extended Family Support Agreement – Person of Sufficient Interest

New form

12.46 Extended Family Annual Review

New form

12.47 Alternate Care / Person of Sufficient Interest Application

Updated form

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2.4 Placement Planning and Preparation

Standards: Added requirements regarding rescheduling cancelled family visits for children in care as soon as possible when it is deemed to be in the best interest of the child, reviewing all cancelled visits with the supervisor and documenting the supervisory review.

2.5 Assessment and Case Planning for Children and Youth in Out of Home Care

Standards: Added a requirement that a photograph of each child or youth in care must be placed on the file and updated yearly. Whenever possible this should occur within **45 days** of the child coming into care and be included with the initial CADP.

Practice Guidelines: A section was added to reflect circumstances that will meet this requirement, and the purpose for the requirement.

2.5.2 Family Social Histories Standards: Removed requirement that a copy of the Family Social History is placed on the child's Lifebook.

2.9 Administrative Requirements

Standards: Added the requirement that a printed photograph of each child or youth in care must be placed on the file and updated yearly.

Procedures: Added the new procedure that a printed photograph of each child/youth in care must be placed on the file within **45 days** of the child entering care whenever possible and updated yearly.

3.6 Minister's Responsibility for Permanent and Long Term Wards

Standards: Added the requirement that caseworkers of permanent wards will advise the Public Guardian and Trustee (PGT) of circumstances where the child is disabled, has property or money, has earned income and will need to file an income tax return, has had a parent die or is entitled to an inheritance.

4.3.3 Self Declaration for Extended Family Pending Completion of a Formal Criminal Record Check

Procedures: Changed *Child Protection Worker* to *case worker* in the following bullets:

1. The Self Declaration form is signed and dated by the adults in the home in the presence of a *case worker*.
2. The *case worker* witnesses the signatures and signs and dates the forms.

4.3.5 Person Having a Sufficient Interest

Standards: Added clause to following bullet as indicated:

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- The caregiver and all adults in the home must sign a "Criminal Record Self Declaration for Extended Family" form annually. (A Criminal Record Check will have been completed at the time of approval of the home).

Procedures: Added the following paragraph:

In the case of a foster family who is a designated Person of Sufficient Interest and granted custody of a child, the Annual Review will focus on the child's progress in the home and the caregiver's ability to meet the child's needs. A Foster Family Annual Review / Family Development Plan will be completed by the family's Resources Worker and will include criminal record self declarations and home safety checks.

5.4 Adoption Planning – Selection

Procedures: Added Linkin documentation procedures to clarify that identifying information regarding prospective adoptive parents and the child's adoptive name is not to be entered into Linkin in order to ensure privacy breaches do not occur.

6.2 Foster Care Maintenance Rates

Updated to reflect increase to Foster Care Basic Maintenance Rates by 2% effective April 1, 2015 for the 2015/16 fiscal year

Updated the information regarding Northern rates, i.e. "north of 54th parallel" by including a chart listing northern communities

6.6 Alternate Care, PSI and Specialized Out of Home Care Rates

Updated to reflect increase to Alternate Care, PSI and Specialized Out of Home Care Rates by 2% effective April 1, 2015 for the 2015/16 fiscal year and increase to rates for Initial Placement, Taps, Team and Therapeutic Foster Care by 2% (increase applies only to basic maintenance portion of per diem rate).

7.3 Special Needs – Food

Procedures: Added provision for exceptional approval by director or designate when food purchased for children in care exceeds PSC meal rate – this was required to account for higher costs of food in the North.

9.6 Legal Assistance for Children in Care (Counsel for Children Program)

Policy and Procedures: Revision incorporates procedures for making referrals to the Office of the Counsel for Children (CFC), as well as for paying for these services as per the implementation of the CFC through the Public Guardian and Trustee, Ministry of Justice in fall 2014.

10.3 Children's Special Allowances

Procedures: Updated information regarding Saskatchewan Benefit Adjustment (see Chapter 11.2) replaced by Transition Benefit for Children.

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11.2 Income Assistance Programs and Children in Care

Definitions and Procedures: Updated this section to align with changes in Income Assistance (IA) programs:

Effective March 1, 2015, the Income Assistance Child Benefit Adjustment (CBA) program ends and a new benefit, the Transition Benefit for Children will provide temporary benefits until the family receives the CCTB.

11.5.2 Serious Occurrence Reporting and Review

Procedures – Serious Occurrence High Impact: Removed the bullet:

- The Quality Assurance Unit will prepare a semi-annual report of both High Impact and Medium Impact Serious Occurrences that will be provided to the Directors of Service Delivery/Executive Directors of First Nation CFS Agencies and the Advocate for Children and Youth.

12.36 Foster Family Formal Review

Added the heading: *Time Frame*

12.46 Extended Family Care Annual Review

Deleted the heading: *Record of contacts with child and extended family:*

Deleted the *Director/Designate* signature line.

May 2015

6.5 Children's Services Expenditures – Fee for Service Payments for Developmentally and Physically Disabled Children

Amendment clarifies procedures in completing Daily Living Support Assessments and specifies that final decisions in appeals of fee payment assessments are sent to the Director, Service Delivery Support.

6.6 Alternate Care, PSI and Specialized Out of Home Care Rates

Independent Living and Room and Board:

- Delete Northern rates for Personal and Spending allowance
- Add Northern Allowance of \$50/month
- Change approval level from Supervisor to case worker for specific Independent Living payment items such as utilities, damage deposit, food and household allowance.

July 2015

4.3.2 Place of Safety

Amended policy to clarify Procedures when approving Place of Safety arrangements;

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Added requirement to contact FNCFS agency to request information regarding a caregiver living on reserve;

Added requirement to provide copies of Ministry's Discipline Policy and for children under two years of age, the Safe Sleeping Practices.

7.17 Special Needs – Child Disability Benefit Adjustment

Updated Child Disability Benefit Adjustment amount to \$224.58 as per Service Canada web page information.

11.6 Marriage of a Child in Care

This policy section became obsolete as per legislative changes introduced and passed on June 18, 2015: As a result of Bill S-7 – *Zero Tolerance for Barbaric Cultural Practices Act 2015* and provisions respecting the *Civil Marriage Act* it is not legal in Canada for a child under the age of 16 to marry. This section is therefore removed from the Children's Services Manual.

12.48 Forms

Added new form "Place of Safety Designation"

October 2015

2.5.2 Family Social Histories

Clarified the Standard:

- The child's caseworker is responsible for ensuring information is gathered and the Family Social History is completed for every family with a child in out-of-home care more than six months.

11.15 Transition Planning for Youth in Care of the Minister to Community Living Service Delivery (formerly titled "Protocol - Adult Transition Planning of Individuals in Care of the Minister")

Updated policy regarding transition of youth in care of the Minister to adult services through Community Living Service Delivery (CLSD). Timelines are included to begin the transition process at age 13 for youth who may be eligible for CLSD services, and a joint planning protocol is outlined once eligibility for services is established.

12.30 – Physician's Report for a Foster Care Applicant and Physician's Report for the Child of a Foster Care Applicant

Updated forms to remove reference to Adoptive Applicant; also removed outdated and repetitive sections.

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November 2015

4.0 OUT OF HOME CARE RESOURCES

4.3.1 - Private Arrangements

4.3.2 - Place of Safety

4.3.3 - Self Declaration for Extended Family Pending Completion of a Formal Criminal Record Check

4.3.4 - Alternate Caregiver

4.3.5 - Person Having a Sufficient Interest

4.4.2 - Approval of Foster Homes – Background Checks

The following procedure was incorporated into each of the above sections:

- “A criminal history which includes the following charges or convictions must be reviewed and signed by the Executive Director:
- Any criminal charge or conviction regarding a sexual assault;
- Any criminal charge or conviction regarding a physical assault against a child;
- Any homicide charge or conviction;
- Any manslaughter charge or conviction.”

Changes also include reference to “Director, Service Delivery or designate” which is changed to “Director, Out of Home Care, or designate” to align with new organizational structure re: Out of Home Care.

Section 4.3.2 was updated to include the procedure of opening a provider file in Linkin and a paper caregiver file when a Place of Safety is approved.

4.3.6 Extended Family Assessment

Practice Guidelines – Added heading: Use of Alcohol and Drugs

4.4.1 Approval of Foster Homes – In Home Assessments

Amended policy in this section to clarify that any foster family who re-locates to Saskatchewan must be approved according to Saskatchewan policies and requirements, including attendance at PRIDE training.

4.5 Specialized Family Based Care

This section was removed as it contained dated information regarding specialized programs now being sunsetted as per Chapter 6.6.

6.6 Alternate Care, PSI and Specialized Out of Home Care Rates

Updated policy regarding TAPS and TEAM homes to indicate these are sunset programs. Updated policy regarding Parent Therapist Homes to provide more details of program and differentiate from Therapeutic Foster Care.

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8.1 Payment for Babysitting to Foster Families

Added provision to pay child care costs when foster families are employed outside the home.

12. Forms

Added the following forms:

- 12.49 DLSA Face Sheet (updated)
- 12.50 DLSA Assessment and Scoring
- 12.51 DLSA Summary
- 12.52 DLSA- Administration and Scoring Instructions
- 12.53 School Allowance Form

March 2016

2.3 Placement Selection

Added the following Standard:

- When placing a child or youth with sexualized behaviours the caseworker must ensure that the child is placed with a resource family that can provide individual sleeping accommodations for the child or youth.

2.4 Placement Planning, Preparation and Family Contact (formerly titled: Placement Planning and Preparation)

Added a sentence to the policy statement to include that family contact should be supported and considered as part of the placement and preparation process.

Moved the statement, “when children are not placed with extended family, the child and family will be engaged in identifying extended family members who could be approached for placement” from a practice guideline to a standard.

Added procedures to provide clarity and circumstances where support can/should be provided to family to assist maintaining family contact (funding to support children in out-of-home care, their siblings and their families – transportation, groceries, supplies, hotels and other expenditures required to support family contact etc.).

Practice guidelines were rearranged for clarity.

An expenditure chart was added for reference (these rates are outlined in the business catalog).

2.6 Contact Standards

Changed the Standard:

- *When age appropriate each child* must be interviewed separately from the caregiver a minimum of once every six months to read:

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- *All children who are of school age (6years or older) must be interviewed separately from the caregiver a minimum of once every six months.*

Changed the following Practice Guideline to add "or moving to a new placement":

- When a child is admitted to care *or moving to a new placement*, the caseworker for the child should transport the child to a placement. If this is not possible, the assigned caseworker *is required to* have contact within two working days with the child and the caregiver for the following reasons:...

Added the following bullet under Notes:

- *For children/youth who are Long term or permanent wards, contact within two working days of placement is not required, however, efforts should be made to see the child/youth as soon as possible following placement for reasons outlined in Practice Guidelines.*

2.9 Administrative Requirements

Updated to incorporate changes reflecting the implementation of Linkin Financials and Payments system.

4.3.2 Place of Safety

Amendment changed the requirement for manager re-approval of Place of Safety from 30 days to 60 days.

4.3.6 Extended Family Assessments

Amendment clarified that an Extended Family Assessment must be completed for each new placement of a child or sibling group in a home.

Included clarification that the Extended Family Assessment is not used for placements with a non-removal parent.

4.3.8 Placement with Non-removal Parent

The following sections also contain related amendments such as the definition of "Non-Removal Parent" and the definition of "Place of Safety" to include a non-removal parent:

- 4.1 Introduction
- 4.2 Residential Services for Children and Youth in Out-of-home Care
- 4.3. Placement with Extended Family - Overview
 - 4.3.1 Private Arrangement
 - 4.3.2 Place of Safety
 - 4.3.3 Self Declaration for Family/Extended Family Pending Completion of a Formal Criminal Record Check
 - 4.3.4 Alternate Care Provider
 - 4.3.6 Extended Family Assessment
 - 4.3.7 File Administration for Extended Family Caregivers

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4.4.6 Foster Parent Training

Moved the following Preservice training requirement in Standards to post approval:

- Standard First Aid and Cardiopulmonary Resuscitation (CPR Level B) recognized by Saskatchewan Occupational Health and Safety (17 hours)

Added a standard indicating that this training will be required for families intending to care for medically fragile children prior to placement of children in the home.

4.4.7 Maximum Number of Children in a Foster Home

Updated policy to indicate that the maximum number of four children applies to specialized and therapeutic foster homes.

6.0 Children's Services Expenditures

6.4 Fee for Service for Approved Foster Homes

Removed reference to FYAP payment system and updated policy regarding payment through service authorization in Linkin.

6.6 Alternate Care, PSI and Specialized Out of Home Care Rates

Changed title to "**Alternate Care, PSI, Initial Placements and Specialized Out of Home Care Rates**"

Corrected Personal Allowance for Independent Living and Room and Board placements to \$51/month to align with Services to 16/17 year olds.

Changed Initial Placement rate to show as a per diem supplement to basic maintenance rather than a total per diem payment for the first 15 days of a child's placement. (The actual payment amount received by foster parents does not change.)

Changed the second sentence in the following exception statement to indicate that payment **can** be made for two days if the child arrives one day and leaves the next day (previously stated "will"):

Exceptions: Payment will be made for one day if the child arrives and leaves on the same day. Payment **can** be made for two days if the child arrives one day and leaves the next day.

7.0 Special Needs

Renamed to "Special Needs/Other Benefit Services" to align with terminology used in Linkin.

Updated policy in applicable sections to incorporate changes reflecting the implementation of Linkin Financials and Payments. References to the FYAP payment system and FYAP coding information has been removed from all sections and procedures throughout describe the use of service authorizations in Linkin as well as case related and non-case related

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payments.

7.6.1 Travel for Special Holidays/Excursions

Amendment changed the policy statement to read: *The Ministry may pay exceptional travel costs to enable a child to take a special holiday with their caregiver.*

The consideration for a second special holiday request was removed, as was the provision to consider special holiday costs in excess of \$500 per year.

The stipulation that a caregiver provide two months written request to the Ministry prior to departure of a planned special holiday was changed from a Procedure to a Standard.

The policy was updated to provide clarity regarding parental permission to travel for children in care via Residential Services Agreement (Section 9) and the requirement to purchase medical insurance for children in care when traveling outside of Canada.

Travel letter templates and a letter of parental consent were added to Chapter 12 – Forms as follows:

- 12.54 Out of Province Travel Letter
- 12.55 Out of Country Travel Letter
- 12.56 Parent Consent for Travel Letter

7.6.2 Passports for Children in Care

Changed policy statement to indicate that an application for the passport should be completed by the child's caseworker and the caseworker's supervisor should sign as a guarantor.

7.9 Gift Allowance

A policy statement was added to this section.

Procedures were clarified to reflect appropriate disbursement of the allowance based on placement type (CBO workbook updated to reflect the policy).

The expenditure chart was updated.

"Birthday" was removed as an example of when a gift allowance may be issued.

8.0 Payments for Foster Home Support

Updated policy in applicable sections to incorporate changes reflecting the implementation of Linkin Financials and Payments. References to the FYAP payment system and FYAP coding information has been removed from all sections and procedures throughout describe

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the use of service authorizations in Linkin as well as case related and non-case related payments.

8.5 Damage Compensation

Clarified policy to reduce the number of steps required to submit a compensation request.

Removed requirement to have the foster parent complete a Property Damage Release form.

Amended procedures to indicate that the contracted damage assessor will provide the Ministry a statement indicating the assessed validity of the compensation request and/ or an estimate of fair replacement value of damaged items.

Amended procedures to specify that foster families are required to carry sufficient insurance to cover the value of their property.

(Note: A previous amendment in August 2014 added a time limitation of two years in which foster parents must submit compensation requests.)

8.9 Payment of Household Support to Foster Families

Added a provision for household support eligibility when children or youth in a foster home present extreme behavioural challenges that cannot be managed by the caregiver without additional support.

Added the requirement of Director review and approval for contracts exceeding 20 hours per week.

Added the requirement for six month review of all contracts and quarterly review and approval of contracts exceeding 20 hours per week.

9.0 Legal Services Expenditures

9.1 Legal Documents

The reference to passport application procedure was removed, as this is currently outlined in 7.6.2.

10.0 Payment Related Policies

Updated policy in applicable sections to incorporate changes reflecting the implementation of Linkin Financials and Payments. References to the FYAP payment system and FYAP coding information has been removed from all sections and procedures throughout describe the use of service authorizations in Linkin as well as case related and non-case related payments.

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10.4 Overpayments

Added definition of "overpayments".

Updated procedures to be followed in recovering overpayments as per the new Linkin Financials payment system:

- Overpayment recovery is automated and a standard letter advising of the amount owed and the recovery rate is sent to the caregiver 30 days in advance;
- The rate of recovery is based on a set percentage of the maintenance payment, not a set dollar amount each month;
- If caregivers do not agree with the overpayment information or the re-payment schedule, they may contact their caseworker to request an alternate payment arrangement;
- Collection of overpayments may be referred to Canada Revenue Agency for deduction from refund payments if caregivers do not respond to standard recovery procedures. (See amendments below: Ch 12.12 Agreement for Foster Care Services, Ch 12.44 Extended Family Care Agreement – Alternate Care and Ch 12.45 Extended Family Support Agreement – PSI, which authorize the Ministry to refer to Canada Revenue Agency for collection.)

11.5 Serious Occurrence Review and Reporting

Removed the requirement for Quality Assurance to prepare a semi-annual report for high impact serious occurrences.

Removed "This includes long term and permanent wards" from the bullet that states "The caseworker will notify the parent(s) or legal guardian(s) of the child as soon as is practicable".

Redefined Medium Impact serious occurrences to include serious violent offences committed or alleged to have been committed by a youth in care.

Redefined Medium Impact Serious Occurrences to include victims of sexual assault and removed the caveat "that may not result in physical harm, but may result in psychological trauma."

Redefined Low Impact serious occurrences to include behavior of a child or youth that impacts the health and safety of others whether or not the behavior occurred in an approved resource.

Redefined High Impact serious occurrences to include victims of aggravated sexual assault as defined in Section 273 of the Criminal Code and removed the caveat "that may result in

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significant long term physical or psychological trauma as determined by a qualified medical practitioner”.

Provided an exception under reporting standards for medically fragile children. Caseworkers will not be required to complete a Preliminary Serious Occurrence report for every serious occurrence that is related to the child's medical condition. Only notification to Quality Assurance via email will be required.

12.7 Letter of Authorization

Updated to include a non-removal parent as a Place of Safety.

12.12 Agreement for Foster Care Services Amended Agreement for Foster Care Services to authorize the Ministry to refer to Canada Revenue Agency for collection of outstanding overpayments from Income Tax or GST refunds.

12.21 Rate Board Approval Letter re Foster Care

Updated letter to specify whether new or updated FFS; when no change in rates, supervisor sign-off only required.

Removed reference to SFFA Peer Support person.

12.24 Self –Declaration for Family/Extended Family

Updated form to include placement with a non-removal parent who had not already been providing care and supervision to the child.

12.40 Household Support Services Contract

Removed the section containing children's names from contract template.

12.44 Extended Family Care Agreement – Alternate Care

Amended Agreement to authorize the Ministry to refer to Canada Revenue Agency for collection of outstanding overpayments from Income Tax or GST refunds.

12.45 Extended Family Support Agreement - Person of Sufficient Interest

Amended Agreement to authorize the Ministry to refer to Canada Revenue Agency for collection of outstanding overpayments from Income Tax or GST refunds.

12.48 Place of Safety Designation

Updated to include a non-removal parent as a Place of Safety and includes change of re-approval requirement from every 30 days to every 60 days.

2.54 Out of Province Travel Letter

Form updated in Templates

12.55 Out of Country Travel Letter

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Form updated in Templates

12.56 Parent Consent for Travel Letter

New form, added to Templates

12.57 Non-removal Parent Assessment

New form to be used when a child is apprehended from one parent and placed with the non-removal parent as a Place of Safety longer than 45 days and/or the recommendation to the court is for the child to be placed in the custody of the non-removal parent.

July 2016

4.3.8 Out-of-Home Care Resources: Placement with Non-Removal Parent

Amended definition of "parent" to reflect the definition of "parent in The Children's Law Act, 1997.

Changed requirement for re-approval of a Non-removal Parent Place of Safety from every 30 days to every 60 days in order to be consistent with recent revisions to the "Place of Safety" policy (March 2016).

Clarification of standards for completion of the CADP for children place with a non-removal parent: the CADP is not required at 45 days but required at 120 days in rare and unique circumstances where a child is in a non-removal parent Place of Safety for 120 days.

Clarification of case administration procedures:

- The Ministry will not apply for the Children's Special Allowance and maintenance payments will not be provided;
- The non-removal parent may apply for the Child Tax Benefit (CTB) and the caseworker should provide a letter to the non-removal parent confirming that the child is residing with them and the Ministry is not making maintenance payments;
- When enrolling a non-removal parent as a provider in Linkin, the "Type of Service" will be "Place of Safety – No Pay".

6.2 Foster Care Maintenance Rates

Added "Initial Placement rates" to this section as these apply only to foster family placements, not Alternate Care (heading renamed to reflect this change).

6.6 Alternate Care, PSI, Initial Placements and Specialized Out of Home Care Rates

Removed "Initial Placements" section and inserted into Chapter 6.2 "Foster Care Maintenance Rates" (heading renamed to reflect this change).

- **Independent Living:**

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Added "Purchase of cell phone and minutes" to Utilities.

10.6 Children in Care Establishing Residence in Another Jurisdiction

This section was deleted but heading remains in the manual temporarily to re-direct to the Provincial/Territorial Protocol on Children, Youth and Families Moving Between Provinces and Territories in Chapter 11.13.

11.5.6 General Application Policies and Protocols: Serious Occurrence Notification and Reporting Quick Reference Appendix "A"

Amendment includes addition of the notification standard that the Supervisor must notify the FNCFS Agency when a First Nations child is impacted by a Medium Impact Serious Occurrence. (This standard is already in the notification standards in the body of the policy and now reflected in the Quick Reference chart.)

11.9 Child Welfare Alerts

This section was deleted but heading remains in the manual temporarily to re-direct to the Provincial/Territorial Protocol on Children, Youth and Families Moving Between Provinces and Territories in Chapter 11.13.

11.12 Interprovincial Requests

This section was updated to outline the responsibilities of the Interprovincial coordinator and Service Area staff as per the new Provincial/Territorial Protocol on Children, Youth and Families Moving Between Provinces and Territories (effective April 1, 2016); also references Linkin documentation and payment processes.

11.13 Provincial/Territorial Protocol on Children, Youth and Families Moving Between Provinces and Territories

The new P/T Protocol replaces the 2006 Protocol in this section.

12.17 Interprovincial Forms

This section contains the new forms created for use with the P/T Protocol – these are also found in the I drive Templates

12.48 Place of Safety Designation

Updated form to include review of caregiver/provider history.

October 2016

2.4 Placement Planning, Preparation and Family Contact

Updated reference to Caregiver Information Form as Out of Home Placement Referral /Caregiver Information Form (Ch 12.4).

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4.1 Out of Home Care – Introduction

Added paragraph explaining the use of the new Out of Home Care Placement Referral/Caregiver Information Form to be used for all prospective placement resources (replaces Caregiver Information form currently used to provide information to caregivers at the time of placement).

4.4.10 Investigation of Complaints of Abuse and Neglect

Added a description differentiating between “quality of care” concerns and reports that indicate allegations of abuse and neglect in foster homes.

Updated policy to reflect the current Child and Family Programs organizational reporting structure (the Director, Out of Home Care, Central Office is to be notified of all foster home investigations and their outcome for tracking purposes).

11.5 Serious Occurrence Reporting and Review

Amended policy to state that notification to the Coroner's office must occur in the case of a child death (previously stated “child in care” death) to align with the MOU between the Ministry of Social Services and the Chief Coroner of Saskatchewan.

11.17 Protocol for Inter-Service Area/Inter-office case transfers

Added Policy and Intent statements.

Added definitions for:

- Case Transfer
- Service Area
- Referring Office
- Receiving Office
- Relocation
- Courtesy Service

Added a heading for Standards (Standards had previously been included in the procedures).

Added the following new standard:

- *Arrange and facilitate a case conference with all key service providers, the referring office (including caseworker and supervisor) and the receiving office (including caseworker and supervisor) **within 30 days** of case transfer. (While every effort should be made to hold a case conference in person or by video conference, a phone conference would meet this requirement.)*

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Updated Procedures:

- General provision, Schedule A (Child Care Services) and Schedule B (Child Protection Services) was removed from the procedures section and included in the new Child Protection Manual.
- Examples from Schedule A were incorporated into the procedures sections. Some changes were made to the language to reflect SDM, Linkin and current practice.
- Additional examples were included to clarify roles and responsibilities.
- Three sections were included to clarify procedures for the breakdowns:
 - If a placement breaks down (foster care or alternate care)
 - If a placement breaks down (PSI)
 - Death of a PSI caregiver.

12.4 Out of Home Placement Referral / Caregiver Information Form

New form replaces Caregiver Information Form.

12.18 Protocol for Case Transfer

Deleted this form as no longer in use.

12.18 Re-assigned the new form Transfer of Responsibility Checklist

- This form is intended to accompany policy in Ch.11.17- Protocol for Child Care Case Transfers.

Note: The **Transfer of Responsibility Checklist** is also used for the transfer of responsibilities for child protection services and has been included in the Child Protection Services Manual Ch.8.31.

December 2016

2.7 Returning a Child Home

This section was removed as it contained dated policies, procedures and guidelines. A re-direct to the Child Protection Services Manual, Chapter 4.3 was included as this contains the updated policies.

4.3.2 Place of Safety

Amended the definition of Place of Safety to include “any person who has a close relationship with a child” in order to allow for placement with non-family members such as health care professionals or child care providers.

Added the requirement that a Place of Safety approved on the basis of any exception to standards requires Executive Director signature.

Included a new Place of Safety Caregiver Agreement to be signed with the caregiver – see Ch.12.58.

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Relocated Appendix A "[Safe Sleeping Practices](#)" to Chapter 4.3.9.

12.4 Out-of-Home Placement Referral / Caregiver Information Form

Updated form to add name of parents' First Nation agency and Band (if applicable) and amended final section regarding required documents to be included with referral if available.

12.58 Place of Safety Caregiver Agreement

New form to be signed with Place of Safety caregiver outlining expectations of the caregiver and Ministry.

March 2017

3.4 Planning for Long Term and Permanent Wards

Added the following sentence to policy statement:

- The Ministry is responsible to ensure that case planning for permanent and long term wards includes planning for their safety, well-being, developmental and permanency needs.

Moved Practice Guidelines from Chapter 3.6 to this section.

3.6 Minister's Parental Responsibility for Permanent and Long Term Wards

Changed Policy statement to read:

- The Ministry is responsible to ensure that case planning for permanent and long term wards includes planning for their future to ensure their financial affairs are represented and that they receive all benefits available to them through various federal or provincial programs.

Updated process of application for Registered Disability Savings Plan (RDSP) for permanent and long term wards:

Added correct link to federal webpage for access to Application form (T2201)

Included instruction that when completing Form T2201, staff disregard Part A: Section 2 "Information about the person claiming the disability amount" (Social Insurance Number) and Section 3 "Adjust your income tax and benefit return" form under heading "Adjust your income tax and benefit return".

3.9 Extension of Support for Former Wards

Updated this section as per changes to the Provincial /Territorial Protocol to clarify that the Ministry is financially responsible for all wards and former wards living outside the province, including those who are receiving Extension of Support services and that wards of other provinces are the responsibility of their originating province.

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4.3.4 Alternate Care Provider

Procedures: Annual Review:

- Added stipulation that the first Annual Review is due one year from the date of the child's placement.
- Added bullet to clarify that in the case of a foster family who is a designated Alternate Care Provider, the child's worker is only responsible to speak to the child's progress in the home and the caregiver's ability to meet the child's needs, while the resources worker is responsible to complete the Annual Review of the home as per requirements.

4.3.5 Person Having a Sufficient Interest

Procedures: Annual Review:

Added stipulation that the first Annual Review is due one year from the date of the child's placement.

4.4.1 Approval of Foster Homes – In-home Assessments

Added to Procedures:

"The supervisor ensures that all information regarding the foster home and residents in the home is accurately entered into the Provider information in Linkin prior to final approval."

4.4.2 Approval of Foster Homes - Background Checks

Added to Standards:

"The Ministry's records (Linkin and ACI - Automated Client Index) must be searched for a history of involvement on each applicant and resident in the home **and this information must be documented in the Provider information in Linkin.**"

Added to Procedures:

"All adults living in the home must be recorded as provider members in Linkin and this must be updated any time there are new residents in the home."

4.4.9 Foster Home File

Updated this section to indicate which documents are to be filed on the paper foster home file.

5.3 Child Registration

Updated this section as follows:

- Added a bullet regarding procedures if the plan for the child does not include adoption;
- Removed information that speaks directly about deregistration as it is mentioned in Ch. 5.3.1;
- Added form numbers to provide clarity;

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- Removed redaction guidelines as per change effective September 2016 that redaction services are completed by Legislations Information Management (LIM);

5.3.1 Decision not to Register & Deregister

Updated this section as follows:

- Revised Form 2099 to clarify expectation and timeline of 120 days;
- Clarified processes regarding what is expected if a child will not be registered for adoption and the section of Form 2099 that needs to be completed and emailed to CAR and Program Effectiveness Consultants (PECS);
- Bullet added to explain process when a child is deregistered and process to fill out Part B of the Form 2099;
- Clarified that permanent wards will be tracked by PECS team when the child is not registered or deregistered for adoption and CAR will track permanent wards that are registered for the purpose of adoption.

5.4.1 Adoption Planning – Placement

Removed reference to: Form 'N' – Birth Parent Acknowledgement and Form 'O' – Adoptive Parents' Agreement, which are no longer in use as per legislative changes in *The Adoption (Birth Registration Information) Amendment Regulations, 2015*.

5.4.2 Ward Placed for Adoption Out of Province

Removed reference to "B1" Transfer agreement and replaced with Interprovincial Placement Agreement

6.5 Fee for Service Payments for Developmentally and/or Physically Disabled Children

Added the following to Procedure #4:

"To process the payment, the caseworker provides the completed DLSA Face Sheet to Admin Support, who will enter the payment amount into Linkin."

11.3 Health Care/Medical Treatment

This amendment clarifies that the Ministry has responsibility for consenting to medical treatment for all children in care by apprehension or court order. It also adds a Procedure indicating that parents are to be advised of the need for medical treatment and be given opportunity for input into the decision (previously a Practice Guideline).

12.25 Extended Family/PSI Home Safety Checklist

Revised checklist to align with Place of Safety Checklist

12.29 Foster Care/Extended Family Care Reference

The Foster Care Reference letter and Reference form are modified to allow for use when approving extended family caregivers as well as foster families.

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12.39 Special Needs Request Form

Removed and replaced with Service Authorization form as required for Linkin payments.

May 2017

1.1 Manual Structure

Removed reference to Top Drawer and added sentence: "Paper manuals are no longer in use."

2.5 Assessment and Case Planning for Children and Youth in Out of Home Care

Updated section to align with new CADP template and process of competing outside of Linkin; added Linkin /Administrative procedures

2.5.1 Preserving a Child's History in a Life Book

Removed the statement: "Key elements of the life book should also be recorded on the Child Assessment and Developmental Plan."

2.6 Contact Standards

New section: Contact Standards - Child in Care and Placement Caregiver

- Added Intent statement;
- Added definitions, including "assigned" caseworker, "alternate" caseworker and "medically fragile" child;
- Defined circumstances where an alternate caseworker contact may occur;
- Added new standards:
 - The caseworker will have, at minimum, one collateral contact per month. In circumstances where the child is medically fragile, the collateral will include a medical professional who regularly provides medical services to the child. (See "medically fragile" definition above);
 - In all circumstances, the majority of required contacts will be completed by the assigned caseworker. (See Procedures - Alternate caseworker contact)
- Removed standards for children/youth who are long term/permanent wards (now contained in new section 2.7);
- Added Quick Reference chart.

2.7 New section: Contact Standards - Children/Youth who are LongTerm/Permanent wards

- Added Intent statement and definitions as above;
- Added new standards:
 - The majority of required contacts in a six month assessment period will be completed by the assigned caseworker.

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- One collateral contact every six month assessment period.
- Added Quick Reference chart.

2.9 Administrative Requirements

Changed the bullet regarding update of the Child Assessment and Development Plan (CADP) in Linkin as CADP no longer completed in Linkin.

4.3.2 Place of Safety:

Standards: Added standard for completion of home safety check when the family moves to a new home or there is significant change in the home.

4.3.4 Alternate Care Provider

Standards: Added standard for completion of home safety check when the family moves to a new home or there is significant change in the home.

4.3.5 Person Having a Sufficient Interest

Procedures: Added bullet to reflect the requirement of completing home safety checks when a family moves to a new home.

6.6 Alternate Care, PSI and Specialized Out of Home Care Rates

Therapeutic Foster Care:

Added the statement:

- When a child or youth is absent from care and expected to return to the therapeutic foster home, the foster parent will continue to receive payment for a period of 30 days if the expectation is to keep the space available.

Correction: Approval level for Northern Therapeutic Foster Care Rates changed from worker to Supervisor.

Room and Board:

Added the statement:

- When a child or youth is absent from care and expected to return to a Room and Board home, the provider will continue to receive payment for a period of 10 days to hold the space in the home.

8.3 Respite – Therapeutic Foster Care

Removed outdated “Absent Without Leave – AWOL” policy

10.1 Monies Received for Children in Care

Updated information pertaining to victim compensation program.

12.9 Child Assessment and Case Plan

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New template and Guide replaces previous SDM® Child Assessment and Developmental Plan (to be completed outside of Linkin).

July 2017

3.2: Formal Review of Permanency Plans for Children

Revised to remove references to the "Formal Review" section of the Assessment and Case Plan to reflect the new template and Linkin documentation process.

4.4.14 Support to First Year Foster Homes

New policy section to ensure provision of enhanced support to first year foster homes by providing procedures and guidelines for Ministry staff in supporting foster homes during their first year of service.

6.5: Fee for Service Payments for Developmentally and/or Physically Disabled Children

Updated title of central approval to reflect new position title: Director, Workforce Development, Central Office.

7.17 Child Disability Benefit Adjustment (for Children Placed in Extended Family Care

Updated benefit amount as per Canada Revenue Agency website: \$227.50

11.15 Transition Planning of Individuals in Care of the Minister to Community Living - Application & Eligibility

Under Procedures added the following clarification points:

- The caseworker will indicate on the (tracking) form if the child is in the Ministry's care for medical reasons only.
- Funding will transition the month following the individual's birthday or as per Transfer of Responsibility agreement on CFP/CLSD Tracking form).

12.26 Extended Family/PSI Assessment Approval Checklist

Added requirements for Extended Family Agreement for Services, Discipline Policy and Safe Sleeping Practices (for child under 2 years)

12.38 CFP CLSD Tracking Information

- Added checkbox to indicate whether a child is in care for medical needs only
- Added checkbox to indicate "End Date of Legal Status"
- Included a "Transfer of Responsibility" Agreement to the form
- Added the form to Chapter 12 "Forms" (previously available only in Templates)

12.59 Request for Child Immunization Record

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New form replaces "Referral of Children" Form # 2103 previously in Templates.

October 2017

3.2 Formal Review of Permanency Plans for Children

Added bullets to include expectations for the outcomes in planning committee meetings, i.e. that all staff involved with the family, foster families, birth families and Agency/Band representatives are asked to join the meetings to review the permanency needs of the child and all meeting members understand the rationale for the decisions made.

4.4.11 Existing Policy Title: Discipline in Foster Homes

New Policy Title: Discipline in Foster Homes and Extended Family Care

- Changed the title of the chapter to include extended family;
- Replaced the term foster parent with caregiver throughout the chapter;
- Updated definition of discipline and intervention to reflect current knowledge;
- Heading of "Restraint and Use of Force" was replaced with the heading "Use of Physical Restraint";
- Updated policy reflects current best practice research and supports the child's development.

4.4.11 Support to First Year Foster Homes

Added reference to First Year Foster Homes Checklist (Chapter 12.63)

5.3 Child Registration

Registering a Permanent Ward

- Included detailed information on planning meetings that are to occur prior to a child being registered for adoption; included a reference to additional chapters within the Children's Services manual;
- Updated the bullet regarding redaction of the child's registration binders from Legislation Information Management (LIM) Branch - LIM will provide two redacted binders (instead of one redacted binder) and one non-redacted binder.

Practice Guidelines:

- Joined the bullet about the use of acronyms to the previous bullet recommending the use of respectful language
- As recommended by LIM, the information that is gathered and documented on the child registration package is to be child specific. The information provided about the birth family, should be limited and be respectful of the privacy of the birth families.
- Added clarity in documentation process.

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8.1 Existing Policy Title: Payment for Babysitting to Foster Families

New Policy Title: Payment for Babysitting to Foster Families and Extended Family Caregivers

- Included provision for payment to extended family caregivers as well as foster families;
- Clarified the process of case related payments for child needs vs. non-case related payments for caregiver needs, i.e. employment purposes;
- Included a language change to indicate Standards are intended for Ministry caseworkers to advise caregivers of expectations in selecting babysitters;
- Incorporated CFP expense forms into Chapter 12 which are currently found in I drive Templates (see 12.60 and 12.61).

11.2 Income Assistance Programs and Children in Care

- Updated information pertaining to child benefits within Saskatchewan Income Assistance programs and references to the federal Canada Child Benefit (formerly Canada Child Tax Benefit).

11.18 Existing Policy Title: Children Missing from Care

New Policy Title: Children/Youth Absent from Care

- Changed title and language from "Children Missing from Care" to "Children/Youth Absent from Care";
- Clarified "Immediate" and "Non-immediate" reporting requirements;
- Added Linkin Procedures for documentation of children and youth absent from care;
- Removed references to Form 12.38 "Children Missing From Care Monthly Tracking", which is no longer required as Linkin provides this information;
- Clarified use of Briefing Note and Issue Alert format when communicating with Central Office and Minister's Office regarding missing children/youth.
- Added Practice Guidelines for interviewing children/youth upon return to care.

12.0 Forms

12.38 Children Missing from Care Monthly Tracking

- Discontinued form no longer in use (Form number assigned to CFP/CLSD Tracking Information)

12.60 Child and Family Programs Expense Form (#2307) updated

12.61 Babysitting / Daycare Reporting Form (#2431) updated

12.62 Social/Developmental History – New form replaces "Social History"

12.63 First Year Foster Homes Checklist – New form as referenced in Chapter 4.4.14

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November 2017

Ch. 5.2.3 Revocation (Voluntary Committal)

- Change revocation period from 14 days to 21 days in policy and procedure section.
Practice Guidelines: Examples were updated to reflect new revocation period

February 2018

4.3.2 Place of Safety

- Added requirement that caregiver provide consent (via signature on Place of Safety Designation form) for Ministry record check;
- Added option of completion of Child Welfare Record Declaration for caregivers who have lived outside of Saskatchewan, pending receipt of formal information from previous jurisdiction(s);
- Added option that the caseworker may provide the caregiver with a Direct Deposit Authorization form in order to expedite maintenance payments.

4.3.3 Criminal Record Declaration for Caregivers (formerly "Self Declaration for Family/Extended Family Pending Completion of a Formal Police Record Check")

- Updated policy as per new process and form which includes criminal record declaration for all caregivers (foster care and extended family).

4.3.4 Alternate Care Provider

- Added option of completion of Child Welfare Record Declaration for caregivers who have lived outside of Saskatchewan, pending receipt of formal information from previous jurisdiction(s);
- Added requirement that an updated Extended Family Assessment must be completed whenever there is a significant change in the household, i.e. new adult residents or children in the home, the family relocates to a new home, employment responsibilities change, etc.

4.3.5 Person Having a Sufficient Interest

- Added web link for the publication: "A Guide to Being a Person of Sufficient Interest Caregiver".

4.4.2 Approval of Foster Homes – Background Checks

- Added Procedures regarding Child Welfare checks in other jurisdictions in which the applicants lived as adults, along with option to complete a Child Welfare Record Declaration form pending receipt of formal results from other jurisdictions;

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- Added new section: Criminal Record Procedures for Immigrant Families, indicating that immigrant applicants require a Canadian Permanent Resident card when submitting a foster care application.

4.4.10 Foster Home Investigation

- Correction to clarify that the letter of notification of a Foster Home Investigation is to be signed by the Resources Supervisor.

11.3 Health Care / Medical Treatment

- Clarified procedures for obtaining immunization records for children in care and obtaining consent for same;
- Added a Procedure regarding consultation with physicians for provision of annual flu vaccines to children who may be identified as being more susceptible to illness.

11.15 Transition Planning of Individuals in Care of the Minister to Community Living - Application & Eligibility

- Removed reference to funding transition and Transfer of Responsibility agreement on CFP/CLSD Tracking form pending further review.

12.4 Out of Home Care Placement Referral / Caregiver Information Form

- Added check boxes to provide information regarding CLSD eligibility, Current Psych Ed Report, Medical Diagnosis by whom, treatment provided and young offender charges.

12.6 Foster Home Approval Letter

- Updated to reflect correct title of Director (Out of Home Care) and remove "Office Use Only" section.

12.7 Letter of Authorization

- Updated to indicate parents' contact information is optional and added reference to Place of Safety.

12.21 Rate Board Approval Letter

- Updated to remove "Office Use Only".

12.24 Criminal Record Declaration for Caregivers (New)

- Combined 12.24 "Self-Declaration for Family/Extended Family" and 12.35 "Criminal Record Declaration for Foster Families".

12.28 Foster Care Application

- Amended "Authorization and Declaration" to authorize the Ministry to complete a child welfare record check from other jurisdictions if applicable, as part of the requirement for approval.

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12.35 Child Welfare Record Declaration for Caregivers (New - formerly "Criminal Record Declaration Form for Foster Families")

- New form to be completed by foster, adoptive and extended family care applicants who have resided in other jurisdictions.

12.38 CFP CLSD Tracking Information

- Removed "Transfer of Responsibility" Agreement from form pending further review.

12.48 Place of Safety Designation

- Added consent/signature section for child welfare record check and description of risk factors if applicable;
- Added option of completing Child Welfare Record Declaration for prior out of province/country residents;
- Added check box for provision of Direct Deposit Authorization form.

12.54 Out of Province Travel Letter

- Added sentence indicating that the child's health number has been provided to the caregiver.

12.55 Out of Country Travel Letter

- Added sentence indicating that the child's health number has been provided to the caregiver.

12.64 Direct Deposit Authorization Form (New)

- Form provided to caregivers for direct deposit of Ministry payments

March 2018

12.48 Place of Safety Designation

- Removed updated form which was added in February 2018 and replaced with previous version as further revisions are required.

May 2018

3.3 Recommendation for Permanent and Long Term Wardship

Removed reference to youth marriage in the following paragraph in Practice Guidelines:

- Upon reaching the age of 18, youth in either long term or permanent care may enter into an agreement to receive extended services in order to continue their education or training, until they; either complete their education, are 21 years of age, or marry, whichever occurs first.

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3.6 Minister's Parental Responsibility for Permanent and Long Term Wards

Added the following information regarding compensation for child victims of crime:

- For children who are victims of crime and/or abuse, the supervisor may make application to the Victims Compensation Program on their behalf, provided the matter was reported to the police and application is made within two years from the date of the offense. (Compensation is not paid for lost, damaged or stolen property.) Awarded money will be administered by the PGT.

6.2 Foster Care Maintenance Rates, Initial Placement Rates

Updated to reflect increase to Foster Care Basic Maintenance Rates by 2% effective April 1, 2018 for the 2018/19 fiscal year and Initial Placement rate (basic maintenance portion only)

6.6 Alternate Care, PSI and Specialized Out of Home Care Rates

Updated to reflect increase to Alternate Care, PSI and Specialized Out of Home Care Rates by 2% effective April 1, 2018 for the 2018/19 fiscal year and increase to rates for, Taps, Team and Therapeutic Foster Care by 2% (increase applies only to basic maintenance portion of per diem rate).

8.2: Respite – Regular Foster Care

- Changed title to “Respite – Regular Foster Care and Extended Family Care”;
- Added clarification that extended family care providers are eligible for respite.

10.5 Case Transfers and Financial Re-imbursement to First Nations CFS Agencies

- Updated policy section to reflect Linkin automation;
- Removed requirement to notify Central Office of a case transfer;
- Updated language to remove reference to “Administration file” (outdated terminology no longer applicable in Linkin)
- Indicated paper file will remain active in office of assigned caseworker.

12.4 Out of Home Care Placement Referral /Caregiver Information Form

- Updated form to add question: “Where is the child/youth currently residing?”

December 2018

3.4 Planning for Permanent and Long Term Wards

- Removed reference to children under 12 years of age in the Standard pertaining to exceptions to a plan of adoption (form 2099) - this must now be completed on any child who has permanent ward status.

4.4.3 Building Health and Safety Requirements

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- Added cannabis products to the list of items which must be stored in a secure location in the caregiver's home.

4.4.3.1 Smoking in Foster Homes

- Clarified that smoking either tobacco or cannabis in foster homes or vehicles used to transport children is prohibited;
- Clarified that the policy is not intended to restrict the use of medical cannabis.

5.3 Child Registration

- Updated to reflect process to register all children who received a permanent ward order regardless of age, i.e. rationale must be provided when adoption is not the plan for any permanent ward child;
- Added process for accepting pictures and videos of a child that will be included in the child registration package (picture/video is free from any other person/identifiers and will be shown to prospective adoptive applicant(s) and stored until an agreement is made to proceed with adoption planning);
- Clarified process for documenting the shared understanding of a child's permanency plans that will be included in child's registration package.

5.3.1 Decision to Not Register & Deregistration

- Added bullet to explain children who are placed with extended family may not be registered for adoption;
- Added procedure describing when an adoption plan has changed the child will remain on the adoption registry.

7.4 Special Needs – Clothing

- Added provision to include bedding as a special need when required to support a placement of a child with an extended family member (Place of Safety or Alternate Caregiver).

7.13 General Services and Supplies

- Clarified that bedding may be provided to support placement with extended family.

7.17 Child Disability Benefit Adjustment (for Children in Extended Family Care)

- Rate increase to \$230.91 as per Canada Revenue Agency webpage information.

10.4 Overpayments

- Added process for recovery of overpayments to Out of Home care providers for non-case related payments.

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11.12 Interprovincial Requests and Correspondence

- Added clarification regarding roles and responsibilities of interprovincial coordinator, Central Office, and service area managers in referring and/or accepting referrals from other provinces or territories;
- Added process for obtaining out of country child welfare background checks for caregiver applicants, including use of International Social Services (ISS Canada).

11.15 Transition Planning of Individuals in Care of the Minister to Community Living - Application & Eligibility

- Changed the policy title to "Transition Planning for Youth in Care of the Minister to Community Living Service Delivery - Application & Eligibility";
- Clarified process and role of CFP Program Effectiveness consultants in maintaining a transition database, entering tracking information and facilitating regular meetings between CFP and CLSD directors, managers and supervisors to forecast future support or resource requirements;
- Updated CLSD eligibility criteria to establish intellectual disability;
- Added a section on "Provisional Diagnosis";
- Added a section regarding eligibility and application process for income assistance benefits for youth (SAID, SAP or TEA);
- Added "Appendix E – Income Assistance Required Documentation".

12.7 Letter of Authorization

- Added statements to indicate:
 - the Ministry is responsible for case planning and financial support of the child;
 - the caregiver is not eligible for Canada Child Benefit payment when receiving maintenance payments from the Ministry.

12.11 Foster Home Safety Record and Guidelines

- Added cannabis products to the list of items which must be stored in a secure location in the caregiver's home.

12.38 CFP CLSD Tracking Information

- Added a "Final Transfer Notification" document to the CFP CLSD Tracking Information Form.

April 2019

4.7 Specialized Care Programs

- Changed policy title to Residential Stabilization Programs

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- This policy update reflects the new process for utilizing Residential Stabilization Programs (RSP's), including changes to the referral and placements process, as well as the case management of children/youth placed in these group homes.

8.1 Payment for Babysitting to Foster Families and Extended Family Caregivers

- Added clarification that a contract for services is not required for extended family care providers when utilizing child day care services;
- Added clarification that background checks and home safety checks are required only for full or part time babysitters or unlicensed home day care facilities;
- Included direction to use the Child Welfare Record Authorization/Declaration form (Chapter 12.35) to obtain consent for child welfare record search;
- Increased maximum rates for "Child care to support caregiver with outside employment - babysitting or day care" category from \$500/child/month maximum to \$1000/child/month maximum (approval level up to \$1000 Supervisor, over \$1000 Director or designate).

11.12 Interprovincial Requests and Correspondence

- Included a requirement for the creation of a provider paper file whenever a provider case is generated in Linkin.

11.17 Protocol for Child Care Case Transfers

- Updated procedure for case transfers of children moving to Residential Stabilization Programs (as per policy update in Chapter 4.7)

12.33 Mutual Family Assessment Homestudy

- Removed requirement of medical reports for children of foster care applicants when completing a Mutual Family Assessment Homestudy

October 2019

4.4.6 Foster Parent Training

Added training requirement of "Trauma Competent Caregiver Training"

4.4.14 Support to First Year Foster Homes

Added bullet regarding oversight by Resource worker to ensure foster parents are on target for completion of required training

5.3 Child Registration

Clarified that the 120 day time requirement to register a child for adoption will begin after the expiry of the 30 day appeal period following the court order

Added provision for extension of 180 days to the current 120 day time frame in specific defined circumstances

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Clarified that two child registration information packages are to be provided to caseworkers for general adoptions, while one redacted package is provided for specific adoptions

5.3.1 Decision not to Register & Deregister

Clarified that the 120 day time frame for registering a child for the purpose of adoption will begin after the 30 day appeal period of the court order

New form: Extension Request (Form 3012)

Form created to track the time extensions and rationale to be approved and signed by the Director

New form: Child Registration (Form 2256)

New child registration form replaces the previous document

New standard letters (3010 and 3011)

New letters created to invite, where applicable, First Nation/Metis Service agency to share in planning discussions for the child with ministry staff

6.1 Authority for Case Related Expenditures

Removed reference to Skill Development Fee and Fee for Service

6.3 Skill Development Fee for Approved Foster Homes – deleted and replaced with:

6.3 PRIDE Level Payments for Approved Foster Homes

PRIDE level payments replace Skill Fee and Fee for Service (FFS) payments to approved foster homes effective October 1, 2019

New policy provides a PRIDE level payment of \$500/month/child to be applied as a supplementary payment (over and above basic maintenance) when foster families complete specified PRIDE Core training modules and other required training.

6.4 Fee for Service for Approved Foster Homes – deleted and replaced with

6.4 Exceptional Foster Child Specific Supplement Payments for Approved Foster Homes

New policy section replaces the previous Fee for Service and Exceptional Fee for Service policy, providing an option for exceptional payments for higher needs children

7.17 Child Disability Benefit Adjustment (for Children Placed in Extended Family Care)

Updated monthly benefit amount to \$236.00 as per Canada Revenue Agency website

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8.2 Respite – Regular Foster Care and Extended Family Care

Specified that respite of 21 days is only paid to families with DLSA rating of Level 3 or higher

12.14 Fee Calculation Guide

Removed form

12.21 Rate Board Approval Letter

Removed form

12.22 Medical Letter re Foster Care (2310)

Removed form

12.23 School Letter re Foster Care (2311)

Removed form

12.63 First Year Foster Homes Checklist

Removed reference to Skill Fee and Fee for Service

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1.0 CHILDREN'S SERVICES OVERVIEW

1.1 Manual Structure

The Children's Services Manual contains the policies that are specific to children in out-of-home care. The Manual is structured to provide practice direction through clear statements of policy, standards, procedures and practice guidelines. The Manual is available online on the Child and Family Programs Sharepoint site and the Government of Saskatchewan Publications website. Paper manuals are no longer in use.

Chapter 1, Children's Services Overview, provides the principles that guide the application of the policies.

Chapter 2, Placement in Out-of-home Care, contains policies, standards and practice guidelines where the plan is to reunite the child with his or her family. Where family reunification is the primary objective the Ministry strives to preserve the family's parental role while assuring the child is safe and well cared for in out-of-home care. The Ministry's parental responsibilities while children are in temporary care are in relationship to the child's legal status and case plan.

Chapter 3, Long Term Care, contains policies, standards and practice guidelines for children where family reunification is not the primary plan and other permanent or long-term care planning is required. The Ministry of Social Services assumes parental responsibilities for a child who is a permanent or long-term ward. The Ministry also has a responsibility to assure that the child remains connected with their family to the degree this is appropriate and possible given the planning for the child.

Chapters 4, Out-of-home Care Resources, contain the policies, standards and practice guidelines related to a continuum of out-of-home placement resources including placement with extended family, residential treatment facilities and approved foster homes.

Chapter 5, Adoption Planning, pertains to registering and preparing permanent wards for adoption and/or planning with birth parents who intend to place their child for adoption through a voluntary committal or independently with someone they know.

Chapters 6 to 10 contain policies, standards and practice guidelines related to payments to meet the basic and special needs of children and youth in out-of-home care.

Chapter 11 contains policy and procedures that have general application across Child and Family Programs.

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Chapter 11 also contains specific protocols developed between programs within Child and Family Programs, other Social Services programs, interprovincial agreements and agreements with FNCFS agencies.

Chapter 12 contains lists and examples of forms.

A Note on Language: *The Child and Family Services Act* defines “child” as an unmarried person actually or apparently under 16 years of age. The Children's Services program also provides services to youth age 16 and older. For brevity, most of the policies refer only to the child but would apply to both children and youth except where specified. Most references are to the child, singular, but it is understood that families may have more than one child in care.

The manual has attempted to be gender neutral.

The phrase “best interest” or “best interest of the child” is used as defined in Section 4 of *The Child and Family Services Act*.

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Section 1.2: Children's Services

1.0 CHILDREN'S SERVICES OVERVIEW

1.2 Children's Services

Introduction

Children's Services are part of the child welfare services provided through the Ministry of Social Services, Child and Family Programs and, as such, must meet the goals and principles of the division.

The Children's Services program is a child welfare service for children who are in need of protection and for reasons of safety cannot remain at home. These children are in the care of the Minister of Social Services and have been placed in an out-of-home care resource as authorized by *The Child and Family Services Act*.

The Children's Services Program includes both a care and planning function. When a child is in the care of the Minister, the Ministry of Social Services is responsible for ensuring that the child's basic, developmental and special needs are met. This responsibility includes not only meeting the child's immediate needs but also planning for the child's future. Every effort is made to involve all individuals who have a significant role in the child's life in planning for the child.

Principles

1. Child Safety and Family Support

- Children and youth have the right to enduring relationships which promote their safety, security, and sense of identity, preferably within their own families.
- The first and greatest investment of time and resources should be made in the care and treatment of children and youth in their own homes. The first obligation of the mandate of Children's Services is to provide for the safety and best interests of children and youth, while providing families with the services and support necessary to preserve and strengthen the family and prevent out-of-home care.
- Each time a child or youth is placed in out-of-home care, there exists the possibility for the permanent loss of family relationships and the possibility of such a loss increases the longer the child or youth remains in out-of-home care. Therefore, immediate steps must be taken to facilitate timely family reunification or other permanent plans for children and youth.

Section 1.2: Children's Services

- Children need to be connected with their family, extended family and cultural community. When considering out-of-home care, placement with extended family needs to be fully explored. Only when extended family is not an option should a child be placed in a foster home.

2. Child and Family Well-being

- Services to children in out-of-home care must meet or exceed the “best interest of the child” as defined in Section 4 of *The Child and Family Services Act*.
- When planning for out-of-home care the child's needs must be assessed and matched to the skills and abilities of the caregiver. Caseworkers and caregivers must be sensitive to the unique and individual emotional, physical, racial and cultural needs of family members.

3. Community Supports for Families

- Children, their families and out-of-home caregivers require a range of appropriate supports and services in order to ensure optimal personal development and the quality of life that supports nurturing relationships.

4. Family Centered Services

- Planning for the child is an inclusive process with the child, the child's family, the caregiver, the caseworker, and others significant to the child. All participants should be provided with the information they require at the time of and throughout the child's placement in out-of-home care.
- Caregivers and the child's family should be encouraged to share parenting of the child as appropriate and safe.
- A child in out-of-home care must be able to maintain and develop attachments to their family through regular contact with their family wherever possible.
- Children, families and caregivers must be treated with dignity and respect, and have adequate opportunities to have their views considered.

Section 1.2: Children's Services

5. Cultural Competence

- Wherever possible out-of-home placements need to be culturally appropriate. The caregiver must be prepared to work with the child's family, Band, and First Nations Child and Family Services Agencies.

6. System Accountability and Timeliness

- Planning for children in out-of-home care must be systematic, time limited and goal directed to establish permanent relationships for children at the earliest stage of their development as possible. Services to children in out-of-home care therefore must be provided within the context of permanency planning, defined as:

"Concurrent planning with the family is a case management approach that provides for services designed to preserve the family unit, while simultaneously developing an alternative plan, should efforts to mitigate safety and risk be unsuccessful."

Chapter 4.10 Permanency Planning and Time Limited Services
Child Protection Services Manual

- Children, their families and caregivers are to be afforded fairness and access to due process regarding decisions made by the Ministry that directly affect them.
- Confidentiality must be addressed in a manner that balances the privacy of the individual while assuring children, families, caregivers and service providers have sufficient information to assure the safety and meet the developmental needs of the child.

7. Coordination of System Resources

- Each child in out-of-home care must have a primary caseworker responsible for case planning. Where more than one caseworker is responsible for services to the child and his or her family, caseworkers must mutually assure their work is
- coordinated and communication is complete.
- Children must be seen regularly by their primary caseworker in the caregiver's home to assure continuity of planning, ongoing assessment of the child's needs and to assure the quality of the placement.

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Mandate

The Child and Family Services Act contains the legislative authority for the provision of services to children in the care of the Minister.

The Children's Services Manual is a companion document to the Child Protection Services Manual. Policies and practices are to be implemented within the philosophy and practices of the Child Protection Services Manual and within the mandate of *The Child and Family Services Act*. As such, services are both family centered and child focused and must be provided with regard for the best interest of the child as defined below.

Section 3 and 4 of *The Child and Family Services Act* states:

3. *The purpose of the Act is to promote the well-being of children in need of protection by offering, wherever appropriate, services that are designed to maintain, support and preserve the family in the least disruptive manner.*
4. *Where a person or court is requested by any provision of this Act other than subsection 49(2) to determine the best interest of the child, the person or court shall take into account:*
 - a. *the quality of the relationship that the child has with any person who may have a close connection with the child;*
 - b. *the child's physical, mental and emotional level of development;*
 - c. *the child's emotional, cultural, physical, psychological and spiritual needs;*
 - d. *the home environment proposed to be provided for the child;*
 - e. *the plans for the care of the child of the person to whom it is proposed that the custody of the child be entrusted;*
 - f. *where practicable, the child's wishes, having regard to the age and level of the child's development;*
 - g. *the importance of continuity in the child's care and the possible effect on the child of disruption of that continuity; and*
 - h. *the effect on the child of a delay in making a decision.*

The Children's Services program ensures the provision of services required to meet the basic and special needs of children in the care of the Minister as mandated by *The Child and Family Services Act*. Responsibilities are determined by the legal status of the child.

Section 9 of *The Child and Family Services Act* provides for **Agreements for Residential Services** whereby the parents enter into an agreement to place their children in the care of the Minister. The use of Section 9 agreements for the purpose of providing out-of-home care for a child reflects the Ministry's preference to work with a family by agreement.

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Section 1.2: Children's Services

An agreement under Section 9 of the Act may only be entered into where the case plan is for the child to be returned to the parent or the person having custody of the child. Parents do not lose the right of guardianship by signing an Agreement for Residential Services under Section 9 of the Act.

Section 10 of *The Child and Family Services Act* provides for **Agreements for Services to Sixteen and Seventeen year olds** when there is no parent willing to assume the responsibility or the youth cannot be re-established with his or her family for reasons of safety.

Section 17 of *The Child and Family Services Act* provides for **Apprehension** and removing a child to a place of safety when the child is in need of protection and at risk of incurring serious harm.

Section 37(1)(c) of *The Child and Family Services Act* provides for a **temporary order** that places a child in the custody of the Minister for a period up to 6 months.

Section 37(2) provides for a **permanent order** committing the child to the Minister until the child is 18 years old. Where parental rights are to be severed and where adoption is a viable option, a permanent order should be considered.

Section 37(3) provides for a **long term order** committing the child to the custody of the Minister until the child is 18 years old. Long term wardship should be considered for older children where the involvement of their family or extended family makes an adoption plan unlikely.

Section 38, **expiry of orders**, provides for applications for another order under Section 36 or 37 when a temporary order or person having a sufficient interest order expires and the child is still in need of protection. Section 38 also defines the total period of time that temporary orders and supervision orders can be made.

Section 39 of *The Child and Family Services Act* provides for an application to **vary or terminate** orders made pursuant to Section 37 except for children permanently committed to the Minister and adopted or placed for adoption.

Section 46 of *The Child and Family Services Act* provides for the **voluntary permanent committal** of a child to the Minister.

Section 52 of *The Child and Family Services Act* defines the rights of the **Minister as parent** for children in care under apprehended, temporary, and long term wardship except with respect to adoption proceeding. The Minister has full parental rights as the guardian of a permanent ward and therefore may consent to the adoption of a permanent ward.

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In the case of Agreements for Residential Services, parents do not lose their right as guardian of the child.

Section 53, **Placement Considerations**, requires consideration of the feasibility of placing the child with a member of the child's extended family and where practicable, within the child's cultural background.

Section 55, **Support by Minister**, outlines the Minister's responsibilities in regard to the expense of sheltering, supporting, educating, caring and providing counseling and rehabilitative services for children where residential services are being provided. Section 56 of *The Child and Family Services Act* provides for the **extension of services** to permanent wards and long term wards after they are 18 years of age if they are continuing their education.

The Residential Services Act governs licensing of Community-based organization group homes and private treatment homes.

The Adoption Act governs child adoption.

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Section 1.3: Parenting Children in Care

1.0 CHILDREN'S SERVICES OVERVIEW

1.3 Parenting Children in Care

Principles

The Ministry of Social Services recognizes a broad diversity of Saskatchewan families. This diversity includes a variety of family forms, size, culture, ethnicity, belief systems and available resources. Children who are placed in out-of-home care will encounter many adults who have a parental role in their lives including their families, caregivers and caseworkers. In an ideal situation all would share similar life styles and philosophies about child rearing; however, this may not be the case. Even where the parental figures share much in common they may have different ideas about specific aspects of parenting such as discipline, appropriate clothing styles, recreational opportunities.

Parenting will need to be shared among the adults involved while a child is in out-of-home care. It is essential that all recognize the diversity, respect each other and work together to establish parenting approaches for each child that are complementary. It is important that there is a reasonable level of consensus to reduce the child's feeling of confusion and disloyalty. Should one or more of the parental figures impose a particular parenting or lifestyle in conflict with another, the child cannot be well served.

The Government of Saskatchewan has a Child Action Plan that is a guide for improving the well-being of Saskatchewan children. The Ministry of Social Services has adopted the child developmental goals of the Child Action Plan to guide policy and practice. Anyone who has a parental role with a child in out-of-home care should be striving to achieve the following goals:

Recognizing individuality, development and differences, children must be:

- **Valued** Children's needs must be specifically addressed and given priority in the development of the legislation, policies, programs, and services which affect their well-being. All members of society, to the extent they are able, must accept responsibility to recognize, respect and respond to the needs of children. Children must be recognized as having individual rights, equal rights, and protections under the law. They must be given the opportunity to participate in the decisions affecting the quality of their lives. Positive social values that support the intrinsic worth and well-being of children and families must be cultivated and promoted.
- **Safe** Children must be protected from preventable harm, injury, trauma and death, physical and sexual abuse, neglect and exploitation. They must enjoy healthy physical environments and be protected from environmental hazards.

Section 1.3: Parenting Children in Care

- If, as a last resort, a child is placed away from his or her family home, the alternative must be safe, secure and nurturing.
- **Secure** Children must receive adequate food, shelter, clothing and transportation. They must receive adequate financial, social, emotional, recreational and spiritual support through their families and communities. They must be protected by the intervention of individuals, families, communities and the state (provincial, national, and international). Where interventions by the state occur, children must be given the opportunity for a permanent family environment, though the form of the family may vary for each child.
- **Healthy** Children must be protected from preventable disease and disability and unhealthy practices. They must enjoy self-esteem, self-acceptance, healthy lifestyles, and healthy social and physical environments.
- **Culturally Connected** Children must be given the opportunity to value, preserve and participate in the life of their cultural community, and to respect the cultural communities of others. For First Nations and Métis peoples, positive cultural identity and connection to their culture are priority needs.
- **Socially Responsible** Children must be given the opportunity to be productive, to make a meaningful contribution to others, to participate in the life of the community, to value others for their individual and cultural diversity, to have a social and environmental conscience, and to be held accountable under the law.
- **Knowledgeable and Skilled** Children must receive educational opportunities that give them the skills and abilities to develop to their potential. In order to participate effectively in a changing society they must be given the opportunity to achieve literacy, knowledge, social, and life skills.

Section 1.4: Working with First Nations Bands and Agencies

1.0 CHILDREN'S SERVICES OVERVIEW

1.4 Working with First Nations Bands and Agencies

Principles

Over sixty percent of the children in out-of-home care are First Nations or Métis. *The Child and Family Services Act* requires that cultural needs be considered in determining the best interest of a child. The Act specifically mandates several areas where First Nations bands or First Nations Child and Family Service agencies may be directly involved in decision-making regarding First Nations children who are in need of protection.

Section 23(1)(b) provides for the designation of the Chief or Chief's designate as a person having sufficient interest in a child where the child has his or her name included on a Band List or is eligible to have his or her name included. As a person having a sufficient interest in a child, the Chief or designate is a party to the Family Services Court hearing respecting that child.

Section 37(10) & (11) requires that 60 days notification be given to the child's band or First Nations Child and Family Service agency when an officer intends to apply to court for an order of permanent wardship Section 37(2) or a long term order Section 37(3). The Chief or the Chief's designate is a party to the proceedings and may appear in court to make recommendations with respect to the application.

Section 61 provides for the Minister to enter into agreements with a band or other legal entity for the provision of services or the administration of all or any part of the Act. An agency that enters into such an agreement is responsible to exercise the powers of the Minister as specified in the agreement. The Minister has entered into agreements with First Nations Child and Family Service agencies throughout the province. These agencies have the authority and responsibility to provide child welfare services to families living on reserve. In addition, the Ministry may transfer First Nations children admitted to care off reserve to an agency for ongoing case management.

In practice, the First Nations Child and Family Service agency and staff have the same level of responsibility and authority as any Ministry of Social Services service area and staff, and as such, should be afforded the same access to information and cooperation in case planning. Issues and practices of mutual concern are addressed through protocols jointly developed by agency representatives and Ministry staff.

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1.0 CHILDREN'S SERVICES OVERVIEW

1.5 Roles of Caseworker and Caregiver

Caseworker

The Minister of Social Services has parental rights and responsibilities for a child in care. As the designate of the Minister, the role of the caseworker is to carry out those parental responsibilities. The primary focus is the best interest of the child. The caseworker must ensure that quality care is provided to children who are in the care of the Minister of Social Services. The caseworker is to ensure that all services to children, their families and caregivers are provided in accordance with Ministry policy, standards, and philosophy.

The caseworker must work in a co-operative partnership with families and caregivers toward the goal of meeting the total needs of children in out-of-home care. Caseworkers will assist the caregiver in developing their role so that the child can succeed in the caregiver's home, school and community, and where appropriate, prepare the child for return to his/her family.

The primary functions of a caseworker in the Children's Services program include but are not limited to the following:

- be knowledgeable about the impact of out-of-home care on a child's development, identity and sense of belonging;
- match a child in care with a placement resource that best meets his/her needs;
- provide caregivers with all information about the child that will enable them to adequately meet the child's needs and to share relevant and important information with all those involved in case planning;
- develop, implement and review short-term and long-term individual case plans for children in care;
- have regular visits with the child in the caregiver home or some other setting which is comfortable for the child;
- ensure and facilitate contact between the child and their family as it is safe and appropriate to do so;
- ensure that the child is consulted and permitted to express his/her views, to the extent that is practical given his/her developmental level. This includes input into significant decisions which concern the child, such as medical treatment, education, religion, and discharge from care, or transfer to another placement;
- ensure that the child's family, extended family or Band is consulted and permitted to express their views.
- This includes input into significant decisions concerning medical treatment, education, religion, change of placement and discharge from care;

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Section 1.5: Roles of Caseworker and Caregiver

- access any necessary resources required to meet the needs of children, youth and their families;
- record/document and safeguard all relevant information to ensure confidentiality;
- provide support and counseling services to children, youth, families and caregivers;
- assure the child, appropriate to age, the child's family and child's caregiver are aware of their [right to appeal](#);
- children, appropriate to age, are to be informed of the Children's Advocate and provided information on how to contact the Children's Advocate office.

The quality of the Children's Services program depends upon the effective completion of the above-noted tasks with thorough communication, as well as a high level of co-ordination and co-operation among Social Services staff, families, and caregivers.

The complex work referenced in this manual and the gravity of the decisions on individual children, their families and others who are significant to them is recognized. Therefore an inclusive approach is promoted whereby caseworkers seek out the experience, perspective and contribution of many as they undertake their work.

Caregiver

The role of the caregiver is important in ensuring successful placement for children in the care of the Minister of Social Services. There must be continued communication and co-operation between the caregiver and the caseworker. The caregiver is part of a team working with the child, the child's caseworker, the family, significant others and other professionals.

The responsibilities of caregivers include, but are not limited to:

- Provide the day to day care and support of the child;
- Provide for the basic and special needs of the child;
- Maintain the child's connection to their family by including them in the day to day care of the child wherever possible;
- Support the case plan for the child;
- Report immediately to the social worker all serious occurrences including but not limited to:
 - the death of a child/children in care;
 - serious illness, injury, or hospitalization of a child in care;
 - all allegations and accusations of abuse or mistreatment of a child in care whether or not the abuse occurred while the child was in care;
 - absence of the child from the caregiver's home without permission;
 - apprehension by the police and/or a charge under the *Young Offenders Act*;
 - alcohol or drug use by a child in care;

Section 1.5: Roles of Caseworker and Caregiver

- the failure of a child in care to attend school, the lack of an appropriate school program or the suspension of the child from school;
 - events that may affect the care or well being of a child in care;
 - health situations which require intrusive medical intervention, i.e. surgery, medication, etc.
- Ensure that the child receives regular medical and dental care in their home community wherever possible;
- Ensure that the child is placed in an appropriate educational program;
- Ensure that the child participates in at least one quality of life activity to encourage social/recreational/self-development;
- Ensure that any child rearing practices or discipline used respects the dignity of the child and does not cause physical pain to the child. Caregivers must inform the child/youth of the expected standards of behaviour and the consequences, within the Ministry's discipline policy, of not meeting those expectations;
- Notify the caseworker of vacation plans at least two weeks in advance (this does not apply to weekend outings, or overnight visits to the home of friends);
- Inform Social Services of any changes in the caregivers' household that may impact on the child, such as people moving in or out;
- Appear at child protection hearings concerning children in their home as required.

Section 1.6: Right to Appeal/Right to be Heard

1.0 CHILDREN'S SERVICES OVERVIEW

1.6 Right to Appeal/Right to be Heard

Principles

Families, children and youth must have a way to voice concerns about any aspect of the services they are receiving. Children and youth in out-of-home care must have opportunities to raise concerns about their care with a caseworker or supervisor. Caseworkers, caregivers and others who are involved with children in out-of-home care must ensure that the children and youth are aware of their right to appeal and the Ministry's commitment to listen to the concerns presented and to take the concerns seriously. Children and youth need to be assured that no negative consequences will be encountered by the child or youth as a result of presenting their concerns.

Every family who has a child or youth in care (or receiving any services from the Ministry) should be given a copy of the brochure [Your Right to Appeal](#).

Approved Foster families should be made aware of the Conflict Resolution Policy (See Chapter 4).

When children, their families or their caregivers disagree with the Ministry's planning, they must be informed of their right to appeal and the process must be explained. The following steps are encouraged to settle any conflict:

- Discuss the problem with the caseworker;
- Contact the caseworker's supervisor;
- Appeal to the Service Area Program Manager, Service Centre Manager or the Director, Service Delivery;
- Foster families approved by the Ministry may next appeal to the Director, Service Delivery, Central Office and the Executive Director of the Saskatchewan Foster Families Association;
- Contact the Minister of Social Services;
- Contact the Advocate for Children and Youth or the Ombudsman.

Ideally the conflict will be resolved at the earliest stage possible and will only proceed to the next step where resolution cannot be reached. At each stage the individual must be given a clear statement of the Ministry's decisions, an opportunity to respond, an assurance that their response will be given objective and fair consideration, and a clear statement of the final decision at that stage.

Section 1.7: Information for Youth in Care Handbook

1.0 CHILDREN'S SERVICES OVERVIEW

1.7 Information for Youth in Care Handbook

Policy

Children and youth will participate in all decisions that affect them, their views being given due weight in accordance with their age and maturity.

Children and youth must be heard and encouraged to participate when planning is taking place in regard to themselves and/or their family. Young persons must be advised of their rights and responsibilities while in care.

Every child and youth in out-of-home care is to be given a copy of the **Information for Youth in Care**. The handbook should be reviewed and explained to the child or youth.

The **Information for Youth in Care** handbook is meant to provide some basic information that will inform, and encourage young people to openly discuss issues and plans with their Social Worker. It is intended for use with youth in care who are 12 years of age and older, and should also be used with younger children when it is appropriate.

Procedures

The Social Worker responsible for Out of Home care and planning will:

FOR CAREGIVERS:

- ensure that all caregivers (foster parents, room and board providers, etc.) have a copy and are familiar with the information in the handbook within 30 days of a placement in their home;
- document in the Foster Home file that the handbook information has been explained to (or reviewed with) the Foster Parents;
- review the handbook on an annual basis with caregivers (i.e. with foster parents, as part of the annual review).

FOR YOUNG PERSONS IN CARE:

- review the handbook with the young person within 30 days of the youth coming into care to ensure the youth understands the information contained within the handbook;
- assist the young person to complete the information on page 15 of the handbook;
- assist the young person to make changes to the information on page 15 of the handbook as appropriate (i.e. change of Social Worker, Supervisor, etc.);

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- document in the young person's file that the handbook information has been explained to the youth in care.

Practice Guidelines

The **Information for Youth in Care** handbook provides an outline of rights and responsibilities of youth in care.

Youth in care have the right to:

- be informed of their right
- be treated with dignity and respect
- be listened to
- privacy
- inclusion and involvement in all decisions that affect the young person including knowing and understanding the care plan;
- have as much stability as possible and have input in placement plans (i.e. where the young person will live)
- be able to speak privately with family and relatives (if the young person wishes and it is safe), social workers, justice personnel, advocates, etc.
- have a caring, safe and nurturing environment with adequate food, clothing and shelter. Also, when a young person is placed in a new residence, steps should be taken to familiarize him/her with the routine of the home and the basic house rules.
- have possession of personal belongings
- receive available allowances
- receive medical and dental care
- have freedom from mental, physical, and sexual abuse
- have access to personal information about themselves and their family's circumstances
- have their comments and opinions documented on their file
- expect that their religious, cultural and linguistic heritage be respected, encouraged and maintained

Young people in care have responsibilities in accordance with their age and level of maturity. These responsibilities include:

- to know and gain understanding of their rights
- to treat others with dignity and respect
- have discussions with their social worker. This can include participation in the case plan, talking about issues involving family, school, placement, etc.
- ask questions if the youth is unsure of something or needs advice

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Section 1.7: Information for Youth in Care Handbook

- respect their place of residence, the rules of the residence, and the caregiver or landlord, provided the youth's rights are not being violated
- respect the rights, privacy and property of others
- respect for differences in culture, race, religion or abilities of others
- tell someone if they have been abused
- plan with the social worker for future (i.e. what the young person plans to do after reaching 18 years of age)

The above are not exhaustive lists of rights and responsibilities. The handbook provides more detail and should be referred to.

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2.0 PLACEMENT IN OUT-OF-HOME CARE

2.1 Practice and Case Management

Introduction

When a child is assessed as being in need of protection, as defined by Section 11 of *The Child and Family Services Act*, and is at risk of serious harm the caseworker must be sure that the child will be safe. When a child cannot safely be cared for in their own home, even with family support services, the decision to place the child in out-of-home care must be made by the caseworker in consultation with a supervisor. When out-of-home care is necessary to ensure the safety of a child, *The Child and Family Services Act* requires consideration of placement with extended family as a priority.

As continuity of care is so important to the healthy development of the child, emphasis is placed on maintaining family connections with the child in out-of-home care. Case planning for children in out-of-home care must include the family reunification tasks, family contact plan and shared parenting plan. Caseworkers are encouraged to use family support services (see Child Protection Services Manual, Chapter 3.6) to facilitate an early return of the child from out-of-home care to the family.

When a child is placed in out-of-home care there are many tasks and activities that the caseworker, family, child, and caregiver must accomplish in a very short time frame. Casework with a family who has a child in out-of-home care is complex, intense and requires strict adherence to legislated mandate, policy and time frames.

Principles

Principles of practice and case management for children in family centred out-of-home care are:

- Providing services designed to maintain the family unit wherever possible as a first and primary choice.
- Working with parents, children, extended family, caregivers and others to identify family needs, strengths, issues and solutions that support timely reunification.
- Where reunification is the primary plan, worker must also develop concurrent plans for permanency in the event reunification may not be possible.
- Timely case planning that includes parents, children, extended family and caregivers in meeting the child's needs and moves toward a permanency plan which recognizes the critical years of growth and development for a child.

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Parents need to be provided with opportunities to actively maintain their parenting role and responsibilities. Where children are placed out of the home, shared parenting must be encouraged as safe to do so.

Central to the permanency plan should be the child's right to live in families that offer continuity of relationships with nurturing parents or caregivers and the opportunity to establish lifetime relationships.

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Section 2.2: Recommending Out-of-Home Care

2.0 PLACEMENT IN OUT-OF-HOME CARE

2.2 Recommending Out-of-Home Care

Policy

The caseworker and supervisor shall determine if out-of-home care is necessary to protect the child from incurring serious harm. In situations of immediate jeopardy, the caseworker will make the decision to place a child in out-of-home care.

Standards

- Caseworkers will assess, review and explore all possible family resources for out-of-home care.
- Where a child has been placed in foster care a thorough search for extended family placement must commence within 30 days of placement and be noted as part of the Assessment and Developmental plan.
- When a First Nations or Métis child is being considered for placement in out-of-home care or is placed in out-of-home care the caseworker shall notify the appropriate band, FNCFS agency or local Métis association to explore supports and services.

Procedures

1. When a caseworker finds a child to be at imminent risk of harm, the caseworker will intervene to ensure the child's safety immediately without the need to consult with a supervisor.
2. If, after considering all safety criteria, the caseworker concludes that a child is in an unsafe situation, it is the caseworker's responsibility to identify, provide, facilitate or arrange for an appropriate intervention that would control those factors that jeopardize a child's safety.
3. These interventions are usually provided through:
 - Assistance to the family and child from a relative, friend, neighbour, or volunteer;
 - Moving family to an emergency shelter;
 - Arranging crisis intervention services;
 - Contracting for a Parent aide/Family support worker;
 - Arranging intensive home based family preservation services;

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- Requesting assistance from the First Nation Child and Family Services agency or Band office;
 - Requesting assistance from Elders;
 - Arranging for medical/health intervention;
 - Arranging for Domestic Violence services;
 - Arranging or assisting in finding Child Care;
 - Arranging for Home care;
 - Offer of Family Services (see Child Protection Services Manual, Chapter 3.3 Offer of Family Services; or if necessary,
 - Protective Intervention Order (Child Protection Services Manual, Chapter 7.2)
 - Placement with extended family;
 - Apprehension of the child (Child Protection Services Manual, Chapter 4.3,)
 - Placing the child in Foster Care;
 - Agreement for Residential Services (Child Protection Services Manual Chapter 4.7).
4. When the risk assessment and/or assessment of safety indicate that a child is in need of protection and at risk of incurring serious harm and no arrangements can be made to ensure the child's safety in the home, out-of-home care must be considered to safeguard the child.
5. Care in a least intrusive setting (relative or other significant person) that provides for the safety of the child must be considered.
6. Children may be placed in the care of the Minister by their parents through an Agreement for Residential Services when the basic or special needs of the child cannot be met by the parents (Section 9 of *The Child and Family Services Act*). Agreements for Residential Services should only be entered into where the plan is for the child to return to the care of the parent. In child protection matters, it is the Ministry's preference to work by agreement if the child must enter care and it is possible to protect the child without resorting to apprehension of the child.

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Practice Guidelines

The decision to place a child in out-of-home care is an extremely complex component of the assessment process. Rarely is it appropriate to make this important decision on one factor or by one person. Consideration must be given to whether all appropriate and available family supports through the community, band or Ministry resources have been offered to the family to prevent out-of-home care.

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2.0 PLACEMENT IN OUT-OF-HOME CARE

2.3 Placement Selection

Policy

A child's out-of-home placement should be matched to the child's assessed needs as closely as possible within the resources available.

Standards

- In planning for out-of-home care of First Nations children the following placement priorities will apply:
 - placement with extended family;
 - placement with a family from the same band;
 - placement with a family in another Band of similar culture and linguistic heritage;
 - placement with another First Nations family;
 - placement with a non-Aboriginal family, close to the child's home community.
- The same placement priorities are provided to Métis children and their families.
- The caseworker responsible for selecting placement of the child must be provided all relevant background material to match the child's needs with the placement.
- The caregiver must be provided all relevant background material in the appropriate format to help them determine if they can meet the child's needs and to meet those needs upon placement.
- When placing a child or youth with sexualized behaviours the caseworker must ensure that the child is placed with a resource family that can provide individual sleeping accommodations for the child or youth. (See Practice Guidelines)

Practice Guidelines

1. A child's placement must be matched to the child's needs as closely as possible within the resources available.

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2. Criteria in placement selection for a child should include:

- The wishes of the child's parents where feasible;
 - The child's cultural, racial, linguistic and socio-economic background, and kinship ties;
 - The child's religious or spiritual background;
 - The child's developmental, emotional, social, medical and educational needs;
 - The child's interests, abilities and strengths;
 - The child's wishes if they can be ascertained, and the wishes of any parent who is entitled to access;
- Where possible the Assessment and Developmental Plan and Structured Decision Making® tools should be used as a reference.

3. The following factors should be considered in the selection of a caregiver resource:

- Safety of the home in relation to the child's age and developmental level;
- Whether the child fits within the home's approved range of acceptance;
- Whether the placement is reasonably close to the child's family;
- Whether the placement is reasonably close to the child's school to promote continuity of school placement if possible;
- The type and intensity of care the child requires and the level of skill demonstrated by the caregiver;
- The ages and needs of other children in the caregiver's home and whether the child will fit in;
- Whether the placement will be long-term or short-term;
- The personalities of the caregiver's family and their compatibility with the personality of the child;
- The caregiver's sensitivity to and understanding of the child's cultural background and language; and
- Caregivers' willingness and ability to support the reunification or other permanency plan.

4. Severely abused or high risk children should be placed in caregiver homes where:

- The caregivers have the required knowledge, skill, experience and ability; and
- The caregiver has appropriate supports from their own network or through the Ministry to assist in caring for a high needs child.

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5. When placing a sexually intrusive child or a child with a history of violent behaviour, the caseworker must assess the following:
 - The caregiver's family composition including children younger than the child to be placed;
 - The ability of the caregiver to supervise the children;
 - The ability of the caregiver to provide single bedrooms with ease of supervision; and
 - The availability of Ministry staff to provide regular, ongoing support and guidance.
6. Caseworkers are to arrange for additional supports for the caregiver where required.
7. The child should be placed in the most homelike, least restrictive setting possible. Wherever possible, the initial placement should be the child's only placement until he or she can safely return home, be placed with extended family, or otherwise achieve permanency.
8. Mismatched placements may result in multiple placements, loss of cultural identity or inadequate care and lead to unnecessary trauma for the child. Caregivers who attempt to care for children outside their range of acceptance, knowledge, skill or experience may become overburdened and over stressed. This can result in caregivers asking that children be removed from their home.

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2.0 PLACEMENT IN OUT-OF-HOME CARE

2.4 Placement Planning, Preparation and Family Contact

Policy

Planning and preparation for placement shall be guided by the child's age, experience, individual needs, personality, familiarity with the caregiver and circumstances necessitating placement. Family contact should be supported and considered as part of the placement and preparation process, when determined to be in the child's best interest.

Standards

- All relevant information, including the child's personal health information, must be provided to the caregiver, using the Out of Home Care Placement Referral / Caregiver Information Form (Chapter 12.4) prior to or at the time of the child's placement in out-of-home care.
- When children are not placed with extended family, the child and family will be engaged in identifying extended family members who could be approached for placement (see Chapter 2.3 Placement Selection). As part of this process, a referral to the Family Connections Program should be considered.
- The caseworker will arrange a visit between the parents and child as soon as possible once the child has been placed in out-of-home care.
- So long as it is in the child's best interest, the caseworker will implement a progression of visitation between the parents and child(ren) which is to take into account safety and risk, the developmental needs of the child, inclusive of siblings, extended family and caregivers and related to the outcomes of the case plan.
- Supervisors and caseworkers will regularly review family visitation planning, including sibling contact, during case reviews.
- Cancelled visits will be reviewed by the supervisor and rescheduled as soon as possible if in the best interests of the child. In circumstances where a visit is cancelled, the visit "quality" will be a "failed visit" in the Linkin Visitation Log and the following will be documented in the Visitation Log narrative in Linkin:
 - Reason for the cancellation;
 - Plan to reschedule; or
 - Rationale for not rescheduling;
 - Completion of the supervisory review.

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(For offices not using Linkin, the above information will be documented on a contact record in the family and child's file.)

Procedures:

When case planning determines that reunification is likely, the caseworker should vary the visitation plan to include transitioning to more frequent and longer visitation. This may include a progression to full day, overnight, weekend or extended visitation.

Caseworkers are to ensure that providers send the child to visits with items that will assist in supporting the parent /child contact (snacks, diapers, formula, favorite toy, car seat, change of clothing).

Whenever possible, the provider should transport the child(ren) to the visit (See CSM Ch. 7.6). If the provider is unable to transport for a visit, the caseworker will be responsible to arrange for transportation.

Note: Costs associated with family contact which are incurred by the provider are to be issued as per Chapter 7.6, Special Needs – Travel.

Family support for visitation with the child's immediate family and/or extended family may be provided and may include the following:

- Facilitating a visit at the parent's home or in the community or making arrangements with an agency that provides supervised visitation.
- Due to the distance of a child's placement or for other extenuating circumstances, there may be instances where family visitation must occur at a hotel. This should only be considered where the caseworker has assessed the visitation to be safe.
- Support to assist with travel for the child's family will be considered in the following circumstances:
 - The child's family does not have the financial resources to pay for the travel costs; and
 - Funding for travel costs is not available through other sources.

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- Payment to the child's family for travel will be based on actual public transportation or gasoline costs.

If the parent is in receipt of benefits through Income Assistance, the caseworker must notify the Income Assistance caseworker of the visitation plan and request the "Visiting Children's Allowance" be issued to the parent.

- "Visiting Children's Allowance" may be issued by the Income Assistance caseworker when visitation with the child exceeds 24 hours.
- The caseworker emails the Income Assistance caseworker to confirm the visit and request the "Visiting Children's Allowance" be issued to the parent.
- A requisition for groceries is not to be issued unless Income Assistance is unable to provide the "Visiting Children's Allowance". In these circumstances, the rationale must be documented in the service authorization in Linkin (this may require that the rationale is captured on the yellow copy of the requisition).
- Where supplies are required to support the extended visit, the caseworker may issue a requisition to cover the cost of diapers, wipes, formula etc. The amount issued is to be approved by the supervisor.

When visitation ranges from 6 to 24 hours, the following may be provided to families to support the visit:

- The caseworker may issue a requisition for groceries in the amount of \$5 per day per child (to align with rates issued through Children's Visiting Allowance).

When visitation does not exceed six hours:

- The caseworker must ensure the provider sends the child(ren) with adequate supplies (diapers, formula, wipes, snacks, lunch) that will cover the child's needs for the duration of the visitation.

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Practice Guidelines

Placement in out-of-home care may be planned or may occur on an emergency basis. The following guidelines should be considered whenever a child is placed in out-of-home care:

- The caseworker should encourage the family to discuss the out-of-home placement in a positive manner with the child(ren).
- If known, the caseworker should describe the providers' family composition (number and ages of children currently being cared for by the provider, family pets, activities etc.).
- If the child/youth is being placed in group care (emergency or stabilization placement), the caseworker should describe the rules, education program, therapeutic and recreational services available to the child/youth.
- The child(ren), parent and provider should know as soon as possible how often and when family contact will occur (phone calls, letters, supervised or unsupervised visitation).
- If restrictions exist around family contact, any conditions must be fully explained to family and where appropriate the child. Restricting family contact or visitation should only be considered when there is a danger to the child or if contact would compromise legal testimony (i.e. perpetrator convincing child to change testimony).
- Sibling contact is always considered to be in the child's best interest and every effort should be made to avoid disrupting sibling relationships. Whenever possible, siblings are to be placed together. In circumstances where siblings cannot be placed together (resource limitations, safety concerns), a plan must be established at the time of placement for siblings to have regular contact with each other unless circumstances exist that could be damaging to the child (i.e. child sexually abused by the sibling).
- In circumstances where a child has a history of behavioural issues related to drugs, alcohol or weapons, the provider must be informed. Caseworkers should assist the provider in unpacking the child/youth's belongings so that any possessions that could be harmful to child or other children/youth placed in the home can be confiscated and reported to police if appropriate (illegal weapons, drugs, alcohol).

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Out-of-home placement can impact both the child and family. The following guidelines should be considered to reduce the disruption of out-of-home placement:

- Involve the parent and child(ren) where appropriate in the planning for placement or change of placement to the extent possible. Parents and children will have strong feelings about the placement, even if they understand the reason and are involved in the decision. Caseworkers must understand that family members need permission to express these feelings.
- Considering the child's age and ability to understand, children in out-of-home care should be advised of the case plan as soon as possible (length of time they will remain in care, whether plans are being made to explore family placements etc.).
- Children placed in out-of-home care benefit from having pictures of their family with them. If pictures are not available, the caseworker should take pictures at the first visit and provide copies to the child and parent.
- The younger the child, the more important it is that visiting be consistent. For younger children, frequent visits of short duration are best.
- For older children, reactions to visitation may indicate the need for more contact. These reactions are often an indication of attachment between the parent and child and must be considered when evaluating behavioral reactions to visits and when developing ongoing visitation between the parent and child.

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**Section 2.4: Placement Planning, Preparation and Family
Contact**

DESCRIPTION	EXPENDITURE	APPROVAL
Transportation for child to family visitation (provider not transporting)	Actual cost of public transportation or gas (see Chapter 7.6 for provider expenditures)	Supervisor
Transportation for child's family	Actual or gas Not PSC rate	Supervisor
Hotel for overnight visitation with family (see Ch. 7.6 if hotel for provider is required)	Actual cost	Supervisor
Meals for parents and children when visitation occurs at hotels or other approved location (see Ch. 7.6 for provider rates if required)	\$20/day per parent \$10/day per child (Individual meals may be issued as required at a rate of \$5/breakfast, \$6/lunch and \$9/supper in accordance with Income Assistance rates)	Supervisor Manager approval required if expenditure exceeds rate
Groceries:		
Visitation < 6 hours		
Visitation > 6 < 24 hours	\$5 per child per day	Supervisor
Visitation > 24 hours	Income Assistance (IA) to provide Visiting Children's allowance – if not in receipt of IA benefits, groceries may be issued at \$5/day per child.	Supervisor Manager approval required if expenditure exceeds rate
Supplies:		
May include diapers, wipes and/or formula.	Actual cost	Supervisor
Other expenditures related to family visitation not described above (excluding expenditures for providers).	Actual cost	Manager Approval

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2.0 PLACEMENT IN OUT-OF-HOME CARE

2.5 Assessment and Case Planning for Children and Youth in Out-of-Home Care

Policy

To ensure a complete and accurate record when a child is placed in out-of-home care, documentation within the Linkin case management system is required, including contact logs and completion of the Child Assessment and Developmental Plan.

Family Histories and Life Books are required when children remain in out-of-home care for more than six months.

Standards

- The first **Child Assessment and Developmental Plan (CADP)** must be completed within **45 days** of a child being placed in out-of-home care.
- The CADP must include plans for ongoing contact with family, shared parenting and family reunification.
- The CADP must be updated every **120 days** following completion of the first assessment for children in temporary care.
- The CADP must be updated every **180 days** for long-term and permanent wards.
- The CADP is **not** required for children in care less than 45 days.
- Contact logs are to be entered into Linkin by caseworkers to keep a record of activity between review periods.
- Contact logs should include all relevant information relating to who, when, what, actions, decisions.
- A printed photograph of each child or youth in care must be placed on the file and updated yearly. Whenever possible, a photograph should be placed on the file within **45 days** of coming into care, in conjunction with the initial CADP.
- A **Life Book** must be started when a child remains in out-of-home care for more than six months.

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Section 2.5: Assessment and Case Planning for Children and Youth in Out-of- Home Care

- A **Social/Developmental History** (Chapter 12.62) must be completed for every family with a child in out-of-home care more than six months.

Note:

There are no minimum CADP requirements for youth receiving services through the Services to 16 & 17 Year Olds program (Section 10) or Extension of Support Agreements (Section 56). Frequency of file documentation for youth in these circumstances will be determined by the individual youth's needs and goals as specified in the Agreement with the youth.

Linkin /Administrative Procedures

1. Caseworkers will create a CADP (See Chapter 12.9 - Forms) outside of Linkin and email the document to the supervisor who will approve and sign the document electronically.
2. Once approved, the supervisor will then copy and paste the document into the Outcome Plan of the Ongoing Case.

Note: It is important that the CADP be fully approved prior to copying and pasting into Linkin.

Practice Guidelines

Case plans for children in out-of-home care are made in consultation with all those involved in the case but must include at least the family, child and caregiver to be effective.

Where there is a lack of available information at the time of admission to out-of-home care, continued efforts must be made to obtain the information as soon as possible and incorporate it into the Child Assessment and Developmental Plan.

The Child Assessment and Developmental Plan (CADP):

The CADP becomes a record of the child's life while in out-of-home care, in addition to guiding case planning. It is important that vital information about the child and his/her family be preserved in as much detail as possible.

The CADP is designed to review several important areas of child development and prompt the caseworker to assess the progress of each child's development through regular review and recording of developmental milestones. Any areas that require special attention, or where developmental delays are identified, can be flagged in the assessment to ensure that

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the child's needs are being met by the family and/or caregiver, and addressed in the case plan.

The CADP should include reference to:

1. Family Contact Plan

When it is safe, children should have as much contact with their parents, siblings, extended family, friends, or elders as possible. If personal contact is not possible or is infrequent then regular phone contact or exchange of letters is an alternative. A record of all family contact must be captured within Linkin in the "Visitation Plan" section. This includes schedule, frequency and evaluation of visits.

2. Shared Parenting Plan

Examples of shared parenting include parents accompanying their child to educational, medical or dental appointments, parents visiting and parenting their child in the caregiver's home, parents accompanying the child to purchase necessary clothing and school supplies.

This approach:

- encourages the parent and child to remain bonded and attached; and
- breaks down the barriers between parents and caregivers by sharing responsibility for the care of the child.

Wherever possible and appropriate, caseworkers are expected to look for and encourage shared parenting.

3. Family Reunification Plan

Family reunification tasks are those steps that must be completed so that the child can safely return home. The Family Reunification Plan contains longer term goals and identifies support services that may be required to support the child's return home.

See Chapter 12.9 for a detailed guide on completing the Child Assessment and Developmental Plan form included with the Template.

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Photographs on Child in Care Files

In many circumstances, a yearly school photograph will meet this requirement, however, for those children or youth who enter care during the school year, or for youth who struggle with school absenteeism, the caseworker is responsible to ensure that an up to date photograph is printed and placed on the file.

Photographs of children and youth in care serve many purposes;

- assists in identifying a child/youth who becomes absent from care (can be provided to police during an active police investigation);
- records changes to a young person's growth and development (glasses, braces etc.);
- becomes part of a child or youth's historical record of their time in care; and
- enhances the child or youth's written record which they may access as an adult.

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Section 2.5.1: Preserving a Child's History in a Life Book

2.0 PLACEMENT IN OUT-OF-HOME CARE

2.5.1 Preserving a Child's History in a Life Book

Standards

- The child's caseworker is responsible for ensuring information is gathered and the Life Book is compiled.
- The Life Book is the property of the child and should accompany the child whenever he or she moves.
- Where a child is to be placed for adoption, the extent of identifying information will depend upon the openness of the adoption.
- Key elements of the life book should also be recorded on the Child Assessment and Developmental Plan.

Practice Guidelines

The primary purpose of a Life Book is to provide information about:

- the child's family;
- birth and development;
- sequential history of placements, relationships and reasons for moves; and
- other events significant to the child.

The content of the Life Book will vary according to the length of stay in care.

The Life Book may be used to:

- help a child resolve questions about his past and separation issues;
- provide an opportunity for the child to discuss his feelings about the recorded information;
- provide the child with something that is his own; and
- prepare the child for a move to a foster or adoption home.

Where an infant is in a foster home prior to **adoption placement**, the foster parent records information such as: birth and medical information, pictures, milestones, and daily routine in a "baby book". Written history information provided to the adoptive parents will be used to interpret the past to their child; therefore, identifying information must not be included.

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Section 2.5.1: Preserving a Child's History in a Life Book

A Life Book is intended to provide a permanent history for a child by recording as many significant events in the child's life as possible in order to prevent gaps due to removal from home or placement changes.

Format:

Life Books can be assembled in photo albums or binders that are available through Social Services.

The caseworker and the caregiver may record information. Photographs of the child and significant events in the child's life should be included. The actual cost of supplies, film and developing for pictures for the life book will be reimbursed to the caregiver.

Life Books are to be organized under the following Headings:

- History of the child's developmental milestones
- Growth and weight chart
- Medical (list appointments, diagnosed illnesses, treatments)
- Education (report cards, awards, certificates, art work, outings)
- Cultural Activities
- Recreation (team pictures, awards)
- Religious/Spiritual activities
- Family Contact (list who, when, where, what)
- Family Background (genogram/family tree)
- Pictures (family, friends, pets, caregivers, teachers, holidays)

Considerations:

1. The degree of involvement by the child depends on the child's age.
2. The Life Book should contain as much factual and objective information as possible, including the following:
 - birth information;
 - descriptive infancy/toddler growing experiences;
 - pertinent health information;
 - pertinent court decisions and dates;
 - visits and letters from the natural family;
 - history of placements (names of foster parents and residences, date and duration of placement, a sensitive description of the reason for the move, and other relevant information);

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Section 2.5.1: Preserving a Child's History in a Life Book

- positive achievements, records, or mementos (sports or club activities, school certificates, stories);
 - records of important anniversaries (birthday cards, Christmas memories);
 - photographs (child at various ages, birth parents, former places where the child has lived or families the child has lived with, friends, activity groups, etc.);
 - information about the child's cultural and racial background; and
 - anything else the child feels is important.
3. The information in a child's Life Book must be described in an honest and sensitive way and will include hurtful memories as well as happy ones.
 4. The child's feelings and his observations should be recorded in his Life Book, e.g. feeling statements made by the child; an unmailed letter written to the birth parent by the child.
 5. The Life Book is the property of the child and should accompany the child whenever he moves. The child should decide whether he/she will share his/her book, with whom he/she will share his/her book, and when he/she will share his/her book.
 6. Sources of information include: the child protection caseworkers, social history, the child's birth parents, relatives or neighbours, former foster parents, medical doctors, hospital records, public health records, etc.

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2.0 PLACEMENT IN OUT-OF-HOME CARE

2.5.2 Social/Developmental Histories

Standards

- The child's caseworker is responsible for ensuring information is gathered and the Social/Developmental History is completed for every family with a child in out-of-home care more than six months.
- A copy of the Social/Developmental History shall be placed on the Child Care file.

Practice Guidelines

Social/Developmental Histories include information regarding parents, grandparents, siblings, extended family and significant others and record vital information about a child's family background.

Often this information is sought out by a young person or adult who has been in out-of-home care and later enquires about his or her past. Any and all information about the child and their family is critical and needs to be preserved for the child or family in the future.

Social/Developmental Histories can also identify potential caregivers for the child if the family reunification plan is not successful.

The **Social/Developmental History** template is found in Chapter 12.62.

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2.0 PLACEMENT IN OUT-OF-HOME CARE

2.6 Contact Standards- Child in Care and Placement Caregiver (Goal of Reunification)

Policy

Children in the Ministry's care with a goal of reunification must be seen by their caseworkers according to minimum contact standards. The case plan and the individual needs of the child, the child's family and the placement caregiver will dictate the frequency and nature of contacts beyond the minimum standards.

Intent

Regular ongoing contact with children in care and their placement caregiver is required in order to:

- Assess the child's medical, educational, social, cultural, recreational and therapeutic needs;
- Ensure the placement caregiver has adequate information about the child and his family;
- Observe interaction between the child and placement caregiver;
- Assess placement stability and placement caregiver's ability to meet child's needs;
- Work as a team with the placement caregiver to ensure the child's needs are met;
- Plan for family contact, shared parenting and family reunification;
- Assess visitation quality;
- Monitor and assess progress toward case plan objectives;
- Review and adjust case plans.

Definitions

- **Child in care with a goal of reunification:** A child or youth in care of the Ministry where the goal is reunification.

This includes:

- Children who are apprehended;
- Children who are temporary wards;
- Children placed under Residential Services Agreements (Section 9).

This does not include:

- Children placed with Persons of Sufficient Interest;
- Youth receiving services through the 16 & 17 year old program (Section 10);
- Children who are long term or permanent wards. (See Chapter 2.7: Contact Standards – Children/Youth who are Long term and Permanent wards).

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- **Contact** - is any face to face, phone or email interaction/communication/ observation with a child or placement caregiver that has a specific intent and purpose as noted above.
- **Collateral Contact** - is a face to face, phone or email contact with individuals other than the child and their caregivers (parents or placement caregiver) and should be limited to those who have relevant and current knowledge about the child, the child's adjustment to their placement and the general safety and well-being of the child. A collateral contact provides the caseworker with information that assists in monitoring case developments, assessing safety and risk and determine progress toward case plan goals. A collateral contact may include a service provider, teacher, physician, extended family member, a person who is part of the child's safety network, etc.
- **Assigned Caseworker** - is the Ministry Child and Family Programs (CFP) or First Nation Child and Family Services (FNCFS) Agency caseworker assigned by the supervisor to provide ongoing case management services to the child.
- **Alternate Caseworker** - is a Ministry CFP or FNCFS Agency caseworker who completes required face to face contacts with a child or placement caregiver, in the absence of the assigned caseworker. This does not include case assistants, after hours workers or practicum students. (See Child Protection Services Manual, Chapter 7.13: Practicum Placements)
- **Alternate caseworker contact** – is a required face to face contact completed by an alternate CFP or FNCFS Agency caseworker in the event that the assigned caseworker is not able to complete the contact for workplace/operational reasons. Required contacts completed by alternate caseworkers must fulfill the intent and definition of a contact. (See Procedures)
- **Medically Fragile** – Medically fragile describes a child who has a diagnosed condition that can become unstable and change abruptly. Medically fragile children require frequent ongoing medical intervention and live with ongoing threats to their lives, health and well-being. Ongoing medical intervention may include including frequent hospitalization, daily monitoring and treatment by trained professionals and/or parents and caregivers. Examples include children who require medical devices such as a tracheostomy vent for breathing or a gastronomy tube for feeding.

Standards

- The caseworker will have, at minimum, one face to face contact per calendar month with the child and one contact with the placement caregiver every calendar month;

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- The above contacts will include, at minimum, one face to face contact with the child and the caregiver in the placement caregiver's home every other calendar month;
- The caseworker will have, at minimum, one collateral contact per month. In circumstances where the child is medically fragile, the collateral will include a medical professional who regularly provides medical services to the child. (See "medically fragile" definition above);
- Face to face contact with a child who is over the age of six will occur outside the immediate presence of the child's placement caregiver once every six months;
- Where the assigned caseworker or alternate caseworker is not present when the child is placed or changes placement, the child must have face-to-face contact with the assigned or alternate caseworker within two working days;
- In all circumstances, the majority of required contacts will be completed by the assigned caseworker. (See Procedures - Alternate caseworker contact)

Exceptions to the minimum contact standards for children in care may be granted as outlined in the case plan and approved by the Director, Service Delivery or designate.

Procedures

- Alternate caseworker contact - Occasionally, required contacts will be completed by an alternate CFP or FNCFS Agency caseworker in order to address work place/operational efficiencies. Where this occurs, the rationale for the alternate caseworker contact should be clearly documented on a contact log. Circumstances where an alternate caseworker contact may occur include:
 - Situations where extensive travel is involved and there are a number of caseworkers with children placed in the same provider home;
 - Periods of time when the assigned caseworker is unavailable and not able to meet the contact requirements;
 - Circumstances where courtesy services are provided at the request of another office. (See Child Protection Services Manual, Chapter 7.5: Protocol for Child Protection Case Transfers)
- In all circumstances, the majority of required contacts will be completed by the assigned caseworker.

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- Contacts logs should clearly indicate who was contacted and the purpose and outcome of the contact. It is important to record observations of behavior and environments, especially those related to safety and risk. (See Child Protection Services Manual, Chapter 6: Case Documentation)
- Where the collateral contacts are provided by agreement and on a regular basis by a service provider, the task should be identified and outlined on the service provider contract. If a service provider contract does not exist, the plan for the service provider to share contact information with the Ministry should be discussed with the service provider, placement caregiver and the child, where appropriate.
- Written correspondence such as medical reports or monthly service provider reports are typically not included in minimum required collateral contacts as they are not in "real" time and they do not include a dialogue between the caseworker and the collateral source.
- In unique circumstances where collateral contacts are not available, additional caseworker contacts should be considered until regular collateral contacts are developed. The caseworker should document the reasons in Linkin. These additional caseworker contacts may be completed by a case assistant or a practicum student who is in week 13-15 of their practicum placement. (See Child Protection Services Manual, Chapter 7.13: Practicum Placements)
- Contacts, attempted contacts and supervisory review of contacts will be documented on contact logs in Linkin.

Quick Reference Chart

Contact Standards – Child in Care and Placement Caregiver (Goal of Reunification)		
<p>One face to face contact with child once per calendar month</p> <p>One contact with placement caregiver once per calendar month</p> <p>One collateral contact per month</p> <p>The above contacts include: One face to face with the child and placement caregiver in the placement caregiver's residence once every other calendar month; One face to face contact with the child over the age of six outside the immediate presence of the child's placement caregiver once every six months; If the assigned caseworker or alternate caseworker is not present when the child is placed, the child must have a face to face contact with the assigned or alternate caseworker within two working days.</p> <p>The majority of contacts in a review period must be completed by the assigned caseworker.</p>		
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Practice Guidelines

1. In each case, the caseworker and supervisor should review the frequency and nature of contacts that are needed beyond the minimum standards, throughout each review period, particularly when the circumstances of the family, child or placement caregiver change.
2. More frequent contact should occur during the first two months of placement as there are many tasks for the child, family, caregiver and caseworker to organize and complete during the first part of an out-of-home placement such as:
 - assuring the child is aware of planning;
 - addressing issues of loss/grief;
 - assessing the child's medical, educational, social, cultural, recreational and therapeutic service needs;
 - planning for family contact, shared parenting and family reunification;
 - reviewing and adjusting case plans when information is obtained from personal contact with the child, family or caregiver;
 - addressing any problems the child may be experiencing;
 - providing continuity for the child, the child's family and the caregiver.
3. Where the assigned caseworker or alternate caseworker is not present when the child is placed or changes placement, the child must have face to face contact with the assigned or alternate caseworker, within two working days for the following reasons:
 - The child may need reassurance about his or her family, visiting schedules with family and significant others need to be determined, information about the planning needs to be shared and/or developed, and plans for future contact with his or her caseworker developed;
 - The caregiver may need additional information about the child's care and have questions about the visiting schedule, family involvement and case plan;
 - The caseworker will need to assess the child's adjustment to the placement and the caregiver's need for support, as well as further determine case planning and contact requirements;
 - The caseworker may need to explore with the child's extended family who could provide care for the child.

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4. Contacts in the caregiver's home provide the caseworker with an opportunity to assess the child's needs and the caregiver's capacity to meet those needs in their normal setting.
 - Changes in the caregiver's home such as: additional children or adults, change in sleeping arrangements, etc., can be discussed on site with the caregiver.
 - Caseworkers can discuss special needs and other supportive services required to assist the child's adjustment and address developmental issues.
5. The caseworker must meet with the child (age six and older) apart from the caregiver at least once every six months. This meeting may occur in the child's bedroom or outside of the caregiver's home. Meeting with the child apart from the caregiver gives the child an opportunity to speak in confidence to the caseworker.
 - A private meeting with the child should be held as soon as possible after placement.
 - It is important that the child have time alone with the caseworker to discuss matters that are important to the child and that the child may not feel comfortable sharing with the caregiver.
 - During this time caseworkers need to ask the child specific questions about the placement including their relationship with the caregiver, other members of the caregiver's family, other children placed in the home, friends, school and community.
6. Caseworkers need to communicate regularly with the other caseworkers and the Resources worker when children from different families are placed in the same out-of-home care resource. Such coordination is required to assure children's needs are not in conflict with each other and to assure caregivers are not given conflicting directions from caseworkers.
7. When visiting a foster home, a caseworker or resources worker should inquire about all children placed in the home and provide relevant information to the caseworkers of all the children.

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References

Child Protection Services Manual Ch.3.3: Contact Standards - In-Home Families

Child Protection Services Manual Ch. 3.4: Contact Standards - Parent of Child in Placement (Goal of Reunification)

Children's Services Manual: Ch. 2.7: Contact Standards – Children/Youth who are Long Term and Permanent Wards

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2.0 PLACEMENT IN OUT-OF-HOME CARE

2.7 Contact Standards – Children/Youth who are Long Term and Permanent Wards

Policy

Children who are long term or permanent wards must be seen by their caseworkers according to minimum contact standards. The case plan and the individual needs of the child, the child's family and the placement caregiver will dictate the frequency and nature of contacts beyond the minimum standards.

Intent

Regular ongoing contact with children who are long term or permanent wards and their placement caregiver is required in order to:

- Assess the child's medical, educational, social, cultural, recreational and therapeutic needs;
- Ensure the placement caregiver has adequate information about the child and his family;
- Observe interaction between placement caregiver and child;
- Assess placement stability and placement caregiver's ability to meet child's needs;
- Work as a team with the placement caregiver to ensure the child's needs are met;
- Plan for family contact, if applicable;
- Assess visitation quality, if applicable;
- Monitor and assess progress toward case plan objectives;
- Review and adjust case plans;
- Continue to explore extended family who could provide care.

Definitions

- **Contact** - is any direct face to face, phone or email interaction/communication/ observation with a child or placement caregiver that has a specific purpose as noted above.
- **Collateral Contact** is a face to face, phone or email contact with individuals other than the child and their caregivers (parents or placement caregiver) and should be limited to those who have relevant and current knowledge about the child, the child's adjustment to their placement and the general safety and well-being of the child. A collateral contact may include a service provider, teacher, physician, extended family member, etc.

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- **Assigned Caseworker** - is the Ministry Child and Family Program (CFP) or First Nation Child and Family Services (FNCFS) Agency caseworker assigned by the supervisor to provide ongoing case management services to the child.
- **Alternate Caseworker** - is a CFP or FNCFS Agency caseworker who completes required face to face contacts with a child and/or placement caregiver, in the absence of the assigned caseworker. This does not include after hour emergency workers, case assistants or practicum students. (See Child Protection Services Manual, Chapter 7.13: Practicum Placements)
- **Alternate Caseworker Contact** - is a required face to face contact completed by an alternate CFP or FNCFS Agency caseworker in the event that the assigned caseworker is not able to complete the contact for workplace/operational reasons. (See Procedures)

Standards

- One face to face contact by the assigned caseworker with the child/youth once every three months to assess the child's needs and facilitate case planning (this contact should occur in the home of the caregiver whenever possible);
- One additional face to face contact by the assigned caseworker, alternate caseworker or case assistant every three months to ensure child safety (see Child Contact Checklist – Chapter 12.5);
- The majority of required contacts in a six month assessment period will be completed by the assigned caseworker;
- One collateral contact every six month assessment period;
- If the assigned or alternate caseworker is not present when the child moves to a new placement, the child must have face-to-face contact with the assigned or alternate caseworker, within two working days.
- All children who are six years or older must have face to face contact with the assigned caseworker separate from the caregiver a minimum of once every six months.

Exceptions to the minimum contact standards for children in care may be granted as outlined in the case plan and approved by the Director, Service Delivery or designate. For standards of contact with foster families, see Chapter 4.4.8 - Out of Home Care Resources.

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Procedures

- Documentation of contacts should clearly indicate who was contacted and the purpose and outcome of the contact. It is important to record observations of behavior and environments, especially those related to safety and risk. (See Child Protection Services Manual Chapter 6: Case Documentation)
- Collateral contacts are an important method of monitoring case developments, assessing child well-being and safety, assessing the child's adjustment to their placement and their progress with case planning. It provides the caseworker with information from sources who have relevant and current knowledge of the child. Where the collateral contacts are provided by agreement and on a regular basis by a service provider, the task should be identified and outlined on the service provider contract. If a service provider contract does not exist, the plan for the service provider to share contact information with the Ministry should be discussed with the service provider, placement caregiver and the child, where appropriate.
- In unique circumstances where collateral contacts are not available, additional caseworker contacts should be considered and the caseworker should document the reasons in Linkin.
- Contacts, attempted contacts and supervisory review of contacts will be documented on contact logs in Linkin.

Quick Reference Chart

<p>Contact Standards – Children/Youth who are Long Term and Permanent Wards</p> <p>One face to face contact with the child by the assigned caseworker once every three months.</p> <p>One additional face to face contact by the assigned caseworker, alternate caseworker or case assistant every three months to ensure child safety.</p> <p>One collateral contact every assessment period.</p> <p>The contacts above include the following:</p> <ul style="list-style-type: none"> • If the assigned or alternate caseworker is not present when the child is placed in a new placement, the child must have face to face contact with the assigned or alternate caseworker within two working days. • All children who are six years or older must have face to face contact with the assigned caseworker separate from the caregiver a minimum of once every six months.

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Practice Guidelines

1. The caseworker and supervisor should review the frequency and nature of contacts that are needed beyond the minimum standards in each case throughout each review period, particularly when the circumstances of the child or placement caregiver change.
2. When a child moves to a new placement, the assigned caseworker (or alternate) should transport the child to the new placement. If this is not possible, the assigned caseworker (or alternate) is required to have contact within two working days with the child and the caregiver for the following reasons:
 - The child may need reassurance about how the move will impact existing case plans such as visiting schedules with family and significant others, school, recreational activities, etc. Case plans may need to be adjusted and shared.
 - The caregiver may need additional information about the child's care and have questions about the visiting schedule, family involvement and case plan.
 - The caseworker will need to assess the child's adjustment to the placement and the caregiver's need for support, as well as further determine case planning and contact requirements.
3. More frequent contact should occur during the first two months of a new placement as there may be many tasks for the child, family, caregiver and caseworker to organize and complete such as:
 - assuring the child is aware of planning;
 - addressing issues of loss/grief;
 - addressing any problems the child may be experiencing;
 - reassessment of the child's medical, educational, social, cultural, recreational and therapeutic service needs;
 - planning for family contact and shared parenting if applicable;
 - reviewing and adjusting case plans;
 - providing continuity for the child, the child's family (if applicable) and the caregiver.

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4. Contacts in the caregiver's home provide the caseworker with an opportunity to assess the child's needs and the caregiver's capacity to meet those needs in their normal setting.
 - Changes in the caregiver's home such as additional children or adults, change in sleeping arrangements, etc., can be discussed on site with the caregiver.
 - Caseworkers can discuss special needs and other supportive services required to assist the child's adjustment and address developmental issues.
 - Caseworkers can observe interactions between the child and the placement caregiver. This is particularly important when the child is non-verbal and cannot be interviewed.
5. Meeting with the child apart from the caregiver gives the child an opportunity to speak in confidence to the caseworker.
 - A private meeting with the child should be held as soon as possible after a new placement.
 - It is important that the child have time alone with the caseworker to discuss matters that are important to the child and that the child may not feel comfortable sharing with the caregiver.
 - During this time caseworkers need to ask the child specific questions about the placement including their relationship with the caregiver, other members of the caregiver's family, other children placed in the home, friends, school and community.
6. Caseworkers need to communicate regularly with other caseworkers, including the Resources worker when children from different families are placed in the same out-of-home care resource. Such coordination is required to assure children's needs are not in conflict with each other and to assure caregivers are not given conflicting directions from caseworkers.
7. When visiting a foster home, a caseworker or resources worker should inquire about all children placed in the home and provide relevant information to the caseworkers of all the children.

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References

Child Protection Services Manual, Ch. 3.3: Contact Standards – In-home Families

Child Protection Services Manual, Ch. 3.4: Contact Standards – Parent of Child in Placement (Goal of Reunification)

Child Protection Services Manual, Ch. 3.5: Contact Standards – Child in Care and Placement Caregiver (Goal of Reunification)

Child Protection Services Manual, Ch. 6.2.5: Case Documentation: Linkin Documentation – Contact Logs

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2.0 PLACEMENT IN OUT-OF-HOME CARE

2.8 Change of Placement

Policy

Unless as a component of a predetermined case plan, all reasonable steps must be taken to maintain a child's out-of-home placement in order to reduce multiple moves and consequent anxiety for the child.

Standards

- The caseworker should prepare the child/youth and the caregiver family for a change in placement as soon after the decision is made as possible.
- If a change in placement is required, it is important that the change be planned to the extent possible and that it include a process of managing the separation from the caregiver family.
- Adequate opportunity must be provided for pre-placement visits.
- In the event of the child being readmitted to out-of-home care, or moving from a specialized out-of-home resource, previous caregivers should be explored as a placement option.
- If an out-of-home placement is "breaking down" additional supports and services should be offered as the first response to a request for a change of placement.
- Where a child has formed a significant attachment to the caregiver the developmental impact on the child of severing the relationship must be given serious consideration.
- This policy is not intended to impair reunification with immediate family or placement with extended family.

Practice Guidelines

Children's Services strives to maintain continuity of out-of-home placements whenever possible and when in the child's best interest.

Just as the child, family and caregiver need to be prepared for the out-of-home placement or return of the child home, change of placements should be carefully planned and appropriate preparation tasks completed.

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There are many circumstances that require a child to move from one out-of-home placement to another such as:

- move from emergency/receiving home to a foster home;
- move to or from a facility based resource;
- move to or from a specialized resource;
- move to or from a custody facility;
- move to or from extended family;
- respite arrangements;
- disruption of the placement.

Some changes of placement are part of the case plan for the child. For example: moving a child from a facility to a foster home as the level of care the child needs changes.

When the caregiver or the child requests a change of placement the caseworker should determine:

- the reason for the request; and
- whether resolution is possible without disruption of placement:
 - through mediation by the caseworker or other person;
 - by the addition of supports or services;
 - by a period of respite.

In all situations where a change of placement is required discuss with the child and family where appropriate:

- reasons for change of placement;
- specific details about the placement;
- feelings about the change of placement;
- attitudes about separation;
- a plan for the change of placement;
- a plan for future involvement of the caregiver with the child where possible.

Caseworkers should review with a supervisor any child that has an unplanned change of placement to ensure that adequate support and treatment interventions are available to prevent unnecessary changes in placement.

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2.0 PLACEMENT IN OUT-OF-HOME CARE

2.9 Administrative Requirements

Policy

When a child is placed in an out-of-home resource, caseworkers will ensure that administrative requirements are met.

Standards

- Each child in care will be registered on the Linkin case management system and have an associated paper file opened or reactivated upon placement.
- A printed photograph of each child or youth in care must be placed on the file and updated yearly (see chapter 2.5).
- When the child enters or exits care, all documentation and/or administrative procedures will be completed related to case opening/closure, authority for care (voluntary agreement or court order), application, cancellation or changes to benefits and/or payments, and notifications (see Procedures).

Procedures

1. When a child is admitted to out-of-home care:
 - information related to the removal from parental care and placement in a resource are recorded in existing or new ongoing case in the Linkin case management system and an associated paper file is created or re-opened;
 - all persons registered in Linkin are registered on the Automated Client Index with a status of CNVLI indicating their registration in Linkin;
 - the *Financial Services Notification of an On-Reserve First Nation Child Taken into Care Form (2105)* must be completed in situations where a First Nations child is brought into care whose primary residence is on reserve;
 - notification to the child's Agency or Band where applicable;
 - notification that a child has been taken into care of the Minister must be sent to the Saskatchewan Assistance Plan (Income Assistance and Disability Services Division) if applicable;

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Section 2.9: Administrative Requirements

- notify the biological parent (s) of possible changes to any benefits they may receive and direct them to contact the administrator of the benefits;
- nominate the child for Supplementary Health Benefits;
- make application to Children's Special Allowance (see Ch. 10.3);
- enter child's placement information in Linkin and record services required in the Outcome Plan (maintenance payments are automated once placement start date is entered);
- contact the child's school to transfer cumulative records and notify of any addresses or contact information changes;
- contact Public Health to request immunization record if required;
- make application to the Vital Statistics Registry (Information Services Corporation) for one certified copy of the child's **long** form birth certificate (has parent(s) name(s) on the certificate). This birth certificate can be used to acquire other types of identification for the child/youth; and

Note: the Vital Statistics Registry will not issue more than one birth certificate in a 12 month period unless there are extenuating circumstances. If there are, the request for an additional birth certificate must include an explanation. The Ministry will be charged \$25.00/ Certificate and \$50.00/Certified Copy. Prior to making the request, the worker should ensure that the child care file is reviewed for the necessary document.

- Make application to the Vital Statistics Registry for a Certified Copy of the Statement of Live Birth (typically used for court). If the document is required for court purposes this must be clearly indicated on the application. The document will be stamped for "court purposes only" by Vital Statistics and cannot be used by the Ministry for any other reason (e.g., acquiring identification). As such, the fee for this document will be waived. If the live birth registration is required for a purpose other than court, the document will be sent to the Ministry without the stamp and a \$50.00 fee will be charged.

Note: the same form may be used to request both documents. **If a priority request** is made there will be an additional \$30.00 charged to the Ministry. **It is prudent for caseworkers to avoid this charge where possible.**

Section 2.9: Administrative Requirements

To apply for either the long form birth certificate or the Certified Copy of the Statement of Live Birth, a completed Information Services Corporation (ISC) Vital Statistics Application (<http://www.isc.ca/VitalStats/Births/OrderCertificate>) is submitted with the following:

- an official Request Letter on Ministry letterhead indicating the reason and purpose for the request signed and dated by the applicant;
- a copy of the applicant's Ministry identification; and
- include the Account Number and the Account Password in the Payment section of the Application form, using the Payment Information Form, in order for the cost of the request to be charged to the Ministry of Social Services.

2. Changes must be made in Linkin in the following circumstances:

- a child is admitted to care;
- change in the legal status of the child;
- change of placement;
- child moves out on his/her own;
- child is absent from an emergency foster home;
- child is absent from care child is absent from a group home placement;
- change of address when caregiver moves and the child moves with them or when adoptive parents move before the adoption is finalized; and
- when a child returns home he/she must be shown as discharged on Linkin.

3. In cases where a child is in the care of the Minister and has been placed with an alternate caregiver the **Letter of Authorization** (see Chapter 12.7) should be provided at time of placement.
4. Upon admission to care, a printed photograph of every child or youth must be placed on the file and updated yearly. Whenever possible, a photograph should be placed on the file within 45 days of entering care.

Section 2.9: Administrative Requirements

5. When a child is discharged from temporary care (Apprehension, Agreement for Residential Services, Temporary Wardship), the child's caseworker will:
- send a manual task in Linkin to the supervisor requesting child be discharged which will automatically end date the placement and legal status of the child in Linkin;
 - update placement end date in Linkin;
 - cancel supplementary health benefits;
 - cancel the Children's Special Allowance;
 - advise Resources worker;
 - advise parent(s) to apply or reapply for benefits they may be eligible for;
 - forward child's new address to the Regional Health Authority, school, and Saskatchewan Assistance Plan if the parent(s) is receiving financial assistance;
 - update the Child Assessment and Development Plan (CADP); and
 - request paper file be made inactive.

SERVICE	EXPENDITURE	APPROVAL
Charges for Vital Statistic Information (i.e. Birth Certificate, certified copy of live birth)	Actual costs (\$50.00)	Caseworker
Priority Service	Actual cost (\$30.00 in addition to cost of certificate)	Caseworker

For further information on Linkin admission and discharge administrative procedures refer to the following links on the Ministry intranet website (Top Drawer - Linkin):

1. Linkin/Training Modules/Ongoing Module
2. Linkin/How to.../Removal or Discharge of a child
3. Linkin/How to.../Paper File and Documentation Request Form
4. Linkin/How to.../Change Placement for Runaway-AWOL child
5. Linkin/How to.../Inserting Legal Status

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3.0 LONG TERM CARE

3.1 Overview

Introduction

This chapter provides policy and practice direction for children in care where attempts to resolve the child protection issues in a family have been unsuccessful and reunification with their immediate family is determined to be unlikely in the foreseeable future. In such situations planning must be put in place to ensure the child has a stable substitute family who will ensure their safety and promote the child's healthy development.

While in some cases this will result in the child being made a permanent or long term ward of the Minister, such forms of wardship should not be pursued automatically. Significant efforts must be made to explore alternatives to permanent or long term wardship.

Permanency may be achieved in a number of ways including:

- placement with extended family without the need for wardship, as the extended family may apply for custody of the child in their own right;
- placement with a Person of Sufficient Interest by order of Family Court;
- adoption/assisted adoption;
- long term placement in a foster home (should not usually be considered as a plan of choice);
- for an older youth, an independent living situation may be appropriate instead of wardship.

In all cases, planning for the permanency needs of the child or youth must be conducted in a timely and as inclusive manner as possible.

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3.0 LONG TERM CARE

3.2 Formal Review of Permanency Plans for Children

Policy

When a child has been in temporary care **for a cumulative total of 18 months**, the family case plan is reviewed by the Manager, Service Delivery with attention to the following:

- the best interests of the child;
- the steps that have been taken to assist and support the child's immediate family toward family reunification;
- extended family members have been contacted to determine their ability to provide care for the child;
- the appropriate First Nations Child and Family Services Agency has been consulted;
- the wishes of the family, extended family, Band, FNCFS agency and child where appropriate;
- the age of the child;
- the developmental needs of the child;
- the special needs of the child;
- the number of times the child has been in and out of care;
- the possible effects of any delay in permanency planning for the child; and
- the merits of the proposed permanency plan.

Also see Recommendation for Permanent and Long Term Wardship, Chapter 3.3.

The Director, Service Delivery or designate must approve any application to Family Court where it is recommended that a child be committed to the care of the Minister on a permanent or long term basis.

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Definition

- Permanency planning for children is not to be seen as synonymous with permanent wardship or long term wardship. Rather, permanency planning is case planning that has the goal of having children live in families with nurturing parents or caregivers who provide the opportunity to establish lifelong relationships.
- Permanency planning for children in care will usually focus on one of the following, however not necessarily to the exclusion of other options:
 - Return to his or her parent(s)
 - Placement with extended family
 - Placement within his or her First Nations or Métis community
 - Adoption
 - Foster family or residential care
 - Independence

Standards

- When completing a Child Assessment and Developmental Plan (CADP) for a child who has been in care for a cumulative total of 18 months, the caseworker will submit the CADP to the supervisor.
- Once approved and signed, the Supervisor will forward the CADP to the Manager, Service Delivery for formal review.
- Upon review, the Manager, Service Delivery will consider the following:
 - the best interests of the child;
 - the steps that have been taken to assist and support the child's immediate family toward family reunification;
 - that extended family members have been contacted to determine their ability to provide care for the child;
 - the appropriate First Nation Child and Family Services Agency has been consulted;
 - the wishes of the family, extended family, Band, First Nation Child and Family Services Agency and child where appropriate;
 - cultural planning;
 - the age of the child;
 - the developmental needs of the child;
 - the special needs of the child;

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- the number of times the child has been in and out of care;
- the possible effects of any delay in permanency planning for the child.
- Any child still in temporary care one year after the first formal review must have their next CADP reviewed and approved by the Manager, Service Delivery.

Procedures

- Service areas with Planning Committee forums in place to review recommendations for long term and permanent wardship may use their Planning Committee forum for formal review of family reunification plans.
- The planning committee meeting will include staff from Child Protection, Out of Home Care and Adoption to review the permanency needs of the child. Every effort should be made to include foster families, family members and when applicable, First Nation/Metis agency or band members.
- At the conclusion of the meeting, a permanency plan for the child(s) should be established with all committee members in agreement and each with an understanding of the rationale for the decision. An on-going cultural plan should always be incorporated into the child's permanency plan.

Practice Guidelines

- Parents should not be denied the chance to address problems that put their children in need of protection. However, children must not be adversely affected by lingering in "temporary" care. If the caseworker has assessed that a child's parents are unwilling or unable to ensure the child's safety, planning for the permanency needs of the child should begin immediately.
- Caseworkers should work towards family reunification but also develop an alternative permanency plan with the family, in the event reunification is unsuccessful. This concurrent planning approach assures that there are no gaps, should planning needs change. (See Child Protection Services Manual Chapter 4.10 Permanency Planning and Time Limited Services)
- Consideration should be given to the number of times a child has been in and out of care. Each time a child is placed in out of home care the potential exists to compromise their ability to meet developmental milestones and form attachments. This is especially true for children under the age of three.

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- Where family reunification has not been possible, within **18 months (cumulative time in care)**, the plan must be reviewed. If upon review it is determined that reunification is unlikely, planning must be immediately initiated to assure placement with a family that can provide safety, stability and ensure the child's developmental needs are met for at least the time of their childhood.
- It must be recognized that the longer a child remains in care the more difficult it can be to effect reunification with their family. The principles of time-limited services and permanency planning reflect the intent of *The Child and Family Services Act*.
- Permanency planning must always be specific to the child's best interests and family circumstances. Caseworkers should not automatically apply for long term or permanent wardship orders if the child or family's specific situation warrants an extension of a temporary order or Agreement for Residential Care.

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3.0 LONG TERM CARE

3.3 Recommendation for Permanent and Long Term Wardship

Policy

The Director, Service Delivery or designate must review case planning and approve all applications to Family Court where it is recommended that a child be committed to the care of the Minister on a permanent or long term basis.

Standards

In reviewing case planning the Director, Service Delivery or designate must ensure that:

- Review occurs in the context of the best interests of the child as defined by Section 4 of *The Child and Family Services Act*;
- Family reunification with the immediate family is not likely within a time frame that is in the best interests of the child;
- All reasonable efforts have been made to identify extended family members who may be willing to assume custody of the child and that all custody options have been explained to these family members;
- The views of the child, family, extended family, FNCFS agency, caregiver and others significant to the child have been fully taken into account;
- Permanent or long term wardship supports planning for the child and would not unduly restrict the Ministry's ability to find an alternate family placement that would provide security and continuity for the child;
- Long term wardship is considered only for older children where the involvement of their family or extended family makes an adoption plan unlikely.

Procedures

- Where a recommendation for permanent or long term wardship is considered, the child protection worker must review the recommendation with their supervisor. Where the case responsibilities are with another caseworker, that caseworker and their supervisor must be included in the review.

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Section 3.3: Recommendation for Permanent and Long Term Wardship

- Recommendations for permanent or long term wardship may be reviewed through a Planning Committee forum. Planning Committee may include: Director, Service Delivery or Designate, caseworker, supervisor and First Nations Child and Family Services Agency for First Nations children, the child, family, extended family, and caregiver, others involved in the case planning for the child or significant to the child and outside collaterals that may lend expertise or knowledge.
- Where it is decided through the review that a permanent or long term wardship order is to be approved, a case summary and recommendation must be prepared and signed by the caseworkers, supervisors and Director, Service Delivery or designate.
- Documentation must include the efforts that are made to contact extended family and the results of discussions with extended family regarding the long term custody of the child, either now or in the future. In the event that extended family is unable to pursue long term custody of the child, caseworkers should explore the possibility of the extended family having a significant relationship with the child and a role in the child's life. (See Sample Form: Long Term/Permanent Ward Review)

Practice Guidelines

- Permanent and long term wardship should only be considered where family reunification is unlikely and there is no extended family member who is able or willing to safely assume long term custody of the child. All custody options should be considered including a private custody agreement between the parents and an alternative caregiver, court ordered Person having a Sufficient Interest under *The Child and Family Services Act* or a custody application through *The Children's Law Act*.
- Where a permanent or long term wardship order is recommended the caseworker must:
 - address the family's issues of grief and loss;
 - explain the nature of planning for children in long term care including the range of placement options;
 - determine if the family has any gifts for the child or belongings of the child they wish to provide;
 - ensure that the Social/Developmental History is gathered and complete;
 - determine future contact with the child and family including the nature of the contact;
 - arrange a meeting with the child and family for closure if no further contact is planned;

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Section 3.3: Recommendation for Permanent and Long Term Wardship

- discuss the plan for wardship with the child.
- After closure of the family file, family support may be provided from time to time through the child's caseworker where such support is required to ensure contact is safe and/or to help the family manage contact constructively.
- In situations where family contact is not initially seen to be in the child's best interests, contact must be reviewed at least at the annual case plan review, while the child remains in care.
- Family Connections Workers play an important role in exploring placement options with extended family and bands. It is recommended that the service area Family Connections worker be consulted regarding any permanent or temporary order being considered for a First Nations or Métis child.

Distinction between Long Term Wardship and Permanent Wardship

- Both Long Term and Permanent Wardship orders place children in the custody of or commit children to the care of the Minister until their 18th birthday. While in care, the Minister has all the rights and responsibilities of a parent including the expense of care, shelter and support.
- Upon reaching the age of 18, youth in either long term or permanent care may enter into an agreement to receive extended services in order to continue their education or training, until they either complete their education or are 21 years of age.
- For long term wards, the rights and responsibilities of the Minister do not extend to unilaterally placing the child for adoption. A long term order does not prevent adoption if the Minister, and the parents are in agreement. Where such agreement is reached, the order would need to be varied.
- A long term order is only to be considered where all other permanency plans have been explored and an adoption plan for a child is unlikely. Section 4 of *The Child and Family Services Act*, which defines the best interests of the child, guides practice when determining which order would best meet the child's needs for permanency, continuity and establishing lifelong relationships with a nurturing family or caregiver.
- Where parental rights are to be severed and where adoption is a viable option, a permanent order should be considered. Open adoption options can allow for a continued relationship between the child and birth family if appropriate.

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- The following should be considered when determining an appropriate recommendation:
 - permanent or long term wardship should not be considered solely as a means to facilitate extended family placement;
 - long term wardship should typically be considered only for older children who maintain a significant relationship with their family that would be jeopardized if they were placed for adoption;
 - long term wardship should not typically be considered for young children as it may unduly restrict permanency planning and increase the potential for the child to “drift” in foster care. Where a young child has a significant relationship with family, which the Ministry wishes to maintain, long term wardship should only be considered if an alternate permanent family placement outside of adoption can be ensured; and
 - it is important that an appropriate plan be established for a child and wardship be determined as a means to support that plan.

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Section 3.4: Planning for Permanent and Long Term Wards

3.0 LONG TERM CARE

3.4 Planning for Permanent and Long Term Wards

Policy

All reasonable efforts must be made to find an alternative permanent family that can provide as much stability and continuity as possible in the life of a child who becomes a permanent or long term ward.

The Ministry is responsible to ensure that case planning for permanent and long term wards includes planning for their safety, well-being, developmental and permanency needs

Standards

- If it is determined that adoption is not in the child's best interests, an authorized exception to a plan of adoption (Form 2099) must be obtained for any child who has permanent ward status and approved by the Director or designate.
- The authorized exception to a plan for adoption is reviewed at each review of the child's case plan.

Procedures

- Priority is given to keeping siblings together.
- Where the planning requires a change of placement for family reunification, placement with extended family, or adoption, a plan must be developed to ensure a successful transition from the current caregiver to the new caregiver.
- Any transition between caregivers should be paced so as to create the least amount of disruption and stress for the child as possible.
- Pre-placement visits, meetings between the caregivers and plans for any continued contact must be established early.
- When a child has significant ties to a caregiver who applies to adopt the child, the caregiver must be considered as a potential adoptive parent for the child, subject to approval.

Section 3.4: Planning for Permanent and Long Term Wards**Practice Guidelines**

- Permanent or long term wardship should not normally result in the child remaining in long term foster care.
 - Long term foster care must only be considered as a last resort as it does not have the legal framework to provide a complete permanency plan.
 - Where there is a strong bond and the foster family is willing to provide a life time commitment, assisted adoption should be explored.
- Extended family placement should be actively sought on an ongoing basis. Where an extended family member is able and willing to care for the child, they should be provided the support required to assume custody of the child.
- Where there is no possibility of extended family placement in the foreseeable future for children who are currently long term wards, an adoption plan should be considered if:
 - adoption would be in the child's best interest;
 - adoption is likely for the child;
- When there is no possibility of adoption, every effort must be made to place long term wards or permanent wards with a family who is able and willing to provide a long term commitment to the child.
- While a child is in long term care, the Ministry has a high level of responsibility to ensure that the child is safe and to promote the healthy development of the child.
- Where the child has developed an attachment to their caregiver, all reasonable steps should be taken to maintain the placement as long as the child is safe, the caregiver is providing good care and permanency can be ensured to a reasonable extent.
- Given the shared parenting between the caregiver and the Ministry it is essential that roles and responsibilities be clear to reduce role confusion or conflict due to misunderstandings.
- The caregivers' parenting approach must be consistent with Ministry expectations as outlined in Chapter 1.
- Where disagreements occur regarding planning and child raising practices between the caregiver and the Ministry, all reasonable attempts should be made to jointly resolve the matter in the best interest of the child.

**Section 3.5: Annual Reviews of Case Plans for Permanent
and Long Term Wards****3.0 LONG TERM CARE****3.5 Annual Reviews of Case Plans for Permanent and Long Term Wards****Policy**

Children who are in the care of the Minister as long term or permanent wards must have a formal annual review of their case plan completed by a review committee to ensure that case planning supports safety, permanence and well-being for the child.

Standards

- Every child or youth who is in the care of the Minister as a long term or permanent ward must have his or her case plan formally reviewed each year by a review committee.
- The review committee shall consist of the Director or designate, the child's caseworker and supervisor, and wherever possible and applicable, a representative from the child's FNCFS agency.
- The child, as age and development permits, and their caregiver are to be invited to participate in the annual case plan review.
- The results of the review are to be documented on the child's case plan and signed by the Director or designate. (See Chapter 12.10 Forms: Long Term/Permanent Ward Review/Annual Review)

Procedures

- Any recommended changes in planning must be shared with the child and caregiver in advance of the review committee meeting.
- The child and caregiver's views should be expressed to the review committee either through their "in-person" participation or by the child's caseworker.
- The Child Assessment and Developmental Plan should be completed in advance and form the basis of the review.
- The committee should be aware of developmental and age milestones the child may have reached since the last review that would affect the case planning.

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Practice Guidelines

- Reviews should occur as near to the anniversary date of the original order as possible.
- Caseworkers are encouraged to acknowledge to the child or youth important milestones such as: birthdays, successful completion of grade level at school, accomplishments or awards, or success in reaching a personal goal. The annual case plan review is an opportunity for caseworkers to note these milestones and plan to recognize the child's progress.
- Major changes required or considered between reviews may be brought back to the committee for consultation. Examples may include: changes in the permanency plan, youth's request to discontinue care, application to vary an order.

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3.0 LONG TERM CARE

3.6 Minister's Parental Responsibility for Permanent and Long Term Wards

Policy

The Ministry is responsible to ensure that case planning for permanent and long term wards includes planning for their future to ensure their financial affairs are represented and that they receive all benefits available to them through various federal and provincial programs.

The Ministry works closely with the Office of the Public Guardian and Trustee (PGT) of Saskatchewan to ensure that they are notified when children become permanent or long term wards. As property guardian, the PGT has specific responsibilities related to the financial affairs of children who are permanent or long term wards.

Procedures

- The Ministry (Central Office) notifies the PGT in writing when children become long term or permanent wards, providing the child's name, date of birth and assigned worker. The office of the PGT then contacts the caseworker to gather additional information if required.
- Caseworkers will advise the PGT of circumstances where the child is disabled, has property or money, has earned income and will need to file an income tax return, has had a parent die or is entitled to an inheritance.
- For children who are victims of crime and/or abuse, the supervisor may make application to the Victims Compensation Program on their behalf, provided the matter was reported to the police and application is made within two years from the date of the offense. (Compensation is not paid for lost, damaged or stolen property.) Awarded money will be administered by the PGT.
- The child's caseworker ensures that for long term or permanent ward children with disabilities, an application for the Registered Disability Savings Plan (RDSP) is completed (for eligibility criteria and application process, see below).

To be eligible for the Registered Disability Savings Plan (RDSP), a child must meet one or more of the following conditions established by the federal government:

Blindness;

Receiving life sustaining therapy;

Marked restriction in the basic activities of daily living (e.g., dressing, speaking, hearing, feeding, walking, bowel or bladder functions, mental functions necessary for everyday life);

Significant restriction in two or more activities of daily living (e.g., dressing, speaking,

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feeding, walking, mental functions necessary for everyday life, etc.).

****Disability must be prolonged (last 12 months, or be expected to last 12 months).**

To apply for the RDSP for a permanent or long term ward, the following steps must be completed:

1. The caseworker completes an application package which includes the following:

- completed Federal form T2201 available on line at <http://www.cra-arc.gc.ca/E/pbg/tf/t2201/t2201-16e.pdf>
- Part A of the form must be completed by the child care worker, acting as a legal representative of the child/youth with the disability;

Note: Section 2 "Information about the person claiming the disability amount" (Social Insurance Number) and Section 3 "Adjust your income tax and benefit return" may be left blank.

- Part B is to be completed by a physician or medical professional.
 - copy of the child/youth's Social Insurance Number (to apply for a Social Insurance Number an official primary document that proves the child/youth's identity and status in Canada is required - this includes a Canadian Birth certificate or proper supporting documents. The child's caseworker must apply in person and have a Letter of Authorization confirming their authority to act as a legal representative for the child – see template in Chapter 12.42 "Forms".)
 - copy of the child/youth's Permanent or Long Term Order of Wardship;
 - copy of the child/youth's Birth Registration;
 - completed tracking form (see Chapter 12.43).
2. The caseworker submits the original completed package of materials to Central Office, 10th floor, 1920 Broad Street, Regina, Saskatchewan, S4P 3V6. A copy is retained on the child's file.
3. When an application package is received in Central Office, it is reviewed to ensure it is complete, entered into a central database for tracking and forwarded to the Office of the Public Guardian and Trustee for Saskatchewan, who will make the application on behalf of the child.

4. If a child who is a permanent ward is adopted or the order is varied or terminated,

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and an application has been made for the RDSP, Central Office must be advised so that the Public Guardian and Trustee is notified of the change of circumstance.

5. If a long-term order is varied or terminated and an application has been made for the RDSP, Central Office must be advised, so that Public Guardian and Trustee is notified of this change of circumstance.

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Section 3.7: Maintaining a Child's Connection to Family**3.0 LONG TERM CARE****3.7 Maintaining a Child's Connection to Family****Policy**

Where a permanent or long term ward has a significant relationship with family, services may be provided to the child's family in order to maintain a family connection.

Practice Guidelines

- Where it is in the best interest of a child, contact with the child's immediate family and/or extended family should be maintained in a manner that is appropriate and safe. The purpose of the contact should be clear to all involved. Contact must be determined on the basis of the child's need.
- Where contact is considered appropriate it may range from exchange of letters or pictures to visits. Determining the most appropriate form of contact should include the views, wishes and needs of the child, the child's family and the caregiver. The form of contact may need to vary from time to time while a child is in care, in light of changing circumstances and/or the developmental stage of the child.
- Wherever visits occur with the immediate or extended family, the child's caseworker must ensure the arrangements are safe, given the nature of the originating child protection concerns.
- Where support to the family is required for contact or visits, it should primarily be offered by the child's caseworker or an appropriate public agency.

Section 3.8: Preparing Youth for Independence

3.0 LONG TERM CARE

3.8 Preparing Youth for Independence

Policy

Within the context of the youth's case plan, the youth must receive assistance in preparation for independence by being provided the necessary training, guidance and support to take responsibility for most aspects of his or her life, according to his or her capabilities, upon reaching the age of majority.

Practice Guidelines

- Guardianship includes the responsibility to assist the child or youth in the transition from adolescence to adulthood. Children and youth growing up in their own families learn to be independent, responsible adults by gradually being given more responsibility as they mature. Children and youth in care need additional training and support because they are more likely to leave the home of caregivers at an earlier age and may be without the benefit of a network of family support.
- Unless the child's level of development is severely impaired or delayed, the child's caseworker and the child's caregiver should provide the child with opportunities to gradually acquire self-care skills as soon as the child is old enough to learn. When the child reaches 15 years of age, active preparation for more autonomy must begin.

Preparing the child or youth for independence includes:

- assessing the child's or youth's level of functioning in relation to his or her age and developmental capabilities;
- seeking the child's or youth's views about his or her goals for the future, and the level of support and services that would assist the child or youth in achieving their goals for the future;
- ensuring that the child or youth's case plan identifies the services that will be provided to enhance his or her self-care skills and knowledge;
- ensuring that the child's or youth's case plan identifies the actions that will be taken to support the child's or youth's efforts to achieve their goals for the future, consistent with the child's or youth's capabilities and best interests;
- ensuring that the child or youth has appropriate identification and required documentation such as a social insurance number, health card, birth certificate etc.;
- ensuring that children who have treaty status are registered and informed of their entitlements;
- ensuring the child is aware of any benefits held in trust by the Public Trustee;

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Section 3.8: Preparing Youth for Independence

- for youth 16 years of age and over who wish to discontinue foster care, the appropriateness of independent living within the context of the youth's case plan must be determined;
- ensuring that the youth is aware of the support and services available under Section 56 of *The Child and Family Services Act*. (see Chapter 3.9)

Planning for Independence:

From the time that preparing a child or youth for independence begins, each Child Assessment and Developmental Plan should include additional information and assessment of the child's or youth's:

HEALTH:

- awareness of factors related to a healthy lifestyle
- access to information about sexuality and related issues
- the services available to assist the child or youth to take responsibility for his or her own health care, and
- the child/youth's views about all of the above.

EDUCATION:

- the child/youth's educational and vocational goals
- the services that can be provided for the child or youth to assist with his or her education or vocational development, and
- the child/youth's views about all of the above.

FAMILY AND SOCIAL RELATIONSHIPS:

- the family, social and community support the child/youth is likely to have after becoming independent
- for an aboriginal child/youth, involvement of the child/youth's aboriginal community once he or she becomes independent
- the means by which support may be enhanced prior to independence
- the child/youth's recreational, cultural and spiritual connections and activities
- the services that can be provided for the child/youth to assist them in maintaining these activities
- the child/youth's views of the above.

EMOTIONAL/BEHAVIOURAL DEVELOPMENT:

- emotional or psychological issues requiring professional counselling or care, particularly if the child/youth has suffered abuse and/or trauma
- behavioural responses to situations, such as anger management, assertiveness and conflict resolution skills

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Section 3.8: Preparing Youth for Independence

- services that can be provided to meet the child/youth's emotional needs and to enhance the child/youth's level of development, and
- the child/youth's views about all of the above.

SELF CARE SKILLS:

- household management skills, including cleaning, shopping, and meal planning and preparation
- money management skills, including budgeting and banking
- appropriate to age and development, support to learn to operate a motor vehicle and obtain a license to drive
- social skills required for independent functioning
- knowledge of how to apply for entitlements, services, employment or how to seek advice and assistance in relation to these aspects of independent functioning
- parenting skills, if applicable
- the services that can be provided to assist the child/youth to acquire the skills and knowledge necessary to make a successful transition to independent functioning, and
- the child/youth's views about all of the above.

Youth Who Wish to Discontinue Foster Care:

- Some youth who have been in long term care may not form a significant relationship with a caregiver and may wish to discontinue foster care. Their reasons for wishing to discontinue care need to be taken seriously and explored with them. The youth may wish to return to their family, extended family, or for First Nation's children, their Band.
- The caseworker needs to determine, in consultation with the youth, if their wish to discontinue care would be in the youth's best interest.
- The caseworker must explore options for family reunification, extended family placement or placement with a person who has a significant adult relationship with the youth to determine if a possible placement resource can be located.
- Where the youth's family, extended family or a person with a significant relationship is able and willing to care for the youth, explore with them the possibility for assuming custody of the youth. In assessing the appropriateness of the placement, the caseworker should ensure the placement would not place the youth in need of protection and there is reasonable potential for continuity of the placement. Where the youth wishes to return to their family of origin child protection issues need to be evaluated from the perspective of the youth's current age and development.

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Section 3.8: Preparing Youth for Independence

- Where the youth's family, extended family or a person with a significant relationship wishes to assume custody, an application to vary the order should be undertaken to facilitate their assumption of custody.

Exit Process:

- Caseworkers for long term wards or permanent wards should provide a process to facilitate closure for their time in care and plans for their future, with the youth, prior to the youth's 18th birthday to:
 - review and assist them in understanding their experience during their time in care;
 - review the youth's plans for the future and assist in anticipating and resolving possible problems;
 - provide the youth with any information they may require;
 - provide the youth with information about extended services that are available to them under Section 56 of *The Child and Family Services Act*. (see Chapter 3.9)
 - assure youth is aware of their constitutional status and any legal status that may provide benefit to the youth, i.e. inheritance or survivor benefits;
 - be sure the youth knows how to contact the Ministry for assistance in the future;
 - bid the youth farewell and follow up with a letter.
- This process would typically begin 3 - 6 months prior to the youth's birthday and would require 2 - 3 interviews.
- Caseworkers should summarize this process and the information provided in a letter so that the youth has a written record of the information.
- Where a youth will require services from other Ministry programs, comprehensive planning must commence at least 12 months prior to the transfer to adult services. (See Protocol - Adult Transition Planning of Individuals in Care of the Minister - Ch. 11.15)

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Section 3.9: Extension of Support for Former Wards

3.0 LONG TERM CARE

3.9 Extension of Support for Former Wards

Policy

The Ministry may, with the approval of the Director, Service Delivery or designate, enter into an agreement to extend child in care services to a permanent or long term care ward who:

- Is between the age of 18 and 21 years of age;
- Is continuing their education;
- Require assistance or training to enable them to continue their education or obtain employment; or
- Because of a mental or physical disability or impairment, require care or participation in a program to assist them in their mental or physical development or in the acquisition of life skills; **and**
- Is willing to comply with the terms and conditions of the agreement.

The services that may be provided are those services available to a child in care.

Services terminate when:

- the objectives of the agreement are completed;
- the former ward reaches the age of 21 years.

Procedures

1. An agreement to provide assistance is available to persons who were permanent/long term care wards, upon discharge from care on their 18th birthday or any time before their 21st birthday.
2. An extended care agreement must be signed by the former ward and the children's services worker, and approved by the Director, Service Delivery or designate. Where a person lacks capacity to enter into an agreement, the director may provide services to the person without entering into a written agreement.
3. Support may be provided to achieve goals which include:
 - completion of high school;
 - university education;
 - trades, business, vocational or technical course;
 - services for youth who are intellectually challenged and require constant care or day programming;

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Section 3.9: Extension of Support for Former Wards

- interim support to prepare for further education;
 - supports that will provide for skills and capacity to prepare for further education or to enter the work force;
 - supports to find and sustain employment.
4. Support may include all benefits available to a child in the care of the Minister. Where available, services, supports, education or training should be provided through publicly funded agencies in the youth's home community. Out of province education or training should only be considered where comparable programs are not available in Saskatchewan.
 5. To the extent they are able, former wards are expected to contribute financially toward their program and to support themselves from their earnings during extended holiday periods. The amount of continued support during these periods is at the discretion of the Director, Service Delivery.
 6. The Ministry does not require permanent or long term wards to apply for student loans.
 7. If a plan is interrupted (e.g. due to illness, employment for a semester, abandoning the plan), the agreement may be renewed after discussion and consideration of the youth's new plan. A new agreement outlining the conditions must be signed by the youth, caseworker and approved by the Director, Service Delivery or designate. It should be recognized that as part of the developmental process, plans may be interrupted one or more times. The worker should actively continue to engage the youth in developing or returning to their plan.
 8. When the permanent committal of a Saskatchewan ward residing outside the province expires, the Director, Service Delivery or designate may enter into an extended care agreement when recommended by the authorities in the province in which the former ward resides. Saskatchewan Social Services is responsible for all maintenance, education and other related costs for wards and former wards living in other provinces. Where the Ministry is providing courtesy support to a ward from another jurisdiction at the request of that jurisdiction, services may be extended based on legal authority in the other jurisdiction. Financial support is the responsibility of the other jurisdiction. (See Chapter 11.13 Interprovincial Protocol)
 9. All wards that approach their 18th birthday should be informed, in writing, of the extended care provisions.

Section 3.9: Extension of Support for Former Wards

Practice Guidelines

- Children who are permanent or long term wards do not have the family supports that most children have.
- In today's society most families continue to provide some additional support for their children after they reach the age of maturity to help them with the move to independence. For children placed in the permanent or long term care of the Minister, the Minister has primary parenting responsibility and therefore needs to provide similar supports.
- Due to the difficulties they have experienced in their childhood, children and youth in care often have special needs that may require supports in addition to what other youth may require to help overcome these difficulties.
- Extension of support must be conducted as part of the policy on Preparing Youth for Independence, Chapter 3.8.
- Extension of support allows for continuity of care and planning by individuals who have an in-depth knowledge of the youth and their needs and are better able to help them achieve successful independence.
- The worker must take a proactive role in engaging the youth in entering into an agreement.
- If the former ward becomes married or is residing in a common law relationship, the circumstances should be reviewed as to what supports are still required.
- It must be recognized that as part of the developmental process youth may have difficulty meeting the terms of the agreement and may occasionally abandon their plans. The worker must make all reasonable efforts to help the youth achieve their goals. The worker must be open to entering into a new agreement at any time where a youth may have abandoned his/her plans but wishes to re-establish planning.

Section 3.10: Youth in Care Network**3.0 LONG TERM CARE****3.10 Youth in Care Network****Policy**

The Saskatchewan Youth in Care and Custody Network Inc. (SYICCN) supports the Ministry of Social Services' goals and objectives by helping young people in or from care and/or custody:

- address the stigma of being in care and/or custody;
- ensure that members are able to have a voice in their lives, in the community, and in services to children and youth in care;
- encourage youth to assume positive roles in their lives;
- advocate and educate for the rights and responsibilities of youth in care and/or custody.

All children and youth age 14 years or older must be advised of the existence of the Saskatchewan Youth in Care and Custody Network Inc. and provided with information as to how they may access the Network.

Children and youth must be provided with reasonable supports to facilitate their participation in the Network, both at the Local and Provincial levels.

Practice Guidelines

- Youth in Care and Custody Networks are autonomous organizations that exist at a national, provincial and local level throughout Canada. Caseworkers need to be familiar with the goals and objectives of the Youth in Care and Custody Network and support participation by children and youth in care.
- Children and youth in care must be provided with reasonable supports to contact the SYICCN.

Mandate

- The SYICCN is a non-profit organization that advocates and supports Youth, aged 14 to 24, in or from care/young offender systems. Located in Regina, the SYICCN is mandated to help set up local 'networks' throughout Saskatchewan and develop strategies that empower youth in and from the foster, residential, and custody systems.

Section 3.10: Youth in Care Network**Provincial**

- The SYICCN's purpose is to ensure that young people involved in government care are able to have a voice in their lives and in their community in order to make improvements to the services they receive. As a provincial organization the SYICCN is a valuable resource to those who work with young people, from government, other non-profit organizations, community, caregivers and the public. The Network addresses a wide range of topics, some of which include:
 - The stigma of being in Care and/or Custody
 - Leadership and Accountability
 - Rights and Responsibilities of youth in care and/or custody
 - Education and Employment
 - Positive examples of life "after care".
- For older children and youth who are moving towards independence, the Youth in Care and Custody Network can provide another source of ongoing personal contact and support while in care and upon leaving care.

Local

- Local Networks are where youth direct the outcomes they would like to achieve.
- Local Networks get together at different times throughout the year. This could be as much as every week to as little as once a month, depending on what the youth participants decide and how much support is offered through the service area they reside in. Local networks are youth run, with the help of adult support people and financial support from Ministry of Social Services service area offices. Each network's activities vary as it is up to the participants to decide what they want to do.

Adult Support

- Youth in Care Networks work best with a network of support built up around them. In Saskatchewan there have been several "core groups" of youth over the years. One factor that has contributed to their success has been adult support, both at the Local and Provincial Level. The role of adult support is to;
 - provide educational skills: Helps / teaches life and transitional skills;
 - provide resources for the Local, provides facilities, funds, transportation, assists with meetings, fundraising, conferences, and provide logistics (food, transportation) to facilitate same for youth;
 - facilitate to the ideas of Youth. Work with youth to give them a voice;
 - provide a positive Role Model;

Section 3.10: Youth in Care Network

- work towards an equal and mutual relationship between adult support role and youth;
 - share knowledge of Ministry programs, practices and policies, as well as working knowledge of other programs for youth;
 - identify and advocate for change pertaining to diversity and youth needs through appropriate means;
 - adult support persons are typically Ministry of Social Services staff from all areas of child welfare or Corrections, Public Safety and Policing staff.
- Consideration would be given to interested adults from the local community, who:
 - believe in and respect the expertise/voice of youth in care/custody;
 - have the support of their employer, the Ministry service area office and the Local;
 - have the energy and time available; and
 - have a vested interest in working WITH youth;
 - are willing to undergo both Criminal Records and Vulnerable Sector Checks.

Contact Information

SYICCN address: 510-2125 11th Ave. Regina, SK. S4P 3X3

Tel: 1-306-522-1533 Fax: 1-306-522-1507 Toll Free Youth Line: 1-888-528-8061

Web: www.syiccn.ca Email: info@syiccn.ca

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4.0 OUT-OF-HOME CARE RESOURCES

4.1 Introduction

Resources

The Ministry of Social Services provides a continuum of out-of-home care resources for children whose safety cannot be assured at home. The continuum of resources begins with the least intrusive out-of-home care, placement with a non-removal parent* extended family (alternate care), and ends with residential treatment where the level of specialty developed, through training, standards, involvement of Ministry staff and the child's need for treatment orientated interventions, is greatest.

(***Definition: Non-removal parent** - Where a child has been placed in the care of the Ministry due to safety threats in one parent's household, the term non-removal parent is used to describe the other parent for which there are no safety threats.)

When choosing an out-of-home resource for a child or youth, the caseworker will consider which resource best meets the child's assessed needs and make a referral to that resource following the referral procedure for the resource. Every out-of-home care resource has specific admission or approval criteria and can accept only children or youth whose needs match the skills, knowledge, client mix, treatment programs and supervision offered by the resource.

Out of Home Care Placement Referral / Caregiver Information Form

When making a referral request for an out of home placement for a child or youth, workers will complete the Out of Home Care Placement Referral/Caregiver Information Form (Chapter 12.4) and submit with the appropriate attached documents, through the service area's local placement matching process. This form is used for all types of placement requests, including Group Homes, Specialized Treatment Programs, FNCFS Agencies, foster homes and Alternate Care placements. This form will also be forwarded to the appropriate extended family caregiver, foster family, or group home resource for referral consideration.

Caseworkers can facilitate the referral process by providing information and documentation that indicates how the child and family meet the admission criteria for the out-of-home care resource. Caseworkers should also provide an individualized case plan indicating the treatment expected from the out-of-home care resource to ensure that in accepting a child, the resource is well aware of the length, level and intensity of services expected.

When matching a child's needs to an out-of-home resource, caseworkers need to consider which out-of-home care resource can provide the required treatment and is the least

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disruptive or intrusive to the child and family. Out-of-home care that is far from the family's home community or restricts the family's involvement in the care of their child in some other way should be avoided if at all possible.

Where it is in the child's best interest and it is safe to do so, **placement with a non-removal parent, extended family** or cultural community is the preferred option for out-of-home care.

A substantial number of children continue to be placed in **approved foster care**. Where extended family care is not available, foster care is usually the preferred option. The policies related to general foster care also apply to **specialized family based care** such as therapeutic foster care.

Group homes or **supervised room and board** placements may be more appropriate for older youth who are moving towards independence and where foster care is unlikely to meet their needs.

Group home facilities and private **residential treatment** may be required for children and youth in need of intensive therapeutic intervention that is beyond a family style setting.

Some youth in care may be in conflict with the law and sentenced to custody under the *Youth Criminal Justice Act*. Protocols are in place to ensure that the youth's care needs are met during their period of custody in accordance with *The Child and Family Services Act*, and to facilitate transitions between custody and care.

Not all children in the Ministry's care are living in the above resources. They may have returned to living with their families as a transition from care, be in independent living situations, or be placed for adoption.

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4.0 OUT-OF-HOME CARE RESOURCES

4.2 Residential Services for Children and Youth in Out-of-home Care

Policy

The Ministry of Social Services shall provide a range of residential services for children requiring out-of-home care to ensure that their needs may be matched to the appropriate out-of-home care resource.

Standards

- Resources should be based on common services, standards and payments to enhance continuity for children.
- Children should be placed as close to their families as possible, to facilitate contact and visitation as appropriate.
- Independent living arrangements shall only be considered for youth sixteen years of age and older.
- Caseworkers must:
 - consult with the child and family for their input regarding out-of-home care resources;
 - have an initial assessment of child's needs;
 - be familiar with services provided by out-of-home resources, including rules and treatment approaches;
 - follow established referral and assessment procedures for each resource;
 - provide all relevant documentation as outlined in the resources referral procedures;
 - maintain regular contact with the resource and child;
 - ensure there is an individualized care plan for each child;
 - review regular reports from out-of-home care resource where such reports are required;
 - use the least restrictive resource appropriate for the needs of the child;
 - ensure services and practices are consistent with Children's Services policy and practice, regardless of placement.
- Services by Community Based Organizations or individuals must be provided under written contract or agreement.

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4.0 OUT OF HOME CARE RESOURCES

4.3 Placement with Extended Family - Overview

Definition

Extended Family:

The term extended family is used throughout this section and is intended to be inclusive of relatives, members of the child's tribe or band, godparents, step-parents, or other adults who are important or significant in the child's life.

Overview

When it is determined that a child cannot remain safely with his or her own parents and the child's needs can best be met in a family setting, **placement with extended family or others significant to the child must be the first arrangement explored for the care and protection of the child.** When appropriately assessed, planned and supported, placement with extended family is the least disruptive form of out-of-home care for the child and parents.

If not initially placed with extended family, extended family placement opportunities must regularly be explored as part of the ongoing case planning for a child in care.

Case management services are available to extended family members, parents, children and youth in order to support and maintain the placement until long term permanent plans are in place or support from the Ministry is no longer required.

The gains children receive from being able to stay within their family, community and culture are such that every effort should be made to assist and support the extended family.

Caseworkers should keep in mind that considerable pre placement or post placement work may be required to prepare the child, parent and extended family for the impact (on everyone involved) of this significant change in the child's living or care arrangements.

Caseworkers may need to assist extended family by providing relevant information and training to assist the extended family to meet the child's needs.

Extended Family Placement Considerations and Planning:

The child's parents and where appropriate, the child, must be consulted regarding the placement with extended family or other persons who have a significant role in the child's or

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family's life. Joint planning and shared parenting should be undertaken to meet the child's needs, where safe and appropriate.

There are four types of placement with extended family (or significant others) that vary according to the legal authority to care for the child, the involvement of the child's parents, and the involvement of the Ministry. These are:

- Private arrangement
- Place of safety
- Alternate care
- Persons Having a Sufficient Interest (PSI)

A child may be placed with a non-removal parent as a place of safety it is deemed to be in the best interests of the child. (See Chapter 4.3.8: Placement with Non-removal Parent)

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4.0 OUT OF HOME CARE RESOURCES

4.3.1 Private Arrangement

Definition

Private Arrangement: An arrangement made by the child's family for the care of their child.

Policy

As an alternative to a child being placed in the care of the Minister, the child's family may, at any time, make a private arrangement with another caregiver.

Standards

- Prior to approving a private arrangement, a Criminal Record Check or Criminal Record Declaration for Caregivers must be completed for every adult living in the home (see "Procedures"). Where the proposed caregiver is a parent who has already been providing care and supervision for the child and for whom there are no protection concerns, a Self-Declaration or Criminal Record Check is not required. (See Chapter 4.3.8: Placement with Non-removal Parent.)
- Prior to approving a private arrangement, a Ministry Record Check (Linkin and ACI) must be completed for every adult living in the home to check for a child protection history that could place the child/youth at risk (see "Procedures").
- Prior to placement a caseworker must complete a home visit to ensure the home meets acceptable home safety and health standards. Any safety concerns must be reported to a Supervisor and the plan to address the safety concerns must be approved by the Supervisor.

Procedures

1. A Criminal Record Check or Criminal Record Declaration for Caregivers is completed for every adult living in the home to check for a criminal record that could place the child/youth at risk. Where the proposed caregiver is a parent who has already been providing care and supervision for the child and for whom there are no protection concerns, a Self-Declaration or Criminal Record Check is not required. (See Chapter 4.3.8: Placement with Non-removal Parent)

Note: As it can take some time for a Criminal Record Check to be completed by Police Services or RCMP, a Criminal Record Declaration for Caregivers form

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(Chapter 12.24) may be used until the Criminal Record Check is received by Social Services from extended family (see also Chapter 4.3).

2. Upon receiving a Criminal Record Check, a Note to File (Chapter 12.32 – Forms) is completed by the caseworker and the Criminal Record Check form is returned to the caregiver. **A criminal history which includes the following charges or convictions must be reviewed and signed by the Executive Director:**
 - Any criminal charge or conviction regarding a sexual assault;
 - Any criminal charge or conviction regarding a physical assault against a child;
 - Any homicide charge or conviction;
 - Any manslaughter charge or conviction.
3. If the placement occurs after hours by Mobile Crisis staff or Emergency Duty staff the Criminal Record Check or Self Declaration must be received by a caseworker within two working days.
4. A Ministry Record Check (Linkin or ACI) is completed for every adult living in the home.
5. If the placement occurs after hours by Mobile Crisis staff or Emergency Duty staff without access to ACI or the Linkin system, the Ministry Record Check must be completed by a caseworker the next working day.
6. Prior to placement, a caseworker must complete a home visit to ensure the home meets acceptable home safety and health standards appropriate to the community and needs of the individual child. The caseworker completes the Extended Family Home Safety Check form and places it on the child's file (see Chapter 12.25 - Forms).
7. If the placement occurs after hours by Mobile Crisis staff or Emergency Duty staff, the Extended Family Home Safety Check is completed by a caseworker within two working days.

Practice Guidelines

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Section 4.3.1: Private Arrangements

- Where it is determined that a child is in need of protection, the Ministry recognizes the parents' right to make private arrangements, where such arrangements would be in the child's best interest and would provide safety and continuity for the child.
- A private arrangement by the family for the care of the child should be the first option explored, prior to any placement.
- The Ministry should seek the consent of all parties to work with the Ministry to ensure protection concerns are addressed through the private placement.
- A Parental Services Agreement or Safety Plan should include the private arrangement care giver as part of the working contract between parents and the Ministry. The proposed caregiver in the private arrangement should sign the Parental Services Agreement or Safety Plan whenever possible.
- Where a child is in the care of the Minister and the parents have made a private arrangement for the child's care, an application under Section 39 to vary the order may be considered.
- If a formal legal arrangement is required, *The Children's Law Act* speaks to custody agreements between parents and other interested parties:
 - The agreement must be in writing and signed by the parties.
 - The parents may, by agreement, vary their status as joint legal custodians of the child,
 - The agreement can provide that another person is legal custodian and property guardian of the child for a specific period or for the duration of the child's minority.

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4.0 OUT OF HOME CARE RESOURCES

4.3.2 Place of Safety

Definition

Place of Safety:

The *Child and Family Services Act* defines "Place of Safety" as "a place or one of a class of places designated by a Director as a place of safety and may include a foster home, a hospital, or the home of an extended family member".

A Place of Safety may also include a non-removal parent, or the home of any person who has a close relationship with a child, such as a health care provider, child care provider, teacher, or other non-family member.

Policy

When a child is assessed to be in need of protection and their safety cannot be immediately ensured in the family home, an extended family member or other person who is willing and able to provide temporary and safe care may be approved as a Place of Safety for the child.

In circumstances where a child is removed from one parent's household, the non-removal parent may be designated as a "Place of Safety". (See Chapter 4.3.8: Placement with Non-removal Parent)

Standards

- **A Place of Safety must be approved by the Director, Out of Home Care or designate.**
- **A Place of Safety that is being approved on the basis of any exception to the outlined standards must be reviewed and approved by the Executive Director, Community Services.**
- Prior to placing a child in a Place of Safety, a Criminal Record Check or Criminal Record Declaration for Caregivers must be completed for every adult living in the home (see "Procedures").
- Prior to placement, a Ministry Record Check (Linkin and ACI) must be completed for every adult living in the home to check for a child protection history that could place the child/youth at risk (see "Procedures").

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- Prior to placement a caseworker must complete a home visit to ensure the home meets acceptable home safety and health standards (see "Procedures").
- A home safety assessment must be completed when the family moves to a new home and/or when there is significant change in the home that can impact the health and/or safety of individuals in the home. (See Chapter 4.4.3 for what defines 'significant change'.)

Procedures

1. The child in need of protection must be apprehended or an Agreement for Residential Services (Section 9 Agreement) signed by the custodial parent.
2. Extended family or other persons may be designated as a Place of Safety for **60 calendar days** (45 days for placement with a non-removal parent).
3. The **Place of Safety Designation** (Chapter 12.48) must be completed by a worker and approved by a Manager prior to or immediately following placement of the child (same working day).

Note: If the placement occurs after hours by Mobile Crisis staff or Emergency Duty staff the Place of Safety Designation must be completed by a caseworker the next working day.

4. A **Criminal Record Check** or **Criminal Record Declaration for Caregivers** (Chapter 12.24) is completed for every adult living in the home. If the placement occurs after hours by Mobile Crisis staff or Emergency Duty staff the Criminal Record Check or Self Declaration must be received by a caseworker the next working day. If the child is placed with a non-removal parent who has already been providing care and supervision to the child and there are no protection concerns, completion of a CRC or Self Declaration is not required (see Chapter 4.3.8: Placement with Non-removal Parent).

Note: As it can take some time for a Criminal Record Check to be completed by Police Services or RCMP, a **Criminal Record Declaration for Caregivers** (Chapter 12.24) may be used until the Criminal Record Check is received (see Chapter 4.3.3). The home study is not complete until the Criminal Record Check is received by the Ministry. The child may be placed in the home pending receipt of the Criminal Record Check and with approval of the Manager.

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5. Upon receiving a Criminal Record Check, a Note to File (Chapter 12.32) is completed by the caseworker and the Criminal Record Check form is returned to the caregiver. The Note to File will include all criminal convictions as indicated on the Criminal Record Check. **A criminal history which includes the following charges or convictions must be reviewed and signed by the Executive Director:**
 - Any criminal charge or conviction regarding a sexual assault;
 - Any criminal charge or conviction regarding a physical assault against a child;
 - Any homicide charge or conviction;
 - Any manslaughter charge or conviction.

6. With the caregivers' signed consent on the Place of Safety Designation form (Chapter 12.48), a **Ministry Record Check** (Linkin and ACI) is completed for every adult living in the home. For caregivers who have resided out of province, a **Child Welfare Record Declaration** form may be completed (Chapter 12.35 Child Welfare Record Declaration for Caregivers).

If the Place of Safety caregiver resides or has resided on reserve, the Ministry must contact the applicable First Nation Child and Family Services agency to request information regarding the caregivers which might impact the assessment.

Note: If the placement occurs after hours by Mobile Crisis staff or Emergency Duty staff without access to the Linkin or ACI system, the Ministry Record Check must be completed by a caseworker the next working day.

7. Prior to placement a caseworker must complete a home visit to ensure the home meets acceptable home safety and health standards. The caseworker completes the Home Safety Checklist included in the **Place of Safety Designation** form (Chapter 12.48).

Note: If the placement occurs after hours by Mobile Crisis staff or Emergency Duty staff, the Home Safety Checklist is completed by a caseworker the next working day.

8. At the time of placement or the next working day, the caseworker and caregiver will sign the **Place of Safety Caregiver Agreement** (Chapter 12.58). The caseworker will also provide the caregiver with a copy of the Ministry's policy **Discipline in Foster Homes and Extended Family Care** (Chapter 4.4.11) and if placing a child under the age of two years, the caseworker will provide the caregiver with a copy of the Ministry's **Safe Sleeping Practices** (Chapter 4.3.9).

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9. Maintenance payment from the Ministry is available if required (see Chapter 6.6). (This does not apply to non-removal parents who are designated as a "Place of Safety".)

Note: The caseworker may provide the caregiver with a Direct Deposit Authorization form in order to expedite payments (see Chapter 12.64).

10. Where the Ministry provides maintenance rate payments, the caseworker or Admin Aide submits an application for Children's Special Allowances once the child has been in placement for 30 days. The application form is available online at: <https://www.canada.ca/content/dam/cra-arc/migration/cra-arc/E/pbg/tf/rc64/rc64-fill-17e.pdf>.
11. Special needs payments may be considered as part of an approved case plan for the child (as outlined in Chapter 7, Special Needs). Babysitting and respite may also be provided (see Chapter 8 for babysitting and respite rates).
12. The child is nominated for Supplementary Health Coverage (ward coverage), using the web-based online health nomination process.
13. A Letter of Authorization (Chapter 12.7) is given to the Place of Safety provider when the Place of Safety Designation is completed and approved.
14. A Provider case is opened in Linkin and a paper caregiver file is opened.
15. An **Extended Family Assessment** / home study must be started within 30 days of the child's placement in a Place of Safety arrangement.
16. In circumstances where the child is placed with a non-removal parent, the **Non-Removal Parent Assessment** (Chapter 12.57) must be completed if it is known that the child will be with the non-removal parent as a Place of Safety longer than 45 days or the Ministry is recommending a court order pursuant to Section 37(1)(a) of *The Child and Family Services Act*.
17. Until the **Extended Family Assessment** / home study is completed and approved (including the Criminal Record Check received), the Place of Safety must be reviewed and extended every 60 calendar days with manager approval.

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4.0 OUT OF HOME CARE RESOURCES

4.3.3 Criminal Record Declaration for Caregivers Pending Completion of a Formal Criminal Record Check

Policy

When children are placed in an extended family home, and a Criminal Record Check has not been received, a **Criminal Record Declaration for Caregivers** form must be completed by all adult caregivers in the home and submitted to the Ministry of Social Services as an interim measure until the Criminal Record Check is received.

Procedures

- The **Criminal Record Declaration for Caregivers** form (Chapter 12.24) must be received prior to placement of a child with extended family.
- Where the child is placed with a non-removal parent who has already been providing care and supervision to the child and there are no protection concerns, completion of a Criminal Record Check or Declaration is not required (see Section 4.3.8: Placement with Non-removal Parent).
- The Declaration form is signed and dated by the adults in the home in the presence of a case worker.
- The case worker witnesses the signatures and signs and dates the forms.

If there is no self-declared criminal record:

- The Declaration form(s) are placed on the caregiver file.

If there is a self-declared criminal record:

- The caseworker and/or supervisor will discuss the record with the applicants to determine the circumstances and obtain additional information.
- The supervisor will pass the information to the Director or designate for review.

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- **A criminal history which includes the following charges or convictions must be reviewed and signed by the Executive Director:**
 - Any criminal charge or conviction regarding a sexual assault;
 - Any criminal charge or conviction regarding a physical assault against a child;
 - Any homicide charge or conviction;
 - Any manslaughter charge or conviction.

Practice Guidelines

Consideration when reviewing a self- declared criminal record for a Place of Safety/extended family placement include:

- The nature of the offence and its relevance to the care of children - serious consideration must be given to any convictions or charges involving violent physical aggression, drug/alcohol, or offences of a sexual nature;
- When the offence occurred, the number of convictions, and the amount of time between offences and reoccurrences;
- Steps the caregiver has taken to rehabilitate or prevent reoccurrence.

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4.0 OUT OF HOME CARE RESOURCES

4.3.4 Alternate Care Provider

Definition

Alternate Care:

Alternate Care is a term used by the Ministry to describe children in the care of the Minister who are placed with extended family or another person who has a close relationship to the child. The intent is to provide an alternative to foster care.

The term "Alternate Care" does not apply to "Persons Having a Sufficient Interest" who have been granted custody under Section 37 (1) (b), however, an Alternate Care Provider may attend court to seek a Person of Sufficient Interest designation (following an initial placement period of at least six months) and eventual custody of the child (see Section 4.3.5 for information on Persons of Sufficient Interest orders).

Policy

When a child is in the care of the Minister and it is determined that there is an extended family member or other person who has a relationship with the child who is willing and able to provide temporary and safe care for the child, the Service Manager may approve the extended family member or other person as an Alternate Care placement for the child.

Standards

- Prior to approval of an Alternate Caregiver, a **Criminal Record Check** or **Criminal Record Declaration for Caregivers** must be completed for every adult living in the home (see "Procedures").
- Prior to approval, a Ministry record check (Linkin and ACI) must be completed for every adult living in the home to check for a child protection history that could place the child/youth at risk (see "Procedures").
- Prior to approval, a caseworker must complete a home visit to ensure the home meets acceptable home safety and health standards (see "Procedures"). Any safety concerns must be reported to a Supervisor and the plan to address the safety concerns must be approved by the Supervisor.
- The caseworker and caregiver must sign the "Extended Family Agreement for Services – Alternate Care" (Chapter 12.44).

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- **The case plan will include contact between the extended family, parents, child and the caseworker. At a minimum Children's Services contact and case management standards apply as the child is in the care of the Minister.**
- Each year, the caseworker completes an Annual Review with the child and family (see "Procedures"). At the time of the Annual Review, a new "Extended Family Agreement for Services" will be signed.
- A home safety assessment must also be completed when the family moves to a new home and/or when there is significant change in the home that can impact the health and/or safety of individuals in the home. (See Chapter 4.4.3 for what defines 'significant change')

Procedures

1. A **Criminal Record Check** or **Criminal Record Declaration for Caregivers** (Chapter 12.24) is required for every adult living in the home.

Note: A Criminal Record Check which was completed for a Place of Safety approval must be updated if older than six months.

2. Upon receiving a Criminal Record Check, a Note to File (see Chapter 12.32 – Forms) is completed by the caseworker and the Criminal Record Check form is returned to the caregiver. The Note to File includes all criminal convictions as shown on the Criminal record.

A criminal history which includes the following charges or convictions must be reviewed and signed by the Executive Director:

- Any criminal charge or conviction regarding a sexual assault;
 - Any criminal charge or conviction regarding a physical assault against a child;
 - Any homicide charge or conviction;
 - Any manslaughter charge or conviction.
3. A Ministry Record Check (Linkin and ACI) is required for every adult living in the home (with caregivers' signed consent as per Alternate Care/Person of Sufficient Interest Application). For caregivers who have previously resided out of Saskatchewan, a **Child Welfare Record Declaration** (Chapter 12.35) is to be completed pending results from other jurisdictions.

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4. Prior to approval a caseworker must complete a home visit to ensure the home meets acceptable home safety and health standards appropriate to the community and needs of the individual child. The caseworker completes the Extended Family Home Safety Check (see Chapter 12.25 – Forms) and places it on the caregiver's file.
5. An Extended Family Assessment (see Chapter 12.27) must be completed within 60 calendar days of a child in the care of the Minister being placed with extended family, or as soon as required documentation is received (see Chapter 4.3.6 – Extended family Assessment). References provided on the application form will be contacted as part of the assessment process, Information from references is to be documented in Linkin contact logs and not included in the Extended Family Assessment.

Note: An updated Extended Family Assessment must be completed whenever there is a significant change in the household, i.e. new adult residents or children in the home, the family relocates to a new home, employment responsibilities change, etc.

6. The Ministry and caregiver sign an "Extended Family Agreement for Services – Alternate Care" (Chapter 12.44). Each year, a new Agreement for Services will be signed with the caregiver at the time of the Annual Review.
7. Annual Review: The purpose of the annual review is to support the child's placement with extended family by reviewing the child's and caregivers' needs, and any changes in circumstances.

The first Annual Review is due one year from the date of the child's placement. Any changes in needs or services will be documented on the Annual Review form (Chapter 12.46) and the child's ongoing case in Linkin. A copy will be placed on the child's file and the caregiver file.

In the case of a foster family who is a designated Alternate Care provider, the Annual Review will focus on the child's progress in the home and the caregiver's ability to meet the child's needs. A Foster Family Annual Review / Family Development Plan will be completed by the family's Resources Worker, who will complete the home safety check and criminal record self- declarations.

8. Maintenance payment rate is available if required. (See Chapter 6.6)
9. Where the Ministry provides maintenance rate payments, the caseworker or Admin Aide ensures that an application for Children's Special Allowances has been made. The application form is available online at: <https://www.canada.ca/content/dam/cra-arc/migration/cra-arc/E/pbg/tf/rc64/rc64-fill-17e.pdf>.

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10. Special needs payments are provided as part of an approved case plan for the child (as outlined in Chapter 7, Special Needs). Supports to the caregiver are provided as required, e.g. babysitting, respite, and training (see Chapter 8 for babysitting and respite rates).
11. The child is nominated for Supplementary Health Coverage, using the web-based online Health Nomination Process.

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Section 4.3.5: Person Having a Sufficient Interest in a Child

4.0 OUT OF HOME CARE RESOURCES

4.3.5 Person Having a Sufficient Interest in a Child

Definitions

Person Having a Sufficient Interest: Someone who is designated by the court as a "Person Having a Sufficient Interest." This designation may include extended family, the Chief of a Band or designate where a child is a status Indian, or "any other person who is not a parent of the child but who, in the opinion of the court, has a close connection with a child."

Time limited PSI order: The child is in the custody of the PSI caregiver and the intent is that the child will return to their parents. The Ministry remains involved to provide child protection services to the child, child's family and extended family (PSI). Case management services and contact standards conform to child protection standards.

Indefinite PSI Order: The child is in the custody of the Person Having a Sufficient Interest indefinitely. The Ministry remains involved where the PSI caregiver requires ongoing financial support, special needs, or case management services to support the placement. Case management services and contact are offered on a voluntary or mutually agreed upon basis.

Policy

When a child is in the care of the Minister and has been placed for at least six months with an extended family member or other person who has a relationship with the child, and the placement is assessed as safe and stable, the caseworker may recommend that the child be placed in the court ordered custody of the Person of Sufficient Interest for an indefinite period of time.

Standards

- The caseworker must provide the family with the information brochure "A Guide to Being a Person of Sufficient Interest Caregiver" available on line at: <http://publications.gov.sk.ca/documents/17/79873-PSI-caregiver-FAM-16.pdf> and ensure that they understand the meaning of "Person of Sufficient Interest" and court ordered custody. (This brochure is also available in stockrooms.)
- The caregiver and all adults in the home must sign a **Criminal Record Declaration for Caregivers** (Chapter 12.24) form annually. (A Criminal Record Check will have been completed at the time of approval of the home, however, any new adults residing in the home must complete a CRC – see Procedures).

Section 4.3.5: Person Having a Sufficient Interest in a Child

- The caseworker and caregiver must sign the “Extended Family Support Agreement – Person of Sufficient Interest”.
- **A plan will be established that includes the frequency of contact between the extended family, parents, child and the caseworker. This plan will be incorporated into the Extended Family Support Agreement.**
- The caseworker will ensure that the family has the required supports to care for the child and provide for any special needs.
- Each year, the caseworker completes an Annual Review with the child and family (see “Procedures”). At the time of the Annual Review, a new “Extended Family Support Agreement” is signed.

Procedures

1. Maintenance rate payment is continued at the rate specified for Extended Family care (see Chapter 6.6).
2. Where the Ministry provides maintenance rate payments, the caseworker or Admin Aide ensures that Children's Special Allowances is being received by the Ministry.
3. The child is nominated for Person of Sufficient Interest Supplementary Health Coverage, using the web-based online Health Nomination Process (the health nomination will change from ward coverage to Person of Sufficient Interest coverage).
4. Special needs payments may be provided as part of the approved case plan for the child (see Chapter 7- Special Needs).
5. Supports to the caregiver are provided as required, e.g. babysitting, respite and training as per the case plan (see Chapter 8 for babysitting and respite rates).
6. The Ministry and caregiver sign an “Extended Family Support Agreement - Person of Sufficient Interest” (Chapter 12.45). Each year, a new Support Agreement will be signed with the caregiver at the time of the Annual Review.
7. Annual Review: The purpose of the Annual Review is to support the child's placement with extended family by reviewing the child's and caregivers' needs, and any changes in circumstances.

The first Annual Review is due one year from the date of the child's placement. The caseworker should make every effort to see the child at the time of the Annual Review. Any changes in needs or services will be documented on the Annual Review form (Chapter 12.46) and the child's ongoing case in Linkin.

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Section 4.3.5: Person Having a Sufficient Interest in a Child

In the case of a foster family who is a designated Person of Sufficient Interest and has been granted custody of a child, the Annual Review will focus on the child's progress in the home and the caregiver's ability to meet the child's needs. A Foster Family Annual Review / Family Development Plan will be completed by the family's Resources Worker and will include criminal record self- declarations and home safety checks.

8. Upon receiving a Criminal Record Check from any new adults residing in the home at the time of Annual Review, a Note to File (Chapter 12.32) is completed by the caseworker and the Criminal Record Check form is returned to the individual. The Note to File includes all criminal convictions as shown on the Criminal record.

A criminal history which includes the following charges or convictions must be reviewed and signed by the Executive Director:

- Any criminal charge or conviction regarding a sexual assault;
 - Any criminal charge or conviction regarding a physical assault against a child;
 - Any homicide charge or conviction;
 - Any manslaughter charge or conviction.
9. A home safety assessment must also be completed when the family moves to a new home and/or when there is significant change in the home that can impact the health and/or safety of individuals in the home. (See Chapter 4.4.3 for what defines 'significant change')

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4.0 OUT OF HOME CARE RESOURCES

4.3.6 Extended Family Assessment

Preamble

Extended Family Assessment is an opportunity for the caseworker, family and extended family to discuss the goals of extended family care:

- the child will be protected and nurtured;
- the child's developmental needs will be met and delays will be addressed;
- the child will maintain connections to important people in their birth family;
- the child will have a life-long connection to a family; and
- the child's caregivers will be able to work cooperatively with the ministry and community resources.

Becoming the full time or part time caregiver of a child will have an impact on the extended family and that impact should be fully explored. Assessment must take into consideration the higher level of complexity of the interfamilial relationship between extended family caregivers, birth parents and the child in need of protection.

Policy

An Extended Family Assessment must be completed for all families providing care in Person of Sufficient Interest or Alternate Care placements.

The Extended Family Assessment is not used for placements with a non-removal parent. (See Section 4.3.8: Placement with Non-removal Parent)

Standards

- An Extended Family Assessment must be completed and approved for each child/sibling group in the home.
- The assessment must be signed by the extended family caregivers, case worker and supervisor and placed on the caregiver's file.
- The assessment must be completed within 60 calendar days of the child being placed in the home, or as soon as all required documentation, including criminal record checks and reference checks, is received.

Note: See Chapter 12.27 - "Forms" for Extended Family Assessment Outline and Extended Family Assessment Approval Check List.

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Practice Guidelines

Beyond the extended family's ability to provide safe care for the child, caseworkers need to discuss and assess:

- The family's shared history - has it had a positive or negative influence on relationships? (A genogram may be helpful.)
- As the child's parent and extended family are more likely to be involved with each other in the future, what will that ongoing relationship be like?
- Will the extended family, parents and other family be able to work together to ensure the child's needs for safety, permanence and well-being?
- Does the extended family have a comprehensive understanding of the child's needs in terms of experiencing trauma, neglect and separation?
- What is the nature of the relationship between the child and the extended family?
- Does the extended family have realistic expectations of the child and their role as caregiver?
- Does the extended family understand loss and grief in terms of: possible loss of friends, loss of financial security, interruption of life cycle, loss of free time, space, privacy, loss of role (i.e., with son/daughter and grandchild)?
- Is the extended family able to manage difficult behaviors and deal with anger and split loyalties?
- Does the extended family have a reasonable understanding and acceptance of child/youth development and a demonstrated ability to develop age appropriate relationships with children? Can they provide guidance, support and supervision consistent with the age and needs of the child/youth?
- Does the extended family have flexibility in time and commitments to respond to emerging situations related to the child/youth, e.g. illness, emotional support, school issues?
- Is the extended family willing to work in cooperation with the Ministry and inform the child's caseworker of changes, incidents and concerns?
- Is the extended family aware of all of the placement and permanency options available for the child?

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- Is the extended family aware of the services and limitations of services from the Ministry?

Use of Alcohol and Drugs:

- If it is reported or suspected that one of the extended family members in the home has been addicted to alcohol or drugs:
- Address the issue openly with the individual concerned;
- Assess how the family copes with the issue;
- Determine if treatment was sought and request signed consent to consult with the family physician;
- Determine the length of time since abstinence or sobriety was achieved (a period of at least two years sobriety is generally an indicator of recovery);
- Determine the adjustment the family has made, i.e. is there ongoing involvement with support systems, what is the family members' degree of understanding and acceptance?
- Assess how the addiction issues may impact on the family's ability to provide care to children.

Challenges for Extended Family Caregivers:

In North America many extended family caregivers are grandmothers who are often older, single and from a minority group. Older siblings also become caregivers and may have underdeveloped parenting skills. In child welfare situations the children that come into extended family care are vulnerable and require exceptional parenting skills.

Extended family may also have limited knowledge about the child welfare system. They may be concerned about opening their homes to scrutiny and fear they will be judged inadequate to care for the child. They may also fear becoming involved in a legal dispute with their children, the child's birth parents. They may have little information about the supports available or required for themselves, the birth parents or the child.

When extended families become caregivers for a relative child there is a loss of the traditional grandparent or sibling role. While extended family may have been reluctant to interfere with their daughter/son's parenting, this changes when extended family becomes responsible for the full time care of a grandchild/niece or nephew. There can be high levels of anger, resentment and guilt associated with this change in role and responsibilities.

Where child protection concerns are related to mental health, addictions, family violence or abuse and neglect issues, the extended family may find it difficult to set boundaries around their daughter/son's relationship with the child and themselves; for example: being responsible for supervising visits between the child and the birth parents. Extended families therefore require supportive services that focus on intra familial relationships.

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4.0 OUT- OF- HOME CARE RESOURCES

4.3.7 File Administration for Extended Family Caregivers

Policy

All Alternate Care and Person of Sufficient Interest (PSI) and Place of Safety caregivers will be registered (enrolled) as Providers on the Linkin system and a paper file opened to store information pertaining to the caregiver.

Procedures

1. Extended Family Caregivers will be enrolled as Providers on the Linkin system with the Extended Family category. (See Ch. 4.3.8 regarding procedures for enrolling non-removal parents as "Place of Safety" providers in Linkin)
2. The Extended Family Provider category enrolment in Linkin will specify the Provider's "Type of Service" offered. Type of Service may be Alternate Care, Person of Sufficient Interest or Place of Safety.

Note: Please refer to the Linkin On-line Training Manual for complete instructions on the process to enrol Providers in the Linkin system.

3. Alternate Care, Person of Sufficient Interest and Place of Safety caregiver paper files will be used to keep a record of:
 - Extended Family Home Safety Check;
 - Extended Family Assessment;
 - Criminal Record Check - Note to File;
 - Self-declarations;
 - Contact records;
 - Payment information;
 - Annual Review contact records;
 - Contact records for approval of basic and special needs and
 - Any other correspondence directly related to the caregiver.

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Section 4.3.8: Placement with Non-Removal Parent

4.0 OUT OF HOME CARE RESOURCES

4.3.8 Placement with Non-Removal Parent

Definitions

Parent:

For purpose of this policy, a "parent" means:

- The father or mother of a child, whether born within or outside of marriage; or
- The father or mother of a child by adoption.

Non-removal parent:

Where a child has been placed in the care of the Ministry due to safety threats in one parent's household, the term non-removal parent is used to describe the other parent for which there are no safety threats

Household:

A household is all persons who have significant in-home contact with the child, including those who have a familial or intimate relationship with any person in the home. When a child's parents do not live together and both parents provide care and supervision for the child, the child is considered to be a member of both households.

Overview

A child who is apprehended may be placed with a non-removal parent as a place of safety until a disposition from the court is granted or an agreement with the parents can be reached.

The child may be a member of both parent's households and, therefore, have an established attachment/relationship with the non-removal parent. When appropriately assessed, planned and supported, placement with the non-removal parent may be the least disruptive placement for the child.

There may be circumstances where the child is not a member of the non-removal parent's household because the parent does not provide care and supervision to the child. As well as assessing child safety, the caseworker should take extra caution to determine whether or not to place the child immediately. Careful assessment of the parent's motivation and commitment to the child, the nature of the relationship between the parents and the ability of the non-removal parent to support reunification efforts and case planning is important.

Where a child is already in care under a temporary order and it is deemed to be in the child's best interest, the Ministry may recommend the court vary the order and grant an order giving custody to the non-removal parent pursuant to Section 37 (1) (a) of *The Child*

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and Family Services Act. In these circumstances, the child should not be placed with the parent until a *Non-removal Parent Assessment* is completed and an order is granted placing the child in the custody of the non-removal parent.

Recommendations for a court order under Section 37(1)(a) should be time limited unless reunification with the removal parent is no longer possible.

Procedures

Immediate Placement with Non-removal Parent:

Private Arrangement

- Safety Planning with a parent as an alternative to apprehension may include a private arrangement for care of the child with the other parent who is not subject to allegations of child maltreatment.
- Where the child is already a member of both households, the procedures for approval of the private arrangement requires a safety plan that is agreed upon, completed and signed by both parents.
- Where the child has **not** been a member of the other parent's household, the approval of the private arrangement includes an agreed upon safety plan that is signed by both parents, a criminal record check or **Criminal Record Declaration for Caregivers** (Chapter 12.24), a home visit to assess home safety and a Ministry Record Check as outlined in Chapter 4.3.1: Private Arrangement.

Non-removal Parent as a Place of Safety:

Where a child is apprehended and is to be placed with a non-removal parent, the following procedures apply:

- A *Place of Safety* assessment of the non-removal parent's household will be completed as outlined in Section 4.3.2: Place of Safety.
- In circumstances where the non-removal parent already provides care and supervision to the child and the child is a member of both households, the completion of a criminal record check/self-declaration is **not** required as part of the *Place of Safety* assessment.
- In circumstances where the non-removal parent does **not** provide care and supervision to the child and involvement has been minimal, a place of safety assessment including a criminal record/self-declaration is required. (See Policy 4.3.3: Criminal Record Declaration for Caregivers Pending Completion of Formal

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Criminal Record Check)

- The *Place of Safety Designation* form (Chapter 12.48) must be approved by a Director, Service Delivery or designate.
- A *Non-removal Parent Assessment* must be completed when the child is going to remain in the non-removal parent's home as a place of safety longer than 45 days. The assessment must be completed prior to court when the Ministry is recommending an order pursuant to Section 37(1)(a) of *The CFSA*. (See Chapter 12.49, Forms: Non-Removal Parent Assessment)
- Until such time that the court issues an order or an agreement with the parents has been reached and the child returned, the *Place of Safety* may be extended. Re-approval of the Place of Safety must occur every 60 calendar days.
- Child in care contact standards and completion of the SDM® Child Strengths and Needs Assessment at 45 days apply to children who are on apprehended status and in a "Place of Safety".
- Completion of a Child Assessment and Developmental Plan is not required for children who are apprehended and placed with the non-removal parent as a "place of safety". There may be unique circumstances where a child is in a non-removal parent place of safety for 120 days, at which time the CADP will be required.

Non-immediate placement of a Child in Care with Non-removal Parent:

Where a child is in care under a temporary order and placement with the non-removal parent is considered, the following procedures apply:

- A *Non-removal Parent Assessment* will be completed. (Chapter 12.48)
- Where placement of the child with the non-removal parent is deemed to be safe, in the child's best interests and approved by the Service Director, Service Delivery or Designate, the caseworker will apply to court have the temporary order varied.
- Where an order placing the child in the custody of the non-removal parent pursuant to Section 37 (1)(a) is issued, placement of the child may occur. These orders should be time limited if reunification with the removal parent is still possible and considered to be in the best interest of the child.
- Where the parents have agreed to vary their custody or access rights in the best interests of the child, application under Section 39 to vary or terminate the order may be considered in order to return the child; or

Section 4.3.8: Placement with Non-Removal Parent

- The parents may wish to vary their rights to custody or access through a formal legal arrangement. *The Children's Law Act* speaks to custody agreements between parents:
 - The agreement must be in writing and signed by the parents.
 - The parents may, by agreement, vary or restrict their right to custody or access.
 - The agreement can provide that one parent is legal custodian and property guardian of the child for a specific period or for the duration of the child's minority.
 - The agreement must address any unresolved safety threats to the child.

The following chart outlines the assessment requirements for immediate and non-immediate placement of a child in care with a non-removal parent.

Note – If a non-removal parent already provides care and supervision for the child, the child is considered to be a member of that household.

<u>Immediate Placement with non-removal parent upon apprehension</u>	
Child is a member of the non-removal parent household	Child is not a member of the non-removal parent household
1. Place of Safety Assessment as per Section 4.3.2: Place of Safety. (does not include criminal record/self-declaration)	1. Place of Safety Assessment as per Section 4.3.2: Place of Safety. (includes criminal record/self-declaration)
Designation of Place of Safety approved by Director/Designate and re-approval every 60 days.	Designation of Place of Safety approved by Director/Designate and re-approval every 60 days.
2. The <i>Non-removal Parent Assessment</i> must be completed if the Ministry is recommending a court order pursuant to Section 37(1)(a) and the child is expected to be in the home as a place of safety longer than 45 days.	2. The <i>Non-removal Parent Assessment</i> must be completed if the Ministry is recommending a court order pursuant to Section 37(1)(a) and the child is expected to be in the home as a place of safety longer than 45 days.
<u>Non-immediate placement of child with Non-removal Parent</u>	
Child is a member of the non-removal parent household	Child is not a member of the non-removal parent household
1. <i>Non-removal Parent Assessment</i> (temporary order must be varied by the court prior to placement of the child)	1. <i>Non-removal Parent Assessment</i> (including criminal record/self-declaration) (temporary order must be varied by the court prior to placement of the child)
Supervisory Approval	Supervisory Approval

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File Administration for Placement with Non-removal Parent

1. Where a child is in the care of the Ministry and placed with a non-removal parent, the caseworker will use the Placement Type of "Non-removal Parent" in Linkin. Non-removal parents are not enrolled as Providers in Linkin.
2. Place of Safety caregiver paper files will be used to keep a record of:
 - a. Place of Safety Designation;
 - b. Non-removal Parent Assessment;
 - c. Criminal Record Check - Note to File;
 - d. Self-declarations;
 - e. Contact Records;
 - f. Payment information;
 - g. Any other correspondence directly related to the non-removal parent.
3. **Maintenance payments will not be provided to placements with non-removal parents.**
4. Certain Expenditures may be made to provide for emergency needs such as food, clothing and other basic needs that are identified through case planning. These expenditures may be provided through requisitions.
5. The child is nominated for Supplementary Health coverage, using the web-based only Health Nomination Process. The caseworker should provide the non-removal parent with the child's health number.
6. The caseworker will not apply for the Children's Special Allowance when a child in care is placed with a non-removal parent as a place of safety. The non-removal parent can apply for the Child Tax Benefit (CTB). The caseworker should provide a letter to the parent confirming the child is residing with them and the Ministry is not making maintenance payments. The parent can attach this to their CTB application form.

Practice Guidelines

- Where the Ministry's ongoing attempts to work with the removal parent do not result in a reduction in safety threats or risk, the caseworker may consider recommending an order pursuant to Section 37 (1)(a) placing the child in the custody of the non-removal parent. Alternatively, either parent may seek legal counsel with respect to their custody or access arrangement.
- The court may make an order pursuant to Section 37 (1)(a) and may impose any terms and conditions that the court considers appropriate, including provision

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respecting access pursuant to Section 37(5).

- The decision to discontinue child protection services to a removal parent should not be based solely on the existence of an order placing the child in the custody of the non-removal parent. Reunification services should continue until it is determined that reunification is not likely and not in the best interests of the child. (See Chapter 4.9: Permanency Planning and Time Limited Services)

References

- **Child Protection Services Manual - Chapter 2.7: Investigations Involving Parents in Separate Households**
- **Child Protection Services Manual – Chapter 4.9: Permanency Planning and Time Limited Services**
- **Children's Services Manual – Chapter 4.3.1: Private Arrangement**
- **Children's Services Manual – Chapter 4.3.2: Place of Safety**
- **Children's Services Manual – Chapter 4.3.3: Criminal Record Declaration for Caregivers Pending Completion of a Formal Record Check**
- **Children's Services Manual – Chapter 12: Forms**

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4.0 OUT OF HOME CARE RESOURCES

4.3.9 Safe Sleeping Practices – Information for Caregivers

Creating a Safe Sleep Environment for a Baby

Good sleep habits are important to a baby's physical health and emotional well-being. Creating a safe sleep environment for a baby will lower the risk of injury and sudden infant death syndrome (SIDS), which occurs when an otherwise healthy baby dies suddenly and unexpectedly while sleeping. With SIDS, there is no known cause, even after a full investigation, including an autopsy.

Starting from birth, and for the first year of life, place a baby to sleep on his/her back at night time and for naps. Do not use sleep positioners or rolled up blankets to keep the baby on his/her back. These items can cause a baby to suffocate. When the baby can turn over on their own, the caregiver does not need to return the baby to the back position.

Use a firm, flat surface for sleep. Waterbeds, air mattresses, pillows, couches/sofas or soft materials are **not** safe sleep surfaces for babies. Babies can turn onto their side or stomach and bury their face in these soft materials, not getting enough air to breathe. Car seats and infant carriers should not replace the crib for your baby's sleep.

Keep soft materials out of the baby's sleep environment. Items that should not be in the crib include quilts, comforters, bumper pads, stuffed animals, pillows and other pillow-like items.

Make sure the baby is not too warm. Instead of a blanket, use light sleeping clothing for your baby such as a one-piece sleeper, if the room is cool.

Keep the baby away from cigarette smoke. Babies whose mothers smoked while pregnant, and babies who are exposed to smoke after birth, are at increased risk of SIDS.

Bed Sharing or Co-Sleeping

Bed sharing or co-sleeping means a caregiver sleeps on the same surface with an infant (usually one year of age and under). Adult beds are not designed with infant safety in mind, which is why they are not the safest place for babies to sleep.

- A baby can become trapped in a space between the mattress and the wall, or between the mattress and the bed frame.
- A baby can fall off a bed.
- An adult or an older child can roll over and suffocate a baby.
- Soft bedding, such as comforters or duvets, can cover a baby's head and cause overheating or suffocation. Babies who get their head covered during sleep are at increased risk of SIDS.
- Co-sleeper products (infant bed that attaches to an adult bed) are not recommended by Health Canada.

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The risks of co-sleeping increase significantly when a caregiver:

- has had alcohol to drink;
- has taken any drugs (legal or illegal) that could make them groggy;
- is extremely tired or very sick.

Never lie down or sleep with a baby on a couch, sofa or armchair. Do not let a baby sleep alone, or with another person, on a couch, sofa or armchair. A baby can become trapped down the sides or in the cushions and suffocate.

Do not allow a baby to sleep with older siblings as they are not always fully aware of where they are positioned and in deep sleep may not realize they have rolled on the baby or moved blankets into a position that may cause the baby to suffocate.

Do not allow pets to sleep with infants and toddlers.

Car seats, play pens and portable cribs should not be used for long term sleeping use for infants and toddlers. The infant should be removed and placed in appropriate sleeping accommodations.

The safest place for a baby to sleep is in a crib close to the caregiver's bed.

References: Canadian Pediatric Society, Caring for Kids, June 2010, Health Canada, and Saskatchewan Prevention Institute.

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4.0 OUT-OF-HOME CARE RESOURCES

4.4 Foster Care

Definition

Part I, Section 2(1)(j) of *The Child and Family Services Act* states:

"foster care services" means the provision of residential services to a child by and in the home of a person who is:

- (i) approved by the director to care for the child; and
- (ii) not the child's parent or a person with whom the child has been placed for adoption.

Introduction

Foster care homes accommodate the majority of the children in care and, as such, have a unique connection with the Children's Services Program. Foster care may be provided as a short term support or a long term placement for the child and family.

A family environment is considered the most beneficial and desirable for children. The objective of foster care is to provide the child with a family environment to facilitate child development. Foster care strives to create an environment which promotes positive relationships between the caregiver, child and child's family. Foster care placements are used to facilitate family reunification plans where safe to do so and to encourage as much contact as possible between the child and his or her family.

Many of the children who are placed in foster care are First Nations or Métis. Their culture, language, religion, and values must be respected and safeguarded. Aboriginal children are best cared for within their own cultural community. Every effort must be made to place Aboriginal children with an extended family member or member of his or her Band, Tribe or other Aboriginal family. Where this is not possible, a non-aboriginal foster care home may be used but every attempt for aboriginal children to participate in activities related to their culture, language, religion, and values must be made. In these cases children should be placed as close to their family home as possible and a high level of family contact planned.

In Saskatchewan all Ministry approved foster care homes are members of the Saskatchewan Foster Families Association (SFFA). The SFFA was established in 1974. It provides support to foster families and addresses issues with the Ministry that concern all foster families. The Ministry provides funding to SFFA to support a provincial office and local associations across the province. The SFFA provides a primary avenue for communication between the Ministry and all foster families.

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The Ministry and the SFFA work closely to address issues of mutual concern, and undertake joint work in a number of areas such as training, policy development, and recognition of foster families.

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4.0 OUT-OF-HOME CARE RESOURCES

4.4.1 Approval of Foster Homes – In-Home Assessments

Policy

The Ministry shall follow a mutual family assessment/home study and approval process that assesses the applicants' ability, skill and willingness to work in partnership with the Ministry and children's families to ensure the safety and best interests of a child placed in their care.

Approval of any person wishing to become a foster parent must be based on ability to provide care for a child, as assessed according to the following five Core competencies identified in the PRIDE (Parent Resources for Information, Development and Education) model of practice:

1. Protecting and nurturing children;
2. Meeting children's developmental needs and addressing developmental delays;
3. Supporting relationships between children and their families;
4. Connecting children to safe, nurturing relationships intended to last a lifetime; and
5. Working as a member of a professional team.

Approval Level:

- Foster homes must be approved by the caseworker's supervisor.
- **Any foster home that is being approved on the basis of any exception to the standards outlined below must be reviewed and signed by the Assistant Deputy Minister.**

Standards

- Background checks, including criminal record checks, reference checks, and Ministry record (Automated Client Index) checks must be conducted on each applicant and any other adult over age 18, including adult children, sharing living quarters with the applicants. (See Chapter 4.4.2 Approval of Foster Homes – Background Checks)
- A mutual family assessment / home study must be completed to assess:
 - ability of the applicant(s) to care for children;
 - safety and suitability of space in the home and surroundings;
 - age, number and special needs of children that are appropriate for the foster family.

If a foster home is approved on the basis of any exception to the outlined standards, the mutual family assessment/home study must be reviewed and signed by the Assistant Deputy Minister at the time of approval and on an annual basis.

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- Applicants must attend PRIDE pre-service training sessions. Observations from applicants' participation and response to training must form part of the mutual family assessment / home study. (For any applicants who are re-applying or re-locating to Saskatchewan from another jurisdiction and have previously attended PRIDE pre-service training, their situation must be carefully reviewed by the caseworker and supervisor to determine whether they must attend pre-service training again.)
- Applicants must provide a physician's report certifying that there are no health or physical conditions that would inhibit the family's ability to care for foster children. There should be no costs incurred as Saskatchewan Health does not allow physicians to charge a fee for this service.
- A copy of the approved mutual family assessment / home study report shall be provided to the foster parents.
- Upon approval of a foster home, an "Agreement for Foster Care Services" (Chapter 12.12) is signed by the foster family and caseworker. This agreement sets out the duties and responsibilities of the Ministry and the foster family in caring for children.

Procedures

Foster family assessment / home studies are conducted in conjunction with the pre-service training sessions and, in most cases, are completed during a three to four month time period. **Observations from training regarding understanding of material, acceptance of material, attitudes, abilities, and personal or family functioning must be addressed in the assessment / home study.**

The foster family assessment / home study report is a consolidation of information and insight obtained from interviews, medical reports, references and the applicants' participation in the pre-service training sessions.

The following procedures are to be followed for both new applicants and for individuals who had previously been approved and are reapplying to foster, as well as foster families who are re-locating to Saskatchewan from other jurisdictions. In the case of re-application, particular attention must be given to significant changes since the family was last approved.

1. When an inquiry about fostering is received, the individual is provided with an Information package containing:
 - Welcome letter (Chapter 12 "Forms")
 - Foster Care brochure
 - Saskatchewan Foster Families Association brochure

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- Criminal Record Check Information Sheet (Chapter 12 “Forms”)
2. The caseworker schedules an initial in-home consultation with the family as soon as possible to provide additional information about foster care services and to answer any questions they may have. An application form is provided at this time, if appropriate. (Chapter 12.28)
 3. A minimum of four in-home consultations are required to complete the mutual family assessment / home study. The in-home consultations must include the following:
 - Joint interview with applicants;
 - Individual interview with each applicant;
 - Interview with others who reside in the home: i.e. children and other adults (the applicants’ children may be interviewed separately from their parents only with parental consent);
 - If other persons are living on the premises, this must be explored with the applicants, i.e. interaction with children; how quality of care will be affected;
 - Final joint interview with applicants.
 4. The caseworker and family complete a family map (genogram) and community map (ecomap) together, as part of the mutual family assessment. Completing a genogram and ecomap can assist in engaging the applicants in the assessment / home study process. The analysis of the information provided during the completion of the genogram and ecomap provides key information about family relationships, roles, rules, hierarchy, flexibility, stressors and supports that are important in assessing the applicants’ potential for fostering. The genogram, ecomap and analysis are recorded in the mutual family assessment / home study report.
 5. During an in-home consultation the caseworker views the areas of the applicants’ home which would be available to foster children, including the proposed sleeping area(s) and the space used by children in the home.
 6. The applicants must demonstrate that the standards and guidelines relating to fire safety, hazardous products and general safety are met. The caseworker completes the Foster Home Safety Record at this time. (Chapter 12.11)
 7. The caseworker maintains a thorough and accurate account of all observations and information received during the mutual family assessment / home study. The mutual family assessment / home study report is completed using the standard format. (Chapter 12.33)

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8. When the mutual family assessment / home study is complete the caseworker discusses the report with the **supervisor** prior to reviewing with the applicants.
9. Should the caseworker receive any information from the applicant or other sources that raise concerns regarding the ability of the applicant to foster, the matter should be discussed with the **supervisor**. Following consultation with the supervisor, the caseworker shares the information with the applicant.
10. If the **applicants select out** or withdraw their application, the caseworker will send them a letter confirming this decision and the file will be closed.
11. If the **caseworker and supervisor determine that the applicants will not be approved**, the applicants will be advised personally and will be counseled out. The caseworker will send them a letter confirming this decision and the file will be closed.
12. If the caseworker and the family agree to selecting in and approval of the mutual family assessment / home study, all accompanying documents are submitted to the **supervisor**. If the supervisor is in agreement, the mutual family assessment / home study report is personally given to the applicants and reviewed with them. Amendments may be made to the report if justified and agreed upon.
13. If they are in agreement, the applicant(s) sign the mutual family assessment / home study report.
14. The caseworker submits the report to the **supervisor for final approval. The supervisor ensures that all information regarding the foster home and residents in the home is accurately entered into the Provider information in Linkin prior to final approval.**
15. A copy of the approved mutual family assessment / home study report is provided to the foster family with a letter formalizing approval of the home.
16. Upon approval, the Ministry and the foster family sign an "Agreement for Foster Care Services". A copy of the agreement is provided to the foster family and a copy is placed on the foster family file.
17. A copy of the letter of approval is sent to the Director, Out of Home Care, and with the foster family's signed consent (as per the Agreement for Foster Care Services) to the provincial Saskatchewan Foster Families Association.

Practice Guidelines

Evaluating Foster Applicants' Skills and Abilities

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The assessment of applicants through the mutual family assessment / home study and approval process is an educational and decision making responsibility shared by the caseworker and applicants. It provides applicants with an opportunity to learn about foster care services and make an informed decision about applying to become a foster family. It provides the caseworker with an assessment of the applicants' family system and level of family functioning.

Situations may arise where references, record checks or information obtained during pre-service training and the mutual family assessment / home study process present concerns about the skills or abilities of an applicant. The following are guidelines to assist in assessing potentially difficult issues.

1. Use of Alcohol and Drugs

If it is reported or suspected that one of the applicants or other resident in the home has been addicted to alcohol or drugs:

- Address the issue openly with the individual concerned;
- Assess how the family copes with the issue;
- Determine if treatment was sought and request signed consent to consult with the family physician;
- Determine the length of time since abstinence or sobriety was achieved (a period of at least two years sobriety is generally an indicator of recovery);
- Determine the adjustment the family has made, i.e. is there ongoing involvement with support systems, what is the family members' degree of understanding and acceptance?
- Assess how the addiction issues may impact on the family's ability to provide care to children.

2. Psychiatric and Emotional Difficulties

If it is reported or suspected that one of the applicants or other resident in the home, has or has had psychiatric or emotional difficulties:

- Determine the nature and cause of the difficulty and steps taken to overcome the difficulty;
- Request the individual's authorization to obtain reports from the doctor or agency involved regarding the diagnosis and treatment of the condition;
- Reports should be evaluated in relation to the present situation;
- An updated assessment may be requested in order to determine the applicant's current level of functioning;
- Determine if treatment is ongoing and if prescribed treatment is being followed;
- A sustained period of good health of at least two years following treatment is recommended;

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- The possible effect of fostering on the health of the applicants or other residents should be considered and discussed.

3. Marital Instability

If the applicants have or have had marital difficulties:

- Address the issue openly;
- Determine if counseling has been sought, and request signed consent to consult with the counselor;
- Request current assessment from the counselor if deemed necessary;
- Discuss the additional stress that fostering will place on the marriage and family;
- If the marital issues have resulted in extensive counseling or separation, it is recommended that a period of at least two years marital stability is demonstrated prior to approval of the home.

4. Disabilities (Mental or Physical)

If one of the applicants or other resident in the home has a mental or physical disability:

- Determine the nature and extent of the disability, prognosis, limitations and the individual's acceptance and adjustment to the condition;
- Request signed consent to consult with the family physician, specialist, psychiatrist or counselor and obtain a written report, if necessary;
- Determine the availability and quality of disability supports the individual has within the community; such as home help and respite / babysitters;
- Assess the extent to which the disability limits the capacity of the applicant to care for a child;
- Determine what compensating factors exist, e.g. availability and ability of the spouse to supplement the applicant's role.

5. Rigidity

If one of the applicants indicates inflexibility or intolerance:

- Address the issue openly;
- Determine the impact the rigidity may have on parenting; and
- Assess the applicant's motivation and willingness to accept the Ministry's discipline policies.

6. Finances

If the applicant has excessive debt:

- Address the issue openly;
- Determine if the applicant's financial situation is a motivation to foster; and
- Determine if stress related to the financial situation will affect the care of children.

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7. Cross-Cultural Bias or Limitations

If one of the applicants demonstrates an unwillingness or inability to accept values, beliefs and practices of other cultures:

- Address the issue openly;
- Determine if the applicant is willing and able to explore the basis of their perspective with a view to change;
- Determine if the applicant is willing to participate in cross-cultural training as part of the mutual family assessment/homestudy;
- Subsequent to cross-cultural training, determine if the applicant is willing and able to accept values, beliefs and practices of other cultures.

8. Lack of Understanding or Acceptance of Fostering within a Team Approach

- Address the issue openly;
- Determine if the applicant understands the requirements and is able to accept the team approach emphasized within the PRIDE model of practice.

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4.0 OUT-OF-HOME CARE RESOURCES

4.4.2 Approval of Foster Homes – Background Checks

Policy

The foster family assessment / home study must include background checks on all adults 18 years of age or older, who are living in the home. This includes criminal record checks and Ministry record checks for child welfare history, as well as Child Welfare checks in any other jurisdiction the applicants lived in as adults. The applicants must also provide names of five references, who will be contacted in writing by the Ministry.

Standards

- A criminal record check, including a vulnerable sector check, must be provided by each applicant and **any other adult 18 years of age or older, including adult children**, living in the home. Costs incurred will be reimbursed by the Ministry, if the home is approved.
- A Ministry record check (Linkin and ACI - Automated Client Index) must be completed for a history of child welfare involvement on each applicant and resident in the home (see Procedures for out of province or country child welfare record checks). **This information must be documented in the Provider information in Linkin.**
- Applicants must provide five references and confidential reference checks must be completed in order to verify the suitability of each applicant (see Procedures).
- Applicants will be advised that, as per signature on the application form, global reference checks, including schools or relevant community agencies, may be contacted.

Procedures

Criminal Record Check/Vulnerable Sector Check

The applicant(s) and any adults 18 years of age or older who are residents in the home attend to their local police detachment and indicate that they require a criminal record check and vulnerable sector check as part of their application to foster for the Ministry of Social Services. They complete any police form required and submit the form to the police.

Police conduct a search. The police may require fingerprints for identification. Any costs incurred for the search will be reimbursed by the Ministry, if the home is approved.

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Police will provide the completed Criminal Record Check form to the applicant or individual requesting it, who in turn provides it to the caseworker for review. The caseworker completes the Criminal Record Check Note to File (Chapter 12.32). The Criminal Record Check forms and any fingerprints or records sent to the Ministry are subsequently returned to the applicants.

*****The Ministry may request random criminal record checks to be completed on foster family members and any other adults 18 years and over, residing in the home at any given time.**

If there is no record:

The completed Note to File is signed by the caseworker, and put on the family file.

If there is a record:

The caseworker and/or supervisor will provide the information to the **Director, Out of Home Care, or designate** for review.

The **Director or designate** will review the record and may consult with appropriate service area staff or discuss the record with the applicants to determine the circumstances, and obtain additional information.

The Director or designate will decide whether to accept the record and proceed with the application or deny the application. Documentation of the rationale will be included on the completed Note to File, which is signed by the Director, Out of Home Care or designate.

A criminal history which includes the following charges or convictions must be reviewed and signed by the Executive Director:

- Any criminal charge or conviction regarding a sexual assault;
- Any criminal charge or conviction regarding a physical assault against a child;
- Any homicide charge or conviction;
- Any manslaughter charge or conviction.

Criminal Record Procedures for Immigrant Families:

Only those applicants who have Permanent Resident status will be considered. The applicants are required to provide a copy of their permanent residency card and any other immigration documents they may have. Immigrants with permanent resident status have been vetted and approved by Canadian Immigration laws, including criminal record checks from their previous country of origin.

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If the applicants are able to provide a Criminal Record Check from their country of origin, a Note to File is completed.

Ministry Record Check

The Ministry's records (Linkin and ACI - Automated Client Index) are searched for records on every adult in the home. If there is a record of previous involvement in Child and Family Programs, this must be reviewed by the caseworker's supervisor to determine relevance to the application to foster.

All adults living in the home must be recorded as provider members in Linkin and this must be updated any time there are new residents in the home.

If the supervisor determines that the applicant's or other resident's history is concerning, the applicant is interviewed and a decision is made whether to proceed with the application or deny the application and counsel out the applicants.

Note:

- If the applicants have previously lived outside of Saskatchewan as adults, an Interprovincial request for child welfare history is to be sent to the applicable province(s).
- If the applicants have previously lived outside of Canada as adults, a child welfare record check must be requested through International Social Services Canada (ISS). As this can take some time to receive, the applicants may complete a **Child Welfare Record Declaration** form (Chapter 12.35) in the interim and an exceptional approval may be sought. Once the record is received the final approval will proceed.
- For those requests where no record is available from the applicants' country of origin and all efforts have been made to obtain that information, a decision regarding final approval will be made based on the family's **Child Welfare Record Declaration**.

References

Reference letters are mailed following receipt of the application. If written references cannot be obtained, the caseworker must interview the persons named as references using the reference letter (Chapter 12.29) as an interview guide.

Interviews with at least two of the references are required in addition to the written response. If personal interviews are not possible, telephone contacts may be substituted.

Global references (e.g. school teachers, community members) should be contacted to verify information and obtain an unbiased assessment of a family's strengths and/or challenges.

All information gained from reference checks is **confidential**. It is retained on the paper file and **is NOT to be shared with the applicants**.

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Practice Guidelines

Criminal Record Check

Considerations when reviewing a criminal record for a foster / caregiver applicant include:

- The nature of the offence and its relevance to the care of children - serious consideration should be given to any convictions or charges involving violent physical aggression, drugs / alcohol, or offences of a sexual nature, with some offenses requiring review by Executive Director (see above);
- When the offence occurred, the number of convictions, and the amount of time between offences and recurrences;
- Steps the applicant has taken to rehabilitate or prevent recurrence.

Ministry Record Check

If an inquiry on Linkin and Automated Client Index reveals that the applicants have been involved with Child and Family Programs, or have a child welfare history in another jurisdiction, the following should be considered when determining the applicants' suitability:

- The nature of the child welfare involvement ;
- Circumstances of any abuse or neglect;
- The period of time that has elapsed since the involvement; and
- Treatment or change in circumstances that has occurred since the involvement.

If one of the applicants indicates that he or she has been a victim of physical or sexual abuse:

- Assess the extent to which the experience may impact on parenting; and
- Determine if a referral to a professional with recognized expertise in assessing or treating victims of abuse is necessary.

References

Evaluating References:

It should be anticipated that references will generally be positive. Even where people have doubts or misgivings they may not wish to overtly state them, however they may word things in a way that they hope will lead the person reading them to look more deeply.

- Watch for: obvious "red flags" e.g. clear statement of frequent misuse of alcohol or excessive use of physical discipline;

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- subtle indicators, or “blinking yellow lights” e.g. “knows what he wants and gets it” or “very good parent when not under stress”;
- unique situations that seem to be out of place within a generally positive reference;
- unacceptable parenting practices of the applicant's parents or unhealthy childhood experiences of the applicant which may negatively influence their ability to care for children, e.g. "My father was a strong disciplinarian who rarely showed affection";
- “blinking yellow lights”, no matter how subtle, need further exploration.

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Section 4.4.3: Building, Health and Safety Requirements

4.0 OUT-OF-HOME CARE RESOURCES

4.4.3 Building, Health and Safety Requirements

Policy

Foster homes must maintain home safety standards consistent with relevant legislation and Ministry policy.

Standards

1. The Ministry will assess the health and safety of a foster home based on Foster Home Safety Standards (A through E) and will document the results on the Foster Home Safety Record (see Chapter 12.11 "Forms").
2. Exceptions to any standard must be approved by the Service Director (or designate) and documented on the Foster Home Safety Record. Requests for exceptions must contain the following:
 - a. Description of the exception indicating how it differs from the standard.
 - b. Documented reason for the exception:
 - If based on an equivalency, describe how the alternative will achieve the same objective as the standard.
 - If based on an inability of the home to meet the standard, describe what steps will be taken to correct or compensate for the deficiency and a timeframe by which it will be completed.
3. Using the Foster Home Safety Record, a foster home safety assessment must be completed during the:
 - Mutual Family Assessment/Home Study
 - Family Development Plan/Annual Review
 - When a foster family moves to a new home
4. Using the Foster Home Safety Record, a foster home safety reassessment must be completed when there is *significant change* that **impacts on the health or safety** of individuals in the home. Only the standards impacted by the change are required to be reviewed and documented.

Significant change is defined as follows:

- physical renovations to the home (e.g., reassess standards such as fire safety);

Section 4.4.3: Building, Health and Safety Requirements

- significant damage to the home caused by natural or unnatural acts (i.e. fire, flood, hail, burglary, etc.);
 - additional foster family members living in the home (e.g., new baby, aging parent, adult child moves home, etc.) (reassess standards such as sleeping accommodations);
 - when the home is over capacity based on the number of foster children it was approved for (e.g., reassess standards such as sleeping accommodations – when documented on Linkin the paper Foster Home Record is not required);
 - Foster Home Formal Review (e.g., quality of care review related to cleanliness of the home);
 - following a serious injury or death of a biological or non-biological member in the home; and
 - other as determined necessary.
5. The Foster Home Safety Record and any associated documents (e.g., photographs, building inspections, etc.) will be retained on the foster family file.

6A. Sleeping and Bedroom Accommodations

- Sleeping/bedroom accommodations for each child will be assessed by the Resources worker based on gender, age, and special needs with the goal of ensuring comfort, safety, and belonging and where each child/youth has their own bed (see Practice Guideline #1A).
- Rooms used for other purposes, shall not be used as permanent sleeping accommodations for children/youth (see Practice Guideline #1A).
- Bedrooms must be of sufficient size to comfortably accommodate each child/youth's individual needs, including suitable floor space, storage and/or display space for the child's personal clothing and belongings (see Practice Guideline #1A).
- All bedrooms must provide a covering at the entrance of the bedroom to allow for privacy (e.g., door, curtain, privacy screen). Regardless of the type of covering it must not have an outside lock. (See Practice Guidelines – 1A. Sleeping Accommodation)
- All rooms used for sleeping will have at least one operational, exterior window that allows an individual to exit the window in case of emergency without the use of tools or special knowledge (see Procedure #5).
- Window(s) will have curtains or blinds/shades to provide privacy. Strings and cords must be modified to ensure a child does not become entangled.

6B. Infant and Vulnerable Individual Safety

- Baby gates will be used in homes with children aged 24 months and under and for children/youth who are developmentally unable to safely navigate stairs on their own.

Section 4.4.3: Building, Health and Safety Requirements

- Resources workers will advise foster parents that car seats must be appropriate to the age, height and weight of the child, in good working order, and installed in accordance with the manufacturers' instructions (see Practice Guideline #2).
- Resources workers will review safe sleeping practices on a yearly basis (date documented) with foster parents (see Practice Guidelines #1B - F).

6C. Fire Safety

- The home must have a functioning, installed, smoke detector/alarm in the hallway of each level of the home, including the basement and occupied attics.
- The home must have a functioning, installed, electrical carbon monoxide detector/alarm with battery backup in each bedroom OR within 5 meters of each sleeping space (measured along the hallway), on each level of the home including occupied attics and in the same room as any solid fuel fired appliance (e.g., wood burning furnace, stove or fireplace).
- Resources workers will instruct foster parents that smoke and carbon monoxide detector(s)/alarm(s) must be tested and maintained according to the manufacturer's instructions and tested a minimum of **once every three months** by the foster parent(s). Test dates must be documented by foster parents and reviewed by a Resources worker as part of the foster home assessment.
- Furnaces, wood burning stoves and fireplaces require an annual inspection by a qualified individual. The Resources worker will review the inspection documentation.
- Every home over 808 square feet (75m²) shall have a minimum of two (2) operational doors to the exterior that provide exit from the home.
- Resources workers will advise the foster parent(s) to develop and post a household fire evacuation plan and to ensure that each member of the household (age appropriate) knows how to evacuate the home. This plan will include:
 - actions required in the event there is a fire in the home;
 - instructions on exiting the home from various locations within the home;
 - meeting location after exiting;
 - actions required to assist individuals to exit (e.g., infants, toddlers, medically fragile children, etc.);
 - provision of safety emergency equipment if necessary (e.g., rope ladders, night lights with battery back-up, flash lights);
 - immediate notification to the local fire department; and
 - documented practice dates every 3 months at minimum.

6D. Firearms and Weapon Safety

- Resources workers shall advise foster parents that firearms must be stored in accordance with federal legislation (*The Canadian Firearm Act*, 1995) and that ammunition is stored separately from the firearm and both are stored in a locked location, which the Resources worker shall confirm.

Section 4.4.3: Building, Health and Safety Requirements

- Resources workers shall advise foster parents that hunt with a foster child, that the child must be age 12 years or older. The foster parent must be certified in the Canadian Firearms Safety Course as well as the child if between the ages of 12 and 17 (unless they qualify as a *minor sustenance hunter* – www.environment.gov.sk.ca). Evidence of course completion (e.g., course certificate) by both the child and foster parent(s) must be reviewed by the Resources worker.
- Resources workers will confirm that all weapons (e.g., cross bows, knives, nunchucks, sling shots, spear guns, BB guns, paintball guns, etc.) are stored in a secure location.

6E. General Home Safety

- The home must be equipped with an operational toilet, sink, bathtub and/or shower.
- Each bathroom must have a door to allow for privacy during use.
- Interior stairs with more than two (2) stair steps and exterior stairs with more than three (3) stair steps must have handrails installed.
- The interior, exterior and yard of the home must be maintained in a clean and safe condition (see Practice Guideline #3).

The home and surrounding area is assessed in terms of safety planning required for open water (e.g., dugouts, rain barrels, ponds, fountains, hot tubs, nearby lakes, rivers, and creeks, etc.); access to farm, wild or domestic animals; construction or:

- other equipment; septic tanks; wells; cisterns; hazardous materials; wooded areas; traffic; poisonous plants and others as determined.
- A foster home must provide a drinkable source of water at all times. Where a foster home relies on a private water source for drinkable water (well, dugouts, lake water, cistern, rain barrel, etc.) samples of the water must be submitted for laboratory analysis to the Saskatchewan Disease Control Laboratory every 12 months and will follow any recommendations provided.
- Resources workers will advise foster parents of their responsibility to ensure indoor/outdoor toys, play/recreational areas and equipment are in good working condition, ensure safety of children using them, and to follow manufacturer's instructions (see Practice Guideline #4).
- Resources workers will confirm that all individuals transporting children have a valid driver's license and each vehicle used for the same purpose has a valid Saskatchewan vehicle registration.
- Resources workers will advise foster parents that the use of ATV, snowmobile, motor bike or farm vehicles by foster children/youth must comply with appropriate legislation (see Procedure # 6).
- Resources workers shall assess the home to ensure the following items are stored in a secure location:

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- poisonous substances (e.g., cleaning supplies, painting supplies, medical supplies, etc.);
- medications (prescription and non-prescription, including vitamins);
- alcohol;
- all cannabis products
- dangerous, flammable and hazardous substances (e.g., gas, solvent, kerosene); and
- dangerous objects and equipment (e.g., power and garden tools, matches, lighters, etc.).
- The home has a working telephone or other means of ensuring reliable and regular communication with others outside of the home.
- Emergency telephone numbers, including fire, police, doctor/medical, ambulance and poison control must be posted and readily available and members of the household are made aware of it.

Procedures

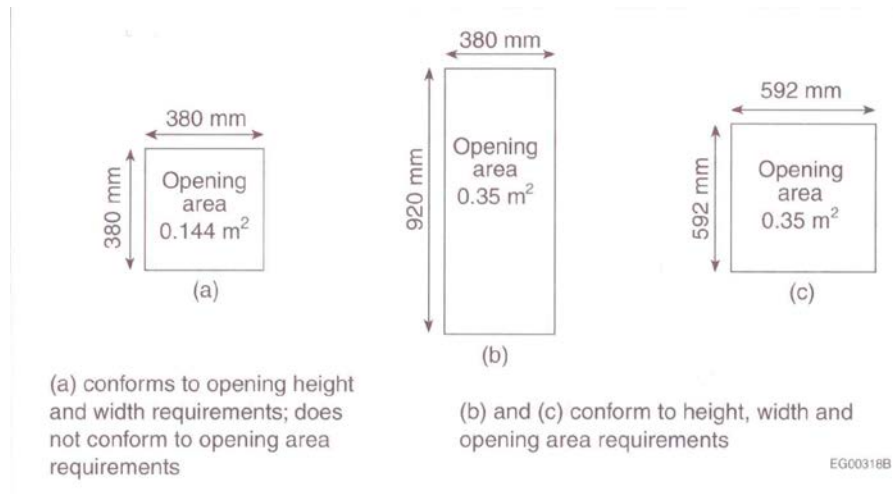
1. Foster home safety assessments (or partial assessments) may be conducted through either scheduled or unscheduled visits with the foster parent(s) and conducted in the presence of at least one foster parent.
2. Photographs of the inside and outside of the home may be taken during an assessment and placed on the foster home file.
3. The Ministry may access any area of the foster home in order to complete a safety assessment taking into consideration the personal privacy of the individuals in the home (see Practice Guideline #5).
4. Where there is doubt about the safety of a home, the Resources worker may require the foster parent(s) seek an inspection by the appropriate authority (e.g., fire, health, and building) and meet the terms of the inspection. The Ministry shall collect and retain any reports provided by other Authorities.
5. **Emergency Escape Window**¹ — Unless a bedroom has a door that leads directly to the home exterior, each bedroom must have at least one outside window that can be opened from the inside without the use of tools or special knowledge. This window must provide an unobstructed opening with a minimum area of 0.35 m² (3.77 ft²), and no dimension less than 380 mm (15 in.). As shown below in the first picture (a), a window opening of 380 mm x 380 mm does not provide the required area.

¹ Saskatchewan Municipal Affairs and Housing, Building Standards Advisory, A-15 9 (July 2001)

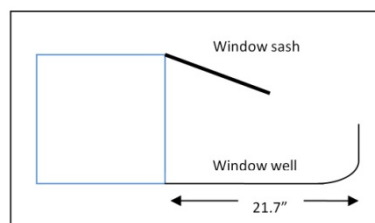
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This requirement is specifically intended to provide occupants with a means of escape in an emergency situation when the use of normal home exits are prevented.



If a window opens into a window well, the clearance between the window and the window well must be at least 21.7 inches (550 mm). If there is a window sash that swings open towards the window well, the operation of the sash must not reduce the clearance in a manner that would restrict escape in an emergency situation.



6. All-Terrain Vehicles (ATV), Snowmobile, Motorbike and Farm Vehicle Usage:
 Any use of the above by a foster child/youth will adhere to the following Acts, which can be reviewed at <http://www.publications.gov.sk.ca>.

- [The All Terrain Vehicles Act A-18.02](#) –
 - Reference material - <http://www.preventioninstitute.sk.ca/child-injury-prevention/atv-and-ohv-safety>
- [The Snowmobile Act S-52](#)
 - Reference material - http://www.sgi.sk.ca/pdf/snowmobiling_in_sask.pdf
- [The Traffic Safety Act](#)

Section 4.4.3: Building, Health and Safety Requirements

These Acts should be referenced for instruction on such topics as the permitted age of operator and any associated licenses or safety courses that are required in order for a person under the age of 16 to drive these vehicles.

In addition, foster parents should be advised to consult with the child's case worker in order to carefully assess the knowledge, maturity level, skills and ability of the child to comprehend instructions, their experience, and knowledge of the environment where they will operate the vehicles in order to determine whether the child is permitted to operate these vehicles and if so, the level of supervision required in addition to any requirements stated in the corresponding Act.

Appropriate safety equipment (e.g., full face helmets) and instruction on how to operate these vehicles safely should be provided by the foster parent.

It is advisable that foster parents consult their insurance providers to determine if there are any restrictions in the event of a claim.

Practice Guidelines

1. Sleeping Practices

A. Sleeping Accommodation:

- Typically not more than two children should be in a room. There may be some temporary circumstances (15 days or less) where more than two are in a room (e.g., emergency placements, sibling groups).
- Bedrooms should be at least 75 square feet per one child or youth, and an additional 50 square feet for each additional child/youth in the same room.
- Beds are clean, comfortable, in good condition, of sufficient size and have enough bedding to ensure warmth and comfort appropriate to the season.
- Rooms commonly used for other purposes should not be used as permanent sleeping arrangements for children/youth. On occasion, temporary sleeping arrangements (15 days or less) may be provided in response to an emergency or in response to a short term need (e.g., renovations).
- Foster parents should not share a bed with a foster child.
- Foster parents' bedrooms may be equipped with an inside lock to allow for privacy, however, the locked bedroom must not be used for the purpose of storing hazardous products such as medications or ammunition.
- Foster parents should use their bedroom lock only when necessary for privacy, and must ensure that they are available and able to hear a child who may require attention during the night.

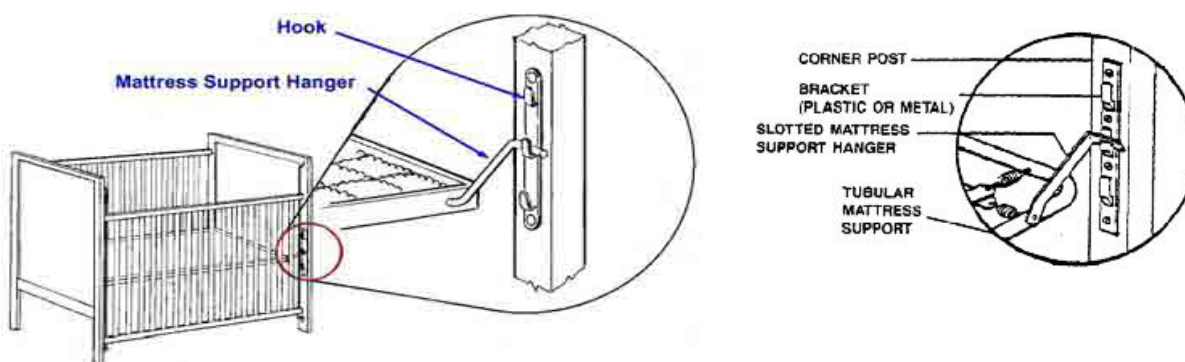
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B. Crib Safety:

Health Canada maintains strict requirements relating to the structural integrity of cribs and cradles. Cribs, cradles, play pens/yards, and toys must comply with the federal *Hazardous Products Act*, its regulations, all other applicable laws and product recalls (which can be viewed on the Health Canada Website - <http://www.hc-sc.gc.ca/>).

- Only cribs manufactured after September 1986 shall be used providing they are safe and in good working condition. Look for a label on the crib that shows the crib was made after September 1986.
- Do not modify a crib in any way. Always follow the manufacturer's instructions for using the crib. Do not use hand-made cribs unless they are structurally in accordance with Health Canada's requirements (<http://www.hc-sc.gc.ca/>).
- Check the crib often to make sure the frame is solid. Tighten loose screws regularly.
- Cribs with visible signs of damage, missing parts, or missing information should be destroyed.
- Wood and metal parts should be free of splinters or burrs and there should be no loose nuts or bolts.
- Cribs and cradles with decorative cut-outs, corner posts that are more than 3mm in height, or lead paint can be dangerous for a baby.
- Make sure the mattress is tight against all four sides of the crib. The space between the mattress and the sides of the crib should not be more than 3 cm (1 3/16 in). The mattress should not be more than 15 cm (6 in) thick.
- The spacing between the bars should be no more than 6 cm.
- Replace the mattress if it is not firm or if it is worn out.

If the caregiver has a crib with a mattress support system as shown in the following figure, it fails to meet the current safety standards, thus should not be used, and legally, cannot be sold or even given away.



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C. Crib Use²:

- After placing the baby in the crib, ensure the sides are up and locked securely in position.
- Move the mattress down to its lowest level as soon as the baby can sit up.
- Remove mobiles and toy bars when the baby begins to push up on their hands and knees.
- Avoid the use of soft pillows, comforters, stuffed toys, and bumper pads in the baby's crib as they can pose a suffocation hazard.
- Do not harness or tie a baby in a crib and do not leave a baby in a crib with a necklace, elastic band, scarf, or a pacifier on a long cord. These items could cause strangulation.
- Place the crib away from windows, curtains, blind cords, lamps, electrical plugs and extension cords.
- Crib nets or other materials placed over the crib to prevent a child from exiting the crib should not be used.

D. Playpens/Bassinets³:

- Since playpens do not meet the same safety requirements as cribs they are not intended to be used for permanent sleeping arrangements, but may be used for temporary or emergency use.
- Do not leave an infant sleeping in a playpen for extended periods of time.
- If a change table or bassinet is provided as an attachment for the playpen, never place a baby in the playpen while the change table or bassinet attachment is still in place.
- Do not add blankets, pillows or an extra mattress to a playpen. The use of these items could lead to suffocation.
- Check that the mattress pad is firm. Mattress pads that are too soft or worn down in any area could create a suffocation hazard.
- Use playpens and bassinets in accordance with manufacturer's instructions.

E. Bunk Beds⁴:

When using bunk beds, the following conditions are applied:

- a) the child using an upper bunk is over six years of age;
- b) the upper bunk mattress is no more than one inch at any point from the bed frame (is not over or undersized);
- c) the upper bunk has guard rail(s) on the open side(s);
- d) the vertical distances between the upper mattress and the ceiling permit the child to sit up comfortably in bed; and
- e) the guard rail(s), ladder and other components are in their proper positions, free from damage, and all connections are secure.

² Health Canada, 2010

³ Health Canada, Consumer Information - Playpen Safety Fact Sheet, 2009

⁴ Health Canada, Consumer Information - Bunk Bed Safety, March 2009

Section 4.4.3: Building, Health and Safety Requirements

For additional information refer to Health Canada, www.hc-sc.gc.ca – Consumer Product Safety.

F. Safe Sleep Guidelines⁵:

Creating a safe sleep environment for a baby will lower the risk of injury and sudden infant death syndrome (SIDS). SIDS is when an otherwise healthy baby dies suddenly and unexpectedly while sleeping. With SIDS, there is no known cause, even after a full investigation, including an autopsy.

Foster parents must place children on their backs to sleep for naps and during the night from birth to age 24 months. There are some medical conditions where a different sleep position may be required. In these circumstances, documentation and instruction to modify the sleep position from the back position is required from a physician and should be documented on the child's and Resource files.

Do not use sleep positioners or rolled up blankets to keep the baby on his/her back. These items can cause a baby to suffocate. When the baby can turn over on their own, the caregiver does not need to return the baby to their back position.

Use a firm, flat surface for sleep. Waterbeds, air mattresses, pillows, couches/sofas or soft materials are **not** safe sleep surfaces for babies. Babies can turn onto their side or stomach and bury their face in these soft materials, not getting enough air to breathe. Car seats and infant carriers should not replace a crib.

Keep soft materials out of the baby's sleep environment. Items that should not be in the crib include quilts, comforters, bumper pads, stuffed animals, pillows and other pillow-like items.

Make sure the baby is not too warm. Instead of a blanket, use light sleeping clothing for the infant such as a one-piece sleeper.

The safest place for a baby to sleep is in a crib close to the caregiver's bed.

Cultural sleeping practices, such as using a moss bag and/or a swing are appropriate if the foster parents are familiar with the use of these.

⁵ [Canadian Paediatric Society, Caring for Kids, June 2010](#)

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Other safe sleeping arrangements:

1. Children age eight and under should sleep in areas where a capable individual is also located and readily accessible in case of emergency. Children over the age of eight, and not capable of self preservation (by virtue of their developmental and/or physical level they are unable to ensure their own safety) should sleep in areas where there is a capable individual readily accessible.
2. Child Car Seat Safety⁶

Child car seats are generally designed based on 4 stages of development:

- [Rear-facing](#) – Birth to 13 kg (30 lbs.)
- [Forward-facing](#) – 9 to 30 kg (20 to 65 lbs.)
- [Booster seat](#) – Over 18 kg (40 to 80 lbs.)
- [Seatbelt](#) – Over 36 kg (80 lbs.)

The child car seat manufacturer's instructions will advise if the seat is suitable for the child's height and weight as well as explain which equipment is required.

Do not use second hand car seats unless you have the instructions to use the car seat and direct knowledge that the car seat has not been in an accident. Do not use a car seat that is older than ten years. Check the car seat label and the manufacturer's instructions as some car seats are safe for only six years.

In vehicles that have airbags, children under the age of 12 must be seated in the back seat (unless the air bag is deactivated with a cut-off switch). This includes children in car seats, as well as rear-facing car seats.

If unsure about the installation, foster parents can have the installation checked by a trained technician through a Saskatchewan Government Insurance (SGI) office.

For **car seat recall notices**, refer to Transport Canada's website (www.tc.gc.ca) or the Saskatchewan Government Insurance's (SGI) website (www.sgi.sk.ca).

3. Home and Yard Cleanliness

Cleanliness shall be defined as conditions of the home that provide a clean and healthy environment that benefits the growth and well being of individuals living in the home. The Resources worker must assess the home and surroundings to *determine*

⁶ Saskatchewan Government Insurance (SGI) and Safe Kids Canada, 2011.

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Section 4.4.3: Building, Health and Safety Requirements

the difference between conditions that are created through every day living conditions and those that have been accumulating over an extended period where no or limited efforts have been made to correct the level of cleanliness.

The following are guidelines to home/yard cleanliness:

- Kitchen surfaces (e.g., counter tops, table tops) and appliances are cleaned regularly to ensure clean food preparation areas.
- Bedrooms are functionally organized so children have their personal belongings (e.g., clothes, toys, books, etc) displayed in storage items such as closets, drawers, shelves, etc.
- Bathroom facilities are cleaned on a regular basis to ensure they are reasonably free from dirt, grime and bacteria build up.
- Disposal of ashes, garbage, and other waste in a clean, safe and legal manner (refer to Policy 4.4.3.1 Smoking in Foster Homes).
- Insect and rodent control is practiced (e.g., the use of exterminators if required).
- Windows are clear from excessive dirt, excessive spider webs and insects, and should not be covered with such things as wood boards, cardboard, etc. for any extended period of time.
- The home is free from offensive or overpowering odours.
- There shall be no mold in the home. If mold is identified, a public health inspector should be immediately contacted to determine next steps.
- Toys are free from dirt, grime. If a child is sick in the home and frequently uses a particular toy(s), they should be cleaned more often and with a cleaning agent that will kill bacteria (and safe to children).
- Medical equipment is regularly cleaned and sanitized based on manufacturer's instructions.
- Living spaces, hallways, and stairways are free from clutter that imposes a safety risk (e.g., tripping, unable to exit in case of emergency, etc.).
- Exterior exit paths used to safely exit the home or to allow fire or other emergency personnel to enter the home must be kept cleared.
- Furniture and equipment is kept in safe repair and cleaned often enough to ensure that there are no offensive odours, they are not covered in animal hair or dirty from spills, food stains, etc.
- Animal and human feces or excrement (e.g., infant diapers, animal feces, etc.) is properly disposed of and is inaccessible to children so they are unable to touch or consume it.
- Yards and outside play areas are free of animal feces, inoperable motor vehicles, chipped paint, broken glass, garbage, and inoperable/junked appliances.
- Patios and decks are in reasonably good repair so they do not present a safety hazard (e.g., loose boards, rotting wood, protruding nails or screws, splintered wood, etc.).

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- Rugs shall be reasonably free from dirt, food build up, animal/human hair, etc. Regular vacuuming, washing (e.g., throw rugs), and professional carpet cleaning should be utilized.
- Hardwood, ceramic, laminate, or vinyl floors should be swept and washed on a regular basis to ensure they are reasonably free of dust, dirt, grime, animal hair/human hair, etc.
- Regular dusting of furniture should occur, particularly in homes where children have allergies or breathing problems (e.g., asthma).

4. Recreational Safety:

- Indoor/outdoor toys and equipment should be safe, clean, age appropriate and in good working condition. Precautions must be taken so that older children's toys do not present a choking or other safety hazard to younger children in the home. Note: baby walkers are prohibited in Canada as they are illegal.
- It is recommended that indoor/outdoor play or recreation areas which are part of the physical environment of the foster home represent the following:
 - a) play and recreational equipment are age appropriate, in good working condition and structurally sound;
 - b) in-ground and above ground pools are enclosed with safety fences;
 - c) trampolines are enclosed and equipped with safety nets.
- Resources workers should advise caregivers to ensure that children are appropriately supervised based on the ages, skills level and capacity of the children while using swimming pools, hot tubs (for age appropriate children), trampolines, or play equipment.

5. Access to Foster Homes:

In order to conduct a comprehensive home building, health and safety assessment, the Resources worker must have access to all parts of the interior and exterior of the home. In conducting an assessment, a partnership approach should be used with the foster parent in an atmosphere of respect and consideration for their privacy. An assessment of a foster home is not a search of a home. Rather, it is a tour of the home typically lead by the foster parent, where there is an exchange of information about factors that may have an impact on the safety of individuals in the home and actions taken to ensure any safety issues are addressed.

An individual's home is a very personal space. Certain areas of the home are more personal than others. Resources workers must be sensitive to this when assessing rooms such as the foster parent's bedroom or personal closet spaces. For example, it would typically not be required for a Resources worker to look inside a bedside table

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drawer; however a discussion should occur with the foster parent to ensure that items are not stored in drawers that are accessible to children and that pose a safety hazard (e.g., medication, scissors, etc.). However, if a foster parent stores certain items in a closet that may pose a safety threat to a child (e.g., medication) then it would be necessary for the Resources worker to visually confirm the items are stored correctly and in accordance with this policy.

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4.0 OUT-OF-HOME CARE RESOURCES

4.4.3.1 Building/Health/Safety Requirements - Smoking in Foster Homes

Preamble

Protecting children from harm includes ensuring that they are not exposed to second hand smoke from tobacco and / or cannabis.

Exposure to second hand smoke is detrimental to the health and development of children.

- Tobacco smoke contains more than 4,000 chemicals. Many are known to be harmful substances, including tar, nicotine, carbon monoxide, benzene, formaldehyde and hydrogen cyanide. More than 50 of these chemicals cause cancer.
- Cannabis smoke contains chemicals such as ammonia, hydrogen cyanide and nitrogen-related chemicals. There are approximately 50 chemicals in the smoke that may cause cancer.

Infants and children are particularly vulnerable to tobacco and cannabis smoke because their lungs and respiratory tracts are still growing. Children have a higher metabolism and breathe faster and can therefore absorb higher amounts of smoke than adults.

Research shows that tobacco and cannabis smoke can trigger colds, asthma, bronchitis, ear infections, allergies, pneumonia, and breathing problems generally. There is strong evidence that infants exposed to second hand smoke are at greater risk of dying from Sudden Infant Death Syndrome.

E-cigarettes may also pose health and safety risks to children. These risks include poisoning, choking, burns, and effects from inhaling second-hand vapour. Second hand vapour from e-cigarettes may irritate the lungs, making it harder for children to breathe; especially those who have asthma. Inhaling the vapour can also irritate the mouth, throat, and eyes, and can cause allergic reactions. The chemicals used to flavour the liquid in e-cigarette cartridges can also cause lung damage when inhaled.

The guidelines below include e-cigarettes and their accessories (also known as vaping).

Policy

Every child placed in a foster home will be provided with a safe, healthy and nurturing environment. Children in foster homes will not be exposed to second hand smoke; either from tobacco or cannabis.

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Standards

- Foster families must provide non-smoking environments for children placed in their homes.
- Smoking or vaping will **not** be permitted in a foster home where a child is placed.
- Smoking or vaping will **not** be permitted in vehicles which are used to transport children.
- Foster parents will not permit children or youth in care of the Minister to smoke, including e-cigarettes, in their homes or vehicles.
- Foster parents will not purchase tobacco or cannabis products or e-cigarettes for children in care of the Minister.
- Foster families who use edible cannabis products must ensure these are not accessible to children.

Practice Guidelines

1. This policy regarding smoking in foster homes will result in all foster homes becoming smoke-free homes.
 - **Smoke-free foster homes: tobacco, cannabis and e-cigarette smoking is not permitted in the caregiver's home or vehicle.**
2. In order to further ensure that vulnerable children are not exposed to residual tobacco or cannabis smoke or e-cigarette vapour, it is recommended that all infants and children under the age of two, all medically fragile children, and all children with allergies and/or asthma be placed in foster homes where all caregivers and others who reside in the home **do not smoke at any time.**
3. This policy is not intended to restrict the spiritual use of tobacco, sage, sweet grass or medical use of cannabis.
4. For those foster families who would like to stop smoking, the Ministry will cover costs associated with attendance at smoking cessation programs.

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4.0 OUT-OF-HOME CARE RESOURCES

4.4.4 Approving Staff as Caregivers

Policy

It is the role of the Saskatchewan Public Service Commission to ensure that a conflict of interest does not or does not appear to exist with public employees.

Ministry staff who are involved in program development, program supervision, or who provide direct services to children and their families under *The Child and Family Services Act* must have written recommendation from their Director, Service Delivery (Permanent Head) and written authorization from the Chair of the Public Service Commission prior to being approved as a caregiver for the ministry.

In those circumstances where an approved caregiver obtains employment with the Ministry of Social Services in the area of program development, program supervision, or who provide direct services to children and their families under *The Child and Family Services Act*, written recommendation from their Director, Service Delivery (Permanent Head) and written authorization from the Chair of the Public Service Commission is required in order to continue in their caregiver role.

Definition:

Caregiver: includes approved foster parents, alternate care providers, persons of sufficient interest and room and board providers.

Standards

- In the circumstance where an employee applies to be approved as a caregiver for the ministry they must follow the Conflict of Interest policies and guidelines as outlined by the Saskatchewan Public Service Commission.
- In situations where an approved caregiver for the ministry obtains employment with the ministry, they must follow the Conflict of Interest policies and guidelines as outlined by the Saskatchewan Public Service Commission in order to continue in their caregiver role.
- Upon receipt of written authorization from the Saskatchewan Public Service Commission, all home assessments completed on the employee must be administered and approved outside of the service area office in which they are currently employed.

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Section 4.4.4: Approving Staff as Caregivers

- Following completion and approval of the home assessment, all administrative and case management responsibilities must be managed outside of the service area office in which the employee/caregiver is currently employed.
- Approval of payments beyond basic maintenance must be approved by the Director, Service Delivery.
- In those circumstances where a child is found in need of protection and the employee is required to provide a place of safety, an interim approval may be provided by the Director, Service Delivery pending written authorization from the Chair of the Public Service Commission.

Procedures

Initial Approval

- Where an employee applies to be approved as a caregiver for the ministry they must complete an Approval for Outside Employment request in accordance with the Public Service Commission's Conflict of Interest Policy (see Conflict of Interest Policy; Section: PS801 Human Resource Manual).
- Where an approved caregiver for the ministry obtains employment with the ministry, they must complete an Approval for Outside Employment request in accordance with the Public Service Commission's Conflict of Interest Policy (see Conflict of Interest Policy; Section: PS801 Human Resource Manual).
- The employee would indicate on the Approval for Outside Employment form that the type of employment is related to "Activities from which there is a monetary reward" and then identify and explain their plan to become an approved caregiver for the ministry or continue in their caregiver role.
- The employee will then have their immediate Supervisor and Director, Service Delivery review and complete the section noted "Recommendation of Immediate Supervisor" and "Recommendation of Permanent Head (or designate)".
- The Director, Service Delivery shall, upon receipt of the information, submit the request through the Human Resource Branch Director to the Chair of the Public Service Commission together with his/her recommendation for or against the request.
- The final decision rests with the Chair of the Public Service Commission. Approval considerations will be based on factors which ensure that a conflict of interest does not or does not appear to exist in relation to the employee's position with the ministry and their role as an approved caregiver.

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Renewal of Approval

- The Approval for Outside Employment is to be reviewed during a change in the employee's circumstance or at minimum, on an annual basis by the Director, Service Delivery. If there are no changes to note then this can be approved by the Director, Service Delivery for a term of one year.
- In situations where there have been noted changes, a new Approval for Outside Employment form will need to be completed and the process for approval followed in accordance with the procedures outlined above ("initial approval").

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4.0 OUT-OF-HOME CARE RESOURCES

4.4.5 Agreements for Foster Care Services

Policy

The Ministry will enter into an “Agreement for Foster Care Services” with each approved foster family. The agreement sets out the duties and responsibilities of each party. This agreement does not impair the Minister’s rights or powers pursuant to *The Child and Family Services Act* and the Ministry retains the right to remove a child from a person providing foster care.

Standards

- The Agreement for Foster Care Services must be thoroughly reviewed and signed with the foster family following approval of the home.
- A copy of the Agreement for Foster Care Services must be placed on the foster family file.
- The Agreement must be reviewed and signed with the foster family annually at the time of the Foster Home Assessment and Review (see Chapter 4.4.8).

Practice Guidelines

- The Ministry has an obligation to ensure that children placed in the foster home will be well cared for and safe. In determining appropriate actions or outcomes in regard to the care provided by a foster family, the Ministry must err on the side of child safety and well-being. In any review of Ministry decisions and actions, the reasonableness of any decisions/actions will be considered.
- Foster families form part of the team that has a significant role in providing services to children in care and their families. As team members, caseworkers must respect foster families' roles, skills and knowledge of the child and consult and involve them as much as possible.
- When decisions regarding a child in a foster home are being made, the unique relationship of the foster care providers to the child compared to the child's family or guardian must be considered; **the foster family is not legally defined as the child's parent, and they are in a contractual relationship with the Ministry to provide care for the child.** The strength of the relationship between the foster family and the child must be assessed from the child's perspective.

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Section 4.4.5: Agreements for Foster Care Services

Where a child is assessed to have a close attachment to a foster family, such attachment must be respected and form part of determining the child's best interest in a manner that doesn't impede goals or appropriate family reunification or family connection.

- Where the Ministry applies policy related to a foster family or is planning to take action regarding a foster family that may alter or jeopardize the approved status of their home, the Ministry must ensure that the foster parents are:
 - presented with the Ministry's concerns in a clear, concise manner;
 - provided with all information available to the Ministry so that they can respond by ensuring their response will be considered impartially prior to a final decision by the Ministry;
 - informed of any review processes available to them, including the **Conflict Resolution** (Ch. 4.4.12) and Appeal Process (Ch. 4.4.13) policies.
- In determining actions and outcomes related to a foster home, the Ministry must base its decisions on objective assessments and standards. As part of such deliberations the Ministry should consider the family's history in providing care and any mitigating factors. Such factors may include: needs and demands of a child(ren) placed in their care; the match between the child's needs and the foster family's abilities; level of support provided by the Ministry; acute personal/family crisis. Where reasonable and appropriate, the Ministry may offer such services as necessary to strengthen, enhance and maintain the foster home as an approved resource for placements.

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4.0 OUT-OF-HOME CARE RESOURCES

4.4.6 Foster Parent Training

Policy

The Ministry must ensure foster parents are trained to understand child welfare services, needs of children and families and basic safety procedures.

Standards

- Foster families must successfully complete the following training requirements prior to approval of their home and placement of children:
 - PRIDE (Parent Resources for Information, Development and Education) Pre-Service sessions 1 - 9 (27 hours) (see Practice Guidelines for complete list of PRIDE Pre-Service training sessions);
 - Saskatchewan Aboriginal Culture Component (3 hours).
- Foster families must successfully complete the following training requirements after their home has been approved:
 - PRIDE Core In-Service modules 1 & 2 (mandatory training - 21 hours);
 - Standard First Aid and Cardiopulmonary Resuscitation (CPR Level B) recognized by Saskatchewan Occupational Health and Safety (17 hours);
 - FASD (Fetal Alcohol Spectrum Disorder) (mandatory training - 3 hours);
 - PRIDE Core In-Service modules 3 - 12 as determined by the foster family and their resource worker, based on the PRIDE Family Development Plan (see Practice Guidelines for complete list of PRIDE Core In-Service modules);
 - Standard First Aid and Cardio Pulmonary Resuscitation (CPR Level B) **recertification** recognized by Saskatchewan Occupational Health and Safety **every three years** (9 hours).
 - Trauma Competent Caregiver Training
- Families accepting medically fragile children must complete Standard First Aid and Cardiopulmonary Resuscitation (CPR Level B) prior to placement of children in their home.
- Additional training will be provided based on the PRIDE Family Development Plan agreed upon by the Ministry and the foster family and approved by the Ministry.

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Procedures

1. During Pre-Service training, workers and foster family trainers will monitor for actions or statements that may raise concerns about the foster family's capacity to provide safe, quality care or willingness to accept Ministry practice and policy.
2. Observations must be documented and form part of the Mutual Family Assessment/Home study.
3. Any concerns must be followed up with the family and documented in the Mutual Family Assessment / homestudy report.
4. Upon approval of a foster home, the home will be classified as Intern status for a period of one year.
5. Foster parents will be classified as Practitioners upon completion of one year of service. They must complete the following training within the first year or as soon as possible thereafter:
 - PRIDE Core In-Service mandatory modules 1 and 2;
 - Standard First Aid and Cardiopulmonary Resuscitation (CPR Level B) recognized by Saskatchewan Occupational Health and Safety (17 hours)
 - Fetal Alcohol Spectrum Disorder (FASD) training.
 - Trauma Competent Caregiver Training
6. Foster families may complete additional PRIDE Core In-Service training modules each year as determined in their Annual Review/Family Development Plan completed jointly with their Resource worker.
7. Foster parents must be recertified in Standard First Aid and Cardio Pulmonary Resuscitation (CPR Level B) by an approved training provider recognized by Saskatchewan Occupational Health and Safety every three years following original certification.

Practice Guidelines

It is important that foster families are able to demonstrate an understanding of new knowledge and the ability and willingness to incorporate the training into their work as a foster family. Applicants must demonstrate both knowledge and application of the training content.

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Five core competencies are referenced throughout the PRIDE training:

- Protecting and nurturing children;
- Meeting children's developmental needs and addressing developmental delays;
- Supporting relationships between children and their families;
- Connecting children to safe, nurturing relationships intended to last a lifetime; and
- Working as a member of a professional team.

The PRIDE training program consists of:

- Pre-service Sessions
- Core In-service Modules

PRIDE Pre-Service Training Sessions

- Connecting with PRIDE
- Teamwork toward Permanence
- Meeting Developmental Needs: Attachment
- Meeting Developmental Needs: Loss
- Strengthening Family Relationships
- Meeting Developmental Needs: Discipline
- Continuing Family Relationships
- Planning for Change
- Taking PRIDE – Making an Informed Decision

PRIDE Core In-Service Training Modules

- The Foundation for Meeting the Developmental Needs of Children at Risk
- Using Discipline to Protect, Nurture, and Meet Developmental Needs
- Addressing Developmental Issues Related to Sexuality
- Responding to the Signs and Symptoms of Sexual Abuse
- Supporting Relationships Between Children and their Families
- Working as a Professional Team Member
- Promoting Children's Personal and Cultural Identity
- Promoting Permanency Outcomes
- Managing the Fostering Experience
- Understanding the Effects of Chemical Dependency on Children and their Families
- Understanding and Promoting Infant and Child Development
- Understanding and Promoting Pre-teen Development

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4.0 OUT-OF-HOME CARE RESOURCES

4.4.7 Maximum Number of Children in a Foster Home

Preamble

This policy is to be implemented with consideration of the policies regarding **Approval of Foster Homes** (Chapter 4.4.1), **Assessment of Children Upon Admission to Care** (Chapter 2.5), **Placement Selection** (Chapter 2.3) and **Annual Reviews** (Chapter 3.5).

Exceeding the maximum of four children should be considered only when the child care needs in a foster home are at a manageable level and foster home and/or community supports are available.

Policy

The maximum number of foster children that can be placed in a foster home, including specialized and therapeutic foster homes, at any given time is **four** except under the following conditions, with Service Manager approval:

- emergency placements
- placement of sibling groups
- placement of children in a home in which they have lived previously
- provision of short-term respite.

Note: “Foster children” includes children who are in care of the Ministry as temporary, long term or permanent wards or by Section 9 Agreement. It does not include children or youth who are placed in foster homes as extended family (Person of Sufficient Interest, Alternate Care), or those placed through adoption orders, Section 10 or Section 56 Agreements.

Standards

- All placements exceeding four children in a foster home must be approved by the Service Manager, based on accepted circumstances outlined in policy.
- All placements exceeding four children require review and re-approval by the Service Manager as outlined in Procedures, using the Linkin Case Management System.
- The Service Manager may grant approval of a placement exceeding four children for a time period of up to 14 days from the date of placement.
- For long term stable placements the Service Manager may grant **re-approval** of a placement exceeding four children for up to 90 days from the last approval date.

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Note: A long term stable placement is defined as a placement in a home where there are no more than six foster children and all the children have been placed in the home for at least six months.

Procedures

Initial Request

- A decision to place more than the maximum number of four foster children in a home must receive prior approval from the resources worker's supervisor, unless it is an emergency or outside of office hours. Where placements are made without prior approval, approval must be obtained the next working day. **Within one working day** following a placement exceeding four foster children, the resources worker shall seek approval using the Linkin case management system.
- To do this, the resources worker must create an "Overmax Place" in the foster home (referred to as the "Provider" in Linkin) and indicate the expected end date and the reason for the over maximum placement as per policy. (If no end date is entered this will automatically default to two weeks.)
- Prior to forwarding the approval request to the Service manager the resources worker must review the request with their supervisor who will ensure that policy conditions are met, proper assessments have been made, there is reasonable assurance that the children will be safe and well cared for and the foster family is receiving adequate support.
- The resources worker documents the supervisor consultation and approval in the Linkin case management system (contact logs) and forwards the request within Linkin to the Service Manager for approval.
- Upon receipt of a request, the Service Manager must review the details of the request and be satisfied that policy conditions are met, proper assessments have been made, there is reasonable assurance that the children will be safe and well cared for and the foster family is receiving adequate support.
- **Within two working days**, the Service Manager approves the creation of an "Overmax" space in the foster home.
- The Service Manager may approve provision of required supports to ensure the foster family is able to safely care for the children. (See Chapter 8.9 - Payment for Household Support Services to Foster Families.)

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- Whenever another child is placed in a foster home and the number of children continues to exceed four, a new approval request task is generated in the Linkin case management system and sent to the resources worker, who submits the request to the Service Manager, outlining any change in circumstances. Timelines must be followed as specified above.

Review Request

- Two days prior to the end date of an Overmax placement, the resources worker will receive a task within the Linkin case management system to review the placement.
- The resources worker reviews the placement with their supervisor, enters updated information including an end date and additional comments into Linkin and forwards the approval request to the Service Manager.
- If the resources worker does not complete the task and forward the approval request within one day after the end date of the Overmax placement, the resources **supervisor** will receive a task within Linkin to update the Overmax placement.
- The resources supervisor may remind the resources worker to complete the task or may enter the required information directly into the Linkin system. An approval request is then sent to the Service Manager.
- Within two working days, the Service Manager reviews the request and the end date and approves the request or advises the resource worker by email if further details are required.

Long Term Request

- Two days prior to the end date of an Overmax placement, the resources worker will receive a task within the Linkin case management system to review the placement.
- The resources worker reviews the placement with their supervisor. If it is determined that the placement is a long term stable placement (there are no more than six foster children in the home and all the children have been placed in the home for at least six months) the resources worker enters updated information into Linkin.
- The resources worker enters an end date of up to 90 days from the last approval date.
- The resources worker forwards the approval request to the Service Manager.

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- Within two working days, the Service Manager reviews the request and the end date and approves the request or advises the resources worker by e-mail if further details are required.

Practice Guidelines

Accepted Circumstances

It is important that over maximum approvals are granted with careful consideration of the total placement situation and accepted circumstances for approval as per policy, (sibling groups, previous placement emergency placement and short term respite).

Consideration of Age

When exceeding the number of four children, age must be considered as a factor. The following should be used as a guide to determine the numbers and ages of children in a foster home:

- in homes caring for pre-school aged children, no more than two may be under 24 months of age; **OR**
- if no other pre-school children are in the home, three children under 30 months of age may be placed.

Determining Foster Home Capacity

The resources worker must document that they have acquired at least a basic assessment of all children currently in the home and of the children to be placed in the home from the children's case worker. This assessment should consider behavioural, developmental, medical, social, psychological and safety issues.

The resources worker must document that they have made a basic assessment of the foster home. This assessment should consider:

- potential changes in interactions of the parents and children, (including the foster family's own children), that may be created as a result of this combination of children, and the impact of such changes. Assessment of impact should consider behavioural, developmental, medical, psychological, social and personal safety issues;
- the foster family's ability to care for this number and mix of children considering: experience, training, skills and abilities, personal supports;

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- appropriateness and safety of sleeping arrangements, available space, and ability to evacuate all children in the event of an emergency;
- other responsibilities that the foster parent may have such as care of dependent family members, work outside the home, baby sitting other children;
- additional supports the foster family may require to meet the needs of the increased number of children that will be in their care, and the plan for implementing such supports. These may include but are not limited to: increased contact by the foster home resources worker, respite, household support services such as housekeeping or laundry services.

Tracking

Service Managers and resources supervisors should regularly review the activity level and history of homes that exceed four children through the views available in the Linkin system. These reviews should consider such factors as:

- homes which are frequently approved to care for more than four children;
- the circumstances under which approvals are granted.

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4.0 OUT-OF-HOME CARE RESOURCES

4.4.8 Foster Home Assessment and Review

Policy

The Ministry shall have personal, private contact with the foster family in their home a minimum of once every 6 months to ensure that they are able to maintain the expected standards of care and meet the terms of approval and the foster home agreement.

Each foster home shall be reviewed at least on an annual basis.

Standards

Annual Review /Family Development Plan:

- Foster homes shall be **reviewed** at least once per calendar year, using the PRIDE "Family Development Plan" format. (See Chapter 12 "Forms")
- At the time of annual review, the caseworker completes a home safety check, ensures that criminal record checks are completed as necessary (see "Procedures" below), reviews confidentiality requirements and the Ministry's discipline policy with the family, and reviews and signs the Agreement for Foster Care Services.
- Upon completion of an annual review, a written Family Development Plan report shall be completed.
- The Annual Review / Family Development Plan report shall be signed by the foster parent(s), caseworker and supervisor, and a copy provided to the foster parent(s). A signed copy will be placed on the foster family file.

Formal Review:

- In addition to annual reviews, foster homes shall be subject to **formal review** when there are concerns about the family's ability to provide care for a child, but where a foster home investigation is not warranted. (See also Chapter 4.4.10 "Investigations of Abuse or Neglect".) The following are circumstances which would warrant a formal review:
 - when there are concerns regarding the quality of care provided to children placed in the home;
 - when there has been a significant change in the family's circumstances which may impede the family's ability to foster; for example, birth or death in the family, adoption, separation or divorce;

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- if the range of acceptance (as established at the time of approval or at subsequent annual reviews) is to be changed;
- at any point where there is reason to believe that the foster family is unable or unwilling to meet the terms of the foster home agreement or provide care for children as assessed according to the PRIDE competency categories;
- when information is received indicating that any member of the household has been charged with a criminal offense.

When completing an annual review or a formal review of a foster family, the caseworker must assure that all standards of the original approval are met and assess whether the foster home should continue to be approved for ongoing care.

Procedures

Annual Review / Family Development Plan

The Annual review / Family Development Plan is completed covering all reporting areas fully.

The Family Development Plan is signed by the foster parent(s), caseworker, and supervisor and a copy provided to the foster parent(s). A signed copy will be placed on the foster family file.

At the time of annual review, the following steps must be completed:

- The caseworker reviews the "Agreement for Foster Care Services" (Chapter 12 "Forms") with the foster family and the agreement is signed.
- Adult foster family members complete and sign a "Criminal Record Declaration" form (Chapter 12 "Forms"). This is to be signed by anyone 18 years of age and older, who was a resident in the home at the time of approval of the home, including biological children of the foster family.
- Youth in care of the Minister are not required to complete the "Criminal Record Declaration" form as the caseworker would have obtained information regarding any criminal charges or convictions.
- For any individuals 18 years of age and older who have become residents of the foster home since the time of approval, the caseworker ensures that a Criminal Record check and Ministry Record search is completed.
- The caseworker ensures that biological children aged 18 years or older who are living in the foster home submit a Criminal Record Check prior to their nineteenth birthday (subsequently they will complete a "Criminal Record Declaration" form at the time of each annual review as noted above).
- The caseworker completes a foster home safety check, including checking to ensure that smoke detectors on each level are working.

Section 4.4.8: Foster Home Assessment and Review

- The caseworker views the sleeping arrangements for the children in the home.
- The caseworker reviews the Ministry's discipline policy for children in care with the foster family.
- The caseworker reviews confidentiality provisions as set out in Section 74 of the Child and Family Services legislation with the foster family.

Formal Review:

The caseworker informs the foster family of the reason for the review and arranges a time to meet with the family. (The family may wish to access the support of the Saskatchewan Foster Families Association throughout this process.)

Foster family members, children in care, other workers and collateral agencies are interviewed whenever it is appropriate to the situation.

When all the required information is obtained, it is documented by the caseworker using the standard format (Chapter 12 Forms "Foster Family Formal Review") and submitted to the supervisor for review and consultation. Observations and statements must be supported with behavioral descriptions. The supervisor may recommend further assessment or information.

Where it is agreed between the supervisor and the caseworker that no further action is required, the supervisor and the caseworker are to determine the approval status of the home as follows:

- continued approval with no conditions
- approval with conditions
- on hold with conditions
- closure of the home

The final report is completed, stating the reason for the review, the results of the review and the recommended actions or outcomes.

The caseworker and supervisor will sign the report and the caseworker will review the report with the foster parents. The foster parents will sign the report, if they agree with the contents and recommendations.

A copy of the final report is provided to the foster family with a copy placed on their file.

If the foster family disagrees with the report, they will indicate this in writing to the foster home worker. If the disagreement cannot be resolved, the caseworker will advise the foster family that they may access the policies and processes set out in the Children's Services Manual, Chapter, 4.4.12 "Conflict Resolution" and Chapter 4.4.13 "Appeal Process".

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Practice Guidelines

General:

Foster home workers are to maintain regular contact with foster families including in-home consultations. Such contacts are for the purpose of providing support and assessing the quality of services provided.

- Whenever there is contact with a member of the foster family, the caseworker must determine whether there are indicators that the family:
- may need additional support;
- may require additional PRIDE Core and/or specialized training;
- may be having problems meeting the needs of children in their care;
- may be unable or unwilling to meet the terms of the contract.

Where a worker is aware of potential concerns, these must be discussed with the foster parents to determine whether coaching, training or other supports are required.

Annual Review / Family Development Plan:

The Annual Review / Family Development Plan is important to ensure that a foster family continues to provide safe, quality care. It is part of the ongoing work with a foster family and needs to be proactive, constructive, supportive and strengthening.

The Annual Review / Family Development Plan assessment should be a mutual process between the foster home worker and the foster family. The overall objective should be to help the foster family identify the skills, supports and any additional training they require to meet the needs of the children in their care.

At least one in-home consultation is required to complete the Annual Review / Family Development Plan. Caseworkers will use this in-home time to interview the foster parents, determine ongoing training and support needs, and ensure that all steps outlined in "Procedures" are completed.

Each member of the family and other residents should be interviewed. This should include both parents in a two parent family, adult children or other adults who may be living in the home and any children of the foster family who could reasonably be expected to participate.

Any child in care who could reasonably be expected to contribute to the assessment, based on age and developmental capacity, should be interviewed.

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Any worker who has placed children in the home should be interviewed or complete a written assessment (see template Chapter 12.34), based on their knowledge of the home. Any collateral agency that has significant knowledge of the home may be interviewed. Such agencies include schools, crisis units, or Community Based Organizations providing services to the child and the foster family. These individuals should state the extent to which they have observed or have other direct knowledge of the foster family.

Where an Annual Review / Family Development Plan is not completed within a calendar year, or if a Formal Review is in progress due to a change in circumstance, consideration should be made as to whether new placements should be made. The safety and care of children currently placed must be ensured during the interim.

Where a home has no children currently placed and has not had a child placed during the past calendar year, an assessment must be made annually as to the family's interest and ability to foster. Where it is unlikely that the family will take further placements, the foster home file should be closed. A letter should be sent to the foster family indicating that their file is closed and no further children will be placed with them. The letter should also thank the foster family for their contribution to the Ministry.

Formal Review:

Formal reviews are intended for those situations where there are serious concerns about a foster family's abilities, actions, or standards of the home, but where a foster home investigation is not warranted.

The issues or concerns may have been brought to the foster family's attention on previous occasions with no satisfactory outcome or results.

The nature of the concern, the assessment of validity, and any recommendations for corrective action must be documented on the foster family file, using the standard format (Chapter 12 Forms "Foster Family Formal Review"). The report need only address the reporting areas that are relevant.

The foster family must be provided with the opportunity to respond to the concerns and work with the foster home worker to address the concerns.

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4.0 OUT-OF-HOME CARE RESOURCES

4.4.9 Foster Home (Paper) File

Policy

A paper file will be opened and maintained for each foster home.

Procedures

- The file will be opened in the name of the applicant.
- The file will contain the following documents:
 - Foster Care Application
 - References
 - Physician Reports
 - Criminal Record Check "Note to File" and Self-declarations
 - Ministry Record Check (Automated Client Index/Linkin)
 - Foster Home Safety Record
 - Mutual Family Assessment / Home-Study including Preference Questionnaire, PRIDE Connections and Trainer Worksheets
 - Genogram and Eco map, if completed
 - Approval Checklist
 - Agreement for Foster Care Services
 - Annual Reviews / Family Development Plans
 - Correspondence related to the home
 - Formal Reviews and Foster Home Investigations as applicable.
- No paper contact records are required as contact logs will be entered into Linkin.

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4.0 OUT-OF-HOME CARE RESOURCES

4.4.10 Investigations of Complaints of Abuse and Neglect

Policy

Complaints concerning the abuse or neglect of children in care shall receive immediate and thorough response to ensure the safety and well-being of all children in the home.

Preamble

- Foster families must be afforded fairness and due process at all stages of an investigation or review, which include a clear statement of any concerns by the Ministry, an opportunity to respond to the concerns, objective consideration of their responses, and access to appeal/conflict resolution.
- An investigation should be conducted in a manner that respects and maintains the working relationship between the foster family and the Ministry, while ensuring that issues identified are thoroughly investigated and child safety is the primary consideration. The conclusion must be based upon supportive evidence.
- The assessment of the foster family as a result of the reported abuse must assess the existence of abuse or neglect within the family system including the history of the foster home and not be limited to the specific incident reported.

Standards

- Allegations of abuse or neglect of children in care must be responded to immediately upon receiving the allegations.
- There shall be no new placements in the foster home during an investigation.
- Investigations must be completed within 30 days.
- If circumstances prevent the completion of the investigation within thirty calendar days, the Director or designate will advise the Director, Out of Home Care, Central Office, of the reasons for the delay and the expected date of completion. The foster family must be informed in writing of the timelines.

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Procedures

Assessing the Complaint:

When a complaint is received, the caseworker obtains as much information as possible from the reporter. This information is taken to the supervisor who determines the next course of action. (Whether or not to treat the report as a “quality of care” concern or refer the report to Child Protection Intake for the purpose of screening for investigation)

Distinguishing between Allegations of Abuse and Neglect and Quality of Care concerns in foster homes:

When reports regarding concerns for the care of children in foster care are received, there must be a distinction made between:

- Reports that clearly do not indicate abuse or neglect but do raise concerns about the quality of care in a foster home; and
- Reports that indicate concerns of abuse and neglect that warrant screening for a formal investigation to determine child safety and the validity of the allegation.

This distinction and related decisions should be made with the benefit of the best information available at the time, sound supervision and group decision making. As much information as possible should be gathered from all relevant sources including the reporter, the caseworkers for all children in the home, the Foster Home Resource caseworker, the Provider file etc.

1. Allegations of Abuse and Neglect:

All reports indicating there is reasonable grounds to believe a child may be in need of protection pursuant to Section 11 of *The Child and Family Services Act* will be referred to Child Protection Intake for screening. The decision to assign the report for investigation depends on the recommendation of the SDM® Intake Assessment and an analysis of all information that is gathered from relevant sources. Typically, for concerns in foster homes, the decision of whether or not to assign for investigation is made through group decision making that involves all ministry staff involved with the home.

2. “Quality of care” concerns:

Quality of care concerns are actions or acts of omission by the foster parent that indicate contravention of out-of-home care standards and have a negative impact on the care of the child but do not rise to the threshold of a child in need of protection pursuant to Section 11 of *The Child and Family Services Act*.

Standards of foster care are outlined in various chapters of the Children's Services Manual, including Chapters 1.5, 4.4.8, 4.4.11 and 4.4.3.

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For example, the Ministry caseworker for the child may receive a report that the foster parent has used corporal punishment that is in contravention to acceptable forms of discipline as outlined in Ch. 4.4.11 of the Children's Services Manual but does not meet the threshold of physical abuse. These types of reports will typically be managed through a Formal Review of the foster home according to Ch. 4.4.8 Foster home Assessment and Review.

Important - Where staff are unsure whether a report is a "quality of care" concern or a report that warrants screening for child abuse or neglect, staff should err on the side of caution and refer to Child Protection Intake for screening. Upon screening, it may be determined that formal investigation is warranted or it may be determined that the report is a quality of care concern that requires consideration of a Formal Review rather than an investigation.

Where it is assessed that the complaint is false or malicious:

- The complainant will then be informed that there will not be further investigation and the reasons for this decision.
- The caseworker responsible for the foster home will inform the foster family that there has been a complaint and that the Ministry is not proceeding with the complaint. The worker will discuss the nature of the complaint with the foster family.
- The matter shall be documented on the foster family file.

Where it is assessed that the complaint is based on quality of care provided:

- The caseworker responsible for the foster home will discuss the nature of the complaint with the foster family and any person who may have direct knowledge of the complaint including children in the home. Where other concerns arise as a result of the complaint, these shall also be discussed with the foster family.
- The worker will notify their supervisor of the outcome of the discussions and if there appear to be grounds for the complaint, a formal review of the foster home shall be conducted.
- The matter shall be documented on the foster family file.

Note: If at any point during the discussions or review there is concern a child may have been abused or neglected, the matter will immediately be treated as an investigation of abuse and neglect and revert to the formal investigation process. The foster family must be notified of the change.

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Where it is assessed that a child may have been abused or neglected:

- The Director, Service Delivery or designate immediately determines which child protection caseworker will conduct the investigation.

Note: The assigned worker should be experienced and have a good working knowledge of foster care services and the policy **Investigation of Abuse or Neglect of Children in Foster Care**. In some circumstances the Director, Service Delivery or designate may wish to consider having a worker from another office or service area conduct the investigation. The investigation commences immediately.

- The Director, Service Delivery or designate ensures that all supervisors and workers directly involved with the foster home and the children in the foster home are informed of the investigation process and that each person's role and responsibility during the investigation is clear.
- Police will be notified when there are reasonable grounds to believe that an offence has been committed. Complaints should be conferenced with the police to jointly determine the nature of their involvement. During notification and/or consultation, police should be made fully aware of any circumstances of the foster home and any circumstances of the children in the home that may be relevant to the allegations.
- The Director, Service Delivery or designate advises the Director, Out of Home Care, Central Office by e-mail when an investigation is being initiated. The notice shall include the name of the child(ren) who have allegedly been abused, name of the foster family, brief description of the allegation, and whether there has been a referral to the police.

Investigation:

- The caseworker responsible for the foster home advises the foster family of the complaint and advises that an investigation is proceeding. As much as possible the information should be conveyed by the worker in person, rather than by telephone or mail.

Note: Where the safety of the child or the integrity of the investigation may be jeopardized, the Director, Service Delivery or designate may determine that no notice be given to the foster family prior to beginning the investigation. However notice **should** be provided as soon as practicable. If the investigation will include police involvement, any notification should be conferenced with them.

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- The worker provides the family with a letter of notification signed by the Resources Supervisor, and advising that they may contact the Saskatchewan Foster Families Association (SFFA) for support during the investigation process (see sample letter in Chapter 12.19). The foster family may choose **not** to have the SFFA involved in the investigation.
- The caseworker conducting the investigation immediately assesses risk to the child(ren) by:
 - interviewing the child(ren); **and**
 - interviewing the caregivers.
- Based on the assessment of risk, the investigating caseworker, in consultation with their supervisor and Director, Service Delivery or designate, determines whether the child(ren) should remain in the home or be removed pending the outcome of the investigation. Should the worker determine that the child(ren) are in immediate jeopardy and need to be removed, consultation must occur with their supervisor and Director, Service Delivery or designate immediately following.

Note: The decision to remove the child from the foster home pending completion of an investigation is based on consideration of whether the child might be physically or psychologically harmed if left in the home. The effect of disruption to a child in care needs to be assessed in the same manner as in the investigation of any family. In such assessments, the length of placement and strength of the child's attachment to the family must be considered. Consideration should be given as to whether a safety plan can be developed that would allow the children to safely remain in the home or associated with the home during an investigation.

- The child's caseworker, following consultation with the investigating worker and supervisor, will contact the child's parents/guardians to inform them of the investigation. The parents/guardians of children in permanent or long term care should be notified, where there is ongoing involvement with the child.

During the investigation, the child protection caseworker will determine:

- what happened;
- who was involved;
- circumstances surrounding the incident;
- seriousness of the situation;
- possible contributing factors.

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- The investigating worker will include all persons who may have information which will assist in the completion of a thorough, conclusive and impartial investigation including children in the home, children who were previously in the home, workers who have placed children in the home, the foster home worker, collateral agencies that have knowledge of the family.
- The supervisor/foster home worker and the workers of children who were in the home at the time of the investigation, are to be provided with interim updates regarding the progress of the investigation throughout the process.
- A written report, including findings of the investigation and an assessment of the family's ability to provide a safe and nurturing environment for children placed in their care, is to be completed and submitted to the Director, Service Delivery or designate. The Director, Service Delivery or designate will determine if the investigation is complete or if further action is required.
- Investigations are to be completed within thirty days. The foster family and any children who may have been removed during the investigation must be informed of the timelines.
- If circumstances prevent the completion of the investigation within thirty days, the Director, Service Delivery or designate will advise the Director, Out of Home Care, Central Office of the reasons for the delay and the expected date of completion.
- The foster family and children removed must also be advised by the Director, Service Delivery or designate when the time line will not be met and the expected date of completion. If the reasons for delay rest with the Ministry, the reasons should be provided, unless such disclosure may reasonably jeopardize the investigation.

Actions following Completion of Investigation:

- The Director, Service Delivery or designate shall convene a case conference including the caseworker/supervisor responsible for the home, the investigating worker/supervisor and the worker/supervisor of any children who were in the home at the time of the investigation. The conference shall review the findings of the investigation and determine actions to be taken regarding the children in the care of the foster family at the time of the investigation, as well as planning in regards to the foster family.
- The foster parents must receive a written statement of the findings and any actions being considered, regarding children who have been placed in their care, directly related to the findings of the investigation.

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Note: Where there may be a criminal investigation or trial associated with the allegations, the outcome should not unduly influence the assessment of the home. The Ministry must primarily consider factors to assure child safety, which may be different than factors considered in a criminal proceeding.

- Prior to making a final decision that would result in children being removed or not returned, and/or which would result in changing the approval status of the home, the family must be provided with the full details of the Ministry's concerns and given an opportunity to respond in writing or meet with the Director, Service Delivery or designate to respond to the concerns.
- If a child(ren) was removed during an investigation or if removal of children currently in the home is being considered, the review must assess safety, quality of care and strength of the attachment. Depending on the nature of the incident and results of the investigation, a full range of planning options may be considered including counseling or family support services that would allow the child(ren) to be returned or remain in the home where the attachment between the child(ren) and foster family is significant and it would be in the best interest of the child(ren). **In no circumstances shall a child be returned prior to review by the Director, Service Delivery or designate.**
- If permanent removal of children and/or closure of the home is considered, the Director, Service Delivery or designate must conduct a thorough file review including the foster home file and files related to children in the home at the time of the investigation.

Final Report:

- When the Director, Service Delivery or designate is satisfied that the investigation is complete, the Final Investigation Report (Chapter 12.13 "Forms") will be signed by the Director, Service Delivery or designate and forwarded to the Director, Out of Home Care, Central Office.
- All final reports related to the assessment, review, and investigation of a foster home will be placed on the foster home file.

Practice Guidelines

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Prevention:

Incidents of abuse and neglect in foster care should be infrequent. Foster care is inherently demanding and can be stressful. Foster families' ability to cope with these demands and stresses can change from time to time. Stresses and limited coping capacity can occasionally lead to an environment where a particular foster family's parenting ability is impaired and they may react in an abusive or neglectful manner.

There are actions that the Ministry can take that would serve to reduce the likelihood of incidents of abuse or neglect:

- Thorough screening and assessment prior to approval;
- Ensure prospective foster families are made fully aware of potential risks in fostering that could lead to allegations such as the effects of abuse on children, possible hostile reactions of the child's parents, difficult child behaviours. This allows applicants to make an informed decision about proceeding;
- Make placements appropriate to the needs of the child and ability of the home;
- Provide all relevant background information prior to any placement, so that the foster family can make an informed decision and be fully prepared for potential challenges;
- With children whose past experiences, needs and behaviours may place them and their caregivers at risk, the Ministry must ensure that the child and the foster family receive guidance and support appropriate to the child's needs and in a manner that will minimize such risk;
- Regular contact with homes and proactive casework;
- Regular assessment of the foster home for coping capacity or changes in family circumstances and the potential impact on the safety and care of children placed with them. Foster families must be assessed from a family systems perspective. Where coping capacity seems to be stressed, this needs to be addressed with the family and supports provided. Some factors that may negatively impact on coping capacity may be: placement of a high needs child; loss of a child to whom they have become very attached; personal changes or crisis situations of the foster family;
- Take immediate steps to address and resolve concerns as they arise;
- Thorough and open communication between foster families and the Ministry so that actions of a child or an incident relating to the care of a child, which may have the

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potential to be seen as constituting abuse or neglect, are known and examined.

Uniqueness of the Fostering Situation:

For children in care, the Ministry and the caregiver have an enhanced duty of care. Foster families are in a unique relationship to the child compared to the child's birth family or guardian; while performing the day to day responsibilities of a parent, the foster family is not legally defined as a parent of a child in care. They are in a contractual relationship with the Ministry to provide quality service for a child in need of protection placed in their care and the Ministry is required to provide them with adequate support to provide this service. Due to the nature of foster care, foster families may be at greater risk of an allegation than other families. Within the context of this unique parenting position, workers must continue to base decisions and follow case practice to ensure the "child's best interest".

- In all instances foster families must be afforded the same standard of respect, fairness and "due process" that any other family should expect.
- In assessing the actions of a foster family, possible contributing factors should be considered such as: high numbers of children placed, children with high needs, placement mismatches, gaps in information available to the foster family, gaps in planning for a child, gaps in training, gaps in support.
- In determining the protection needs of the child, the quality and strength of the relationship between the foster family and the child must be assessed from the child's perspective. Where a child is assessed to have a close attachment to the foster family, such attachment must be respected, in light of the importance of continuity in the child's care and the possible effect of disruption of that continuity on the child.
- A decision to remove a child from a foster home during an investigation must be based on the assessment of safety incorporating three basic criteria: immediacy, seriousness, protection. Even where a child has only been in a foster home for a short period of time, removal will be disruptive.

Objectives:

The purpose of an investigation of a specific allegation is to determine if the allegation can be substantiated, regarding children currently in the home or who may have been abused or neglected while previously residing in the home.

The investigation should include observations and recommendations relating to the family's ability to provide a safe, caring environment for their own children and children who may be placed in their care.

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- **Workers are expected to implement an investigation in such a way that the facts can be obtained to determine a child's safety issues and, if appropriate, to strengthen the capacity of the foster home to provide safe, nurturing care.**

Role of foster care supervisor/worker:

During the course of an investigation, the worker for the foster home is to continue being available to the foster home and provide reasonable support in a manner that will not jeopardize the investigation. The worker must not discuss the specifics of the investigation or any interim findings. Questions related to the investigation must be directed to the investigating worker and/or police. The worker must provide background information relevant to the investigation to the investigating worker.

The foster care supervisor/worker must be kept informed of the progress of the investigation and consulted appropriately. Upon conclusion of the investigation, the supervisor/worker for the home will be responsible for conducting the evaluation of the home and any debriefing that is required.

Role of the Saskatchewan Foster Families Association:

Due to potential conflict of interest for Ministry workers, primary support to the foster family will be provided by the Saskatchewan Foster Families Association unless the foster family chooses not to have their involvement.

Note: Ministry staff must obtain a consent form signed by the foster parents prior to sharing any information regarding a foster home investigation with SFFA staff.

Foster Family Expenses Related to an Investigation:

Where the Ministry is obliged to investigate the treatment of a child by a foster family, the Ministry is not responsible for associated costs the foster family may incur, including legal fees. The foster family's worker and the Saskatchewan Foster Families Association should help them access publicly funded services as appropriate.

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4.0 OUT-OF-HOME CARE RESOURCES

4.4.11 Discipline in Foster Homes and Extended Family Care

Policy

In the best interests of children in care, foster families and extended family, any discipline which causes physical pain to a child in care is prohibited. Further, any alternate form of discipline that does not respect the dignity of the child in care is prohibited.

A goal of out of home care resources is to provide children with a safe and nurturing environment where they can experience a sense of safety, security and growth. Any form of physical punishment would not support these conditions.

Practice Guidelines

APPROPRIATE DISCIPLINE

Discipline is the purposeful method by a caregiver to teach and guide a child to develop self-control, self-respect and to learn more appropriate behaviors. Appropriate discipline focuses on discouraging undesirable behaviour and encouraging desirable behaviour. Parents can discourage inappropriate behaviour either by **intervention** or **prevention**. Caregivers can promote appropriate conduct by **providing** an environment in which children can internalize positive life skills and goals.

Intervention

Intervention takes place when a caregiver disciplines a child within the immediate context of undesirable behaviour. When caretakers respond to a child's attempts at harming persons (physical or otherwise) or property, this is considered appropriate intervention. Intervention strategies are typically employed when difficult behavior has become more problematic. When developmentally appropriate techniques are used, the intervention can decrease more severe behaviors. The caregiver and child/youth should work together and incorporate prevention methods that will increase the child's ability to communicate, socialize, learn and behave appropriately. It is important to keep in mind that intervention, when delivered in a punitive and reactive way, will have negative consequences and may disempower the child.

Prevention

Prevention focuses on averting undesirable behaviour. Unlike intervention, prevention is more concerned with long-term goals. The prevention process includes the child by helping them to understand the relation between cause and effect. The parent will seek to find the causes of a child's negative behaviour.

The caregiver and the child, (whenever possible), will begin to create an environment that deals effectively with the cause(s) of the negative behaviour. The caregiver helps the child to understand the consequence(s) and risk(s) associated with their negative behaviour.

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Provision

Provision is concerned with long-term goals. In provision, the caregiver attempts to foster skills, attitudes and character qualities a child needs to internalize positive processes and goals, including:

- Life-skill training
- Positive scanning
- Modelling

Goals for providing discipline include:

- Respect for self and others
- Loyalty to family and community
- Sensitivity to other's needs
- Persistence in achieving desirable goals

Comparison and Contrast of Discipline Goals

Intervention	Prevention	Provision
focus on negative behaviour	focus on negative behaviour	focus on positive behaviour
immediate	long-term	long-term
correcting a problem	averting a problem	building relationships
repairing damage	protecting from damage	equipping
responsive	proactive	fostering
more imposing/less interaction	more interaction/less imposing	giving control
more external/less internal	more internal/less external	internal

Acceptable Techniques

With the above in mind, the Ministry of Social Services and the Saskatchewan Foster Families Association encourage all foster parents to:

1. Establish, as much as possible, a positive, respectful and nurturing environment in the caregiver's home.
2. Present a mature and responsible role model to the children, who demonstrates caring, sensitive values and a willingness to set reasonable limits and rules. This will help develop a wholesome environment in which children can feel safe, secure, appreciated and respected.

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A list of discipline techniques in relation to their goals follows:

1. All discipline should be:
 - a) appropriate to the developmental level of the child;
 - b) motivated by a desire to assist the child;
 - c) communicated in a way the child can understand;
 - d) consistent with the child's cultural heritage, as the child understands it.
2. Provision discipline techniques include (but are not limited to):
 - a) encouragement and positive reinforcement;
 - b) increased privileges and responsibilities, e.g., "Please finish your homework before you watch television";
 - c) acknowledgement, recognition and praise;
 - d) developing a mutually respectful and positive relationship with the children which reflects genuineness, sincerity and concern;
 - e) providing counselling and teaching regarding life skills, coping and social skills, parenting practices, adolescent responsibilities, family dynamics, etc.;
 - f) demonstrating a co-operative and supportive "teamwork" relationship with other caregivers and agencies responsible for the well-being of the child.
3. Prevention discipline techniques include (but are not limited to):
 - a) clearly established limits and rules that are fair and applied consistently;
 - b) soliciting, where appropriate, the child's involvement in determining disciplinary actions, e.g., consequences, boundaries;
 - c) limits on future activities that are causally connected to the undesirable behaviour;
 - d) providing counselling and teaching regarding anger management, addictive/compulsive behaviour, etc.
4. Foster and extended family caregivers can mitigate the need of using for physical interventions by encouraging positive behaviour and de-escalating disputes. Where intervention is required, discipline techniques should be administered immediately after the behaviour that is discouraged. Intervention could include (but is not limited to):
 - a) bringing the child's attention to the specific inappropriate behaviour and maintaining a non-confrontational atmosphere
 - b) expressing disapproval of the misbehaviour but not the child;
 - c) discussing the specific aspect of the misbehaviour/incident with the child;
 - d) use of negotiation, compromise and behavioural strategies
 - e) redirecting the attention of the child ;
 - f) temporary removal from activity, situation or group;
 - g) allowing the child to experience appropriate consequences from outside agencies such as school, police or the community;

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- h) helping the child to experience fair and logical consequences, e.g., "Either drive the speed limit or I will drive.";
- i) restricting or removing privileges including fines or withholding allowance;
- j) preparation or restitution for damage(s), e.g., payment, repair, or extra duties.

Use of Physical Restraint

For children who have entered the care of the Minister, and may have already suffered varying degrees of abuse and neglect, the use of any physical discipline, restraints and/or restrictive procedures can add further trauma to a child's life.

Alternatives to physical restraint should always be the first response when managing a child's behaviour.

Whenever possible, foster parents/caregivers should receive training in non-violent crisis intervention techniques or other approaches approved by the Director, or designate, Out of Home Care. Proof of completion should be provided to the caseworker to place on the caregiver's file.

Physical intervention is not to be used for discipline measures.

In certain circumstances, a caregiver may be required to use physical restraint in order to prevent a child from causing harm to themselves or to someone else. If the child's resistance to the restraint has the potential to result in bodily harm to the caregiver or to the child, the foster parent/caregiver should contact the police as soon as possible. Any physical intervention / restraint should only be used as a last resort. In situations, where physical interventions is used for restraint purposes, the event must be reported to the caseworker and an incident report must be completed and signed by the Director, Out of Home Care.

INAPPROPRIATE DISCIPLINE

Corporal Punishment

The use of corporal punishment or physical punishment is prohibited. Corporal punishment/physical punishment is intended to inflict physical pain or cause physical harm within the disciplinary process; i.e. punching, biting, hitting, slapping, strapping, shaking, choking, kicking, spanking, hair or ear pulling, and any other technique where the goal is to produce physical discomfort.

Other Unacceptable Techniques

Further, all disciplinary actions that do not respect the rights of the child, or diminish the growth, development, or enhancement of the child's self-respect are prohibited.

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It is the caregiver's responsibility to act as an advocate for the child to make sure that no one in or out of the home uses inappropriate discipline on the children in their care. This includes (but is not limited to):

1. Restricting or depriving a child's basic needs including food, shelter, clothing, bedding, sleep or washroom facilities.
2. Taunting, demeaning remarks concerning the child or her/his family or derogatory name calling intended to hurt or degrade (not to be confused with good-natured teasing, intended and received as fun), e.g. "You're stupid, dumb, worthless, clumsy, etc."
3. Using force or threatening to use force to intimidate a child, e.g. striking areas around the child, or threatening to use inappropriate discipline.
4. Racial put-downs of any kind (especially those directed at the child, the child's family or at the child's ethnic origin).
5. Extensive and prolonged withholding of emotional response or stimulation after the undesirable behaviour has stopped.
6. Modelling of undesirable behaviour to teach the child a lesson, e.g., "If you don't stop biting your brother, I'll bite you and show you what it feels like".
7. Deliberate destruction of a child's legally held property.
8. Locking an unattended child in a room, closet, basement or outbuilding for any reason.
9. Forcing a child to take an uncomfortable or degrading position, e.g., kneeling, standing in the corner, etc.
10. Using mechanical restraints such as car seats, high chairs or handcuffs, ropes, chains or similar devices.
11. Making a child eat undesirable substances such as soap, tobasco sauce, excrement, vomit, etc.
12. Administering drugs or medication intended to subdue reactive behaviour without the authorization of a physician.

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13. Withholding/refusing or threatening to withhold/refuse appropriate family contacts and/or home visits as a means of discipline. Family contacts and/or home visits may be withheld, if it is clear in the judgement of the caregiver and the caseworker that such action is in the best interests of the child. Whenever possible, these decisions should be made in consultation with the youth in care.
14. Threatening to remove the child from the home as a means of controlling behaviour. A threat is not to be confused with communicating the consequences of contravening boundaries in the caregiver's home. A child may be removed from a home if it is clear in the judgement of the caregiver and the caseworker that such action is in the best interests of the child and/or the foster or extended family. (Whenever possible, these decisions should be made in consultation with the youth in care.) This statement should not be understood to contradict the rights of the caregiver to have any child removed from their home at their discretion.

CONTRAVENTION OF DISCIPLINE PROCEDURES

If a caregiver contravenes the discipline procedures, they must report the contravention to the caseworker or supervisor (if worker is not available) as soon as possible. The caseworker will discuss the incident with the caregivers, in order to assess the situation. The contravention of discipline procedures may indicate the presence of such factors as:

- a) A child with more serious behaviours than previously recognized.
- b) Increasing stress levels in the caregiver's home.
- c) The need for more support given to the caregiver.
- d) The need for more training given to the caregiver.
- e) The failure of caregivers to agree with the Saskatchewan Foster Families Association and the Ministry of Social Services on what forms of discipline are not considered in the best interests of the child.

The Ministry of Social Services will review all reports of contravention and physical intervention considering the following factors: (See also Children's Services Manual, Chapters 1.5, 4.4.8 and 4.4.10 for further information regarding standards of foster care).

- a) Seriousness of the situation.
- b) Actual or potential harm to the child.
- c) Past performance of the foster caregiver family in general.
- d) Frequency of occurrence.
- e) Previous disciplinary action taken by the Ministry.
- f) Behaviour of the child.

As a result of the review the Ministry may:

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- a) Provide additional support to the caregiver family.
- b) Provide further education and training for the caregiver family on parenting skills.
- c) Initiate an internal investigation.
- d) Remove the child from the caregiver's home.
- e) Close the home.
- f) Initiate a police investigation.

The Ministry should do what they can to maintain the foster/extended family home as long as the child in care is not endangered. If it is in the best interests of the child in care or the caregiver to remove the child from the home, the Ministry may still choose to provide additional support and education to the family to maintain that home for further use. In the event resolution cannot be reached, access to the conflict resolution process is available. (See Chapter 4.4.12)

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4.0 OUT-OF-HOME CARE RESOURCES

4.4.12 Conflict Resolution between Foster Parents and the Ministry

Preamble

This policy is intended to ensure prompt and early resolution of conflict issues at the local level wherever possible, and to ensure that foster parents receive support and assistance during the Conflict Resolution process.

When conflict arises between foster parents and Ministry employees, every effort shall be made to resolve the issue in a mutually satisfactory manner, in accordance with the presented procedures.

The foster family must be advised of the support available through the Saskatchewan Foster Families Association, who will assign a family support worker to provide support to foster families during this process. Foster families may also request the support of another support person of their choosing, such as a friend, relative, clergy, or Elder.

When there are disagreements between the foster parents and the Ministry, foster parents are entitled to “due process” which means that they must be given a clear statement of the Ministry’s decisions, an opportunity to respond, an assurance that their response will be given objective and fair consideration, and a clear statement of the final decision.

Foster families have the right to bring forward any decision for review by a supervisor, manager and /or Director, regarding any matter pertaining to their fostering experience or a child placed in their home. These decisions may be escalated to the Executive Director, Service Delivery, however, the decision of the Executive Director will be final. The one exception is the decision to close a foster home, which may be formally appealed as outlined in Chapter 4.4.13 – Appeal Process between Foster Parents and the Ministry.

At any point in the conflict resolution process, the foster parents and/or the Ministry, may request the involvement of Saskatchewan Justice to provide dispute resolution services in an effort to satisfactorily resolve the disagreement (see Procedures below).

Policy

When foster parents disagree with a decision made by the Ministry, they must be advised of their right to access the Ministry’s Conflict Resolution process.

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Procedures

1. The foster family notifies the caseworker that they wish to access the Conflict Resolution process.
2. The caseworker arranges a meeting with the foster parents to discuss their concerns.
3. Following the meeting, if the foster parents believe the matter has not been resolved, they may contact the caseworker's supervisor.
4. The supervisor arranges a meeting with all parties in an effort to come to a mutually satisfactory resolution. The foster family may request that a representative of the Saskatchewan Foster Families Association, or another support person of their choosing attend the meeting.
5. The foster family or the Ministry may request the involvement of Saskatchewan Justice to provide dispute resolution services. (Dispute resolution costs incurred in the Conflict Resolution process will be billed directly to the Director, Service Delivery, Central Office, 1920 Broad Street, Regina S4P 3V6.)
6. If there is not a satisfactory resolution, the foster parents may request to meet with the **Director, Service Delivery** or designate.
7. The **Director, Service Delivery** or designate arranges a meeting with the foster parents and may include the caseworker and supervisor if appropriate. The foster parents may invite their Saskatchewan Foster Families Association support person, or another support person of their choosing. .
8. Following the meeting, the **Director, Service Delivery** or designate will arrive at a decision, and advise the foster parents in writing of the decision. The decision of the Director, Service Delivery is final, with the exception of a decision to close a foster home.
9. In those situations involving decisions to close the foster home, if the matter is not satisfactorily concluded at the service centre level through the Conflict Resolution process, the foster parents may invoke the appeal process (See Chapter 4.4.13 "Procedures").
10. The conflict resolution process is to be completed within 45 calendar days of the caseworker receiving notice from the foster family.

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Practice Guidelines

The following "Procedural Fairness" guidelines are provided by Ombudsman Saskatchewan:

Best Practices for Procedural Fairness

1: Reasonable Notification

Individuals about whom a decision is being made should be notified in a reasonable manner that:

- a) a decision is going to be made before it is made; and*
- b) the basis being used to make that decision.*

2: The Ability to Respond

Following proper notification and before the decision is made, the affected individual should be provided with:

- a) an opportunity to review the information being considered; and*
- b) an opportunity to provide the decision-maker with alternative or contrary information.*

3: Consideration of Relevant Information

All relevant information should be fully and fairly considered by the decision-maker, and information that is irrelevant to the decision at hand should not be considered.

4: Decisions should be Reviewable and Correctable

All decisions should be open to review and be correctable.

5: Provision of Adequate Reasons

Adequate reasons for the decision must be provided to the individual. At a minimum, reasons for a decision at all levels should include:

- a) a statement of the decision;*
- b) a summary of the information relied upon by the decision-maker;*
- c) an explanation of how any contradictions in the information were reconciled by the decision-maker; and*
- d) any other relevant reasons for making the decision.*

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6: Free From Bias

The decision-maker should be free of and be seen to be free of bias.

7: Additional Procedural Requirements

In addition to the minimal fair practices, additional procedures may be required for some decisions, taking into consideration the following:

- a) The nature of the decision (whether the decision affects an individual personally or is a broader decision with an indirect impact only);*
- b) The impact of the decision on the individual or group affected (the greater the impact, the more procedures attached);*
- c) The rights created by law (anything set out in the legislation or regulations); and*
- d) Legitimate expectations of the parties (based on prior practice, custom or promises).*

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4.0 OUT-OF-HOME CARE RESOURCES

4.4.13 Appeal Process Between Foster Parents and the Ministry

Policy

When a foster parent disagrees with the Ministry's decision to close their foster home, the foster parent may appeal the decision by accessing the Ministry's formal appeal process (see Procedures).

Procedures

1. When a foster home is closed as a result of a Ministry decision (following a foster home investigation or formal review), a foster family must be advised of their right to formally appeal the closure decision and the process for doing so.
2. To invoke the appeal process, the foster parents must notify in writing either the Ministry (Director, Service Delivery), or the **Saskatchewan Foster Families Association (Executive Director)** their intention to appeal the decision to close their foster home.
3. The person to whom the foster family's letter of appeal is directed immediately informs the **Director, Service Delivery, Central Office** to advise of the appeal.
4. The Director, Service Delivery, Central Office notifies and consults with the appropriate Service area to determine whether the conflict resolution process has been followed and if appropriate, may suggest that this process be completed prior to formal appeal.
5. To proceed with the formal appeal, the Director, Service Delivery, Central Office arranges for review of the case by an independent adjudicator, who is appointed and contracted by the Ministry to hear the appeal (see Practice Guidelines).
6. The adjudicator conducts his or her independent review by gathering information from all sources, including the foster parents, children placed in their home (when appropriate), Ministry employees, and Saskatchewan Foster Families Association employees.
7. When the review is concluded, the adjudicator records the information he or she has gathered (only relevant information should be considered and recorded), completes a report, following a standard format, and submits it to the Executive Director, Service Delivery.

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8. The adjudicator's report must include a detailed account of their findings, a recommendation regarding the foster home closure decision (including rationale), and a separate summary report of the adjudicator's findings to be provided to the foster family. This summary report will include no identifying information regarding children in the home.
9. The Executive Director, Service Delivery, reviews the adjudicator's findings and recommendations (see Practice Guidelines).
10. The Adjudicator's summary report and a letter documenting the final decision is forwarded to the foster parents from the Executive Director, Service Delivery, and copied to the Director, Service Delivery.
11. Fees and expenses incurred by independent adjudicators will be billed directly to the Director, Service Delivery, Central Office, 1920 Broad Street, Regina, S4P 3V6.

Practice Guidelines

1. The Director, Service Delivery, Central Office shall collaborate with the Saskatchewan Foster Families Association to select the independent adjudicator who will hear the appeal of the foster home closure.
2. Independent adjudicators are typically social workers in private practice. The adjudicators must have some knowledge and/or experience in the foster care program.
3. Adjudicators must disclose any prior knowledge or involvement with a foster family as this may impede their ability to conduct an impartial review. In this case, another adjudicator must be selected to hear the appeal.
4. As the Ministry of Social Services is ultimately responsible for the children placed in a foster home, the Ministry must have the final decision regarding whether to entrust a child's care to a foster family.
5. In the event that the Executive Director is not in agreement with an adjudicator's recommendation, the Executive Director will contact the adjudicator and may request a meeting or further information.
6. If after careful review and consideration of the adjudicator's findings, the Executive Director does not have confidence that the foster family can provide appropriate care for children, the Executive Director may overrule the recommendation of the independent adjudicator.

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In this very rare circumstance, the Executive Director will indicate the reasons for this decision in a letter to the foster family, copied to the Director, Service Delivery and the adjudicator.

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4.0 OUT-OF-HOME CARE RESOURCES

4.4.14 Support to First Year Foster Homes

Policy

The Ministry will provide support to approved foster homes in their first year through increased contact and careful attention to matching of placements.

Procedures

- When a new home is approved, a case transfer meeting will occur at the time the file is transferred to the ongoing resources worker.
- Whenever possible, a transition visit to the home will also occur where the recruitment worker introduces the ongoing resources worker to the foster family and provides an opportunity to discuss any outstanding questions prior to receiving their first placement.
- Placements in first year homes should be pre-planned and well supported to promote a successful transition.
- In exceptional circumstances where emergency placements are being considered, supervisor consultation must be sought prior to the child being presented to the family.
- Following placement, the assigned resources worker shall contact the foster parent within two working days to ensure the family is managing the placement.
- The resources worker shall visit the foster home within 5 working days of placement to check in again and determine what support needs the family may have.
- The following guidelines for contact with the home during the first year should also be observed:
 - a phone call or home visit every two weeks for the first three months;
 - a six month home visit;
 - a nine month home visit;
 - one year visit for completion of Annual Review and Family Development Plan.

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Practice Guidelines

Frequent Contact

Frequent daily or weekly check-ins with the family for the first three months are strongly encouraged. These contacts may be reduced over time as the family becomes more comfortable in their role and they become more connected within the fostering community.

Limiting Placements

Limiting placements in the first year of service promotes an atmosphere where caregivers can build confidence and security in their role without becoming overwhelmed. Placing more than two children in a first year home should be the exception based on the family's personal circumstances, abilities and experience.

Increased In Home Supports or Respite

Time limited contracted supports may be offered to assist families who are experiencing difficulty in the transition of becoming a foster parent. Supports might include in home household support or respite.

Peer Support

A support group for first year families may be very helpful in meeting the family's needs during the first year. A group discussion would allow families to talk about behavior management and how fostering is impacting their lives.

First Year Support worker:

Where practicable, it may be beneficial to have a dedicated resources worker assigned during the first year. Ideally, this worker would have a reduced caseload due to the increased contacts and coaching.

Oversight of Training Completion

Oversight by the foster family's assigned Resource worker should occur during first year home visits at time frames of six, nine and eleven months to ensure training is available and the foster home is progressing toward completion of all required training.

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4.0 OUT-OF-HOME CARE RESOURCES

4.6 Facility Care

Group Homes

Program Description

Adolescent group homes are operated by non-profit, community-based organizations for youth with complex needs who cannot live at home and would benefit from a positive peer group living experience. Group homes form an important component within the resource continuum for youth who are temporarily unable to remain in their family home or other placement resource. The objective of the program is to provide specialized care, safety, supervision, peer support, counseling and integrated community-based support services for complex needs youth, and to actively include families, wherever possible, in the case planning process. Group home programs attempt to successfully reintegrate the youth back into family and community.

Services

- Group homes provide specialized care, supervision, counseling, and individualized family-centred case planning for adolescents, 12-15 years.
- Group home programs work extensively with families, community schools, mental health services, police, courts and other helping agencies to develop a coordinated plan to address the holistic needs of youth.
- The goal of group home programs is to successfully reintegrate youth back to family and community.

Admission Procedures

- Each service area has a designated group home liaison worker who assumes responsibility to coordinate referrals and placements in CBO group homes, provide program development support and offer consultative services to the agency regarding case related issues and concerns.
- Each service area has an established protocol for group home referrals. Generally, the child's caseworker makes a referral through the group home liaison worker, and approval is sought from the group home Director or designate.
- In some group homes, and for some referrals, the group home Board of Directors may consider and determine the appropriateness of the referral.

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4.0 OUT-OF-HOME CARE RESOURCES

4.7 Residential Stabilization Programs

Program Description

Residential Stabilization Programs (RSPs) provide intensive programming and support designed to meet the specific, identified needs of children and youth who, at least temporarily, are unable to safely reside without intensive supervision. Residential Stabilization Programs provide programming for, or access to, specialized support services such as those which target trauma, mental health, disability, and sexual and/or aggressive behaviours. RSPs include 24-hour supervision and care provided by qualified caregivers and professionals specially trained in working with traumatized and at-risk youth. They may also include on-site educational services until children and youth can be safely and successfully integrated into a community school program. RSPs recognize the value of engaging family in the treatment process and assisting families to actively support their child/youth's progress whenever possible. Ongoing planning will occur with referring service area/First Nations' Agency caseworkers, family and any other significant service providers to: continually assess the progress towards attainment of the established treatment outcomes; adjust the treatment plan as necessary; and ensure appropriate and timely transition planning is occurring.

Residential Stabilization Service Outcomes

Residential Stabilization Program outcomes are specific, measureable and time limited. These outcomes may include:

- The young person will develop the ability to self-regulate in a manner that allows them to successfully reintegrate into family and/or community settings;
- The development of familial, professional and/or community networks that will ensure an appropriate level of support to the young person following their transition;
- The acquisition of life skills that are age appropriate and geared to the cognitive functioning of the young person.

Referral/Admission Procedures

1. The caseworker identifies a child/youth who they believe requires an out of home placement. The caseworker consults with their supervisor, explores the child's presenting behavior and complex needs, and examines potential resource alternatives.
2. Where an RSP is believed to be required, the supervisor consults with their service manager to review case planning and resource requirements. Service area manager sign off is requested for all RSP referral requests prior to submission to the Out of Home Care (OOHC) manager.

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3. Upon agreement to proceed with an RSP referral, the service area caseworker will ensure that the Out of Home Care Referral Form and any available social history material, psychological/ psychiatric reports, and educational assessments are provided to the OOHC team for review.
4. OOHC will review the request for an RSP placement, confirming all appropriate options have been explored prior to forwarding the referral form to the weekly Intensive Services Team (IST).
5. Weekly IST meetings will occur in each service area, where the IST members will review presented cases and make decisions on the appropriateness for placement in an RSP. The IST members may include managers (or designates) from OOHC, service delivery, and the Community Response Services unit (CRS), representation from the Outreach and Prevention Services (OPS) team and the Community Services Branch, as well as representation from other stakeholders and partners. Additionally, caseworkers may be in attendance to further clarify the service needs related to the request for a stabilization bed.
6. RSP placements require the approval from the CRS unit manager. When the child is under the age of 12 the CRS unit director's approval will be required.
7. The CRS unit will be responsible for coordination of placement and case management of all children/youth who are placed in RSPs. The CRS unit forwards the IST package to the RSPs for approval of admission. When a placement has been secured, the CRS worker will set an admission meeting with the RSP and the service delivery worker. The case plan and specific services required, with timelines, will be discussed at the admission conference. It is at this time that the case management will transfer from service delivery to the CRS unit case worker.

First Nation Youth Referrals

If a youth being referred to a specialized care facility has Treaty status, it is important to determine whether Indigenous Services Canada (ISC) or a First Nation Child and Family Services agency carries financial responsibility for the youth's specialized care costs.

Extension of Support (Section 56) Youth

Youth who turn 18 years old and enter into an Extension of Support (Section 56) Agreement while residing in an RSP may continue to reside in the RSP, with the approval of the Director, Community Response Services Unit, until successful transition from this level of support can safely occur. Child and Family Programs will continue to pay for this service while the youth is residing in the RSP.

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4.0 OUT-OF-HOME CARE RESOURCES

4.8 Transition to Room and Board/Independent Living Arrangements

Policy

Room and Board and Independent Living situations may be considered for youth sixteen years of age and older who are moving towards independence. In most situations it is expected that independent living arrangements will be expected to provide a level of supervision appropriate to the maturity and developmental needs of the youth. The caseworker provides required services in accordance with the case plan for the youth.

A. Room and Board:

Services:

Such placements are only to be considered for youth age sixteen or older where the case plan has established that the youth is moving towards independent living and any other approved resource is not appropriate.

Supervision by the room and board provider may include:

- Teaching daily living skills including money management, hygiene and nutrition;
- Monitoring youth's progress in areas of daily living skills and personal safety;
- Observing and reporting youth's needs to the caseworker;
- Working with the youth in their transition back home or to independent living.

Home Assessment:

Room and board situations must be assessed and approved as per procedures for approving Alternate Care. (See chapter 4.3.4.)

B. Independent Living:

Services:

Should primarily be considered for youth who are eighteen or over under a Section 56 agreement who are sufficiently mature enough to handle this level of independence and responsibility. The caseworker provides required services and contact in accordance with the case plan for the youth.

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4.0 OUT-OF-HOME CARE RESOURCES

4.9 Investigations of Abuse Allegations Against Group Home Resources

Policy

Allegations of physical or sexual abuse of a child/youth while residing in an out of home group care residence shall receive an immediate and impartial investigation.

Standards

- Whenever a child/youth placed in an out of home group care residence makes an allegation of abuse against a staff member, volunteer, or board member of the group home, regardless of who the allegation is made to (i.e. Child Protection Intake, another group home worker, etc.), it shall be reported immediately to the Group Home Director.
- The Group Home Director (or designate) shall immediately report the allegation to the Manager, Standards Compliance, Child and Family Programs Division and to the Service Area Manager responsible for the child.
- If not already completed, the Group Home Director (or designate) must follow-up with a written Incident Report (see Children's Residential Services Manual, Policy 9.6) within 24 hours and sent to the same individuals referenced in Standard #2.
- Upon notification of the allegation, the Director of the Group Home (or designate) shall ensure the accused staff member does not have access to the child/youth or other children/youth in the home.
- A Child Protection Investigator will be assigned by the Service Manager to investigate the allegation to either substantiate or unsubstantiate it.
- The Investigator will provide the investigation report to their direct Service Manager, the Manager, Standards Compliance, and the Director of the Group Home within 7 working days of the investigation being assigned using the Group Home Final Investigation Report Form (I drive/Templates/C&FS Child Welfare).
- If during the investigation process the allegation is determined to be a quality of care issue, and not one of physical or sexual abuse, an internal review will be completed by the Group Home using the Group Home Quality of Care Report Form (I drive/Templates/C&FS Child Welfare) and will forward the report to the Manager, Standards Compliance, Child and Family Programs Division within 15 days of the initial complaint being received by the Group Home Director (see Procedure #4).

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Definitions

Physical Abuse – includes non-accidental injury, cruel or excessive corporal punishment (may or may not cause physical injury), threats of physical harm, dangerous behaviour towards a child/youth or in immediate proximity to the child/youth (i.e. throwing objects, use of weapons, etc.).

Sexual Abuse – the child/youth has been or is likely to be exposed to harmful interaction for a sexual purpose, the caregiver engaged the child/youth in sexual acts, obscene acts, sexual exploitation, pornography, has threatened sexual abuse, and/or has inappropriate sexual boundaries, and/or used grooming techniques.

Procedures

1. If an out of home group care worker receives information from a child/youth making an allegation against another program worker, the worker must inform the child/youth that he/she (the worker) is responsible for reporting the information to the Director, Group Home (or designate).
2. The Group Home Director (or designate) shall take preliminary information from the child/youth and anyone who may have witnessed the incident or been involved in the incident. The details of the information shall be dated, documented and signed by the Group Home Director (or designate). This information will be provided to the Child Protection Investigator.
3. If at any time, the child/youth requests to phone the Police or The Saskatchewan Advocate for Children and Youth, the child's/youth's right to make this phone call shall not be denied. Assistance to make the call will be provided if necessary.
4. Complaints Which are Determined Not to be Physical or Sexual Abuse

If an allegation or complaint does not meet the criteria described above then it may be considered misconduct or a quality of care issue. These are human resource and organizational issues that are expected to be reviewed/investigated and responded to internally by the Group Home. Should the group home require assistance, they may contact the Manager, Standards Compliance, Child and Family Programs.

An Incident Report must be forwarded to the Manager, Standards Compliance, Child and Family Programs and to the referring Service Area Manager responsible for the child within 48 hours regarding the misconduct or quality of care.

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Examples of this type of incident may include, but is not limited to:

- a. swearing/verbal attacks towards a child;
- b. demeaning comments/behaviour towards a child;
- c. threatening a child with physical harm; and
- d. forced physical exercise.

Depending on the nature and excessiveness of the behaviour as well as the impact to the child/youth, a determination will need to be made about reporting the incident to police authorities as there may be a criminal code violation. This should occur through consultation between the Director of the Group Home and the Manager, Standards Compliance and where appropriate the Service Area Manager (responsible for the child). An example of this may be a staff member who engages a child/youth in consuming illegal drugs or drinking alcohol.

Upon conclusion of the Quality of Care review, the child care worker and Service Area Manager must be made aware of the conclusion of the Quality of Care Review by the Group Home. The child must be debriefed on the findings and recommendations of their complaint by the child care worker and the Group Home reviewer (or designate).

5. Accusations Against Other Children/Youth

Refer to policy 9.9 Children's Residential Services Manual. In addition, an Incident Report must be forwarded to the Manager, Standards Compliance, Child and Family Programs and to the appropriate Service Director or designate.

6. The Investigation

The safety of the child(ren)/youth is paramount and the first course of action will be for the Youth Centred Home, in consultation with other involved agencies, to take whatever action is necessary to ensure the safety of the child(ren)/youth.

Ministry of Social Services safety and risk assessment tools (inclusive of SDM) will not be used for investigations of allegations against Group Homes. The investigation shall be a combination of conducting interviews and gathering information (i.e. medical reports, police investigation information, etc.) to formulate a conclusion.

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7. Roles and Responsibilities of Individuals Involved in the Investigation

Primary Investigator - Provincial Child Protection Worker

- Investigator should be independent of the child/youth that made the accusation. Depending on the situation, an Investigator may be assigned from a different Service Area to ensure an impartial investigation.
- Ensure the child(ren) are safe. The Investigator will review safety planning to date, but is not responsible for the direct case management activities such as moving children or finding alternate placements. This will be the role of the Service Area child care worker and Resources Unit.
- Ensure the incident has been reported to the police authorities.
- Ensure the Saskatchewan Child Abuse Protocol is considered during the process. <http://publications.gov.sk.ca/documents/17/18812-Saskatchewan-Child-Abuse-Protocol-2017.pdf>.
- Ensure the child(ren) are interviewed. Generally this will be done by the Investigator in conjunction with the child's worker where possible. The police may also be involved in this interview and may even lead the interview process depending on the situation.
- Ensure witnesses have been interviewed.
- Ensure that the accused is interviewed. Where the police are involved, this should occur in collaboration with them, particularly in determining who will lead and participate in the interview.
- Ensure that the child(ren)/youth are seen by medical personnel.
- Coordinate information between all relevant parties involved in the investigation. The Investigator will ensure that notification, appropriate information and progress is shared with the Group Home Director, the Service Area Manager responsible for the Investigator, the child's/youth's case worker and the Manager, Standards Compliance Child and Family Programs.
- Once the finalized written report and conclusion(s) of the investigation is completed and signed by the Investigator's Service Area Manager, it should be forwarded to the

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- Manager of Standards Compliance and the Group Home Director within 7 working days of when the investigation was assigned.

The Service Area Manager of the Investigator and the Manager, Standards Compliance need to be made aware of the cause for delay when an investigation is not completed within 7 working days in order to assist in determining the best course of action to ensure the investigation and report are completed as expeditiously as possible.

Although the Provincial Child Protection Investigator conducts the investigation, the Service Area, Group Home, and the Provincial Standards Compliance Unit continue to have responsibility for various aspects of the process.

Group Home is responsible to:

- ensure quality service is being provided and that children/youth in the group home are safe;
- open a file on the accused that contains the investigation information;
- provide any information that may be relevant to the investigation; and
- take any necessary interim human resource action(s) required to ensure there is no contact between the child(ren)/youth and the accused. Consideration should be given to relevant labour statutes/legislation and any collective agreements that may apply to the Group Home.

The Service Area is responsible to:

- when necessary, move the child/youth from the existing placement resource to an alternative resource;
- arrange for a medical examination of the child/youth;
- provide support to the child during and following the investigation;
- provide any information that may be relevant to the investigation;
- follow-up on any recommendations made related to the child/youth; and

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- ensure that the Final Investigation Report is maintained on a Resource File, not the child care file.

The Manager, Residential Services, Standards Compliance is responsible to:

- provide the initial point of consultation when complaints of abuse of a child in a group home come forth either internally to the Group Home or from an external source (e.g., a complaint is made to Intake);
- ensure coordination and communication occurs between Service Delivery and the Group Home in situations requiring an investigation as per policy;
- provide the context to out-of-home group care policy to Investigators ensuring an impartial investigation (e.g., the use of physical restraint interventions);
- where applicable, provide a summary assessment of compliance to standards at the conclusion of the investigation; and
- ensure that Quality of Care reports are maintained in a central location.

8. Report of Conclusions

Upon completing the investigation, one of the following conclusions must be reached:

- a. The allegation was substantiated (there was sufficient evidence to support the allegation).
- b. The allegation was not substantiated (nothing inappropriate occurred and the evidence was insufficient to support the allegation).
- c. The allegation was not substantiated, but the investigation concluded that inappropriate behavior did occur.

The actions taken to any of the above conclusions may include a range of human resource options. The Group Home should advise the accused in writing, the outcome of the investigation and actions being taken.

The child/youth is informed that their allegation was reported to the appropriate individuals, investigated and concluded. The child/youth should be informed of the actual conclusion of the investigation by their child care worker.

9. Closing the Investigation

The investigation may be closed based on the following being completed:

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- the investigation has been completed and all of legislative requirements have been met;
- any issue of conflict of interest has been dealt with sufficiently;
- the Service Area has an appropriate plan for the child/youth's protection and treatment needs as a result of the allegations;
- the Group Home that employs the accused has responded in an appropriate and fair manner to the accused and the child/youth who made the allegation. The Group Home has notified the Manager, Standards Compliance, Child and Family Programs of the actions taken to ensure contractual/licensing obligations are met, as well as has demonstrated that safe and quality services are being provided to children/youth.

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5.0 ADOPTION PLANNING

5.1 Introduction

The Domestic Adoption Program applies to the adoption of children who are permanent wards of the Minister. A child becomes a permanent ward either through a court process where a judge makes a decision a permanent order is in a child's best interest, or through a voluntary committal where birth parents commit their child to the Minister for the purposes of adoption planning.

Children's Services Workers have responsibility for registering and preparing permanent wards for adoption planning. Children's Services Workers have additional responsibilities when they become involved with birth parents who have a plan to place their child for adoption through a voluntary committal or independently with someone they know.

A registration package containing information and history on the child or youth is created where the plan is for adoption. The registration package is used by the Ministry, and sometimes others (e.g. birth parents, extended family) to determine which prospective adoptive parents will best be able to meet the needs of the child or youth.

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5.0 ADOPTION PLANNING

5.2 Voluntary Committal

Legislative Authority

Section 46 of *The Child and Family Services Act*

Policy

A birth parent may voluntarily commit a child to the Minister for the purposes of adoption planning.

Standards

- In a voluntary committal, a child is deemed to be placed for adoption after the Director, Service Delivery (or designate) signs the *Certificate of Placement*, which is issued when:
 - every birth parent who is required to sign a Voluntary Committal has done so and the period for revoking consent has expired; or
 - the court has dispensed with the requirement of a birth parent's signature to a voluntary committal and the time for the birth parent to appeal the decision has expired; or
 - a child has been permanently committed by court order and the time for appealing the order has expired, or the order has been appealed and the appeal has been discontinued or dismissed; and
 - care and supervision of the child has been accepted by the adoptive parents.
- The Voluntary Committal (form 2001) cannot be signed by a birth parent until a child is at least 72 hours old (see Practice Guidelines).
- Only a birth parent can sign a Voluntary Committal, and each birth parent is required to sign a separate form. The only exception is when a birth parent's signature and involvement are dispensed with through a separate court process (see 5.2.2, Dispensing with a Birth Parent Signature on a Voluntary Committal).
- The Director, Service Delivery or Designate reviews and signs each Voluntary Committal form.

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Procedures

- Contact with the birth parents is documented in Linkin. Refer to the Linkin Training Manual to create the ongoing case.
- Birth parent counseling typically occurs over the course of several visits between the caseworker and the birth parent(s).
- The caseworker will provide birth parent(s) with information they may require on community services to support a decision such as parenting the child on their own, or for counseling (e.g. grief) following a decision to place for adoption.
- If required, the following services and payments can be approved to support birth parents in their decision-making:
 - counseling services (e.g. grief counseling);
 - travel or accommodation for birth parents who need to travel to meet with the caseworker; and
 - DNA testing in voluntary committal cases where there is question about paternity (see 5.2.2 Practice Guidelines, *Paternity Issues*).
- When a birth parent signs a *Voluntary Committal* (2001), the caseworker ensures:
- the birth parent understands he/she has the right to seek independent, third-party advice; a birth parent is encouraged to seek independent legal advice;
 - the voluntary committal represents the true and informed wishes of the birth parent;
 - the birth parent understands the right and process to revoke as well as the revocation period;
 - the birth parent understands the effects of the adoption order;
 - the birth parent understands he/she has the right to ask the Director, Service Delivery at any time if the child has been placed for adoption; and
 - the birth parent is aware of the Post-Adoption Registry and the services provided to birth parents and adoptees.
- The voluntary committal is signed by the Director (or designate), Service Delivery and a copy is provided to the birth parents. The timeframe in which a birth parent may revoke a committal depends on the time and date the Director (or designate) has signed the committal (see 5.2.3, *Revocation*).
- The child is added to the integrated, ongoing case in Linkin. Refer to Linkin Training Manual for information.

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Practice Guidelines

Birth Parent Options

Birth parents may come to the Ministry having thought of several options, including:

- parenting with supports;
- undertaking a voluntary committal with the Ministry;
- placing their child for adoption independently with someone they know; or
- terminating their pregnancy.

Caseworkers must ensure birth parents are aware of their options and have discussed them with individuals who may be able to offer guidance or support, particularly around the areas of grief and loss. Birth parents should also be encouraged to seek independent legal counsel if they are considering placing their child for adoption.

Caseworkers must remain neutral and not influence a birth parent towards any particular decision. The intent is to ensure birth parents understand what options exist, as well as the possible impacts or outcomes of their choices and what supports they may require. Caseworkers should also ensure birth parents understand their right to make a decision that is not influenced by others.

Parenting

Where supports may be required, birth parents should be referred to a community-based organization if they make a decision to parent. The following considerations may assist birth parents in making a decision on parenting, or deciding what supports they require:

- What is their knowledge about parenting? What is their experience with children? How well do they understand child development, and what information do they need?
- What is their ability to support themselves financially? What are their long-term employment or educational/vocational goals? How would they support a child while meeting these goals (e.g. maternity leave, social assistance, etc.)?
- What practical things are required, such as cribs, strollers or car seats? What do they understand about safety issues?

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Section 5.2: Voluntary Committal

- How do they expect parenting will affect their social lives or activities? How will they cope with possible isolation?
- What will each parent's role be? What if only one wants to parent, or is committed to parenting – how will this affect the relationship?
- What family support do they have or expect (e.g. do they plan to live with their parents, will they receive financial support or assistance with babysitting)?
- What community supports exist? For example, what local agencies or professionals exist that might support such topics as breastfeeding or parenting a child with special needs?
- How would they prevent future, unplanned pregnancies? What information do they require?

Adoption

Birth parents should have knowledge of the legal and emotional impacts adoption will have on them, as well as the necessary supports. The following considerations may assist birth parents in making a decision on adoption, or deciding what supports they require:

- What do they understand about adoption (i.e. termination of birth parent rights, unable to make decisions regarding the child once adopted, emotional impacts they may feel, etc.)?
- What are their expectations? Do they expect to have contact and, if so, to what degree? Do they understand that communication agreements cannot be legally enforced (See 5.4.1, *Agreement for Communication*)?
- Who else, such as immediate or extended family, supports the plan for adoption?
- Are both parents in favor of an adoption plan? Does the other parent have a plan for custody (see 5.2, *Dispensation*)?

Termination of Pregnancy

The Ministry does not become involved when there is a plan to terminate a pregnancy. A birth parent who expresses interest in this option is referred to the appropriate physician, health authority or agency for information.

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5.0 ADOPTION PLANNING

5.2.1 Voluntary Committal & First Nations Birth Parents

Preamble

It is important First Nations birth parents know and understand their rights, as well as the Treaty rights of their child. Caseworkers should ensure First Nations birth parents are aware they have the option to discuss culture and rights with an individual from a First Nations Child and Family Service Agency, their Band or an Elder.

Procedures

- Where a birth parent does not want to consult with a First Nations Child and Family Service Agency, their Band or an Elder and requests confidentiality, the caseworker completes the *Affidavit Where Birth Parent Has Treaty Status* (2268).
- Prior to registering the child for adoption, the caseworker will determine which band(s) the birth parents are registered with (or eligible to be registered with) and ensure this information is documented.

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5.0 ADOPTION PLANNING

5.2.2 Dispensing with a Birth Parent Signature on a Voluntary Committal

Legislative Authority

Section 49(2) of *The Child and Family Services Act*

Policy

Where in the opinion of the Director, Service Delivery (or designate) it is in the best interests of the child to dispense with a birth parent's signature to a voluntary committal, the Ministry may file an application in court to dispense with the birth parent's signature.

Standards

- The requirement for dispensing with a birth parent signature is undertaken through a separate application to court prior to proceeding with adoption planning (see Procedures).

Procedures

Prior to a decision by the Director, Service Delivery (or designate) to file an application to dispense with a birth parent's signature, the following must occur:

- A decision to make application to dispense will be preceded by documented efforts to contact the birth parent to explore their plan for the child. The Ministry will establish contact, and all attempts at contact must be clearly documented within the Pregnancy Counseling case (see Practice Guidelines for information on establishing contact).
- If there is a refusal by the birth parent to participate in a voluntary committal, then he/she will be advised to seek independent legal advice and make application for custody.
- If the birth parent who has not signed a voluntary committal does not make application for custody within **15 working days** of being notified by the other birth parent and Ministry to do so, the birth parent who signed the voluntary committal is advised to seek independent legal advice regarding options.

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**Section 5.2.2: Dispensing with a Birth Parent Signature on a
Voluntary Committal**

An application to dispense made by the Ministry does not prevent the other birth parent from making application for custody under *The Children's Law Act*.

- Where the Ministry applies to dispense with signature on the Voluntary Committal, the following will be noted in the application:
 - Any consultation with the Director, Service Delivery (or designate) and Ministry legal counsel; and
 - Evidence a dispensation order for the purposes of adoption planning would be in the best interests of the child (e.g. there are protection concerns, the birth parent showed no willingness or ability to parent, etc.).
- The Ministry makes arrangements to discuss the option of a dispensation order with Ministry legal counsel, who will advise the caseworker of the requirements. The court determines, based on the evidence provided, if it is in the child's best interests to grant the dispensation order.
- If a dispensation order is granted, there is a **30 day (calendar days) appeal period from the date of the order** in which the birth parent who was dispensed with may seek to appeal. Throughout this 30 day appeal period, the birth parent who signed the voluntary committal may also revoke consent.
- Once the 30 day appeal period has expired and no appeal has been granted or consent has been revoked, the child becomes eligible for adoption (see Practice Guidelines).
- If the court refuses to grant a dispensation order, it will make an order regarding custody of the child.

Practice Guidelines

Right to Parent

Birth parents have the right to parent their child, but they may differ on what plan for the child is best. One may consent to an adoption plan, while the other may wish to seek custody and parent on his/her own. Birth parents must privately resolve custody issues in court prior to the Ministry becoming engaged in adoption planning.

There are, however, circumstances under which the Ministry may become involved in a dispensation process on one or both birth parents. The intent to become involved must

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be carefully weighed against the rights of the birth parent as well as what is in the best interest of the child.

The Ministry may become involved in making application if any of the following apply (though other factors may also apply):

- The Ministry and/or the birth parent has made several attempts to locate the other birth parent and their whereabouts are unknown;
- The safety of the child and/or birth parent would be compromised if the other birth parent was notified, or the other birth parent may pose protection concerns and may not be considered a resource;
- The other birth parent has been notified regarding the adoption but refuses to sign the committal or apply for custody; and/or
- The other birth parent is avoiding contact or will not respond to repeated calls/correspondence regarding the adoption plan and has not applied for custody.

Attempting Contact with a Birth Parent (Where one birth parent wishes to undertake a voluntary committal)

Prior to making an application to dispense, thorough attempts are made to serve notice on the birth parent and advise of the right to make application for custody. These attempts are also an opportunity to advise a birth parent, particularly those who may not be interested in planning for the child, of the importance of gathering family background information, including health information.

Documented attempts at contact will help support an application for an order of dispensation. **When speaking with third parties, it is important to not disclose the nature of the call in order to maintain confidentiality.** Options to locate or establish contact with a birth parent include, but are not limited to:

- Contacting the birth parent by phone and speaking directly to them, or ensuring that messages are left for them to return your call. If messages are left, the dates and times and whether or not there were any responses should be carefully noted on the file. **When leaving messages on someone's phone, do not leave any information or details about the purpose of the call in order to maintain confidentiality.**

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**Section 5.2.2: Dispensing with a Birth Parent Signature on a
Voluntary Committal**

- Sending a registered letter in order to verify whether or not the birth parent received and accepted it. More than one letter may be required. **Letters are to be marked 'Confidential' or 'To Be Opened by Addressee'.**
- Reviewing social media sites or phone directories (including online directories), or checking with such places as local jails or hospitals, if it is not known where the birth parent is located.
- Contacting known relatives of the birth parent to establish whether or not they have more current information on the person's whereabouts or to ask them to have the parent contact the Ministry as soon as possible.
- Contacting a person's last known place of employment to see if they can be located there, or to have them call you back.

Paternity Issues

In a **voluntary committal** situation, there may be some question about the validity of information provided by the birth mother regarding paternity (e.g. she provides information on two possible birth fathers). With agreement by the proposed birth fathers, the Ministry may pay for services such as DNA testing. Payment can be made under Pregnancy Counseling and approved by the Director (or designate), Service Delivery. In cases where a proposed birth father refuses, there are no legal means to ensure this test occurs. Refusal to participate can form part of the basis for applying to dispense with the requirement for signature and involvement.

Dispensation Timelines Example

The birth mother signs a voluntary committal 72 hours after the child is born (on day four), while the birth father refuses to sign at the time the birth mother does. A decision to make application to dispense with the birth father is made because after making repeated attempts to contact him, he cannot be engaged in planning, and has not made application for custody.



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Placement of Child With Prospective Adoptive Parents During Revocation Period

When a child is placed with prospective adoptive parents and matters relating to dispensation and custody have not been fully resolved in court, there is always risk the child could be returned to one or both the birth parents. In each of the following scenarios, the following documents should be prepared:

Scenario	Documents to Issue
Child placed after each birth parent signs a voluntary committal (72 hours has elapsed when placement occurs)	Responsibility for Care & Supervision (completed by the Adoption Caseworker)
Child placed before Voluntary Committal is signed and each birth parent intends to sign (72 hours has not elapsed when placement occurs)	Responsibility for Care & Supervision (completed by the Adoption Caseworker) Section 9 Agreement
Only one birth parent signs Voluntary Committal; other refuses or there are plans to dispense	Responsibility for Care & Supervision (completed by the Adoption Caseworker) Section 9 Agreement
Birth parents have not decided on a plan, but are not taking the child home	Section 9 Agreement

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5.0 ADOPTION PLANNING

5.2.3: Revocation (Voluntary Committal)

Legislative Authority

The Child and Family Services Act – Section 46, 50

Policy

Consent to adoption of a child may be revoked by the person who made it:

- at any time within 21 days after the day on which the consent to voluntary committal was signed; and
- after the expiry of the period of revocation if the child has not yet been placed for the purposes of adoption within a one-year period pursuant to *The Adoption Act, 1998*.

Notice of revocation must be provided by the birth parent(s) to the Director, Service Delivery in writing.

Where a child has not been placed for adoption, the court may on application extend the time for revocation beyond the one year if it is in the best interests of the child.

Procedures

- A birth parent who signs a voluntary committal must be notified, in writing, of the:
 - date and time prior to which they may revoke;
 - process for providing a written notice to revoke to the Director, Service Delivery (or designate); and
 - complete address and/or alternate means of contact regarding where to send a notice to revoke.
- The revocation period for a voluntary committal is 21 consecutive calendar days from the time the Director, Service Delivery (or designate) has signed. The Director, Service Delivery (or designate) is required to sign the voluntary committal as soon as possible upon obtaining the birth parents' signatures.
- The 21 calendar days excludes the day of signature, and includes the last day. If the last day ends on a weekend or statutory holiday when the office is closed, the revocation period is extended to midnight the first day the office is open.

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Section 5.2.3: Revocation (Voluntary Committal)

- The Director (or designate), upon receiving the signed and dated revocation, notifies the other birth parent, **and a copy of the revocation is sent to the Central Adoption Registry (CAR) to be recorded on the revocation register.** CAR has responsibility to verify whether or not a revocation has occurred (known as Certificate of Non-Revocation), which becomes part of the application for an Order of Adoption.
- The birth parent revoking a voluntary committal then assumes custody. If both birth parents revoke and a dispute arises as to who receives custody, the onus is on the birth parent(s) to seek independent legal counsel and make application for custody.
- If a birth parent fails to make application for custody **within 15 working days** of revoking the committal, the Director, Service Delivery (or designate) will make application to court for direction as to custody of the child.
- Where the Ministry has protection concerns regarding birth parents, a referral is made to the local child protection unit for investigation.

Practice Guidelines

Revocation Timeline Examples

The following revocation timeline examples are intended to assist with understanding when a voluntary committal can be signed, and when the revocation period ends. In each example, 72 hours must elapse before the birth parents may sign the voluntary committal. For the purposes of all examples, the child is born on day one.

Example One:

- Each birth parent signs and neither revokes consent.



Section 5.2.3: Revocation (Voluntary Committal)

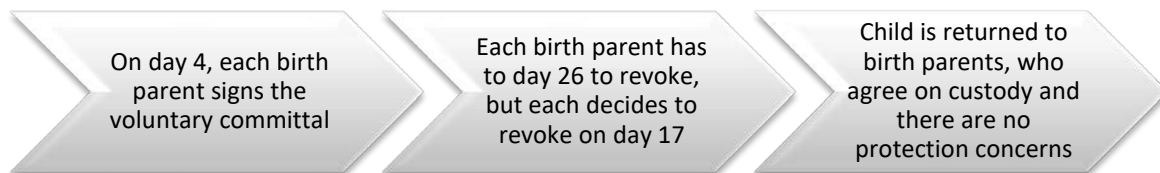
Example Two

- Each birth parent signs voluntary committal, but birth father signs 7 days after the birth mother. Neither revokes consent.



Example Three

- Each birth parent signs voluntary committal, but both revoke. Caseworker discusses with the birth parents what their plan is for the child. Child is subsequently returned because there are no protection concerns.



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5.0 ADOPTION PLANNING

5.3 Child Registration

Legislative Authority:

Child and Family Services Act, Section 37.2 and 46

Policy

All Children who receive a permanent order will be registered for adoption within 120 days.

The 120-day time frame will begin on the first day after the expiry of the 30-day appeal period of the court order.

In exceptional circumstances (i.e. high medical needs) and in consultation with the Directors of Out of Home Care, Adoption and First Nation agency (if applicable), a decision may be made to not register the child for adoption (see Procedures).

Intent

Adoption is a service to match available children to prospective families. The purpose of registering a child, for the purpose of adoption is to provide prospective adoptive parents with information on the child who is eligible. Background information on the child's medical, physical, emotional and psychological health and well-being is shared with the prospective adoptive parents to assist in making informed decisions.

Generally, a recommendation for permanent order is made when:

- Reunification with the birth family is highly unlikely;
- Permanent ward order is in the best interests of the child as defined by Section 4 of *The Child and Family Services Act*; including consideration of the effect on the child when there are delays in decision-making;
- The plan is for the child to be registered for adoption;

Note: A child 12 years of age and over must consent to an adoption.

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Prior to completing the child registration summary (form 2256), a planning meeting will occur with applicable members of the child's team to reach a shared understanding for a plan for adoption (See Chapter 3.2 Formal Review of Permanency Plans for Children).

A child who is permanently committed to the Minister and subsequently adopted may be eligible for services and supports through the Assisted Adoption Program (see Chapter 4 of the Adoption Services Manual).

Procedures

To Minimize Potential Registration Delays:

Prior to file transfer, a letter (form 3010) will be sent to the applicable First Nation/Metis/Inuit agency requesting a face to face meeting to discuss child's continued planning once a permanent order has been granted.

An email will follow to the supervisor of the receiving unit advising of the date of file transfer.

The child's caseworker will:

- Meet with the child protection and out of home care worker to discuss planning;
- Ensure all file documentation necessary for the adoption registration process is on file and up to date;
- Obtain a list of family/extended family members that have/have not been previously explored for possible child placement;
- Ensure an application for status registration has been made to Indigenous Service Canada or Metis Services where applicable (not required to complete registration process);
- Review social history, cultural planning and other documents for completeness; and
- Arrange to meet the child and caregiver in the home. In circumstances where the child has resided with the caregiver 12 months or longer, the caregiver may express interest in applying to adopt the child currently living in their home.

Note: Families that were previously explored prior to a permanent order may be revisited on a case by case basis and with written approval by the Manager, Service Delivery.

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Section 5.3 Child Registration

- A child of First Nations/Metis/Inuit decent will require a cultural plan and the prospective family will require a plan to support the child's culture.

It is important for the child's caseworker and other team members to work together to develop a plan for the child that will include stability, security and connectedness in a family.

Registering a Permanent Ward

When registering a child for adoption, ensure all relevant child and family information/history is summarized as accurately as possible while respecting birth parent(s) privacy. The documents assist the Central Adoption Registry (CAR) in pre-selecting and matching appropriate adoptive applicant(s) for the child, as well as assisting caseworkers in determining what types of supports a child requires.

- The caseworker prepares the *Child Adoption Registration Summary* (Form 2256) as part of the registration process, which is signed by the caseworker and the supervisor (see Practice Guidelines).
 - The information provided will explain the child's prenatal and developmental history and how external factors may impact his/her development. Be respectful of the privacy of personal birth parent and family information and use general information that may have a direct impact on the child.
- Utilizing the *Process to Register a Child for Adoption* (Form 2254), the caseworker compiles the specified documents from the child's file, birth parent and sibling files for any relevant information that is specific to the child. The information will be photocopied and included in registration summary package.
- The caseworker will request, where possible, the medical records/information from offices/hospitals the child received an assessment, diagnosis, surgery, etc.
- The copied documents are organized chronologically and sent to CAR with a covering memo designed for registration and for a registration package to be created.
- CAR will forward scanned copies of the documents to Legislation Information Management (Access & Privacy) for redaction. CAR will create two information packages; one is a redacted package for the prospective adoptive parents and

Section 5.3 Child Registration

one is non-redacted for the caseworker to review. For specific adoptions, one package will be created.

- A picture and/or video may be included as part of the registration package. The picture/video will be free of other children or persons and without any identifiers in the frame. A picture/video of the child will be shown to the prospective adoptive applicant(s) at the time the registration package is presented.
- The picture/video will be retained by the adoption worker and placed on the child's file. A copy may be provided to the adoptive applicant(s) when an agreement is made to proceed with child placement. (Caregivers and prospective adoptive applicant(s) will be reminded of their duty to protect confidentiality.)
- When a specific adoption for a child is being considered (e.g. foster parent or extended family member), the child's information will be registered with CAR when the Mutual Family Assessment (MFA) or MFA update is complete. Caseworkers will communicate with each other regarding the timing of submission. Foster parents are not guaranteed the request for a specific adoption, rather their interest will be reviewed with other interested applicants.
- For specific adoption, a memo or email correspondence will be completed to indicate the shared agreement and support for the planned placement of the child. The memo will be signed by the managers of child care, out of home care and adoption. A copy of the memo/email will be submitted with the child's registration package.
- A review of the child care file and case reporting in Linkin will assist in compiling information on the child that may be necessary to include in the registration summary. Prospective adoptive applicant(s) are to receive current information on a child prior to formally accepting a placement. The child's file must be regularly updated, and updates sent to Access and Privacy for redaction.
 - The Child Assessment and Developmental Plan (CADP) is updated within policy guidelines and submitted to CAR. If placement occurs prior to the update of the next CADP, the caseworker submits *Update to Child Adoption Registration* (Form 2255) with any corresponding documents;
 - Progress reports and updated file information, including medical and/or health information is submitted to CAR a minimum of every four months

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for infants not yet placed; twice yearly for children age one to six; once per year for children age six and over.

Where possible, obtain consent from the birth parent(s) to share personal, medical and birth history for the purpose of adoption planning.

Note:

- Permanent wards from Saskatchewan being placed for adoption in another jurisdiction are registered with Central Adoption Registry (CAR) according to provincial policies and procedures. The province retains responsibility for planning and case management, as well as for providing adoption assistance (e.g. documentation to support the other provinces adoption requirements such as letters or affidavits).
- Permanent wards from another jurisdiction are **not** registered with CAR. The originating jurisdiction is responsible for providing information and direction regarding planning for the child and maintains case management. The originating jurisdiction is also responsible for providing any adoption assistance (e.g. documentation that is required by Saskatchewan legislation such as letters or affidavits).

Extension of the 120-day Registration

There may be circumstances (beyond the control of the caseworker) that limit the ability to register a child, for the purpose of adoption within the time allotted.

When it is evident that the child registration will not be accomplished within 120 days of the court order appeal expiry, the Extension Request form (3012) may be utilized. An initial 90-day extension may be authorized by marking the appropriate box on the form. A final extension of 90 days may be requested (max 180 days) to ensure compliance. Where two requests of 90 day extensions have elapsed, Program Effectiveness Consultants (PECS) will account for the delay (non-compliance).

The supervisor, manager and Director, Service Delivery must approve the extension. The Extension form will be placed in the child care file and a copy will be submitted to SS CFS CAR PEC.

In completing the Extension Request (form 3012), caseworkers will indicate the rationale by checking the appropriate box on the form. Rationale includes:

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- New information from FNCFS/Metis Services on possible family/extended family placements;
- Placement/planning for siblings; an exploration may need to occur to assess whether a subsequent child could be placed with the same family, or how the siblings will be considered in the planning;
- Medical reports/assessments for the child (indicate the type of assessment and/or anticipated arrival);
- Prospective applicants seeking more time to complete MFA (provide approximate timeframe);
- Meeting with FNCFS/Metis Services on permanency/cultural planning/communication agreements; and
- Other (provide rationale that is not provided).

Examples of rationale that would **not** be accepted in the "Other":

- Caseworker not able to complete file documents, MFA, case records due to time and workload pressures, family history etc.;
- Caseworker requires time to review case files for medical, family information etc.

Note: In some instances, the completion of an MFA is delayed due to reasons provided by the prospective adoptive parent. The caseworker will determine if the MFA can be completed in the time the extension form allows or whether the applicant's file will need to be placed in abeyance.

For Exceptions to a Plan for Adoption, See chapter 5.3.1 Decision to Not Register & Deregistration

Voluntary Committals

Completing *Birth Parent History (Form 2212)* and *Child Adoption Registration Summary (Form 2256)*

Registering a Child Not Yet Born (Infant Placement/Voluntary Committal)

- When possible, engage the birth parent(s) to assist in completing the Birth Parent Social History form (2212) and obtain their signed consent to share their information.

Section 5.3 Child Registration

- The caseworker will complete the remaining, non-identifying *Birth Parent Social History* (Form 2212) as part of the registration process. The document is signed by the caseworker and the supervisor.
- The caseworker prepares a copy of the file information to send to the Central Adoption Registry (CAR) for registration. CAR registers the child and forwards the documentation to Access and Privacy for redaction. CAR will create a registration package to use for selection purposes.
- Once the child is born, the caseworker makes a copy of the hospital information, including the discharge summary and any additional data (e.g. testing completed on the child) and sends it to CAR to be added to the child's registration package.

When writing the history and summary, refer to 'mother', 'father', 'sister', 'grandparent', etc., instead of using full names. Full names are redacted prior to review by a prospective adoptive applicant, which can make it difficult to determine the relationship of that individual to the child. Information should be written as it pertains to the child to limit redaction.

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Section 5.3.1 Decision to Not Register & Deregistration

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5.3.1 Decision to Not Register & Deregistration

Procedures

Decision to Not Register

- When a child is placed with extended family who is committed to caring for the child long-term, adoption may not be the current plan. In most other cases, the child will be registered and adoption may be explored.
- If a child is not being registered for adoption, the caseworker completes Part A of the *Exception to a Plan for Adoption/Adoption Deregistration* form (2099) within 120 days after the appeal expiry of the permanent ward order.
- Caseworker will provide strong rationale why adoption is not the plan and the details regarding the alternate plan for permanency for the child.
- The Exception to a Plan for Adoption/Adoption Deregistration (2099) form must be signed by the caseworker, supervisor and approved by the Director, Service Delivery (or designate).
- The caseworker will enter the information on Linkin and email the Exception to a Plan for Adoption/Adoption Deregistration form (2099) to SS CFS CAR PEC once approved. Program Effectiveness will document the information.

Deregistration

- A child who was already registered for adoption and searches of the adoption registry have been unsuccessful, adoption may be unlikely. The caseworker completes Part B of the *Exception to a Plan for Adoption/Adoption Deregistration form* (2099).
- Where a plan for an adoption has changed (i.e. caregiver has reconsidered), the child will remain on the adoption registry and searches completed.
- The caseworker will include the date of the original registration for adoption and provide rationale as to why the child is being deregistered.
- After the form has been signed and approved by the caseworker, supervisor and director (or designate), a copy of the form must be emailed to SS CFS CAR PEC. Central Adoption Registry (CAR) will then remove the child's registration from the CAR database and return the file information to the caseworker.

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Section 5.4 : Selection

5.0 ADOPTION PLANNING

5.4 Selection

Policy

Central Adoption Registry (CAR) pre-selects prospective adoptive parents based on information in the child's file.

Birth parents who undertake a voluntary committal process can participate in the selection of adoptive parents for their child.

Procedures

Voluntary Committal Selection

Selection of prospective adoptive parents typically begins prior to a child being born, though a birth parent may decide to undertake a voluntary committal after a child is born. The caseworker follows the same procedures in either situation.

- CAR utilizes information in the *Birth Parent Social History* (2202) and any supporting documentation to pre-identify potential prospective adoptive parents.
- CAR forwards selected applicant profiles, along with the *Adoption Placement Selection* form (2264) to the caseworker. The caseworker screens the profiles before reviewing MFAs and Family Profiles with the birth parent(s). If the birth parent does not select any of the prospective adoptive families, the caseworker notifies CAR and requests additional MFAs and Family Profiles. The caseworker completes the applicable areas on the *Adoption Placement Selection* (2264) and returns it to CAR.
- If the birth parent selects a prospective adoptive family, the caseworker notifies CAR, and CAR notifies the adoption caseworker assigned to the applicant. The CAR coordinator sends the child's registration package to the adoption caseworker to review.
- Prospective adoptive parents are invited by the adoption caseworker to review the child's redacted information in the office. The adoption caseworker completes the top portion of the *Disclosure of Information to Adoptive Applicants* (2238) and allows them to take the information off premises according to the conditions specified on the disclosure form. **Prospective adoptive parents may not make copies of any of the documents contained in the file.**

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Section 5.4 : Selection

- If prospective adoptive parents wish to review the child's information with professionals such as physicians or psychologists able to comment on the child's health or development, these individuals must be added to the disclosure form. **File information may not be shared with non-professionals, such as family, extended family, friends, etc.**
- If the decision is to proceed, the adoption caseworker completes the bottom portion of the *Disclosure of Information to Adoptive Applicants* (2238) form with the prospective adoptive parents and permits them to retain the redacted file, ensuring confidentiality of information. A copy of the *Disclosure* form is sent by the adoption caseworker to the children's services worker, and a copy is provided to the prospective adoptive parent(s).
- If the decision is to not proceed, the adoption caseworker completes the bottom portion of the *Disclosure of Information to Adoptive Applicants* (2238) form and ensures the file information/binder is returned. CAR is notified, who notifies the children's services worker. The children's services worker requests further selections from CAR.

Ward (non-Voluntary Committal) Selection

- CAR utilizes the information contained in the *Child Adoption Registration Summary* (2256) and any supporting documentation to pre-select potential homes from the Registry.
- CAR forwards selections, along with the *Adoption Placement Selection* (2264) to the caseworker. The caseworker reviews them and selects whichever one best meet the needs of the child, or requests further selections. The caseworker completes the applicable areas on the *Adoption Placement Selection* (2264) and returns it to CAR.
- Where an adoptive family is chosen, CAR notifies the adoption caseworker and sends both the redacted and non-redacted copies of the child's registration package (binder) for the adoption caseworker to review.
- Prospective adoptive parents are invited by the adoption caseworker to review the child's redacted information in the office. The adoption caseworker completes the top portion of the *Disclosure of Information to Adoptive Applicants* (2238) form and allows them to take the information off premises according to the conditions specified on the disclosure form. **Applicants are not permitted to make copies of documents contained in the file.**

Section 5.4 : Selection

- If applicants wish to review the information with professionals able to comment on the child's health or development, such as physicians or psychologists, these individuals must be added to the disclosure form. **File information may not be shared with non-professionals, such as family, extended family, friends, etc.**
- If the decision is to proceed, the adoption caseworker completes the bottom portion of the *Disclosure of Information to Adoptive Applicants* (2238) form with the applicants and permits them to retain the redacted file, ensuring confidentiality of information. A copy is sent by the adoption caseworker to the children's services worker, and a copy is provided to the prospective adoptive parent.
- If the decision is to not proceed, the adoption caseworker completes the bottom portion of the *Disclosure* form and ensures they receive back the file information (binder), which must be returned to CAR. Once CAR is notified of the decision, they will notify the children's services worker and complete further selections.

Documenting in Linkin:

When documenting information in Linkin regarding prospective adoptive parents, identifying information is not to be included. This refers to any information that would lead someone to be identified or located including, but not limited to:

- full name and date of birth;
- complete address and/or location;
- specific occupation;
- specific work location; and
- names of family, including children, and any information that would identify them.

The child's new name is not recorded in Linkin if a name change is made prior to the adoption being finalized.

Practice Guidelines

Birth Parent Participation

Birth parents placing a child for adoption may have special criteria with respect to the selection of prospective adoptive parents. These criteria should be taken into account by CAR where possible. Birth parents should be advised there may not be applicants

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who will meet all their criteria and may want to think about what criteria is most important, or on what criteria they may be more flexible.

Openness

Agreements that facilitate communication (commonly known as “Communication Agreements”) between an adoptive and birth family are seen as being in a child’s best interests unless there are circumstances, such as safety concerns, that should be considered. When discussing openness with the birth parents, the caseworker should:

- encourage the birth parents to discuss their plan with their family to see what support for a communication agreement exists, or how they might like to be part of one; and
- discuss openly with the birth parents what their wishes or desires are, but also ensure the birth parents understand that their rights are terminated once an adoption order is granted. An adoptive parent, once an adoption order is granted, has no legal obligation to honor a communication agreement, or to support having the birth parents involved in the child's life.

Comment Sheets/Providing Feedback

The *Adoption Placement Selection* form (2264) has space for children’s services workers to provide constructive feedback about why a prospective adoptive family’s file was not selected. This information is provided to adoption workers to share with prospective adoptive parents on their caseload. The intent is to inform them of the selection considerations made about them and whether it would impact certain choices or their lifestyle. For example, a prospective adoptive parent who smokes may not be selected because a birth parent does not agree with smoking, or because a child has sensitivities to smoke. Feedback is not meant to be a judgment on someone’s personal habits; rather, it is meant to inform prospective adoptive parents of changes they may consider. CAR may return a form if further comment or clarification is required.

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5.0 ADOPTION PLANNING

5.4.1 Placement

Legislative Authority

The Adoption Act, 1998 – Sections 14, 15 & 16

The Adoption Regulations (2003) – Section 14

Definitions

- **Direct Placement** – placement of an infant directly from the hospital or during the time in which a birth parent may revoke consent
- **Indirect Placement** – placement of an infant from foster care after the period during which a birth parent may revoke consent has expired

Policy

A child will be deemed to be placed for the purposes of adoption where:

- the voluntary committal is signed by each birth parent and the time for revocation has expired; **or**
- the court has dispensed with the necessity for either birth parent's signature on the voluntary committal and the order is no longer subject to the rules for appeal; **or**
- a permanent committal order is made by the court and is no longer subject to appeal; **and**
- the child resides with the adoptive parents; **and**
- care and supervision has been given to the adoptive parents.

Prospective adoptive parents must also receive and accept information on the child.

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Section 5.4.1: Placement

Procedures

Refer to Chapter 2.9, *Adoption Placement*, in the *Adoption Services Manual*.

1. Voluntary Committal Placements

Following the selection process, the Children's Services and Adoption Workers discuss placement and when it is expected to occur. Each worker is to be present at the time of placement. If a caseworker is not able to be present, the Supervisor will arrange for a designate to attend. Placement can occur in the hospital, a foster home, the Service Area office, or any place mutually agreed upon by the birth and adoptive parents and the Ministry.

Note: some procedures described below may occur in a different order or simultaneously.

Children's Services Worker Responsibilities	Adoption Worker Responsibilities
<ul style="list-style-type: none"> • Arrange for adoptive parents to discuss questions regarding health with the infant's doctor, if requested • Prepare <i>Checklist for Confirmation of Non-Revocation</i> (2241) and send to CAR to complete revocation search once revocation expires • If there has been no revocation, prepare <i>Certificate of Non-Revocation</i>, which is signed by Manager, Service Delivery • Prepare the <i>Certificate of Placement</i> (2236), which is signed by Manager, Service Delivery, when all revocation periods or periods to appeal an order have expired and the <i>Certificate of Non-Revocation</i> has been completed. • Complete <i>Notice of Placement</i> (2257), ensuring a copy is sent to CAR • 	<ul style="list-style-type: none"> • Complete four (4) original copies of <i>Responsibility for Care and Supervision Pending Adoption</i> form (2234), which is signed by Manager, Adoption Services and adoptive parents. Two copies are placed on file, and the rest are provided to the adoptive parents • Inform adoptive parents of their responsibility to: <ul style="list-style-type: none"> ○ make medical appointments; ○ request visits or support from Public Health Nurse; and ○ apply for Child Tax Credit and Employment Insurance Benefits. • Discuss and complete <i>Assisted Adoption Agreement</i>. • Complete the <i>Agreement for Communication</i> (2228) with adoptive parents, if applicable, and forward a copy to CAR; <i>Note the option to check 'no agreement being completed'</i>

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<ul style="list-style-type: none"> • Complete <i>Agreement for Communication</i> (2228) with birth parents (and with extended family members, where applicable) and forward a copy to CAR (see Practice Guidelines). <i>Note the option to check 'no agreement being completed'</i> • Maintain health coverage • Cancel foster care payments and Children's Special Allowances (where applicable) • After placement, send child care file to Adoption Worker within 21 days, ensuring: <ul style="list-style-type: none"> ◦ the CADP is updated in Linkin in a non-identifying manner to ensure confidentiality; ◦ <i>Child Care Checklist</i> (2240) is completed; and ◦ Linkin is updated. 	<ul style="list-style-type: none"> • Once placement occurs, maintain contact standards for a permanent ward. Refer to Chapter 2.6, Contact Standards, in the Children's Services Manual.
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2. Ward Placement (non-Voluntary Committal)

Note that some procedures described below may occur in a different order or simultaneously.

Children's Services Worker Responsibilities		Adoption Worker Responsibilities
<ul style="list-style-type: none"> • For children twelve (12) years of age and over, and prior to completing <i>Certificate of Placement</i>: <ul style="list-style-type: none"> ◦ review with the child and have them sign the <i>Consent of Child Over 12 Years of Age</i> (2203), which includes the <i>Affidavit of Execution</i> (2203) signed by the caseworker; ◦ arrange legal counsel for the child to complete the <i>Certificate of Independent Advice</i> 		<ul style="list-style-type: none"> • Complete four (4) original copies of <i>Responsibility for Care and Supervision Pending Adoption</i> form (2234), which is signed by Manager, Adoption Services and adoptive parents. Two copies are placed on file, and the rest are provided to the adoptive parents. This can be completed prior to <i>Certificate of Placement</i> being issued.
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| <ul style="list-style-type: none"> • Prepare the <i>Certificate of Placement</i> (2236), which is signed by Manager, Service Delivery, when all revocation periods or periods to appeal an order have expired and the <i>Certificate of Non-Revocation</i> has been completed • Complete the <i>Notice of Placement</i> (2257) and send a copy to CAR (attach <i>Agreement for Communication</i> if it has been completed) • Complete the <i>Agreement for Communication</i> (2228) with birth parents (and extended family members, where applicable), and forward a copy to CAR; <i>Note the option to check 'no agreement being completed'</i> • Maintain health coverage • Cancel foster care payments and Children's Special Allowances (where applicable) • After placement, send children's service file to Adoption Worker within 21 days, ensuring: <ul style="list-style-type: none"> ○ The CADP is updated in Linkin in a non-identifying manner to ensure confidentiality; ○ Records placed on the file (e.g. school, medical/dental, etc.) are updated with adoptive name; ○ Permanent Wardship Order and Form 'N' (or affidavit) are on file; and ○ Child Care Checklist (2240) is completed. | <ul style="list-style-type: none"> • Inform adoptive parents of their responsibility to: <ul style="list-style-type: none"> ○ make medical or other appointments; ○ request visits or support from Public Health Nurse; and ○ apply for Child Tax Credit and Employment Insurance Benefits. • Discuss and complete <i>Assisted Adoption Agreement</i>. • Complete the <i>Agreement for Communication</i> (2228) with adoptive parents, if applicable, and forward a copy to CAR; <i>Note the option to check 'no agreement being completed'</i> • Once placement occurs, maintain contact standards for a permanent ward. Refer to Chapter 2.6, Contact Standards, in the Children's Services Manual. |
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Practice Guidelines

Any placement should consider a child's age, development and level of understanding. Foster parents, where appropriate, should be included throughout the placement process to assist in easing the transition. The process of placing a child for adoption occurs as a series of planned stages that occur through the following:

- **pre-placement** - the period prior to the *Certificate of Placement* being signed where the child and adoptive family are introduced to each other and the adoptive parents begin to understand the child's needs and routines.
- **placement** - the day where the child is placed for the purposes of adoption and the *Certificate of Placement* form is signed;
- **post-placement** – the period following placement prior to finalization of the adoption in court. Contact standards are maintained and progress is evaluated; and
- **finalization**, or the period where the Adoption Worker prepares the necessary documents and makes a recommendation for the adoption order to be granted.

Pre-Placement

- The Children's Services and Adoption Workers are required to participate in pre-placement planning. Foster parents, where applicable, should be encouraged to participate.
- Initially, the Children's Services and Adoption Workers should set up a time when the foster and adoptive parents can meet. During this meeting, introductions are made and pre-placement planning, including times, locations and lengths of future visits, can be discussed.
 - In a Voluntary Committal situation, face-to-face meetings between the birth and adoptive parents can occur prior to the child's birth. Adoptive parents should be made aware that birth parents are able to reconsider their plan for adoption up until the revocation period expires.
- Older children should be involved in planning pre-placement visits so they can fully participate in the transition. With younger children, caseworkers may consider shorter visits, as well as shortened length of time between visits.

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- Pre-placement visits usually progress in terms of length, with first visits typically occurring in the foster home with the caseworkers present. Eventually, the adoptive family should take the child on short outings. The adoptive parents may also visit the child in the foster home in order to learn the child's routines.
 - In a Voluntary Committal situation where it is to be an indirect placement (e.g. placement from foster home), the adoptive parents should be encouraged to spend time with the foster parents to learn the routines of the baby.
- When the child feels comfortable with the adoptive family, overnight stays can occur. Factors to assess include the child's readiness to have an overnight stay, as well as how prepared the adoptive family is to have the child in their care for an overnight period.
- The process of working up to extended stays should focus on the child's comfort as well as the adoptive family's demonstrated understanding of the child's care needs and ability to meet them.
- The Adoption Worker should determine what supports may be required through the Assisted Adoption Program. These supports may be re-assessed throughout placement (as well as after the adoption occurs).

Placement (Placement Day)

- This is the day the *Certificate of Placement* is signed, which signifies the child is officially 'placed' for the purposes of adoption.
- For non-verbal children, it is important the child see the foster and adoptive parents working together (e.g. packing our unpacking belongings). This can help ease the child's stress or anxiety, or show the child the foster parents are giving the child permission to move on.
- Often, a celebration is planned, which can signify an important event has occurred.
- A certificate, which should be added to the child's Life Book, can be prepared for the child to sign. This can include the child's new last name and statement about joining the family. This gives the message to the child this move is important and different than previous ones.

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Post Placement

- Until an adoption is finalized in court, the Adoption Worker, family and child (as developmentally able or appropriate) discuss and assess how the family and child are adjusting to the new circumstances. Assisted Adoption supports should be evaluated to ensure they are appropriate to the needs of the child and to support the placement. The Adoption Worker should also be aware to look for signs of potential disruption.
- After a period of placement with the adoptive family, a child may experience adjustment problems, or may begin to test boundaries or limits. These may signify a child is starting to attach and is feeling anxious as a result. The Adoption Worker should be available for support and guidance, and ensure the family is accessing appropriate community resources in order to avoid potential disruption.

Finalization

- At this stage, the Adoption Worker will make a final recommendation regarding whether or not the adoption should proceed, and will prepare the documents required to make application for an Order of Adoption in court (See Chapter 2.10, Finalization of Crown Ward Adoption).

Agreement for Communication

- At any time during the placement process, birth and adoptive parents may choose to complete and sign the *Agreement for Communication* (2228) with their respective caseworker. It is important for caseworkers involved to discuss with them the type of ongoing communication or contact they prefer, and, if it is the case, to facilitate a mutually-agreeable plan.
- In the case of permanent wards, a communication agreement can be completed with anyone meaningful to the child (e.g. former caregivers, siblings, extended family members, etc.).
- Where possible, the agreement should be sent to Post-Adoption Registry (PAR) as soon as it is completed; caseworkers do not need to wait to send it with the closed file. At times, PAR is requested to facilitate exchange of non-identifying information prior to the closure of a file, and so requires a copy of the communication agreement in order to assist. It is important to note PAR cannot facilitate exchange of information where there is no agreement by the parties to do so.

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The types of communication may include, but are not limited to:

- writing a letter to the child and/or adoptive parents at the time of placement (one time);
- developing a direct plan of communication with the adoptive family that includes mutually agreed upon types or amounts of communication (fully open and direct without involvement by the Post-Adoption Registry);
- voluntary communication by means of cards, letters, photographs or electronic communication that is mutually agreed upon between the parties; or
- no communication (fully closed).

A copy of the *Agreement* is provided to whichever party signed it.

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5.0 ADOPTION PLANNING

5.4.2 Ward Placed for Adoption Out of Province

Procedures

- Arrangements for a child placed out-of-province are made between the Regional Service Area and the out-of-province agency or child welfare authority. The Ministry maintains responsibility for:
 - case planning and management of the file, and is also responsible for providing adoption assistance where the child is eligible; and
 - completing the Interprovincial Placement Agreement (see Chapter 11.13, Interprovincial Protocol, for further information). The agreement should outline any assisted adoption benefits that will be provided by the Ministry including procedures for special needs requests.
- Requests for a home study and to facilitate an adoption are made through the Interprovincial Desk (interprovincial.desk@gov.sk.ca).
- The Ministry shall supply the out-of-province agency or child welfare authority with a copy of the child's registration information (binder), along with a copy of the *Disclosure of Information for Adoptive Applicants* (2238). Instructions should be provided as to the completion and return of this document.
- The Ministry ensures the other jurisdiction receives whatever documentation or information it requires for finalization of the adoption, including Registration of Live Birth and the *Consent of the Minister* (2206), signed by the Manager, Service Delivery. Other documents are provided to the other jurisdiction as required.
- Upon finalization, the Service Area will request a copy of the Order of Adoption from the out-of-province agency or child welfare authority. This copy is placed on the child care file, and the file is sent to Post-Adoption Registry to be stored as a ward file (it becomes a legal adoption file in the jurisdiction where the order is granted).

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5.0 ADOPTION PLANNING

5.5 Adoption Program Travel and Placement Subsidy

Individuals adopting a child who is a ward six (6) months of age or more in the Domestic Adoption Program may receive a travel and placement subsidy to support expenses incurred during the required pre-placement and placement processes.

Procedures

In-province Applicants:

- Applicants are required to cover the first 800 km traveled for pre-placement and placement visits, and the Ministry may reimburse for any mileage above this amount.
- Applicants are required to cover costs for accommodations and meals within the first 24 hours, and the Ministry may reimburse for costs incurred beyond this time.

Out-of-Province Applicants

- Applicants may be reimbursed for return airfare plus accommodation and meal costs after the first 24 hours in Saskatchewan.
- Applicants are responsible for in-province ground travel costs (e.g. taxi, bus, car rental). Coverage may be provided in exceptional circumstances as approved by the Manager, Service Delivery.

Amounts Provided

- Public transportation is actual cost.
- Private transportation is according to current PSC/SGEU agreement rates.
- Accommodation and meals are as per PSC/SGEU agreement rates.

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5.0 ADOPTION PLANNING

5.6 Independent Adoptions

Legislative Authority

Sections 7.2, 13 of *The Adoption Act, 1998*

Subsection 5(3), Section 5.1, 8 & 9 of *The Adoption Regulations (2003)*

Policy

Birth parents may independently place a child for the purposes of adoption and if they choose, may revoke their consent. If a child has no living birth parent, a legal guardian of the child may participate in placement arrangements for the purposes of adoption.

Standards

Birth parents cannot sign *Consent* to independently place a child until the child is at least 72 hours old.

Only a birth parent can undertake the process to independently place a child for adoption and each birth parent must consent to an adoption. The only exceptions are:

- where a birth parent's signature and involvement are dispensed with through a separate court process undertaken by a lawyer working on behalf of the birth parent; or
- where both birth parents are deceased and the legal guardian of the child wishes to independently place the child for adoption.

A birth parent who undertakes a process to independently place a child for adoption has 21 calendar days from the time the *Consent* is completed in which to revoke consent.

The process for independently placing a child occurs in the following sequence or order:

The Ministry of Social Services completes the *Certificate of Counseling*.

The birth parents see a lawyer to complete the *Consent*.

The Ministry of Social Services completes the *Certificate of Independent Advice*.

A child who is 12 years of age or older must consent to an independent adoption.

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Procedures

Create the 'ongoing case' in Linkin. Refer to the Linkin Training Manual for information.

Note the status 'Independent Lawyer' is used for independent adoption plans.

The caseworker will provide information to birth parents for community supports and/or services that may be required to support a decision to parent or to place a child for adoption (e.g. referral to a community based organization that provides parent aid, or referral to an appropriate counselor for emotional support).

The caseworker completes the *Certificate of Counseling (2249)*, also known as 'Form F', with each birth parent. The caseworker will review the following with the birth parent:

- the option to obtain financial assistance (e.g. Income Assistance) should they choose to parent the child;
- the possibility of seeking assistance from a relative, the other birth parent, the Ministry of Social Services or any other available service in raising the child;
- the option to explore Saskatchewan Assistance Plan, including services such as medical coverage;
- the possibility of voluntary, short-term foster care to enable them to work out a suitable plan;
- adoption alternatives:
- adoption through voluntary committal through the Ministry of Social Services; or
- independent adoption of a relative chosen by the birth parent; and
- Post-Adoption Registry services.

Each birth parent is referred to his or her lawyer to complete the birth parent *Consent* to adoption. **The Ministry requires a copy of the *Consent* from the lawyer in order to undertake and complete the *Certificate of Independent Advice* with the birth parents.**

Once the *Consent* to adoption is received, the birth parents return to the Ministry to complete the *Certificate of Independent Advice (2244)* also known as 'Form G'. A Ministry worker other than the person who completed the *Certificate of Counseling* will complete the *Certificate of Independent Advice (2244)* (i.e. if the children's services worker completed the *Certificate of Counseling*, then his or her co-worker or supervisor can complete the *Certificate of Independent Advice*). The person who completes this will review the following with each birth parent:

- the provisions in *The Adoption Act, 1998* respecting revocation and consent to adoption. A letter will be provided to the birth parents clarifying revocation timelines and the process to revoke.
- the effects of an order of adoption (severing of parental rights and responsibilities); and
- that the birth parents have the right to be informed by the Ministry whether or not the child has been adopted.

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Once the child is born, the child is added to the integrated, ongoing case in Linkin. See the Linking Training Manual for information.

The Director must receive 30 days written notice where a child is to be moved out of province for the purposes of an independent adoption.

Note - Independent adoptions are processed with the assistance of a lawyer. The application for Order of Adoption and supporting material is completed/gathered by the lawyer acting on behalf of the adoptive applicants and served on the Director, Service Delivery prior to the lawyer submitting it to court.

Revocation & Dispensation

In an independent adoption, applications for dispensation are made by the lawyer acting on behalf of the prospective adoptive parents. Dispensation timelines for independent adoptions are the same as those for voluntary committal placements. As well, the same provisions for revocation in a voluntary committal apply in the same way in independent adoptions. For information, see Section 5.2.3.

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6.0 CHILDREN'S SERVICES EXPENDITURES

6.1 Authority for Case Related Expenditures

Policy

As per Section 55 of *The Child and Family Services Act*, the Ministry will make payment for the expense of sheltering, supporting, educating, and caring for children in the care of the Minister.

Standards

- When children come into care, certain expenditures may be made to provide for daily living needs and special needs as identified through case planning.
- Caseworkers have the authority to approve or recommend expenditures to support case planning and to ensure the needs of children in care are adequately met. Caseworkers are responsible to ensure that such expenditures are allowed within the Ministry's policies and guidelines and are approved at the appropriate level of authority.
- Caseworkers must follow Ministry and general government policies and practice related to accountability for expenditures of public funds.
- Foster families and other caregivers recognized within these policies are to be compensated in a fair, timely and reasonable manner.

Procedures

1. **Prior to making payments**, there must be legal authority for involvement as reflected through the creation of an ongoing case, including legal status and the enrollment of the caregiver as a provider in Linkin.
2. **Provider setup.**
Providers are enrolled in Linkin by Child and Family Programs. The caseworker completes the Person / Provider registration and management form and emails the scanned copy of supporting document to Financial Services Branch to complete set-up for payment.
3. **Monthly maintenance payments.** All foster maintenance payments including short term Emergency Care are automated upon placement in Linkin. This includes payments to Foster Parents, Alternate Care Providers, Persons of Sufficient Interest Place of Safety caregivers and any other party receiving ongoing monthly payments for children in care.

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Section 6.1: Authority for Case Related Expenditures

- 4. Foster parent monthly benefits** will include the basic maintenance and applicable PRIDE level payments.
- 5. Ongoing Room and Board payments** may be paid to the caregiver on behalf of the youth.
- The payment may be split, with the Room and Board amount paid directly to the caretaker and the youth's personal, clothing, and spending allowance paid directly to the youth.
 - Appointment of a private trustee may be made for all or part of the youth's entitlement. Private trustees will be accountable and must complete the Trustee Accounting Form (1056B). Placement of the youth in Linkin will indicate the Trustee as a provider. Room and Board payment and youth allowance will then be paid to the trustee.
- 6. Ongoing Independent Living Payments:** Rent can be paid directly to the landlord or to the youth who, in turn, is responsible for the payment.
- If rent is being paid directly to the landlord, a service authorization is created, using Independent Living services with the landlord as the provider.
 - If rent is being paid to the youth along with all other benefits, use the youth allowance and Admin Services will enter into Linkin to create payment.
- 7. Special Needs** (Referred to as "Other Benefit Services" in Linkin)
- Caseworkers shall not approve the processing of bills where the service provider has not received the worker's prior approval, either written or verbal.
 - Upon receipt of an invoice or Foster Parent Statement of Accounts, the worker is required to verify the service ensuring the service and cost reflect the terms of the verbal or written prior approval. Where there are discrepancies, the worker must resolve these with the service provider.
 - Special Needs should be entered in Linkin as a Service Authorization if it is a reimbursement (a cheque is produced) or by a Requisition for an immediate need.
 - A requisition can be issued and then entered as a Service Authorization.
 - Any contractual service should be entered and approved as a Service Authorization in Linkin. The total for the contract duration will be entered and approved. When the invoices arrive for payment, they will be verified as correct by the caseworker and support staff will process.
 - Support staff will audit invoices for mathematical accuracy and ensure the entry in Linkin is correct prior to creating the payments.

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Practice Guidelines

Caseworkers are required to approve or obtain approval for expenditures in advance of purchase. Approvals must be in accordance with policy regarding nature of item/service, cost and level of authority.

The caseworker must provide clear direction to service providers regarding the terms of the approval, i.e. clear description of item/service to be purchased, clear statement of dollar limits and time frame for submission of bills.

Caseworkers shall not approve the processing of bills where the service provider has not received the worker's prior approval.

Expenditure decisions must be fully documented in an established format that can act as a standing purchase order and which will allow the processing of the service provider subsequent bill. The documentation must include a description of the item/service, the number of units, the cost per unit and maximum amount. Such documentation should occur near the time of approval and prior to receipt of a bill from the service provider. Where practical, the written approval should be forwarded to the service provider prior to purchase.

Upon receipt of a bill, the worker is required to ensure that the items and cost submitted on the invoice accurately reflect the terms of the prior approval. Where there are discrepancies, the worker must resolve these with the service provider.

When the worker is satisfied that the bill accurately reflects the original approval, they will forward it for general auditing and payment processing. Financial services staff will audit for mathematical accuracy and assurance that the item/service approval level and cost adhere to the policies of the ministries of Social Services and Finance. Financial services staff are not responsible for auditing case practice.

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6.0 CHILDREN'S SERVICES EXPENDITURES

6.2 Foster Care Maintenance Rates, Initial Placement Rates

Standards

The basic maintenance rate will form the basis for all monthly or per diem payments made to approved foster homes including therapeutic foster homes and other specialized homes.

Rates are designed to cover the cost of raising a child and are established according to the child's age and the location of the foster home, north or south of the 54th parallel (degree of latitude). Communities north of the 54th parallel are designated "northern communities" in Saskatchewan (see Practice Guidelines for list of Northern Communities).

Payment is made for the day the child leaves but not the day the child arrives. Payment can be made for two days if the child arrives one day and leaves the next day.

When a child or youth is absent from care and expected to return to a foster home, the foster parent will continue to receive payment for a period of 10 days to hold the space in the home.

SOUTHERN RATES (effective April 2018)

Age	Food	Clothing	Education	Personal Care	Transportation	Household Operations	Recreation	TOTAL
0 - 5	217.00	137.00	9.00	13.00	92.00	173.00	48.00	689.00
6 - 11	242.00	103.00	17.00	16.00	92.00	173.00	79.00	722.00
12 - 15	281.00	113.00	17.00	41.00	92.00	173.00	97.00	814.00
16+	313.00	157.00	17.00	52.00	92.00	173.00	114.00	918.00

NORTHERN RATES (effective April 2018)

Age	Food	Clothing	Education	Personal Care	Transportation	Household Operations	Recreation	TOTAL
0 - 5	236.00	139.00	11.00	18.00	99.00	177.00	48.00	728.00
6 - 11	304.00	109.00	20.00	26.00	99.00	177.00	79.00	814.00
12 - 15	358.00	116.00	20.00	50.00	99.00	177.00	97.00	917.00
16+	413.00	164.00	20.00	64.00	99.00	177.00	114.00	1051.00

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Recommended Spending Allowance:

ages 6 – 11:	\$25.00/month
ages 12 – 15:	\$48.00/month
ages 16+:	\$60.00/month

North and South.

To be given to the child from the food, personal, and recreation rate.

Dependent Child Allowance: Youth in care with a dependent child receive \$195.00 per month to cover the cost of basic maintenance items for the child. Special needs in regards to the child may be considered. The youth applies for Child Tax Benefit for their child

Practice Guidelines

1. Food

- Rate is based on the nutritional food basket (Agriculture Canada).
- For children two years and older, the amount allotted for food includes an additional 23% over the base amount for restaurant meals.
- Infant rate includes the cost of undiluted formula.

2. Clothing

- Includes basic wardrobe.
- The clothing rate for infants and toddlers covers the cost of diapers.

3. Education

- Includes items such as infant development toys, books and tapes for pre-schoolers in the 0 – 5 age range.
- Includes ongoing cost of items such as notebooks, pens, pencils, etc., as well as midyear replacement for shorts, T-shirt and runners for gym.
- Includes incidentals related to school activities (outings, day trips, hot dog days, etc.).

4. Personal Care

- Personal needs such as the following are to be provided from the maintenance allowance:

Personal Soaps and Shampoos	Deodorants
Make up	Shoe supplies
Toothbrushes and toothpaste	Combs and brushes
Sanitary supplies	Haircuts
Shaving supplies	Dry cleaning

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5. Transportation

- To be used for bus pass, taxi or routine travel with the foster child.

6. Household operations

- Includes items like laundry detergent, cleaning supplies, toilet paper and other household supplies.
- Infant rate includes additional laundry costs.

7. Recreation

- Includes items like books, toys, bicycles, admission to movies or other events, memberships, lessons, sports equipment and gifts for children one year and older.

8. Spending Allowance

- Spending allowance is included in the categories of food, personal, and recreation.
- It is expected that an allowance will be given to each child for his or her own use.
- The rates are provided as a guideline only. The actual amount will vary from family to family.
- The spending allowance is intended for the child's use.

9. Dependent Child Allowance

- This allowance is provided to youth in care with dependent children, or those in Alternate care and Extension of Support, as well as Person of Sufficient Interest placements and 16 & 17 year old program placements. Special needs in regards to the child may be considered. The youth applies for Child Tax Benefit for their child.
- The dependent child is not in the Ministry's care (unless there are protection concerns and the child is apprehended or in care by Section 9 Agreement). The Ministry does not apply for Children's Special Allowance for the child.

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Section 6.2: Foster Care Maintenance Rates, Initial Placement Rates

Northern Communities (Northern Allowance)

Air Ronge	Deschambault Lake	Joseph Bighead	Peter Ballantyne FN	Waterloo Lake
Beacon Hill	Descharme Lake	Key Lake	Pierceland	Weyakwin
Barthel	Dillon	Key Lake Mine	Pinehouse Lake	Whelan
Beauval	Dipper Lake	Kinoosao	Points North Landing	Wollaston Lake
Beaver Lake	Dore Lake	La Loche	Primeau Lake	
Birch Narrows FN	Dorintosh	La Ronge	Rabbit Lake Mine Site	
Black Point	Elak Dase	Landing	Rapidview	
Black Lake	Eldorado	Loon Lake	Sandy Bay	
Brabant Lake	English River FN	Makwa	Sled Lake	
Buffalo Narrows	Flying Dust FN	McLennan Lake	Southend	
Buffalo River Dene FN	Fond Du Lac	Meadow Lake	St. George's Hill	
Camsell Portage	Garson Lake	Michel	Stanley Mission	
Canoe Narrows	Goodsoil	Missinipe	Stony Lake	
Cluff Lake Mine Site	Grandmother Bay	Molanosa	Stony Rapids	
Cole Bay	Green Lake	Montreal Lake	Sturgeon Landing	
Collins Bay	Ile a la Crosse	Neeb	Sucker River	
Cree Lake	Island Fall	Patuanak	Timber Bay	
Creighton	Jan Lake	Peerless	Turnor Lake	
Cumberland House	Island Falls Lake FN	Pelican Narrows	Uranium City	
Denare Beach	Jans Bay	Pemmican Portage	Waterhen Lake	

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Initial Placements - Per Diem Payments

Foster homes will receive an Initial Placement per diem payment in addition to basic maintenance rates for the first 15 days of a child's placement.

Note: Previously Initial Placement Rate included monthly maintenance rates in the per diem payment. The Initial Placement per diem payment now supplements monthly maintenance rates to provide the equivalent total payment.

1. Initial Placement per diem rate is paid for 15 days in addition to basic maintenance rates for all foster care placements. (Alternate Care and Person of Sufficient Interest providers are not eligible to receive Initial Placement per diem payments.)
2. Initial placement per diem payments are an additional payment to compensate the caregiver for the tasks required in the first two weeks of placement, for example, arranging medical appointments, purchasing clothing and supplies, attending to school needs, family visiting schedule, etc.
3. When a child remains in a placement longer than 15 days, the Initial Placement per diem will be discontinued and the basic maintenance rate payment will continue.
4. Extensions of Initial Placement per diem beyond 15 days require Director or designate approval.
5. Payment will be made for the day the child leaves but not the day the child arrives.
Exceptions: Payment will be made for one day if the child arrives and leaves on the same day. Payment can be made for two days if the child arrives one day and leaves the next.
6. Unless otherwise stated in the child's case plan, initial placement per diem rates are not paid when a child is absent from the home for any reason including: hospitalization, visit with natural family, or an unauthorized absence. If a child is returned to the same foster home following a period of absence, Initial Placement per diems are paid for the balance of the 15 day period.
7. Special needs for the initial placement period, such as initial clothing allowance, may be paid in addition to the basic maintenance payment and initial placement per diems.

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**Section 6.2: Foster Care Maintenance Rates, Initial
Placement Rates****Initial Placement Rates – April 1, 2018**

Location/Age Range	Basic Maintenance Payment	Additional Initial Placement Per Diem Payment
South 0-5	\$689.00	\$15.37
South 6-11	\$722.00	\$14.27
South 12-15	\$814.00	\$27.37
South 16+	\$918.00	\$23.97
North 0-5	\$728.00	\$14.07
North 6-11	\$814.00	\$11.27
North 12-15	\$917.00	\$24.00
North 16+	\$1051.00	\$19.64
Exceptions – use Service Authorizations to make payments exceeding 15 days.	Extension of time only Use above rates for extensions.	Director or Designate

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6.0 CHILDREN'S SERVICES EXPENDITURES

6.3 PRIDE Level payments for Approved Foster Homes

Policy

Approved foster parents who have completed required PRIDE Preservice and Aboriginal Culture training will be classified as a **PRIDE Level One** home. They will receive basic maintenance payments for children placed in their home.

Approved foster parents who complete further mandatory PRIDE In-service Core One and Two modules, First Aid/CPR certification (Level B or higher), Fetal Alcohol Syndrome Disorder, and Trauma Competent Caregiver training will be classified as a **PRIDE Level Two** home. They will receive a payment of \$500/child/month in addition to basic maintenance.

Procedures

- PRIDE Level One payments are paid to all approved foster homes as indicated above.
- PRIDE Level Two payments are paid in addition to Level One to approved foster homes where all foster parents in the home have completed mandatory training as indicated above.
- Completion of training must be recorded in Linkin in order to designate caregivers as Level One or Two foster homes.
- The PRIDE Level payments will be pro-rated based on the actual days of placement of a child.
- The PRIDE Level One and Level Two payment will be applied when payment is made to foster families on behalf of relative children placed as foster children in the home (Alternate care placements).
- The PRIDE Level One and Level Two payment will be applied when payment is made to foster families on behalf of children in the home who are youth receiving Extension of Support (Section 56) services.
- The PRIDE Level Two payment will not be applied on behalf of children who are placed pursuant to a Person of Sufficient Interest order.

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**Section 6.3: PRIDE Level Payments for Approved Foster
Homes**

- The PRIDE Level Two payment will not typically be applied where Daily Living Support Assessment (DLSA) payments greater than level 3, Exceptional Fee for Service (now referred to as Foster Child Specific Supplement) or Therapeutic Foster Care payments are made. (See Chapter 6.4 for Foster Child Specific payments)
- Payments for special needs of a child or for foster home support will be provided to all caregivers and will not be impacted by PRIDE Level payments.
- Initial placement rates will not be impacted by PRIDE level payments. (Level One and Two payments will be effective on the date of the child's placement.)

DESCRIPTION	EXPENDITURE	APPROVAL
PRIDE Level One Payment	Basic Maintenance rates	Supervisor
PRIDE Level Two Payment	\$500/month	Supervisor

Practice Guidelines

The following are some guidelines to assist with the implementation of PRIDE level payments:

New Applicants:

Newly approved foster homes (PRIDE Level One designation) will have twelve months from the date of approval of their home to complete mandatory PRIDE In-service Core One and Two modules, First Aid/CPR certification, Fetal Alcohol Syndrome Disorder, and Trauma Competent Caregiver training.

Whenever possible, newly approved foster homes will complete Trauma Competent Caregiver Training prior to accepting their first child placement.

Whenever possible, foster families will complete PRIDE In-service Core One and Two modules when they have had placement of a child in their home for a period of one to three months in order for the material to be effectively learned and supported by the resource worker.

Oversight by the foster family's assigned Resource worker should occur at time frames of six, nine and eleven months to ensure training is available and the foster home is progressing toward completion (see Chapter 4.4.14 Support to First Year Foster Homes).

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If training is not complete or nearing completion by eleven months, the foster family's circumstances should be reviewed by a panel consisting of the Resource worker/ Supervisor, Out of Home Care Director/Executive Director, PRIDE Manager and Saskatchewan Foster Families Association (SFFA) in order to make a decision to extend the time period for completion of training, designate the foster home as PRIDE Level One, or close the foster home.

Existing Foster Homes

Each foster home will be assessed to determine if both caregivers have completed all of the mandatory training (PRIDE Core One and Two modules, First Aid/CPR certification, Fetal Alcohol Syndrome Disorder, and Trauma Competent Care). If training is complete, the foster home is designated as a PRIDE Level Two home.

If training is not complete, the foster home will have six months to complete mandatory training, during which time, they will continue to receive the payments they were receiving prior to implementation of PRIDE level payments (i.e. combined equivalent amount of previous Skill Fee, Fee for Service and/or DLSA payment less than 2.5 added as a supplement to PRIDE Level One).

If mandatory training is not completed within six months, the foster home will be designated as PRIDE Level One at that time with no supplement until training is complete.

If training is not complete within twelve months, the foster family's circumstances should be reviewed by a panel as above to determine options for the family:

- PRIDE Level One payment going forward;
- Option of receiving future placements to be determined;
- Consider possibility of foster home closure.

Note: Daily Living Support Assessment (DLSA's) payments of Level 2.5 or less will be converted to the PRIDE Level Two payment when foster parents have completed mandatory training.

Exceptions:

Exceptions may be agreed upon at the time of panel review of a family's circumstances and approved by the Director/Executive Director, Out of Home Care.

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The following circumstances may be considered as reasons to extend the family's time to complete required training and will be entered into Linkin as "Temporary Override Reasons" requiring an end date of up to one year from entering the exception:

- Weather Interruption
- Illness/Medical
- No Available Childcare
- Employment Related
- Training Certification Expired
- One on One Training Required
- Pending Inter-Jurisdictional Child Welfare Check
- Pending Medical Assessment(s)
- Pending Return of Fingerprints
- Pending First Nations Agency Verification

In rare circumstances exceptions may be granted and entered into Linkin as "Permanent Override Reasons" with no end date required as follows:

- Medical/Cognitive
- Years of Service
- Retirement Pending
- Course Equivalency
- First Nations Agency Approved Caregiver

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6.0 CHILDREN'S SERVICES EXPENDITURES

6.4 Exceptional Foster Child Specific Supplement Payments for Approved Foster Homes

Policy

On an exceptional basis for children with high needs, a foster child specific supplement payment may be provided when the PRIDE level payment or the Daily Living Support Assessment (DLSA) individually do not adequately recognize service needs of the child.

Procedures

A foster child specific supplement payment is calculated as the combined total of the PRIDE Level Two payment and the DLSA rating.

A DLSA showing a Level 3 rating or higher (see Chapter 6.5) must be completed prior to submitting a request for a foster child specific supplement payment.

Documentation regarding exceptional foster child specific payments must be submitted to the **Director, Service Delivery** for approval.

Special needs and support services such as in-home support, transportation, childcare, etc. may be provided to caregiver families in addition to the proposed maximum totals. All available community supports (e.g. nursing care) must be explored to ensure caregiver families receive all the support services for which they may be eligible.

DESCRIPTION	EXPENDITURE	APPROVAL
PRIDE Level One Payment	Basic Maintenance rates	Supervisor
PRIDE Level Two Payment	Basic Maintenance plus \$500/month	Supervisor
Foster Child Specific Supplement Payment	Basic Maintenance plus PRIDE Level Two (\$500) plus DLSA Level 3 to 5 (\$500 - \$1100 per month)	Director or Designate

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6.0 CHILDREN'S SERVICES EXPENDITURES

6.5 Fee for Service Payments for Developmentally and/or Physically Disabled Children

Policy

A **Daily Living Support Assessment** shall be completed for each child in out of home care with developmental delay and/or physical disabilities.

Procedures

1. The Daily Living Support Assessment (DLSA) is to be completed by a caseworker who has successfully completed the Ministry's training in the use and interpretation of the DLSA assessment.
2. When a child first comes into care, payment for the first three months will be basic maintenance for age. The DLSA will be completed within the first three months of placement, at which time a payment adjustment will be made retroactive to the date of placement following expiry of initial placement rates.
3. The DLSA is to be reviewed by the caseworker at time of the next annual review or following a significant change in the child or youth's circumstances.
4. The DLSA is paid in addition to basic maintenance rates. To process the payment, the caseworker provides the completed DLSA Face Sheet to Admin Support, who will enter the payment amount into Linkin.
5. Special needs costs (i.e. special equipment) will be assessed separately from DLSA's. Requests for approval for special needs are to be submitted as outlined in Chapter 7.
6. If a foster parent or caregiver provides written objection to a fee payment decision, the Director, Workforce Development, Central Office will review the validity and reliability of the completed assessment and make a final decision.

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**Section 6.5: Fee for Service Payments for Developmentally
and/or Physically Disabled Children**

SERVICE	EXPENDITURE	APPROVAL
Fee for Service: Daily Living Support		
Assessment Level 1.5	\$100.00	Manager, Service Delivery
Assessment Level 2	\$200.00	As above
Assessment Level 2.5	\$350.00	As above
Assessment Level 3	\$500.00	As above
Assessment Level 3.5	\$650.00	As above
Assessment Level 4	\$800.00	Director, Workforce Development, Central Office
Assessment Level 4.5	\$950.00	As above
Assessment Level 5	\$1,100.00	As above

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6.0 CHILDREN'S SERVICES EXPENDITURES

6.6 Alternate Care, PSI, and Specialized Out-of-Home Care Rates

Alternate Care and Person of Sufficient Interest

The Ministry may provide financial assistance to children and youth living in Alternate Care or with a court designated Person Having a Sufficient Interest. See Chapters 4.3.4 and 4.3.5 for policies and standards.

Alternate Care and court designated Person of Sufficient Interest caregivers are paid a monthly rate, equivalent to basic foster care maintenance rates, as shown below.

Additional payments for Special Needs (see Chapter 7) and additional supports to caregivers for babysitting and respite (see Chapter 8 for rates) will be considered on a case-by-case basis in consultation with Supervisor / Director or designate.

Rates are designed to cover the cost of raising a child and are established according to the child's age and the location of the caregiver's home, north or south of the 54th parallel (degree of latitude). Communities north of the 54th parallel are designated "northern communities" in Saskatchewan (see Chapter 6.2 for list of Northern Communities).

SOUTHERN RATES (effective April 2018)

Age	Food	Clothing	Education	Personal Care	Transportation	Household Operations	Recreation	TOTAL
0 - 5	217.00	137.00	9.00	13.00	92.00	173.00	48.00	689.00
6 - 11	242.00	103.00	17.00	16.00	92.00	173.00	79.00	722.00
12 - 15	281.00	113.00	17.00	41.00	92.00	173.00	97.00	814.00
16+	313.00	157.00	17.00	52.00	92.00	173.00	114.00	918.00

NORTHERN RATES (effective April 2018)

Age	Food	Clothing	Education	Personal Care	Transportation	Household Operations	Recreation	TOTAL
0 - 5	236.00	139.00	11.00	18.00	99.00	177.00	48.00	728.00
6 - 11	304.00	109.00	20.00	26.00	99.00	177.00	79.00	814.00
12 - 15	358.00	116.00	20.00	50.00	99.00	177.00	97.00	917.00
16+	413.00	164.00	20.00	64.00	99.00	177.00	114.00	1051.00

Youth in Alternate Care or Person of Sufficient Interest placements who have a dependent child receive \$195.00 per month to cover the cost of basic maintenance items for the child. Special needs in regards to the child may be considered. The youth applies for Child Tax Benefit for their child.

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**Section 6.6: Alternate Care, PSI and Specialized Out-of-
Home Care Rates****TAPS and TEAM Homes**

- TAPS and TEAM homes are sunset programs with no new homes to be approved under this service.

Parent Therapist Homes

- Parent Therapist homes are community based resources that provide care and treatment to children and youth with a diagnosed mental illness.
- These homes are recruited, developed and supported through Mental Health services within the Saskatoon Health Region.
- Parent Therapist homes are considered to be equivalent to Therapeutic Foster Care (TFC) homes and therefore all youth in the program are case managed by TFC caseworkers.
- The majority of youth referred for placement are clients of both MSS and Child and Youth. All youth who have not had prior involvement with MSS must be screened by MSS Intake in order to be assessed for services and to establish Ministry funding.
- Parent Therapist homes are paid a per diem rate which is equivalent to the highest level of southern Therapeutic Foster care rates.

Effective April 1, 2015

Rates	Expenditure Per Diem	Approval
TAPS	\$49.60	Supervisor
TEAM	\$53.36	Supervisor
Parent Therapist	\$66.17	Supervisor

Therapeutic Foster Homes

The Therapeutic Foster Care (TFC) program provides care to children and youth who present a range of behavioural, social, developmental and emotional problems, the nature of which make it difficult for the regular foster home care system to effectively meet their needs.

Note: It is intended that the Therapeutic Foster Care program will be replaced by PRIDE Specialized and Advance modules when they become available. In the interim no new TFC homes will be recruited and existing homes will be phased out by attrition.

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Payments to Therapeutic homes include basic maintenance for the child or youth and a Skill fee. Caregivers receive payment within a step range based on training, completed positive annual reviews and years of experience in the program. Rates are designed to cover the cost of raising a child and are established according to age and the location of the therapeutic foster home, north or south of the 54th parallel.

When a child or youth is absent from care and expected to return to the therapeutic foster home, the foster parent will continue to receive payment for a period of 30 days if the expectation is to keep the space available.

SOUTHERN THERAPEUTIC FOSTER CARE RATES

Effective April 1, 2018

Therapeutic Foster Care Rates	Expenditure Per Diem	Approval
Step 1	\$51.65	Supervisor
Step 2	\$55.28	Supervisor
Step 3	\$58.89	Supervisor
Step 4	\$62.53	Supervisor
Step 5	\$66.16	Supervisor

NORTHERN THERAPEUTIC FOSTER CARE RATES

Effective April 1, 2018

Therapeutic Foster Care Rates	Expenditure Per Diem	Approval
Step 1	\$55.09	Supervisor
Step 2	\$58.72	Supervisor
Step 3	\$62.33	Supervisor
Step 4	\$65.96	Supervisor
Step 5	\$69.59	Supervisor

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**Section 6.6: Alternate Care, PSI and Specialized Out-of-
Home Care Rates**

Independent Living

Children's Services provides payment for independent living only in exceptional circumstances. See **Chapter 4.8** for policy, guidelines and procedures.

Independent Living basic rates include a monthly amount for rent, utilities, food and household, clothing, spending and personal. These amounts are paid in advance and may be split, with rent going to the landlord as a service authorization and the remainder paid to the youth under "youth allowance", or the entire amount may be paid under youth allowance, if the youth pays rent directly. There are also one time grants for damage deposits, furniture and utensil purchases. Special needs (referred to as "Other Benefit Services" in Linkin) for youth in an independent living situation may be considered.

Youth in independent living situations with a dependent child receive \$195.00 per month to cover the cost of basic maintenance items for the child. Special needs in regards to the child may be considered. The Child Tax Benefit is exempt.

These are maximum but not absolute rates, so that lesser amounts may be granted where feasible.

SERVICE	EXPENDITURE	APPROVAL
Independent Living Rates		
Rent (Paid as Service Authorization or Youth Allowance)	\$450/month	Supervisor
Youth Allowance:		
Utilities (Includes purchase of cell phone and minutes)	Actual	Worker
Damage Deposit	1 month's rent up to \$450 Over \$450	Worker Supervisor
Furniture/Utensils	Up to \$400 (once) Over \$400	Supervisor Manager
Food and Household	Up to \$300/month	Worker
Clothing	Foster care rate (\$157/month)	Worker
Spending	\$60/month – south	Worker
Personal	\$52/month – south	Worker
Laundry	\$30/month	Worker
Rates in excess		Manager Service Delivery
Maintenance for Dependent Child	\$195/month	Worker

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Room and Board

The Children's Services program provides payment for Room and Board in exceptional circumstances. See **Chapter 4.8** for policy, procedures and guidelines.

Room and Board rates are paid in advance, either as an automated monthly payment or through a service authorization. Clothing, spending and personal amounts are paid as youth allowance in addition to the room and board rate. Payments may be split, with room and board going to the service provider as a service authorization and the remainder paid to the youth under "youth allowance", or the entire amount may be paid under youth allowance, if the youth pays room and board directly. Special Needs (Other Benefit Services) for youth in room and board placements may be considered.

Youth in room and board with a dependent child receive \$195.00 per month to cover the cost of basic maintenance items for the child. Special needs (Other Benefit Services) in regards to the child may be considered. The youth applies for Child Tax Benefit for their child.

When a child or youth is absent from care and expected to return to a Room and Board home, the provider will continue to receive payment for a period of 10 days to hold the space in the home.

SERVICE	EXPENDITURE	APPROVAL
Room and Board Rates		
Room and Board	Up to \$600 - Over \$600	Supervisor Manager, Service Delivery
Clothing	Basic foster care rate (\$157/month)	Worker
Spending	\$60 – south	Worker
Personal	\$52– south	Worker
Maintenance for Dependent Child	\$195/month	Worker
Northern Allowance	\$50/month	Worker

For youth receiving services under Section 10 of the *Child and Family Services Act*, please refer to "Support Services for 16/17 Year Olds" policy manual.

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.1 Policy

Policy

The Ministry may provide additional assistance for those items covered by basic maintenance where a child's individual need is in excess of what would normally be expected to be provided by the foster home from basic maintenance.

The Ministry may also provide payment for services or other items to meet the child's needs when the service or purchase of an item is part of the case plan for the child or youth.

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.2 Standards

Standards

- Amounts in excess must be based on an assessed need of the child.
- The worker must clearly determine that the child's need is above what can be provided by basic maintenance.
- Ongoing excess amounts must be reviewed and approved at least every six months and must only be paid for as long as the need is demonstrated to exist.

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.3 Food

Procedures

1. Allowances for special diets, including high cost infant formula, may be provided for children in care when the diet is prescribed in writing by the child's physician.
2. With the exception of infant formula, the cost of the prescribed diet must be calculated by a nutritionist from the Health District.
3. Allowances for special diets shall be the difference between the cost of the special diet and the basic maintenance rate for food except for a child 1-5 years old who requires a high cost formula or special milk. In this case deduct $\frac{1}{4}$ of the food allowance from the cost of the special diet to determine if a special food allowance is required. The child will need other foods purchased for them. Not all diets involve additional costs as the type or volume of food may cost less than a regular diet. If options are available the more economical alternative should be explored with the child's physician.
4. When foster parents are required to take a foster child for visits, counseling, appointments or recreational activities that are part of an approved case plan, the cost of meals for the foster parent(s) and the child may be claimed, without receipts. Cost of meals for any additional children need to be agreed upon by the foster parent and caseworker in advance and may be approved on a case by case basis.
5. For special holidays and excursions foster parents continue to receive basic maintenance and part of the food rate is for restaurant meals. However, some trips are quite costly and if most of the meals will be eaten in restaurants, consideration may be given to providing assistance for those high cost days.
6. When a caseworker purchases a meal for a child (for example, when they take a foster child for appointments or purchase food for a child who is apprehended), the actual cost of the food or meal may be claimed by the caseworker (maximum reimbursement of PSC meal rate; exceptional costs require Director/designate approval). Receipts are required.

Note: Service Authorizations in Linkin are required before special needs food costs may be issued.

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Section 7.3: Food

SERVICE	EXPENDITURE	APPROVAL
Food above basic maintenance		
Special Diets	Actual minus maintenance rate	Supervisor
Restaurant Meals – a portion of the basic maintenance food rate is to cover occasional restaurant meals. For meals related to the case plan the following applies: 2 – 10 Years 11+ Years and foster parents	½ PSC rate PSC rate	Worker
For special holidays: 1 – 10 Years 11+ Years	Up to \$5/day Up to \$10/day	Worker
Food purchased for a child in care by caseworker	Actual cost (maximum re-imbursement equal to PSC rate) Exceptional costs exceeding PSC rate	Supervisor Director, Service Delivery or designate.

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.4 Clothing

Procedures

Initial Clothing Allowance:

1. At the time of placement, or change of placement, the caseworker will ensure the child's complete clothing supply accompanies the child.
2. When the basic supply of clothing for a child admitted to care is inadequate, an Initial Clothing allowance may be granted for the purchase of necessary clothing.
3. When items are purchased for apprehended, voluntary care or temporary wards, consideration should be given to the financial means of the child's family. The child's parents should, wherever possible, be involved in the selection of items to ensure that purchases are consistent with their lifestyle and preferences.

Clothing Allowance - Change of Placement:

- Where a child's basic clothing supply is inadequate at the time of a change in placement, the caseworker will review with the former foster parents their use of the regular clothing allowance prior to approving a change of placement clothing allowance.

Clothing Allowance - Exceptional Circumstances:

1. Additional assistance may be provided in exceptional circumstances when a purchase cannot reasonably be covered by the regular clothing allowance, such as:
 - special clothing for a handicap/medical condition
 - replacement of clothing lost in an accident or fire
 - other exceptional circumstances, such as graduation or wedding
2. An amount in addition to the Initial Clothing or Change of Placement clothing allowance may be made, with **Manager, Service Delivery** approval, in exceptional circumstances, such as when a child comes into care in the fall or winter and does not have adequate outerwear, such as a coat/jacket/ boots.

Bedding:

- Bedding and other baby needs are included in "infant clothing". Foster parents are expected to have the appropriate and necessary furnishings to begin fostering such as cribs, beds etc.

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Section 7.4: Clothing

- Where bedding is required to support a placement of a child with an extended family member as a Place of Safety or an Alternate Caregiver, additional assistance for necessary bedding may be provided.

Luggage:

- An appropriate luggage item may be provided as part of the initial clothing.

Note: Service Authorizations in Linkin are required before special needs clothing costs may be issued.

SERVICE	EXPENDITURE	APPROVAL
Clothing		
<i>Initial Clothing</i>		
Infant	Up to \$100	Worker
1 – 5 Years	Up to \$150	Worker
6 – 11 Years	Up to \$190	Worker
12 – 15 Years	Up to \$210	Worker
16 Years	Up to \$230	Worker
<i>Change of Placement</i>		
Infant	Up to \$50	Worker
1 – 5 Years	Up to \$75	Worker
6 – 11 Years	Up to \$95	Worker
12 – 15 Years	Up to \$105	Worker
16 Years	Up to \$115	Worker
Exceptional	Up to \$200/year Over \$200/year	Supervisor Manager, Service Delivery

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.5 Education Costs

Procedures

1. Foster families receive a monthly education allowance as part of their basic maintenance payment for a child. This payment rate varies depending on the child's age and location (north or south) and is intended to cover the cost of day to day, ongoing expenses associated with school attendance, such as gym clothing, school outings, etc. (see Chapter 6.2 Foster Care Maintenance Rates).
2. Initial School Supplies and Fees: Prior to the start of the school year, foster parents and extended family caregivers will receive payment for the initial costs of books, supplies, equipment and school fees. Basic amounts are as follows:
 - Kindergarten students: \$50.00
 - Elementary School students (Grades 1 – 8): \$85.00
 - High School Students (Grades 9- 12): \$130.00
3. If a child is in their placement prior to the beginning of the school year, the above amounts be paid automatically if information is entered on the child's person page in Linkin. School costs in excess of the basic amounts or costs incurred other than at the start of the school year, e.g. when a child comes into care in mid year, will be provided as necessary. Receipts are required in these instances.
4. School Pictures: The actual costs of an average package of school pictures will be issued to the foster parent or caregiver. This may be paid in advance or reimbursed after the purchase.
5. Tutoring: Payment may be made for individual tutoring if the Board of Education cannot cover expenses, and if the tutoring is such that a child's parent would otherwise be responsible.
6. Tuition Fees: The Ministry will pay tuition fees for a child in care in those instances where a parent would be required to pay fees.
7. Post-Secondary: Costs of attending business, technical or vocational training or university may be provided as part of an educational plan for a ward (requires approval of the Manager, Service Delivery). Youth attending university or vocational school are eligible for an increased spending and personal allowance (see below).

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Note: Service Authorizations in Linkin are required before special needs education costs may be issued.

Practice Guidelines:

Tutoring:

- It is important that special tutoring considerations be discussed with school officials. Generally, all education expenses are the responsibility of Boards of Education. Payment may be made for individual tutoring due to environmental or personal factors or therapeutic tutoring when a child in care is experiencing failure in his school setting and will benefit from a therapeutic tutoring project.

Tuition Fees:

- Tuition fees may be paid to attend a private school only if this will meet an identified need which cannot be met in the regular school system or if this is part of an ongoing case plan for a youth.

Youth attending university or vocational school:

- Youth in care should generally not be enrolled in university or other educational or training facilities outside the province unless it has been definitely established that the course is not available in Saskatchewan and is consistent with the youths' educational goals.

Other Educational Services:

- Services such as psychological testing, speech therapy and other professional services are often available through the Health District or the Ministry of Education, and must be considered before a decision is made to purchase services from a private individual or agency.
- When a youth in care is unable to enter the regular school program, training-on-the-job situations may be considered. Funds may be available through Post-Secondary Education.

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SERVICE	EXPENDITURE	APPROVAL
Education		
Initial Supplies/Fees	\$50 Kindergarten \$85 Elementary School \$130 High School Exceptional	Worker Supervisor
Pictures	Actual cost of average package (Maximum \$300)	Worker
Tutoring (if not covered under <i>The Education Act</i>)	Actual cost (requires contract)	Manager, Service Delivery
Tuition Fees (includes post-secondary)	Actual cost	Director, Service Delivery
Youth attending university or technical school	Spending \$75 Personal \$50	Manager, Service Delivery

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.6 Travel Costs

Policy

The Ministry may pay travel costs above the Basic Maintenance Rates for a child in care and an escort in the following circumstances:

- to maintain or facilitate contact with the child's family or significant others;
- to facilitate pre-placements visits when a child is being placed with extended family, foster home, group home, treatment facility, or adoption home;
- when a child attends medical, dental, optical, psychological, psychiatric or other similar services; (For medical travel out-of-province, the Ministry of Health must be explored as a resource).
- to attend recreational, educational and cultural activities or events that occur regularly, or occur outside the home community, and are of benefit to the child and where the travel costs are normally a parental responsibility;
- travel required in the event of serious illness or death of child's family or significant others, including extended foster family members with whom the child has a close relationship.

Procedures

- Travel costs above the Basic Maintenance Rate are only paid for services or events over 10 KM from the caregiver's home.
- Travel costs above the Basic Maintenance Rate must have the prior approval of the caseworker **except in the case of an emergency**.
- Where a foster home determines that travel is an emergency (primarily medical situations) and prior approval is not possible, post approvals will be based on whether the situation could reasonably be considered an emergency.
- Where travel outside the 10 km radius range has been approved foster families must submit bills monthly and indicate name of child, purpose of travel, name of the worker who authorized travel, date of authorization, and kms traveled.
- Costs must be pro-rated per child if several children, including foster parents' children, are transported at the same time.
- Compensation will be provided only for the distance to the nearest centre to the foster home where the service can be obtained.

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7. When services are available within 10 kilometers of the foster home and the foster family prefers to obtain services in a more distant centre, compensation in addition to basic rates will not be approved.
8. All travel approved on behalf of the child is paid through the child's file.

Note: Service Authorizations in Linkin are required before special needs travel costs may be issued.

Practice Guidelines

1. The means of transportation used should be the most economical or reasonable given the circumstances.
2. Travel for the child's family will be considered in the following circumstances:
 - a. visits are considered important, necessary and in the child's best interests;
 - b. the child's family does not have the financial resources to pay for the travel costs; and
 - c. funding for travel costs is not available from other sources.

Payment is to be based on actual cost of transportation or gas - not PSC rates. (for gas costs utilize SAP guidelines).

SERVICE	EXPENDITURE	APPROVAL
TRAVEL		
Public Transportation	Actual costs	In Service Area: Worker Out of Service Area: Supervisor
Private transportation	PSC rate	Out of Province: Manager, Service Delivery Out of Country: Director, Service Delivery
Travel Costs for Child's Family	Actual or gas Not PSC rate	Director, Service Delivery or designate

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.6.1 Travel for Special Holidays/Excursions

Policy

The Ministry may pay exceptional travel costs to enable a child or youth in care to take a special holiday with their caregiver.

Standards

- Requests for Special Holidays may be considered once per child per calendar year.
- Caregivers must provide a written request two months prior to the departure date of the planned special holiday in order to allow sufficient time for the Ministry to complete the approval process.
- **For children who are in care pursuant to Section 9 - Residential Services Agreement**, the child's parent must provide permission for the child to travel outside of the province along with signed consent for emergency medical treatment. (See Chapter 12.51 "Forms").
- **For children in care of the Minister who are temporary, long term or permanent wards or on apprehended status** a letter of permission and medical consent must be **signed by the Director, Service Delivery or designate**. (See Chapter 12.49 and 12.50 "Forms").
- **When a child in care travels outside of Canada with their caregivers, additional health insurance must be purchased for the child.**

Procedures

1. The written special holiday request from the caregivers should include the following information:
 - a. Destination
 - b. Mode of transportation
 - c. Length of holiday
 - d. Number of individuals that will be traveling
 - e. Children's names
 - f. Type of lodging
 - g. Planned activities (provide detail)
 - h. Anticipated additional costs (provide an explanation).

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Section 7.6.1: Travel for Special Holidays/Excursions

2. The child's parent should be consulted whenever possible to ensure they are in agreement with the travel plans for the child. In the event they do not approve of the plans, the caseworker should consider alternate arrangements for the child's care while the caregiver is away.

Note: In the case of a child in care by Section 9 Agreement, signed parental consent is required (see Chapter 12.51). The child may not travel without the parent's consent.

3. The Ministry will provide written confirmation of approval to the caregiver when the special holiday request is approved.
4. The child's caseworker will prepare approval letters for out-of-province travel or out of country travel (see Chapter 12.49 and 12.50, also Templates) attaching a copy of the child's wardship order to the letter provided to the caregiver.
5. Health insurance for the child must be purchased for the appropriate time period whenever travelling outside of Canada
6. The maximum allowable special holiday amount per year is \$500 per child.
7. Depending on the duration of the holiday, basic maintenance is to be considered as part of the request. It is expected that recreation fees may be utilized based on the details provided in the special holiday request to help cover the costs of recreational activities for the child during the planned special holiday.
8. Upon returning from the trip, the caregiver will submit all receipts to the caseworker within 60 days (transportation, lodging, activities).
9. The child's passport must be returned to the caseworker.

Note: Service Authorizations in Linkin are required before special needs exceptional travel costs may be issued.

For guidelines on food/meals for holidays see Special Needs: Food.

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Practice Guidelines

The Director, Service Delivery, or designate will take the following into consideration when considering approval of a holiday request:

- Ensuring the child's safety, including:
 - the safety of the method of transportation;
 - if the child will be travelling by motor vehicle, ensure seat belts are used or approved car seat is used;
 - the types of activities the child will be engaged in on the trip;
 - the accommodation arranged for the child;
 - the nature of the supervision provided for the child throughout the trip and satisfaction that appropriate safeguards have been taken by the trip organizers in screening those who will be directly responsible for supervision;
 - the proposed destination;
 - the duration of the trip.
- Determining if the child's education will suffer if the trip is outside a school holiday;
- Determining if a medical condition the child has could be worsened by the trip;
- Ensuring the appropriate health coverage has been obtained if travel is outside of the country.

SERVICE	EXPENDITURE	APPROVAL
Travel for Special Holidays/Excursions Once per fiscal year	Up to \$500	Supervisor
	Out of Province	Director, Service Delivery or designate.

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.6.2 Passports for Children in Care

Policy

A passport must be obtained for any child in care traveling outside of Canada.

Procedures

1. An application for the passport must be completed by the child's caseworker. The Child application form (Form PPTC 155) can be found at www.cic.gc.ca.
2. The caseworker's supervisor must sign as a guarantor.
3. In addition to Form PPTC 155, when applying for children in out of home care, the caseworker must complete form PPTC 463A. This form can be found at www.cic.gc.ca.
4. Passport pictures of the child must be obtained and attached to the passport application.
5. A letter from the Director, Service Delivery indicating approval to issue the passport, release the passport to the foster parent, and authorize the child to travel with the foster parent outside of Canada, must be attached (See Chapter 12 Forms).
6. An original copy of the child's long-form birth certificate should be attached to the application.
7. A copy of the temporary or permanent care or custody order should be attached to the application.
8. The passport, when not in use, must be maintained by the Ministry (child's file in the legal documents envelope).
9. Youth 16 years of age or older complete their own application for passport, using form PPTC 153, Adult General Passport Application. This form can be found at www.cic.gc.ca.
10. Complete Service Authorization for payment process, as per the Linkin Business Catalogue.

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.7 Recreation Allowance

Procedures

A monthly allowance for the purchase of recreational items is provided for all children in care over the age of one year as described in the Basic Maintenance Rate section.

If foster parents are requesting recreational items above the monthly allowance, there must be an explanation on the child's file as to how the monthly allowance has been spent.

Note: Service Authorizations in Linkin are required before special needs recreation costs may be issued.

SERVICE	EXPENDITURE	APPROVAL
Recreation Over basic maintenance: (Accounting needed for maintenance amount)	Up to \$300 (may deduct monthly maintenance amount)	Worker
	Over \$300	Supervisor

Practice Guidelines

When items are purchased for apprehended, voluntary care or temporary wards, consideration should be given to the financial means of the child's family. The child's parents should, wherever possible, be involved in the selection of items to ensure that purchases are consistent with their lifestyle and preferences.

Purchases that may be made with the additional recreation allowance include, but are not limited to: toys, sports equipment, bicycles, camping equipment, purchase or rental of musical instruments, radios, stereos, tapes, cameras, hobby supplies. Foster parents are responsible for controlling the allowance. Although an itemized account is not required, foster parents are expected to generally account for the money issued.

Adolescent wards are expected to contribute to purchases in accordance to their earning capacity.

If foster parents have made expenditures on behalf of a child before sufficient allowance has accumulated to cover the cost of a purchase and the child moves from their home, the foster parent may submit a bill for reimbursement.

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Exceptional, high cost items, such as music lessons or a musical instrument, may be purchased at actual cost, in addition to the monthly recreation allowance if the child's interest and ability have been demonstrated.

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.8 Laundry Allowance

Procedures

The Ministry may provide a monthly laundry allowance, if required, to youth who reside in Room and Board, student residences and independent living arrangements.

Note: Service Authorizations in Linkin are required before special needs laundry allowance may be issued.

SERVICE	EXPENDITURE	APPROVAL
Laundry For Room and Board (if required) and Independent Living ONLY	\$30/month	Worker
	Over \$30/month	Supervisor

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.9 Gift Allowances

Policy

Each child in care is entitled to receive gift allowances for Christmas and other occasions such as graduations.

Procedures

Christmas Gift Allowance:

Christmas gift allowance payments are automatically generated for children and youth who reside in one of the following provider homes on or before November 24th of each year:

- Foster Home;
- Alternate Care Provider;
- Person of Sufficient Interest;
- Therapeutic Foster Care; or
- First Nation Approved Caregiver – No Transfer.

The caseworker must create a service authorization to issue the Christmas gift allowance in the following circumstances:

- The child/youth is residing in a Place of Safety;
- The child/youth is residing in Group Care, Room and Board or Independent Living situation; or
- Children who are placed in out-of-home care after November 24th.

Note: It is the responsibility of the caseworker to ensure that the Christmas gift allowance has been issued to the provider and that the provider is aware that should the child/youth wish to purchase gifts for their family that the provider is to determine what portion of the gift allowance is available for that purpose (if age appropriate, the provider should discuss with the child/youth).

The disbursement of the Christmas gift allowance payment varies according to the child's placement, as specified below:

Foster homes, Extended Family Care (includes PSI) and Therapeutic Homes:

- The gift allowance is payable to caregivers on behalf of the child(ren).

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Group Homes (Block Funded):

- The allowance is payable to the group home on behalf of the child/youth.

Private treatment facilities (Ranch Ehrlo and Eagles Nest Youth Ranch):

- No gift allowance is paid to these facilities as all allowances and special needs are incorporated into their fee-for-service payment structure.

Youth living with a provider:

- The gift allowance is payable to the provider on behalf of the youth.

Youth living independently:

- The gift allowance is payable to the youth.

Youth Who Have Children:

- Youth in care who have children receive an additional one half of the gift allowance for each child. These payments will be the responsibility of the youth's caseworker.

Miscellaneous Gift Purchases:

A gift may be purchased for children or youth in out-of-home care and youth receiving services under an Agreement for Services (16/17 Year Old Program or Extension of Support Services for long-term and permanent wards) for other occasions or events such as graduations or a hospitalization.

The caseworker must document on the Service Authorization the circumstances for the gift purchase.

SERVICE	EXPENDITURE	APPROVAL
Gift Allowance		
Christmas	\$75	Worker
Christmas: Youth with Children	\$37.50/child	Worker
Junior High Grad	\$20	Worker
Grade XII Grad	\$30	Worker
University Grad	\$50	Worker
Hospitalization	\$20/year	Worker
Exceptions to above	Up to \$200.00	Manager, Service Delivery

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.10 Long Distance Phone Calls

Procedures

Payment for long distance telephone calls placed by the child or foster parent, or collect calls from child's family may be made when the call is necessary to maintain natural family contact or set an appointment for a child in care or consult with the caseworker.

Note: Service Authorizations in Linkin are required before issuing telephone calls as a special need.

SERVICE	EXPENDITURE	APPROVAL
Long Distance Telephone Calls	Actual (Maximum \$300/month)	Worker

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.11 Life Books

Procedures

The actual cost of the book (album or scrapbook) and cost of pictures and supplies for the life book may be paid as a purchase order through FYAP.

Photo albums are available from the service area to be used for Life Books.

Note: Service Authorizations in Linkin are required before special needs expenditures for Life Books may be issued.

SERVICE	EXPENDITURE	APPROVAL
Life Books	Actual (Maximum \$300)	Worker

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.12 Automobile Safety Seats

Procedures

Transportation for children in care must be provided in accordance with Highway Traffic Board regulations.

At the time of placement, foster parents and adopting parents are expected to have an appropriate automobile safety seat with them.

Infant carriers should comply with the Canada Motor Vehicle Safety Standards established by Transport Canada.

Automobile safety seats for use by caregivers or Ministry staff are obtained through the service area children's services budget.

Note: Service Authorizations in Linkin are required before special needs expenditures for automobile safety seats may be issued

SERVICE	EXPENDITURE	APPROVAL
Automobile Safety Seats	Actual (Maximum \$300)	Worker

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.13 General Services and Supplies

Policy

The Ministry may purchase services and supplies for a child in care when required to maintain the child's placement, facilitate future placements as part of the child's case plan, and to provide for the child's physical, emotional and social development.

Procedures

1. The caseworker fully documents the reason for the request and submits the request for approval.
2. For services (see guidelines below) a contract must be completed with the service provider individual or agency including the following:
 - description of the service
 - cost per unit
 - total units to be purchased
 - length of contract/service period
3. Services covered may include but are not limited to: early childhood intervention services; professional services (e.g. psychological assessments, counseling, home studies, and contracted services with other professional agencies); play/nursery school and day care fees.
4. For purchases (e.g. special furniture or equipment required to support or maintain a child's placement), no contract is required. Where bedding is required to support a placement with a Place of Safety or Alternative Caregiver, see chapter 7.4.

Note: Service Authorizations in Linkin are required before special needs expenditures for general services or supplies may be issued.

SERVICE	EXPENDITURE	APPROVAL
Services and supplies to maintain a child in foster care or to develop future permanent placement as part of the child's case plan	Up to \$1000/year	Supervisor
	Over \$1000/year	Manager, Service Delivery
	Over \$5000/year –	Director, Service Delivery

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.14 Personal Attendant Services

Procedures

1. In exceptional circumstances a personal attendant may be contracted to escort a child or youth when no other arrangements can be made to ensure the child/youth's safety.
2. A personal attendant may be contracted in situations in which the child is likely to harm them self or others, or to run away and must be used only for the minimum time necessary.

Note: Service Authorizations in Linkin are required before special needs expenditures for personal attendant services may be issued.

SERVICE	EXPENDITURE	APPROVAL
Personal Attendant	Up to \$500.00	Manager, Service Delivery
	Over \$500.00	Director, Service Delivery

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.15 Funeral Costs

Procedures

Rates for funeral costs for children in care are approved in accordance with the adult and children rates in the Saskatchewan Assistance Plan regulations.

Basic Funeral Expenses:

Services includes transfer from place of death including transfer vehicle (20 km), mandatory documentation, embalming, dressing, cosmetics, visitation, funeral service in chapel or church including use of hearse, transfer to cemetery or crematorium including equipment required to provide these services.

Casket for all burials and cremations include a casket appropriate for viewing, simple lining, and handles for six pallbearers. Important: This same casket is to be provided for all burial and all cremation services including immediate disposition.

Urn for all cremations with a service and/or visitation. If no service or visitation, cremains will remain in the container they are returned in from the crematorium.

Actual Cost Defined - Actual cost on manufacturer/supplier invoice, plus freight and PST when applicable. Not to include GST.

Additional expenses:

- Actual cost to a maximum of \$150.00 for a flower arrangement for the child's funeral or the parent of a child in care.
- Actual cost of Crematory Charges
- Actual cost of a modest grave marker.
- Burial plot – (if not provided by the municipality).
- Special or hermetically sealed casket if required.
- Grave opening/closing (including Grave Liners when required by cemetery regulation – Minimal Vault or Wood Box).
- Plot maintenance – if not provided by the municipality.
- Transportation (when travel beyond 20 km roundtrip is required).
Hearse & one vehicle
- Any associated exceptional expenses as approved by the Director, Service Delivery or designate.
- If the parents and/or foster parents of the child wish to contribute to the cost they may do so. Their contribution is in addition to rates paid by the Ministry.

Note: Service Authorizations in Linkin are required before special needs expenditures for funeral costs may be issued. The service "Funeral Costs" is used for all payments.

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Section 7.15: Funeral Costs

SERVICE	EXPENDITURE	APPROVAL
Basic Funeral Expenses – See above	\$3850	Director, Service Delivery or designate
Crematory Charges	Actual	Director, Service Delivery or designate
Special or hermetically sealed casket	Actual	Director, Service Delivery or designate
Transportation (when travel beyond 20 km roundtrip is required). Hearse & 1 vehicle	.91/km (south) .98/km (north)	Director, Service Delivery or designate
Grave opening/closing (including Grave Liners when required by cemetery regulation – Minimal Vault or Wood Box)	Actual	Director, Service Delivery or designate
Flower arrangement for child's funeral or child's parent	Up to \$150	Director, Service Delivery or designate
Grave marker	Actual	Director, Service Delivery or designate
Burial plot	Usually provided Otherwise actual	Director, Service Delivery or designate
Plot maintenance	Usually provided Otherwise actual	Director, Service Delivery or designate
Funeral Exceptional Expenses		Director, Service Delivery or designate

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.16 Health Services

Procedures

1. Children in care are eligible for the insured hospital and medical services available in Saskatchewan.
2. Children admitted to care must be nominated for noninsured health services with the Supplementary Health program under the Drug Plan for Plan 3 drug coverage.
3. If a child is expected to be in care for only a few days, a health nomination is not required unless there is some health need that must be met while in care.
4. When a child comes into care, the caseworker should discuss with the child's parents, the Ministry's intent to ensure the following:
 - a medical checkup is scheduled at the time or within a week of admission to care;
 - immunizations are up to date as prescribed by the Ministry of Health;
 - a medical, dental, and optical examination is provided once per year.

Note on child's file the date and result of each checkup.

5. Where prior approval is required before a payment is made, the medical practitioner must obtain the necessary authorization from the Supplementary Health program which will be paying the account.
6. For high cost medical appliances (i.e. knee braces) an application can be made to the Supplementary Health program to cover the costs.
7. On the advice of the child's physician, the cost of medical supplies purchased **without a prescription** and which are not covered under the Supplementary Health program (i.e. Amino Acids) may be reimbursed through the Ministry of Social Services as a "special need."
8. Any questions or concerns related to health benefits and services should be directed to the caseworker's Manager, Service Delivery and then to the Director, Service Delivery, Central Office for further consultation.

Note: Service Authorizations in Linkin are required before special needs expenditures for health services may be issued.

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INFORMATION:

The following supplementary health benefits are covered by the Supplementary Health program, Ministry of Health:

1. DRUGS

- Children in the Minister's care are provided with health coverage, including the cost of prescription drugs approved as benefits through the Ministry of Health's Saskatchewan Drug Plan.
- The Ministry of Health has responsibility for determining which prescription drugs will be covered under the drug plan through their drug review process.
- Responsibility for the review and approval of prescription medications rests with the Saskatchewan drug review committees; the Drug Quality Assessment Committee and the Saskatchewan Formulary Committee, whose members have expertise in the appraisal of medications.
- The drug review committees may recommend a drug for one of the following:
 - to be listed as a regular benefit or;
 - to be listed as an Exception Drug Status benefit according to certain medical criteria or;
 - to not list the drug as a benefit.
- All recommendations from the drug review committees must have final approval of the Minister of Health.
- Children in care receive benefits under Plan 3 of the Supplementary Health program. Plan 3 beneficiaries may receive, without charge, certain additional prescribed drugs approved by the Saskatchewan Drug Plan.
 - At the time of the visit, the child's physician should be advised that only those prescriptions that fall under the Plan 3 category will be covered.
 - In the event that a physician prescribes a drug that is not covered under Plan 3, the caregiver will ask the physician to consider if an alternative medication could be prescribed that is covered under Plan 3 and which will provide the same medical effect.
 - If the physician believes that the effects or tolerance of the non-covered drug is in the child's best interests, the physician has the option to make application for coverage under the Drug Plan. In the interim the physician should be prescribing only those drugs that are covered under Plan 3.
- Children in care may also be eligible for coverage on certain over-the-counter products through the Special Drug Authorization process. In these situations the physician must submit a request on the child's behalf to the Supplementary Health program.

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2. MEDICAL SUPPLIES AND DEVICES

- All medical supplies and devices must be prescribed and are provided without charge to the child in care. Included are benefits such as:
 - Insulin syringes, needles such as lancets and alcohol swabs
 - Surgical dressings
 - Most ostomy appliances and supplies
 - Female contraceptive devices
 - Incontinence aids and accessories such as catheters, trays, drainage bags, syringes and tubing
 - Cervical collars (soft)
 - Fiberglass casts
 - Various bandage type supports (ankle, knee, wrist)
 - Surgical supports such as hernia trusses (these require prior approval from Supplementary Health program and must be supplied through a pharmacy or pharmaceutical supply company)
 - Elastic stockings (surgical type) (these require prior approval from Supplementary Health program)
 - Surgical gloves
 - Orthopedic boots and accessories but only if provided through the Wascana Rehabilitation Centre in Regina or the Saskatchewan Abilities Council in Saskatoon. Some accessories may also be provided through the Saskatchewan Chiropody Program.

3. HEARING AIDS, REPAIRS AND ACCESSORIES

- Aids and repairs require prior approval and must be obtained through the Saskatchewan Hearing Aid Plan.
- Aids are provided without cost to beneficiaries. Replacement batteries for beneficiaries over 21 years, Supplementary Health program pays 70% of the cost of the aid and the beneficiary is required to pay 30%.
- Batteries are available, at no cost to the beneficiary, at any pharmacy.

4. DENTAL SERVICES

- Coverage includes payment for routine dental services (examinations, fillings, extractions, dentures).
- In those situations where additional dental services are required, the dentist has the option of writing a letter of appeal outlining the unique medical requirements surrounding the patient's case to:

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- Extended Health Benefits Program
 - Drug Plan and Extended Benefits Branch
 - Ministry of Health
 - Regina, Saskatchewan
- Dentures require prior approval by the Supplementary Health program. They may be obtained from a dentist or a denturist and require some payment by the beneficiary (presently \$15.00 per denture).
 - Orthodontic work requires prior approval by the Supplementary Health program. They will only consider requests from certified orthodontists. The orthodontist should be asked to submit an application including the child's dental records to:
 - Drug Plan and Extended Benefits Branch
 - Ministry of Health
 - Regina, Saskatchewan

5. OPTICAL SERVICES

- Glasses and repairs, if prescribed, are a benefit providing that the lens prescription meets a minimum criteria in lens correction of half a dioptre or more in either sphere or cylinder.
- Glasses may be obtained from either an optometrist or an optical dispensary and the service provider is required to obtain prior approval by the Supplementary Health program.
- Approvals are given only on a need basis (when correctional changes warrant new glasses or when the glasses are lost or broken).
- Supplementary Health makes payment for the lenses, a dispensing fee, and a plain quality frame. All optometric offices are under contract to have frames available at the price paid by the Supplementary Health program however, if a beneficiary chooses a more expensive frame, he/she is responsible to pay the difference in price.
- Oversize lenses, trifocal and multilux lenses are not benefits.
- Payment for lost or broken glasses will usually be made only once in any twelve month period. A letter of explanation may be requested.
- A plain tint, if prescribed, will be paid by the Supplementary Health program but cosmetic, gradient, and photo ray tints are not benefits.

6. MEDICAL EXAMINATIONS AND REPORTS

- Third party medical examinations and reports are payable by the Supplementary Health program only when they have been requested by the Ministry of Social Services.

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7. AMBULANCE AND MEDICALLY-RELATED TRANSPORTATION

- Emergency medical transportation by Licensed Road Ambulance and Saskatchewan Government Air Ambulance.
- Long distance medically-related transportation by other commercial carriers (bus, taxi, airline) is available in Northern Saskatchewan when authorized by Northern Health Services personnel.

The following are not covered by the Supplementary Health program:

- Incontinent pads, pants, diapers
- Food supplements (Ensure, Isocal, etc.)
- Emollients, skin protectives, body rubs, lotions, sun-screening agents
- Sugar and salt substitutes
- Mouthwashes, gargles, toothpastes, dental floss
- Denture adhesives and cleaners
- Room sprays, deodorants, utensil cleaners, rust inhibitors
- All analgesic and antiseptic lozenges
- Patented preparations
- Flu vaccines
- Contact lens solutions
- Male contraceptives
- Cleaning tissues, first-aid kits, band-aids, cotton-tipped applicators, cotton balls
- Hot water bottles and attachments, bed pans, urinals, thermometers, ice packs, heating pads and heat lamps, vaporizers, humidifiers
- Non-elastic support hose
- Mastectomy prosthesis and accessories
- Autoclax devices, automatic injectors

SERVICE	EXPENDITURE	APPROVAL
Health Services not covered by Ministry of Health Includes: Health Services – Medical Health Services – Dental Health Services – Optical	Up to \$100.00	Worker
	Over \$100.00	Supervisor
	Over \$300.00	Manager, Service Delivery
	Over \$500.00	Director, Service Delivery

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7.0 SPECIAL NEEDS / OTHER BENEFIT SERVICES

7.17 Child Disability Benefit Adjustment (for Children Placed in Extended Family Care)

Preamble

In January 2012 the Canada Revenue Agency enacted changes to the Children's Special Allowances Act, allowing for child welfare agencies to receive Children's Special Allowances for children for whom maintenance payments are provided by the agency. This resulted in changes to extended family caregivers' eligibility to apply for federal benefits, including Child Tax Benefit, Universal Child Care Benefit and Child Disability Benefit. The Child Disability Benefit is a monthly benefit payment to the caregiver of a child with a severe and prolonged impairment in mental or physical functions.

In February 2012 the Ministry increased its maintenance payments to extended family caregivers (Person of Sufficient Interest and Alternate Care) to the equivalent of foster care basic maintenance rates (see Chapter 6.6), however, for those families previously receiving the Child Disability Benefit, additional funding may be required to meet the child's needs.

Policy

The Ministry may pay a Child Disability Benefit Adjustment payment up to the maximum monthly federal payment amount on behalf of those children for whom eligibility for the federal Child Disability Benefit can be verified.

Procedures

Children for whom the Child Disability Benefit was previously received by the caregiver:

1. Upon receiving a request for this payment, the caseworker meets with the family to determine what benefits were previously paid to the family.
2. The caseworker verifies the family's eligibility for the Child Disability Benefit by obtaining a copy of the completed application forms and the letter of approval received from the Canada Revenue Agency. The caseworker places the forms on the child's file.
3. The caseworker completes a Special Needs Request form (Chapter 12.39) to authorize payment of the Child Disability Benefit Adjustment as an ongoing Special Need (see Chapter 6.1- Authority for Case Related Expenditures) and submits the Special Needs Request for supervisor approval.

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4. The Supervisor provides the approved Special Needs Request form back to the caseworker, who submits the form to Financial Services for processing.

Children for whom the Child Disability Benefit was not previously received by the caregiver, but who may be eligible:

1. When a child who has a disability is placed with a Person of Sufficient Interest or Alternate Care provider, and it is believed the child may be eligible for Child Disability Benefit, the caseworker completes the federal application form T2201 'Disability Tax Credit Certificate'.
2. The caseworker submits the completed application form to the Canada Revenue Agency.
3. If the application is approved, the Child Disability Benefit payment will be received as part of the Children' Special Allowances for which the Ministry would have made application at the time the child was admitted to care.
4. The caseworker completes a Special Needs Request form to authorize payment of the Child Disability Benefit Adjustment as an ongoing Special Need (see Chapter 6.1- Authority for Case Related Expenditures) and submits the Special Needs Request for supervisor approval.
5. The Supervisor provides the approved Special Needs Request form back to the caseworker, who submits the form to Financial Services for processing.

Note: Service Authorizations in Linkin are required before special needs expenditures for the Child Disability Benefit may be issued.

SERVICE	EXPENDITURE	APPROVAL
Special Needs		
Child Disability Benefit Adjustment	\$236.00 /month	Worker

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Section 8.1: Payment for Babysitting to Foster Families and Extended Family Caregivers	

8.0 PAYMENTS FOR FOSTER HOME SUPPORT

8.1 Payment for Babysitting to Foster Families and Extended Family Caregivers

Policy

The Ministry may pay incidental babysitting and/or day care costs to caregivers under the following circumstances:

- attending to the medical, educational and treatment needs of children in care as per their approved case plan;
- participating in approved caregiver training;
- responding to personal emergencies or special circumstances of the family;
- attending meetings related to formal conflict resolution, appeals or allegations pertaining to their home;
- participating in Ministry committees at the request of the Ministry;
- attending SFFA provincial or local board meetings as an elected or appointed member;
- attending meetings of their SFFA local;
- payment of babysitting or day care costs when foster /caregiver families are employed outside the home.

Note: Under normal circumstances, a babysitter should not provide care for more than four children.

Standards

- The caseworker/resources worker will advise the caregiver that they must have good knowledge of the babysitter they choose and ensure that the babysitter has the level of maturity and skills to provide responsible and safe care for each child.
- The caseworker/resources worker will advise the caregiver that they must ensure the babysitter has sufficient knowledge of the needs of each child they will be providing care for.
- The caseworker/resources worker will advise the caregiver that they must provide the babysitter with names of appropriate contact persons and/or agencies in order to respond effectively to any emergency that may arise.
- The caseworker/resources worker must ensure that background checks including criminal record checks, child welfare record checks (formerly called Ministry Record checks) and home safety checks are completed for regular full or part time babysitters and unlicensed home day care providers.

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- A Child Welfare Record Authorization/Declaration form (Chapter 12.35) is provided to the babysitter or home daycare provider for signature prior to completion of a child welfare record check.

Procedures

Case Related Payments:

Payment for babysitting required to meet the needs of a child in care is a **case related** payment.

For re-imbursement of babysitting expenses:

The caregiver submits babysitting expenses using the Child and Family Programs Expense template form #2307 (Chapter 12.60) which includes the following information:

- name and address of foster parent/caregiver;
- name and address of babysitter;
- dates of babysitting and length of time required;
- reason that the babysitting was required, including times of appointments;
- names of children cared for;
- cost of babysitting; and
- name and signature of babysitter or invoice from child care facility.

The caregiver family must receive approval from their caseworker or resources worker for babysitting for time periods exceeding 10 hours/month.

Note: Service Authorizations in Linkin are required before expenditures for babysitting or child care costs may be issued for case related payments.

Contracts with child care service providers are not required.

Non Case Related Payments:

Payment for babysitting or child care costs incurred to support the caregiver family (employment or personal need) is a **non-case related** payment.

The caregiver submits babysitting expenses using the Child and Family Programs Expense template form #2307 (Chapter 12.60) for incidental babysitting costs, or the Child and

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Family Programs Monthly Babysitting/Day Care Reporting template form #2431 (Chapter 12.61) for payment to a monthly child care provider/facility, including the following information:

- name and address of foster parent/caregiver;
- name and address of child care provider;
- dates of babysitting/child care and length of time required;
- reason that the babysitting/child care was required;
- names of children cared for;
- cost of babysitting/child care;
- name and signature of babysitter or invoice from child care facility; and
- name and signature of supervisor or director approving the payment.

For non-case related payments, a service authorization is not required.

Contracts with child care service providers are not required.

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**Section 8.1: Payment for Babysitting to Foster Families and
Extended Family Caregivers**

SERVICE	EXPENDITURE	APPROVAL
Babysitting to meet child needs Hourly rate up to 10 hours <u>Case related payment</u> <u>Babysitting Hourly-CSM 8.1</u>	\$4/hr. - First Child \$2/hr. - Each additional child \$10.00/hr. maximum	Caseworker Caseworker
Daily rate 11-24 hours <u>Case related payment</u> <u>Babysitting Daily-CSM 8.1</u>	Up to \$40 for 1 child \$20 for each additional child (Maximum \$100 for any number of children)	Caseworker Caseworker
Babysitting Exceptional - CSM 8.1	Exception	Manager
Babysitting to support caregiver need Hourly rate up to 10 hours Daily rate 11-24 hours <u>Non-case-related payment</u> <u>EF Babysitting/ Day care (Extended Family) SS</u> <u>Babysitting/Daycare (Foster Care)</u> <u>FFD Babysitting- (Attending Training or events)</u>	\$4/hr. - First Child \$2/hr. - Each additional child \$10.00/hr. maximum Up to \$40 for 1 child \$20 for each additional child (Maximum \$100 for any number of children)	Caseworker Caseworker Caseworker Caseworker
Babysitting Exceptional - CSM 8.1	Exception	Manager
Child Care to support Caregiver with Outside Employment (Babysitting or day care) <u>Non-case related payment</u>	Up to \$1000/month/child Over \$1000 /month/child	Supervisor Director or designate

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<u>EF Babysitting/ Day care</u> (Extended Family) SS Babysitting/Daycare(Foster Care)		
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Section 8.2: Respite – Regular Foster Care and Extended Family Care	

8.0 PAYMENTS FOR FOSTER HOME SUPPORT

8.2 Respite - Regular Foster Care and Extended Family Care

Policy

All foster families and extended family caregivers are eligible for **10** days of respite per year commencing from the date of approval as a foster home, Alternate Care or Person of Sufficient Interest caregiver.

For those caregiver families who are receiving Daily Living Support Assessment (DLSA) payment of Level 3 or higher, respite needs may exceed ten days and should be negotiated with the family to a maximum of 21 days per year.

Definition

Respite is a planned block of time to provide the caregiver family with temporary reprieve from the day to day responsibilities of child care.

Respite days, as noted above, are applied to the home, not for each individual child.

Procedures

The respite provider must be approved by the resource worker or case worker. If respite is provided in another home the worker must ensure the home meets the required home safety standards.

An ACI/Linkin and Criminal Record Check (CRC) must be completed and once the respite provider is approved, they may be reimbursed for the cost of the CRC.

Caregiver families are responsible for making respite arrangements in conjunction with their resource or case worker.

Respite may be provided in the caregiver home or in the home of the respite provider.

If respite is provided by a foster home the resource worker must ensure that this is consistent with policy for the Maximum Number of Children in a Foster Home.

The respite provider must be made aware of the basic child in care requirements such as discipline policy, confidentiality, and legal authority and responsibility of the Ministry for decisions related to care of individual children.

The respite provider must be given a general outline of the child's needs and any conditions such as visits.

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The respite provider must be given the name of each child's primary worker or designate.

The caregiver family will be responsible for paying the respite provider unless arrangements for direct payment by the Ministry are made. If respite is provided in another foster home the foster family providing respite will only be eligible for the respite amounts.

The caregiver family will **not** have the payment for respite days deducted from their monthly maintenance payment.

During the period of respite the resource worker or case worker is to be the primary contact for the children and respite provider.

SERVICE	EXPENDITURE	APPROVAL
Respite Regular foster care/Extended family care: 10 days per year (Non-case related payment)	\$40/day \$20/day each additional child	Caseworker
Respite Children with approved DLSA's of Level 3 or higher: 21 days per year (Non-case related payment)	\$60/ day \$30/day each additional child	Supervisor
Policy Exception		Director, Out of Home Care, or Designate

Practice Guidelines

Respite requires advance planning to assure that there is sufficient time for the resource worker to assess the impact of respite on the children's needs and to ensure that the respite provider can provide safe care consistent with Ministry expectations and policies.

Respite is meant to provide an extended break for caregiver families. It is recommended that the respite days be taken in a block, however this is not mandatory.

Respite days cannot be carried over between years.

Some families do not take extended breaks away from their children including children who have been in their care long term. In such cases it may be appropriate that respite is only utilized for those children who have been in the home short-term.

The use of respite needs to be distinguished from babysitting which is for situations where the caregiver family is attending to the needs of children or responding to personal

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situations as defined in Chapter 8.1 “Payment of Babysitting to Foster Families and Extended Family Caregivers”.

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8.0 PAYMENTS FOR FOSTER HOME SUPPORT

8.3 Respite - Therapeutic Foster Care

Policy

Therapeutic foster parents are eligible for 30 days of respite per year commencing from the date of first placement following approval as a Therapeutic Foster Care home.

Definition

Respite is a planned block of time to provide the therapeutic foster family with temporary reprieve from the day to day responsibilities of foster care. Any situation where a child is absent from the home but the foster parent remains responsible for immediate response to the child's needs or behaviors should not be considered respite. Therapeutic foster parents are encouraged to take a minimum of 10 days at one time, subject to the case plan for the child.

Standards

- Therapeutic foster families must plan their respite days with their therapeutic foster care worker in advance. The plan must address the needs of the foster family and the needs of the individual children in the home.
- Respite may be provided in the foster home or in the home of the respite provider. If respite is provided in another home the therapeutic foster care worker must ensure the home meets the required safety standards.
- If respite is provided by another therapeutic foster home the therapeutic foster home worker must ensure that this is consistent with policy for the Maximum Number of Children in a therapeutic foster care home.
- The respite provider must be made aware of the basic child in care requirements such as discipline policy, confidentiality, legal authority and responsibility of the Ministry for decisions related to care of individual children.
- The respite provider must be given a general outline of the child's needs and any conditions such as visits.
- The respite provider must be given the name of each child's primary worker or designate.

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Section 8.3: Respite – Therapeutic Foster Care

- During the period of respite the therapeutic foster care worker or designate is to be the primary contact for the children and respite provider.

Procedures

1. Respite requires advance planning to assure that there is sufficient time for the therapeutic foster care worker to assess the impact of respite on the foster children's needs and planning and to assure that the respite provider can provide safe care consistent with Ministry expectations and policies.
2. Therapeutic foster families are responsible for making their own respite arrangements in cooperation with their therapeutic foster care worker.
3. All respite providers must have a police record check and an ACI check.
4. The respite provider must be approved by the therapeutic foster care worker.
5. The therapeutic foster family will be responsible for paying the respite provider. If respite is provided in another foster home the foster family providing respite will only be eligible for the respite amounts.
6. The therapeutic foster family will **not** have these 30 days deducted from their monthly payment.

Practice Guidelines

Respite is meant to provide an extended break for therapeutic foster families. It is recommended that respite days be taken in 10 day blocks, however this is not mandatory.

Respite days cannot be carried over between years (Note: this effective date is recorded as of the date of the therapeutic foster family's first placement).

Some therapeutic foster families do not take extended breaks away from their children including children who have been in their care long term. In such cases it may be considered appropriate if respite is only applied for those children who have been in the home short-term.

The use of respite needs to be distinguished from babysitting which is for situations where the therapeutic foster family is attending to the needs of foster children or responding to personal situations as defined in Chapter 8.1 "Payment of Babysitting to Foster Families".

There are a number of options available within the Therapeutic Foster Care (TFC) program to allow for therapeutic foster parents to use these respite days:

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Section 8.3: Respite – Therapeutic Foster Care

- a. A worker could recruit a respite home, or take one of their homes and designate that home as providing respite for the other TFC homes. This designated respite home would be considered as one of the maximum number of eight homes per worker. These designated respite TFC caregivers would be expected to attend support group meetings, complete training, and meet any and all other requirements/standards expected of a TFC home. **The per diem for this home would be as per policy governing all placements in a Therapeutic Foster Care home.**
- b. Rather than designate one home as providing respite, a worker could decide to use any of their Therapeutic Foster Care homes on a respite basis provided the number of children in the home does not exceed the maximum for the TFC program, and the plan is appropriate for all children concerned. To elaborate, if for respite reasons a child from therapeutic home #1 is placed in therapeutic home #2 for two days, both therapeutic homes are entitled to their full per diem for those two days. This respite mechanism requires approval by the worker prior to its implementation. The worker is responsible for ensuring the plan is appropriate for all the children potentially affected by the respite.
- c. A foster parent or worker could arrange for a respite placement with a friend, relative, or other person **approved by the worker**. In this case the therapeutic foster parent is entitled to their full per diem during the respite placement, and the Ministry will reimburse the **third party service provider up to a maximum of \$40/day per child**.
- d. Provided there are no children in the therapeutic home (i.e. time between placements), and the home has earned respite days, the **time between placements** can be designated as **respite days up to a maximum of 10 days** within a contract year. The therapeutic home is entitled to their full per diem for these days. This respite mechanism requires approval by the worker prior to its implementation (policy became effective April 1, 1995).

SERVICE	EXPENDITURE	APPROVAL
Respite Therapeutic foster care 30 days per year (Non-case related payment)	\$ 40/day	Caseworker
Policy Exception		Director, Out of Home Care or Designate

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8.0 PAYMENTS FOR FOSTER HOME SUPPORT

8.4 Organized Activities

Policy

Summer camps, other camping activities, day trips, children and youth organizations

The policy applies to any organized activity throughout the calendar year to assure safety and programming is appropriate to the needs of children in care. Foster families must receive prior approval before registering a child for organized activities including summer camp. Approval will only be granted where participation in such activity forms part of the child's case plan.

When choosing summer camps or other organized activities foster families are to be encouraged to choose camps or organizations whose fees are in the moderate range. Specialty camps, activities or organizations with high fees should be discouraged unless they are essential to the case plan.

When summer camp is approved for a child the foster family will be required to pay \$25 for each child in attendance towards the camp. Foster families will continue to be paid maintenance while the child attends camp.

In the best interest of the child it is the responsibility of the foster family and the caseworker to assure that the camp or other organized activity is safe and provides supervision and programming appropriate to the needs of the child.

Practice Guidelines

The caseworker in conjunction with the foster family must assure that the camp or organized activity meets reasonable program and safety standards. In regards to camps any camps that are accredited by the Saskatchewan Camping Association should generally be considered to be safe and appropriate.

As most camps are not accredited, when choosing a camp it will be necessary to assure the camp meets the following guidelines adapted from the Saskatchewan Camping Association Directory of Summer Camps (1996) and the Saskatchewan Camping Association standards. While specific to camping these guidelines can generally be applied to any organized activity.

1. Adequate accident and emergency methods and procedures are established and used and the camp has appropriate liability, fire and vehicle insurance in place.
2. There is one person completely responsible for the child's welfare at all times.

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Section 8.4: Organized Activities

3. Sufficient medical attention is available. All camp staff members must have taken the standard first aid course.
4. Sleeping, eating, and sanitary facilities are safe, comfortable, well-spaced and well-ventilated; activity equipment and facilities are safe and adequate.
5. All swimming activities must always be supervised by a qualified life guard with a minimum of national lifeguard service.
6. The staff of the camp should have the appropriate training in regard to canoeing, archery and boating activities. The camp must comply with Transport Canada regulations regarding all boating activities.
7. Camp program is varied, well-balanced and flexible to fit the individual camper's need for self-expression. There is an opportunity for the camper to develop new skills, and the activities are ones the child will enjoy.
8. There is opportunity to develop social relationships and leadership skills and to have new experiences.
9. Camp director has a sound background in camping and an understanding of children; the counsellors are mature, well-trained, and experienced.
10. The ratio of campers to counsellors is satisfactory to provide safe conditions and opportunity for group interaction.
 - a. Children under 8 years of age: 1 counsellor to 6 campers maximum;
 - b. Children 8 years and older: 1 counsellor to 8 campers maximum;
 - c. Ratios may need to be higher for children with disabilities dependent upon the disability.
11. Understand all aspects of the camp's fee structure and the rationale which supports it.
12. If the camp is a church camp, assure its religious objectives and instruction is understood and appropriate to the best interest of the child.
13. Ensure the camp policy is acceptable with regard to the child and prepare the child adequately for the new experience.
14. Ensure the camp is aware of any special needs or considerations of your child (physical or emotional) and the camp is prepared to meet them to your satisfaction.

Section 8.4: Organized Activities

15. Determine whether the camp is accredited by the Saskatchewan Camping Association, and if not, why not.

Given the unique needs of children in care you must also assure that the following is in place:

16. The camp's/organization's discipline policy is consistent with the Ministry's discipline policy for children in care.
17. The camp/organization has a policy for responding to children's complaints regarding harassment and abuse. Children must be made aware of how to register a complaint.

Approval for a child to attend more than one camp/organized activity in a season should only be granted in exceptional circumstances where it is essential to the case plan.

Camp supplies or supplies for other organized activities are to be provided by the foster family based on the Recreation Special Needs policy. **See Chapter 7.7.**

Where possible the child's parents should be involved in the decision and arrangements regarding the activity as appropriate.

Many organizations and camps may require signed waivers in order for a child to attend. Foster families, in consultation with the child's worker, may sign a waiver if it is normally required of all children and seems reasonable.

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8.0 PAYMENTS FOR FOSTER HOME SUPPORT

8.5 Damage Compensation

Policy

When a child in care causes damage to a foster parent's property, compensation may be provided by the Ministry when the foster family is not eligible for compensation through their personal insurance or the Saskatchewan Foster Families Association (SFFA) insurance rider.

Compensation may be provided for actual loss or to cover the foster family's cost of insurance deductibles or increased insurance premiums as a result of making a claim on their personal insurance policy.

Compensation requests must be submitted within two years from the date the damage was incurred or acknowledged.

Definitions

Personal Insurance: Insurance purchased privately by a foster family to cover loss or damage related to their home, vehicle or other possessions.

Saskatchewan Foster Families Association Insurance Rider: The SFFA purchases an insurance "rider" which applies when a claim is not valid or collectible under the foster family's personal insurance due to the criminal or willful acts of the foster child. The "rider" does not cover damage to vehicles.

Only homes fully approved as foster homes are members of the SFFA and eligible for coverage under the "rider". They must also carry personal insurance on their property and possessions.

Professional Damage Assessment: Assessment of damages by a professional damage assessor contracted by the SFFA.

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Procedures

Insurance Claim through Personal Insurance or Rider

1. When a foster family makes a request for damage compensation, the resource worker will refer them to the Saskatchewan Foster Families Association (SFFA).
2. The SFFA completes a "Damage Compensation Intake" form which includes a description of the damages for which compensation is requested.
3. The SFFA assists the foster family to make application to their personal insurance carrier and if applicable, to the SFFA insurance rider to determine if they are eligible to receive insurance payment.

Note: Foster families must carry sufficient insurance to cover the value of their property.

4. If the compensation request is less than the deductible of their personal insurance or the SFFA insurance rider deductible, the foster family will not be required to submit to the insurance company before reimbursement will be considered.

Compensation for Damages through the Ministry of Social Services

1. Compensation requests must be submitted to the Ministry resources worker within two years from the date the damage was incurred or acknowledged.
2. The Resources worker documents the compensation request and refers the foster family to the SFFA for assistance with processing the request.
3. The SFFA determines whether a professional damage assessment is required. The following are some examples when a professional assessment may **not be** required:
 - the compensation request is for the cost of the deductible or increased premiums; and
 - the compensation request is less than \$300 (the cost of contracting a professional damage assessment) and has been validated by the resource worker.
4. When a professional damage assessment **is** required, the SFFA makes arrangements with a contracted damage assessor who will complete an assessment.
5. The damage assessment will include a statement regarding the validity of the compensation request (i.e. damage incurred by a foster child **or** as a result of wear over a period of time) as well as estimates from licensed contractors or retailers regarding the cost to repair or replace the damaged items, including fair replacement value, based on depreciation where applicable.

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Section 8.5: Damage Compensation

6. Upon completion of the assessment, the damage assessor submits a report to the SFFA.
7. The SFFA gathers all documentation related to the damage compensation request and submits this to the resource worker. This documentation will include:
 - SFFA Damage Compensation Intake form;
 - Damage Assessor's Report;
 - Statement from the claimant's insurance company approving the claim or giving reasons for denial of the claim;
 - Where damage is the result of willful or criminal acts, a statement from the company carrying the SFFA insurance rider approving the claim or giving reasons for denial of the claim;
 - A copy of that portion of the claimant's insurance policy which states the amount of the deductible (if required);
 - For increased premiums a copy of the claimant's insurance policy indicating that the claimant's insurance premiums will increase as a result of successful claims for damages caused by the actions of a child in care; the professional damage assessor's report (if required).
8. **The resources worker prepares a Damage Compensation Report (Chapter 12.15) and attaches the documentation gathered by the SFFA.** The report is submitted for approval as follows:
 - If the requested damage compensation is up to \$300.00, the report may be approved by the supervisor;
 - If the requested damage compensation is over \$300.00, the supervisor shall review the report and submit it to their Out of Home Care Manager along with the supervisor's recommendation. If the damage compensation request exceeds \$3,000.00 the Director, Out of Home Care must review and approve the compensation request; in those instances where there are legal or liability issues to be considered, the Director, Out of Home Care, will consult with the Ministry of Justice.
9. Compensation must be for repair or replacement to an equal or lesser value of the damaged item. Payment amount must be supported by receipts or estimates signed by the SFFA professional damage assessor.
10. The Ministry will provide the foster family written confirmation itemizing the damage compensation payment with a copy to the SFFA.

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SERVICE	EXPENDITURE	APPROVAL
Damage Compensation (Case related payment)	Up to \$300	Supervisor
	Up to \$3,000	Manager, Out of Home Care
	Over \$3,000	Director, Out of Home Care

Practice Guidelines

A parent or guardian is not liable for a wrongful act, injury or damage caused by a child or youth where it is committed without his knowledge, consent, participation, or sanction, and when the child/youth has not been in the role of an employee of the parent or guardian. Unless it can be demonstrated the Ministry has been negligent, the Ministry may make payment for property damage caused by a child or youth in foster care **on the basis of policy and not on the basis of legal liability**.

Foster families must carry sufficient insurance to cover the value of their property. Deductibles for such insurance must fall within a normal range. Foster families are further required to take reasonable measures to ensure their property is protected from damage and that the children or youth in their care are instructed in the care of property and provided with appropriate supervision.

While the primary source of compensation to a foster family must be through insurance, the Ministry does not wish foster families to experience undue hardship due to damages caused by children placed in their care.

Where persons other than children in care also bear some responsibility for the damage, the Ministry will only consider compensation for the child in care's portion.

Damages to property of persons other than the foster family will only be considered for payment in extremely rare circumstances where it seems reasonable to do so.

Exploring Alternatives:

Every alternative for compensation shall be explored before payment from the Ministry will be considered. These alternatives include:

- restitution by the child/youth in cash or by service of equal value (note: restitution must be approved by the child's worker and be of a non-demeaning nature that is fair, age appropriate and equitable to the child);

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- the birth parent/guardian of a child/youth in care by agreement;
- the foster parent's personal insurance;
- the SFFA insurance rider; and
- insurance carried by claimants other than foster parents.

Determining Damage Compensation Amounts:

Where it has been determined that a child placed in the foster family's care has accidentally or willfully caused damage or loss the Ministry shall provide the following compensation:

- Insurance deductibles;
- Actual damage costs where request where is less than the deductible of the foster family's personal insurance or the SFFA insurance rider; and
- Premium rate increases where costs can be attributed to a number of claims for damage caused by children placed in the foster family's care, the Ministry may pay for an increase in the premium. Approval must be assessed on a case by case basis.

Compensation will not be provided in the following circumstances:

- Damage compensation request stemming from failure to purchase insurance; and
- Claims refused by personal insurance or the SFFA insurance rider due to timeliness of submissions.

Exceptional Circumstances

In exceptional circumstances, a compensation request may be considered at the discretion of the Director, Out of Home Care or designate. Such circumstances may include:

- Damage costs exceeding the amount paid by the insurance company;
- Damages not covered or approved by the insurance company; and
- When a policy has expired and the foster parent intended to renew the policy.

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8.0 PAYMENTS FOR FOSTER HOME SUPPORT

8.6 Counselling for Foster Families

Policy

Where it is determined that a foster family is experiencing trauma as the result of a serious event directly related to providing foster care, the Ministry will help foster families access counselling services as required.

Rates: Pre-approved actual costs up to a maximum of five sessions

Approval: Service Area Program Manager or Service Centre Manager

Procedures

- The resources worker will debrief the foster family following a serious event. The worker will assess whether members of the family appear to be experiencing trauma as a result of the event. Where a family is experiencing trauma the worker will discuss the family's support needs, including counselling from another agency or individual.
- If it is determined that counselling is required it should be provided through public funded agencies wherever possible. Where a foster family has access to employee assistance programs through their place of employment or access to other support services, they should be encouraged to explore such services as they may apply to the situation.
- The Ministry will only pay for counselling where counselling is not available within a reasonable distance from the foster family's home through publicly funded agencies or where such agencies cannot meet with the foster family within a reasonable period of time. Prior approval for the services must be received.
- Where the Ministry determines that counselling services need to be obtained from a private counsellor or agency:
 - The counsellor and agency must be recognized by the Ministry as qualified.
 - Rates charged must be within the range of a reasonable community standard.
 - The Ministry will pay for a maximum of five sessions. Time per session should be limited to 2 hours or less.
 - A formal service contract must be entered into with the counsellor or agency with a clear statement of purpose and cost.

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SERVICE	EXPENDITURE	APPROVAL
Counselling for Foster Families (Non-case related)	Actual to a maximum of 10 hours	Manager, Out of Home Care

Practice Guidelines

Providing foster care is generally very demanding on foster families. Ministry managers, supervisors and workers are expected to be aware of the impact of the normal demands of foster care and provide foster families with appropriate support. Such support may include formal or informal debriefing, respite, increased worker contacts, access to support from the Saskatchewan Foster Families Association.

However, some events that foster families experience as the direct result of providing foster care are so severe and intense that they can have a traumatic effect on the foster parents, their children and the children placed in their care. Trauma must be recognized as a very serious condition that could lead to chronic emotional and psychological harm if not responded to effectively. It should not be confused with normal reaction to grief, loss or crisis which initially may be intense. Traumatic effect may include a deep and pervasive sense of grief, loss, poor self-image, thought disorder, psychosomatic illness, or impaired social functioning.

While not all serious events will lead to trauma it should be recognized that events such as the following may trigger a traumatic response:

- Death of a child while in the care of the foster family.
- Death of a child who is no longer in the care of the foster family but where there has been a significant and strong attachment to the child.
- Loss of a child through family reunification, adoption or removal from the foster family home where there has been a long-term, significant and strong attachment to the child.
- Serious physical or emotional harm to an immediate family member by a child placed in the home or as the result of a child being placed in their care.

Where it is determined that a family or some of its members are exhibiting traumatic reactions, the family wishes to seek formal counselling and it is determined by the Ministry that formal counselling is required, managers, supervisors and staff are expected to help foster families access counselling. Counselling should be sought through public funded agencies, employee assistance programs or other support services that may be available to the foster family. It is important that the foster family is provided help to assure that the counselling services available are able to address their needs. With permission of the foster

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family it may be appropriate for the worker to contact the counsellor/agency in advance of the sessions to provide an understanding of the demands of foster care generally and the impact similar events have had on other families who have experienced them. Where such services are not available or are not easily accessible due to distance or length of waiting time the Ministry can consider whether it is appropriate to purchase services from a private counsellor or agency as a means to assure the family's needs are met in a timely fashion. The counsellor should be chosen in consultation with the foster family and the counsellor must be recognized by the Ministry as having the training, skills and ability to provide counselling appropriate to the needs of the family. The contract needs to be written in clear terms that indicate the nature and purpose of the counselling, the number of sessions paid for by the Ministry, the total hours to be paid for by the Ministry, the rate to be paid. It should clearly state that any additional hours will be the responsibility of the foster family.

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8.0 PAYMENTS FOR FOSTER HOME SUPPORT

8.7 Referral Fee for Foster Homes

Policy

The Ministry may pay a referral fee to a foster family who makes a referral resulting in the approval of a new foster family.

Standards

The Ministry shall pay a referral fee of \$200.00 to a foster family who refers a new family.

Payment shall be made following approval of the new foster home and placement of the first child.

Procedures

Costs associated with referral fees are to be paid by service area offices from funds allocated to foster home recruitment.

The referent family contacts their resource worker to request payment, following approval and child placement in the home of the new foster family.

Payment can only be made to one referent.

The new foster family is responsible for verifying the referent foster family.

There is no limit on the number of new referrals that a foster family can receive payment for, provided the new families become approved and have accepted placement of a child.

SERVICE	EXPENDITURE		APPROVAL
Referral fee (Non-case related payment)	\$200.00		Supervisor

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8.0 PAYMENTS FOR FOSTER HOME SUPPORT

8.8 Foster Parent Training

Policy

The Ministry may provide payment and associated expenses related to all required and pre-approved training for foster parent applicants, approved foster parents, foster parent trainers and resource persons.

Standards

- The Ministry shall pay an hourly rate of compensation to foster parent applicants (following approval) and approved foster parents for attendance at all required Pre-Service, In-Service and additional approved training (see "Procedures" for rates).
- The Ministry shall pay for specified expenses incurred by foster parent applicants and approved foster parents while attending all required Pre-Service, In-Service and additional approved training sessions (see "Procedures" for specifics).
- The Ministry shall compensate foster parent co-trainers and pay for specified expenses incurred during Train the Trainers sessions and joint training sessions with Ministry staff (see "Procedures" for rates).
- The Ministry shall pay honorariums (see "Procedures" for rates) and/or specified expenses incurred by resource personnel, including First Nations Elders who are invited to attend training sessions as presenters, panel members or to provide opening and closing prayers.

Procedures

1. Compensation payments (hourly rate payments) and expense costs associated with attendance at training are to be paid by service area offices from funds allocated to foster parent training.
2. Expenses covered include honorariums, babysitting, transportation, accommodation and meal costs.
3. All records relating to foster parent training are to be retained on the foster family file.
4. Costs associated with the delivery of the training such as room rental or payment of resource personnel require prior approval.

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Compensation rates and expenses covered:

- Lump sum payment at the rate of \$10.00 per hour of training curriculum, will be paid to foster parents upon successful completion of all required or approved training;
- Babysitting: as per policy Chapter 8.1;
- Public Transportation: actual cost;
- Private Transportation: PSC/SGEU Agreement rates;
- Accommodation and meals: PSC/SGEU Agreement rates;
- Facility: actual cost;
- Compensation to foster parent trainers: \$60 per approved three hour training session (includes Train the Trainers), plus expenses for babysitting, travel, meals and accommodation if required;
- Compensation to resource personnel who attend training sessions as panel members or guest speakers: \$60 per approved three hour training session, plus expenses for travel, meals and accommodation if required;
- Compensation to Elders who attend training sessions as resource personnel or to provide opening and closing prayers: \$125.00 per four hours or less and \$250.00 per diem. Travel time should be considered in the determination of rate paid. Reimbursement for mileage, meals and accommodation is provided and based on PSC/SGEU rates, if required.

Note: Contracts are required for payment of all resource personnel who attend training sessions. An Elder Honorarium Agreement will be used to facilitate payments of Elder Fees (See "Elder Honorarium Agreement, Chapter 12.41).

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Section 8.8: Foster Parent Training

SERVICE	EXPENDITURE	APPROVAL
Foster Parent Compensation for Training	\$10 hourly rate for all required or approved training, paid upon completion	Supervisor
Foster Parent Training Expenses (Includes all expense categories below)	Up to \$750.00 Over \$750.00	Supervisor Service Manager
(Non-case related payment)		
Babysitting	Babysitting rates	
Public transportation	Actual	
Private transportation (mileage)	PSC rates	
Accommodations	Actual	
Meals	PSC rates	
Foster Parent Trainer compensation (Includes: Train the Trainers)	\$60.00/session	
Facility (Room Rental and/or coffee, snacks and supplies)	Actual	
Resource personnel compensation	\$60.00/session	
Elder Services (Resource personnel, specialized sessions or workshops)	\$125.00 per four hours or less and \$250.00 per diem. Travel time included in rate paid. Reimbursement for mileage, meals and accommodation is provided and based on PSC/SGEU rates	

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8.0 PAYMENTS FOR FOSTER HOME SUPPORT

8.9 Payment for Household Support to Foster Families

Policy

The Ministry may provide financial compensation for household support to foster families in approved circumstances.

Intent

Household supports are a short term, time-limited service provided to assist in addressing temporary circumstances which limit the foster family's capacity to care for the children placed in their home.

Standards

Payment for household support may be provided to assist foster parents under the following circumstances:

- When a foster parent has experienced a significant or serious event (such as short term illness or injury, death in the family, etc.) which directly impacts on their ability to provide care for the children in their home;
- When the home exceeds the maximum of four foster children on a short term basis, or where the home exceeds its approved number of placements or range of acceptance as indicated on the approved Mutual Family Assessment / Home Study report and/or Annual Review.
- When a child or children / youth in a foster home present extreme behavioural challenges that cannot be managed by a foster home without additional support.

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Procedures

Household support services are provided by the Saskatchewan Foster Families Association on a contract basis, but may be provided by a private individual service provider in exceptional circumstances.

Upon receiving a request for household support from a foster family, the resources worker will:

- Make an assessment, based on the standards outlined, that household support services are required;
- Submit a written request to the Service Manager for approval including the following information:
 - specific reasons the household support services are required;
 - total number of children in the home, ages and placement dates of foster children;
 - type of household support requested (e.g. housekeeping, meal preparation, laundry services);
 - number of hours per week each service is being requested;
 - start and end dates of the services requested and cost of each service.
- Sign a formal agreement (see Chapter 12.41 – Forms) with the foster parent and household support provider, detailing:
 - start date and end date of service;
 - number of hours per week;
 - tasks to be completed;
 - hourly rate of payment.

Note: Names of children in care are not to be included in the contract as this is confidential information not to be disclosed to service providers or agencies.

- All support contracts must be reviewed and submitted for approval every six months.
- Support contracts exceeding 20 hours per week must be reviewed and submitted for approval every three months.

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Payment Procedures for Contracted Services with SFFA

The SFFA is block funded to provide household support services, therefore no billing is required. Contracts are reconciled quarterly.

Payment Procedures for Individual Service Providers

1. Hourly rate of payment for private service provider is minimum wage, or as negotiated to a maximum of \$12.00/hour.
2. Hourly rate of payment for professional services is negotiable to a maximum of \$15.00/hour.
3. Rates in excess of the rates above will be considered in exceptional situations with the prior approval of the Service Manager.
4. Foster parents who have directly paid the service provider must obtain receipts from the service provider(s) and submit to their resource worker within 30 days of service provision.
5. Contracted services may be paid at actual costs (subject to approval by Service Manager).
6. Ministry contracted CBO's may be paid directly by the Ministry. Receipts are not required for services provided by a CBO contracted by the Ministry.

DESCRIPTION	EXPENDITURE	APPROVAL
Household Support for Foster Families (Non-case related payment)	Actual costs ranging from minimum wage to a maximum of \$15.00/hour and contracts not exceeding 20 hours per week. Exception (costs exceeding \$15.00/hour or 20 hours per week)	Service Manager Director, or designate

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Practice Guidelines

1. Though household support services are intended to be provided on a short term basis, there may be situations where foster families require ongoing support for a period of time. These situations should be considered as exceptional and require Director approval.
2. Household support typically includes services such as: meal preparation, house cleaning, and laundry services.
3. Household support does not include supports such as babysitting and respite.
4. Household support is not intended to provide child care or support for children with special or exceptional needs.
5. Where Fee for Service or Daily Living Support Assessment (DLSA) payments are being issued they should be reviewed to ensure that these additional fee payments and the funding provided for household support are not a duplication.

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9.0 LEGAL SERVICES EXPENDITURES

9.1 Legal Documents

Policy

The Ministry may make certain expenditures for the costs of legal documents associated with children in out of home care.

Procedures

- The Ministry shall pay actual fees for the following legal documents:
 - birth, marriage and death certificates when required for court purposes or to complete the children's services file;
 - required certificates for adoption applicants who are receiving financial assistance;
 - passports for children in care (5 year passport for children 16 years of age or older);
 - court transcripts.
- If the child is a temporary ward an application for a passport can only be made after consultation with the parent. The parent and **the Director, Service Delivery** should sign the passport application.

Note: Payment is processed through a service authorization in Linkin.

SERVICE	EXPENDITURE	APPROVAL
Legal Documents		
Vital Statistics	Actual cost	Worker
Court Transcripts	Actual cost	Supervisor
Passports	Actual cost	Worker
	Exception – costs exceeding \$1500	Manager

Practice Guidelines

Court transcripts are requested in exceptional circumstances only. It may be sufficient to order a transcript of the Judge's summation rather than the entire proceedings.

A request for a court transcript may be made to the Ministry of Justice in the following types of cases:

- where a decision is being appealed;
- where permanent committal is recommended by the Ministry and the petition has been denied by the court;
- exceptional cases.

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9.0 LEGAL SERVICES EXPENDITURES

9.2 Witness Fees

Policy

The Ministry may pay witness fees and travel costs to any person who attends a hearing under *The Child and Family Services Act* as a witness.

Procedures

1. Payment may be made even though the person is not called as a witness.
2. Mobile Crisis Unit bills the Ministry based on the agency's rate.
3. Medical doctors are compensated according to the rates in the **Saskatchewan Justice, Court of Queen's Bench schedule**.

Note: Payment is processed through a service authorization in Linkin with the service name "Legal Witness Fees".

SERVICE	EXPENDITURE	APPROVAL
Legal Witness Fees:		Up to \$100 Supervisor
Non professional	\$15.00/day	
Professional	\$52.50 - 1/2 day \$105/day	Up to \$1,000 Manager Service Delivery
Expert Consultant	\$72.50 - 1/2 day \$130/day	Over \$1000 Director, Service Delivery
Public transportation	Actual cost	
Private transportation	PSC rate	
Meals	PSC rate	
Accommodation	PSC rate	
Exceptions:		
Travel - MD	PSC rate	
Meals	PSC rate	
Accommodation	PSC rate	
Professional witness	\$26.50 - 1/4 hour	
Expert witness	\$30.00 - 1/4 hour	
Medical report	\$26.50 - 1/4 hour to a maximum of \$150	

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9.0 LEGAL SERVICES EXPENDITURES

9.3 Interpreter Fees

Policy

The Ministry may pay court related interpreter fees.

Procedures

- The Ministry may pay interpreter fees and related costs to any person who:
 - Attends a hearing under *The Child and Family Services Act* as an interpreter.
 - Payment may be made even though the person is not called to provide interpretative services.
 - provides interpretative services during interviews.
 - translates Ministry correspondence, legal documents and other written materials.

Note: Payment is processed through a service authorization in Linkin.

SERVICE	EXPENDITURE	APPROVAL
Interpreter Fees:		Up to \$1500 Supervisor
Court Hearing	\$20.00/DAY	
Other than Court	Actual cost	
Document translation	Actual cost	
Public transportation	Actual cost	
Private transportation (Rates are the same as per the PSC/SGEU agreement.)	PSC rate	
Meals	PSC rate	Over 1500 Manager
Accommodation	PSC rate	
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Section 9.4: Legal Fees for Ministry in Hearings under CFSA

9.0 LEGAL SERVICES EXPENDITURES

9.4 Legal Fees for Ministry in Hearings under CFSA

Policy

Where legal services are not available through the Ministry of Justice, the Ministry may engage legal counsel to represent the Ministry in a hearing under *The Child and Family Services Act*.

Procedures

1. Fees shall be approved in accordance with the fee schedule for counsel representing the Ministry in Provincial Court, Queen's Bench Court, and Unified Family Court.
2. Except in exceptional circumstances and subject to the approval of the Deputy Minister, a straight hourly fee is paid for case preparation and court presentation.

Note: Payment is processed through a service authorization in Linkin.

SERVICE	EXPENDITURE	APPROVAL
Legal fees for CFSA Hearings	Up to \$1,000.00	Supervisor
	Over \$1,000.00	Manager, Service Delivery

Section 9.5: Legal Fees for Families in Hearings under CFSA

9.0 LEGAL SERVICES EXPENDITURES

9.5 Legal Fees for Families in Hearings under CFSA

Policy

Families who are eligible for legal aid shall obtain legal counsel from that source.

Families who are not eligible for legal aid shall pay their own legal costs.

Exceptional cases may be considered by the **Executive Director**.

Procedures

- Exceptional fees shall be approved in accordance with the fee schedule for counsel representing the Ministry.

Note: Payment is processed through a service authorization in Linkin.

SERVICE	EXPENDITURE	APPROVAL
Family Legal Fees	Exceptional	Director, Service Delivery, in consultation with Executive Director

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9.0 LEGAL SERVICES EXPENDITURES

9.6 Legal Assistance for Children in Care

Policy

The Ministry shall assume responsibility for costs of legal counsel for children in care. **Legal services for children in care are available through the Counsel for Children (CFC) Program which is administered through the Public Guardian and Trustee Office.**

The CFC Program does not appoint legal representation for children involved in civil, criminal or private custody and access matters.

Introduction

The CFC Program may appoint a lawyer to act on behalf of a child receiving services under *The Child and Family Services Act*. The objective of the CFC Program is to:

- ensure the child's voice is heard in child protection proceedings where needed;
- appoint legal representation in a timely manner;
- establish best practices, supports and standards for quality legal representation; and
- create a body of lawyers with expertise and experience in this area of law.

Appointment of counsel may be considered by the CFC Program in the following circumstances:

- where there is a difference in the interests or views of the child and the interests or views of the parties to the hearing;
- where the nature of the protection hearing, including the seriousness and complexity of the issues may have a long term impact on the child;
- where the child has expressed a wish to have their views considered;
- where there are competing plans presented by various parties, including sibling groups, where there are diverse plans and ideas with respect to their individual best interests or any difference in the interests or views of the child and the interests or views of any other child involved in the proceeding.

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Procedures

1. A referral is made to the CFC Program in writing by:
 - using the form 'Request for a Lawyer' (see 'Forms and Links'), or by contacting the CFC Program by phone or email; or
 - requesting the court to appoint counsel (the court may order the appointment, make a referral to the CFC Program or deny the request).
 2. Where the CFC Program approves a request, it will appoint a lawyer from its roster, or approve a lawyer specified by the child (third-party requests for specific lawyers are not accepted). Approval of a specific lawyer is subject to CFC review and approval.
 3. If the appointed lawyer does not have contact or case information (e.g. name of caseworker), he/she will contact the Director, Service Delivery Support to obtain it.
 4. The appointed lawyer may contact the child's caseworker to set up a time to meet the child, or may contact the child directly (this may occur via the foster parent or caregiver). During this contact, the lawyer will seek the child's consent to representation. If the child consents, the CFC will:
 - a. send a letter to the caseworker confirming the appointment (the letter shall be placed on the child's file); and
 - b. file notice with the court.
- If a child does not consent to representation, the engagement terminates.
5. Where file information (disclosure) on the child's circumstances is sought, the appointed lawyer will work with Counsel for the Ministry.
 6. The appointed lawyer will send invoices for service to the CFC Program, who will forward the invoices to the child's caseworker for processing.

Note: Payment is processed through a service authorization in Linkin.

Forms and Links

Information and forms related to the CFC Program can be found at:

<http://www.justice.gov.sk.ca/cfc>

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9.0 LEGAL SERVICES EXPENDITURES

9.7 Queen's Bench Fees

Tariff of Fees for Physicians & Surgeons

Queen's Bench Fee - Saskatchewan Justice Effective June 27, 1995

SUBJECT	GENERAL PRACTITIONER	SPECIALIST
Testimony First court appearance – during “fiscal year for the first hour or part thereof (includes preparation, pretrial briefing and waiting time) if testimony is more than one hour , for each subsequent 15 minutes or major portion thereof add: **Subsequent court appearances during the same fiscal year if testimony is more than one hour , for each subsequent 15 minutes or major portion thereof add: Cancellation Notice: Failure to give notification of adjournment or cancellation to the practitioners' offices by noon of the work day prior to the date of the scheduled court appearance notice a "flat rate" will be paid.	\$150.00 \$35.00 \$175.00 \$40.00 \$125.00	\$175.00 \$40.00 \$200.00 \$45.00 \$150.00
Compensation for Physician's Travel Travel: commercial carrier (receipt required) private vehicle Taxi (receipt required) Meals: Accommodation: Payable for witness only (max./night)	cost PSC rate cost PSC rate PSC rate	cost PSC rate cost PSC rate PSC rate
3. Medical Documentation		

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Section 9.7: Queen's Bench Fees

At the request of the Crown Prosecutor, submission of the following documentation may eliminate the need for the physician's attendance at court proceedings.	\$100.00	\$100.00
A complete response to the prosecutor's request must be provided prior to payment for the service rendered.	\$250.00	\$250.00
<p>Letter: This is a factual report on past health and/or current condition based on review of office and/or hospital records. This is a factual summary of the history, symptomatology, investigation, therapy, results and present condition.</p> <p>Report (Opinion): This is an expert opinion concerning such matters as: cause and effect; long term consequences, possible complications; and, extent, or percentage of disability. It involves the exercise of expert knowledge and judgement with respect to the medical facts and findings including a detailed prognosis. Depending on the circumstances of the case, it may contain some comment as to the likelihood of permanent disability.</p>		

** fiscal year - April 1 - March 31.*

*** If the testimony is given during a "subsequent court appearance during; the same fiscal year" it is the responsibility of the witness to advise the prosecutor of the "subsequent" appearance status.*

**** At the discretion of the Executive Director of Public Prosecutions, other people appearing as professional witnesses in criminal matters may be eligible for payment under the above Tariff.*

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Payment Arrangements

Payment is processed through service authorizations in Linkin.

Service "Legal –Witness Fees QB – CSM 9.7"

Approval Level: Up to \$100 – Supervisor

Up to \$1500 – Manager

Over \$1500 - Director

Provincial Court - Adult and Young Offender

In Regina and Saskatoon submit claims for expenses, reports and court appearances to the prosecution office requesting services. In all other areas of the province submit claims to the RCMP or city police officer who requested the testimony.

Court of Queen's Bench - Adult and Young Offender

In all areas across Saskatchewan, please submit claims for expenses, reports and court appearance to the prosecution office requesting the services.

In both of the above Courts

When submitting expenses, please include a statement as to whether this is a first or "subsequent" appearance during the current fiscal year (April 1 to March 31). An increased fee will be paid for any subsequent testimony during that fiscal year.

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10.0 PAYMENT RELATED POLICIES

10.1 Monies Received for Children in Care

Policy

Any money received for children in the care of the Minister, such as:

- benefits from a personal injury claim, e.g. Saskatchewan Government Insurance;
- pension benefits;
- orphan or survivor benefits from the Government of Canada;
- benefits from Worker's Compensation; **or**
- inheritance

must be directed to the Public Trustee of Saskatchewan.

This policy does not apply to:

- Income received by a youth from employment, which belongs to the youth; **and**
- Special Allowances received by the Ministry for maintenance purposes.

Procedures

The children's services worker will complete the appropriate application on behalf of the child in care for benefits and instruct that the payment be sent to:

**The Public Trustee of Saskatchewan
Saskatchewan Justice
#100 - 1871 Smith Street
Regina, Saskatchewan
S4P 4W4**

A copy of the application must be sent to the Public Trustee and a copy placed on the child's file.

NOTE:

Children who are victims of crime and/or abuse may be eligible for compensation through the Victims Compensation Program, providing the matter was reported to the police and application is made within two years from the date of the offense. Compensation is not paid for lost, damaged or stolen property.

The supervisor may make application to the Victims Compensation Program on the child's behalf. Awarded money will be administered by the Public Trustee, Ministry of Justice.

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Practice Guidelines

Income received by a youth from his or her employment belongs to the youth. However, youth who work during extended holiday periods should be expected to contribute toward their clothing, personal or spending needs as seems appropriate for their age and amount of earnings.

Each case will be assessed on an individual basis, reviewed by the supervisor and the agreed plan recorded on file.

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10.0 PAYMENT RELATED POLICIES

10.2 Cheque Disbursement

Policy

A mailing address is required to disburse children's services cheques. In the event that a child/youth in care does not have an address to which a cheque can be mailed, requisitions must be used.

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10.0 PAYMENT RELATED POLICIES

10.3 Children's Special Allowances

Definitions

Children's Special Allowances:

Children's Special Allowances are monthly payments made by the federal government to child welfare agencies on behalf of children in care of these agencies. Children's Special Allowances include all federal benefit payments for which the child is eligible.

Child Tax Benefit:

Child Tax Benefits are monthly payments made by the federal government to parents and caregivers of children. The payments received are based on family net income. Child Tax Benefit includes several payments:

- the National Child Benefit,
- the Child Disability Benefit, and
- the Universal Child Care Benefit.

Note: The Universal Child Care Benefit applies only to children under six years of age.

Policy

When a child is placed in the care of the Minister through apprehension, court order or voluntary agreement for more than 30 consecutive days, or when a child is placed with an extended family caregiver and the Ministry is providing maintenance payments on behalf of the child, the Ministry will make application for Children's Special Allowances as outlined in the "Procedures".

Procedures

Application:

- The Canada Revenue Agency's "Children's Special Allowances Application and Cancellation" form is available on the Canada Revenue Agency (CRA) website (<https://www.canada.ca/content/dam/cra-arc/migration/cra-arc/E/pbg/tf/rc64/rc64-fill-17e.pdf>) or from Central Office, Financial Services Branch, Revenue and Program Support. This form is used for both application and cancellation of the Children's Special Allowances.
- The child's caseworker or an Administration (Admin) Aide completes the application after the child has been in care or placed in an extended family arrangement for 30

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Section 10.3: Children's Special Allowances

consecutive days. **The application will be dated commencing on the date of the child's placement in out of home care.**

- All sections of the form are to be completed except the "Certification" section.
- The caseworker or Admin Aide will ensure that the completed form includes the Social Services business number, and that the "Child Identification Number" is left blank (this is a unique CRA identification number).
- The caseworker or Admin Aide retains a copy on the child's file and submits the original to Social Services, Financial Services Branch, Revenue and Program Support, 1920 Broad Street, Regina, S4P 3V6.
- Financial Services Branch, Revenue and Program Support Unit completes the "Certification" section and submits the original to Canada Revenue Agency.

Important: Please note the following exception: The Ministry will not make application where the child is in care or extended family placement for more than 30 consecutive days, but is being reintegrated with their family, and is regularly spending three or more days per week in the care of their family.

Cancellation:

- The child's case worker must submit a cancellation of Children's Special Allowances under the following circumstances:
- The child is discharged from care;
- There is a change in the child's circumstances subject to the exceptions to the policy i.e. being reintegrated with family;
- The child is placed for adoption.
- Upon discharge, the child's caseworker or an Admin Aide shall complete the "Children's Special Allowances Application and Cancellation" form as above within seven days, using a new form and entering the information, including the date of discharge.
- The form is submitted to Financial Services Branch, Revenue and Program Support.
- Financial Services Branch, Revenue and Program Support, notifies Canada Revenue Agency of the cancellation.
- A copy of the cancellation will be placed on the child's file.

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Coordination:

- Financial Services Branch will coordinate communication with Canada Revenue Agency.
- Financial Services Branch will maintain a record of all applications and cancellations.
- Where an application or cancellation may be outstanding the child's case worker or Admin Aide must submit the appropriate information immediately. **The effective date must be backdated to the date of the child's out of home care placement.**

Notification to Parents/Caregivers:

- When a child is placed in care or extended family placement the child's parents must be notified that the Ministry will apply for the Children's Special Allowances and the parent/caregiver will not receive the Child Tax Benefit while the child is in out of home placement.
- Upon return to the parent or placement with an adoptive parent, the parent/caregiver must be notified to reapply/apply for the Child Tax Benefit. Caseworkers should provide the family with the appropriate forms and help them complete the application if required.
- Parents/caregivers should apply immediately, however as it can take up to 90 days or more for the family to receive the Child Tax Benefit, families in receipt of financial assistance may be eligible to receive the Transition Benefit for Children to provide interim funding until they receive Child Tax Benefit payments. Low-income families not in receipt of Income Assistance (SAP) may be re-assessed as eligible for assistance based on eligibility for the Transition Benefit for Children .
- For parents/caregivers in receipt of SAP the child's worker must notify the family's SAP worker by e-mail when the child is placed in out of home care and when the child is returned.
- Where a child is returned to their parents or placed with an adoptive parent and the parents/caregiver is in receipt of SAP the family must be notified that they will need to arrange with their SAP worker to add the child(ren) to their SAP budget.
- Teen parents who are in the care of the Minister are to be provided assistance in applying for the Child Tax Benefit for their child.

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Practice Guidelines

- Receipt of the Children's Special Allowances is important as it forms part of Federal/ Provincial cost sharing for children in care of the Ministry.
- When the Ministry is in receipt of the Children's Special Allowances, the child's family will no longer be eligible to apply for the Child Tax Benefit.
- The Ministry does not wish to cause hardship for families and therefore it is important that they are notified of the changes when a child is placed in out of home care and the process to reapply when a child is returned home.
- The Ministry wishes to support and strengthen permanency planning for children. Where the child is being reintegrated with their family or placed for adoption, and spending three or more days per week in the care of the family or prospective adoptive parent, the Ministry will not apply for the Children's Special Allowances in order that the family can apply for the Child Tax Benefit to help them respond to the child's care needs.

Other Child and Family Program Areas:

- The Children's Special Allowances will continue to be received for youth in independent living arrangements including youth under the 16/17 year old program (see 16/17 Year Old Program Manual).
- The Children's Special Allowances will continue to be received for children in care who are in custody pursuant the *Youth Criminal Justice Act*.

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10.0 PAYMENT RELATED POLICIES

10.4 Overpayments

Policy

The Ministry will recover outstanding funds when an overpayment has occurred, with the exception of amounts less than \$25.00.

Caregivers will be requested to provide consent on the caregiver "Agreement for Services" to share information with Canada Revenue Agency for the purpose of overpayment recovery in the event of an unsuccessful attempt to recover outstanding funds owed to the Ministry.

Definition:

An overpayment occurs whenever a client, foster parent, or other caregiver is paid in error and has received funds they are not entitled to receive. This may include basic maintenance payments, and any other payments issued for a period of time in which a child is not placed in the caregiver's home, or in the event that the client or caregiver was not entitled to receive the funds.

Procedures

Case Related Overpayments:

1. The Linkin system will automatically create overpayments based on child placement dates entered into Linkin.
2. A standard overpayment notification letter will be sent to the caregiver indicating the overpayment amount and proposed recovery schedule (see below).
3. No response from the caregiver is interpreted as agreement with the Ministry's overpayment recovery letter.
4. Recovery will begin within 30 days following the date the overpayment recovery letter was mailed.
5. The entire overpayment amount may be recovered at once, if the caregiver provides instruction to this effect.
6. Should the caregiver provide a response indicating that they are not in agreement with the proposed recovery schedule, the caseworker responsible for the caregiver file (Linkin provider owner) will be notified.

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7. The caseworker will contact the caregiver to arrange a payment recovery schedule. Should the caregiver not agree to any terms for repayment, the caseworker will advise the caregiver that the matter may be referred for collection through Canada Revenue Agency refund payments (as authorized in Agreement for Foster Care Services Chapter 12.12).
8. Manual overpayments may be entered into Linkin when automated overpayments do not apply, for example, an error occurring on a foster parent expense claim.

Options for overpayment recovery:

- Standard Recovery Schedule:
 - If the overpayment amount is **\$0 - \$200**, the entire amount owing will be collected from next pay period;
 - If the overpayment amount is between **\$200 - \$500**, 40% of the caregiver's maintenance payment amount will be collected from each pay period until repaid;
 - If overpayment amount is **over \$500**, 20% of the caregiver's maintenance payment will be collected from each pay period until repaid.
- Should the standard recovery schedule pose a hardship, the rate of recovery may be adjusted according to the caregiver's ability to repay the amount owing.
- If a caregiver states that they are unable to repay or a foster parent has ceased fostering or has no further placements:
 - The caseworker, resources worker or supervisor will send a letter to the caregiver advising of the Ministry's obligation to refer the matter for collection.
 - A copy of this letter will be forwarded to Financial Services Branch and a copy placed on the caregiver file.
 - Upon receipt of this letter, Financial Services Branch will invoke the collection process which includes reminder letters at 60 days and 90 days.
 - If the overpayment is still not recovered through this process, Financial Services Branch may contact Canada Revenue Agency, who may recover the funds from federal benefit payments such as Income Tax refunds, or Goods and Services Tax (GST) payments.
 - In exceptional circumstances, waiving of the overpayment recovery process may be approved at the level of the Deputy Minister.

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Non-case Related Overpayments:

1. When it has been identified that a provider has received an overpayment, the recovery process will be initiated.
2. Determine if the provider is receiving monthly maintenance. When the amount of monthly maintenance is determined, recovery may be set up to 20% of total maintenance.
3. The caseworker will complete the Non-Case Related Overpayment Calculation sheet (see Templates) and send by email to Admin financial in their service Centre. Admin financial will verify the calculations and provide an electronic signature.
4. The caseworker will receive a confirmation email with an attached letter that is to be sent to the provider to repay the overpayment. The signed Non-Case Related Overpayment Calculation sheet and the letter will be printed and filed in the paper file.
5. If changes are required and overpayments are renegotiated, a new Non-Case Related Overpayment Calculation Sheet will be completed and sent to admin financial worker.
6. In situations where a provider does not receive monthly maintenance, the caseworker will negotiate a repayment schedule and if unsuccessful, Admin Financial will send out 60 and 90-day reminder letters. The caseworker will print and file letters in the paper file.

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10.0 PAYMENT RELATED POLICIES

10.5 Case Transfer and Financial Reimbursement to First Nations CFS Agencies

Legislation

Section 61 provides for the Minister to enter into agreements with a band or other legal entity for the provision of services or the administration of all or any part of the Act. An agency that enters into such an agreement is responsible to exercise the powers of the Minister as specified in the agreement.

Policy

When First Nations Child and Family Service Agencies are providing services for children in care of the Minister, the Ministry of Social Services will reimburse maintenance and special needs expenditures according to Ministry policy.

Standards

- Reimbursements for all Maintenance and Special Needs expenditures to FNCFS Agencies must follow Ministry policy.
- The Ministry is responsible for maintenance and special needs for First Nation children whose parents resided off-reserve at the time the child entered care. This is determined by Indigenous & Northern Affairs Canada's (INAC) "Rules of Residency":
...a person deemed to be an on-reserve resident if he or she resided with a parent or guardian whose ordinary residence was on-reserve at the time the child was taken into care. The only exception applies when the parent/guardian is residing off-reserve for the purpose of obtaining services not available on-reserve such as health care, education, access to treatment programs or incarceration.
- Where there is administrative and policy disagreement between INAC and Social Services regarding payment of services for children apprehended on-reserve, Social Services will be responsible pending administrative clarification.
- Case transfers to FNCFS Agencies need to be undertaken within the Protocol for Case Transfer between FNCFS and the Ministry of Social Services.
- The FNCFS/Social Services Case Transfer Protocol ensures that a thorough case review process is achieved prior to the actual case transfer to the Agency. This review process includes co-case management responsibilities, case conferencing and the development of a current case plan.

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- Once reviewed, a case transfer plan is developed to determine billing procedures and transfer scheduling.

Procedures

- All reimbursement procedures must be agreed upon between the agency and the Ministry service area prior to the actual case transfer.
- When the Case Transfer occurs the caseworker updates the placement type to First Nation Agency Transfer, and selects the correct First Nation provider. This ends any payments to a previous provider and supports the payment of the reimbursement to the First Nation Agency. When Central Office receives a reimbursement request from a FN Agency, they will confirm that the child has been transferred to the agency by reviewing the Placement Type and the Interjurisdictional Agreement in Linkin.
- Special needs reimbursements need to be submitted by the agency on form #2307. These invoices must follow Ministry policy in order to be reimbursed for the full amount.
- For cases where Social Services continue to maintain financial responsibility for the child, Linkin should indicate the child's placement provider as one of the FNCFS agencies. The original paper file is also to remain open and have an assigned case worker responsible for any Linkin updates, questions and actions required. The legal authority remains with MSS for the duration of the order. The paper file will remain 'Active' in the office of the assigned case worker.
- Each case must be closed on Linkin at the time the legal status of the child expires. The file must also be closed when a child reaches the age of 18, when there is no extension of services under Section 56, or when a child returns to his/her parents to live permanently.

RELATED POLICIES

Child Protection Manual	Children's Services Manual
Chapter 2, Section 13 Investigations of Abuse and Neglect in Alternate Care and Persons of Sufficient Interest Placements (PSI)	Chapter 4, Section 3.5 Person Having a Sufficient Interest in a Child
Chapter 2.1A Appendix Ch.2: Offices not using SDM®/Linkin - Intake and Investigation	Chapter 11, Section 16 MSS and FNCFS Shared Planning for Children and Families
Chapter 7. Section 4 MSS and FNCFS Shared Planning for Children and Families	

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10.0 PAYMENT RELATED POLICIES

10.6 Children in Care Establishing Residence in Another Jurisdiction

Please refer to **Chapter 11.13 Provincial / Territorial Protocol on Children, Youth and Families Moving Between Provinces and Territories** which came into effect April 1, 2016.

For payment processes see Linkin Training - Documenting Provincial/Territorial Processes in Linkin

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10.0 PAYMENT RELATED POLICIES

10.7 Out of Province Travel for Staff

Policy

Travel costs for Ministry staff for out of province travel may be paid if the staff is required to place a child with adoptive parents or birth family, attend a court hearing involving a child in care, escort a child attending a medical appointment or accompany a child for birth family contact.

Procedures

- When an out of province adoption placement is planned the caseworker determines:
 - if the adoptive parents will travel to Saskatchewan;
 - the foster parent will accompany the child to the other province or;
 - it is necessary for the caseworker to accompany the child to the other province.
- When it is determined that the caseworker must accompany the child out of province, a prior approval form is completed by the caseworker and submitted to the Director, Service Delivery.
- A covering memo accompanying the prior approval form must outline: reasons for the request, alternatives considered, implications and whether there are funds in the service area budget to cover the cost.
- An out of province Travel Report form 3619 must be completed for all out of province travel. This form does not take the place of the prior approval form.
- Any out of province air travel must be arranged through Ministry administrative staff who have been designated to coordinate travel.
- Out of province travel for staff is **NOT** paid through Linkin.

SERVICE	EXPENDITURE	APPROVAL
Out of Province Travel for Staff Public transportation Meals/accommodation Discretionary Nondiscretionary	Actual PSC rate	Director, Service Delivery Deputy Minister

Note: For travel not directly relating to clients, refer to Section 54-2 of the Financial Administration Manual.

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10.0 PAYMENT RELATED POLICIES

10.8 Advertising for Foster Home Recruitment

Policy

The Director, Service Delivery with the Director, Service Delivery, Central Office may approve the cost of advertising for foster home recruitment. Service Areas who advertise for foster home recruitment submit the bill through their support services and the bill is paid out of the service area account.

SERVICE	EXPENDITURE	APPROVAL
Advertising for Foster Home Recruitment (Non-case related)	Actual	Director, Out of Home Care

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.1 Children's Services Young Offender Interface

Policy

When a child in out of home care enters the Young Offender System, the Ministry's parental obligations remain unchanged. The caseworker and young offender worker must clearly establish their roles and responsibilities in order to effectively plan for the child.

Practice Guidelines

1. Responsibility of Children's Services Workers

When a child who is a ward enters the Young Offenders system, the staff having the Information must advise the children's services worker who is responsible for the ward.

2. Notice of Hearing/Attendance at Hearing

When a child in care is required to appear at a hearing under the *Youth Criminal Justice Act*, the Director, Service Delivery or his designate is to be provided with a notice of hearing. Each Director, Service Delivery should ensure that police agencies within that service area are aware of the person upon whom notices are to be served (e.g. the Director, Service Delivery, the family services supervisor or the children's services worker).

It is the responsibility of the children's services worker to be present in court to represent the youth. If the children's services worker cannot attend, he should arrange for another children's services worker to attend.

3. Child in Care on Probation

When a child in care is on probation to a youth worker under the *Youth Criminal Justice Act*, the youth worker and the children's services worker will consult on a regular basis with respect to planning and the progress being made by the youth. Should the youth be required to appear in court for a review, the children's services worker is to be informed.

4. Predisposition Reports

When a predisposition report is being completed on a child in care, the youth worker must consult with the children's services worker as to background information, plans for the young person and possible resources should they be required.

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Section 11.1: Children's Services Young Offender Interface

5. Child in Care in a Custody Facility

- a. When an order for custody is made, the youth worker must ensure that the children's services worker is aware of the order.
- b. The youth worker becomes the primary worker in planning and case management during the custody placement.
- c. The youth worker and the children's services worker work jointly in planning for the youth's release from custody.

6. Release from Custody Pending a Hearing

Whenever the children's services worker can offer a less restrictive alternate placement for a child in care who is being detained pending a hearing, he should be prepared to discuss alternatives with the court.

Children's services workers should be aware that when a youth is released from police detention or remand by way of a court ordered undertaking, the youth has been charged with an offense but not convicted of committing the offense.

Therefore, the young offender system may not be involved and there will not be a young offender worker assigned to assist the youth. The children's services worker has the responsibility to ensure that the youth meets all the terms of the undertaking.

7. Police Taking Statements from Minor

When a minor is interviewed as a witness, the parent must allow the minor to be interviewed independently by the police.

When charges against the minor are contemplated, minors have the right to have a supporting adult present during an interview.

8. Polygraph Testing of Children in Care

As parent, the caseworker, in consultation with the supervisor, decides whether or not a test should be taken.

Where children are temporarily in care, natural parents should be informed of the request and given the opportunity to be involved in the decision. All decisions are made on a case by case basis.

Administering the polygraph test in isolation is not allowed.

Although the validity of polygraph testing has been called into question, it is still used extensively. Consideration should be given to allowing the test unless it is not in the best interest of the child.

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9. Legal Assistance for Children in Care in Hearings Under the *Youth Criminal Justice Act*

When a child in care has been charged under the *Youth Criminal Justice Act*, the children's services worker ensures the youth is aware of his right to be represented by legal counsel.

If the youth wishes to obtain legal counsel, the children's services worker contacts the appropriate legal aid clinic to request representation. All costs associated with the referral to the Legal Aid Commission are assumed by that agency.

The youth has the right to instruct legal counsel. A caseworker cannot provide direction that is contrary to the instructions given by the youth.

If the youth wishes to retain private counsel rather than be referred to the Legal Aid Commission, this is his right and becomes his financial responsibility.

If the youth's natural parent wishes to obtain private counsel and the youth is in agreement, any costs associated with hiring a private lawyer are the natural parent's responsibility.

If the youth does not wish to obtain legal counsel, the children's services worker determines whether the young person wishes to be represented by a "responsible adult person" as prescribed by the *Youth Criminal Justice Act*. The children's services worker may assume this role if requested by the youth.

The children's services worker attends all proceedings. Where the proceedings arise in a court jurisdiction away from the youth's home district, the children's services worker contacts a caseworker from the other area who will arrange representation and attend court with the youth.

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11.2 Income Assistance Programs and Children in Care

11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.2 Income Assistance Programs and Children in Care

Introduction

Many families receiving child protection services are also clients of Income Assistance. Income Assistance workers administer the Saskatchewan Assistance Program (SAP) and the Saskatchewan Assured Income for Disability (SAID) program. It is important that Child and Family Programs workers and Income Assistance workers communicate closely when children are placed in out of home care.

Families on SAP/SAID should experience no delays or interruptions in benefits when children are returned from care. The Ministry makes every effort to expedite administrative processes associated with children returning from out of home care, including the application and cancelation of the Children's Special Allowances (see Chapter 10.3).

Definitions

Canada Child Benefit (CCB):

The Canada Child Benefit (CCB) is a **non-taxable** amount paid monthly to assist eligible families with the cost of raising children under 18 years of age. The CCB may include the Child Disability Benefit and any provincial and territorial programs.

Families must file an income tax return and apply for the CCB. Canada Revenue Agency uses information from the income tax return to calculate how much the payments will be. To get the CCB, tax returns must be filed **every year, even if there is no income in the year**. Spouses or common-law partners are also required to file a return every year. Benefit payments are recalculated every July based on information from the income tax return from the previous year.

Please visit the Canada Revenue Agency webpage: <http://www.cra-arc.gc.ca/bnfts/menu-eng.html> for complete information on Canada Child and Family Benefit programs.

Transition Benefit for Children

Benefits for children are provided through the Canada Child Benefit (CCB). Parents or caregivers must apply for the CCB immediately when there is a change in the number of dependents. The Transition Benefit for Children may be provided in the absence of the CCB in the following instance:

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One Month Non-Recoverable Benefit

The benefit may be granted on a pro-rated basis to assist with children's basic needs to a maximum of \$160 per month per child.

The benefit is provided from the date the child is added to the file until the end of the same month. If the child added is a newborn the benefit is provided only if the newborn was added to the file in the month of birth. Newborns not added to the file until after the birth month are not eligible for the TBC because CCB eligibility begins the month following the birth.

The benefit is issued for a maximum of one month with the exception of refugee claimants. Refugee claimants are eligible to receive this benefit until their claim and all associated appeals have been determined by the Immigration and Refugee Board.

- The benefit is provided for the following children:
- newborns (birth month only)
- youth returning from custody facilities to parents/caregivers
- children returning to care of parents or caregiver from foster care, alternate care or placement with a designated person of sufficient interest
- Canadians returning from out of the country who are not receiving CCB payments
- refugee claimants who do not qualify for federal CCB payments. For these refugee claimants, the non-recoverable benefit:
- must be reviewed monthly and may be extended;
- can be issued to those awaiting a claim or appeal decision from Immigration, Refugees, and Citizenship Canada.

Children's Special Allowances:

This is a federal benefit paid to Child Welfare agencies for children in care or those placed with extended family caregivers where the agency is providing maintenance payments. As a result of changes to the federal *Children's Special Allowances Act* in January 2012, child welfare agencies became eligible to apply for Children's Special Allowances for all children for whom they provide maintenance payments. Accordingly, extended family caregivers (Alternate Care or Person of Sufficient Interest) will no longer be eligible to receive Canada Child Benefits when they are receiving maintenance payments from the Ministry for children in their care.

Procedures

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11.2 Income Assistance Programs and Children in Care

When a child is placed in out of home care:

- The Child and Family Programs (CFP) worker notifies the Income Assistance (IA) worker of the date of placement and the expected length of time the child will be in care;
- The child is removed from the family's SAP/SAID budget;
- The IA worker determines if the family is eligible for "Excess Shelter" allowance so that they are not required to move from their home;
- The CFP worker submits an application for the Children's Special Allowances when the child has been in care for 30 days. (The Canada Revenue Agency's "Children's Special Allowances Application and Cancellation" form is available online at: <https://www.canada.ca/content/dam/cra-arc/migration/cra-arc/E/pbg/tf/rc64/rc64-fill-17e.pdf> or from Central Office, Financial Services Branch, Revenue and Program Support, 1920 Broad Street, Regina, SK. This form is used for both application and cancellation of the Children's Special Allowances.)
- The CCB to the family is terminated when the Children's Special Allowance is paid to the Ministry.

When a child is returned to a family on SAP:

- The CFP worker notifies the IA worker (by e-mail) the date the child will be returned;
- The CFP worker completes and submits the "Children's Special Allowances Application and Cancellation Form" to Financial Services Branch, who will co-ordinate communication with Canada Revenue Agency to cancel the Children's Special Allowances payment;
- The family reapplies to Canada Revenue Agency for the CCB as soon as possible following a child's return (CFP workers can facilitate this by giving the family the application forms and helping to complete them, if necessary);
- The child is added to the SAP or SAID budget.

When a child is returned to a family not on SAP:

- The parent applies to Canada Revenue Agency for the CCB (CFP workers can facilitate this by giving the family the application forms and helping to complete them, if necessary. The forms are available on the Canada Revenue Agency website: <https://www.canada.ca/content/dam/cra-arc/migration/cra-arc/E/pbg/tf/rc64/rc64-fill-17e.pdf> or from Central Office, Financial Services Branch, Revenue and Program Support);
- The parent may apply for SAP and if eligible, may receive the Transition Benefit for Children as part of their SAP/SAID budget.

Extended family eligibility for benefits when children are placed in their care:

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Extended family caregivers may apply for SAP for the family unit as a whole. For extended family placements where no monthly maintenance payments are being provided by the Ministry, the extended family caregiver may apply for CCB. The child's parent may also continue to receive the CCB benefits and may be asked to contribute to the needs of the child by giving the benefits to the extended family or by asking Canada Revenue Agency to have them send the benefits to the address of the extended family. In this situation, the parent must sign the cheque.

For those children in extended family placements (Person of Sufficient Interest or Alternate Care) where the Ministry is providing monthly maintenance payments, extended family caregivers are no longer eligible to apply for CCB as per changes to the federal *Children's Special Allowances Act* in January 2012. As a result of the changes, child welfare agencies are eligible to apply for Children's Special Allowances for children for whom they are paying maintenance payments (see Chapter 10.3).

The Ministry's maintenance payments to extended family caregivers are equivalent to basic foster care maintenance rates (see Chapter 6.6 for rates). Families may also receive payment for special needs for the child or support services as assessed by the child's caseworker (see Chapter 4.3 – "Placement with Extended Family"). In addition, for those families who previously received the federal Child Disability Benefit, the Ministry may pay a Child Disability Benefit Adjustment payment up to the maximum federal payment amount of \$227.50 per month on behalf of those children for whom eligibility for the federal Child Disability Benefit can be verified (see Chapter 7.17 "Special Needs").

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Section 11.3: Health Care/Medical Treatment	

11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.3 Health Care/Medical Treatment

Policy

The Ministry shall ensure that the health care needs of children/youth in care are met. All children and youth in care must be fully informed of their health and medical issues (as appropriate to their age and level of understanding) and provided the opportunity to participate and be heard with respect to any decisions made about their care.

Procedures

Routine Medical Care:

- Caregivers are expected to ensure that children receive routine medical care, including arranging regular medical, optical and dental check-ups, filling prescribed medications, and arranging appointments for immunizations as recommended by Public Health.
- The caregiver is delegated by the Ministry to provide consent when required for these routine medical procedures (with the exception of children in care by Residential Agreement, in which case a parent or legal guardian must consent).
- Caseworkers will ensure that immunization records are requested for each child (see Chapter 2.9 Administrative Procedures) and that children's immunizations are up to date as per Public Health guidelines.
- Some children may benefit from receiving an annual flu vaccine, for example those children with medical conditions, special health needs and/or those more susceptible to illness. For these children, the caseworker will follow the advice of a physician in determining whether a child should receive a flu vaccine.
- For those families who do not wish to have their children immunized, the caseworker may involve health professionals in an effort to educate the family, however the Ministry has authority to provide consent for immunization of all children except those in care by Residential Services Agreement.

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Medical Treatment

- Consent for medical treatment for children and youth in care must be obtained according to the child's legal status and aligned with their right to consent to their own treatment.
- A child or youth may independently consent to their own medical treatment when he or she has been assessed by a qualified medical practitioner as having the capacity to do.
- **In any emergency or life-threatening situation, the medical practitioner has the authority to provide treatment without the consent of the parent, the Ministry or the child/youth.**
- **In non-emergent situations, whenever consent of a parent or guardian is required, it must be obtained as follows:**

Children in Care by Residential Services Agreement (Section 9):

- The child's parents must provide consent for medical treatment.

Children in Care by Apprehension or Court Order:

- Officers under *The Child and Family Services Act* (caseworkers) must provide consent to medical treatment.
- For all children and youth in care as temporary, long term or permanent wards (where there is no adoption plan), or those in care by apprehended status, the child's parents must be advised of the child's need for medical treatment whenever possible and have opportunity for involvement in the decision making process.

Practice Guidelines

In Saskatchewan, health legislation (*The Health Information Protection Act*) provides that all patients, regardless of age, have the right to consent to their own mental health, surgical or medical treatment when the treating medical practitioner deems that they are able to understand and appreciate the nature of their illness, the options available for treatment, and the risks and benefits associated with each treatment option.

The Ministry must ensure that children in care are afforded these same rights.

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In determining whether a child or youth may consent to their own treatment, the following factors will be taken into consideration by the medical practitioner/team:

- the child/youth's age, maturity and cognitive development;
- the nature and extent of the child/youth's dependence upon his/her own parents with respect to making his/her own decision;
- the nature and risks associated with the treatment; and
- whether the child or youth is able to understand relevant factors and can comprehend the foreseeable consequences of a decision or lack thereof.

In all matters pertaining to a child's or youth's health care and medical treatment, the Ministry must ensure confidentiality, fairness and best interest of the child as primary considerations.

Cultural factors relating to medicinal practices should be considered and discussed with the child, his or her family, caregivers and medical team.

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Section 11.4: Health – Life Threatening Illness/Terminally Ill Children in Care	

11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.4 Life Threatening Illness/Terminally Ill Children in Care

Policy

When a child or youth in care is diagnosed as having a life threatening or terminal illness, discussions will be held with the child's physician/medical team, the child's parents and the child (as appropriate to age and level of understanding) to determine the family's wishes in terms of a treatment plan, including a decision regarding a "No Resuscitation" order.

Authorization for a "No Resuscitation" order for all children in care, except permanent wards, must be provided by the child's parents or legal guardians.

For children who are permanent wards, authorization for a "No Resuscitation" order may be provided by the Director, Service Delivery, on behalf of the Minister of Social Services.

Procedures

For Children in Care other than Permanent Wards:

- When a child or youth is in care under any status below consent for a "No Resuscitation" order must be given by the child's parents:
 - apprehended status;
 - Residential Services Agreement (Section 9)
 - Long Term Care Order,
 - Temporary Wardship Order,
 - Voluntary Committal and not placed for adoption,
- If the child or youth has been deemed by a qualified medical practitioner/team to have the capacity and understanding of his/her medical condition, they may provide independent consent to the "No Resuscitation" order.
- The parent(s) and/or the child would be asked to sign a consent form authorizing a "No Resuscitation" order. A copy of the consent will remain on the hospital file and on the child's service area file.

For Children Who are Permanent Wards:

If the physician is recommending that there be no resuscitation and the child is not deemed to be able to provide consent on their own behalf, the Director, Service Delivery may provide consent on behalf of the Minister.

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The following consultations must occur:

- The child/youth must be consulted. Even if the physician/medical team has assessed the child/youth as not having capacity to be involved and make decisions concerning his/her health/treatment, the wishes of the child/youth must be considered
- The child's parents must be consulted and consent must be sought wherever possible.
- When a foster parent or other caregiver has been very involved in caring for the child or youth, they must be consulted for their views concerning a "No Resuscitation" order, however, they do not have the authority to provide consent.
- In the case of a First Nations child in care, when the child or youth has not been assessed as having capacity to consent to his/her own medical treatment or decision, and where the parent cannot be located or does not wish to be involved, or is unable to be involved in planning, the child's First Nation Band should be consulted. (Parents' wishes will be respected in regard to Band involvement.)

If agreement is reached regarding the recommendation for a "No Resuscitation" order, a report must be submitted to the Director, Service Delivery requesting consent for a "No Resuscitation" order. The report will include the following information :

- the child/youth's condition; diagnosis, prognosis, and treatment provided;
- child/youth's wishes and involvement in planning, if age appropriate;
- letter from the attending physician recommending no resuscitation;
- extent of parental involvement with child or youth;
- copy of parental consent wherever possible;
- length of time in foster home and indication of foster parents' wishes.

The Director, Service Delivery will approve and sign the report.

The Director, Service Delivery will sign the required hospital form and a copy will be placed on the child/youth's file.

Practice Guidelines

- Children or youth in care with serious life threatening conditions may require decisions concerning whether or not life support systems are used.
- When treatment is not possible or recommended for a terminally ill child or youth, a medical recommendation may be made to 'not resuscitate' the child in the event of a medical crisis.

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- The decision to 'not resuscitate' is extremely difficult, particularly in the case of a child or youth. A decision of this magnitude should be made only after careful consideration and discussion of the options with the child's physician and if possible one other physician. Hospitals require permission from the parent or guardian to carry out this order.
- Efforts should be made to help the parent, and child (appropriate to age and level of understanding), to make an informed decision before a medical crisis occurs necessitating quick action.
- In Saskatchewan, health legislation provides that all patients, regardless of age, have the right to consent to their own mental health, surgical or medical treatment when the treating medical practitioner deems that they are able to understand and appreciate the nature of their illness, the options available for treatment, and the risks and benefits associated with each treatment option (see Chapter 11.3 Health Care and Medical Treatment).

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.5 Serious Occurrence Reporting and Review

Policy

The Ministry of Social Services will establish and maintain a process for reporting, responding to and reviewing serious occurrences that impact the health and safety of children who are in the care of the Ministry or who are in receipt of services pursuant to *The Child and Family Services Act*.

Intent

The Ministry of Social Services and First Nations Child and Family Services Agencies (FNCFS) have responsibility for, and commitment to children, youth, families and the public to ensure that their supports and services are delivered with integrity and are of high quality.

Each year, a very small number of children and youth experience trauma, injury or death while in the care of the Minister of Social Services, or while receiving services under *The Child and Family Services Act*. A thorough and timely review of these cases is completed as a way to improve services to children, youth and their families.

Serious Occurrence (SO) reporting and review is one of the methods utilized to evaluate the appropriateness and quality of services provided to children, youth and their families who are receiving services from the Ministry and from First Nations Child and Family Services Agencies pursuant to *The Child and Family Services Act*.

This policy is intended to improve case work practice and outcomes for children, youth and families by:

- Increased learning with the potential to reduce the risk of future injuries or death;
- Ensuring comprehensive case analysis, and evaluation;
- Identifying internal and external systemic issues that impact client service and outcomes;
- Identifying individual and system training needs that support the continuous improvement towards best practice;

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.5.1 Serious Occurrence Definition

Definition

A Serious Occurrence is:

- An **illness, injury, condition or event** that affects the health and safety of children and youth who are in the care of the Ministry and/or who are receiving services under *The Child and Family Services Act* and;
- Requires a specific, remedial, planned intervention by the Ministry or FNCFS Agency, the child/youth's caregiver and others involved with the child in an attempt to alleviate impact on the child or others and to prevent further occurrence (i.e. safety planning, risk assessment, mental health services, clinical counseling or medical intervention).

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.5.2 Serious Occurrence Categories, Reporting and Review

In order to establish a clear and consistent process for reporting and review of Serious Occurrences, they are categorized as High, Medium or Low Impact, with specified reporting and review requirements for each category.

- Categorizing a Serious Occurrence is determined by the **level of impact** on the health and safety of the child, **not on the type of occurrence**.
- Staff are to contact the Quality Assurance Unit, Central Office, in circumstances where the Serious Occurrence Category is unclear. (See 11.5.3 – Quality Assurance Review)

Serious Occurrence reporting and review procedures apply to children who are in receipt of, or who have been in receipt of services, within the past twelve months under *The Child and Family Services Act*. Serious Occurrences require a review by the Ministry's Quality Assurance Unit depending on the impact of the occurrence on the health and safety of the child or youth.

The tables on the following pages describe Low, Medium and High impact Serious Occurrence categories, and the reporting and review requirements for each level of impact.

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High Impact	
Description	Reporting and Review Type
<p>An illness, injury, condition or event that:</p> <ul style="list-style-type: none"> Results in a child death; or May cause the child's death as determined by a qualified physician; or Necessitates major medical treatment of a child and may cause serious or long-term impairment of a child's health as determined by a qualified medical practitioner. <p>Includes victims of aggravated sexual assault as defined in Section 273 of the Criminal Code of Canada. http://laws-lois.justice.gc.ca/eng/acts/c-46/page-62.html#docCont</p>	<p>Reporting for the purpose of a Quality Assurance review and potential review by the Advocate for Children and Youth (see Quality Assurance Review Procedures, CSM, 11.5.3) is required for children in the care of the Minister or children who were in care twelve (12) months prior to the occurrence and for children in receipt of services pursuant to <i>The Child and Family Services Act</i> at the time of the occurrence or in the twelve (12) months prior to the occurrence.</p> <p>Reporting and Review will apply in the following circumstances:</p> <ul style="list-style-type: none"> Temporary, long-term and permanent wardship orders; Section 9, 10 & 56 Agreements; Time-limited PSI orders; All active cases of indefinite PSI orders; Prior to the finalization of an adoption and services are being provided; Children of families receiving child protection services. <p>Reporting and review will not be required under the following circumstances:</p> <ul style="list-style-type: none"> Domestic (including assisted adoption), International or Independent Adoptions that are finalized; <p>A review by Quality Assurance will be considered if the occurrence meets the High Impact criteria and appears to have been:</p> <ul style="list-style-type: none"> self inflicted; or the result of an act or omission of the caregiver; or preventable (reasonable precautions, supervision or actions by the community or by an individual could have changed the circumstances that led to the illness, injury, condition or event).

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Medium Impact	
Description	Reporting and Review Type
<p>An illness, injury, condition or event that:</p> <ul style="list-style-type: none"> requires medical treatment including hospital admission (e.g. surgery, casting, admission for observation, stomach pumping); and Does not result in the child's death; and Does not result in long-term impairment of the child's health as described in High Impact Serious Occurrence description. Includes victims of sexual assault. (See High Impact description for aggravated sexual assault) <p>Includes an act committed or alleged to be committed by a child in care (under or over age 12) that would constitute a serious violent offence under the Criminal Code of Canada.</p> <p>http://laws-lois.justice.gc.ca/eng/acts/c-46/page-62.html#docCont</p> <p>Note: Serious violent offences include the following criminal code provisions:</p> <ul style="list-style-type: none"> Homicide/Murder (Sections 222, 231 or 235) Attempt to commit murder (Section 239) Aggravated assault/aggravated sexual assault (Sections 222 and 273) 	<p>Notification by the caregiver for the purpose of documentation on the child's file and for the purpose of a timely intervention and response is required for children in care or children receiving services pursuant to <i>The Child and Family Services Act</i> at the time of the occurrence.</p> <p>Reporting by the caseworker for the purpose of a Quality Assurance Review is required for long term wards, permanent wards, temporary wards, children receiving services under a Section 9 Agreement, children receiving services under a Section 10 or Section 56 Agreement and children in time limited and indefinite PSI placements for which the Ministry has an active case.</p> <p>A review by Quality Assurance may be considered if the occurrence meets the Medium Impact criteria and it appears to have been:</p> <ul style="list-style-type: none"> Self-inflicted; or the result of an act or omission of the caregiver; or preventable (reasonable precautions, supervision or actions by the community or by an individual could have changed the circumstances that led to the illness, injury, condition or event). <p>Reporting for the purpose of a Quality Assurance Review is not required for adoptions that have been finalized (including assisted adoption) and for children receiving child protection services.</p>

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Low Impact	
Description	Reporting and Review Type
<p>An illness, injury, condition or event that:</p> <ul style="list-style-type: none"> • does not require medical attention, or only requires minimal medical attention. • Includes behaviour of a child in care that impacts the health and safety of others. (For serious violent offences see medium serious occurrence definition) <p>Examples of Low Impact Serious Occurrences include:</p> <ul style="list-style-type: none"> • Minor injuries or illnesses such as sprains, fever, bumps/bruises, abrasions, first degree burns that require minimal medical attention including stitches, bandaging, splinting etc.) • possession of illegal or dangerous contraband in an approved resource; • attempted run from an approved resource; • child absent from care; • serious threats or statements; • use of restraint or escort that does not cause injury; • common assault of another in an approved resource; • suicidal ideation. 	<p>Notification for the purpose of documentation on the child's file and for the purpose of a timely intervention and response is required for children in the care of the Minister or children receiving services at the time of the occurrence. Reporting for the purpose of a Quality Assurance Review is not required. The following have other types of notification and reporting requirements:</p> <ul style="list-style-type: none"> • Children Absent from Care have specific notification requirements and require the submission of the Linkin Incident report by the caseworker to the Director, Service Delivery or Designate for review purposes (See <i>Absent from Care Policy</i>, Chapter 11.18, Children's Services Manual and <i>Notification and Reporting Procedures</i>).

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Procedures

Notification and Reporting

Staff and care providers have responsibility to ensure that the appropriate person or authority is notified of a serious occurrence in a timely manner. The notification process serves to maximize timely, quality responses to serious occurrences at all levels. The Ministry and First Nation Child and Family Services (FNCFS) Agencies will ensure that all care providers (foster parents, alternate care providers, PSI care providers, group home care providers, private facility treatment care providers) are aware of and instructed to follow the notification procedures. In cases where a child is in the care of or receiving services from the Ministry but resides in another province under an interprovincial agreement, it is the responsibility of the caseworker to inform the receiving province of its responsibility to notify the caseworker of a serious occurrence as per Saskatchewan policy. This responsibility should be outlined in the Case Transfer Agreement (Form B1) when planning for a child who is moving to another province. (See Section 7.7: Interprovincial Protocol, Child Protection Manual)

Serious Occurrence - High impact

1. Upon becoming aware of the occurrence, care providers will provide immediate notification to the child's caseworker or designated covering worker via direct phone contact or in person upon becoming aware of a High Impact serious occurrence (leaving a voice mail is not sufficient). When a High Impact incident occurs outside Ministry business hours, the caregiver will contact Mobile Crisis Services/After Hours Emergency Duty worker who will provide immediate notification to the child's caseworker or designate.
2. If the child or youth resides in a residential facility or group home, the facility worker, as well as providing immediate notification as stated above, will complete a critical incident report that will be forwarded to the Residential Facility Manager and to the child's case worker within two (2) working days (See Chapter 9, Residential Services Manual).

Upon becoming aware of a High Impact Serious Occurrence, the child's caseworker or designated cover will:

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1. Provide immediate notification to the child /youth's family;
2. Provide immediate notification to the supervisor who will provide notification to the Director, Service Delivery or designate who will provide immediate notification to the Executive Director, Service Delivery via SS CFS High Impact Serious Occurrence email group or by phone if after hours and the FNCFS Agency Director if it is a First Nations child.
3. Provide immediate notification to the Coroner's office in the case of a child death.
4. Complete an Incident Report in Linkin and a Preliminary Serious Occurrence Report and submit to the supervisor and Director, Service Delivery or designate within seven (7) working days of initial notification. FNCFS Agency staff who do not have access to Linkin will not complete the report in Linkin. (See reporting standards for Serious Occurrences involving medically fragile children at the end of this section)
5. Upon approval by the Director, Service Delivery, submit the Preliminary Serious Occurrence report to Quality Assurance via the SS CFS High Impact Serious Occurrence email group within seven (7) working days.

*See the Linkin SharePoint for information on processes for documenting serious occurrences in Linkin and processes for approval and signatures.

http://employeeservices.gov.sk.ca/SSTraining/LINKIN_PHASE2_TRAINING/incidentupdate/story.html

Upon notification of a High Impact Serious Occurrence, Quality Assurance will:

1. Ensure notification of the Coroner's Office has occurred in the case of a child death;
2. Determine specific Social Services involvement with child/youth/family via Linkin and ACI;
3. Determine if the child or youth is a member of a First Nation via Linkin and ACI and contact the appropriate FNCFS Agency to verify their involvement;
4. Assign a Quality Assurance Analyst to review the serious occurrence and determine whether further review is required;

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5. Notify the Advocate for Children and Youth and, if the child is a long term or permanent ward, the Public Guardian and Trustee of Saskatchewan via email within twenty four (24) hours of receiving notification;
6. Provide a letter to the Advocate for Children and Youth, the Director, Service Delivery and, if the child is a long term or permanent ward, the Public Guardian and Trustee of Saskatchewan within thirty (30) days of receiving initial notification advising of the Ministry's intention to complete a review or advising that no further review is required.

Serious Occurrence - Medium Impact

1. Upon becoming aware of the occurrence, care providers will provide immediate notification to the child's caseworker or designated covering worker via direct phone contact or in person upon becoming aware of a Medium Impact serious occurrence (leaving a voice mail is not sufficient). When an incident occurs outside Ministry business hours, the caregiver will contact Mobile Crisis Services/After Hours Emergency Duty worker;
2. The Mobile Crisis Services/Emergency Duty Worker will determine whether there is a need to contact the child's caseworker (i.e. in cases where the child is admitted to hospital and consent for a procedure is needed or there is concern for how the incident occurred);
3. If the child or youth resides in a residential facility or group home, the facility worker, as well as providing immediate notification by direct phone contact, will complete a critical incident report that will be forwarded to the Residential Facility Manager and to the child's case worker within two (2) working days (See Chapter 9, Residential Services Manual);
4. The caseworker will notify the parent(s) or legal guardian(s) of the child as soon as is practicable.
5. The caseworker will provide immediate notification to their supervisor who will provide notification to the Director, Service Delivery or designate and the FNCFS Agency Director if it is a First Nations child within twenty four (24) hours or the next business day;
6. The caseworker will notify any other caseworkers who have involvement with the child as soon as is practicable;

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**Section 11.5.2: Serious Occurrence – Categories, Reporting
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7. The caseworker will complete an Incident Report in Linkin and a Preliminary Serious Occurrence Report and submit to the Director, Service Delivery or designate within seven (7) working days of initial notification. FNCFS Agency staff who do not have access to Linkin will not complete the report in Linkin. (See reporting standards for Serious Occurrences involving medically fragile children at the end of this section)
8. Upon approval by the Director, Service Delivery, the caseworker will submit the Preliminary Serious Occurrence report to Quality Assurance via the SS CFS Medium Impact Serious Occurrence email group within seven(7) working days of initial notification;
9. Quality Assurance will review the Preliminary Serious Occurrence Report and determine whether the occurrence falls within the Medium Impact Serious Occurrence criteria and whether further review is required;
10. If further review is required, Quality Assurance will notify the Advocate for Children and Youth and, if the child is a long term or permanent ward, notify the Public Guardian and Trustee of Saskatchewan via email within 48 hours of receiving the Preliminary Serious Occurrence Report;
11. Quality Assurance will provide a letter to the Advocate for Children and Youth, to the Director, Service Delivery and, if the child is a long term or permanent ward, to the Public Guardian and Trustee of Saskatchewan advising of the Ministry's intention to complete a review;
12. The Quality Assurance Unit will prepare a semi-annual report of the Medium Impact Serious Occurrences that do not require further review. This report will be provided to the Directors of Service Delivery/Executive Directors of First Nation CFS Agencies and the Advocate for Children and Youth.

*See the Linkin SharePoint for information on processes for documenting serious occurrences in Linkin and processes for approval and signatures.

http://employeeservices.gov.sk.ca/SSTraining/LINKIN_PHASE2_TRAINING/incidentupdate/story.html

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Serious Occurrence - Low Impact

1. Care providers will notify the child's caseworker or designated covering worker within forty eight (48) hours or the next working day of the occurrence (immediate for children absent from care);
2. The child's caseworker will notify their supervisor upon becoming aware of the occurrence;
3. The caseworker will notify the parent(s) of the child as soon as is practicable;
4. The caseworker will notify other caseworkers involved with the child as soon as is practicable.

Exceptions:

In the case of Quality of Care concerns the caseworker will notify their supervisor of the concern immediately as per policy (see, Section 4.4.8: Foster Home Assessment and Review).

In the case of children who are absent from care, the care provider will provide direct, immediate notification to the child's caseworker and immediate notification to local authorities such as Police and Mobile Crisis Services (See [Section](#), Chapter 11.18: Children Missing from Care).

Medically Fragile Children

Definition – Medically fragile describes a child who has a condition diagnosed by a physician that can become unstable and change abruptly. Medically fragile children require frequent, ongoing medical intervention and live with ongoing threats to their lives, health and well-being. Ongoing medical intervention may include frequent hospitalization, daily monitoring and treatment by trained professionals and/or parents and caregivers. Examples include children who require medical devices such as a tracheostomy vent for breathing or a gastronomy tube for eating. In circumstances where a Preliminary Serious Occurrence Report has already been submitted to Quality Assurance regarding a serious occurrence related to the condition of a medically fragile child, caseworkers are **not** required to complete additional Preliminary Serious Occurrence Reports regarding subsequent serious occurrences related to the child's diagnosed condition, unless:

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- The serious occurrence is **not** related to the diagnosed medical condition; or
- The serious occurrence is a result of an act or omission of the parent/caregiver or was preventable (reasonable precautions, supervision or actions by the community or by an individual could have changed the circumstances that led to the occurrence).

The caseworker is required to notify Quality Assurance of subsequent serious occurrences via email and is still required to document the serious occurrence in Linkin.

*If a serious occurrence (regardless of impact level) involves an allegation of abuse or neglect of a child in care or a quality of care concern, there are concurrent procedures that must be followed. Protocols and standards for responding and investigating these types of occurrences are found in Chapter 9.7 of the [Residential Services Manual](#) and Sectionr 4.4.10.

*See Appendix "A" - Notification and Reporting Quick Reference

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.5.3 Serious Occurrence – Quality Assurance Review

Procedures

Internal Review Process - Debriefing and Distribution

All High and Medium Impact Serious Occurrences reports will be considered for review by the Child and Family Programs Division, Quality Assurance Unit.

A Quality Assurance review will be considered if the occurrence meets the level of High or Medium impact criteria and;

1. Appears to have been self-inflicted; or
2. Appears to be the result of an act or omission of the caregiver; or
3. Appears to have been preventable (reasonable precautions, supervision or action by the community or by an individual could have changed the circumstances that led to the illness, injury, condition or event).

Other criteria for considering a Quality Assurance review are:

1. The degree of involvement by the Ministry/Agency with the child and family;
2. The Ministry's/Agency's responsibility to provide services that protect the child and the frequency and intensity of the services provided;
3. The quality of the Ministry's/Agency's services is questioned or where the occurrence has become the subject of public attention.

Once it is determined that a Quality Assurance Review is required, the following will be considered:

1. Quality assurance analysts who did not directly provide services to the child, youth or family, or have responsibility for supervising the case will be assigned to lead and complete the Serious Occurrence Review.

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**Section 11.5.3: Serious Occurrence – Quality Assurance
Review**

2. Quality Assurance reviews of Serious Occurrences will be completed within 6 months of the date of notification to Quality Assurance.
3. In all cases where a child/youth is a member of a First Nation or entitled to be registered as a member of a First Nation, a representative from the First Nation CFS Agency or Band will be invited to participate as a member of the review team.

Serious Occurrence reviews may generate four types of recommendations:

1. Case specific recommendations – those which focus on immediate actions that should be taken on behalf of a specific child/youth and assessment of risk to other children in the home. These recommendations may be made at any time in the review process and be made by caseworkers, supervisors, Service Managers/Directors, Executive Directors.
2. Ministry systemic recommendations – those focusing on programs, policies and procedures and training.
3. Recommendations to share findings that are relevant to other external agencies, programs, ministries or systems.
4. Recommendations to share human resource findings related to identified staff performance and action. These findings are confidential, not included in the preliminary or final report and intended for human resource management only.

Once the draft review is completed, the following should occur:

1. The draft will be forwarded to the Service Area/Agency Director, and the Director and Executive Director of Service Delivery;
2. A debrief meeting will be initiated and facilitated by the Service Area or Agency;
3. Quality Assurance staff as well as Service Area/Agency staff involved should attend the debrief meeting. This debriefing will occur as soon as is practicable, but not more than thirty days after the review has been received.

The purpose of Debrief Meeting is to:

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**Section 11.5.3: Serious Occurrence – Quality Assurance
Review**

1. Review the content of the report and discuss findings and recommendations;
2. Ensure that learning from the review is shared as an informal, professional development opportunity with those directly involved in the case;
3. Provide a sense of “closure” for those involved;
4. Within thirty (30) days of the debrief meeting, the Service Area or Agency will provide to the Quality Assurance Unit a plan of action that will be incorporated into the review;
5. The review and action plan will be forwarded to the Directors and Executive Directors then to the Deputy Minister who will finalize and forward to the Saskatchewan Advocate for Children and Youth and, if the child is a permanent or long term ward, to the Public Guardian and Trustee of Saskatchewan.

External Review Process – Advocate for Children and Youth (ACY)

The intent of the external review is to ensure an independent and objective examination of the circumstances surrounding the death or critical injury (as defined by the ACY) of a child or youth and of the services provided by the Ministry.

The Advocate for Children and Youth requires notification of all cases where a child or youth suffers a critical illness/ injury or death and was in the care of the Minister at the time of the occurrence or had received services pursuant to *The Child and Family Services Act* in the 12 months preceding the occurrence.

The Ministry will provide the findings and recommendations from the ACY review, assessment, or investigation to:

- Casework staff who were directly involved in providing services to the child/family;
- Director of Service Delivery;
- First Nation CFS Agency Director; and the
- Quality Assurance staff for analysis and response.

The Deputy Minister will send Social Services' response to the ACY Office within thirty (30) working days of receiving their findings and recommendations.

External Review Process – Public Guardian and Trustee of Saskatchewan

In order to fulfill its statutory obligation as property guardian of the child, the Public Guardian and Trustee relies upon information provided by the Ministry of Social

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Services. The circumstances in which the Public Guardian has mandated responsibilities related to a ward of the Ministry of Social Services is set out in Section 52(3) of *The Child and Family Services Act* and include situations where:

1. The child is a permanent ward of the Minister of Social Services pursuant to Section 37(2) of *The Child and Family Services Act*; or
2. The child is a ward of the Minister of Social Services as a result of a voluntary committal by the parents pursuant to Section 46 of *The Child and Family Services Act*.
3. Any disclosure of information to the Public Guardian and Trustee, is disclosure of information that is required to carry out the intent of *The Child and Family Services Act* and is pursuant to Section 74(1) of the Act.
4. All medium and high impact serious occurrences suffered by a child who is a permanent ward or a child who has been voluntarily committed pursuant to Section 46 will be reported to the Public Guardian and Trustee of Saskatchewan.
5. Although not mandated to act as property guardian to children who are long term wards of the Ministry, circumstances may arise where a long term ward requires the services of the Public Guardian and Trustee. In order to act on behalf of and in the best interests of children who are long term wards, the Ministry will provide notification to the Public Guardian and Trustee of Saskatchewan when a child who is a long term ward suffers from a medium and high impact serious occurrence.
6. The Ministry of Social Services and the Public Guardian and Trustee will use best business and information technology practices and maintain all controls necessary, to ensure the information provided will not be disclosed further unless disclosed pursuant to Section 74 of *The Child and Family Services Act*.

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.5.4 Serious Occurrence Documentation

Procedures

All Serious Occurrences will be documented in the Incident Report in Linkin by the child's caseworker.

http://employeeservices.gov.sk.ca/SSTraining/LINKIN_PHASE2_TRAINING/incidentupdate/story.html

In addition to documenting Serious Occurrences in Linkin, and as a preliminary step to assessing the need for a Quality Assurance review of High and Medium Impact Serious Occurrences, a Preliminary Serious Occurrence Report will be completed by the Service Area or First Nation CFS Agency to provide preliminary information about the Serious Occurrence and service involvement by the Service Area or Agency. The Preliminary Serious Occurrence Report, along with the Linkin Incident Report must be forwarded to the Executive Director, Child and Family Services within seven (7) working days of becoming aware of the occurrence.

A Preliminary Serious Occurrence Report is not required for Low Impact Serious Occurrences.

The Preliminary Serious Occurrence Report will include the following information:

1. Serious Occurrence Category (High or Medium);
2. Client Reference #, Name of Child/Youth, Date of Birth, Age at time of occurrence, Name of Care Provider (if child is in care), Name of Legal Guardian;
3. Incident Details;
4. Police Involvement
 - Type of law enforcement involved (RCMP/Police).
 - Any charges resulting from the incident, type of charge and against whom and their relationship to the child;
5. Assessment of Risk/Safety to other children in the Home and Follow up Plan:
 - Assessment of safety and risk to other children in the home if the Serious Occurrence involves an allegation of abuse or neglect or violence against others;

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6. Assessment of the Child/Youth's Needs:
 - Assessment of the child/youth medical/emotional/physical/cognitive needs and how these relate to the occurrence;
7. Assessment of Caregiver/Resource:
 - Assessment of caregiver/resource and support needs (emotional, physical, etc);
 - Status of the resource as a result of serious occurrence (referred for investigation, open/closed/suspended, formal review);
8. Follow-up Actions and Implementation Plan:
 - Plan to follow up with all those impacted by the occurrence;
 - The case plan to address the child's needs as they relate to the occurrence including change of placement, treatment interventions, safety planning, caregiver resource needs;
9. Signature of caseworker, supervisor, service area manager and director and dates of signature.

A copy of the Preliminary Serious Occurrence report will be retained in Linkin and the confidential Central Office electronic file and paper file. FNCFS Agencies not using Linkin will retain the report on the child's paper file.

The Serious Occurrence review completed by Quality Assurance will include:

1. Circumstances Surrounding Serious Occurrence:
 - Child's name and age;
 - Legal status of child;
 - Description of circumstances surrounding the serious occurrence;
 - Autopsy/cause of death determination (in the case of a child death);
 - Current status of criminal charges/police investigation related to the occurrence.
2. Case Summary and Analysis:
 - This summary provides the background for a clear understanding of the findings and recommendations.
3. Assessment of Current Risk:
 - Circumstances surrounding the assessment of safety and risk and the response.

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4. Findings:

- A summary of the review's findings (key analytical conclusions that lead to recommendations include whether service delivery was a factor in the serious occurrence, policy and practice implications, internal or external systemic issues including those focusing on external agencies, programs, ministries or systems and other learnings).

5. Recommendations:

- Case specific recommendations;
- Ministry/Agency systemic recommendations – those focusing on programs, policies and procedures;
- Human resource recommendations – related to identified staff performance and action. These are confidential, not included in the final report and intended for human resource management.

A copy of the review will be retained on the child's file, the family file and on the e-file/paper file located in Central Office.

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.5.5 Responding to a Serious Occurrence

Procedures

The following procedures will be considered in cases involving a High Impact Serious Occurrence where a **child is in care** of the Ministry:

- Ensure the child/youth has immediate medical attention as needed and address any continuing risks to the health and safety of the child/youth;
- Implement investigation procedures if the occurrence is allegedly as a result of abuse or neglect;
- Provide immediate support to the family, caregivers and others by clearly and sensitively explaining the necessary protocols and procedures;
- Explore with the family, caregivers and others any supports available to them and offer to contact them if they are not able (i.e. elders, church, extended family, friends, Band);
- If the family and/or caregivers do not have supports, explore the need for formal support services such as the Saskatchewan Foster Families Association, grief counseling, respite, child care etc.;
- In the case of a child death, the child's caseworker will provide support and financial assistance for funeral arrangements. (See, Section 7.15: Funeral Costs);
- Where the family or caregiver does not wish to make funeral arrangements, the caseworker will proceed with making the arrangements;
- If the child is First Nations the caseworker will consult with the child's Band regarding funeral arrangements;
- The caseworker will provide support to the child's family and caregivers following the serious occurrence and provide ongoing assessment of their needs.

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The following procedures will apply in cases involving a High Impact Serious Occurrence where the **family is receiving child protection services**:

- Implement the applicable investigation procedures if the Serious Occurrence is allegedly the result of abuse or neglect including an assessment of the immediate safety of the child and other children in the home.
- The caseworker will offer immediate support to the family by connecting with supports such as extended family, elders, Band, community agencies or by referring to formal community supports such as counseling services, family support services etc.
- The ministry should provide financial support for services to maintain the family if these supports cannot be provided through other publicly funded resources.
- In the case of a child death and there are no other children in the home, support will be provided to the family following the death for a limited period of time. Financial support for services in these circumstances will be limited due to the pending closure of the child protection case.
- In the case of a High Impact Serious Occurrences, the Director, Service Delivery or Designate will determine the need for supports to casework staff who may be impacted by the occurrence.

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11.0 General Application Policies and Protocols

11.5.6 Serious Occurrence Notification and Reporting Quick Reference Appendix “A”

High Impact An illness, injury, condition or event that: <ul style="list-style-type: none"> Results in a child death; May cause the child's death as determined by a qualified physician; Necessitates major medical treatment of a child and may cause serious or long-term impairment of a child's health as determined by a qualified medical practitioner; Includes victims of aggravated sexual assault as defined in Section 273 of the Criminal Code of Canada. 					
Care Provider	Ministry/FNCFS Caseworker or Cover	Supervisor	Facility Manager	Director, Service Delivery/Designate	Quality Assurance
Notification					
<ul style="list-style-type: none"> Immediate notice to caseworker/cover worker via telephone contact (do not leave message) Immediate notice to Mobile Crisis/after-hours Emergency Duty Worker (if outside business hours), who will notify caseworker Immediate notice to Facility Manager if child is in residential facility or group home 	<ul style="list-style-type: none"> Immediate notice to family, legal guardians, supervisor and Coroner (in case of child death) 	<ul style="list-style-type: none"> Immediate notice to Director, Service Delivery Ensure caseworker has notified Coroner (in case of child death) 		<ul style="list-style-type: none"> Immediate notice to Executive Director, Service Delivery via SS CFS High Impact Serious Occurrence email group, and the FNCFS Agency Director if it is a First Nations child 	<ul style="list-style-type: none"> Verify notification to Coroner and FNCFS Agency Director where applicable Notify Advocate for Children and Youth (ACY) and Public Trustee of Saskatchewan (for perm & long-term wards) via email within 24 hours of receiving notification Inform ACY, Director, Service Delivery and Public Trustee (where applicable) in writing within 30 days of initial notification of the Ministry's intent to complete a review or to advise that no further review is required
Reporting					
<ul style="list-style-type: none"> If child/youth resides in residential facility, Critical Incident Report is completed within two (2) days and forwarded to Facility Manager and child's caseworker 	<ul style="list-style-type: none"> Incident Report in Linkin and Preliminary Serious Occurrence Report are completed and submitted to supervisor Upon approval of Director, submit Preliminary Serious Occurrence Report to the Executive Director, Service Delivery and Quality Assurance via <u>SS CFS High Impact Serious Occurrence</u> email group within seven(7) working days of initial notification; see Linkin Website/learning/new incident 	<ul style="list-style-type: none"> Review and approve the Incident Report in Linkin and Preliminary Serious Occurrence Report and forward to Director, Service Delivery 		<ul style="list-style-type: none"> Review and approve the Linkin Incident Report and Preliminary Serious Occurrence Report and ensure caseworker submits it to the Executive Director, Service Delivery and Quality Assurance within seven (7) working days of initial notification Within 30 days of receiving the draft review from Quality Assurance, develop a plan of action that will be incorporated into the review 	<ul style="list-style-type: none"> Complete review, where required, within six (6) months from the date of notification to QA. Forward draft of review to Director, Service Delivery and all Executive Directors, then to the Deputy Minister who will finalize and forward to ACY and the Provincial Trustee

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Medium Impact

An illness, injury, condition or event that:

- requires medical treatment including hospital admission (e.g. surgery, casting, admission for observation, stomach pumping);and
- Does not result in the child's death; and
- Does not result in long-term impairment of the child's health as described in the high impact description;
- Includes victims of sexual assault. See High Impact description for victims of aggravated sexual assault.
- Includes an act committed or alleged to be committed by a child in care (under or over 12) that would constitute a serious violent offence under the Criminal Code of Canada. (homicide/murder, attempt to commit murder, aggravated assault or aggravated sexual assault)

Care Provider	Ministry/FNCFS Caseworker or Cover	Supervisor	Facility Manager	Director, Service Delivery/Designate	Quality Assurance
Notification					
<ul style="list-style-type: none"> • Immediate notice to caseworker (or cover worker) via direct telephone contact; do not leave a message • Immediate notice to Mobile Crisis/Emergency Duty Worker when serious occurrence happens outside regular business hours. Mobile Crisis/Emergency Duty worker will determine if there is a need to contact MSS/FNCFA caseworker • Immediate notice to the Facility Manager if the child resides in a residential facility or group home 	<ul style="list-style-type: none"> • Immediate notice to supervisors and any other caseworkers who have involvement • Provide notification to family/legal guardians as soon as practicable 	<ul style="list-style-type: none"> • Immediate notice to Director, Service Delivery 			<ul style="list-style-type: none"> • If QA Review is required, notify Advocate for Children and Youth (ACY) and Public Trustee of Saskatchewan (for perm & long-term wards) via email within 48 hours of receiving Prelim Report • Determine whether the occurrence falls within the Medium Impact Serious Occurrence criteria and advise caseworker via email • Inform ACY, Director, Service Delivery and Public Trustee (where applicable) in writing of the Ministry's intent to complete a review
Reporting					
<ul style="list-style-type: none"> • If child/youth resides in residential facility, Critical Incident Report is completed within two (2) days and forwarded to Facility Manager and child's caseworker 	<ul style="list-style-type: none"> • Incident Report in Linkin <u>and</u> Preliminary Serious Occurrence Report are completed and submitted to supervisor • Upon approval of Director, submit Preliminary Serious Occurrence Report to the Executive Director, Service Delivery and Quality Assurance via <u>SS CFS Medium Impact Serious Occurrence</u> email group within seven(7) working days of initial notification; see Linkin Website/learning/new incident 	<ul style="list-style-type: none"> • Review and approve the Incident Report in Linkin <u>and</u> Preliminary Serious Occurrence Report and forward to Director, Service Delivery 	<ul style="list-style-type: none"> • Review and approve the Linkin Incident Report and Preliminary Serious Occurrence Report and ensure caseworker submits it to the Executive Director, Service Delivery and Quality Assurance within seven (7) working days of initial notification • Within 30 days of receiving the draft review from Quality Assurance, develop a plan of action that will be incorporated into the review • A "Children Absent from Care Report" will be generated semi-annually for review by the Executive Director, Service Delivery 		<ul style="list-style-type: none"> • Complete QA review, where required, within six (6) months from the date of notification to QA. • Forward draft of review to Director, Service Delivery and all Executive Directors, then to the Deputy Minister who will finalize and forward to ACY and the Provincial Trustee

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Low Impact

An illness, injury, condition or event that:

does not require medical attention, or only requires minimal medical attention;

Includes behaviour of a child in care that impacts the health and safety of others. (For serious violent offences, see Medium Serious Occurrence description)

Care Provider	Ministry/FNCFS Caseworker or Cover	Supervisor	Facility Manager	Director, Service Delivery/Designate	Quality Assurance
Notification					
<ul style="list-style-type: none"> Notify caseworker/covering caseworker within 48 hours or next working day of the occurrence In the case of a child absent from care, provide immediate notice to child's caseworker and to local authorities (e.g. Mobile Crisis and the police) See Chapter 11.18, Children's Services Manual 	<ul style="list-style-type: none"> Notify supervisor upon becoming aware. Notify parents/legal guardians and other caseworkers as soon as is practicable 				
Reporting					
<ul style="list-style-type: none"> Where a child is absent from care from a residential facility, complete a Critical Incident Report and forward to the Residential Facility Manager or designate within 24 hours, to the child's caseworker and the Liaison Worker responsible for the CBO group home 	<ul style="list-style-type: none"> Document all low impact Serious Occurrences in a Linkin Incident Report A Preliminary Serious Occurrence is not required In the case of a child absent from care, submit the Linkin Incident Report to the supervisor and the Director, Service Delivery/designate 	<ul style="list-style-type: none"> In the case of child absent from care, ensure the Linkin Incident Report is forwarded to the Director, Service Delivery, or Designate 		<ul style="list-style-type: none"> A "Children Absent from Care Report" will be generated semi-annually for review by the Executive Director, Service Delivery 	

***Where there are references to Service Directors and caseworkers, it is intended that this include FNCFS Agency Executive Directors and caseworkers.**

*FNCFS Agencies not using Linkin will complete documentation on the child and/or family's paper file and on the Preliminary Serious Occurrence Report when applicable.

*FNCFS Agencies not using Linkin will complete documentation on the child and/or family's paper file and on the Preliminary Serious Occurrence Report when applicable.

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.6 Marriage of a Child in Care

This policy section has been removed as per federal legislative changes effective June 18, 2015, as a result of which it is not legal in Canada for a child under age 16 to marry. (See Chapter 0 Revisions July 2015)

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.7 Pregnancy Planning for a Youth in Care

Policy

Any youth who is pregnant while in the care of the Minister will receive support and services to assist them with decisions and planning regarding the pregnancy.

Procedures

Pregnancy Planning:

When it is determined that a youth in care is pregnant the case worker must:

- Meet with the youth as soon as possible to discuss pregnancy planning and explore the youth's needs and wishes.
- Ensure the youth is receiving proper medical attention.
- Ensure that pregnancy counseling is available for the youth.
- Meet with the youth and their caregiver to discuss pregnancy planning and ensure that the caregiver is able to assist in meeting the youth's needs during the pregnancy.
- Where possible, and with the youth's consent, meet with the youth's parents or guardian to discuss the youths needs and the involvement of the parents or guardian.
- The youth must be actively engaged and informed of all options in order to make decisions regarding the pregnancy.
- The youth must be advised of her right to contact the Advocate for Children and Youth at any point during her pregnancy.

Requests to Terminate a Pregnancy:

If the medical practitioner/team determines that the youth is competent to give informed consent to terminate her pregnancy, then the medical procedure can proceed in accordance with the youth's decision and consent to do so. No further consent is required from parents or guardians.

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If the medical practitioner/team deems that the youth is NOT competent to give “informed consent”, consent must be provided by the youth’s parents/ guardians or the Ministry, depending upon the youth’s legal status:

- When a youth is in care under a Residential Services Agreement, the youth’s parents must be notified and parental consent is required to terminate a pregnancy;
- When a youth is apprehended or temporarily committed, the youth's parents shall, whenever possible, be consulted regarding pregnancy planning but the Ministry may provide consent to terminate the pregnancy;
- When a youth is a permanent or long term ward, the Ministry may provide consent, however consultation with parents is encouraged and should be undertaken in all cases where the parents maintain significant involvement with the youth.

Procedures When Ministry Consent is Required to Terminate a Pregnancy (Youth is NOT deemed competent):

- The youth’s caseworker documents the request on the youth’s file and arranges to meet with the youth.
- The caseworker refers the youth for pregnancy planning counseling, (including alternatives to terminating the pregnancy) from an individual or group qualified to provide such counseling.
- The caseworker requests from the youth’s counselor a written assessment regarding the youth's understanding of pregnancy planning including alternatives to terminating the pregnancy.
- The caseworker requests from the youth's physician a report indicating the stage of the pregnancy and recommendations concerning the termination of the pregnancy. The report must include the physician’s assessment of the youth’s “lack of competence” to provide informed consent for the medical procedure.
- Consideration should be given to the appropriateness of involving the father in the discussions and decisions regarding the termination of the pregnancy (provided consent from the youth is obtained).

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Written Report

- Upon completing the above requirements, the youth's caseworker prepares a report requesting approval for termination of the pregnancy.
- The caseworker's report is signed by their supervisor and forwarded to the Director, Service Delivery within 10 working days of receiving the request to terminate the pregnancy.
- The report will contain the following:
 - the youth's name, date of birth and status under *The Child and Family Services Act*;
 - the caseworker's documentation of the youth's request to terminate the pregnancy;
 - a statement of the involvement of the family;
 - results of the discussions between the youth, the youth's parents or guardian and the caseworker;
 - results of the reports completed by the youth's physician, independent counselor, and any other professionals involved in an assessment capacity;
- Upon receipt of the report, the Director, Service Delivery reviews and approves or denies the request, based on information received from professionals and according to legislative guidelines pertaining to the best interest of the child, citing rationale for the decision along with his or her signature on the report within 5 working days.
- If the request is denied the worker must inform the youth and her parents and indicate that this may be appealed directly to the Director, Service Delivery.

Full Term Pregnancy:

- When a youth plans to proceed with the pregnancy to full term the youth's worker must assure that plans are established for the youth and for the expected infant. The following must be provided prior to birth:
- Pregnancy planning for the youth and infant must be established.
- Pre and post natal health care must be established.
- Where the youth is planning to parent the infant:
 - parent training must be assessed and discussed with the youth and be provided as appropriate;
 - living arrangements for the youth and her infant must be established;

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- where the youth and her infant will be living with caregivers the child care responsibilities must be established between the youth and her caregivers;
- the caseworker completes referrals to the appropriate agencies to provide support, education and mentoring.
- Where the youth is considering undertaking an adoption plan, pregnancy counseling services must be provided.

Practice Guidelines

- A youth may be pregnant upon entering care or become pregnant while in care. This is a unique situation as the youth's needs that required their entering care continue at the same time that they must address issues related to their own possible parenthood. The Ministry has parental responsibilities for the youth who is pregnant as well as responsibility to ensure the youth is prepared to the extent possible to parent their expected child.
- At all times the Ministry must act in the best interest of the youth with consideration of the developmental needs of the youth and their capacity to make an informed decision.
- The Ministry may also need to assess child protection issues in relation to the expected child following birth.
- Youth in these circumstances must receive support and accurate information from their caseworker, their caregivers, their parents or guardian, and any other person who has a significant role in planning for the youth.
- In Saskatchewan, health legislation provides that all patients, regardless of age, have the right to consent to their own mental health, surgical or medical treatment when the treating medical practitioner deems that they are able to understand and appreciate the nature of their illness, the options available for treatment, and the risks and benefits associated with each treatment option (see Chapter 11.3 Health Care and Medical Treatment).

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.8 Retention of Files

Policy

The Ministry must retain files for an adequate time period to ensure that Child and Family Programs file information is available upon request of families, former wards, children in care, foster families and other caregivers.

Procedures

Child and Family Programs files are to be retained as follows:

- **Permanent and Long Term Ward files:**
100 years
- **Other Children's Services files:**
100 years
- **Child Protection files:**
50 years
- **Foster Home / Caregiver files:**
100 years

It is the responsibility of Corporate Services Branch to determine which file records are eligible for destruction and to ensure that provincial government standards for file destruction are followed.

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.9 Child Welfare Alerts

This policy section has been removed and has been included in the Child Protection Services Manual, Chapter 7.6 "Child Protection Alerts".

See also Chapter 11.13 - Provincial / Territorial Protocol on Children, Youth and Families Moving Between Provinces and Territories.

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.10 Minister's Referrals

All clients should be aware of the Ministry's process to appeal a decision they do not agree with and provided with a copy of the brochure "[Your Right to Appeal](#)", which is found on the Ministry's webpage.

If a client expresses considerable dissatisfaction that may result in a Minister's referral, the service area should notify the Director, Service Delivery, Central Office, with a copy to the **CFS Minister Referral SS** mailbox.

When a referral from the Minister or Deputy Minister's office is received, Central office staff will work jointly with the appropriate service area to complete a response.

Note:

As procedures and protocols for Minister's referrals are frequently updated they are provided directly to service areas as they are issued, and are no longer included in policy.

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.11 Ombudsman's Referrals

Procedures

The following are procedures for responding to Ombudsman's referrals:

1. The Ombudsman notifies the Deputy Minister in writing of intention to investigate a complaint.
2. The procedures for responding to an Ombudsman's referral are the same as for a Minister's referral.
3. While conducting an investigation, the Ombudsman's staff has the authority to review the client's file, photocopy information and interview Ministry staff.
4. Ministry staff must co-operate fully with the Ombudsman and staff during any investigation.

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.12 Interprovincial Requests and Correspondence

Policy

The Ministry will adhere to the **Provincial/Territorial Protocol on Children, Youth and Families Moving Between Provinces and Territories** which became effective April 1, 2016 (see Chapter 11.13). This protocol replaces the **Interprovincial Protocol** dated December 2006.

Intent

The intent of the Protocol is to ensure that child welfare organizations understand their roles and responsibilities in providing services to children, youth and families who move between provinces and territories.

Procedures

All new interprovincial requests must be directed to the Interprovincial Co-ordinator, Central Office, at Interprovincial.desk@gov.sk.ca. This is inclusive of First Nations Child and Family Services Agencies.

All requests are to be reviewed by the supervisor and service area manager prior to forwarding to the Interprovincial Co-ordinator to ensure case plans have been approved.

Interprovincial requests include:

- Interprovincial Child Protection Alerts
- Requests for Services - includes service of court documents, supervision of visits, home assessments, child placements, child welfare record checks, etc. (Individuals must provide consent, using form # 2376 Consent to Collect, Use and Disclose Information for child welfare record checks)
- Child Protection Referrals
- Repatriation

Responsibilities of the Interprovincial Co-ordinator

1. The **Interprovincial Co-ordinator, Central Office** reviews and logs all incoming and outgoing request then directs the request to the appropriate authority ensuring that required client consents have been obtained where applicable.
2. In cases where a request is for services of a Saskatchewan First Nation Child and Family Services (FNCFS) agency, the Interprovincial Coordinator logs the request and forwards to the appropriate service area office and FNCFS agency. (See Section 5: First Nation, Inuit or Metis Child Welfare Organization).

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3. Any direct requests received by service areas from other provinces/ territories or FNCFS agencies should be redirected to the Interprovincial Co-ordinator, Central Office. If the request is received by email correspondence, the email should include a brief description of the request, the requestor’s name and signature and a confidentiality clause.
4. Requests for child welfare record checks for caregiver applicants will be made in consultation with the interprovincial coordinator.
 - The interprovincial coordinator will consult with **International Social Services (ISS)** to determine whether a referral for services can be accommodated.
 - If the country in question has a formal system in place for child welfare record checks, the Interprovincial Co-ordinator will forward an ISS referral form to the caseworker for completion, then forward to ISS.
 - Any information provided by ISS or a child welfare authority will be forwarded to the caseworker to document in the Mutual Family Assessment and in Linkin.
 - In circumstances where a service and/or child welfare record check cannot be completed (no formal system in place), the Interprovincial Request for Services form will be returned to the caseworker who initiated the request, along with the rationale why the services could not be completed. (See CSM Chapter 4.4.2 Approval of Foster Homes-Background checks and/or Adoption Manual, Chapter 2.2 Inquiry, Intake & Waitlist for Release for more information on ISS child welfare record checks).
5. The Interprovincial coordinator will be available to provide direction and respond to questions relating to the Protocol ensure compliance with the Protocol and use of the accompanying forms (available in Chapter 12.17 “Forms” and in Templates):
 - Interprovincial Child Protection Alert
 - Interprovincial Request for Services
 - Interprovincial Placement Agreement
6. The Interprovincial Co-ordinator acts as the second level of dispute resolution when a solution cannot be reached at the supervisor/manager level.

Responsibilities of the Service Area/FNCFS Agency

- Assign the request to the appropriate staff;
- Ensure timely response to the request;
- Maintain records of all incoming and outgoing requests to/from their agency or service area;
- Ensure staff follow through with services agreed to as per Interprovincial Placement Agreements.

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Linkin / Administrative Procedures

All Interprovincial Requests must be documented in Linkin (see Linkin Training – Documenting Provincial/Territorial Processes in Linkin)

To ensure alignment with the Ministry’s approved records retention schedule (see Chapter 11.8 Retention of Files), whenever a case is generated in Linkin, a corresponding paper file should be created. This includes creating a provider paper file for all interprovincial home assessments, including those completed by another province or territory. All provider information obtained from the other jurisdiction should be placed on the provider paper file. Typically, this information includes a copy of the home assessment, and other documentation received from another province or territory specific to the approval of a placement.

Practice Guidelines

Within the Provincial/Territorial Protocol, two sections are widely used:
Child Protection Services and **Children and Youth in Care**.

Child Protection Services (Section 7)

- Child Protection Alerts
 - Originating province/territory may issue an alert when a child/youth/family is missing or there is knowledge that a person/family has moved and a child/youth is in need of protection.
 - The Interprovincial Child Protection Alert Form is used to provide the content of the alert and must be issued and responded to in a timely manner.
 - When an alert is received, the receiving province will develop a plan in consultation with the originating province (see 7.2.4).
- Interprovincial Request for Services
 - The Interprovincial Request for Services form will be used to request services of the receiving province based on the originating province’s case plan.
- Interprovincial Child Protection Referrals
 - A referral may occur when a family receiving child protection services is moving to another province/territory.
 - The family should be informed of the referral and if possible, obtain consents to share information.
 - The originating province will provide a summary of the case including case plans, court documents, assessment etc.

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- Repatriation Services/Returning to Original Province
 - The originating province will contact the receiving province and provide instructions regarding repatriation.

Children and Youth in Care (Section 8)

- Child/youth moving **with** foster family to another province
 - The originating province should provide 60 days' notice prior to the move.
 - The receiving province/territory completes an assessment of the foster family according to their province's policies and standards and provides ongoing support to the foster family.
- Child/youth moving **to** family (not currently approved) in receiving province
 - The originating province should provide 60 days written notice prior to the move.
 - The Interprovincial Request for Services form is completed to request a home study within 60 days or agreed upon time.
 - The homestudy will meet requirements of originating province.
- Child/youth placed in Residential Facility
 - The originating province will notify the receiving province in all cases and advise of the casework services required.
 - The originating province maintains financial and case management responsibility.
 - Notification and planning must take place prior to the move and must be in writing.
 - The receiving province will provide updates and progress reports to originating province.

Note: If a child/youth is being placed in a temporary treatment facility, the originating province must notify the receiving province only if monitoring and supervision is requested and planning will occur. The originating province will maintain financial and case management responsibilities.

Important: The originating province ALWAYS maintains the legal responsibility for the child/youth who has moved to another province. Responsibility for payment also remains with the originating province or territory. An existing child in care case will remain open in the originating province or territory and a child in care case will be opened in the receiving province or territory.

The Interprovincial Placement Agreement (IPPA) will be negotiated prior to a child or youth moving to another province/territory and is to be completed after the review of each province's obligations as outlined in the Protocol. The IPPA is provided to the Interprovincial co-ordinator of both the originating and the receiving province or territory.

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Other Services Referenced in the Protocol:

- Children/youth in out of Care Placements (Section 9);
- Adoption and Post-Adoption Services (Section 10); and
- Working with Provinces/Territories that are not signatories to the Protocol (Section 11)

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS
11.13 Interprovincial Protocol

Provincial/Territorial Protocol



On Children, Youth and Families
Moving Between Provinces and
Territories

April 1, 2016

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Provincial/Territorial Protocol on Children, Youth and Families Moving between Provinces and Territories

1. Introduction

The purpose of the *Provincial/Territorial Protocol on Children and Families Moving between Provinces and Territories* (Protocol) is to outline the roles and responsibilities of statutory child welfare organizations (including government ministries, agencies, boards and societies and may include First Nations, Inuit and Métis child welfare organizations) when working together to provide child welfare services to children and families moving between provinces and territories (PTs). In this document these entities will be referred to as “the child welfare organizations”.

The Protocol applies to a wide variety of legislation, policies, governance structures, and service delivery models throughout Canada. To accommodate these variations, it is necessary for this document to be written using generic terminology and should be interpreted in a way that is consistent with the principles described in Section 1.1, Protocol Principles. The Protocol is mandatory for all PTs that are signatories; however, if there is a conflict between the Protocol and the legislation or policies within a PT, the latter shall prevail.

The Protocol covers child protection, children and youth in care, children and youth in out of care placements, and, adoption services. Within these service areas the Protocol addresses:

- coordinating services, including information sharing and case management;
- financial responsibilities; and
- dispute resolution.

Sections 1-6 are general sections that apply to all services and will assist PTs in understanding the terms used and their respective roles and responsibilities when cases are shared. The nature and scope of the services to which the Protocol applies are specifically outlined in Sections 7-10. Section 11 addresses Protocol administration and forms are appended which will assist to operationalize the Protocol.

The Protocol reflects the commitment of the signatory provinces and territories to:

- promote and support all PTs in meeting their statutory responsibilities under their child welfare legislation;
- support the ongoing operation of the Protocol, including where required, developing PT specific procedures or other materials to assist in interpreting the Protocol;
- provide PTs with an updated list of its interprovincial coordinators/contacts and Directors of Child Welfare;
- monitor the placement of children and youth in care placed outside their PT;
- ensure child welfare organizations providing statutory services to children, youth and families who move between PTs understand their roles and responsibilities under the Protocol;
- facilitate dispute resolution;
- address any systemic issues between the PTs related to the Protocol; and
- consider changes to its legislation and policy that will enhance the provision of services under the Protocol.

1.1 Protocol Principles

- the safety, best interests and well-being of children and youth is the paramount consideration in all decisions;
- this Protocol shall be administered so that the rights of children and youth as defined in the United Nations Convention on the Rights of the Child (1990) are respected;
- the originating PT always maintains the legal responsibility for children and youth in their care, custody or guardianship and this legal responsibility ends in accordance with the originating PT's legislation; however, both PTs have responsibilities for delivering required services to children, youth and families;
- in unique situations, exceptions to the Protocol can be made where necessary to promote the best interests of a child or youth;
- in unforeseen circumstances where the Protocol does not provide sufficient direction, the PTs will work collaboratively to promote the child or youth's best interests consistent with both PTs' legislation; and
- services are not delayed due to budgetary, administrative or jurisdictional issues or disputes and, where these do arise, a timely and effective resolution is promoted.

2. Definitions

aboriginal – includes all First Nations, Inuit and Métis children, youth and families.

adoptive applicant – a person or persons who have applied to adopt a child or youth in care, but who have not received a child or youth for purposes of adoption.

adoptive parent – a person or persons who have received a child in care for purposes of adoption or who have been granted an order of adoption of a child or youth.

case plan – a planning process used by case workers in the receiving and originating PTs when providing services to a child and/or family. The format will depend on the case circumstances, should be mutually agreed and meet the policy requirements of the originating PT. The minimum case plan requirements must address the goals of the child protection services and/or placement, itemization of the services to be provided, and detail on the roles and responsibilities of the various parties.

child in care – a child or youth who is in the care, custody or guardianship of a child welfare organization by court order, agreement or adoption consent. This includes a child or youth under apprehension status.

child in out of care placement – a child or youth who is not in care but whose placement is financially supported and/or supervised by a PT.

child protection alert – a communication issued to another PT when a person or family cannot be located or there is knowledge that a person or family has moved to another PT and a child or youth is or may be in need of protection.

child protection alert form – a standardized document used when a child protection alert is issued to another PT.

child welfare – statutory services relating to support services, child protection services, services to children or youth in care and in out of care placements, adoption and post-adoption services.

child welfare organizations – organizations with the statutory authority to deliver child welfare services, including government ministries, agencies, boards and societies.

children and youth – persons who are under 16, 18 or 19 years of age pursuant to child welfare legislation in an originating PT.

custom adoption – an adoption that has occurred by way of aboriginal customary law and has been recognized by the PT in which the adoption took place.

days – all references to “days” in the Protocol refers to calendar days.

foster parent – an individual, other than a parent or guardian of a child or youth, approved by a child welfare organization or foster care licensee to provide care for a child or youth in care. This individual may or may not be related to the child or youth (e.g. kinship).

home study – the assessment of caregivers being considered to provide care and supervision for a child or youth.

interprovincial placement agreement (IPPA) – a standardized agreement negotiated between two PTs that describes their respective roles and responsibilities in serving a child or youth.

interprovincial coordinator/contact – the person(s) designated by each PT with responsibility for facilitating the coordination of interprovincial/territorial services and for resolving issues and disputes between the PTs.

maintenance and service expenditures – financial assistance, subsidies and other services (refer to 4.2 and 4.3).

originating PT - the child welfare organization in the province or territory that requests services from a receiving PT or agrees to the repatriation of a child or youth from a receiving PT.

PT – means province and territory and refers to the government ministries, agencies, boards or societies and First Nations, Inuit and Métis agencies (child welfare organizations) within each province or territory with statutory authority for the delivery of child welfare services.

receiving PT - the child welfare organization in the province or territory that agrees to provide child welfare services at the request of an originating PT or repatriates a child or youth to an originating PT.

residential facility – a PT approved or licensed residential placement, other than a foster parent placement, that provides care and supervision of a child or youth in the care of a PT.

serious occurrence/incident – reportable incidents for children and youth in both in care and out of care placements, including but not limited to: the death or serious injury of a child or youth; alleged abuse or mistreatment of a child or youth by family members, foster parent, staff, volunteers or others associated with providing the service; serious complaints made by or about a child or youth, or any other serious occurrence involving a child or youth that is considered to be of a serious nature in a receiving PT.

service delivery costs – salaries and operating costs (refer to 4.1)

temporary placement – an approved temporary and transitional placement or place of safety that may be used prior to a planned placement.

temporary residential treatment facility – an approved facility used for the care and treatment of a child or youth. These are typically short term (up to six months) treatment facilities (e.g. medical, mental health or addictions treatment).

3. Co-ordination of Services

3.1 Information Sharing

Each PT agrees to share information with respect to persons needing or receiving services to the extent permitted by its legislation and policy. Personal information is shared with the consent of the persons who are the subject of the information where possible.

However, legislation in all PTs authorizes the sharing of confidential information without the person's consent where necessary to ensure the safety and well-being of a child or youth. This may include, conducting child protection investigations, obtaining child welfare record prior contact checks, carrying out guardianship duties for a child in care and assessing the suitability of potential caregivers.

3.2 Case Management Roles and Responsibilities

Case management begins after an Interprovincial Placement Agreement has been completed in consultation with the receiving PT. Ensuring that the appropriate services are provided to meet the child's or youth's needs is a shared responsibility of each PT. Files must be opened in both PTs and each must comply with its respective file and records management policies.

The child welfare organization in the originating PT maintains the legal responsibility, guardianship or statutory authority and case management role through collaboration and regular or as needed conferencing with the child welfare organization in the receiving PT.

The child welfare organization in the receiving PT is responsible for the day to day monitoring and supervision of the case through collaboration and regular or as needed conferencing with the child welfare organization in the originating PT.

4. Financial Responsibilities

4.1 Service Delivery Costs – Receiving Province/Territory

In providing services under the Protocol, a receiving PT is responsible for salaries and operating costs normally incurred in the delivery of child welfare services including:

- child protection investigations;
- arranging for the signing or renewal of voluntary service or placement agreements;
- serving child welfare court documents;
- preparing safety assessments and home studies;
- participating in case planning;
- monitoring and supervising placements; and
- adoption and post-adoption services.

4.2 Maintenance and Service Expenditures – Originating Province/Territory

In requesting services from a receiving PT, an originating PT agrees to directly pay for:

- in care maintenance and service costs at the receiving PT's rates;
- out of care maintenance and service costs at the originating PT's rates;
- youth receiving post-care services – maintenance and service costs at the originating PT's rates, and in accordance with the originating PT's legislation and policies;
- residential facilities at the receiving PT's rates;
- temporary residential treatment facilities (where not covered by health insurance or other publicly funded sources in a receiving PT);
- dental, optical and prescription drugs not covered by the receiving PT publicly funded sources;
- psychological and psychiatric services not paid for by health insurance or other publicly funded sources in a receiving PT;
- adoption subsidy payment
- where required by the receiving PT's legislation and policy, adoption court completion costs; and
- other expenditures as negotiated on a case by case basis between the originating and receiving PTs.

4.3 Maintenance and Service Expenditures – Receiving Province/Territory

In providing services requested by an originating PT, a receiving PT agrees to pay for:

- expenses related to repatriating children or youth pursuant to Section 7.5; and
- other expenditures as negotiated on a case by case basis between the originating and receiving PTs.

4.4 Document Translation Services

When receiving requests for services from Quebec, Quebec will ensure required documentation is translated to English. When requesting services from Quebec, the requesting PT will be responsible for the translation of required documents to French.

5. First Nations, Inuit or Métis Child Welfare Organizations

- 5.1.1.** In some PTs, First Nations, Inuit or Métis child welfare organizations have varying levels of authority for the delivery of child welfare services depending on the legislation of the PT. In those circumstances where services from an First Nations, Inuit or Métis child welfare organization is required, the interprovincial coordinator in the receiving PT must be contacted by the originating PT to confirm that the level of statutory authority, capacity, resources and funding models available to the First Nations, Inuit or Métis child welfare organization is consistent with the case plan for a particular child and/or family.
- 5.1.2** When providing services to aboriginal children, youth and families under this Protocol, the receiving PT agrees to follow legislative requirements and existing protocols of the originating PT with respect to aboriginal children, youth and families to the extent possible under the receiving PT's legislation and policy.
- 5.1.3** As part of negotiations to develop the Interprovincial Placement Agreement to move a child or youth in care who is First Nation or Inuit to another PT, the originating PT shall advise the receiving PT whether any service or maintenance expenditures for the child or youth are currently being funded by the federal government.
- 5.1.4** When applicable, the originating PT shall determine whether the federal government will continue to pay for maintenance and service expenditures for the child or youth in care moving to the receiving PT and advise the receiving PT of financial arrangements for the child or youth.
- 5.1.5** If the federal government is unable to continue to pay maintenance and service expenditures for children and youth in care after the move then the originating PT is responsible for these costs.

6. Dispute Resolution

6.1 Dispute Resolution at the Local Level

It is expected that most issues arising between PTs will be resolved between caseworkers and/or supervisors/managers directly involved in the matter.

6.2 Involvement of Interprovincial Coordinators

In the event that a dispute or other issue cannot be resolved in a timely fashion at the local level, the matter shall be referred to the interprovincial coordinator for each PT with a view to negotiating a mutually satisfactory resolution of the matter **within 14 calendar days of receiving the matter**.

6.3 Involvement of Provincial and Territorial Directors of Child Welfare

In the event that the dispute or issue cannot be resolved between the interprovincial coordinators for each PT as described in 6.2, the matter shall be referred to the PT Director of Child Welfare in each PT. A mutually satisfactory resolution of the matter will be determined and communicated **within 14 calendar days** of the PT Directors receiving the matter or longer time period agreed to by both PT Directors.

7. Child Protection Services

7.1 Introduction

Section 7 applies to:

- a. child protection alerts issued to one or more receiving PTs;
- b. child protection requests for services from another PT;
- c. child protection referrals to another PT; and
- d. repatriation of children and youth from a receiving PT to an originating PT.

7.2 Interprovincial Child Protection Alerts

7.2.1 Criteria for Issuing Child Protection Alerts

An originating PT may issue a child protection alert when a child, youth, adult or family is missing or there is knowledge that a person or family has moved to another PT and a child or youth is or may be in need of protection. Circumstances that may lead to the issuing of a child protection alert include, but are not limited to the following:

- a. a family, family member or guardian leaves the PT prior to the conclusion of a child protection investigation;
- b. a family, family member or guardian receiving child protection services leaves the PT prior to closing the case;
- c. a family under court-ordered supervision leaves the PT without approval from the PT or court;
- d. a parent or guardian takes a child or youth in care to another PT without prior approval from the originating PT or court;
- e. a child or youth in care is missing from his or her placement and is believed to have left the PT;
- f. a high-risk pregnant person has or is suspected to have left the PT; and
- g. a child or youth is taken or has fled to another PT for a variety of reasons, including child trafficking, sexual exploitation, so called 'honour based' violence or illegal adoption.

7.2.2 Issuing and Receiving Child Protection Alerts

Each PT agrees to implement a process for ensuring that child protection alerts are issued and received in a secure and timely manner. At a minimum, each PT shall designate one or more provincial contacts responsible for issuing and receiving child protection alerts.

7.2.3 Content of Child Protection Alerts

When issuing an alert, the originating PT shall use the Interprovincial Child Protection Alert Form appended to the Protocol. The content of the Interprovincial Child Protection Alert may include, but is not limited to the following information:

- a. the name and birth date of each subject of the alert;
- b. the name, address, email address, telephone number and facsimile of the child welfare organization that issued the alert and the date sent;
- c. if applicable, the name of the interprovincial contact, worker and supervisor, who issued the alert and how to contact them or their alternates;
- d. the reason(s) for issuing the alert including sufficient details of the child protection concerns and risk factors related to the child or youth;
- e. possible destinations and other information that may assist a receiving PT in locating the person or family;
- f. specific actions requested of the PT and, if required collateral agencies/hospitals in the receiving PTs;
- g. known history or risk of violence; and
- h. expiry date if less than nine months.

7.2.4 Responding to Child Protection Alerts

Upon receiving an alert, the receiving PTs shall:

- a. request additional information from the originating PT if needed, including sufficient information about the child protection concerns and risk factors;
- b. distribute the alert in accordance with the legislation/policy of the receiving PT;
- c. inform designated contacts in the originating PT when the missing person or family is located;
- d. develop a plan of action in consultation with contacts in the originating PT; and
- e. close the alert when it expires or extend it for a further period if requested by the originating PT.

7.3 Interprovincial Requests for Services

7.3.1 An originating PT may request a receiving PT to provide services in a child protection case including:

- a. child welfare record checks;
- b. interviews with alleged perpetrators or victims of abuse;
- c. service of court documents;
- d. supervision of visits or contacts between children or youth and family members; and
- e. other services agreed to by the receiving PT.

7.3.1.1 When requesting services, the originating PT shall use the Interprovincial Request for Services Form appended to the Protocol. Upon receiving the request, the receiving PT agrees to provide services based on the originating PT's case plan if in accordance with the receiving PT's legislation and policy.

7.4 Interprovincial Child Protection Referrals

7.4.1 Criteria for Child Protection Referrals

An originating PT shall refer an individual or family moving to a receiving PT for services when:

- a. the individual or family has requested the referral;
- b. the originating PT is in the process of conducting a child protection investigation;
- c. there is an open child protection case;
- d. child protection court proceedings are pending or in process;
- e. there is an order of supervision; or
- f. there is a need for ongoing services to prepare the family for the return of children or youth.

7.4.2 Issuing and Receiving Child Protection Referrals

7.4.2.1 When making a child protection referral, the originating PT shall:

- a. if appropriate, inform the individual or family of the decision to refer and, if appropriate, obtain consents to share information with the receiving PT;
- b. prior to or as soon as it is known the family is moving, consult with the receiving PT with the goal of reaching an agreement on the services to be provided by the receiving PT; and
- c. send a summary of the case, including investigation reports and findings, risk assessments, case plans, and all relevant court documents to the receiving PT.

7.4.2.2 Upon receiving a child protection referral, the receiving PT shall:

- a. accept the referral as an intake using the same intake process as normally provided;
- b. if necessary, advise the originating PT which child welfare organization will be responsible for accepting the referral;
- c. if the referral involves an open child protection case, the receiving PT opens a child protection case, according to its own legislation and policy; and
- d. if required by the originating PT, send copies of documents and correspondence to the interprovincial coordinator in that PT.

7.5 Repatriation Services**7.5.1 Eligibility**

7.5.1.1 Repatriation services may be considered for a child or youth who has fled or been abducted to a receiving PT and who:

- a. is in care of an originating PT;
- b. is placed in an out of care placement by an originating PT; or
- c. is or may be in need of protection in a receiving PT.

7.5.1.2 On learning of a child or youth who may need to be repatriated, a receiving PT agrees to accommodate the concerns of an originating PT and the parents or guardians who reside in the originating PT to the extent possible under its legislation.

7.5.1.3 When considering repatriation of a child or youth under Section 7.5.1.1 to an originating PT, a receiving PT shall:

- a. check with police or justice/probation officials in the receiving PT to determine if there is a missing person report filed or if the child or youth is under investigation, charged with or found guilty of an offence, on probation or otherwise involved with the *Youth Criminal Justice Act*; and
- b. collaborate with the originating PT and where required, police and justice officials to arrange appropriate escort services.

7.5.2 Exclusions

This Section does not apply to the return of children or youth who have been abducted and who are the subjects of a custody or access dispute between parents when there are no child protection concerns. These matters should be referred to the appropriate Family Court with jurisdiction by the parent, guardian or police.

7.5.3 Children or Youth in Care or in Out of Care Placement

7.5.3.1 With respect to the repatriation of a child who is in the care of or in an out of care placement of an originating PT, the receiving PT shall:

- a. gather information on the child or youth and his or her present situation;
- b. notify the originating PT as soon as possible to advise of the child or youth's location;
- c. consult regarding a plan to repatriate the child or youth;
- d. provide necessary services pending repatriation of the child or youth;
- e. arrange for the most expedient form of travel appropriate to the needs of the child or youth and for any supervision required by the child or youth while travelling;
- f. contact the originating PT as required to advise of the repatriation arrangements in a timely manner and to provide any follow-up that is indicated or recommended; and
- g. provides the originating PT a written summary of the services provided and any relevant comments, reports or recommendations.

7.5.3.2 To assist in repatriating a child or youth under paragraph 7.5.3.1, the originating PT shall:

- a. provide any relevant information about the child or youth to assist the receiving PT in making appropriate repatriation arrangements;
- b. when necessary, advise the receiving PT which child welfare organization will be responsible for providing services; and
- c. immediately notify the receiving PT when the child or youth arrives as planned or if a child or youth does not arrive as planned.

7.5.3.3 Subject to paragraph 7.5.3.4, the receiving PT assumes all expenses related to the child or youth's care and repatriation, including travel costs for the child or youth (and escort if required) unless otherwise negotiated with the originating PT.

7.5.3.4 Notwithstanding paragraph 7.5.3.3, the originating PT assumes responsibility for all costs directly related to repatriating a child or youth that the originating PT has placed in a temporary residential treatment facility or residential facility in a receiving PT. These costs do not include salaries and operating costs of the receiving PT normally incurred by a child welfare organization in delivering child welfare services.

7.5.4 Other Eligible Children

7.5.4.1 With respect to the repatriation of a child or youth who is not in care or in an out of care placement in an originating PT, but who is or may be in need of protection in a receiving PT, the receiving PT shall:

- a. gather information on the child or youth and his or her present situation;
- b. contact the originating PT to make arrangements for the child or youth's return;
- c. provide necessary services pending repatriation;

- d. arrange for the most expedient form of travel appropriate to the child or youth's needs and for any supervision required for the child or youth while travelling;
- e. contact the originating PT as required to advise of the repatriation arrangements and of any follow-up that is indicated or recommended; and
- f. provide a written summary of the services provided and any relevant comments, reports or recommendations if requested by the originating PT.

7.5.4.2 When contacted to assist in repatriating a child or youth under paragraph 7.5.4.1, the originating PT shall:

- a. provide any relevant information about the child or youth to assist the receiving PT in making appropriate repatriation arrangements;
- b. advise the receiving PT which child welfare organization will be responsible for providing services; and
- c. immediately notify the receiving PT when the child or youth arrives as planned or if a child or youth does not arrive as planned.

7.5.4.3 The originating PT is responsible for contacting the parent and determining the parent or guardian's willingness and ability to pay for the costs of repatriation.

If the parent or guardian cannot or will not cover the cost of the repatriation, the receiving PT assumes the full or remaining cost.

8. Children and Youth in Care

8.1 Introduction

Section 8 applies to a child or youth who is in the care, custody or guardianship of a child welfare organization by court order, agreement or adoption consent. This also includes a child or youth under apprehension status.

8.2 Notification and Negotiation

8.2.1 Child or Youth Moving with Foster Family to Another Province/Territory

8.2.1.1 When planning for a child or youth to move with a foster family to a receiving PT, the originating PT shall:

- a. **60 days prior to the move** (or such shorter period of time as negotiated between the originating and receiving PT's, in accordance with the particular circumstances of the planned move) contact the receiving PT to:
 - confirm the move details;
 - discuss the case plan;
 - provide documentation related to the approval or licensing of the foster family;
 - provide all assessments or reviews of the foster home completed within the past 24 months; and
 - negotiate the Interprovincial Placement Agreement utilizing the form appended to the Protocol.
- b. prior to the move, give the foster family contact information in the receiving PT for the office that will be providing supervision and monitoring services.

8.2.1.2 Approval by Receiving Province/Territory of Foster Family that has Moved with a Child or Youth

Within 30 days of the foster family's move, the receiving PT will complete an assessment of the foster family in accordance with its legislation and policy to ensure that the family meets the receiving PT's requirements to provide foster care services in the receiving PT. The receiving PT arranges any further training required by the foster family.

8.2.1.3 Monitoring and Support of a Foster Family that has Moved with a Child or Youth to a Receiving Province/Territory

A foster family approved as a resource in the receiving PT, shall be monitored and supported by the receiving PT in accordance with the legislation and policies of the receiving PT.

8.2.2 Child or Youth Moving to Family (not currently approved to provide care) in Receiving Province/Territory

- 8.2.2.1** When planning for a child or youth to reside with a relative or significant person in a receiving PT, the originating PT shall consult with the receiving PT and shall provide the receiving PT with **60 days prior** written notice of the plan or such shorter period of time as negotiated between the originating and receiving PTs. The request for a home study will be in writing utilizing the Interprovincial Request for Services Form appended to the Protocol.
- 8.2.2.2** The receiving PT shall complete a home study in accordance with the receiving PT's legislation, policy and format on the home of the relative or significant person **within 60 days** of receiving notice in writing or such period of time as negotiated between the receiving and originating PTs.
- 8.2.2.3** The home study must also meet the standards of the originating PT; it is the responsibility of the originating PT to determine what is required to meet those standards. Where the originating PT is not satisfied that the home study conducted by the receiving PT meets the originating PT's standards, and the PTs are unable to negotiate a solution, the originating PT is responsible for making alternative arrangements. Alternative arrangements include, but are not limited to, contracting with a third party approved by the receiving PT to complete the study in accordance with the originating PT's legislation and policy; or, sending an approved delegate from the originating PT to complete the study.
- 8.2.2.4** If the receiving PT, on completing a home study, recommends that a child or youth not reside with a relative or other significant person in the receiving PT, the originating PT shall not place the child or youth unless the matter is resolved either through the receiving PT's review/appeal process or the dispute resolution process.
- 8.2.2.5** Decisions must be based on the best interests of the child including any evidence of child protection concerns pertaining to the prospective caregivers as documented by the receiving PT.

8.2.3 Placement in a Residential Facility

8.2.3.1 It is recognized that originating PTs may place children or youth in approved or licensed residential facilities in other PTs. The originating PT will notify the receiving PT in all cases and inform the receiving PT if monitoring and supervision services are requested of the receiving PT. In either circumstance the originating PT retains financial and case management responsibility for the ongoing care of the child or youth.

8.2.3.2 Prior to placing a child or youth in a residential facility when supervision and monitoring have been requested the originating PT shall consult with the receiving PT to:

- a. determine whether the facility is licensed in the receiving PT and the status of the license;
- b. identify any concerns the receiving PT has about the use of the facility by another PT;
- c. determine whether the facility is likely to meet the needs of the child in question;
- d. identify available and appropriate community services and resources in the receiving PT;
- e. negotiate the level of day to day case management services the receiving PT will provide; and
- f. complete an Interprovincial Placement Agreement in consultation with the receiving PT.

8.2.3.3 An originating PT shall not place a child or youth in a residential facility in a receiving PT if the receiving PT confirms that:

- a. a facility must be licensed and the facility under consideration is not licensed or the license has been suspended or revoked; or
- b. it is of the opinion that the residential facility is inappropriate for the child or youth.

8.2.3.4 When a child or youth is placed in a residential facility in a receiving PT and there are supervision and monitoring services being requested of the receiving PT, advance notification and planning must take place verbally and in writing prior to the placement.

8.2.3.5 On agreeing to assist the originating PT in supervision and monitoring the placement, the receiving PT shall complete and provide progress reports to the originating PT according to the legislation and policy of the originating PT.

8.2.4 Placement in a Temporary Residential Treatment Facility (medical, mental health or addictions treatment)

8.2.4.1 It is recognized that children or youth may attend temporary residential treatment facilities in other PTs. The originating PT must notify the receiving PT only if monitoring and supervision services are requested of the receiving PT. Whether or not supervision and monitoring is requested, the originating PT retains financial and case management responsibility for the ongoing care of the child or youth.

8.2.4.2 When a child or youth is placed in a temporary residential treatment facility in a receiving PT and there are supervision and monitoring services being requested by the receiving PT, advance notification and planning must take place verbally

and in writing prior to the placement. The originating PT shall consult with the receiving PT to complete an Interprovincial Placement Agreement. The originating PT retains financial and case management responsibility for the ongoing care of the child or youth.

8.3 Case Planning and Management

8.3.1 Developing a Case Plan

8.3.1.1 The originating PT shall:

- a. develop a thorough, detailed and long-term plan according to the legislation and policy standards of the originating PT for all children and youth moving to a receiving PT;
- b. consult with the receiving PT regarding the plan, revision of the plan if necessary and implementing the proposed case plan;
- c. in circumstances where the youth is close to aging out of care in the receiving PT, the case plan will include, where required, any transition to adult services including services to young adults or extended care services;¹
- d. enter into an Interprovincial Placement Agreement prior to the child or youth moving to the receiving PT;
- e. where a child or youth has been or is involved with the youth justice system and subject to Part 6 of the *Youth Criminal Justice Act* and policies in the PTs, the originating PT shall:
 - i. share information necessary to ensure the receiving PT is able to meet the child or youth's specific needs; and
 - ii. where required in the originating or receiving PTs, obtain youth justice system involvement and/or approvals.

8.3.2 Implementing the Case Plan

8.3.2.1 The case plan should identify the goals of the placement, identify the services to be provided, and the roles and responsibilities of the case workers and any other providers involved.

8.3.2.2 In agreeing to a case plan, the receiving PT shall provide supervision and monitoring. The originating PT maintains ongoing contact with the family of the child or youth unless otherwise negotiated with the receiving PT.

8.3.2.3 The originating and receiving PT shall review the case plan for a child or youth according to the legislation and policy of the originating PT unless the parties agree more frequent reviews are required.

8.3.2.4 The receiving PT will report any significant events such as, serious occurrences, hospitalizations, injuries or other events (e.g. child or youth is missing from their placement, caregiver investigation) to the originating PT immediately or as soon as reasonably possible.

8.3.2.5 If a parent or guardian is moving or has moved to the receiving PT, the originating and receiving PTs may agree to terminate a voluntary agreement or allow a voluntary

agreement or temporary order to expire. Such decisions should normally be made with the appropriate involvement of the parent or guardian and the child or youth. The receiving PT may subsequently enter into a voluntary agreement with the parent or guardian or proceed to court for a new order if required.

8.4 Documentation

8.4.1 Information on Child or Youth in Care

8.4.1.1 When a child or youth moves to a placement to be supervised and monitored by a receiving PT, the originating PT shall provide, at a minimum, the following to the receiving PT prior to the move if possible or at the latest **within 30 days** of the move:

- a. a certified copy of the child or youth's birth registration;
- b. an original or certified copy of any orders or agreements with respect to the child or youth's current legal status;
- c. in the case of a voluntary agreement, the written consent of the parent or guardian of the child or youth to the placement;
- d. information relevant to the child or youth's cultural, racial, religious and linguistic heritage;
- e. the child or youth's life book, if available, or a copy of it;
- f. in the case of an aboriginal child or youth, details with respect to their status under the *Indian Act* (Canada) and community of origin;
- g. confirmation that the originating PT has involved the appropriate Indian band or First Nations, Inuit or Métis organization as required under the originating PT's legislation and policy;
- h. a social history including documentation of all services and assessments;
- i. any relevant medical, psychological or educational assessments completed within the past two years or longer if they continue to be relevant;
- j. subject to Part 6 of the *Youth Criminal Justice Act* and policies of the PTs, any relevant youth justice system reports;
- k. up-to-date medical reports if the child is receiving treatment;
- l. a current case plan developed in consultation with the receiving PT if available;
- m. a statement clarifying the type of decisions and consents, including those related to medical treatment, that may be authorized by the receiving PT; and
- n. any additional documentation required by the receiving PT.

8.4.1.2 When monitoring or supervising the placement of a child or youth in a temporary residential treatment or residential facility, the receiving PT may require some or all of the documentation required under paragraph 8.4.1.1.

8.4.2 Progress Reports

8.4.2.1 Unless otherwise agreed to between the receiving and originating PTs, the receiving PT shall complete and provide to the originating PT all progress reports relating to the child/youth (including a copy of all assessments and follow-up reports) according to the legislation and policy of the originating PT or as agreed to in the Interprovincial Placement Agreement.

8.5 Placement Disruptions

8.5.1 Temporary or Transitional Placement

8.5.1.1 When the placement of a child or youth is disrupted, a temporary placement may be used. The PTs agree to renegotiate a case plan that is in the best interests of the child or youth.

8.5.2 Placement Decisions

8.5.2.1 The receiving and originating PTs agree to consider the following factors in determining whether a child should remain in the receiving PT or be returned to the originating PT:

- a. best interests of the child or youth;
- b. needs of the child or youth and the ability of each PT to meet them;
- c. appropriate placement options in both the receiving and originating PTs that would meet the needs of the child or youth;
- d. where parents, guardians or other significant persons reside;
- e. preferences of the child or youth;
- f. length of time the child or youth has resided in the receiving PT;
- g. for an aboriginal child or youth, access to his or her cultural heritage;
- h. confirmation that the originating PT has involved the appropriate Indian band or aboriginal organization as required under the originating PT's legislation and policy; and
- i. any applicable legislative requirements regarding placements that apply.

8.5.2.2 The receiving PT agrees to make all non-emergency placement changes in consultation with the originating PT where possible and to notify the originating PT of an emergency placement as soon as possible or **within seven (7) days**.

8.5.2.3 At the request of the receiving PT, the originating PT shall facilitate the return of a child or youth to the originating PT. Such requests must be based on a review of the factors in paragraph 8.5.2.1.

8.5.2.4 The final decision as to where a child or youth is placed is the responsibility of the originating PT.

8.6 Visitation

8.6.1 Temporary Visits to a Receiving Province/Territory

When a child or youth receiving services will be visiting a receiving PT and the receiving PT is being asked to provide supervision and monitoring services during the visit, the originating PT shall request the required services **at least 30 days prior** to the visit or such shorter period of time as negotiated between the originating and receiving PT. When requesting services, the originating PT shall use the Interprovincial Request for Services form appended to the Protocol. The originating PT shall provide, at a minimum, the following information:

- a. the name, address, birth date, health card information and legal status of the child or youth;
- b. the name, address and phone number of the caseworker in the originating PT;
- c. the name, address and phone number of the person the child or youth will be visiting;
- d. the timeframe for the visit;
- e. an outline of the expectations of the receiving PT for supervision and monitoring; and
- f. any other circumstances that the receiving PT should be made aware.

8.6.2 Temporary Return to Originating Province/Territory

8.6.2.1 Arrangements for the temporary return of a child or youth to an originating PT shall be planned in advance as part of the case plan. If circumstances do not permit advance planning as part of the case plan, as much prior notice as possible should be provided to the other PT.

8.7 Services to Young Persons who were formerly in care or in out of care placement

8.7.1 This section applies to persons formerly in care or in an out of care placement and due to their age are not eligible to be admitted to care but are eligible for and may have entered into an agreement for post care or extended services.

8.7.2 The originating PT remains responsible for establishing and maintaining the agreement with the young person, including all payments and supports covered in the agreement.

8.7.3 Notification to the receiving PT is not required in situations where supervision and monitoring are not requested of the receiving PT. If an originating PT is requesting supervision and monitoring then an Interprovincial Placement Agreement must be negotiated.

9 Children or Youth in Out of Care Placements

9.1 Scope of Legislative Authority

- 9.1.1 Children or youth in out of care placements are not in the care of a PT, but whose placement is financially supported and/or supervised by the PT.
- 9.1.2 Some PTs do not have the legislative authority to provide services to children or youth in out of care placements from other PTs. Prior to a move to another PT, the originating PT must contact the receiving PT to determine whether they will be able to assist with case planning, monitoring and supervision.
- 9.1.3 If the originating PT is unable to negotiate an appropriate plan for the child or youth through negotiating an exception in the receiving PT or by the originating PT providing or contracting for the service, the child or youth should not be moved to the PT.
- 9.1.4 In circumstances where a child or youth does move to another PT, the originating PT maintains responsibility for meeting the originating PT's policies and standards for children or youth in out of care placements.
- 9.1.5 Although the legal status of the child or youth is different than a child in care, in those circumstances where supervision and monitoring is being provided by a receiving PT, an Interprovincial Placement Agreement is still required along with the case planning and documentation requirements in Section 8, Children and Youth in Care.

10 Adoption and Post-Adoption Services

10.1 Introduction

Section 10 applies to:

- a. adoption inquiry and application services;
- b. adoption placement services;
- c. subsidized adoptions; and
- d. post-adoption services.

10.1.1 Administration

When providing services under this Section to persons planning to move to a receiving PT, the originating PT shall:

- a. obtain general information from the receiving PT regarding its policies and services;
- b. inform the person of the information received from the receiving PT regarding its policies and services, noting apparent differences to those in the originating PT; and
- c. provide the person information regarding who to contact in the receiving PT for more information on its policies and services and, the name, address and phone number of the office that will be providing services.

10.2 Adoption Inquiry and Application Services

10.2.1 Originating and Receiving PTs

The originating PT is the PT where the person who is inquiring about adoption services or an adoptive applicant resides. The receiving PT is the PT to where an adoption inquiry is directed or an adoptive applicant is moving.

10.2.2 Adoption Inquiries

Section 10.2.2 applies to persons who are inquiring about adoption services and requirements in PTs other than the originating PT and pertains to inquiries about all types of adoptions. The remainder of Section 10 applies to the adoption of children or youth in care of a PT.

10.2.2.1 In response to an inquiry about interprovincial adoption services in another PT, the originating PT shall:

- a. provide information to the person about its legislative and policy requirements; and
- b. refer the person to the appropriate child welfare organization in the receiving PT for information about that PT's legislative and policy requirements.

10.2.3 Adoptive Applicant Referrals

Section 10.2.3 applies to persons who have applied to adopt a child in care and who are moving from an originating PT to a receiving PT.

10.2.3.1 With the written authorization of an adoptive applicant who has applied to adopt a child in care in an originating PT and who is moving to a receiving PT, the originating PT shall provide the following to the receiving PT **within 30 days** from the date the authorization is received:

- a. an original or copy of the applicant's adoption application;
- b. original or certified copies of all documents on file relating to an adoptive applicant's marital status or relationship to a partner including, but not limited to, a marriage certificate, declaration of commitment to a partner, divorce certificate or death certificate;
- c. any preliminary information or assessments on file with respect to the suitability of the adoptive applicant;
- d. if completed, a copy of the most recent home study and any home study updates conducted with respect to the adoptive applicant;
- e. supporting documentation on file including police and other applicable checks, medical reports and personal references; and
- f. other relevant information and documentation on the adoptive applicant's file.

10.2.3.2 Upon receiving a referral from the originating PT, the receiving PT shall:

- a. accept the adoption application as if it were made in the receiving PT and place the adoptive applicant on its waiting list, if applicable, as of the date of the application in the originating PT;
- b. open an adoption file as may be required under its legislation and policy; and
- c. accept the home study subject to any updates or further adoption preparation and assessments, if the originating PT has completed a home study on the adoptive applicant, required under the receiving PT's legislation, regulations and policy.

10.3 Adoption Placement Services

The originating PT is the PT that has the child or youth in care. The receiving PT is where a prospective adoptive applicant resides or to where a child or youth in care and adoptive applicant are moving.

10.3.1 Adopting a Specific Child or Youth in Care

When a prospective adoptive applicant in a receiving PT inquires about adopting a specific child or youth in care in an originating PT, the originating PT shall contact the receiving PT **within 30 days** of receiving an inquiry to:

- a. advise if the child or youth is legally available for adoption and may be considered for adoption placement with the prospective adoptive applicant;
- b. advise if the prospective adoptive applicant may be eligible for an adoption subsidy with respect to the child or youth; and
- c. request a preliminary assessment to estimate the capacity of the prospective adoptive applicant to meet the needs of the child or youth.

10.3.1.2 When an originating PT inquires about the possibility of placing a specific child or youth in care with a prospective adoptive applicant who resides in a receiving PT, the receiving PT shall **within 30 days** of receiving an inquiry or such period of time as negotiated between the originating and receiving PTs:

- a. carry out a preliminary assessment to determine the interest and estimate the capacity of the prospective adoptive applicant to meet the needs of the child or youth in care;
- b. advise the originating PT in writing if placement seems viable and if the receiving PT will conduct a home study of the prospective adoptive applicant; and
- c. the originating PT will keep copies on file of all documents sent to the receiving PT.

10.3.1.3 The receiving PT shall complete a home study on the adoptive applicant and provide a copy to the originating PT **within six (6) months** from the date the PTs agree to a tentative plan to place the child in care for adoption, or such period of time as negotiated between the originating and receiving PTs.

10.3.1.4 The originating PT shall develop a written adoption placement plan in collaboration with the receiving PT upon:

- a. concluding that it is in the best interests of the child or youth to be placed for adoption with the adoptive applicant in the receiving PT; and
- b. receiving confirmation that the adoptive applicant has been approved or will likely be approved for adoption by the receiving PT.

10.3.1.5 A written adoption placement plan shall include:

- a. arrangements for pre-placement visits;
- b. provision for the receiving PT to supervise the placement;
- c. if applicable, provision for an openness agreement or agreements;
- d. if applicable, information about the availability of an adoption subsidy pursuant to paragraph 10.4.2; and
- e. a time frame for applying to court for an order of adoption and confirmation as to the PT where the application will be made.

10.3.1.6 Prior to the child in care being placed for adoption with the adoptive applicant who is residing in the receiving PT:

- a. the originating PT shall request in writing that the receiving PT provide supervision of the child as outlined in the adoption placement plan; and
- b. the receiving PT shall confirm in writing that it will provide the requested supervision as outlined in the adoption placement plan.

10.3.1.7 Subject to Part 6 of the *Youth Criminal Justice Act* and the policies of the PTs, the originating PT shall advise the receiving PT of any relevant youth justice system involvement.**10.3.2 Child or Youth in Care Moving with Adoptive Parent****10.3.2.1** When it becomes known that a child or youth in care and his or her adoptive parent are moving to a receiving PT prior to a court granting an order of adoption, with the written consent of the adoptive parent, an originating PT shall provide **30 days prior** written notice of the move to the receiving PT if the circumstances permit.**10.3.2.2** At the request of the originating PT, the receiving PT shall as soon as reasonably possible after receiving the notice:

- a. advise the originating PT as to which office has responsibility for providing adoption services in the receiving PT; and
- b. provide the notice to the appropriate office in the receiving PT.

10.3.2.3 The originating PT shall develop a written plan for completion of the adoption in collaboration with the receiving PT. When possible, the plan shall be developed prior to the adoptive parent's move to the receiving PT. The plan shall include:

- a. provision for the receiving PT to supervise the placement;
- b. a time frame for applying to court for an order of adoption and confirmation of the province or territory where the application will be made;
- c. if applicable, information about any additional legal requirements relating to completion of the adoption identified by the receiving PT; and
- d. if applicable, information about the availability of an adoption subsidy.

10.3.2.4 Prior to the adoptive family moving to the receiving PT, if possible:

- a. the originating PT shall request in writing that the receiving PT provide supervision of the child or youth as outlined in the adoption plan; and
- b. the receiving PT shall confirm in writing that it will provide the requested supervision.

10.3.2.5 The originating PT shall provide information on the adoptive parent to the receiving PT **within 30 days** of the adoptive applicant's move to the receiving PT pursuant to paragraph 10.2.3.2.**10.3.3 Information on Child or Youth in Care**

When a child or youth in care is placed for adoption in a receiving PT or moves with an adoptive parent to a receiving PT, the originating PT shall provide, at a minimum, the following to the receiving PT **within 30 days** of the placement or move:

- a. a certified copy of the child or youth's birth registration;
- b. an original or certified copy of any orders or agreements with respect to the child or youth's current legal status;
- c. information relevant to the child or youth's cultural, racial, religious and linguistic heritage;
- d. the child or youth's life book, if available, or a copy of it;
- e. in the case of an aboriginal child or youth, details with respect to the child or youth's status under the *Indian Act* (Canada) and community of origin;
- f. confirmation that the originating PT has involved the appropriate Indian band or aboriginal organization as required under the originating PT's legislation and policy;
- g. a social history including documentation of all services provided and assessments conducted with respect to the child or youth;
- h. any medical, psychological or educational assessments completed within the past two years or those that remain relevant;
- i. up-to-date medical reports if the child or youth is receiving or has received treatment;
- j. a current adoption placement plan developed in consultation with the receiving PT;
- k. a statement clarifying the type of decisions and consents, including those related to medical treatment, that may be authorized by the receiving PT; and
- l. additional documentation required by the receiving PT if available.

10.3.4 Progress Reports

With respect to a child or youth in care who has been placed for adoption, or who has moved with an adoptive parent, the receiving PT shall complete and provide to the originating PT:

- a. all reports on the progress of the adoption placement, including a copy of all assessments and follow-up reports, completed according to standards and time frames required by the originating PT;
- b. a copy of the receiving PT's final progress report with a recommendation regarding completion of the adoption; and
- c. if the application to court for an order of adoption will be made in the receiving PT, a request that the originating PT provide to the receiving PT the required written consents to the adoption.

10.3.5 Placement Disruptions

When an adoption placement of a child or youth in care is disrupted prior to the granting of an order of adoption, the originating and receiving PTs will, subject to applicable child welfare legislation in the receiving PT, renegotiate a case plan that is in the best interests of the child or youth.

10.3.6 Application for Order of Adoption

10.3.6.1 Depending on where the application to court for an order of adoption is to be made, the receiving PT or the originating PT shall:

- a. provide the required written consents to the adoption to the PT where the application to court is to be made; and
- b. provide required court documentation with respect to the application for an order of adoption.

10.3.6.2 As a general rule, the PT that assumes responsibility for completion of the adoption shall proceed to court for an order of adoption **within one (1) year** from the date the child or youth was placed for adoption or such period of time as negotiated between the originating and receiving PTs.

10.3.6.3 The PT where the order of adoption is granted shall notify the other PT in writing as soon as possible, but in all cases **within 30 days** of the order being granted; and then **within 30 days** of receiving the physical order, a copy shall be sent to the other PT.

10.3.7 Adoption of Child or Youth in Care in Originating Province/Territory

At the request of a PT that requires consent to adoption from a person who resides in another PT to complete the adoption of a child or youth in care, the PT that receives the request shall assist in obtaining the required consents to adoption from the person.

10.4 Subsidized Adoptions

10.4.1 Child or Youth in Care Placed for Adoption in Receiving Province/Territory

10.4.1.1 In planning to place a child or youth in care with an adoptive applicant who resides in a receiving PT, the originating PT shall:

- a. advise the receiving PT if the child or youth has special needs or whether there are special circumstances that fall within the originating PT's eligibility criteria for subsidized adoption;
- b. request that the receiving PT explain the child or youth's needs or circumstances to the adoptive applicant and ascertain whether the adoptive applicant intends to apply for an adoption subsidy; and
- c. at the request of the adoptive applicant, determine eligibility for an adoption subsidy and the type and amount of subsidy that will be available.

10.4.1.2 In responding to the originating PT's request for assistance, the receiving PT shall:

- a. determine whether the adoptive applicant is prepared to proceed with the adoption of the child or youth in care of the originating PT and whether the adoptive applicant will be requesting an adoption subsidy;
- b. if applicable, advise the originating PT as to the availability of needed services in the receiving PT and provide an estimate of the costs associated with the needed services; and
- c. assist as required in assessing the adoptive applicant's need and eligibility for an adoption subsidy and in negotiating a subsidy agreement on behalf of the originating PT.

10.4.2 Child or Youth in Care or Adopted Child or Youth Moving with Adoptive Parent

10.4.2.1 When it is known that a child or youth and his or her adoptive parent are moving to a receiving PT, with the written consent of the adoptive parent, the originating PT shall provide **at least 30 days prior** notice in writing to the receiving PT if:

- a. the adoptive parent is receiving or is eligible to receive, an adoption subsidy; or
- b. the originating PT requires the assistance of the receiving PT to:
 - i. secure needed services,
 - ii. assist in assessing an ongoing need and eligibility for subsidy, and
 - iii. assist as required in negotiating or renewing a subsidy agreement on behalf of the originating PT.

10.4.2.2 With the written authorization of the adoptive parent, the originating PT agrees to provide to the receiving PT **within 30 days** of the move the following information:

- a. information about available adoption subsidies from the originating PT and the adoptive parent's eligibility;
- b. copies of all documents associated with the approval of the adoption subsidy; and
- c. the most current review of the need for an ongoing subsidy.

10.4.3 Services and Subsidies

10.4.3.1 At the request of the originating PT, the receiving PT agrees to maintain contact with the adoptive parent regarding the need for an adoption subsidy and to provide reports to the originating PT as may be required by the originating PT.

10.4.3.2 The originating PT agrees to continue to pay the adoption subsidy to the adoptive parent, where eligible, following the adoptive parent's move to the receiving PT and to negotiate any changes to the subsidy in consultation with the receiving PT.

10.5 Post-Adoption Services

10.5.1 Registration

10.5.1.1 When there is no alternative but to request the assistance of a receiving PT to facilitate registering a person for a post-adoption search or reunion, an originating PT (where the adoption order was granted) may request a receiving PT to:

- a. assist in obtaining a signed registration for a post-adoption search or reunion; or
- b. provide information that will assist in the registration process.

10.5.1.2 In responding to the request, the receiving PT shall provide the requested service or information **within 60 days** of receiving the request or such period of time as negotiated between the receiving and originating PTs.

10.5.2 Searches

10.5.2.1 When all available alternatives to locate a person have been exhausted and there is information to indicate that the person may have moved to a receiving PT, an originating PT may request a receiving PT to check existing search mechanisms to assist in locating a person who is the subject of a search.

10.5.2.2 Upon receiving a request under paragraph 10.5.2.1 together with a written consent to conduct a search if required, the receiving PT shall advise the originating PT of the results of the search **within 90 days** or such period of time as negotiated between the originating and receiving PTs.

10.6 Custom Adoptions

Some PTs recognize aboriginal customary law for adoptions that take place in their PT. This Protocol does not apply to custom adoptions. Where an originating PT has legislation supporting custom adoptions (e.g. *Custom Adoption Recognition Act* in Nunavut), the unique policies and procedures shall be followed.

10.7 Adoptions involving Quebec

The objective of this section is to present the guidelines of the interprovincial adoption process when Quebec is the child's originating province or receiving province. A detailed procedure is appended to this protocol and is an integral part thereof.

The Minister of health and social services is Quebec's central authority with respect to intercountry adoption, including interprovincial adoptions. The Minister is represented by the Secrétariat à l'adoption internationale (SAI).

Private adoption is not permitted in Quebec.

Any person domiciled in Quebec who wishes to adopt a child domiciled outside Quebec must be represented by a certified body or obtain authorization from the Minister of health and social services. More specifically, the Minister may authorize a person to start the adoption process without going through a certified body if that person is planning to adopt a child who is domiciled in a Canadian province or territory and is under the care of a competent public authority responsible for child protection or adoption in that province or territory.

Any person domiciled outside Quebec who wishes to adopt a child domiciled in Quebec must apply to the SAI and provide the information required concerning the child who is the subject of this adoption.

An adoption that requires or did require that the child be transferred from his or her originating province or territory to another province or territory is considered an interprovincial adoption. The principles of the Hague Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption (HAC) apply to such adoptions and serve as the basis for the procedure used by the Province of Quebec.

11 Protocol Administration

11.1 Working with Province/Territories that are not Signatories to this Protocol

This Protocol shall apply to those provinces and territories that have signed the Protocol. The Protocol shall not apply to a party that does not sign the Protocol or subsequently opts out.

When dealing with a PT that is not a signatory to the Protocol, planning and services should be negotiated on a case by case basis and, to the extent possible, consistent with this Protocol.

11.2 Opting Into Protocol

A province or territory that has not signed the Protocol on or before the date it comes into force may opt into the Protocol by giving 30 days' notice in writing to all parties to the Protocol together with a copy of the Protocol executed by its proper authority.

11.3 Opting Out of Protocol

A province or territory may opt out of the Protocol by giving 90 days' notice in writing to all parties to the Protocol.

11.4 Amendments to Protocol

Amendments to the Protocol may be made upon the written consent of all the parties executed by their proper authorities.

11.5 Review of the Protocol

A formal review of the provisions in the Protocol must be conducted every five years or sooner at the recommendation of the Provincial/Territorial Directors of Child Welfare Committee.

11.6 Commencing of Protocol

The Provincial/Territorial Protocol on Children and Families Moving between Provinces and Territories (2016) comes into force on April 1, 2016.

11.7 Existing Protocol

This Protocol replaces all previous versions of the Provincial/Territorial Protocol on Children and Families Moving Between Provinces and Territories.

11.8 Existing Agreements Under Former Protocols

Any existing arrangements or agreements completed under former versions of the Provincial/ Territorial Protocol on Children and Families Moving Between Provinces and Territories Protocol will be grandfathered and remain unchanged unless re-negotiated under this Protocol.

11.9 Signing by Parties

The Protocol may be executed in several counterparts, each of which, when so executed by all parties hereto, shall be deemed to be an original of the Protocol and such counterparts together shall constitute but one and the same instrument.

Protocol Signatories

The following provinces and territories endorse the 2016 Provincial/Territorial Protocol on Children and Families Moving between Provinces and Territories and adopt it for use within their province or territory:

Alberta

British Columbia

Manitoba

New Brunswick

Newfoundland and

Labrador

Northwest Territories

Nova Scotia

Nunavut

Ontario

Prince Edward

Island

Quebec

Saskatchewan

Yukon

Appendices

Sample Forms

Quebec Adoptions

Confidential

Interprovincial Child Protection Alert

Instructions to Sender

insert originating jurisdiction Interprovincial Coordinator fax #) or emailed to the Interprovincial Desk (insert originating jurisdiction Interprovincial Coordinator email address). The originating Interprovincial Desk will then

Issued By (province or territory)

Child Welfare Organization			
Caseworker	Telephone	Fax	Email Address
Address		Date of Alert	Alert End/ Expiry Date if less than 9 months

Full Legal Name	Date of Birth	Last Known Address
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Name	Date of Birth (if known)	Relationship to Subject	Location/Address/Last Known Whereabouts

Minority	Child Sexual Exploitation/Trafficking	'Honour-Based' Violence	Illegal Adoption
Child protection investigation not concluded	Left jurisdiction prior to case closure	Left jurisdiction without approval while under child welfare court-ordered supervision	Child in Care taken from jurisdiction without approval
Child in Care missing believed to have left jurisdiction			

Additional Information

--

☐ **Possible Destinations** (where the subject might be going, if ☐ known) or **Canada Wide**

Include other relevant information that may assist in locating the subject, e.g. Aboriginal Band/Community, known family/friend contact information

Action Required (e.g. alert local hospitals, investigation required, contact caseworker, etc.)

Distribute copies as follows:

- ☐ Originating Interprovincial Coordinator
- ☐ Receiving Interprovincial Coordinator
- ☐ Receiving Child Welfare Organizations, hospitals, etc.

Interprovincial Request for Services

Originating Province/Territory

Child Welfare Organization	Caseworker (contact person)	Date
Phone Number	Fax Number	Email Address

Receiving Province/Territory

(Interprovincial Coordinator will complete this information prior to forwarding to the regional designate if you do not know)

Child Welfare Organization	Address	Postal Code
Phone Number	Fax Number	Email Address

Child Welfare Record Check	Background History/Information
Home Study (adoption, foster care, place of safety, etc.)	Courtesy Supervision of a Visit
Service of Court Documents	Interview with alleged perpetrator(s) or victim(s) of abuse
Other – describe:	

Full Legal Name	Date of Birth (if known)	Location/Address

Full Legal Name	Date of Birth (if known)	Relationship to Child or Caregiver	Location/Address

Distribute copies as follows:

- Originating Interprovincial Coordinator
- Receiving Interprovincial Coordinator
- Receiving Child Welfare Organization

Interprovincial Placement Agreement

(IPPA Form)

The Interprovincial Placement Agreement (IPPA):

is negotiated prior to a child/youth moving to another jurisdiction: with a foster family; to a family member or other approved care provider; to a temporary treatment or residential facility where there is supervision and monitoring role for the receiving jurisdiction; to an out of care placement; or, a supervision and monitoring role is required with a young person who was a former ward and has entered into an agreement for post care or extended services.

must be completed after the review and consideration of each jurisdiction’s obligations as outlined in the *Provincial/Territorial Protocol on Children and Family Moving Between Provinces and Territories* (the Protocol); and

must be reviewed every 12 months or earlier at the request of either jurisdiction.

Part A - Instructions

Completion of this form involves the following steps:

Prior to placement the originating child welfare organization initiates contact with the appropriate receiving child welfare organization. The Interprovincial Coordinator in your jurisdiction may assist with identifying the appropriate contact.

The case worker/designate in the originating jurisdiction arranges a planning conference with the case worker/designate in the receiving jurisdiction to review and coordinate services and negotiate the IPPA pursuant to the Protocol.

Once plans are finalized between the originating and receiving case workers/designates, the originating case worker/designate completes the IPPA and sends two signed copies to the receiving case worker/designate.

The case worker/designate in the receiving jurisdiction has both copies of the form signed, returning one copy to the case worker/designate in the originating jurisdiction.

The case worker/designate in each jurisdiction sends copies of this form and related documentation to its Interprovincial Coordinator(s) and others as may be required.

The IPPA will be reviewed annually or earlier if circumstances change.

Part B – An Agreement Between:

Originating Jurisdiction (province/territory)

Originating Child Welfare Organization		Contact Person (who can be contacted about this Agreement)
Address		
Telephone	Fax	Email
Alternate Contact (name)		Alternate Contact (phone number and email address)

Receiving Jurisdiction (province/territory)

Receiving Child Welfare Organization		Contact Person
Address		
Telephone	Fax	Email
Alternate Contact (name)		Alternate Contact (phone number and email address)

Part C – Information on Child or Youth (you must complete a separate agreement for each child/youth)

Full Legal Name of Child/Youth		Alternate Name of Child/Alias	
Date of Birth	Gender Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>	Aboriginal Status None <input type="checkbox"/> Applicable <input type="checkbox"/> Status Indian <input type="checkbox"/> Non-Status Indian <input type="checkbox"/> Inuit <input type="checkbox"/> Métis <input type="checkbox"/>	
Aboriginal Community/Band (include applicable contact information and their level of involvement with the child/youth)			
Legal Status (indicate and attach a copy of order or Agreement)		Expiration Date of Legal Status	
The receiving jurisdiction agrees to support/enforce/defend the status of the child while monitoring and supervising the child/youth's care in the receiving jurisdiction. Any attempt to change this status will be redirected to the originating jurisdiction.			
The originating jurisdiction agrees to not allow the order/agreement to lapse or terminate without notifying the receiving jurisdiction and the jurisdictions will review/ revise this Agreement in the event there is a significant change in circumstances or placement disruption.			

Name(s)		Type of Resource (e.g. family, foster family, residential, out of care placement, etc.)
Address		
Telephone	Email	

Name(s)		Type of Resource (e.g. family, foster family, residential, out of care placement, etc.)
Address		
Telephone	Email	

<p>i. The originating jurisdiction agrees to provide the required documentation to the receiving jurisdiction pursuant to the Protocol.</p>

according to the standards in the originating jurisdiction or as otherwise negotiated.
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Placement Disruption-8.5 of the Protocol outlines placement disruptions and placement decisions in the event of a disruption.
The receiving jurisdiction agrees to make all emergency and non-emergency placement changes wherever possible in consultation with the

<p>Financial Arrangements- Placement and Service Expenditures</p> <p>As per the Protocol, the <u>originating</u> jurisdiction agrees to: make maintenance and service payments to the service provider; and provide any costs not covered by the receiving jurisdiction's medical plan. Any expenditure <u>must</u> be pre-approved by the originating jurisdiction.</p> <p>Other (indicate as negotiated):</p>
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Receiving Child/Youth Maintenance Amount	Other	Approved Exceptional Funding
Current Source of Funding Province/Territory Federal Government (Canada) Other (indicate):		

Part E – Signatures

Local Child Welfare Organization in Originating Province

Name of Signing Authority (Print)	Signature	Date
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Central Authority in Originating Province (complete only if required)

Name of Signing Authority (Print)	Signature	Date
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Local Child Welfare Organization in Receiving Province

Name of Signing Authority (Print)	Signature	Date
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Central Authority in Receiving Province (complete only if required)

Name of Signing Authority (Print)	Signature	Date
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Distribute as follows:

- ☐ Copies of IPPA Agreement on files in both originating and receiving jurisdiction Copy
- ☐ Originating Jurisdiction Interprovincial Coordinator
- ☐ Copy Receiving Jurisdiction Interprovincial Coordinator



Appendix B- Quebec Adoptions

Adoption inquiry, adoption placement, adoption application, and post-adoption services when Quebec is the originating province or the receiving province of the child being adopted

Definitions

Domestic adoption: Adoption of a child domiciled in a given province or territory by an adoptive applicant or an adoptive parent domiciled in the same province or territory.

Interprovincial adoption: Adoption of a child domiciled in a given province or territory by an adoptive applicant or an adoptive parent domiciled in another province or territory. For the purposes of an adoption, a child's place of domicile is linked to the place of domicile of his or her biological parent even if the child resides elsewhere.

Originating competent authority: The competent authority with respect to interprovincial adoption in the originating province or territory of the child being adopted. If Quebec is the child's originating province, the originating competent authority is the Secrétariat à l'adoption internationale (SAI).

Receiving competent authority: The competent authority with respect to interprovincial adoption in the province or territory where the adoptive applicant is domiciled and to which the child being adopted has been or will be transferred. If Quebec is the child's receiving province, the receiving competent authority is the SAI.

Hague Adoption Convention (HAC): Convention of 29 May 1993 on Protection of Children and Co-operation in Respect of Intercountry Adoption.

Specifically designated child or designated child: Child specifically identified as the subject of a proposed adoption before the adoption process is initiated.

Non-specifically designated child: Child not specifically identified at the time the adoption process is initiated.

Adoptive applicant or applicant: A person or persons who have applied to adopt a child in care, whether or not that child has already been placed with them. These terms therefore include the term adoptive parent.

Originating province or territory: Geographically identified province or territory representing the initial domicile of the child being adopted, including a competent public authority responsible for child protection or adoption in that province or territory.

Receiving province or territory: Geographically identified province or territory representing the domicile of the adoptive applicant to which the child being adopted has been or will be transferred, including a competent public authority responsible for child protection or adoption in that province or territory.

SAI: Secrétariat à l'adoption internationale.

Information requests and file transfers

Section 2 applies to requests for information about domestic adoption in anticipation of a change of domicile of the person requesting the information or in anticipation of the transfer of the adoption application file of an adoptive applicant who is changing his or her domicile before a child in care is proposed for adoption by that person by his or her originating province or territory.

For the purposes of section 2, the competent authority in Quebec is the director of youth protection (DYP) of an integrated health and social services centre (CISSS) or an integrated health and social services university centre (CIUSSS). The terms “originating province or territory” refer to the domicile of origin of the person or applicant who is planning to move or is moving. The terms “receiving province or territory” refer to the domicile to which the person or applicant is planning to move or is moving.

Where a person is planning to move to another province or territory in order to establish domicile there and that person needs some information with a view to a possible domestic adoption, the originating province or territory shall

Obtain general information from the receiving province or territory about its policies and services and the legislative provisions applicable in that province or territory;

Provide the person with the information it has received from the receiving province or territory and identify differences from its own policies, services, and applicable provisions;

Provide the person with contact information for a resource person in the receiving province or territory for the purpose of obtaining more information about the policies and services and the applicable provisions, as well as the name, address, and telephone number of any office responsible for providing the services.

2.2 Where an applicant for a domestic adoption moves to another province or territory in order to establish domicile there before being matched with a child in care, the applicant's originating province or territory shall, within 30 days of receiving the adoptive applicant's

consent, provide the applicant's receiving province or territory with the following documents:

An original or a certified true copy of the adoption application;

An original or a certified true copy of all documents on file concerning the identity and marital status of the adoptive applicant, including birth certificates, marriage certificate or declaration of a common-law union, divorce certificate, and death certificate;

All information or preliminary assessments on file concerning the applicant's suitability to adopt;

An original or a certified true copy of the most recent psychosocial assessment of the adoptive applicant, along with any updates;

Original copies of the documents on file, including police checks, medical reports, and personal references;

Any other relevant information and documentation in the adoptive applicant's file.

2.3 Where a receiving province or territory receives a domestic adoption application from the originating province or territory, the receiving province or the territory shall

Approve the adoption application like if it was submitted in the receiving province or territory and put the adoptive applicant's name on its waiting list, if there is one, as of the date the application was submitted in the originating province or territory;

Open an adoption file in accordance with the requirements of its own legislative provisions and policies;

If the originating province or territory has done an assessment of the adoptive applicant, approve the said assessment, subject to any update, and any subsequent assessment or other measure required under the laws, regulations, and policies of the receiving province or territory.

Information requests and adoption procedures for interprovincial adoption

The SAI is the authority responsible for receiving and transmitting any requests for information about adopting a child domiciled outside Quebec by a person domiciled in Quebec and any requests concerning the adoption of a child domiciled in Quebec by a person domiciled outside Quebec. This also applies to an adoption application submitted under the same circumstances.

Adoption by a person domiciled in Quebec of a specifically designated child in care and domiciled outside Quebec

Where the SAI receives an application to adopt a specifically designated child (hereinafter the "designated child") in care and domiciled outside Quebec and the applicant is a person domiciled in Quebec, it shall verify the admissibility of that application. To do this, it shall

contact the adoptive applicant and ask the originating competent authority to provide it with a copy of the designated child's birth certificate and a copy of any documentation showing that the designated child is under the care of a competent public authority responsible for child protection or adoption in that province or territory.

If the application is admissible, the SAI shall forward an adoption application form to the applicant. The applicant must return the duly completed form and the documents mentioned therein to the SAI.

After the adoption application form and the required documentation have been received, the SAI either authorizes or does not authorize the adoptive applicant to proceed with a psychosocial assessment.

If the adoptive applicant is not authorized to proceed with an assessment, the SAI shall so inform the applicant and the originating competent authority in writing and terminate any adoption procedures that have been initiated.

If the adoptive applicant is authorized to proceed with an assessment, the SAI shall so inform the applicant and the competent authority in writing.

After the psychosocial assessment of the adoptive applicant prepared by the DYP is received, where the SAI notes that the applicant is not eligible and suited to adopt the designated child, it shall so inform the applicant and the originating competent authority in writing and terminate any adoption procedures that have been initiated.

If the SAI notes that the applicant is eligible and suited to adopt the designated child, it shall transmit an original or a certified true copy of the assessment to the originating competent authority, along with the report it has prepared concerning the applicant's suitability to adopt (Article 15, HAC). The SAI shall also send a copy of this report to the central authority of the originating province or territory.

After the report has been received, the originating competent authority shall inform the SAI that the applicant may be eligible for an adoption subsidy, if applicable. The originating competent authority shall also send the SAI an original or a certified true copy of the following documents:

The child's birth certificate;

Documents concerning the medical and social history of the designated child, including a summary of services that have been provided for the child and any assessments concerning the child;

A statement concerning the child's adoptability;

Any order, judgment, or agreement concerning the child's current legal status;

Authorization to take steps to obtain a placement order for the child for the purposes of adoption by the applicant;

Original copies of the consents referred to in Article 4 of the HAC, along with confirmation indicating that those consents were given in accordance with the rules set out in that article, if applicable;

In the case of an Aboriginal child, details concerning the child's status under the *Indian Act* (Canada) and the originating community.

Confirmation that the originating province or territory has involved the originating band or

the competent Aboriginal body if the legislative provisions or the policies of the province or territory so provide;

Any other document relevant to the placement request, as required by the SAI.

After those documents have been received, the SAI shall send a letter agreeing that the adoption may proceed (Article 17, HAC) to the originating competent authority, a copy of which is sent to the central authority of that province or territory. The SAI shall also forward to the DYP any necessary information and documentation such that an order placing the designated child with the adoptive applicant is issued by the competent tribunal.

Once the placement order has been issued, the SAI shall forward a copy of it to the originating competent authority.

During, and at the end of, the placement period, the SAI shall transmit the reports required by the originating competent authority concerning the child's integration into his or her adoptive family.

If the originating competent authority is satisfied with the child's integration into his or her adoptive family, it shall forward to the SAI an original or a certified true copy of a document authorizing the adoptive applicant to proceed with the legal steps required to obtain an adoption decision.

The SAI shall then send a certified true copy of the adoption judgment to the originating competent authority as soon as possible.

Adoption by a person domiciled in Quebec of a non-specifically designated child in care and domiciled outside Quebec

Where it is possible for an adoptive applicant domiciled in Quebec to take steps to adopt a non-specifically designated child in care and domiciled outside Quebec, the applicable procedure is based on the procedure for adopting a specifically designated child.

Adoption by a person domiciled outside Quebec of a specifically designated child in care and domiciled in Quebec

Where the SAI receives an adoption application for a specifically designated child who is in care and domiciled in Quebec from an adoptive applicant domiciled outside Quebec, it shall ask the receiving competent authority to send it a copy of the applicant's written application, if it has not already received it, along with information and documentation establishing the applicant's identity, marital status, and family or other relationship with the designated child, along with the reasons for the application.

The SAI shall ensure that the designated child is taken into care by the DYP and that the child is adoptable.

If such is the case, the SAI shall send to the receiving competent authority the following documents:

A copy of the child's birth certificate;

A certified true copy of any documents concerning the medical and social history of the designated child, including a summary of services that have been provided for the child and any assessments concerning the child;

Information about the possibility of an adoption subsidy, if applicable.

After the psychosocial assessment of the adoptive applicant has been completed, where the receiving competent authority concludes that the adoptive applicant is not eligible and suited to adopt the designated child, it shall confirm this in writing to the adoptive applicant and to the SAI, which shall terminate any adoption procedures that have been initiated.

Where the receiving competent authority concludes that the adoptive applicant is eligible and suited to adopt the designated child, it shall confirm this in writing to the applicant and to the SAI and provide it with an original or a certified true copy of the psychosocial assessment.

After the report has been received, if the SAI, in conjunction with the DYP, notes that the adoption being considered is in the child's interest, the SAI shall transmit to the competent authority a report in accordance with Article 16 of the HAC, a copy of which shall be sent to the central authority of the receiving province or territory.

The SAI shall also send to the receiving competent authority an original or a certified true copy of the following documents:

The child's birth certificate;

A statement to the effect that the adoption being considered is in the best interests of the child;

Any order, judgment, or agreement concerning the child's legal status;

A statement concerning the child's adoptability;

Original copies of the consents referred to in Article 4 of the HAC, along with confirmation indicating that those consents were given in accordance with the rules set out in that article, if applicable;

In the case of an Aboriginal child, details concerning the child's status under the *Indian Act* (Canada) and the originating community.

Also, the SAI shall ask the receiving competent authority to send it an original copy of a document, signed by the adoptive applicant, indicating that the applicant agrees to take the necessary steps to finalize the adoption of the designated child within three months of the child's moving to the receiving province or territory, along with an original or a certified true copy of any other document that might be required for the purpose of obtaining a transfer order for the adoption of the designated child.

After those documents have been received, the SAI shall send a letter agreeing that the adoption may proceed (Article 17, HAC) to the originating competent authority, a copy of which is sent to the central authority of that province or territory.

The SAI shall then take the necessary steps with the DYP such that an order giving the adoptive applicant parental authority and authorizing the transfer of the designated child outside Quebec with a view to the child's adoption is issued by the competent tribunal.

Once the order has been issued, the SAI shall forward a certified true copy to the receiving competent authority, along with any other document required to finalize the adoption.

After the child has moved, the receiving competent authority shall ensure that the procedures required to finalize the adoption are taken by the adoptive applicant within the three-month period referred to in section 6.8.

The receiving competent authority shall transmit to the SAI a certified true copy of the decision establishing the adoption as soon as possible.

This section applies when the child in care and the adoptive applicant establish domicile in another province or territory following a placement order for a domestic adoption but before the adoption decision is made.

For the purposes of this section, the responsible authority is the DYP of a CISSS or a CIUSSS.

When the originating province or territory learns that a child in care and the adoptive applicant will be moving to another province or territory before the adoption decision is made by the tribunal in the originating province or territory, the originating province or territory shall provide to the receiving province or territory, with the written consent of the adoptive applicant, a *written 30-day notice* informing it of the move, if circumstances permit.

At the request of the originating province or territory, the receiving province or territory shall, as soon as reasonably possible after receiving notice of the move,

Inform the originating province or territory of the name of those responsible for providing adoption services in the receiving province or territory;

Forward the information provided to the competent authorities in the receiving province or territory.

If possible, before the adoptive applicant and the child who is the subject of the placement order move to the receiving province or territory, the originating province or territory of origin shall

Request in writing that the receiving province or territory ensure that the child is supervised during the placement period;

Ask the receiving province or territory to confirm in writing that it will provide the requested supervision.

The originating province or territory shall, in cooperation with the receiving province or territory, prepare a plan finalizing the adoption. If possible, the plan shall be written before the adoptive applicant and the child who is the subject of the placement order move to the receiving province or territory. The plan shall include the following elements:

Provisions setting out how the receiving province or territory will supervise the placement;

A timeline for the submission of the adoption application to the tribunal in the originating

province or territory;

If applicable, information about additional requirements set forth in the legislation of the originating province or territory concerning finalization of the adoption.

The originating and receiving provinces and territories shall send each other the information and documents required to implement the agreed-upon plan for finalizing the adoption.

Placement disruptions

Where the placement of a child taken into care with a view to adoption is disrupted before an adoption decision is made, the originating and receiving provinces and territories shall agree, subject to the relevant legislative provisions in the receiving province or territory concerning child protection, to renegotiate an intervention plan that is in the best interests of the child. The competent authority in Quebec in this regard is the SAI.

Post-adoption services

Where a province or territory has unsuccessfully taken steps to locate a person in connection with a search or a reunion application and there is information suggesting that this person is in a specific province or territory, the province or territory conducting the search may ask that specific province or territory for help in finding the person being sought.

A province or territory may ask another province or territory for help in determining whether a person domiciled in that province or territory consents or does not consent to the disclosure of information concerning a search or a reunion application.

Aboriginal customary adoption

Certain provinces and territories recognize Aboriginal customary law with respect to adoptions that take place on their territory. This protocol does not apply to Aboriginal customary adoption. Where an originating province or territory has laws recognizing Aboriginal customary adoption (e.g., the *Aboriginal Custom Adoption Recognition Act* of Nunavut), that province's or territory's particular policies and procedures shall be respected.

June 27, 2017 version

Ministry of Social Services Children's Services Manual	Chapter 11: General Application Policies and Protocols (Back to table of contents)
Section: 11.14 Protocol for Section 10 Agreements (Support Services to 16 & 17 Year Olds)	

11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS


11.14 Protocol for Section 10 Agreements (Support Services to 16 & 17 Year Olds)

Purpose

The use of Section 10 agreements with youth 16 and 17 years of age may be considered in the following circumstances:

- When a youth has been in care by way of a temporary committal or through a Residential Services (Section 9) Agreement and turns 16 but requires continuing services, the worker may wish to consider entering into a Section 10 Agreement. Use of an agreement pursuant to this section will allow for input from the youth and will also place the responsibility on the youth to fulfill his or her part of the agreement.
- When an application to court to extend the wardship past the child's 16th birthday has been refused and the parents will not participate in constructive planning, a Section 10 Agreement may be used.
- When a 16 or 17 year old youth is a member of a family wherein younger siblings must be taken into care due to protection concerns, a Section 10 Agreement may be considered for the youth if he/she is also considered to be at risk. Alternatively, the youth may be apprehended if he/she is in need of protection and is not capable of leaving the family home, i.e. is intellectually challenged, threatened, etc.

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Section: 11.15 Transition Planning for Youth in Care of the Minister to Community Living Service Delivery		

11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.15 Transition Planning for Youth in Care of the Minister to Community Living Service Delivery

Application & Eligibility

Intent

This transition policy is intended to support Child and Family Programs (CFP) and Community Living Service Delivery (CLSD) caseworkers plan for youth/young adults eligible for CLSD services as they transition to adulthood. The development and implementation of a jointly managed transition plan will assist youth/young adults to move towards independence and where full independence may not be achieved, ensure necessary supports and services are available to aid in maximizing potential. The policy is consistent with the principles contained within CLSD's *Comprehensive Personal Planning and Support Policy* (see Appendix A; Key Terms).

Policy

Child and Family Programs and Community Living Service Delivery will proactively plan, resource and implement services for youth and young adults who transition from Child and Family Programs to adult services through Community Living Service Delivery.


Procedures

For any child or youth brought into care, the presence of an intellectual disability and the impact it can have on development should be considered. Where appropriate, referrals to specialized assessment and services should be made and enhanced supports arranged to maximize the child or youth's development and potential. Such considerations and enhanced service delivery requirements due to the presence of intellectual disability will be noted in the CFP file.

The Minister has responsibility for long-term planning and expenses related to youth and young adults who transition from CFP to adult services through CLSD.


When it is felt by CFP that a youth may be eligible for future services, the following will occur:

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- The CFP caseworker will, once a youth is **13 years of age**, explore his or her eligibility for CLSD. Factors that may indicate eligibility include:
 - previously assessed eligibility for CLSD services (reassessment may be required);
 - significant delays in early childhood development milestones;
 - a student designated as 'intensive needs' in the school system;
 - diagnosis of a disability that is strongly linked to Intellectual Disability (e.g., Down Syndrome, Fragile X Syndrome);
 - eligibility for the Cognitive Disability Strategy (CDS); and
 - residence in a long-term care facility because of complex cognitive and/or developmental needs.
- The CFP caseworker completes *CFP/CLSD Tracking Information* (2004) and provides it to the supervisor, who sends a copy to the CFP Consultant, Program Effectiveness so the youth may be placed on the provincial tracking database (a copy is also placed on the youth's file). Note: The caseworker will indicate on the form if the child is in the Ministry's care for medical reasons only.
- The CFP caseworker ensures required assessments related to eligibility are on the file (where previously assessed as eligible) or completed as soon as possible by discussing the need with the supervisor and making appropriate referrals (approval for the completion of an assessment are as per chapter 7.13, *Special Needs – General Services & Supplies*, of the Children's Services Manual). Required assessment information is as per Appendix 'B' - *Eligibility Criteria for Services from Community Living Service Delivery*.
- Three months prior to the youth's **15th birthday**, the CFP caseworker initiates an application package to CLSD, which will be sent by the CFP supervisor to the CLSD supervisor. The package will contain the CLSD *Initial Request for Services* (1956) and any psychological reports or assessments related to eligibility.
- The CLSD supervisor will register the Initial Request for Service on the Automated Client Index (ACI) in SWIN utilizing the code RCIN.
- The CLSD supervisor assesses for eligibility according to CLSD intake and approval processes as per Appendix 'B', *Eligibility Criteria for Services from Community Living Service Delivery*. The CLSD supervisor provides a formal, written response (not email) to the CFP supervisor within 60 days which describes the following:

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- Eligibility is confirmed, based on information received. Upon determination of eligibility, the CLSD supervisor will assign a CLSD caseworker.
- Eligibility cannot be established and further information is required. The CLSD supervisor will indicate what specific information or documentation is required.
- Not eligible based on information received.
- If CFP wishes to initiate a review of the decision with CLSD:
 - Questions regarding eligibility can be directed by the CFP supervisor to the CLSD supervisor.
 - Where resolution is not reached, the CFP supervisor will forward a written request to the CLSD Manager of Client Services asking for a review of the decision.
 - A review is conducted by a CLSD panel comprised of the Manager of Client Services and two Regional Supervisors not involved in the original decision. A formal written response will be provided within 30 days.
 - Advocacy supports for the child/youth can be sought through the Saskatchewan Advocate for Children and Youth (ACY) or Inclusion Saskatchewan (formerly known as the Saskatchewan Association for Community Living).
- Upon the review, if the individual is not eligible for CLSD services, CFP may consult with CLSD regarding alternate services and options available for individuals with exceptional and/or disability related support needs.
- If CLSD eligibility is established, the CFP caseworker will update the *CFP/CLSD Tracking Information* (2004) to **include date of initial referral and date of expected transition** and the CFP supervisor will submit it to the Consultant, Program Effectiveness.
- CLSD opens a file on approved individuals once the file is assigned to a caseworker. The CLSD caseworker will register the individual on the ACI in SWIN using the appropriate transition sub-program code (CF) and register the emerging need codes to identify potential service needs and resource development.

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Youth Who Become Involved with CFP at a Later Age

There are some youth/young adults who come to the attention of CFP at an age later than the transition process would normally begin, which means time for planning can be reduced. Depending on the type of agreement or order, CFP may or may not have a direct role in supporting or planning. CFP may also have limited or non-existent prior involvement, which means information on the individual may be lacking. Examples of such youth/young adults would be those on an *Agreement for Services to 16/17 Year Olds* (Section 10). Refer to Appendix 'C' – *Children's Services Mandate Chart* for information on the various ways in which youth and their families may become involved with CFP and the roles and responsibilities of CFP in these situations.

For youth who wish to explore the possibility of receiving services through CLSD the application and acceptance procedures for CFP and CLSD are the same as previously described. If eligibility has not been previously established, however, and assessment information is required:

- the CFP caseworker will discuss with the youth options for obtaining the appropriate assessment information, including through the parents/caregivers or last school attended. The caseworker will check with the school regarding its requirements for release of information; or
- if an assessment is required, the CFP caseworker will discuss the need with the supervisor and make appropriate referrals. Payments and approval for the completion of an assessment are as per chapter 7.13, *Special Needs – General Services & Supplies*, of the Children's Services Manual.

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Case Management, Joint Planning and the Service Continuum

Information

The outcome of a person-centred transition plan depends on factors related to collaborative planning, early identification of resources and resource availability and seamless service provision. This area focuses on roles and responsibilities in transition planning, and highlights how planning should occur on a continuum in order to facilitate a transition that minimizes disruption and impacts to the youth/young adult. Outcomes are also dependent upon clear and open communication and sharing the plan with those involved in the planning and provision of supports to the youth.

Policy

There will be shared case planning between CFP and CLSD when eligibility for future services for youth/young adults through CLSD has been established.


Upon determination of eligibility for CLSD services, a minimum of three (3) person-centred planning meetings per year will occur with the youth/young adult and CFP and CLSD. For individuals with higher support needs, more frequent meetings will occur as necessary. This consideration also applies to youth/young adults on an *Extension of Supports Agreement* (Section 56) who receive supports and services through CFP beyond the age of 18.

Procedures

Roles and Responsibilities in Case Management and Planning


- The CFP caseworker:
 - leads the development of the person-centred transition plan through support and collaboration with the youth and CLSD;
 - ensures the plan reflects the individual's strengths and needs and encourages the youth to participate to the maximum extent that they are able;
 - maintains primary case management until the youth/young adult leaves care. The CFP caseworker will advise the CLSD caseworker of the date on which the youth/young adult will officially leave care (transfer date) and when the CFP file will be closed;
 - coordinates all meetings, including joint meetings with CLSD by collaborating on availability to participate;

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- provides the CLSD caseworker, upon determination of eligibility, the most recent assessment information available, including any updated Child Assessment and Developmental Plans, Daily Living Support Assessment (DLSA), educational and medical reports, social histories, ecomaps, genograms, etc. If a DLSA is more than two years old, CFP will update it and ensure CLSD receives the updated version;
 - where applicable, completes assessments such as the Structured Decision Making (SDM)® *Child Strengths and Needs Assessment*, which can assist in developing outcomes and goals to be used in planning;
 - arranges for specialized assessments, such as assessments for specialized equipment or supportive aids;
 - assists youth in making application for Social Insurance Number (if not already obtained);
 - facilitates an application for financial benefits through the Income Assistance Division (see 'Making Application for Financial Benefits through Income Assistance' in the following section);
 - assesses the need for and initiates a request for behavioral support services through the CLSD/CFP joint initiative. Services may include behavioral analysis and development of behavior support strategies. Interventions developed will be included in the transition plan to ensure new caregivers are aware of the appropriate support requirements including training as required;
 - participates in the Complex Needs designation process in conjunction with CLSD; and
 - continues to consult on the case, with the written permission of the youth/young adult, up to six months after he or she leaves care and CLSD assumes primary case management.
- The CLSD caseworker:
 - assists in the development of the person-centered transition plan through support and collaboration with the youth and CFP;
 - participates in joint planning meetings and provides information on CLSD supports and services (including information on procedures for accessing or applying for services and rates as appropriate);
 - assumes primary case management upon the youth leaving the care of the Minister (CFP);
 - administers appropriate assessments, such as the Supportive Living Assessment (1877) and the SARC Individual Assessment and Planning Tool to assist in planning and determining levels of support required; and

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- initiates and leads the Complex Needs designation process if required in conjunction with CFP.
- The CFP and CLSD caseworker jointly:
 - assist the youth in identifying who will be part of the planning meeting/session, including family, extended family, service providers, caregivers, Band members, First Nations Child & Family Service (FNCFS) Agency personnel, Elders or whoever else can provide support or assistance;
 - identify opportunities to enhance transition, such as recommending or arranging formal transition experiences with community-based organizations and Approved Private-service Homes (i.e., arranging trial placements and assessing suitability). The CLSD caseworker will help identify resource or support individuals who should participate, such as personnel from any community-based organization that either currently provide or will provide services;
 - ensure information is shared between current caregivers and future care givers to inform the development of the transition plan;
 - develop a transition plan including the identification of support and financial resource requirements;
 - share the plan with members of the planning team including current and future care providers;
 - support individuals, caregivers and organizations as the youth/young adult transitions from one system to the next; and
 - maintain respective documentation standards.


Making Application for Financial Benefits through Income Assistance

An important aspect of the transition process for CFP and CLSD is awareness of the Income Assistance benefits that will be available through the Saskatchewan Assured Income for Disability (SAID) or the Saskatchewan Assistance Program (SAP) and to plan accordingly.

Youth may become eligible for financial benefits through the Income Assistance Division (IA) once they turn 18 years of age and if they are Canadian citizens or authorized to be in Canada and meet other eligibility criteria.

Youth who meet the eligibility requirements for CLSD may be eligible for the SAID program if they meet the:

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- financial eligibility requirements; and
- current requirements for assessment of disability.

If the youth is not eligible for SAID, he or she may be eligible for a benefits under a different income assistance program such as the SAP or the Transitional Employment Allowance (TEA).

To ensure a smooth transition, the CFP caseworker or supervisor may contact the Income Assistance Service Delivery Manager directly to initiate an application for benefits. The Service Manager will refer the inquiry to an Assured Income Specialist (AIS). For youth transitioning to CLSD, the CFP caseworker and youth do not need to call the Client Service Centre (for all other youth in care, the youth is required to make application through the Client Service Centre as per policy with the exception of those applying for SAID).

The CFP caseworker is able to initiate the request at least **three** months prior to the youth turning 18 (or prior to the youth requiring benefits), and should include documentation as per Appendix 'E', *Income Assistance Required Documentation*. The AIS will make contact with the CFP caseworker with respect to questions, further requirements or eligibility.


Recommending Extension of Supports Agreements (Section 56)

Where a youth is eligible (see Appendix 'C' CFP Mandate Chart), an *Extension of Supports for Services Agreement* can aid the transition period and allow more time for planning. This agreement may be considered to allow a youth/young adult adjustment time (e.g., prior to or upon move to new resource), time to acquire more skills or continue educational programming, or time to ensure specialized supports are in place or develop new programs where necessary.

Individuals Who Wish to Continue Residing with the Same Caregiver after Aging out of Care

As part of a transition, a youth/young adult may wish to continue residing with their same caregiver, such as a foster parent, after they age out of care. A caregiver may become certified as an Approved Private-service Home (APSH) through CLSD.

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- Individuals who are interested in becoming an APSH operator are referred to the CLSD caseworker 12 months prior to youth/young adults aging out of care for information on the requirements for becoming certified and on level of care rates. Rates available to an APSH operator may vary from those provided to a foster parent.
- Once a foster home begins the APSH certification process, no further CFP placements can occur. Existing children may remain in the home until such time as they age out of care or move.


Identify Emerging Needs

Ongoing collaboration and information sharing between CFP and CLSD is required to ensure joint case planning is occurring, and to review future support and resource requirements to enable financial planning. Early identification allows for forecasting and budget considerations. Early identification is particularly important when individual support needs are high or complex, or where exceptional services are required.

Forecasting of resources is done based on the identification of the transition population. Multi-year forecasts may be established for budget submission based on early identification of the transition population. Budget submissions are based on the actual transition plans that have been submitted up to June of the fiscal year for inclusion in the following year's budget.

- CFP Program Effectiveness Consultants will maintain a provincial tracking database of information regarding youth transitioning from CFP to CLSD.
- To support submission of requests for inclusion in the following year's budget (April 1) the CFP Service Area Program Effectiveness Consultants will coordinate quarterly joint case planning meetings, inviting CFP and CLSD Directors, Managers and Supervisors.
- At these meetings, the CFP Program Effectiveness Consultants will provide the active CFP to CLSD transitions list reports from the CFP tracking database for the group to discuss transition planning and update emerging needs of those on the list. The intent is to assist CFP and CLSD in forecasting future support or resource requirements and to ensure alignment of funding at time of transition.
- A roll up of the transition database information will be provided annually June 1 to the CLSD Program Effectiveness Unit by the CFP Program Effectiveness Unit

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lead. This annual report will provide additional financial information to CLSD assist in their budget forecasting process.

- Up to 2 years prior to transition date the Transfer of Responsibility section of the CFP CLSD Tracking Information form will be filled out as final notification for transfer of responsibility. This section will be filled out jointly and signed by the CLSD Manager of Client Services and the CFP Service Area Manager. The final notification will include effective date of transfer and costing details for required supports. The signed form will be submitted to the CFP and CLSD Directors.

Appendix

- A. Key Terms
- B. Eligibility Criteria for Service from Community Living Service Delivery
- C. Children's Services Mandate Chart
- D. Transition Planning Timeline
- E. Income Assistance Required Documentation

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS


11.15 Transition Planning for Youth in Care of the Minister to Community Living Service Delivery

Appendix A – Key Terms

The terms apply to either CLSD or CFP. It is important for workers in either program to know and understand these terms and how they apply to a collaborative approach to planning.


Approved Private-service Home (APSH)	Private homes certified by CLSD to provide a family atmosphere for people with intellectual and/or physical disabilities. Homes are certified pursuant to <i>The Residential Services Act</i> and Private-service Home Regulations. APSH Operators receive a monthly level of care payment from CLSD and IA for each individual residing in their home. Payment amounts are dependent on the assessed level of care and support an individual requires.
Comprehensive Planning and Support Policy (CPP&SP)	Guides organizations and Approved Private-service Homes certified by CLSD, CLSD staff, and individual service providers funded by CLSD, in the provision of supports to individuals with intellectual disabilities. The <i>CPP&SP</i> outlines standards for the provision of effective and ethical support to individuals with intellectual disabilities, particularly those with challenging behavior and complex support needs. The policy outlines principles and ethical standards, requirements for person-centred planning, and requirements for the design and provision of supports to individuals who engage in harmful and/or challenging behavior. <i>CPP&SP</i> is part of all funding agreements with CLSD.
Emerging Needs	Early identification of long-term resource requirements, such as residential supports, is a critical part of the transition process. Early identification is particularly important when individual support needs are high or complex, or where exceptional services are required. CLSD forecasts resource needs and submits its budgets based on forecasting of resources and the actual transition plan.
Foster Home	A type of home where families in the community offer their home to children who are taken into care and cannot live with their own families for a period of time. To become approved as a foster home, individuals must pass through a home assessment and orientation, and must complete additional training related to the needs of children in care and their families. Foster parents receive a monthly payment to meet the physical needs of a child including food, shelter, clothing, personal items, transportation and recreation. Additional funds may be available for expenses such as sports, music lessons, cultural activities and other special needs. These funds are based on a child's developmental needs, and are assessed through case planning.
Person-centred Planning	A planning approach whereby the youth/young adult remains the focus of planning, and is directly involved with setting goals and determining what supports will be required. A person-centred approach allows a youth/young adult to participate in and evaluate their own plan and feel in control of what happens. This approach provides a forum to express hopes, wishes and fears, and to help youth understand what is possible.

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Transition Planning	<p>The term <i>transition</i> applies to periods in our lives when predictable changes occur over a period of time, leading us from one phase of our lives to the next. Transitions occur in a planned way, where the setting of goals helps us achieve a pre-determined outcome. For example, as youth, many of us plan to move away from home at 18 to attend university. In doing so, we undertake a series of planned steps to achieve the eventual outcome, which is to graduate from university, thereby leading us to the next phase of our lives.</p>
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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.15 Transition Planning for Youth in Care of the Minister to Community Living Service Delivery

Appendix B - Eligibility Criteria for Services from Community Living Service Delivery

Legislative Authority

The *Saskatchewan Rehabilitation Act (1979/2014)* and the Saskatchewan Rehabilitation Regulations (1979 and 2014) establish the legal authority for Community Living Service Delivery. Persons with an intellectual disability are a designated group to be offered programs and services.

Eligibility Requirements

Community Living Service Delivery offers programs and supports to children and adults with a diagnosis of Intellectual Disability with an onset before age 18. The establishment of eligibility for CLSD services provides access to case management planning though the provision of services are subject to availability of resources.


CLSD establishes eligibility on the basis of assessment documentation and requires an assessment report from a dually qualified medical practitioner or a qualified professional with an Authorized Practice endorsement (APE) designation that substantiates the diagnosis of intellectual disability in order for eligibility to be considered.

Documentation

Assessment documentation as obtained from a qualified professional (above) should provide:

- A diagnosis of intellectual disability;
- A summary of the individual's history and previous testing;
- Identification of variables that could impact on the validity of the assessment results and a description of the individual's adaptive behavior, developmental skills and cognitive functioning;
- Confirmation that the diagnosis manifested in the developmental period (the diagnosis being established prior to the eighteenth birthday);
- Licensure information of person making the diagnosis and report.

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Provisional Diagnosis

The assessor may initially identify a diagnosis as being “provisional” if they need to gather more information before making a final / firm diagnosis.


The provisional specifier may be used when the qualified assessor presumes that the full criteria will ultimately be met for a disorder, but not enough information is currently available to make a definitive diagnosis.

Young children with the diagnosis of global developmental delay and/or children considered untestable may be eligible for CLSD services but this will be determined on a case-by-case basis.

In situations where a child has a diagnosis of global developmental delay or is considered untestable, formal documentation from a qualified professional is required. At a minimum that documentation must include a description of the child’s developmental abilities and an estimation of the developmental age. If accepted, the child’s ongoing eligibility for the program will be reviewed prior to their 8th birthday. Additional diagnostic testing may be required at that time.

Questions related to the eligibility criteria may be directed to the CLSD supervisor.

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11.15 Transition Planning for Youth in Care of the Minister to Community Living Service Delivery

Appendix C – Children's Services Mandate Chart


Section of CFSA	Description	Role of Minister/Provision of Supports
Section 9	Agreements for Residential Services – a voluntary agreement made between the Minister and the parents/caregivers where parents/caregivers agree to place their children in out-of-home care (e.g. foster care) with the goal being reunification and a return of the children to the family home. Parents/caregivers retain guardianship under this type of arrangement.	<ul style="list-style-type: none"> Minister provides support services to families and residential supports to the child. Parents/caregivers retain right to guardianship and provide consent to health/medical, education, religious and/or cultural decisions regarding the child.
Section 10	Agreement for Services to 16/17 Year Olds – a voluntary agreement made between the Minister and a 16/17 year-old youth who cannot remain in the family home because of safety concerns, or because the parent/caregiver is not willing to assume responsibility. The youth is not 'apprehended' or in care of the Minister.	<ul style="list-style-type: none"> Minister may provide support services to families and residential and financial supports to the young person. Depending on the circumstances, the youth and/or parent may be required to participate in counseling, education and/or rehabilitative services. Expectation is to work towards having the youth return home. If this is not possible, then the Ministry works with the youth to develop a plan for independence, which may involve a referral to CLSD for future supports/services. The youth's views on planning are always taken into consideration.
Section 17(1)(b)	Apprehension – when children are deemed to be in need of protection from an unsafe situation and are at risk of serious harm, Section 17 allows the Ministry to remove them and put them in an out of home placement (e.g., extended family member, foster care). After an apprehension is undertaken, the Minister must make an application to court for a protection hearing within seven days. At a protection hearing, a caseworker makes a recommendation for the type of order that would best suit the needs of the	<ul style="list-style-type: none"> Minister provides support services to families, where applicable, when a child is returned to a caregiver. Services include parent support and parent education, and may also include referrals to other agencies such as Addiction Services. CFP may work with CLSD, where a child is eligible, to seek supports for the family from CLSD such as

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	<p>child and family situation. A decision can be made by a judge to return a child to a parent with or without supports, to be placed in the custody of a Person of Sufficient Interest (PSI), or for a temporary, permanent or long-term order. Permanent and long-term orders are sought where family reunification is unlikely and there is no extended family member able to provide safe or adequate support. Apprehensions may occur up to the age of 16. Youth aged 16/17 may be apprehended under very exceptional circumstances (Section 18).</p>	<p>respite. The objective would be to ensure a family is connected to preventative community supports and services as part of the overall family case plan, and for those supports and services to remain in place once CFP involvement ends.</p>
<p>Section 37(1)(b)</p>	<p>Person of Sufficient Interest (PSI) Order – when children are deemed to be in need of protection from an unsafe situation and are at risk of serious harm, the court may make an order placing them in the custody of a Person of Sufficient Interest (PSI Caregiver). A PSI caregiver may be an extended family member, the chief of a child's band or a designate, or a person with whom the child has a meaningful relationship.</p>	<ul style="list-style-type: none"> • Under a PSI order, the child is not in care of the Minister, and the Minister has no legal status on the child. Parental rights are not severed, but PSI caregivers have the ability to make decisions, such as health and education, on behalf of the child, as a parent would. • The Minister may provide information or assistance to a PSI caregiver on making a referral to CLSD.
<p>Section 37(1)(c)</p>	<p>Temporary Order – an order issued by the court that places a child in temporary care of the Minister for a period up to 6 months when it is determined the child is in need of protection. The order may be extended beyond 6 months.</p>	<ul style="list-style-type: none"> • Minister is <i>parent</i> and has responsibility for planning, including the provision and coordination of supports and services for the family and for all aspects related to the child's needs.
<p>Section 37(2)</p>	<p>Permanent Order – an order issued by the court that places a child permanently in care of the Minister until the age of 18. Under this type of order, parental rights are severed and the child is eligible to be adopted. Children under this type of order are often referred to as <i>permanent wards</i>.</p>	<ul style="list-style-type: none"> • Permanent wardship orders place children in the custody of, or commit them to, the care of the Minister until their 18th birthday. Minister retains all rights and responsibilities as parent including expenses related to care, shelter and supports. • Minister undertakes registration for adoption and adoption planning. Not all children in care via a permanent wardship order become adopted.

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		<ul style="list-style-type: none"> • The Minister retains the responsibility to provide support services to the child/youth as they transition to adulthood, which may include a referral to CLSD where applicable. • The child's views on planning are always taken into consideration.
Section 37(3)	Long-Term Order – an order issued by the court that commits the child to the custody of the Minister until the age of 18. This type of order is typically used for older children, or where it is felt adoption of the child is not a likely option. Children under this type of order are often referred to as <i>long-term wards</i> .	<ul style="list-style-type: none"> • Long-term Wardship orders place children in the custody of, or commit them to, the care of the Minister until their 18th birthday. Minister retains all rights and responsibilities as parent including expenses related to care, shelter and supports. • Adoption is not typically considered for a child who is in care via a long-term wardship order. • The child's views on planning are always taken into consideration.
Section 46	Voluntary Committal – is undertaken by birth parents who wish to relinquish their parental rights and give custody of their child to the Minister. A voluntary committal is typically undertaken by birth parents who wish to place their newborns for adoption. This type of order results in a Permanent Wardship order.	<ul style="list-style-type: none"> • Minister is <i>parent</i> and has responsibility for long-term planning, including the provision and coordination of supports and services. • Minister undertakes registration for adoption and adoption planning. Newborns who are voluntarily committed typically become adopted.
Section 56	Extension of Support Services – a voluntary agreement undertaken by a young adult (18-21) who is in care of the Minister via either a permanent or long-term court order, where the youth wants to continue his or her education or training (transition to adulthood) and requires supports to do so. Young adults who enter this type of agreement are no longer in care of the Minister.	<ul style="list-style-type: none"> • Minister provides supports and services to transition to adulthood, which can include a referral to CLSD where applicable and if the young person agrees.

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.15 Transition Planning for Youth in Care of the Minister to Community Living Appendix D – Transition Planning Timeline

Age	CFP	CLSD	Joint Planning
13	<ul style="list-style-type: none"> Identify potential future need for CLSD services Begin tracking on CFP/CLSD tracking database Determine what documentation is required for CLSD eligibility 	<ul style="list-style-type: none"> Provide information to CFP on CLSD eligibility and services 	
14	<ul style="list-style-type: none"> Gather required documentation for referral to CLSD (e.g. psychological assessments, DLSAs); referrals for assessments may be necessary Continue to update CFP/CLSD tracking database 		
15	<ul style="list-style-type: none"> Three (3) months prior to 15th birthday, complete application package to initiate referral to CLSD Continue to update CFP/CLSD tracking database 	<ul style="list-style-type: none"> Review application package and determine eligibility Open file on ACI upon determination of eligibility 	
15-18	<ul style="list-style-type: none"> Continue to update CFP/CLSD tracking database Where youth chooses to leave care at age 16, file is closed Where youth is not eligible for an <i>Extension of Supports Agreement</i> (e.g. Section 10 or PSI), file is closed on 18th birthday. Where youth is eligible for an <i>Extension of Supports Agreement</i> (only permanent and long-term wards), agreement is signed at 18th birthday to aid transition if it is assessed more time is required 		<ul style="list-style-type: none"> Begin process of joint planning meetings Identify support requirements including financial resources and responses to complex needs (i.e. referral for behavioural support to CFP/CLSD joint initiative) Develop transition plan outlining transition process, supports required, age of transition and how an <i>Extension of Supports Agreement</i> may be used as part of the transition process
18-21	<ul style="list-style-type: none"> Where an <i>Extension of Supports Agreement</i> is signed, file is closed when youth transitions to adult services (can occur anywhere between ages 18-21) With written permission of the youth/young adult, may consult on planning up to six months after file closure 	<ul style="list-style-type: none"> At age 18, becomes eligible for adult services through CLSD At time of transition, confirm funding availability to ensure continuation of supports as established in the transition plan Assume case management when youth/young adult transitions and CFP closes file 	

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.15 Transition Planning of Individuals in Care of the Minister to Community Living Service Delivery

Appendix E – Income Assistance Required Documentation (As applicable)

Identification

- Social Insurance Number (SIN)
- Personal Health Number (PHN)

Shelter Verification – Include living arrangement, cost/fee, address, landlord information

- Rent receipt within the last 30 days
- Lease/rental agreement
- Mortgage papers (including house insurance, property tax notice)
- Written letter stating address, rental/room and board need, landlord
- Completed Move Form (SAP/SAID) or Change Form (TEA)

Verification of Needs

- Current utility bills (in client's name for current service address - power, energy, water, telephone)

Income Verification

- Pay stubs for current and previous month

Asset Verification

- Current bank statement for all accounts including client name and account number
- Current statement from Financial Institution (stocks, bonds, RRSPs, RESPs, GICs, etc.)

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Additional Information

- Existing assessments such as Daily Living Support Assessment (DLSA) and/or Level of Care Medical Report (LOC) - the CFP or CLSD caseworker should forward these to the AIS.
- The Income Assistance Division may request additional information to confirm assets, income or needs or may issue a medical report for the applicant to have completed

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.16 MSS and FNCFS Shared Planning for Children and Families

Introduction

- This policy provides expectations to ensure First Nation children are safe, connected to their family and community, and that a range of services are provided that protect the best interests of children. This requires the Ministry of Social Services (MSS) and First Nation Child and Family Service (FNCFS) Agencies to work respectfully together in providing coordinated services to children and families with respect to ongoing case planning and decision making.
- The Ministry has entered into bilateral agreements with First Nation Bands and Tribal Councils regarding First Nation control and delivery of services pursuant to Section 61 of *The Child and Family Services Act*.
- The MSS and FNCFS agencies provide services pursuant to *The Child and Family Services Act*. The MSS provides services off reserve and FNCFS agencies provide services on reserve according to the bilateral agreements between the parties.
- The MSS and FNCFS agencies acknowledge that children and families receiving services pursuant to *The Child and Family Services Act* may move between on reserve and off reserve and require joint case management and/or case transfer.

Definitions

Referring Office - The FNCFS agency or MSS office making the referral/request for services.

Receiving Office - The FNCFS agency or MSS office receiving the referral/request for services.

Relocation - The family has moved from one location to an “on or off reserve” location.

Agency - A band or another legal entity that has entered into an agreement pursuant to section 61 of *The Child and Family Services Act*.

Band - A band as defined in the Indian Act (Canada) and includes the council of a band.

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Procedures

I. Case Planning for Family Service/Child Protection

- The receiving office will identify primary supervisors or managers who will coordinate all referrals.
- When the referring office becomes aware that a family has relocated or are likely to relocate from their office/agency, they shall notify the receiving office immediately.
- When the relocation is expected to be less than 60 days, the referring office will notify the receiving office and then provide documentation (i.e. intake reports, case recordings, contact logs, legal documents etc.) within 10 working days.
- When the relocation is expected to be more than 60 days, the referring office will arrange a case conference with the receiving office and stakeholders within 10 working days. The case conference can be completed by telephone or in person.
- As part of the notification the referring office will provide the receiving office the following information:
 - Names, date of birth, address of parents and children
 - Reason for involvement
 - Assessment of Safety and Risk
 - Existing case plan and future service expectations
- The purpose of the case conference is to identify the safety and/or risk associated with the child and/or family. Relevant information including case plans, legal documents and assessments are to be provided to the receiving office.
- The referring office will ensure that the family is invited to participate in the initial case conference.
- Once a family relocates for more than 60 days and the case conference and relevant file information has been forwarded, the referring office will transfer the Family Service/Child Protection case.

Note: For Case Administration Procedures see “Transition from ACI to Linkin Case Management System” Document.

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II. Case Planning for Children in Care

- The receiving office will develop a process for coordinating all referrals.
- When a child is found in need of protection and an out of home placement is required, the following priorities will be considered:
 - placement with the child's extended family
 - placement with the child's or other family member's band
 - placement with another First Nation family
 - placement in a Ministry/FNCFS approved foster home or staff group home
- The referring office shall retain financial responsibility for legal and maintenance costs associated with the case. The receiving office will participate in the referral case conference and document what was agreed upon in the case plan. When there are errors or omissions, a discussion with the referring office shall occur and the transfer of responsibility letter and any relevant documentation will be amended accordingly.
- The receiving office will assign a caseworker who will make contact with the child/family and referring caseworker.
- The receiving office will invite the referring office to participate in regular case reviews or where there is a significant change in the case plan. Relevant documentation including case plans, legal documents and assessments are to be shared with the referring office on an annual basis.

The referring and receiving offices will formalize the case transfer by signing the Transfer of Responsibility form (attached).

Note: For Case Administration Procedures see "Transition from ACI to Linkin Case Management System" Document.

III. Joint Use of Placement Resources

- There may be situations where a resource, such as a foster home or group home which is licensed/approved by MSS or by a FNCFS agency, may be required to provide care and services for a child in care of the other.
- Where such placements occur:
 - The office responsible for the child shall retain case management responsibilities for the child.

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- The office responsible for the child shall retain responsibility for information sharing, involvement of the resource in case planning, compensation and any additional supports required to specifically maintain the child in the resource. Additional supports may include, but are not limited to household supports and respite.
- The office responsible for the resource shall retain responsibility for approval/license, training, general support and monitoring of the resource.
- Placements may only be made with written approval of the office responsible for the resource and must be made consistent with the placement policies and practices of the office.
- When a referring office becomes aware of information related to quality of care or child maltreatment, that office shall provide immediate notification to the office responsible for the resource.
- When a receiving office responsible for the resource becomes aware of any information that may impact on the quality of care or safety of any child in the resource they shall provide immediate notification to the referring office of their concerns and actions they plan to take as a result of the information.
- Formal review of quality of care or investigations of maltreatment (abuse/neglect) of any child in the resource will be conducted by the agency responsible for the resource following current policies. In all cases the referring office must be kept informed of progress and outcomes of any review/investigation. Where appropriate the referring office may actively participate in the process.

Note: For Case Administration Procedures see “Transition from ACI to Linkin Case Management System” Document.

IV. Person of Sufficient Interest Placement Breakdown

- In the event that a Person of Sufficient Interest (PSI) case has been transferred between the two parties and a placement breakdown occurs, the following procedures will apply:
 - The receiving office will complete a child protection investigation into the circumstances that led to the placement breakdown and determine if the child can be safely reunited with the PSI caregiver.

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- In the event that the child can be reunified with the PSI caregiver, the receiving office will develop a safety plan including provision of family support services and special needs which addresses the concerns as per the Children's Services Manual, Chapter 4, Section 3.5.
- In the event that the child cannot be reunified with the PSI caregiver, the receiving office will consult with the referring office and commence collaborative work including the following:

Locating a new resource for the child; and

-
- Making application to court to vary the PSI order (if necessary)
- The receiving office will make an application to the court, maintain case management responsibility and invoice the referring office for legal costs incurred.
- The receiving office, who has maintained case management responsibility, must complete the legal/court process as the information required for court will be current and accessible.
- The referring office will maintain financial and legal responsibility and reimburse the receiving office for the costs incurred.

Note: For Case Administration Procedures see "Transition from ACI to Linkin Case Management System" Document.

V. Dispute Resolution

- Disagreement between the referring and receiving office shall be managed following the Dispute Resolution processes of both offices.
- In most cases the dispute resolution process will involve attempts at reaching agreement closest to the source of disagreement as possible and progressing through more senior levels as required in order to reach resolution.

VI. Agency Involvement in Off-Reserve Case Planning

- The MSS shall involve the FNCFS Agency in case planning for any child placed in off-reserve care that is a member of their First Nation(s).

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- The Ministry shall:
 - Consult with the FNCFS Agency concerning child protection cases involving Band members as soon as possible. If it is not possible to consult prior to apprehension, it must occur immediately following and throughout the planning process.
 - Provide the FNCFS Agency with a notice of hearing in all cases where First Nations children are subject of the application.
- In those circumstances where out of home care is required pursuant to a Section 9 Agreement and the family does not want the FNCFS agency and/or Band to be notified, the Ministry shall:
 - Explore with the parents their reasons for not wanting the FNCFS agency involved and discuss the benefits of involvement for the child; including maintaining or developing cultural connections.
 - If the parents continue to oppose FNCFS agency involvement, this is to be noted on the child's file and reviewed with the Ministry supervisor.

Note: For Case Administration Procedures see "Transition from ACI to Linkin Case Management System" Document

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TRANSFER OF RESPONSIBILITY

Name of Child: _____ D.O.B. _____
Treaty #: _____ Client # _____

Mother's Name _____

Father's Name _____

Following joint consultation between _____ (referring office) and _____ (receiving office) the Ministry of Social Services **or** the First Nations Child and Family Services Agency will transfer the responsibility of the above named child beginning the effective date below.

If for any reason the child is transferred to another service centre, Agency or returned to parent, _____ (MSS or FNCFS Agency) will forward that information to the referring office.

NOTE: The referring office retains financial responsibility for the legal and maintenance costs associated with the transfer.

For children in which the receiving office is considering placement in high cost residential resources, the receiving office will refer to the Ministry or Agency's Special Placement Committee, or otherwise seek approval prior to placement.

Effective date of transfer: _____

Referring Office Supervisor

Date

Receiving Office Supervisor

Date

Receiving Office Director or Designate

Date

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TRANSITION FROM AUTOMATED CLIENT INDEX (ACI) to LINKIN CASE MANAGEMENT SYSTEM

Introduction

- The Ministry of Social Services is in the process of implementing Linkin through a phased rollout to all Child and Family Programs (CFP) offices. As offices across the province are being converted to Linkin and others continue to use Automated Client Index (ACI), it is inevitable that clients will transfer and placements will occur between Linkin and ACI offices. Client and case information is not electronically shared between Linkin and ACI, therefore it is imperative that the transfers of case files, placement of clients and CFP provider payments are accurately recorded and information is available in the appropriate system during the transition state.
- To support both the Linkin and ACI offices during the transition and implementation, a Central Support Team (CST) will be established to assist with cross-system transfers, placements and general support between the two different systems. The CST will be available to answer questions at 1-855-5LINKIN (1-855-554-6546), Monday through Friday, 8:00 am to 12:00 noon and 1:00 pm to 5:00 pm.
- The purpose of this document is to provide a quick reference of the most common cross system activities for clients and cases between MSS and FNCFS Agencies during the phased implementation of Linkin. During this transition additional processes and policies will be needed to be developed to ensure the ongoing information sharing with the First Nations Agencies (FNA's) who are continuing to use ACI.
- This document also provides links to the Linkin Website that is located in Top Drawer of the Ministry website. The information contained on the Linkin Website provides a more detailed guide to Linkin/ACI case administration. Caseworkers in both Linkin and ACI offices are encouraged to reference these guides when transferring cases.

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Guidelines

- To ensure that client and provider information is not lost, out of date or duplicated between the two systems during the transition of CFP offices from ACI to Linkin the following business guidelines have been established:
 - Once a case exists in Linkin it always remains in Linkin, and all ACI office updates to case information will need to be entered in Linkin by the CST.
 - A case can only be open on one system – with the exception of Foster Homes (FH) cases.
 - Paper file records are tracked in the system where the case is being managed.
 - CST must be notified of all case and file transfers between ACI and Linkin offices.
 - CST must be notified of all cross-system transfers and placements between ACI and Linkin offices.
 - Clients with a program of 'LNKN' or a status reason of 'CNVLI' **must not** have any new CFP involvements (FS, CC, RI, FY, and PC) created on ACI.
 - Linkin converted offices **must not** register new or reopen any FS, CC, RI, FY, and PC cases on ACI.
 - Inactive cases that are not converted to Linkin can be transferred to any office on ACI.
 - When transferring a CC file the date the case is closed in ACI must match the date the child/youth role is ended on the Foster Home involvement.
 - Timing is important for all processes, the ACI office processes need to be completed before the Linkin office can enter information on Linkin.
 - FYAP payments must be completed before the transfer is made to a Linkin office. Once the case is closed in ACI it cannot be reopened in ACI.

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Case Planning For Family Service/Child Protection Relocation

Case Administration: Once a family relocates for more than 60 days and the case conference and relevant case information has been forwarded, the referring office will transfer the Family Service/Child Protection case.

I. Linkin Office to Linkin Office:

- The referring office will create a case transfer in Linkin. The case is transferred to the receiving office in Linkin and the receiving supervisor assigns a caseworker in Linkin by changing the case owner in Linkin.

II. Linkin Office to ACI Office:

- The referring Linkin office will:
 - Notify the Central Support Team (CST) of the case transfer;
 - Transfer the paper file to the receiving ACI office.
- The receiving ACI office will:
 - Notify CST when they receive the paper file;
 - Manage the case as a paper file as per present state;
 - Provide CST with updated information.
- CST will:
 - Assign the case to the receiving ACI office caseworker in Linkin;
 - Enter updated information into Linkin accordingly.

***See Linkin Website on Top Drawer ACI/Linkin Transition/Guides/Transition State Quick Reference V.1.0 Final – 07-05/Client Transfers from a Linkin office to ACI Office.**

III. ACI Office to Linkin Office:

- The referring ACI Office will:
 - Close the Family Service case on ACI with the status reason of "LI";
 - Transfer the case and paper file in ACI;
 - Forward paper file to receiving Linkin Office;
 - Notify CST of the transfer.
- The receiving Linkin Office will:
 - Receive the paper file and create an ongoing case in Linkin;
 - Enter paper file information on Linkin;
 - Notify CST that transfer is received.

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***See Linkin Website on Top Drawer** – ACI/Linkin Transition/Guides/Transition State Quick Reference V.1.0 Final -07-05/Client Transfers from ACI Office to Linkin Office.

Case Planning For Children in Care

Case Administration:

- I. **Linkin Office to Linkin Office:** The referring office will create an outbound inter-jurisdictional agreement in Linkin showing case management and financial responsibilities as per policy. The referring office will create a FNCFS transfer form in Linkin. The case is transferred in Linkin and the receiving office creates an intake and changes case ownership.

- II. **Linkin Office to ACI Office:**

- The referring Linkin Office will:
 - Notify CST of the transfer;
 - Update FYAP, ensuring payments are made before transfer;
 - Update case information in Linkin and print ACP/CADP, contact logs, intake and investigation for paper file;
 - Enter new placement in Linkin;
 - Transfer paper file to receiving office on Linkin;
 - Forward paper file.
- The receiving ACI Office will:
 - Notify CST that transfer is received;
 - Forward documents to CST for update of case in Linkin;
 - Update FYAP.
- CST will:
 - Update case information in Linkin;
 - Register and enroll ACI provider on Linkin;
 - Assign the case in Linkin to the ACI caseworker.

***See Linkin Website on Top Drawer** – Quick Reference/Transfer of a Child in Care from MSS to FNA (IJ).

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III. ACI Office to Linkin Office:

- The referring ACI Office will:
 - Update FYAP – close RVC;
 - Update ACI;
 - Close ACI case with status reason “LI”;
 - Electronically transfer the case and paper file;
 - Forward paper file;
 - Notify CST of transfer.
- The receiving Linkin Office will:
 - Create ongoing case in Linkin;
 - Enter paper file information into Linkin;
 - Enter removal and placement information as per Linkin guidelines;
 - Update FYAP;
 - Notify CST of transfer.

***See Linkin Website on Top Drawer** – ACI/Linkin Transition/Guides/Transition State Quick Reference V.1.0 Final-07-05/Client Transfers from ACI Office to Linkin Office.

JOINT USE OF PLACEMENT RESOURCES

Case Administration: (Placement of an INAC child to MSS Placement – no case management transfer)

- See Linkin Website – Quick Reference/Placement of an INAC Child to MSS Provider
- See Linkin Website – Quick Reference/Placement of MSS child in FNA Provider

PSI PLACEMENT BREAKDOWN

Case Administration:

- When it has been determined that a child placed in a PSI resource is in need of protection and the child is removed, the receiving office will create an intake and investigation in Linkin and associate the case to the child's ongoing case in Linkin.
- The receiving office child protection caseworker becomes the case owner until the child is returned and there is no further protection involvement or until the PSI order is terminated.

***See Linkin Website** – Quick Reference/PSI Provider with Protection Concerns

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11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.17 Protocol for Child Care Case Transfers

Policy

Ministry staff will work collaboratively in providing coordinated and timely services to children in out-of-home care who move between or within service areas.

Intent

To ensure clarity of roles of the referring and receiving offices when a child in care moves between or within service areas and to facilitate the transfer of responsibility for child care services on the ongoing case.

Definitions

Case Transfer: The action of transferring the responsibility for child care services when a child is placed or moves with a caregiver between or within service areas.

Services Area: There are three service areas in Saskatchewan: North, Centre and South. Within each service area there are a number of **service centres** that deliver services to children who are in out-of-home care. Service centres may also be referred to as **office locations**.

Referring Office: The Ministry office making the referral/request for services.

Receiving Office: The Ministry office receiving the referral/request for services.

Relocation: The child has been placed or moves with a caregiver between or within a service area.

Courtesy Services: Includes case related actions performed by one service centre at the request of another (for example, conducting interviews, completing assessments, completing face-to-face visits in order to meet contact standards and or facilitating/supervising visitation).

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Standards

When a child in out-of-home care moves between or within service areas the referring office will:

- The supervisor will make contact with the receiving office to discuss planning for the child and document the details in a contact log;
- Complete an updated Child Assessment and Developmental Plan (CADP) and all applicable Structured Decision Making (SDM®) assessments prior to case transfer.
 - In circumstances where the child has been in care for less than 30 days and the Child Strengths and Needs Assessment has not been completed, provide a summary of the current circumstances and the case plan for the child in a contact log.
 - Where the child has been in care for more than 30 days but less than 45 days, the referring office is to complete the Child's Strengths and Needs Assessment as well as the CADP prior to case transfer.
- Negotiate an agreed upon date for the transfer of responsibility of child care services to the receiving office location; and
- Arrange and facilitate a case conference with all key service providers, the referring office (including caseworker and supervisor) and the receiving office (including caseworker and supervisor) **within 30 days** of case transfer. (While every effort should be made to hold a case conference in person or by video conference, a phone conference would meet this requirement.)

Procedures

When a child in out-of-home care moves between or within service areas: (Examples include child moving with foster parents, persons of sufficient interest, or alternate caregivers, or child is being placed with foster parents, persons of sufficient interest or alternate caregivers in another service area or service centre location)

1. Consultation will occur with the receiving office, with personal contact (telephone) between supervisors. Personal contact is followed by an e-mail from the referring office outlining/confirming the plans and agreements made regarding case management and the case transfer. The plans are to include confirmation that referrals have been made to the child's new community for the provision of services and a date and location for a case conference that includes all key service providers. If a child is relocating with a

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foster parent, and the plan includes the transfer of provider case management duties, caseworkers for the provider home in the referring and receiving offices should be included in the case conference.

2. If a child in out-of-home care leaves their service area for placement in a Residential Stabilization Program, such as Ranch Ehrlo or Eagles Nest, the case management and responsibility for planning for the child transfers to an assigned worker in the Community Response Services Unit (see Chapter 4.7 Residential Stabilization Programs for case transfer process).
3. The responsibility for child care services are not transferred if the child is likely to remain in the receiving office location for less than 30 days. The referring office may request the service centre in which the child is temporarily placed to provide courtesy supervision/contact. Examples may include that a child in out-of-home care is placed in another service area for the purpose of respite where the plans include that the child will return to their caregivers.
4. When placement is being arranged between or within service areas (such as with an alternate care provider), the home study is completed by the nearest service centre to where the caregiver resides, unless alternate arrangements are agreed to by each service centre. The supervisor of the referring office must contact by telephone the appropriate supervisor in the receiving office to request the home study and follow up with a written request. Home studies should be completed within 60 days of receipt of the written request whenever possible.
5. When the transfer of case responsibilities occurs, the supervisor of the referring office ensures that the following are completed:
 - A case conference has been held or is scheduled to take place with all stakeholders. The case conference must occur within 30 days of the transfer of child care services;
 - Child's address, legal status and placement type are updated in Linkin;
 - All service authorizations are created for case related payments;
 - School and Health authorities are notified so that records can be forwarded to the receiving school/health authority;
 - An updated (to the date of transfer) CADP and corresponding SDM® Assessments have been completed;

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- The case has been reviewed and approved by the supervisor;
- The case (in Linkin and the corresponding paper file) is transferred to the receiving office by the date of the agreed upon date for transfer of responsibility of child care services.;
- If a case is received with missing information, the supervisor in the receiving office will contact the supervisor in the referring office, by telephone, and request that the information be provided. The receiving office retains case management responsibilities and the case is not returned to the referring office.

NOTE: A Transfer of Responsibility Checklist is located in Chapter 12.18. This form has been designed to assist service areas to ensure that required documentation has been completed prior to transferring responsibilities for child care services within or between service areas.

If a placement breaks down (foster care or alternate care):

1. If a placement is breaking down, the child's caseworker provides services to the caregiver to maintain the placement (if in the child's best interests). This may include a short-term change in placement while the issues are being resolved.
2. If it is determined that the child cannot return to the caregiver and the child must be moved, the service area with the child protection case assumes responsibility for planning for the child (this may include a new request for a foster placement if extended family is not possible).
3. If the child is a long-term/permanent ward, planning is the responsibility of the child's caseworker. The child's caseworker will explore alternate resources for the child including extended family or significant others. This may require that consultation occur with other service centres where extended family or other resources may be available.
4. Should planning for the child involve a change of placement between or within service areas, procedures 1-5 as outlined above (When a child in out-of-home care moves between or within service areas) are to be followed. This includes the requirement for a case conference.

If a Person of Sufficient Interest (PSI) placement breaks down:

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Caseworkers are encouraged to consult with their legal counsel prior to making any court application to ensure the appropriate application(s) is being sought and that timeframes for service are complied with, in the event of concurrent orders being sought.

1. If a PSI placement is breaking down, the caseworker responsible for the PSI case provides services to the PSI provider to maintain the placement.
2. If the PSI caregiver is no longer willing or able to provide care to the PSI child, a referral to child protection where the PSI caregiver resides must occur for the purpose of initiating a child protection investigation. In this circumstance, the PSI caregiver should be identified as the parent/primary caregiver (See Chapter 2.2 Child Protection Intake – Receiving and Screening Reports of Child Maltreatment).
3. If the PSI child is placed in out-of-home care and reunification to the PSI caregiver is likely, the service centre conducting the investigation remains responsible for case management including making application to court, if required. The application to court occurs in the location where the PSI caregiver resides. Courtesy service may be required by another service centre to effect service on the parents or other parties to the hearing, issue funding (meals, transportation) for parents to attend court etc.
4. If it is determined that the PSI child cannot be reunified to the PSI caregiver, the child protection caseworker remains responsible for making application to court for a child protection hearing as well as termination of the PSI order, as necessary (both applications could run concurrently). The caseworker remains responsible for re-exploring the child's parent(s) and extended family. This may require a request for courtesy service by the service centre where the parent(s) resides for the purpose of determining whether they are suitable to resume care for the child. If reunification to the PSI caregiver is not possible, every effort should be made to ensure that decisions pertaining to placement of the child (including decisions to maintain placement in the child's community or whether to move the child closer to family) are meaningful and take into account the child's best interests.
5. Until the PSI order is terminated or varied, child protection services must continue to be offered to the PSI caregiver until planning for the child has been completed. This would include the continuation of contact standards (Child Protection Services Manual, Ch 3.4) with the PSI caregiver.
6. If an assessment determines that reunification with the parent(s) **is** possible, arrangements will be made with the service centre where the parent(s) reside to determine planning for the child and family. In many circumstances, this will require that

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child protection services are provided to the parent(s) to ensure stability of the placement and to reassess safety and risk.

7. If an assessment determines that the PSI child cannot be reunified to the parent(s) and the child remains in out-of-home care, arrangements will be made between service centres to evaluate what is in the best interest of the child and whether consideration should be given to having the child placed closer to their parent(s). (See Procedures above). In this circumstance, arrangements to transfer the responsibility of child care services should be made, including the requirement for a case conference with all key service providers. Until planning is in place, the service centre providing child protection services continue to maintain responsibility until planning for the child has been completed (reunification with parents, long-term order, permanent order, PSI with another caregiver).
8. If a court terminates a PSI order planning for the child remains the responsibility of the service centre providing child protection services. A child's placement should not be disrupted until planning for the child has been completed (in many circumstances the child would remain in the originating service centre).

Practice Guidelines

Death of a PSI caregiver:

Caseworkers are encouraged to consult with their legal counsel prior to making any court application to ensure the appropriate application(s) is being sought and that timeframes for service are complied with, in the event of concurrent orders being sought.

- In the event of the death of a PSI caregiver, the PSI caseworker must determine whether the order identified custody and placement of the PSI child to one individual or to two PSI's jointly (e.g. married couple, brother and sister etc.). If the PSI order identified two individuals, so long as the other caregiver continues to be willing and able to provide care, the PSI child is to remain with the surviving caregiver. If monthly payments had been issued to the deceased PSI caregiver, the caseworker is to create a service authorization changing the payee to the surviving caregiver. In this circumstance, the PSI caseworker should consult with their legal counsel to determine whether the PSI order should be varied.
- Should a PSI caregiver die and the name of their surviving spouse not be identified on the PSI order, a referral to child protection intake where the PSI caregiver resides must occur for the purpose of assessing the capacity/suitability of the surviving caregiver and

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initiating any required court application. Should the surviving caregiver be assessed as willing and able to provide care to the child **and** is acting as parent as defined in the *Child and Family Services Act* (loco-parentis), the caseworker is responsible for making any required court application.

- If there is no approved surviving caregiver, the child is to be apprehended and a referral to child protection intake where the PSI caregiver resides must occur for the purpose planning for the child and initiating an application to court for a Child in Need of Protection. The child protection caseworker continues to provide services until planning for the child has been complete. A child's placement should not be disrupted until planning has been completed (in many circumstances the child would remain in the originating service centre).
1. When discussions occur regarding case management responsibility and case transfer, decisions should be made on the basis of what is in the child's best interest. Considerations should include:
 - the child's needs;
 - connection to culture and community;
 - access to significant others;
 - location of current or future caregiver(s);
 - continuity of community supports (i.e. peer groups, school, sports); and
 - continuity of case management services.
 2. A case conference serves a number of purposes:
 - Ensures all key stakeholders are aware of planning for the child and that services and supports within the child's new community are explored and arranged prior to case transfer;
 - Allows for a seamless transition of a case transfer;
 - Assists to identify any gaps in the continuity of service to the child; and
 - Promotes coordinated and timely service delivery.
 3. Should there be disagreement pertaining to the transfer of child care responsibilities between or within service areas that cannot be resolved at the supervisor's level, the matter is to be referred to the Manager, Service Delivery in the referring office. If resolution is not reached at the manager's level, the matter is referred to the Director, Service Delivery for final resolution.

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Section 11.18: Children/Youth Absent from Care

11.0 GENERAL APPLICATION POLICIES AND PROTOCOLS

11.18 Children/Youth Absent from Care

Policy

In situations where a child or youth is absent from care, Ministry staff shall ensure that all relevant parties are notified, including making timely reports to proper authorities, and developing a course of action to locate the child/youth and return him/her to an appropriate placement.

Preamble

Children or youth who are absent from care are at risk for victimization and exploitation. They may not perceive the inherent risks or see themselves as potential victims. The majority of situations in which a child or youth is reported as "absent from care" are as a result of the young person running away from their placement.

Caseworkers and caregivers must consider a child or youth absent from care as a concerning situation that requires intensive and ongoing intervention and follow up. Children and youth must be provided with information on how to keep themselves safe while they are absent from their care provider home, including a list of phone numbers of their caregiver, the local police, crisis services, the caseworker, the school, and other support services.

Safety planning is not an alternative to the caregiver's responsibility to keep the child/youth safe. The caregiver shall take all reasonable measures to prevent the child/youth from being absent from their home. The child/youth needs to be assured that upon phoning the caregiver, arrangements for their safe return will be made.

Definition

"Child/youth absent from care" means any child or youth for whom the Ministry has responsibility (including all temporary, long term and permanent wards and children or youth on apprehended status or in care under voluntary agreements) and the child/youth's whereabouts are unknown.

Standards

1. The caseworker and caregiver shall develop a safety plan (see Procedures) with each child/youth in their care (providing the child/youth with phone numbers of the caregiver, the local police, crisis services, the caseworker, the school, and other support services.

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2. Upon determining that a child or youth is absent from care, the caregiver shall notify the proper authorities (local police and the Ministry) as outlined in Procedures.
3. Following a report that a child or youth is absent from care, the caseworker shall ensure that the local police, parent(s), school authorities, and significant others have been notified of the circumstances.
4. When a child or youth becomes absent from their placement, and there is a media release by local police or RCMP it must be reported to Central Office, Research and Information Management (CFS Briefing Note SS) using the "Issue Alert" template.

Procedures

Developing Safety Plans

Safety plans should include but are not limited to providing the child with the following information:

- The telephone number of the caregiver, the local police, crisis services, caseworker, school, and other support services (Kid's Help Phone 1-800-668-6868);
- Information and addresses where the child/youth could go for safety, such as safe shelters, hospitals, police stations, schools, community centres, and other services;
- Information regarding how to contact the caregiver (i.e. phoning collect on a pay phone if no cell phone is available).

At the time of the child or youth's placement, the caseworker shall provide information and direction to the caregiver on procedures for reporting a missing child/youth to the local police and the Ministry (Mobile Crisis or Duty Worker on call after business hours).

Reporting Children/Youth Absent from Care

A. Required Timeframes for Reporting

Immediate Reporting:

Caregivers shall notify the local police and the Ministry **immediately** upon determining that a child or youth is missing when one or more of the following applies:

- The child or youth:
 - has been, or is believed to have been taken from placement;
 - has been or is believed to have been lured from placement or to have left placement under circumstances that indicate the child/youth may be at risk of harm (physical/sexual assault or exploitation);
 - is 12 years of age or younger;

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- has one or more physical or mental health conditions that if not treated daily will place him or her at severe risk;
- is pregnant or parenting and the infant/child is believed to be with him or her;
- has severe emotional problems (e.g., suicidal ideations) that if not treated will place him or her at severe risk;
- has a developmental disability that impairs the child/youth's ability to care for him/herself;
- has a serious alcohol and/or substance abuse problem;
- is at risk due to other circumstances unique to that individual.

Non-immediate Reporting:

Circumstances in which immediate notification of the local police **would not** be necessary include situations such as the following:

- An older child/youth who leaves school or has an unauthorized absence from school (and none of the above listed factors apply),
- An older child/youth who does not return at the end of the school day.

In these situations, the caregiver and the caseworker may decide to temporarily delay notification to the police for **up to 4 hours**. This decision must be made based on the individual case situation and risk factors.

Prior to reporting a child missing from care, the caregiver shall take all reasonable steps to determine that the child/youth has gone missing. This will include assessing the circumstances in collaboration with the caseworker in an attempt to locate the missing child/youth. A plan around next steps will be established that will include contacting the child/youth's extended family or friends, the school and places that the child/youth is known to frequent.

Each situation of an absent child/youth will be unique to the individual circumstance, and therefore necessitates a response accordingly.

B. Reporting Requirements

Information Required to Report to Police:

When reporting a child/youth absent from care, the caregiver will provide as much of the following information as is known to the local police and to the Ministry. This may include but is not limited to:

- name, date of birth and physical description of the child/youth;
- when the child/youth was last seen;
- where the child/youth was last seen;
- what the child/youth was wearing;

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- any known behaviors or interactions that may have precipitated the child/youths departure;
- any possible places the child/youth may go;
- any physical or mental health conditions or medications that may impact the child/youth's safety;
- any known companions who may be aware of and involved in the child/youth's absence;
- names of relatives, significant adults or peers who may know where the child/youth might go; and
- a recent photo of the child/youth (digital if available).

Ministry Caseworker Responsibilities:

1. Following a report that a child/youth is absent from care, the caseworker is required to:
 - a. Confirm that the caregiver has reported the child/youth's absence to the local police, and obtain the police file number;
 - b. Ensure that the child/youth's parent(s) and other significant persons have been notified;
 - c. Ensure that the child/youth's school/principal have been notified.
2. The caseworker will add a new placement for the child/youth within Linkin using the applicable "Absent from Care" placement type.
3. The caseworker will create an Incident in Linkin with the "Child/Youth Absent from Care" type, located on the child/youth's person page. Documentation included within the Incident will be the detailed information pertaining to a child or youth absent from care.
4. Information regarding contacts made with the caregiver, police, child or youth's family members, school authorities, and others, as well as all steps taken to locate the child/youth must also be documented in Linkin contact logs directly within the "Child/Youth Absent from Care Incident" (as opposed to the ongoing case), until such time as the child/youth has been located and returned to an approved placement.
5. Depending on the missing child/youth's circumstances (age, developmental level, disabilities, etc.) the length of time the child/youth has been missing, and presenting risk factors, the caseworker in consultation with their supervisor, will develop an appropriate action plan. This plan may include, but is not limited to the following:
 - a. Review with the local police their efforts to locate the child/youth;
 - b. Review with the caregiver any new information that may lead to locating the child/youth;
 - c. In consultation with their Supervisor, develop and implement additional strategies for actively searching for the missing child/youth. This may include, but is not limited to:

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- coordinating search efforts between the local police and various community agencies such as Mobile Crisis Services, Community Centres, youth group services, schools and other community groups;
- increasing the amount of contact with other persons in the child/youth's life – family, relatives, friends and associates to enlist their involvement in locating the missing child/youth;
- developing strategies with the local police that may include the use of the media to help locate the missing child/youth;
- contacting organizations such as "Child Find" to seek additional information on strategies to assist with locating the missing child/youth.

Using the Media in Helping to Locate a Missing Child/Youth:

The caseworker, Supervisor and Manager, Service Delivery will review the circumstances and risk factors on a missing child/youth that may warrant the use of the media to help locate the missing child.

If the decision is reached that the media should be used the Manager, Service Delivery or designate shall:

- Contact the local police to request a media release. The police will provide criteria and determine if the circumstances of the missing child/youth warrants the use of the media.
- Complete an Issue Alert and forward to Research and Information Management by email at CFS Briefing Note SS.

Ongoing updates may be required, using an Issue Alert or Briefing Note format, as appropriate.

When a Child/Youth Returns to Care:

- The caseworker will notify the local police, the child's/youth's parent(s), and the child/youth's school of their return, as soon as possible.
- The caseworker will add a new placement for the child/youth within Linkin to indicate that the child/youth has returned to an appropriate placement by using the applicable placement type.
- The caseworker will update the "Child/Youth Absent from Care Incident" in Linkin, by documenting in contact logs the details of the child or youth's return, at which point the Incident in Linkin will be closed.

Section 11.18: Children/Youth Absent from Care

- The caseworker will meet with the child/youth as soon as possible and debrief the circumstances surrounding the incident of the absence from care. (See Practice Guidelines)
- The caseworker and caregivers will support the child/youth to remain in their placement and involve the child/youth when reviewing the case plan to ensure that the child/youth's needs are adequately addressed and to develop plans to prevent future occurrences.
- The caseworker will notify Research and Information Management using the CFS Briefing Note SS email.

Practice Guidelines

The following is a guide for structuring an interview with a child or youth following their return to care, however if a child or young person is speaking freely the worker should not feel that they must adhere to this format. Alternatively, a child/youth may not wish to disclose any details of the time during which they were missing and should not be pressured to do so.

Sample questions to guide the caseworker's interview with the child/youth following their return to care:

Do you understand why you were reported missing?

Tell me about where you went while you were missing.

Who were you with? Were they with you all the time?

Did you feel unsafe or frightened? Tell me about more about this (if relevant).

Did anyone hurt or threaten you?

Did you drink alcohol or take drugs?

Tell me about why you left your placement.

What might stop you from leaving again?

Scaling Question: On a scale of 0-10 how likely is it that you might leave again?
(0 being "I don't think I will ever leave again" and 10 being "I definitely think I will.")

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12.0 FORMS

12.1 Introduction

Most forms can be obtained from the service area stockroom or Templates. This section contains forms that are not yet in stock, lend themselves to word processing form letters or are optional, practical aides.

Forms Available in Stock

Form Number:

- 2000 Agreement for Residential Services (Word Template)
- 2001 Voluntary Committal (Word Template)
- 2002 Statement of Religious Training (Word Template)
- 2005 Child and Family Programs Information Request Form (Word Template)
- 2006 Income Status
- 2007 Notice of Protection Hearing (Form H) (Word Template)
- 2008 Procedures in Completing Information Request (Word Template)
- 2013 Order Pursuant to *The Child and Family Services Act* - Sec. 37
- 2014 Parental Services Agreement
- 2015 Youth Maintenance Agreement
- 2016 Notice of Apprehension - Section 19 (Word Template)
- 2017 Information for Warrant for Entry - Officer has no personal knowledge
- 2018 Information for Warrant for Entry - Officer has reason to believe/personal knowledge
- 2019 Warrant for Entry
- 2020 Application for a Protection Hearing
- 2021 A and B - Family Support Services Contract (Word Templates)
- 2022 Adoption Reference Interview Guide (Word Template)
- 2023 Children's Services Assessment and Developmental Plan
- 2024 Physician's Report for Adoptive Applicant (Word Template)
- 2025 Parent Aide/Family Support Services Contract (Word Template)
- 2026 Parent Aide Monthly Report
- 2027 Notice of Child in Need of Protection
- 2028 Board and Room Resource Checklist

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2029 Homestudy Checklist (Word Template)

2030 Child Status (Word Template)

2031 A and B - Application for Protective Intervention Order (Word Templates)

2035 A and B - Affidavit of Personal Service (Word Template)

2036 Affidavit of Service by Registered or Certified Mail (Word Template)

2082 Risk Assessment Tool (Word Template)

2083 Notice for Protective Intervention Order (Ministry) Section 16 (Word Template)

2084 Notice for Protective Intervention Order (Parent or Person to be Named) Section 16 (Word Template)

2085 Protective Intervention Order (Form E)

2086 Interim Order

2087 Withdrawal of Application for a Protection Hearing (Word Template)

2088 Notice of Application to Vary an Order Pursuant to Section 39 (Word Template)

2089 Agreement for Services to 16 & 17 Year Olds

2090 Extension of Support Agreement (Word Template)

2091 Order Pursuant to Section 39 of the Act

2092 Intake Report (Word Template)

2093 Investigation Record (Word Template)

2094 Genogram

2095 ECOMAP

2096 Assessment and Case Plan (Word Template)

2097 Intake Log

2099 Permanent Ward/Voluntary Committal Profile (Word Template)

2100 Child Welfare Record Check

2101 Referral for Services

2103 Referral of Children Form (Word Template)

2104 Permanency Planning Face Sheet

2105 Notification of a First Nation Child Taken into Care (Word Template)

2106 Face Sheet - Addition (previously numbered 1007-A)

2107 Face Sheet (previously numbered 1007)

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- 2108 Long Term Wardship Profile (Word Templates)
- 2200 Application for Order of Adoption-Pursuant to Section 16 (Form A-1) (Word Template)
- 2201 Application for Order of Adoption-Pursuant to Section 23 (Form A-2) (Word Template)
- 2202 Birth Parent Face Sheet
- 2203 Consent of Child 12 Years of Age or More (Form C-5) (Word Template)
- 2204 Consent of Birth Parent or Guardian - Pursuant to Sec. 16 (Form C-1)
(Word Template)
- 2205 Consent of Birth Parent or Guardian to an Order of Adoption - Pursuant to Section 23
(Form C-2) (Word Template)
- 2206 Consent of the Minister (Form C-4) (Word Template)
- 2207 Birth Parent Acknowledgement (Form N) (Word Template)
- 2208 Adoptive Parents' Agreement (Form O) (Word Template)
- 2210 Order of Adoption - Pursuant to Section 16 (Form I-1) (Word Template)
- 2211 Order of Adoption - Pursuant to Section 23 (Form I-2) (Word Template)
- 2212 Consent of an Agency (Form D-5) (Saskatoon only)
- 2213 Director's Approval for Extension of Time (Word Template)
- 2214 Information to Support Baptismal Certificate Request
- 2215 Acknowledgement of Application & Supporting Material for an Order of Adoption
(Word Template)
- 2216 Designation for Assisted Adoption (Word Template)
- 2217 Waiver of Notice in Inter-Jurisdictional Placements
- 2218 Particulars of Adoption (Form L) (Word Template)
- 2219 Assisted Adoption Form
- 2220 Addition of Health Coverage
- 2221 Request for Services - Adult Adoptee
- 2223 Request for Mutual Consent
- 2224 Request for Search and Contact
- 2225 Acknowledgement of Request for Contact
- 2226 Consent for Release of Information
- 2227 Assisted Adoption Agreement (Word Template)

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- 2228 Affidavit of Parent
- 2229 Notice of Revocation of Transfer of Guardianship
- 2230 Notice of Revocation of Voluntary Committal
- 2231 Written Acknowledgement in Agency Adoption
- 2232 Written Acknowledgement in Crown Ward Adoption
- 2233 Certificate of Non-Revocation (Word Template)
- 2234 Responsibility for Care and Supervision Pending Adoption (Word Template)
- 2235 Application for Licence to Operate an Agency
- 2236 Certificate of Placement (Word Template)
- 2237 Transfer of Guardianship (Form E) (Saskatoon only)
- 2238 Disclosure of Information to Adoptive Applicants (Word Template)
- 2240 Children's Services Checklist for Crown Ward Adoption (Word Template)
- 2241 Checklist for Confirmation of Non-Revocation (Word Template)
- 2242 Application to Recognize a Simple Adoption Order - Section 28 (Form C-2)
- 2243 Order to Recognize a Simple Adoption Order - Section 28 (Form J-2)
- 2244 Certificate of Independent Advice (Form G) (Word Template)
- 2245 Notice of Fiat or Decision (Form H) (Word Template)
- 2247 Financial Statement (Form K)
- 2248 Information for the Registrar under the Indian Act (Canada) (Form M)
(Word Template)
- 2249 Certificate of Counselling (Form F) (Word Template)
- 2250 Request for an Inter-Country Adoption Study
- 2251 Request for Inter-Country Adoption Follow-up Supervision Reports
- 2252 Consent for Release of a Certified Copy of Original Registration of Live Birth
- 2253 Information Sheet - Releasing a Certified Copy of the Original Birth Registration
- 2254 Intercountry Adoption - Approval of Child Acceptance
- 2255 Intercountry Adoption - Certificate of Acceptance
- 2256 Intercountry Adoption - Certificate of Conformity
- 2257 Intercountry Adoption - Consent to Post Adoption
- 2258 Birth Parent Statement Regarding Name of Child

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2259 Statement Regarding Name of Child
 2260 Request to Saskatchewan Health (re: Permanent Ward)
 2261 Request to Saskatchewan Health (re: Voluntary Committal)
 2262 Intercountry Adoption - Certificate of Consent to Adoption
 2263 Request for Services - Birth Parent or Former Ward
 2264 Interim Custody Agreement for Ward Adoption
 2265 Consent of Person 18 Years of Age or More (Word Template)
 2266 Christian Counselling Services Agreement
 2267 Independent Adoption Custody Agreement (Word Template)
 2268 Introduction of Adoptive Parents to Hospital (Word Template)
 2269 Affidavit where Birth Mother has Treaty Status
 2270 Applicant Veto
 2271 Request for Services - Adoptive Parent(s)
 2272 Request for Services - Birth Family
 2305 Alternate Care/Person of Sufficient Interest Application
 2306 Purchase Order Checklist
 2307 Foster Parents Special Needs (Expense Reimbursement)
 2308 Child in Care Registration/Update
 2317 Request for Proof of Marriage
 2319 Request for Proof of Birth
 2320 Foster Care Reference
 2329 Hospital Discharge Data
 2330 Medical Report for Adoption (Completed by Caseworker)
 2331 Physician's Medical Report
 2332 Foster Home Safety Check List
 2333 Request for Proof of Death
 2370 Property Damage Release
 2371 Saskatchewan Adoption Application
 2372 Inter-Country Adoption Application
 2373 Fee Calculation Guide

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2374 Foster Care Application

2375 Therapeutic Foster Care - Interim Treatment Plan

2403 Imprest Advance Account

2432 Accounting Data

2438 Registration Card

2440 Dales House Admission Record

3311 Laser Stock – Child and Family Programs Cheques

3312 Children's Services Requisition for Goods and Services

3313 Laser Stock - Children's Services Requisition for Goods & Services

12.2: Administrative Check List



To be used as a supplement to policy 2.9 Administrative Requirements

Admission to Care
Notify Resource worker who searches for a Provider in Linkin and creates a place with the Provider
Create ongoing case in Linkin and enter child's legal status
Create removal and placement in Linkin
Request paper file be activated
Activate FYAP payment system to issue basic maintenance and special needs payments
Complete form 2105 (if applicable) Financial Notification of an On-Reserve First Nation Child Taken into Care
Notify child's Agency or Band (if applicable)
Notify biological parent(s) of possible changes to any benefits they may receive and direct them to contact the administrator of benefits
Nominate child for Supplementary Health Benefits
Apply for the Children's Special Allowance if the child will be in care for more than 30 days
Obtain 1 copy of the child's long form birth certificate from Vital Statistics (if not already on file).
Obtain 1 Certified Copy of the Statement of Live Birth (for court purposes) – if not already on file
Notify school regarding change of child's address, contact information and transfer of cumulative records if required
Contact Public Health to request immunization record if required
Notify Income Assistance and Disability Services Division if applicable
Notify other agencies working with family where applicable
Discharge from Care
Update Linkin
Cancel Supplementary Health Benefits
Cancel Children's Special Allowance
Advise parent(s) to apply or reapply for benefits they may be eligible for (e.g. Canada Child Benefit)
Forward child's new address to the Regional Health Authority, school and Saskatchewan Assistance Plan if the parent(s) are receiving income assistance.
Update the Child Assessment and Development Plan (CADP)
Request paper file be made inactive

For further information on Linkin administrative procedures related to admission and discharge, refer to the Ministry's intranet website (Top Drawer – Linkin)

12.3 Preliminary Serious Occurrence Report

Confidential

Saskatchewan



Preliminary Serious Occurrence Report

____ Serious Occurrence – Medium Impact

____ Serious Occurrence – High Impact

Client Reference #	Linkin Client Reference #
Name of Child/Youth	First Name/Initial/Last Name
Date of Birth	MM/DD/YY
Age at time of Incident	Estimate Age if not known
Name of Provider: (if child is in care)	First Name/Last Name
Name of Legal Guardian:	First Name/Last Name
Service Area/Agency Involved	

1) INCIDENT DETAILS:

2) POLICE INVOLVEMENT: Type of law enforcement involved (RCMP/Police)

Any charges resulting from the incident, type of charge

3) ASSESSMENT OF RISK/SAFETY TO OTHER CHILDREN IN THE HOME: Assessment of safety and risk to other children in the home if the Serious Occurrence involves an allegation of abuse or neglect or violence against others

4) ASSESSMENT OF CHILD/YOUTH'S NEEDS: Assessment of the child/youth's medical/emotional/physical/cognitive needs and how these relate to the occurrence

5) ASSESSMENT OF CAREGIVER/RESOURCE: Assessment of caregiver/resource and support needs (financial, emotional, physical) Status of the resource as a result of the serious occurrence (referred for investigation, open/closed/suspended, formal review)

6) FOLLOW-UP ACTIONS AND IMPLEMENTATION PLAN: Plan to follow up with those impacted by the occurrence. The case plan to address the child's needs as they relate to the occurrence including change of placement, treatment interventions, safety planning, caregiver/resource needs

--

Caseworker	MM/DD/YY
Supervisor	MM/DD/YY
Manager, Service Delivery	MM/DD/YY
Director, Service Delivery	MM/DD/YY

12.4 Out of Home Care Placement Referral / Caregiver Information Form

Confidential



Out of Home Care Placement Referral Caregiver Information Form

Child & Family Programs

This form is to be completed for all Out of Home Care placement requests for children and youth. Please complete all applicable sections for which information is available.

Date of Referral: [Click here to enter a date.](#)

Child/Youth Information

Name		Date of Birth	Gender	Provincial Health Number
Legal Status	Constitutional Status	Band Registration and FNCFS Agency (if applicable)		Treaty Number
Name of Mother	Band/ FNCFS Agency (if applicable)	Name of Father	Band/ FNCFS Agency (if applicable)	
For MSS Use: Linkin Person Reference Number:		Outcome Plan Number		

Consultation with band has occurred ☐ Yes ☐ No Band is involved with planning ☐ Yes ☐ No

CLSD Eligible ☐ Yes ☐ No ☐ Pending ☐ No Referral Sent

What is the current cultural plan for the child/ youth?

Caseworker Information

Name	Unit/Agency	Phone Number
Email Address	Supervisor Name	

Where is the child/youth currently residing?

If 'Other', please describe:

What are the current circumstances that have led to the child/youth requiring out of home care?

Identify the strengths and positive attributes of the child or youth.

Education

Current School Placement (last placement if no current placement)	Current Grade	Special Needs/ Supports Required (if no current placement, when did last placement end and what was the reason)
---	---------------	---

Current Psych-Ed Report? ☐ No ☐ Yes If Yes, please include in referral package

Family Information (include parents, siblings, relevant extended family, other significant relationships)

Name	Relationship	Address	Phone Number	Contact Permitted		
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Supervised
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Supervised
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Supervised
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Supervised
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Supervised

Alternate Care Home Study Request? ☐ Yes (attach place of safety if completed) ☐ No If Yes:

Family Search Required? ☐ Yes ☐ No

Medical Contact Information

	Name	Phone	Last/Next Appointment
Physician			
Dentist			
Optometrist			
Psychiatrist			
Other (psychologist, counselor, therapist, outreach)			

Medical Diagnoses

If Yes, Explain/ Include Diagnosis, by Who and When and Degree of Risk Where Applicable

Mental Health Disorders (ADD/ADHD/ODD/FASD) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Allergies/Asthma <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Dental/ Optical Concerns <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Learning Disabilities <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Immunization up to date <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Immediate Health Concerns (e.g. contagious/ infectious disease, bleeding, seizure, Diabetes) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Eating/ Sleeping disorders <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Recent Hospitalization <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	

Medications

Name	Use

Infant/Toddler Information (If Applicable)

Need/ Difficulty	Explain
Diet (breast/formula fed, type of formula/ solids, allergies)	
Toileting (potty trained, diaper size, bedwetting, etc.)	
Sleeping Arrangement (crib, bassinet, bed, etc.)	
Failure to Thrive/ Developmental Delays <input type="checkbox"/> Yes <input type="checkbox"/> No	
Medically Fragile <input type="checkbox"/> Yes <input type="checkbox"/> No	

Behavioural Information – complete whichever apply and provide details, including if risk is imminent. Documentation and assessments must be attached.

Issue	Specific Information/Details(i.e. frequency, intensity, duration, treatment provided and date)
Suicide/self-harm risk	
Sexually Intrusive Behaviour	
Violence/Aggression	
Risk to Run	
Alcohol/Drug Use	
Sexually Exploited	
Other:	

Current Youth Justice Involvement: ☐ Yes ☐ No ☐ Not Applicable

If Yes:

Charges	Youth Worker	Phone Number	Next Court Appearance Date
---------	--------------	--------------	----------------------------

Other Agencies/Service Providers

Name of Agency or Service Provider	Role

Resource Outcomes

Reason for request – what are the current needs of the child/youth that require an out-of-home resource?	
Youth Consultation – What is the child's/youth's plan?	
Transition Plan – What goals need to be accomplished for the child/youth to transition from an out-of-home resource and returned to family/community or move toward greater independence? Indicate outcomes and timelines.	
Placement to Follow – After goals are achieved, where will the child/youth transition? What goals/supports are required at the prospective resource for the child/youth to transition successfully?	

Please Attach (if available)

<input type="checkbox"/> Child Assessment and Developmental Plan (Strengths & Needs)	<input type="checkbox"/> Educational Reports	<input type="checkbox"/> Psychological/Psychiatric Assessment
<input type="checkbox"/> Social History	<input type="checkbox"/> Other Agency Reports	
<input type="checkbox"/> Current legal documents (i.e. Undertaking, Probation Order, etc.)		

12.5 Child Contact Check List

Child Contact Check List

Important: Any concerns noted during a contact with a child must be reported directly to the child's caseworker or a supervisor immediately following the contact. (It is not sufficient to leave a voice message or send an e-mail.)

Child's Name _____

Caregiver Name/ Address: _____ PostalCode _____

	Yes	No
Child appears nourished and cared for		
Child is sleeping in safe and appropriate sleeping arrangements		
Child has experienced illness since last visit (if yes explain below)		
Caregiver appears able to manage child's care		
Caregiver is able to manage care of all children in the home, or has supports in place		
Home appears safe, i.e. reasonably clean, uncluttered corridors, appropriate kitchen and washroom facilities		
<p>Comments:</p> <hr/> <p>Date: _____ Worker: _____</p> <p>Date: _____ Caregiver(s): _____</p>		

Address
City Province Postal Code

Phone: (306)
Fax: (306)

12.6 Foster Home Approval Letter

Child and Family Programs

DATE

Name
Address
CITY PROVINCE POSTAL CODE

Dear (insert name):

Congratulations! Effective (enter date), the Ministry of Social Services has approved your home as a foster care home, following your successful completion of the Mutual Family Assessment and the required PRIDE PreService training. Your home has been designated as having the capacity to care for (enter number) children.

Welcome to the fostering team. As a foster parent, you will have membership in the Saskatchewan Foster Families Association (SFFA). The SFFA provides education, training and support to its members through quarterly newsletters, and an informational website (www.sffa.sk.ca), and acts as a collective voice for foster families throughout the province. With your consent, we have provided your name and contact information to the office of the SFFA and you may expect to hear from them in the near future.

We look forward to working in partnership with you to meet the needs of children and families in our community.

Sincerely,

Supervisor

cc: Saskatchewan Foster Families Association
Director, Out of Home Care

12.7 Letter of Authorization

Insert Branch/Region

Street Address
CITY PROVINCE POSTAL CODE

Phone: 306-
Fax: 306-

LETTER OF AUTHORIZATION

CHILD(REN):Names and Birth Dates

PARENTS: Names, Optional - Address and Telephone Number

PLACE OF SAFETY/ALTERNATE CAREGIVER: Name(s), Address and Telephone Number

CASEWORKER: Name and Telephone Number

The above named child(ren) are in the care of the Ministry of Social Services.

The Ministry of Social Services has placed the child(ren) in the home of the Place of Safety/Alternate Caregiver named above. The child(ren) are not to be removed from this home by any person, including the parent(s).

The Place of Safety/Alternate Caregiver is responsible for the day-to-day care and supervision of the child. The Ministry is responsible for case planning and providing financial support for the child. (Note: the Alternate Caregiver is not entitled to receive Canada Child Benefit payments when receiving financial support from the Ministry.)

Caseworker

Important Telephone Numbers:

Ministry of Social Services - (include local General Inquiry number)

Mobile Crisis Line or Emergency Duty number - (include if different than above)

City Police or RCMP - (include local General Inquiry number)

12.8 Notification of a First Nation Child Taken into Care

Confidential



Saskatchewan

Financial Services Notification of an On-Reserve First Nation Child Taken into Care

This form must be submitted within 10 days of the admission date of a First Nation's child who lives on a reserve or normally would live on reserve. A child is deemed to be an on-reserve resident if he/she resided with a parent/guardian whose ordinary residence was on-reserve at the time the child was taken into care. This includes situations where the parent/guardian is residing off-reserve for the purpose of obtaining services not available on reserve such as health care, education, treatment programs or incarceration (meaning the child is still considered an on-reserve resident). The form must be submitted to Financial Services Unit, Central Office. Please ensure that a copy is kept on the child's file. This form is used to determine financial remuneration only and does not constitute the Ministry's obligation to notify the child's Agency or Band that a First Nation's child has been taken into care.

Service Area/Office:
Worker:

Central Office Use Only

Client Name (last name/first name)		Date of Admission to Care	
Client Aliases		Section of CFSA	
Date of Birth		Name(s) of Parents/Guardians (last name/first name)	
AANDC Registry Number		Parent/Guardian Aliases (last name/first name)	
Legal Status from Linkin		First Nation Resident (on reserve) at Time of Admission?	<input type="checkbox"/> Yes
Personal Reference Number from Linkin		Reserve Name	
Case Reference Number from Linkin		FNCFS Agency (if applicable)	

Caseworker Signature

Date

Please send original to:

Ministry of Social Services
Financial Services (Notifications),
Corporate Services
1920 Broad Street
Regina, SK S4P 3V6

AANDC Use Only

AANDC accepts financial responsibility for this client

☐ Yes ☐ No

Print Name of Signer

Signature of Signer

Date

CHILD/PROVIDER/PLACEMENT TYPE: *(Name of child, Provider and Placement Type).*

CHILD CARE CASE ANALYSIS: (Current Assessment Period) *(Provide an overall analysis of the assessment and planning process that has occurred in the current assessment period).*

- 1. Circumstances leading to the Child/Youth's Placement in Care:** *(Briefly describe when and why the child entered care).*
- 2. Progress toward Goal Achievement:** *(Describe the child's experience in care and the progress made by the child/youth/placement caregiver/parent and others in addressing the child's most significant needs).*
- 3. Family and Social Relationships:** *(Describe the child/youth's family and social relationships and opportunities to develop and maintain a network of supportive/nurturing relationships). This section may be partially or completely addressed in #2 above, especially if it includes priority areas of need for the child/youth.*
- 4. Permanence:** *(Briefly describe the permanency plan for the child/youth.)*

CASE CLOSURE: *(Reasons for discharge from care and how resources in place will support the child/youth's needs following discharge.) Where this information is included in the above analysis, indicate "see Child Care Case Analysis".*

CASE PLAN:

Goal Statement:

Need	Objective	Services/Activities	Timeline

SIGNATURES:

Caseworker

Date

Supervisor

Date

Guide - Completion of the Child Assessment and Developmental Plan (CADP)

This guide is designed to assist the caseworker in completing an overall analysis of the assessment and case planning process for a child/youth in placement. The Child Assessment and Development Plan (CADP) template is used to provide a framework for the overall case analysis. The CADP is critical to quality case work practice and serves many purposes:

- Provides a framework to organize relevant information and facts gathered during the assessment and case planning period. This forms the basis of the overall analysis and case plan for the review period.
- Provides a framework that assists the caseworker and supervisor to keep a sharp focus on the child strengths and needs, well-being and permanence.
- Together with the SDM® Child Strengths and Needs Assessment (CSNA), the CADP provides a framework to identify, review and assess the progress of important areas of the child's development.
- Provides a framework that flags areas of need and assists the caseworker in ensuring the child's needs are addressed in the case plan and being met by the family, placement caregiver and/or others.
- Helps to assess the impact of service referrals.
- Facilitates communication and case reviews by new and covering caseworkers, supervisors, legal counsel, other service agencies and professionals.

The first CADP following a child's placement in out of home care is due at 45 days from the date of placement. The CADP must be updated every 120 days following completion of the first assessment for children in placement with a goal of reunification and when a child is discharged from care. For long-term and permanent wards the CADP must be updated every 180 days. It is not required for children in placement less than 45 days. The CADP is completed following the completion of the SDM® Child Strengths and Needs Assessment (CSNA). The CSNA forms the foundation for assessment and case planning for the child.

The following sections will be completed as part of the Child Assessment and Developmental Plan:

(When completing the CADP, there may be information that is relevant to more than one section. It is not necessary to repeat information in one section if it is captured in another).

CHILD/PROVIDER/PLACEMENT TYPE: *(Name of child, Provider and Placement Type).*

CHILD CARE CASE ANALYSIS: (Current Assessment Period) *(Using the guide below, provide an overall analysis of the assessment and planning process that has occurred in the current assessment period.)*

1. Circumstances Leading to the Child/Youth's Placement in Care:

This section briefly describes when and why the child entered care.

2. Progress Toward Goal Achievement:

This section describes the child's experience in care and the progress made by the child/youth/placement caregiver/parent and others in addressing the child's most significant needs.

Factors to consider:

- *How the child has adjusted to out of home care. (Is he/she exhibiting signs of distress and/or separation anxiety, what has been done to enhance the child's adjustment?);*
- *The child's strengths and priority areas of need;*
- *Actions taken and services implemented in the assessment period to address the child's most significant areas of need and to ensure the child's safety, health and well-being;*
- *The effectiveness of actions and services in addressing the child's needs and ensuring safety, health and well-being;*
- *Significant events that have impacted the child's experience in care. (e.g. serious occurrences including unauthorized absences from care, quality of care issues, allegations of abuse or neglect, change of placements);*
- *Plans or actions in place to support the child/youth's cultural identity. (What does the child/youth know about their birth family's culture, does the child/youth have a contact person from his/her cultural community to maintain connection, does the child have a positive role model from the same culture as him/her, do the placement caregivers make efforts to explore activities that reflect the culture of the child's family?);*
- *Progress toward independence for older youth (e.g. life skill development, goal setting, support network, youth engagement in planning etc.).*

3. Family and Social Relationships: *(This section may be partially or completely addressed in #2 above, especially if it includes priority areas of need for the child/youth)*

This section describes the nature of the child/youth's family and social relationships while in care. Factors to consider when completing this section include:

- *Is there opportunity for the child/youth to develop and maintain a network of supportive relationships including immediate and extended family or other caring individuals such as friends or community members;*
- *Visitation – (analysis of visitation during the assessment period, who is involved in the visits, are visits supervised and why, what has been the impact of visitation on the child, is there a progressive visitation plan and what does it look like);*
- *Shared Parenting - (have the parents and/or extended family been involved in the day to day care of the child, what are the barriers to shared parenting and how can they be addressed?).*

4. Permanence: *Briefly describe the permanency plan for the child/youth*

Permanency Planning is case planning that has the goal of having children live long term with parents or caregivers who provide a stable, meaningful, lifelong relationship with the child(ren). Permanency planning also includes assisting the child in maintaining or establishing meaningful and enduring connections with other caring individuals such as family, friends, Band/cultural community.

The description of the Permanency Plan should include efforts to explore alternative resources for the child.

It is particularly important to describe the permanency plan for the child in the following circumstances:

- *In-placement cases where the child has been in care a cumulative period of 18 months;*
- *In-placement cases where reunification is still the primary goal (concurrent plan for child/youth in the event that reunification efforts are unsuccessful);*
- *In-placement cases where reunification is no longer the primary goal;*
- *Older youth where the goal is no longer reunification and the permanency plan includes working towards independence.*

CASE CLOSURE: (Where this information is included in the above analysis indicate “see Child Care Case Analysis”).

- Briefly describe the reason for discharge from care.
- Describe how the resources in place will support the child/youth’s needs following discharge from care.

CASE PLAN:

Goal Statement: Goal statements are clear, specific statements about actions taken by the child/youth, placement caregivers and/or others to ensure safety, well-being and permanence for the child/youth, now and into the future. Goal statements may include:

- Actions taken by a placement caregiver or child/youth which address a medical condition;
- Actions taken by a placement caregiver or child/youth that support reunification and permanency;
- Actions taken by a placement caregiver or child/youth that support safe, stable and nurturing family relationships;
- Actions taken by a youth that support personal safety and the safety of others;
- Actions taken by a youth to learn skills for independent adult living that result in safety, permanency and well-being for adulthood.

Next, describe the case plan by filling out the table below. The case plan table has four sections:

Need: This section reflects the priority needs of the child/youth that provide the foundation for the case plan. Typically, completion of the SDM® Child Strengths and Needs Assessment assists the caseworker to identify the child/youth’s most significant needs.

Objective: The objectives are the specific behaviors and actions of the child/youth/placement caregiver/parent and others that must be demonstrated in order to address each are of need and work toward the goal statement.

Services: This section reflects the services and supports implemented to assist the child/youth in reaching their objectives. It should also specify the activities that need to be undertaken to implement services (e.g. making referrals) and who is responsible for the activity.

Timeline: This section reflects when and/or ‘how long’ the action or behavior is required, in order to achieve either long term or intermediate objectives.

Need	Objective	Services/Activities	Timeline

SIGNATURES:

_____	_____
Caseworker	Date
_____	_____
Supervisor	Date
_____	_____

Linkin Documentation: The CADP will be completed and approved outside of Linkin on the CADP Word template. The caseworker will complete the CADP and email the word document to the supervisor who will sign the Word document electronically. Once completed and approved by the supervisor, the supervisor will copy and paste the CADP into the Notes section of the Administrative Tab in the Outcome Plan of the Ongoing Case in Linkin. See Linkin E-Learning – Child Assessment and Development Plan (CADP). It is important that the supervisor ensures the approval process is completed prior to copying and pasting into

12.10 Long Term/Permanent Ward Review and Long Term/Permanent Ward and Annual Review Form



EXAMPLE FORM LONG-TERM/PERMANENT WARD REVIEW

CHILD(REN)'S NAME: _____

DATE OF BIRTH: _____

PARENT'S NAME: _____

DATE OF BIRTH: _____

LEGAL STATUS: _____ **EFFECTIVE DATE:** _____

CONSTITUTIONAL STATUS: _____

CURRENT PLACEMENT; _____

RELATIONSHIP: _____

PENDING FAMILY SERVICES COURT DATES: _____

HISTORY OF PLACEMENTS:

CURRENT INVOLVEMENT WITH FAMILY:

SPECIAL NEEDS OF CHILD (attach a copy of Child Development Assessment):

CONSULTATION WITH BAND (and/or EXTENDED FAMILY):

(including planned date(s) to formally notify Band of Ministry plans and future consultation).

* There is an expectation that the FNCFS or Band worker will receive at least a verbal invitation to the ward review meeting.

PERMANENCY PLAN:

RECOMMENDED STATUS TO BE SOUGHT: _____

COMMITTEE COMMENTS:

AGREE

DISAGREE



Long Term/Permanent Ward Form AND Annual Review Form

(Review for Recommendations for Case/Court Planning Services)
(For all children with Long Term Ward/Permanent Ward/ Voluntary Committal Status)

Note: Some of the information required for this form may be available to be copied from the Child Assessment and Development Plan and from previous Ward and Annual Review forms.

TYPE OF REVIEW: ☐ WARD REVIEW ☐ ANNUAL REVIEW

DATE: _____

CHILD'S FULL NAME: _____

DATE OF BIRTH: _____

LEGAL STATUS: _____ EFFECTIVE DATE: _____

WORKER'S NAME AND ESTABLISHMENT #: _____

DATES OF PREVIOUS ANNUAL REVIEWS: (starting with the first review, etc.)

☐ Not Applicable

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

CONSTITUTIONAL STATUS: _____

BAND MEMBERSHIP: ☐ YES ☐ NO

NAME OF FIRST NATIONS BAND: _____

NAME OF FIRST NATIONS CHILD & FAMILY SERVICES AGENCY PROVIDING SERVICES TO THE BAND:

WILL BAND/FNCFS REPRESENTATIVES BE ATTENDING REVIEW? _____

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BIRTH MOTHER'S NAME: _____

DATE OF BIRTH: _____

BIRTH MOTHER'S BAND: (if applicable) _____

BIRTH FATHER'S NAME: _____

DATE OF BIRTH: _____

BIRTH FATHER'S BAND: (if applicable) _____

SIBLINGS: (List siblings on both the paternal and maternal sides of the family and current placement and status; indicate which ones the child has contact with and the frequency of visitation occurring.)

BIRTH PARENTS AND RELATIVES THAT HAVE CONTACT WITH THE CHILD: (Include Name, Relationship to the Child including paternal and maternal, Location of Relative, Visitation Schedule and case plan regarding contact. If no contact is occurring, outline reasons why.)

IS THERE ANYONE ELSE WHO HAS AN INTEREST IN THE CHILD FOR THE PURPOSE OF PLANNING FOR THE CHILD'S WELL-BEING? (Include name and location, and relationship to child.)

PLACEMENT HISTORY: (Include every placement and placement date since the initial involvement with the department.)

CURRENT PLACEMENT: (Include the type of placement, i.e., foster home, group home, relative care, etc.; length of placement, bonding/attachment matters between caregivers and child, commitment of caregivers, problems/concerns with placement, case plan for the future regarding current placement.)

SPECIAL NEEDS OF CHILD/YOUTH: (physical, mental, behavioural, emotional, intellectual/educational)

CONSULTATION WITH BIRTH PARENTS AND EXTENDED FAMILY: (Provide a summary of the key discussions that have occurred within the last year with extended family around permanency planning matters of the child; include names of extended family and options discussed. If no consultation occurred, provide reasons why.)

CONSULTATION WITH BAND AND FNCFS AGENCY: (Provide a summary of the key discussions that have occurred within the last year with Band and Agency authorities around permanency planning matters of the

child; include names of Band authorities and options discussed). Please attach any relevant written correspondence.

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CONSULTATION WITH FOSTER HOME RESOURCE/FOSTER PARENTS: (Provide a summary of the key discussions that have occurred with the foster parent and foster home support worker if recommendation is for adoption by foster parent. These discussions should include sharing information regarding the adoption process and consequences, impacts on their status as a foster home, etc.)

PERMANENCY PLAN UPDATE: (Provide a detailed account of the plan including a long term vision of the permanent connections that the child will be able to rely on in adulthood, i.e., cultural connections, extended family connections.)

SHOULD THE PRESENT WARDSHIP ORDER ON THE CHILD BE VARIED?

☐ Yes

☐ No

Explain:

NAMES OF THE COMMITTEE PANEL CONDUCTING THE REVIEW, WHO THEY REPRESENT IN THIS REVIEW PROCESS AND THEIR COMMENTS REGARDING THE REVIEW: (including child and caregivers)

RECOMMENDATIONS/DECISION:

Signed by designate of the Director, Service Delivery:

Signature: _____

Name: _____

Title: _____

Date: _____

12.11 Foster Home Safety Record

Standards			
4.4.3 Building, Health and Safety Requirements Children Services Manual			
<input type="checkbox"/> Mutual Family Assessment/Home Study <input type="checkbox"/> FDP/Annual Review <input type="checkbox"/> Other _____			
Workers must use a visual confirmation, demonstration, and documentation to validate compliance to standards. See attached Guidelines for additional detail. This form must be used with the policy to ensure full intent of standard is considered. If “no” is used, see section B.	Meets Standard		
	YES	NO	N/A
Foster Home Address:			
A. Sleeping and Bedroom Accommodations Standards			
Sleeping accommodations based on gender, age and special needs and child has own bed.			
Rooms used for other purposes are not used for permanent sleeping accommodations (PG #1A).			
Bedrooms are sufficient size to allow for individual display, storage and play space.			
Each bedroom has an entrance cover for privacy and no outside lock.			
One opening, exterior, screened window that allows for exit (see Procedure #5 for requirements).			
Windows have curtains, blinds/shades to provide privacy with modified cords.			
B. Infant and Vulnerable Individual Safety Standards			
Baby gates installed in homes with children age 2 and under and those unable to navigate stairs.			
Workers advise foster parents regarding car seat usage and safety (Practice Guideline #2).			
Safe sleeping practices reviewed yearly with foster parents (Practice Guidelines #1B-F).			
C. Fire Safety Standards			
Smoke detector/alarm mounted in hallway of each level of the home and occupied attics.			
CO detectors in or within 5 meters of sleeping areas, occupied attics, rooms with solid fuel burning.			
Workers instruct foster parents to follow manufacturer instructions with minimum testing once/three months and documented.			
Furnaces, wood burning stoves and fireplaces require an annual inspection by qualified individual.			
Homes of 808 square feet or more require two operational doors to the exterior.			
Worker advises foster parent to post evacuation plan where household members are. Plan includes the following actions required in the event there is a fire in the home:			
✓ instructions on exiting the home from various locations within home;			
✓ meeting location after exiting;			
✓ actions required to assist individuals to exit home (e.g., infants, toddlers, medically fragile children);			
✓ provision of safety emergency equipment where necessary (e.g., rope ladders, night lights with battery backup, flashlights);			
✓ immediate notification to local fire department following evacuation; and			
✓ documented practice dates every 3 months at minimum.			
D. Firearm and Weapons Safety Standards			
Workers advise foster parents that firearms are stored based on federal legislation and that ammunition is stored separately from the firearm(s) and are stored in a locked location to be confirmed by worker.			
Foster parents hunting with children age 12 and over have the Canadian Firearms Safety Course as well as children between 12 -17 (exception minor sustenance hunter). Certification to be reviewed by worker.			
Weapons are stored in secure locations.			
E. General Home Safety			
Operational toilet, sink, bathtub and/or shower.			
Each bathroom must have a door to allow for privacy during use.			
Interior and exterior stairs have installed handrails.			
Home and yard are maintained in a clean and safe condition (Practice Guideline #3).			
Safety planning is completed for open water; farm, domestic and wild animals, construction, other equipment, septic tanks, hazardous materials, wooded areas, traffic, septic tanks, wells, cisterns, poisonous plants and other items as determined.			
Drinkable water is provided at all times.			
Workers advise foster parents to ensure indoor/outdoor toys, play/recreational areas and equipment are in good working condition, ensure safety of children using them, follow manufacturer instructions/recalls (PG4).			
Workers confirm valid driver's licenses of individuals transporting children and valid vehicle registrations for each vehicle used to transport children.			
Workers advise foster parents of provincial legislation relevant to ATV, snowmobile, motor bike and farm vehicle use by children/youth (Procedure #6).			
Workers assess homes to ensure poisonous substances, medications, alcohol, cannabis products, dangerous, flammable and hazardous materials/objects/equipment are stored in a secure location.			
Working telephone or other means to ensure reliable communication with others outside of the home.			
Emergency telephone numbers are clear, by telephone and household members are made aware.			
No smoking and/or ingestion of tobacco or cannabis in home or vehicles (Children's Services Manual 4.4.3.1).			

Notes:

Guidelines to Assist Resources Workers to Determine Compliance of Foster Homes to Building, Health and Safety Standards <div>Children Services Manual Policy 4.4.3</div>	
<div> <div>✓ Resources Workers must use a visual confirmation, demonstration, and documentation to validate compliance to standards.</div> <div>✓ This document is an accompaniment to the Building, Health, Safety Policy and the Foster Home Safety Record.</div> </div>	
Sleeping and Bedroom Accommodations	How to Determine Compliance to Standard
Sleeping accommodations for each child are based on gender, age and special needs with the goal of ensuring comfort safety and belonging and where each child has their own bed. Typically not more than two children should be in a room.	Visually confirm where each child sleeps in combination with other children in the room taking into consideration whether the space is appropriate for their age, gender and needs (considerations should be given to combinations of children in a room based on males and females, behavioral issues and older and younger children, siblings, etc). Not more than two children should be in a room, some exceptions may apply for short periods of time (e.g., sibling groups). Determine that each child has their own bed and that bedding is clean, comfortable, the proper size, in good condition and provides the appropriate warmth for each season. Also refer to Practice Guideline #1A.
Rooms used for other purposes should not be used as sleeping arrangements for children unless very temporary (15 days).	For example, spaces such as living or recreational rooms should not be used for permanent sleeping arrangements. They may only be used for short periods of time to accommodate an emergency situation and should not exceed 15 days. In the event, these temporary sleeping accommodations compromise safety it should not be approved (i.e. child in basement recreation areas and not able to self pre-serve). Also refer to Practice Guideline #1A.
Each bedroom of sufficient size to accommodate each child/youth’s individual needs (suitable storage/display and play space).	Visually assess room to ensure that the children/youth in the room are not overcrowded, that they have space to store their personal items (e.g., clothing) and display items (e.g., toys, books, etc.), and play/study space.
All bedrooms provide a covering over the entrance to the bedroom to allow for privacy. Regardless of the covering, it will not have an outside lock.	Visually confirm that privacy is provided. There may be a number of variations used. For example, a beaded or sheer covering may not provide enough privacy. Also, safety should be assessed in the context of younger children becoming entangled in the covering.
Each bedroom will have one opening, exterior, screened window that allows for exit without special knowledge or tools (min. area of 0.35 m² or 3.77 ft² and having no dimension less than 15 inches). If window opens into a window well, there must be a clear space of 550 mm or 21.7 inches.	Visually confirm for conditions noted in policy, using a measuring tape to measure the window to determine if the window size meets standard. Also refer to Procedure #5.
Windows will have curtains/blinds/shades with modified cords to provide privacy.	Visually confirm that any cords have been modified. This should be assessed for all windows in the home where there is a possibility of a child becoming entangled.
Infant and Vulnerable Individual Safety Standards	
Baby gates are used in homes that have children age 2 years and under and for children who are developmentally unable to safely navigate stairs on their own.	Determine if a gate is installed and physically test its operations. Consideration should be given to whether the gate is sturdy and the slats are small enough to ensure that a child’s head does not get caught. Pressure gates should be used with caution as they can fall over if enough pressure is placed on them. A preferred option is gates that are screwed into the walls. Consideration of the type of gate to use should be matched with the complement of the children in the home.
Workers to advise foster parents regarding car seat safety. That they are appropriate to the age, height and weight of the child, in good working order, and installed in accordance with the manufacturers’ instructions.	Review and discuss practice guideline #2 with foster parents. May choose to visually look at the car seats in or outside of the vehicle.
Workers review safe sleeping practices on a yearly basis with foster parents.	Review practice guidelines (#1B-F) with foster parents and document on the Foster Home Safety Record.
Fire Safety Standards	
Functioning smoke detector/alarm with battery back-up installed in the hallway of each floor level of the home, including the basement and occupied attics.	Visually confirm where each smoke detector/alarm is located and have the foster parent demonstrate they work (test each one).
Functioning electric carbon monoxide detectors are installed in each bedroom OR within 5 meters of the bedroom, including occupied attics and in rooms with any solid fuel fired appliance (e.g. wood burning furnace, fireplace, stove, etc.).	Visually confirm where each CO detector/alarm is located and have the foster parent demonstrate they work (test each one). Measure 5 meters along the hallway from the bedroom if necessary.
Workers instruct foster parents that detector(s)/alarm(s) are to be tested and maintained in accordance with the manufacturer’s	Advise foster parents of this expectation and review the foster parents’ documentation of practice dates to determine regular occurrence (every three months).

instructions, and are tested a minimum of once per three months (dates are to documented by foster parents).	
Furnaces, wood burning stove and fireplaces require an annual inspection by a qualified individual.	Review inspection and ensure annual date. Ensure a positive inspection. If there are recommendations from inspection, determine the follow-up plan by the foster parent(s).
Every home over 808 square feet 75m²) shall have a minimum of two operational doors exiting to the exterior of the home.	Review home to ensure there are two operational doors that exit to the exterior. If there are not two doors, then ask for the square footage size of the home (may be located on initial building permits/documents, bank mortgage appraisal, etc.).
Worker will advise the foster parent to post an evacuation and to ensure each member of the home (age appropriate) knows how to evacuate the home. The plan includes actions required in the event there is a fire in the home: <ul style="list-style-type: none">✓ instructions on exiting the home from various locations and where to meet after exiting;✓ actions to take for individuals who require assistance to exit (e.g., infants, toddlers);✓ provision of emergency equipment if necessary (e.g., rope ladder, night lights with battery back-up, flashlights, etc.);✓ immediate notification to local fire department following evacuation; and✓ documented practice dates for every 3 months at minimum.	Ask to see evacuation plan ensure it contains the minimum requirements. Check for “reasonableness”. <u>May</u> ask age appropriate children in the home if they are aware of the evacuation plan, but more importantly how they physically exit the home from various parts of the house, particularly their bedroom and living areas. Also, <u>may</u> observe the family practice their evacuation plan. If assistance is required in developing the plan, the foster parent may call the local fire department. Worker must review the documented practice dates to determine compliance to the standard.
Firearms and Weapon Safety	
Workers will advise foster parents that all firearms shall be stored according to federal legislation (<i>The Canadian Firearm Act</i> , 1995) and that firearms are stored separately from ammunition and are in locked locations.	Advise foster parents of <i>The Canadian Firearm Act</i> , 1995 (may be accessed on the Internet) and request that foster parents show the Resources worker how firearms and ammunition are stored in separate and locked locations.
Resources workers shall advise foster parents that hunt with a foster child, that the child must be age 12 years or older. The foster parent must be certified in the Canadian Firearms Safety Course as well as the child if between the ages of 12 and 17 (unless they qualify as a minor sustenance hunter). Evidence of course completion (e.g., course certificate) by both the child and foster parents must be reviewed by the Resources worker.	Request to see course certificate for both the foster parent(s) and the child(ren) who are hunting. Document on the FH Safety Record that these have been reviewed. There may be situations where children are considered minor sustenance hunters. Should workers require further information about this contact the Chief Firearms Officer (www.rcmp-grc.ca).
Weapons are stored in secured locations.	Have foster parent(s) demonstrate how they maintain the security of the weapons in their home (secured locations may include such things are child proofing cabinets/drawers, locked cabinets, shelves that children are not able to reach, etc.). Consideration should be given to the ages of children in the home. Youth who are able to access weapons on a high enclosed shelf for example, they would need to be moved to a safer location. Kitchen knives may also need to be stored securely depending on the compliment of children/youth in the home.
General Home Safety	
The home must be equipped with an operational toilet, sink, bathtub and/or shower.	Visually confirm or ask foster parent.
Each bathroom must have a door to allow for privacy during use.	Visually confirm.
Interior stairs (2 or more stairs) and exterior stairs (three of more stairs) will have a handrail installed.	Visually confirm that there are handrails where there are stairs as noted in the standard.
The interior, exterior and yard of home must be maintained in a clean and safe condition.	Review practice guideline #3.
Safety planning for open water; farm, domestic and wild animals, construction, other equipment, hazardous materials, wooded areas, septic tanks, cisterns, wells, poisonous plants, traffic and other as determined.	Discuss with the foster parent options for ensuring children are safe should any of these items be present in the home or yard. Safety planning should be appropriate for varying ages of children in home. <u>May</u> consider asking verbal children in the home what the “rules” are with respect to these items.
The home provides drinkable water. Workers must advise foster parents that if they are using a private water source the water must be tested every 12 months.	If applicable, ask for the water testing documentation from the Saskatchewan Disease Control Laboratory (or appropriate First Nations Authority). Document on the FH Safety Record that the test has been viewed and the water source is clean. If it is not, foster parents must provide another clean source of water to drink including for brushing teeth (e.g. bottled water), until such time as the private water source is usable.
Workers will advise foster parents of their responsibility to ensure indoor/outdoor toys, play/recreational areas and equipment are in good working condition, ensure the safety of children using them, to follow manufacturer's instructions and recall notices.	Advise foster parents of this responsibility. Visually review the home and yard for demonstration of this by foster parents. Review practice guideline #4 with foster parents. <u>May</u> consider asking children in the home what the “rules” are in using the equipment.

Resources workers will confirm that all individuals transporting children have a valid driver’s license and each vehicle used for the same purpose has a valid Saskatchewan vehicle registration.	Verbal confirmation by the foster parent to the Resources worker that all individuals transporting children have valid licenses, and vehicles have valid registrations will suffice.
Workers will advise foster parents that the use of ATV, snowmobile, motor bike or farm vehicles used by children/youth must comply with appropriate legislation (see procedure #6).	Review Procedure #6 with foster parents. Note that the child/youth's case worker should be consulted regarding a foster child potentially operating these vehicles.
Workers will advise foster parents of their responsibility to ensure the following are stored in a secure location: All poisonous substances, medications (prescription and non-prescription-including vitamins), alcohol and/or cannabis, dangerous, flammable, and hazardous materials, objects and equipment.	Have foster parents show where items are securely stored in the house/garage/shed, etc. Careful consideration must be given to the age and needs of children/youth in the home and the location of the item. For example, it may be appropriate to store medication in the top shelf of a closet for young children, but perhaps not for a youth who has addictions issues. Places such as purses are not considered secure locations for medication storage.
There is a working telephone or other means of ensuring reliable and regular communication with others outside of the home.	Ask the foster parent what their main source of communication is in the event of emergency and that it is reliable. If the phone is cellular, determine that 911 can be reached.
Emergency telephone numbers, including fire, police, medical/doctor, ambulance and poison control, are clearly written and readily available by the telephone and members of the household are made aware.	Visually review for list of numbers by telephones in the home. <u>May</u> ask individuals in the home if they are aware of the numbers (age appropriate).
There is no smoking of tobacco or cannabis in home or vehicles (Policy 4.4.3.1)	Ask foster parents if they have been smoking in home/vehicles. <u>May</u> ask children if there has been smoking in home/vehicle.

12.12 Agreements for Foster Care Services



AGREEMENT FOR FOSTER CARE SERVICES

THIS AGREEMENT made this _____ day of _____, 20 _____, between the Ministry of Social Services hereinafter referred to as the "Ministry", and _____, hereinafter referred to as "the Foster Parents".

Both parties to this agreement recognize the legal responsibility and obligation of the Ministry of Social Services for children in the care of the Minister, and agree that both parties will cooperate with the terms of this agreement in the best interests of the child.

Both parties consider caring for a child to be a shared responsibility between the Ministry and the Foster Parents and agree to facilitate a climate of openness, cooperation and trust.

A. The Ministry undertakes the following:

1. To provide the foster parent(s) with information and training (Pre-service) regarding the current policies, procedures and legislation relevant to fostering;
2. To protect the confidentiality of the information the Ministry has of the foster family;
3. To specify the responsibility of the foster parent(s) in assuming the care of a child, including any special services to a child and/or a child's birth family, as identified in the child's case plan;
4. Prior to or at the time of placement, to provide in writing relevant information that is known about the child, including personal health information;
5. To maintain regular contact with the foster family to support the child's placement within current Ministry policy and guidelines;
6. To involve foster parent(s) in the case planning process and to make every effort to involve the foster parent(s) in decisions regarding children placed in their home;
7. To facilitate planning between birth families and foster families with specific reference to parental visits and placement planning;
8. To provide services according to the child's case plan by facilitating referrals to community resources and other related services;
9. To provide support and consultation services to the foster parent(s) consistent with the needs of the situation through the assigned worker, supervisor, after hours worker or crisis unit;
10. In cooperation with the Saskatchewan Foster Families Association, provide PRIDE Core in-service training and other training opportunities which will enhance and promote the effectiveness of the foster parent(s);

11. To participate with the foster family in annual written foster home reviews and family development plans;

12. To provide the rates established by the Ministry for a child in foster care; to ensure that payments are made regularly; and to reimburse the foster parent(s) for other expenses as provided through current policy;

13. To make every effort to match a child with the foster family based on the needs of a specific child and the foster parents' range of acceptance to age, gender and special needs, recognizing that the foster parent(s) have a right to refuse a placement and the Ministry has a right to limit the number of placements.

Section 54(3) of *The Child and Family Services Act* states that the director reserves the right to remove a child from a foster home where, in the opinion of the director, the welfare of the child requires that removal.

B. The Foster Parent(s) specifically undertake the following:

1. To provide the care, acceptance and the day-to-day nurturing required by a child;

2. To respect confidentiality of all information regarding a child, the child's family, and his/her background as required by *The Child and Family Services Act*, Section 74 (information or photographs of children may **not** be posted on social media websites);

3. To respect and facilitate a child's ongoing relationship with their birth family and community as stated in the child's case plan;

4. To recognize a child's familial, social, cultural and religious values and heritage, and to ensure that these values and beliefs are respected, encouraged and strengthened;

5. To maintain a record or life book, including photographs, of the things which are important in the child's life, such as school, special events;

6. To work in partnership with the Ministry to implement the child's case plan in order to meet their physical, spiritual, social, emotional, educational and recreational needs;

7. To facilitate a positive adjustment and integration of a child into a subsequent placement, when required;

8. To ensure the provision of a safe environment for a child and adhere to the standards as per the Ministry's Building, Health and Safety policy (4.4.3) including allowing full access to the home and exterior and permit pictures to be taken if required;

9. To ensure emergency and routine medical, optical and dental care are provided and a confidential record of such kept;

10. To inform the Ministry or after hours emergency services immediately of any illness, accident, injury, or extraordinary event or incident concerning the child. Notification will be direct via telephone or in person (leaving a phone message is not sufficient).

11. To inform the Ministry immediately when a child is missing from the foster home and to follow the Ministry's policy and procedures regarding reporting children missing from care;
12. To obtain authorization from the Ministry prior to permitting any person to remove a child from the home and to notify, in the case of an unauthorized absence of a child, the Ministry and the local police;
13. To obtain written permission from the Ministry for any travel with the foster child outside the province of Saskatchewan;
14. To make themselves and the child available for visits and interviews, given reasonable notification by the Ministry;
15. When a concern arises regarding the child's progress or adjustment in the home, to notify the Ministry and seek assistance where necessary;
16. To discuss with the Ministry beforehand, a decision to babysit or care for other children on a regular basis, or leave the child with an alternate caregiver on a regular basis, or for periods over 24 hours;
17. To notify the Ministry of changes occurring in the home such as illness, accidents, death, other persons moving into the home, loss of employment or criminal charges;
18. To provide the Ministry with reasonable notice when requesting that a child be removed from the home;
19. To ensure that the child's clothing and personal belongings go with him/her upon removal from the foster home;
20. To complete PRIDE Core training modules as agreed upon with the caseworker;
21. To co-operate with the Ministry's overpayment recovery procedures regarding any payments received in error on behalf of children in my home or removed from my home (including consent to share information with Canada Revenue Agency for collection purposes);
22. To support and encourage the goals of the Saskatchewan Foster Families Association.

I understand that by becoming an approved foster family with the Ministry I am now a member of the Saskatchewan Foster Families Association.

Foster Parent

Caseworker
Ministry of Social Services

Foster Parent

Date _____

Date _____

Service area Office _____

**Consent to Disclose Information to
Saskatchewan Foster Families Association**

I hereby authorize the Ministry to share my personal contact information with the Saskatchewan Foster Families Association. As a member, I will be entitled to all services provided by the Saskatchewan Foster Families Association, including newsletters, education, training and support to assist in my role as a foster parent with the Ministry.

Foster Parent

Foster Parent

Date

Distribution: One copy to be retained by Foster Parent(s)
One copy for the Ministry of Social Services

12.13 Foster Home Final Investigation Report

Final Investigation Report Format

Confidential



Saskatchewan
Final Investigation Report
Foster Care

**Foster Parent/Care
Provider:** _____

**Client
Number:** _____

**Name of Identified
Client:** _____

**Name of
Spouse:** _____

**Identified Client
D.O.B.:** _____

(YYYY/MM/DD)

Spouse D.O.B.: _____

(YYYY/MM/DD)

**Applicant Const
Status:** _____

**Spouse Const
Status:** _____

**Marital Status of Foster
Parents:** _____

Address: _____

Home Phone: () _____

**Service area
Office:** _____

Classification: _____

# Natural Children	# Foster Children	# Years Fostering	# Previous Placements	# Previous Investigations	# Previous Investigated Allegations Substantiated

Nature of Allegations: (Check those that apply)

- ☐ Sexual Abuse ☐ Emotional Abuse ☐ Physical Abuse ☐ Physical Neglect
- ☐ Other Exploitation (Specify): _____

Allegation and Date Reported:

ALLEGED PERPETRATOR/ABUSER(S): List all with First and Last Name, Birth Date, Gender, Relationship within/to home and ALL ACTIVE INVOLVEMENT ON ACI with any comments that might be relevant.

ALLEGED VICTIMS: List all the children/youth that are related to this incident only. List by Name, Birth Date, Gender, CFSA Status and the Service area Office the child is from.

Start of Investigation Date:

INTERVIEWS:

VALIDITY OF CONCERNS:

POLICE INVOLVEMENT:

Were the Police involved? ☐

If yes, were charges laid? ☐

If so, what Criminal Code?

Is the Court in Process? ☐

Was there a conviction? ☐

OUTCOME:

STATUS OF FOSTER HOME:

CONDITIONS TO REMAIN OPEN:

SFFA Support (Yes or No)	Counseling by Service area Worker (Name)	Counseling by Other Agency (Name)
<input type="checkbox"/>		

OTHER RECOMMENDATIONS:

Date Report Prepared: _____
(YYYY/MMM/DD)

Prepared By: _____
(Name)

Supervisor Approval: _____
(Supervisor's Name)

Director, Service
Delivery, or Designate
Approval: _____
(Director, Service Delivery's Name)

12.14 Fee Calculation Guide

Removed October 2019 – no longer in use.

12.15 Damage Compensation



DAMAGE COMPENSATION REPORT (to be completed by Resource Worker)

Name of Foster Parent:

Address:

Telephone Number:

Name of Child:

Description of the incident leading to the damage claim:

Results of alternative compensation options explored (Foster family's insurance and SFFA Insurance Rider)

Claim is for reimbursement from the Ministry of Social Services for: (check one only)

☐ ☐ **insurance deductible**

☐ ☐ **damages**

☐ ☐ **increased premiums**

Recommended course of action:

Resources Worker

Date

Supervisor

Date

Property Damage Release



Government
of
Saskatchewan
Ministry of Social Services

Name(s) of Victim(s) _____

each for himself, his heirs, executors, administrators, successors and assigns in consideration of the payment of \$ _____ does hereby remise, release and forever discharge the Saskatchewan Ministry of Social Services, its executors, administrators and assigns from and against all claims, demands, actions and causes of action for damages whensoever and howsoever arising on account of damage to property (including loss of use thereof) arising out of an incident when occurred on or about the _____ day of _____, 20 _____, at or near _____, in the Province of _____.

The incident entailed: _____

The above sum stated as a consideration of this **release** is to be paid as follows:

To _____

To _____

It is understood and agreed that neither this **release** nor any payment made pursuant hereto is to be taken as an admission of liability on the part of any person in whose favour this **release** is given.

In witness whereof we have signed and sealed this **release**

at _____

in the Province of _____

this _____ day of _____, 20 _____.

In the presence of

Witness

Address

Witness

Address

12.16 Transfer of Responsibility

Transfer of Responsibility

Name of Child: _____ D.O.B. _____

Treaty #: _____ Client # _____

Mother's Name _____

Father's Name _____

Following joint consultation between _____ (referring office) and _____ (receiving office) the Ministry of Social Services **or** the First Nations Child and Family Services Agency will transfer the responsibility of the above named child beginning the effective date below.

If for any reason the child is transferred to another service centre, Agency or returned to parent, _____ (MSS or FNCFS Agency) will forward that information to the referring office.

NOTE: The referring office retains financial responsibility for the legal and maintenance costs associated with the transfer.

For children in which the receiving office is considering placement in high cost residential resources, the receiving office will refer to the Ministry or Agency's Special Placement Committee, or otherwise seek approval prior to placement.

Effective date of transfer: _____

Referring Office Supervisor

Date

Receiving Office Supervisor

Date

Receiving Office Director or
Designate

Date

12.17 Interprovincial Forms

Confidential



Interprovincial Child Protection Alert

Instructions to Sender

Completed forms are to be faxed (306-798-0038) or emailed to the Interprovincial Desk (interprovincial.desk@gov.sk.ca). The originating Interprovincial Desk will then forward to the relevant provinces/territories or Canada wide.

Issued By (province or territory) Saskatchewan

Child Welfare Organization			
Caseworker	Telephone	Fax	Email Address
Address		Date of Alert	Alert End/ Expiry Date if less than 9 months

Subject of Alert

Full Legal Name	Date of Birth	Last Known Address
------------------------	----------------------	---------------------------

Others Involved in Alert (children, legal partners, others in home, etc.)

Name	Date of Birth (if known)	Relationship to Subject	Location/Address/Last Known Whereabouts

Reason for Alert/Cause for Concern (check *all* that apply)

<input type="checkbox"/> Maternity	<input type="checkbox"/> Child Sexual Exploitation/Trafficking	<input type="checkbox"/> 'Honour-Based' Violence	<input type="checkbox"/> Illegal Adoption
<input type="checkbox"/> Child protection investigation not concluded	<input type="checkbox"/> Left jurisdiction prior to case closure	<input type="checkbox"/> Left jurisdiction without approval while under child welfare court-ordered supervision	<input type="checkbox"/> Child in Care taken from jurisdiction without approval
<input type="checkbox"/> Child in Care missing believed to have left jurisdiction			

Known History or Risk of Violence

--

Additional Information

☐ **Possible Destinations** (where the subject might be going, if known) or ☐ **Canada Wide**

Include other relevant information that may assist in locating the subject, e.g. Aboriginal Band/Community, known family/friend contact information

Action Required (e.g. alert local hospitals, investigation required, contact caseworker, etc.)

Distribute copies as follows:

- ☐ Originating Interprovincial Coordinator
- ☐ Receiving Interprovincial Coordinator
- ☐ Receiving Child Welfare Organizations ,hospitals, etc.

Interprovincial Placement Agreement (IPPA Form)

The Interprovincial Placement Agreement (IPPA):

- is negotiated **prior** to a child/youth moving to another jurisdiction: with a foster family; to a family member or other approved care provider; to a temporary treatment or residential facility where there is supervision and monitoring role for the receiving jurisdiction; to an out of care placement; or, a supervision and monitoring role is required with a young person who was a former ward and has entered into an agreement for post care or extended services;
- must be completed after the review and consideration of each jurisdiction's obligations as outlined in the *Provincial/Territorial Protocol on Children and Family Moving Between Provinces and Territories* (the Protocol); and
- must be reviewed every **12 months** or earlier at the request of either jurisdiction.

Part A - Instructions

1. Completion of this form involves the following steps:
2. Prior to placement the originating child welfare organization initiates contact with the appropriate receiving child welfare organization. The Interprovincial Coordinator in your jurisdiction may assist with identifying the appropriate contact.
3. The case worker/designate in the originating jurisdiction arranges a planning conference with the case worker/designate in the receiving jurisdiction to review and coordinate services and negotiate the IPPA pursuant to the Protocol.
4. Once plans are finalized between the originating and receiving case workers/designates, the originating case worker/designate completes the IPPA and sends two signed copies to the receiving case worker/designate.
5. The case worker/designate in the receiving jurisdiction has both copies of the form signed, returning one copy to the case worker/designate in the originating jurisdiction.
6. The case worker/designate in each jurisdiction sends copies of this form and related documentation to its Interprovincial Coordinator(s) and others as may be required.
7. The IPPA will be reviewed **annually** or earlier if circumstances change.

Part B – An Agreement Between:

Originating Jurisdiction (province/territory)

Originating Child Welfare Organization		Contact Person (who can be contacted about this Agreement)	
Address			
Telephone	Fax	Email	
Alternate Contact (name)		Alternate Contact (phone number and email address)	

Receiving Jurisdiction (province/territory)

Receiving Child Welfare Organization		Contact Person	
Address			
Telephone	Fax	Email	
Alternate Contact (name)		Alternate Contact (phone number and email address)	

Part C – Information on Child or Youth (you must complete a separate agreement for each child/youth)

Full Legal Name of Child/Youth		Alternate Name of Child/Alias	
Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender	Aboriginal Status <input type="checkbox"/> Not Applicable <input type="checkbox"/> Status Indian <input type="checkbox"/> Non-Status Indian <input type="checkbox"/> Inuit <input type="checkbox"/> Métis	
Aboriginal Community/Band (include applicable contact information and their level of involvement with the child/youth)			
Legal Status (indicate and attach a copy of order or Agreement)		Expiration Date of Legal Status	
The receiving jurisdiction agrees to support/enforce/defend the status of the child while monitoring and supervising the child/youth's care in the receiving jurisdiction. Any attempt to change this status will be redirected to the originating jurisdiction. The originating jurisdiction agrees to not allow the order/agreement to lapse or terminate without notifying the receiving jurisdiction and the jurisdictions will review/ revise this Agreement in the event there is a significant change in circumstances or placement disruption.			

Current Placement

Name(s)	Type of Resource (e.g. family, foster family, residential, out of care placement, etc.)
Address	
Telephone	Email

Receiving Placement

Name(s)	Type of Resource (e.g. family, foster family, residential, out of care placement, etc.)
Address	
Telephone	Email

Part D – Summary of Responsibilities

Notification & Negotiation <input type="checkbox"/> Child/Youth Moving with Foster Family <input type="checkbox"/> Child/Youth Moving to Family or Other Approved Provider <input type="checkbox"/> Child/Youth Moving to Residential Facility <input type="checkbox"/> Child/Youth Moving to Temporary Treatment Facility <input type="checkbox"/> Youth Formerly in Care
--

Case Planning & Management (detail expectations of case workers or any service providers involved and identify schedule/timeframes) In collaboration, the case plan will be developed according to the legislation and policy standards of the originating jurisdiction (e.g. case conferencing, contact standards, progress reports, case plan reviews, visitation, decisions and consents that may be authorized by the receiving jurisdiction etc.) The receiving jurisdiction agrees to immediately or as reasonably possible notify the originating jurisdiction of any serious occurrences/incidents as per the Protocol. Both jurisdictions will maintain a file record on the child/youth and will have a case worker assigned to the child/youth. Jurisdictions must notify the other of any change in the assignment of case workers.

Documentation- 8.4 of the Protocol Outlines information on the child to be shared. (list attachments) <input type="checkbox"/> Certified copy of birth registration <input type="checkbox"/> Legal Order/Agreement <input type="checkbox"/> Copy of Life Book <input type="checkbox"/> Social History <input type="checkbox"/> Medical Assessments <input type="checkbox"/> Psychological Assessments <input type="checkbox"/> Educational Assessments <input type="checkbox"/> Current Case Plan <input type="checkbox"/> Other The originating jurisdiction agrees to provide the required documentation to the receiving jurisdiction pursuant to the Protocol. The receiving jurisdiction agrees to forward to the originating jurisdiction all reports on the progress of a child/youth completed according to the standards in the originating jurisdiction or as otherwise negotiated.

Placement Disruption-8.5 of the Protocol outlines placement disruptions and placement decisions in the event of a disruption.

The receiving jurisdiction agrees to make all emergency and non-emergency placement changes wherever possible in consultation with the originating jurisdiction; following placement disruptions the jurisdictions agree to renegotiate a case plan that is in the best interests of the child.

Financial Arrangements- Placement and Service Expenditures

As per the Protocol, the originating jurisdiction agrees to:
make maintenance and service payments to the service provider; and
provide any costs not covered by the receiving jurisdiction's medical plan.

Any expenditure must be pre-approved by the originating jurisdiction.

☐ Other (indicate as negotiated):

Receiving Child/Youth Maintenance Amount

Other

Approved Exceptional Funding

Current Source of Funding

☐ Province/Territory ☐ Federal Government (Canada) ☐ Other (indicate):

Part E – Signatures

Local Child Welfare Organization in Originating Province

Name of Signing Authority (Print)	Signature	Date

Central Authority in Originating Province (complete only if required)

Name of Signing Authority (Print)	Signature	Date

Local Child Welfare Organization in Receiving Province

Name of Signing Authority (Print)	Signature	Date

Central Authority in Receiving Province (complete only if required)

Name of Signing Authority (Print)	Signature	Date

Distribute as follows:

- ☐ Copies of IPPA Agreement on files in both originating and receiving jurisdiction
- ☐ Copy Originating Jurisdiction Interprovincial Coordinator
- ☐ Copy Receiving Jurisdiction Interprovincial Coordinator

Interprovincial Request for Services

Originating Province/Territory: Saskatchewan Interprovincial.desk@gov.sk.ca

Child Welfare Organization	Caseworker (contact person)		Date
Phone Number	Fax Number	Email Address	

Receiving Province/Territory

(Interprovincial Coordinator will complete this information prior to forwarding to the regional designate if you do not know)

Child Welfare Organization	Address	Postal Code
Phone Number	Fax Number	Email Address

Type of Request (check *all* that apply)

<input type="checkbox"/> Child Welfare Record Check	<input type="checkbox"/> Background History/Information
<input type="checkbox"/> Home Study (adoption, foster care, place of safety, etc.)	<input type="checkbox"/> Courtesy Supervision of a Visit
<input type="checkbox"/> Service of Court Documents	<input type="checkbox"/> Interview with alleged perpetrator(s) or victim(s) of abuse
<input type="checkbox"/> Other – describe:	

Child Information

Full Legal Name	Date of Birth (if known)	Location/Address

Parent/Caregiver

Full Legal Name	Date of Birth (if known)	Relationship to Child or Caregiver	Location/Address

Reason for Request or Details (briefly describe and attach a separate sheet if necessary)

--

Distribute copies as follows:

- ☐ Originating Interprovincial Coordinator Interprovincial.desk@gov.sk.ca
☐ Receiving Interprovincial Coordinator
☐ Receiving Child Welfare Organization

12.18 Transfer of Responsibilities Checklist



Transfer of Responsibilities Checklist Child Protection/Child Care

Refer to the Children's Services Manual Section 11.17, Protocol for Child Care Case Transfers or the Child Protection Services Manual Section 7.5, Protocol for Child Protection Case Transfers for policies and procedures.

☐ Child Protection ☐ Child Care (one form per child)

Client Information:

Client's name		Birthdate	Legal status
Providers name (if child to be placed or has been placed)	Provider Service (alt care, PSI, foster care, etc.)		Provider Number

Office Information:

Referring Office Location		Supervisor name	Supervisor Phone
Receiving Office Location		Supervisor name	Supervisor Phone
Today's Date	Ongoing Case Number	Are there other users? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Child Protection ☐ N/A

Checklist	Completed
1. Has consultation occurred with the receiving office including an agreed upon transfer date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. What is the current level of risk?	<input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H <input type="checkbox"/> VH
3. Date of last contact with the family?	Date: _____
4. Was an ACP updated and approved (marked as sent)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Were all required SDM® Assessments updated, completed, approved and closed (including rationale and supervisor approval in notes)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have service providers been notified and contracts amended?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. If applicable, have all legal documents, contracts and other written correspondence been placed on the paper file?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Has information been updated in Linkin?	
a. Primary Caregivers address (mailing address if required)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Primary Caregiver's legal status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Contact logs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Have Service Authorizations been created for all case related payments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Has the case owner, other users, supervisor and if required outcome plan been reassigned?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Reminder tasks forwarded to new caseworker (i.e. 18 month formal review)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Has admin support been notified to update paper file location in Linkin?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments (if you responded "No" to any of the questions above, please explain):

Child Care ☐ **N/A**

Checklist	Completed
1. Date of last face-to-face contact with the child?	Date: _____
2. Date child was placed or is to be placed in the receiving office location?	Date: _____
3. Was a home study required or requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Has the home study been approved (including fingerprints)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Is the caregiver being explored as a PSI?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. If required, has an email been forwarded to Out-of-Home Care advising of case transfer?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. What is the agreed upon case transfer date with the receiving office location?	Date: _____
8. What date did the case conference occur or the date it is to be facilitated?	Date: _____
9. Was the CADP updated and approved (marked as sent)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Was the SDM® CSN Assessment updated, completed, approved and closed (including rationale and supervisor approval in notes)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Have copies of legal documents, contracts and other written correspondence been placed on the paper file?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. If required, has a copy of the Social/Developmental History been completed and placed on the file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13. For LT/PW – date of most recent annual review?	Date: _____
14. If applicable, is the Fee for Services/DLSA up to date?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
15. Has the school district, health region and services providers been notified of the child's move?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Has information been updated in Linkin?	
a. Child's mailing & primary address?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Child's legal status, including removal narrative?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Placement type?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Contact logs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Reminder tasks forwarded to new caseworker (i.e. 18 month formal review)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Have Service Authorizations been created for all case related payments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Has the case owner, other users, supervisor and if required outcome plan been reassigned?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Has admin support been notified to update paper file location in Linkin?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments (if you responded "No" to any of the questions above, please explain):

Signatures:

12.19 Notification of Foster Home Investigation Letter

Child and Family Programs
Insert Address
Insert City/Town, Canada
Insert Postal Code

Phone : (306) Phone #
Fax: (306) Fax #

Insert Date
Use Month DD, YYYY

Name
Address
Address
Address

Dear:

This letter is to advise you that the Ministry has commenced an investigation into alleged concerns of abuse or neglect of a child in your care. We are obligated by *The Child and Family Services Act* to investigate allegations of abuse or neglect, in order to ensure the safety and well-being of children.

We recognize that this is a very difficult time for you and your family. Investigations of such matters will be conducted in a manner that respects the working relationship between the foster family and the Ministry.

We wish to expedite this manner as quickly as possible and will endeavor to have the investigation completed within 30 calendar days. Should it take longer than this, you will be notified in writing.

The Saskatchewan Foster Families Association (SFFA) is available to provide assistance, support and advocacy through the investigation process. We encourage you to access this support by calling the SFFA Family Support Coordinator at 306-975-1580 or toll free 1-888-276-2880.

If you have any questions in this regard, please feel free to contact myself or your Resource worker.

Sincerely,

Supervisor, Resources

cc: Foster Home Resource File

12.20 Foster Home Approval Checklist

	Date (mm/dd/yy)	Description
<input type="checkbox"/>		Application received
<input type="checkbox"/>		Linkin/ACI check completed
<input type="checkbox"/>		Criminal Record Check sent to applicant(s) and other applicable adults
<input type="checkbox"/>		Criminal Record reviewed/approved
<input type="checkbox"/>		Medical Report sent to applicant (s) and their children
<input type="checkbox"/>		Medical Reports reviewed/approved
<input type="checkbox"/>		Home Safety Check completed/approved
<input type="checkbox"/>		Reference letters sent
<input type="checkbox"/>		References reviewed/contacted (two personal contacts):
<input type="checkbox"/>		1.
<input type="checkbox"/>		2.
<input type="checkbox"/>		3.
<input type="checkbox"/>		4.
<input type="checkbox"/>		5.
<input type="checkbox"/>		Preference Questionnaire Completed

	Date (mm/dd/yy)	In Home Consultation Meetings:
<input type="checkbox"/>		1 st Family Meeting
<input type="checkbox"/>		2 nd Family Meeting
<input type="checkbox"/>		3 rd Family Meeting with foster parent's children
<input type="checkbox"/>		4 th Family Meeting

PRIDE Connections Completed			PRIDE Training Sessions			Dates Completed
	Applicant 1	Applicant 2	Session	Applicant 1	Applicant 2	
Connection #1	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	
Connection #2	<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	
Connection #3	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	
Connection #3.5	<input type="checkbox"/>	<input type="checkbox"/>	Cultural Component	<input type="checkbox"/>	<input type="checkbox"/>	
Connection #4	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	
Connection #5	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>	
Connection #6	<input type="checkbox"/>	<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>	
Connection #7	<input type="checkbox"/>	<input type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>	
Connection #8	<input type="checkbox"/>	<input type="checkbox"/>	8	<input type="checkbox"/>	<input type="checkbox"/>	
			9	<input type="checkbox"/>	<input type="checkbox"/>	
			First Aid/ CPR	<input type="checkbox"/>	<input type="checkbox"/>	

- ☐ Foster Home approved (typed Family Assessment on file) Date of Approval: _____
☐ Date PRIDE Portfolio provided to foster parents: _____
☐ Foster Home Agreement signed and on file
☐ Letter of Approval sent to foster parents and copies sent to SFFA and Central Office
 for completion of training certificate

12.21 Rate Board Approval Letter re Foster Care (2039)

Removed October 2019 – no longer in use.

12.22 Medical Letter re Foster Care (2310)

Removed October 2019 – no longer in use.

12.23 School Letter re Foster Care (2311)

Removed October 2019 – no longer in use.

12.24 Criminal Record Declaration for Caregivers

CRIMINAL RECORD DECLARATION FOR CAREGIVERS

PART A

**To be completed by Extended Family Care Applicants and all Adult Residents of Home
Pending Completion of a Formal Police Record Check**

I solemnly declare that:

☐ a. I have no criminal record.

☐ b. I have a criminal record and have the following criminal convictions:

☐ c. I have the following outstanding criminal charges pending:

I will immediately request a written police record check and will forward it to the Ministry of Social Services officials as soon as I receive it. The police record check will be reviewed by Ministry officials and will be compared to my written declaration. Social Services has the right to record any relevant convictions or charges. I understand the police record check form will be returned to me and will not be kept on my file.

I, _____ of _____, Saskatchewan,
do solemnly declare that all of the above information is true and complete.

Dated this _____ day of _____, _____.

Signature _____

CRIMINAL RECORD DECLARATION FOR CAREGIVERS

PART B

To be completed by Foster Family residents at time of Annual Review / Family Development Plan

I solemnly declare that:

☐ a. I have no criminal record.

☐ b. I have a criminal record and have the following criminal convictions:

☐ c. I have the following outstanding criminal charges pending:

I, _____ of _____, Saskatchewan,
do solemnly declare that all of the above information is true and complete.

Dated this _____ day of _____, _____.

Signature _____

12.25 Extended Family/PSI Home Safety Check List

Extended Family/PSI HOME SAFETY CHECKLIST

Name:		
Mailing Address:		
City:	Province:	Postal Code:

Home Safety Checklist <i>(The following safety requirements must be met. If there are any outstanding concerns there must be a plan to resolve prior to placement)</i>	Yes	NO	NA
Criminal record check/Self-declaration completed			
Linkin/ACI checked: note any child safety concerns			
Evacuation plan/Fire escape plan			
Operable utilities (water, heat, plumbing electricity)			
No substances or objects accessible to the child that may endanger his/her health and/or safety.			
Home and yard maintained (e.g. uncluttered access to doors and stairways)			
Safe storage of guns/ammunition			
Safe storage of alcohol/drugs/prescription medication			
Safe storage of chemicals/cleaners/flammable materials			
Safe storage of power tools/garden supplies			
Working smoke detectors on all levels			
Sleeping arrangements are safe (consider age, gender, # of children)			
"Safe Sleeping Guidelines" CSM Ch. 4.3.9 reviewed and provided to caregiver			
"Discipline Policy" CSM Ch. 4.4.11 reviewed and provided to caregiver			
Car Seats available for children as age appropriate			
SAFE SLEEPING DESCRIPTION: <i>Describe for each child how they have appropriate sleeping arrangements in this Place of Safety.</i>			
AREAS OF CONCERN: <i>Describe any home safety issues that may place a child at risk and describe the plan to resolve, including timelines (i.e. caregiver needs assistance with purchasing and installing smoke detectors, car seats etc.)</i>			

Completed by Worker: _____

Caregiver Name and Signature: _____

Date: _____

12.26 Extended Family/PSI Assessment Approval Check List



Extended Family/PSI Assessment Approval Check List

DATE:

- _____ A.C.I./Linkin check completed
- _____ If A.C.I./Linkin history (print out placed on file)
- _____ If no A.C.I./Linkin history (document on file)
- _____ Criminal Record reviewed/approved (Note to file)
- _____ Medical Report reviewed/approved (if required)
- _____ Home Safety Check completed/approved
- _____ Caregiver approved (typed home assessment on file)
- _____ Extended Family Agreement for Services
- _____ Discipline Policy provided/reviewed
- _____ Safe Sleeping Practices provided/reviewed (for child under 2 years)

12.27 Extended Family/PSI Assessment Outline



Extended Family/PSI Assessment Outline

CARE PROVIDERS

NAME

BIRTH DATE

SPOUSE

BIRTH DATE

ADDRESS

TELEPHONE NUMBER(S)

- home/work/cell or contact number

Linkin / ACI CHECK

- search on applicant, spouse and any other individuals residing in the home for child protection history
- includes search of youth living in the home for relevant young offender involvement

CRIMINAL RECORD CHECK

- must be completed by applicant, spouse and any other adults residing in the home

HOME SAFETY AND HEALTH

- use Extended Family Home Safety Checklist and attach

REFERENCE CHECKS

- include global references (e.g. school teachers, community members) as necessary to verify information and obtain an unbiased assessment of a family's strengths and/or challenges.
- all information gained from reference checks is **confidential**, retained on file and is **NOT** to be shared with the applicants.

HEALTH AND MEDICAL INFORMATION

- physical conditions
- use of medication
- have they been seeing a psychiatrist, psychologist, therapist, or elder?
- use of alcohol and prescription or nonprescription drugs
- use of tobacco; do they smoke in the home?
- other addictions
- ** if there are any significant health concerns, a Physician's Report may be requested

OCCUPATION AND EMPLOYMENT STATUS

- applicant and spouse
- length of current employment

CHILDREN IN THE HOME

- names, birthdates, and any issues or special needs

OTHERS IN THE HOME

- names, birthdates, why they are there, any issues

MARITAL RELATIONSHIP

- describe current marital status and current relationship (if applicable)
- discuss communication styles/conflict resolution/problem solving skills
- describe previous relationships, marriages, common-law unions, separations, divorces
- identify any history of domestic disharmony, domestic violence or addictions; if concerns were identified, what have they done to address these?

PARENTING EXPERIENCE AND CHILD BEHAVIOUR MANAGEMENT

- discuss their parenting styles: authoritarian, authoritative, permissive-indifferent, permissive-indulgent, etc.
- what type of discipline do they employ?
- are they able to provide developmentally appropriate strategies to manage child behaviour?
- supports or services needed to provide healthy parenting
- what are their thoughts on corporal punishment?

FINANCES

- income

DRIVER'S LICENSE

- means of transportation

CHILD(REN) TO BE PLACED

Birth Date

Birth Parents

Parents' Address

A) Child (ren)'s medical, developmental, educational, emotional, spiritual needs:

- describe the child's physical, emotional, and mental development
- describe the child's physical, emotional, cultural, psychological and spiritual needs
- are they involved with physicians, specialists, therapists, etc.?
- do they have any high risk/ high needs?
- do they require a special school placement?
- plan for the child while in this home (visits, schools, special needs)
- child's wishes

B) Child (ren)'s relationship to the proposed caregiver(s):

- does the child know the caregiver?
- is there any special bond/ attachment/ quality of relationship?
- have they cared for the child before?
- when was the last time they saw the child?
- if the child is in care, have they been visiting?
- any day visits? Overnight visits?
- if there is no current relationship, what is the plan for pre-placement visits?

C) Motivation of proposed caregiver to care for the child (ren):

- why do they want to be caregivers for this child?
- are they prepared to respond to the child's needs, culture, school issues, medical needs, family contact?
- give examples of how they would respond to the above

D) Proposed caregiver's current involvement with child (ren)'s birth parent:

- relationship with family
- ability to manage family pressures
- ability to determine visitation
- ability or willingness to supervise visits

E) Caregiver's willingness to work in cooperation with the Ministry:

- inform caseworker of any changes, incidents, and concerns

F) Caregiver supports:

- identify if the caregiver will require any additional supports, what these are, who will provide these and any financial costs

G) Other Information reviewed with the Caregiver:

- other options (legal status) for care of the child
- proposed permanency plan for the child
- guardianship/custody responsibilities
- contact/review standards with the Ministry
- services and supports the Ministry will provide for child, parents, caregiver

ASSESSMENT AND RECOMMENDATION

- summarize the key points of your report
- identify if this is a good match or not
- identify strengths and limitations if recommending placement
- what supports are needed if there are limitations identified?

COMPLETED BY: _____

DATE COMPLETED: _____

APPROVED BY: _____

DATE: _____

[illegible]

Background Information

	Applicant 1	Applicant 2
Birth Date	____/____/____ Year Month Day	____/____/____ Year Month Day
Birth Place		
Ethnic Origin		
Religion		
Occupation		
Constitutional Status.	Status Indian <input type="checkbox"/> (Treaty No _____) Métis <input type="checkbox"/> Non-Status Indian <input type="checkbox"/> Inuit <input type="checkbox"/> Other <input type="checkbox"/> _____	Status Indian <input type="checkbox"/> (Treaty No _____) Métis <input type="checkbox"/> Non-Status Indian <input type="checkbox"/> Inuit <input type="checkbox"/> Other <input type="checkbox"/> _____

Maiden Name _____ Former Marriage name(s) _____

References

List five persons whom the Ministry may contact about your request. (References should be persons who know you well. Two of the references may be from relatives.) Reference checks will be completed in order to verify the suitability of each applicant. All information gained from reference checks is **confidential**.

Full Name	Mailing address
Relationship	(Include postal code and telephone number)

1.		
2.		
3.		
4.		
5.		

Authorization and Declaration:

By signing below, I/we acknowledge that:

- Foster home approval requires that a Mutual Family Assessment / Home Study be completed by a Ministry representative. This is a compilation of information received from various sources and includes assessment and evaluation.
- The Ministry of Social Services is hereby authorized to contact the above-named references or any other source of information for the purpose of completing a Mutual Family Assessment / Home Study.
- The Ministry of Social Services is hereby authorized to complete a Ministry record check and if applicable, a child welfare record check from other jurisdictions, as part of the requirement for approval of our home.
- I / we agree to obtain and submit a criminal record check as part of the requirement for approval of our home.
- I / we agree to obtain and submit a medical report(s) completed by a family physician who has full access to our medical records.
- I / we agree to take part in all required PRIDE Pre-Service and In-Service training and any other training as required by the Ministry.
- I / we agree to attend mandatory Standard First-Aid and Cardio-Pulmonary Resuscitation (CPR Level B) training and hereby consent to provide our contact information to the Saskatchewan Foster Families Association for the purpose of arranging this training.
- If it becomes apparent during the Mutual Family Assessment / Home Study process that our home will not be approved, this information and the reasons why will be immediately shared with us and the Mutual Family Assessment / Home Study will not proceed. The Mutual Family Assessment / Home Study report is completed solely for the use of foster care and is not intended for any other purpose.
- A copy of the Mutual Family Assessment /Home Study report will be provided to us if we are approved.
- If at any time we wish to withdraw our application, we will notify a Ministry representative immediately.

Signature of applicant

Signature of applicant

Date ____/____/____
Year Month Day

12.29 Foster Care/Extended Family Care Reference

Saskatchewan



Child and Family Programs

Date:

Phone: (306)

xxxxxxx

Fax: (306) xxxxxxx

RE: _____

Dear _____:

The above-named has given your name as someone who knows them well and who would be willing to provide a reference in regard to their application to become caregivers for the Ministry.

Enclosed you will find a "Foster Care / Extended Family Care Reference Form" which asks some questions regarding your knowledge of the applicant. I ask that you respond honestly and completely. Indicate the strengths or possible concerns you may have about this family's ability to care for children. Concerns you have will not necessarily mean the family will not be approved, but will be seen as areas for discussion. Your specific response is confidential and the source of the information will not be identified.

Should you have additional comments, please add an additional page or feel free to contact me directly at _____. Once completed please return the reference form to me.

Thank you for your assistance and I look forward to hearing from you.

Sincerely,

Case Worker

Enclosure

Foster Care / Extended Family Care Reference

Applicant's Name(s):

1. How long have you known the family?

2. What is your relationship to the family? e.g. neighbour, friend, relative, employer, etc. _____

3. How often do you see the family and in what circumstances?

4. In what ways have you had the opportunity to see the applicants interact with their children. e.g. family gatherings, school or community functions? What is your impression of their interaction with children?

5. What are three words you would use to best describe the applicant(s). e.g. shy, ambitious, sensitive?

Applicant 1:

Applicant 2:

6. What is your impression of their relationship in terms of strengths, weaknesses and stability?

7. What is your knowledge of the applicant(s) use of alcohol or drugs or any other health issues?

8. To your knowledge have the applicants experienced stressful times and how have they coped with them?

9. If you are a parent would you consider the applicants caring for your children? Please explain.

Questions 10 through 15 to be completed for Foster Care applicants only:

10. To your knowledge have the applicants had experience with people of a different race or culture? What are your thoughts about this family's ability to care for a child with a different racial or cultural background?

11. What are some of the activities in which the family participates in the community?

12. Are you aware of any skills and knowledge that would enhance their ability to foster?

13. Are you aware of any issues that would hinder their ability to foster?

14. What supports do you feel this family would need to successfully foster?

15. Are there any other comments you wish to make about this family's request to be foster parents?

Name of Person Providing Reference (Print)

Address

Signature

____/____/____
Year Month Day

12.30 Physician's Report for a Foster Care Applicant

Physician's Report for a Foster Care Applicant

Applicants must provide medical history and a recent physical examination to substantiate that they are able to undertake and follow through with the responsibilities of caring for children. Applicants are expected to have reasonable mental and physical health and have the physical and emotional ability to care for children.

Name of Applicant _____ **Date of Birth** _____ **Sex** _____

Date of Examination _____ **Length of time applicant known to physician:** _____

Name of previous physicians or specialists involved:

Does the applicant have any disabilities or illnesses which would limit or adversely affect the applicant's ability to care for a child either now, or at any time in the future?

Is the applicant now in good physical health? _____

Is the applicant in sound mental health? _____

Is the applicant currently on any medication? If yes, please describe: _____

Has the applicant ever been treated for emotional or psychiatric problems? If yes, please explain:

Is there any additional information which you consider pertinent to this report? _____

Date _____

Signature of Examining Physician _____

Telephone _____

Fax _____

Consent for Medical Report

I, _____
(full legal name in block letters)

of _____
(Street Address) (Town/City)

- 1) Hereby authorize any physician who has observed or attended me, or any hospital where I have been a patient, to give full information about my physical and mental health, , consultation reports, findings and diagnosis to the Ministry of Social Services;*
- 2) Attest that I will provide and shall not conceal any information as required by my doctor in furnishing this medical report;*
- 3) Understand that medical information about me will be used only for the purpose of determining my suitability as a foster parent.*

Date _____ Signature of Applicant _____

Physician's Report for a Child of a Foster Care Applicant

Applicants must provide medical history and a recent physical examination report for each of their children to substantiate that they are able to undertake and follow through with the responsibilities of caring for foster children.

Name of Child _____ **Date of Birth** _____ **Sex** _____

Date of Examination _____ **Length of time child known to physician:** _____

Name of previous physicians or specialists involved: _____

Does this child have any disabilities or illnesses which you consider would limit or adversely affect the applicant's ability to care for another child either now, or at any time in the future?

Is the child now in good physical health? _____

Is the child now in sound mental health? _____

Is the child currently on medication? If yes, please describe: _____

Has the child ever been treated for emotional problems? If yes, please explain: _____

Is there any additional information not included in the above which you consider pertinent to this report?

Date _____

Signature of Examining Physician _____

Telephone _____

Fax _____

Consent for Medical Report

I, _____
(full legal name in block letters)

of _____
(Street Address) (Town/City)

- 1) *Hereby authorize any physician who has observed or attended my child to give full information about my child's physical and mental health, , consultation reports, findings and diagnosis to the Ministry of Social Services;*
- 2) *Attest that I will provide and shall not conceal any information as required by my doctor in furnishing this medical report;*
- 3) *Understand that medical information about my child will be used only for the purpose of determining my suitability as a foster parent.*

Date _____ Signature of Applicant _____

12.31 Criminal Record Check Information



CRIMINAL RECORD CHECK INFORMATION

A check for prior criminal convictions and outstanding charges is part of the requirement to become a caregiver for children in care of the Minister of Social Services. You will be required to obtain a criminal record and vulnerable sector check. You will be responsible for any associated costs, however, in some cases, you may be eligible for reimbursement of these costs. For questions or clarification, please contact your caseworker.

The following are some frequently asked questions regarding criminal record checks:

HOW ARE CRIMINAL RECORD CHECKS OBTAINED?

Criminal Record Checks (CRCs) can be obtained from your local police service where you reside. If your community does not have a police service, you can obtain a CRC from the nearest RCMP detachment.

The Internet can be a valuable source of information on criminal record checks if your local police service has a website. For example, the Regina City Police web-site clearly details their requirements; the process and procedures can be found at <http://www.reginapolice.ca/resources/criminal-record-check/>

HOW LONG WILL A CRIMINAL RECORD CHECK TAKE?

The length of time to obtain a criminal record check differs from location to location. You may wish to contact your local police service in advance to confirm the hours of operation, the identification documents you will need to provide, cost, method of payment, and the length of time it will take to obtain the documentation. Depending on the local police service, there may be a charge for the results of the CRC.

In rare situations, where more than one person has the same name, and one has a criminal record, a fingerprint check may be required.

WHAT DOES A CRIMINAL RECORD CHECK RESULT CONTAIN?

Criminal Convictions:

Criminal record documentation received from the police service will indicate that a name check only has been completed and as a result:

- A criminal record does not exist, OR
- A criminal record "may or may not exist"

A document that indicates a criminal record "may or may not exist" does not automatically mean a conviction exists. However, it does mean that a fingerprint check will be required to confirm identity (in the event of common names) and/or to verify convictions. This process may take several months to complete.

Outstanding Charges:

Municipal Police Services will confirm outstanding charges.

If you are obtaining your CRC from a RCMP detachment, you will need to request and consent to a check for outstanding charges on the RCMP consent form. Your criminal record results must indicate confirmation of this check.

Vulnerable Sector Check:

As you will be entrusted with the care of vulnerable clients, you will need to ensure that a Vulnerable Sector Search is completed. Specific written consent must be provided to the police service to check this registry. Information related to the convictions for some sexual offences remain on this registry, regardless of whether a pardon has been granted. Your CRC results must indicate that the Vulnerable Sector Search has been completed.

SUBMITTING CRIMINAL RECORD CHECKS

To ensure confidentiality and privacy of information, please submit the original, current CRC document obtained from the local police service, marked **PERSONAL AND CONFIDENTIAL**, directly to the caseworker, who will review the results of the CRC and return the document to you. A "Note to File" listing the CRC/vulnerable sector check results will be completed and placed on your caregiver file.

12.32 Criminal Record Check Note to file



NOTE TO FILE

CRIMINAL RECORD CHECK

A criminal record check and vulnerable sector search was completed on:

NAME: _____

ADDRESS: _____

A CHECK OF POLICE RECORDS REVEALS: (please complete)

☐ vulnerable sector check clear

☐ no charges pending

☐ no criminal record

☐ a criminal record was reviewed on _____ 20 ____; AND a decision was made:

☐ to accept the application based on the following: (only include relevant particulars from the police record)

☐ to deny the application based on the following: (only include relevant particulars from the police record)

Authorized Ministry Official

Date

Service area Office/Location

(use the reverse side if necessary)

12.33 Mutual Family Assessment Homestudy



Mutual Family Assessment Homestudy

Name of Applicant 1: _____ D.O.B. _____

Name of Applicant 2: _____ D.O.B. _____

Address (directions to home if rural): _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Children

Name	D.O.B. (mm/dd/yy)	Child by birth, adoption, extended family, alternate care, PSI	Date of placement (if applicable) (mm/dd/yy)

Other adults in the home

Name	D.O.B. (mm/dd/yy)	Relationship to family

Applicant 1: History

(Attach genogram)

1. Describe the applicant's history of being nurtured and protected/not being nurtured and protected:

Past experience being protected and nurtured:

Past experience not being protected and nurtured:

2. Describe the applicant's history of having his or her developmental needs met/not met (include type of discipline experienced, stages of development that were easier or more difficult, education, health/mental health factors that affected development):

Past experience having developmental needs met:

Past experience not having developmental needs met:

3. Discuss the applicant's history of connections (attachments and losses) with his or her primary family:

History of attachments:

History of losses:

4. Discuss the applicant's history of relationships outside of the family (include school, peers, sports, activities, community):

Supportive relationships:

Unmet needs for support:

Applicant 1: Current Functioning

- 1. Describe any medical information or concerns that would impact the applicant's ability to foster:**

(Attach Medical report)

- 2. Describe how the applicant meets his or her needs for security and support within the family, and contributes to meeting these needs for other family members:**

Security/support needs met:

Issues regarding security/support needs:

- 3. Discuss the applicant's current functioning in relation to the developmental tasks of adulthood (employment, marriage/relationships, establishing his or her own family, health/mental issues):**

Developmental tasks met:

Issues related to developmental tasks:

- 4. Describe the applicant's relationships with extended family members, including the extended family's reaction to the possible addition of children through foster care or adoption:**

Strengths in relationships:

Relationship issues:

5. Describe the applicant's relationships outside the family (include friendships, recreation, and social groups, church):

Supportive relationships:

Unmet needs for support:

Applicant 2: History

(Attach genogram)

1. Describe the applicant's history of being nurtured and protected/not being nurtured and protected:

Past experience being protected and nurtured:

Past experience not being protected and nurtured:

2. Describe the applicant's history of having his or her developmental needs met/not met (include type of discipline experienced, stages of development that were easier or more difficult, education, health/mental health factors that affected development):

Past experience having developmental needs met:

Past experience not having developmental needs met:

3. Discuss the applicant's history of connections (attachments and losses) with his or her primary family:

History of attachments:

History of losses:

4. Discuss the applicant's history of relationships outside of the family (include school, peers, sports, activities, community):

Supportive relationships:

Unmet needs for support:

Applicant 2: Current Functioning

1. Describe any medical information or concerns that would impact the applicant's ability to foster:
(Attach Medical report)

2. Describe how the applicant meets his or her needs for security and support within the family, and contributes to meeting these needs for other family members:

Security/support needs met:

Issues regarding security/support needs:

- 3. Discuss the applicant's current functioning in relation to the developmental tasks of adulthood (employment, marriage/relationships, establishing his own family, health/mental issues):**

Developmental tasks met:

Issues related to developmental tasks:

- 4. Describe the applicant's relationships with extended family members, including the extended family's reaction to the possible addition of children through foster care or adoption:**

Strengths in relationships:

Relationship issues:

- 5. Describe the applicant's relationships outside the family (include friendships, recreation, and social groups, church):**

Supportive relationships:

Unmet needs for support:

Children:

Describe any medical information or concerns which might impact this family's plan to foster:

Complete the following for each child in the family:

Child's Name:	
Experience of being protected/nurtured, not protected/nurtured:	
Strengths:	Needs:
Experience having developmental needs met/not met (including discipline, health/mental health issues that affected development, education):	
Strengths:	Needs:
Experience of attachment, separation, and loss:	
Strengths:	Needs:
Relationship of this child with his or her siblings or other children in the household:	
Strengths:	Needs:
Connections outside the family (school, friends):	
Strengths:	Needs:

Family as a System

(Attach the family ecomap)

1. Describe the ability of the family to meet the developmental needs of its members (including appropriate discipline, health/mental health needs, education, employment, spiritual beliefs, culture and traditions):

Developmental needs met:

2. Describe the family's ability to resolve conflict and maintain attachment to each other:

Strengths in resolving conflict:

Problems resolving conflicts:

3. Describe the extent to which the couple, or the individual applicant and his or her supports, work as a team to make decisions important to the family (finances; housing; employment; family life; children's responsibilities, privileges, activities, etc.):

Strengths regarding teamwork:

Issues regarding teamwork:

4. Describe each individual family member's reaction to the addition of other children through fostering or adopting:

Positive reactions:

Unresolved questions:

5. **Review any Ministry (Child and Family Programs) history (ACI involvement) and Criminal Record involvement for each adult in the home. (Describe any information or concerns which might impact this family's plan to foster):**

Strengths in resolving past involvement(s):

Unresolved concerns:

6. **Home Safety Check. (Provide a description of space available for children placed in their home, etc.):**
(Attach Home Safety Checklist)

Strengths:

Areas needing further review:

7. **References. (Provide a summary from the information provided by references which describes the family's strengths and/or any identified concerns regarding their ability to foster):**
8. **Other issues pertaining to an assessment of past and current functioning (example: other adults or family members residing in the home):**

Strengths:

Areas needing further review:

Family Assessment Summary

This portion summarizes the information through the PRIDE training, PRIDE Connections, and interview with the resource development worker, and other written and verbal material. Foster family strengths and needs are linked with the five competency categories that are important in caring for children. The foster family applicants can add comments or clarifications in the space provided.

Competency Category I: Protecting and nurturing children

Strengths:

Needs:

Family Comments:

Competency Category II: Meeting children's developmental needs and addressing developmental delays

Strengths:

Needs:

Family Comments:

Competency Category III: Supporting relationships between children and their families

Strengths:

Needs:

Family Comments:

Competency Category IV: Connecting children to safe, nurturing relationships intended to last a lifetime

Strengths:

Needs:

Family Comments:

Competency Category V: Working as a member of a professional team

Strengths:

Needs:

Family Comments:

Agency Decision:

- ☐ Invite the family to select in to the **Family Foster** program
- ☐ Counsel the family out of the **Family Foster** program

Reason for decision:

Family Decision (choose one):

- ☐ Wants to select out of the program
☐ Wants to select in to the program

Family Comments:

Mutual decision of the family and the agency (choose one):

- ☐ Agree to select in
☐ Agree not to participate
☐ Agreement not reached; agency decision maintained

Recommendation/Range of Acceptance:

This family will best serve children who are:

The home is approved for (number of children):

Between the ages of:



Insert/include a picture of the foster family and their home to be shared with foster children prior to placement.

Completed by:

Resources Worker
(Print Name)

Date

Reviewed by:

Foster Parent

Date

Foster Parent

Date

Supervisor

Date

Office

Date of Approval

Annual Review Family Development Plan

Family Name: _____

Approval Date: _____

Address: _____

Telephone: _____

Resources Worker: _____

Time Frame Covered _____

The following must be completed with each Annual review / Family Development Plan :

Record of contacts with foster family (See Linkin): _____

(Provide date and brief description of contact; do not include with Family Development Plan provided to foster family)

Foster Home Agreement reviewed, signed and attached: _____

Criminal Record Declaration form signed and attached: _____

Foster Home Safety check completed and attached: _____

Ministry Record Check (ACI/Linkin) completed: _____

Discipline policy reviewed: _____

Confidentiality laws reviewed: _____

Resources Worker
(Print Name)

Date

Supervisor
(Print Name).

Date

Family Name: _____

- I. Approval history/background (how long approved; current family situation): (In-home interviews with the family should include birth children)
- II. Children placed with the family (ages, special needs, challenges; do not include identifying information):
- III. Significant events or changes in circumstances (include Quality of Care Reviews and Foster Home Investigations):
- IV. Assessment of other workers involved with the family and/or collateral agencies:
- V. Special strengths, skills, and/or supports needed as assessed according to the five competency categories:
 1. Protecting and Nurturing Children
 2. Meeting Developmental Needs
 3. Supporting family relationships
 4. Connecting children to nurturing relationships intended to last a lifetime
 5. Working as a member of a professional team

Foster Parent

Resources Worker

Foster Parent

Supervisor

Date

Date

Family Development Plan Professional Development Agreement

Family Name: _____

Competency to be addressed: _____

Goal: _____

Reason for need: _____

Date Established: _____

Planned achievement date: _____

Family Tasks	Date Begun	Outcome Date	Agency Support	Date Begun	Outcome Date

Comments:

Foster Parent

Resources Worker

Foster Parent

Date

Family Development Plan Annual Progress Review

Family Name: _____

<p>Progress toward meeting competency</p> <p>Goal #1</p> <p>_____</p> <p>_____</p> <p>_____ Acceptable</p> <p>_____ Needs more work</p>	<p>Support your evaluation of progress toward this goal:</p>
<p>Progress toward meeting competency</p> <p>Goal #2</p> <p>_____</p> <p>_____</p> <p>_____ Acceptable</p> <p>_____ Needs more work</p>	<p>Support your evaluation of progress toward this goal:</p>
<p>Progress toward meeting competency</p> <p>Goal #3</p> <p>_____</p> <p>_____</p> <p>Acceptable</p> <p>_____ Needs more work</p>	<p>Support your evaluation of progress toward this goal:</p>

I concur with this summary.

Foster Parent

Resources Worker

Foster Parent

Date

Foster Home Annual Review/Family Development Plan

Caseworker Assessment

To: _____
Child Protection/ Children's Services Worker

The **Children's Services Manual** Chapter 4.4.8, "Foster Home Assessment and Review" states: *Any worker who has placed children in the home should be interviewed or complete a written assessment, based on their knowledge of the home.*

Please provide information regarding your involvement with (name of foster family) during the past year. Please comment based on your experiences with this foster family using *brief examples* and/or *specific details* to discuss how they meet the below competencies in caring for child(ren).

1. **Protecting and Nurturing Children:**
2. **Meeting Developmental Needs:**
3. **Supporting family relationships:**
4. **Connecting children to nurturing relationships intended to last a lifetime:**
5. **Working as a member of a professional team:**

Signature of Child Protection / Children's Services Worker

Date

Please return to _____ by _____.
(Resources worker) (Date)

12.35 Child Welfare Record Declaration for Caregivers



CHILD WELFARE RECORD DECLARATION FOR CAREGIVERS

To be Completed by Foster, Adoptive and Extended Family Care Applicants Who Have Resided in Other Jurisdictions

I solemnly declare that:

- ☐ I have no record of causing a child to be in need of protection in Canada or any country in which I have previously resided as an adult.
- ☐ I have a child welfare / child protection record which includes the following:

I, _____, of _____,
Print Name

do solemnly declare that the above information is true and complete and I hereby authorize Saskatchewan Ministry of Social Services to check their records and those in any other jurisdictions in which I have lived for a history of child welfare involvement.

Signature

Dated this ____ day of _____, _____.

12.36 Foster Family Formal Review



Foster Family Formal Review

Family Name: _____

Address: _____

Telephone: _____

Time Frame: _____

Reason for review:

(State concerns and/or issues as well as any previous efforts to address or resolve them)

Information gathered during review:

Assessment / evaluation of family's ability to provide care for children as assessed according to the five competency categories:

1. Protecting and Nurturing Children
2. Meeting Developmental Needs
3. Supporting family relationships
4. Connecting children to nurturing relationships intended to last a lifetime
5. Working as a member of a professional team

Recommendations for ongoing approval:

Status of Foster Home: Approval with no conditions _____

Approval with conditions _____

On hold with conditions _____

Closure of foster home _____

Foster Parent

Resources Worker (Print Name and Sign)

Foster Parent

Supervisor

Date

Date

12.37 Passport Letter

Date

Phone: (306) 787-

Fax: (306) 798-

TO WHOM IT MAY CONCERN:

Re: Child Birthdate

The above named child is presently in the care of the Minister of Saskatchewan Social Services. I, _____, Director, Service Delivery, as the designate for the Minister of Social Services, authorize (name of caregiver) to apply for a passport on behalf of the child _____, and the passport, when it is issued may be released to (name of caregiver). I, _____, Director, Service Delivery, as the designate for the Minister of Social Services, authorize (name of caregiver) to travel outside of Canada with this child upon issuance of the passport. Enclosed is a copy of a court order dated _____.

If there should be any questions or need for clarification, please contact the child's worker _____ directly at () ____-____ and/ or the supervisor _____ at () ____-____.

Dated at _____ in the Province of Saskatchewan this ____ day of ____, 20__.

Name

Director, Service Delivery

Service area

12.38 CFP CLSD Tracking Information



CFP CLSD Tracking Information

This form is used by Child & Family Programs (CFP) to identify youth who either do or may meet eligibility for services through Community Living Service Delivery (CLSD). The CFP caseworker completes this form and sends it to his/her supervisor for review and submission to the regional Program Effectiveness Consultant so the information can be tracked centrally. This form is also used for providing required updates on the youth. Please indicate whether or not you are providing 'new information' or 'update information'. **Complete this form online using the drop-down options provided, and only complete the information that is known at the time of submission.**

☐ New Information ☐ Update Information ☐ Transfer of Responsibility

Child Information				
Full Name			Date of Birth	
Legal Status	Region	Office	Status	
Current Funding Source	Other Funding Source	Current Placement		
Other Type of Placement (describe)	Is child in care due to medical needs (i.e. no protection concerns)?	Monthly Placement Cost	DLSA Level	
Caseworker Information				
CFS Caseworker (Full Name)			Phone Number/Email	
CLSD Caseworker (Full Name, if assigned)			Phone Number/Email	
Date Referral to CLSD	Documentation On File (indicate only what currently have; provide update as required) <input type="checkbox"/> Referral Form <input type="checkbox"/> Psych Assessment <input type="checkbox"/> SARC Individual Assessment for Services <input type="checkbox"/> Updated DLSA <input type="checkbox"/> Other (Specify)			
Eligibility (at this time) <input type="checkbox"/> Previously Eligible <input type="checkbox"/> Currently Eligible <input checked="" type="checkbox"/> Non-eligible <input type="checkbox"/> Pending CLSD Decision <input type="checkbox"/> Pending CLSD Referral			Preferred Future Residence	
Other Type of Service Requirement (describe)	Day Program Requirement	End Date of Legal Status	Date of Expected Transition	
Discussion Notes or Updates				

Final Transfer

Notification

(This section will be filled out jointly and signed by the CLSD Manager of Client Services and the CFP Area Service Manager. The completed form will be submitted to the CFP and CLSD Directors up to two years prior to the transition date and serve as final notification of transfer of responsibility.)

Following joint consultation and planning between Child and Family Programs (CFP) and Community Living Service Delivery (CLSD), service provision for the above named youth will be transferred as per the effective date below.

Required CLSD Information:

Type of resource required:

Day Program: (estimated operating costs):

Residential Program: (estimated operating costs):

Complex Needs Designation:

Yes ☐ No ☐

Date of Transfer (Case Management and Financial Responsibility):

(Note: Date of transfer date must be no later than the last day of the month of the youth's 21st birthday.)

Month/Day/Year

Manager, Service Delivery, CFP *(Print Name and Sign)*

Date: *Month/Day/Year*

Manager Client Services, CLSD *(Print Name and Sign)*

Date: *Month/Day/Year*



Service Authorization/Internal Invoice Form

Other Benefit Services Form

Outcome Plan #:

Start Date: [Click here to enter a date.](#)

Client/Person Name:

Reference#

Service Name: Select Manual

Units:

Authorized Rate (per unit):

Specify a Payee (Nominee) (1. For SA: Refer to Business Catalogue for requirements 2. For Internal Invoice: Mandatory)

Provider:

OR

Person (Youth):

Provider #:

Person #:

Reason (Mandatory)

Include these details: Why are you approving this service, date or Supervisor or Manager consultation, community resources explored (if applicable)

Internal Invoice: ☐ (Select for Bring Forward Payments)Manual Cheque: ☐ (Select for payment within 24 hours)

Print Location: Choose an item.

Print Date: [Click here to enter a date.](#)For Pick up ☐ or Mail Out
☐

Admin Support Reminder: Forward to Admin Financial As an Internal Invoice

SA Entry(Initial &Date)

Invoice Entry (Initial & Date)

Invoice Approval (Initial & Date)

12.40 Household Support Services Contract

Confidential

Saskatchewan



Household Support Services Contract

AN AGREEMENT BETWEEN:

Foster Parents:

Address:

Service Provider:

Address:

AND The Ministry of Social Services

The foster parents require household support services to care for _____ children aged _____.

(Indicate how many children and their ages - do not include names of children)

For the following reasons:

Areas of Service:

☐

Housekeeping

☐

Laundry

☐

Meal preparation

☐

Other (Specify) _____

Expectations of Service Provider (Be Specific):

Service Schedule: Time Period:

Start Date:

(YYYY/MM/DD)
)

End Date:

(YYYY/MM/DD)
)

Hours per Week:

Hourly rate of Payment

Nothing in this contract shall be interpreted as acknowledging that the service provider is an employee or agent of the Ministry and the Ministry shall not be liable for acts or omissions of the service provider under this contract.

(YYYY/MM/DD)

Foster Parent

(YYYY/MM/DD)

Resources Worker

(YYYY/MM/DD)

Service Agent or Person Providing Services

(YYYY/MM/DD)

Manager, Out of Home Care

12.41 Elder Honorarium Agreement

ELDER HONORARIUM AGREEMENT

AN AGREEMENT BETWEEN:
The Ministry of Social Services
And

(Name of Elder)

On behalf of: _____
(Key Role Player and birth date, where applicable)

This is an agreement between the parties for Elder Services which may include individual counselling, group counselling, Healing Circles, opening meetings by prayers, smudging, sweats or any other culturally-related activity held on _____ at a rate of _____ (Based on rate schedule listed below). Travel time is to be included in the rate paid. Re-imbursement for meals, mileage and accommodation is provided and based on SGEU/PSC rates.

Service Manager Signature

Date

Elder Signature

Date

Elder Service Rates:

- \$125.00 per four hours or less
- \$250.00 per diem
- Travel time is to be included in the rate paid. Re-imbursement for meals, mileage and accommodation is provided and based on SGEU/PSC rates.

12.42 Service Canada Letter for SIN Application

Child and Family Services
Service Area

Street Address

Phone: (306)

Fax: (306)

Name

Address

CITY PROVINCE POSTAL CODE

Dear Service Canada:

RE: Child's Name Birthdate

The above named child is presently in the care of the Minister of Social Services in the Province of Saskatchewan.

This is to confirm that (case worker name), case worker, is acting as a legal representative on behalf of the Ministry of Social Services and has been delegated responsibility to submit a Social Insurance Number application for the above named child.

Name
Director, Service Delivery
Service Area

12.43 RDSP Tracking Form



Registered Disability Savings Plan (RDSP) Tracking Form

Name of Child/ Youth: _____

Date of Birth: _____

Child or Youth's Social Insurance Number: _____

T2201 Form completed and attached to package: YES _____ No _____

Copy of Court Order attached to package: YES _____ No _____

Copy of Birth Registration attached to package: YES _____ No _____

Current Caregiver: _____

Relationship to Child: _____

Address: _____

Phone Number: _____

Ministry Worker: _____

Office Address: _____

Phone Number: _____

Caseworker Signature: _____

Supervisor Signature: _____

Copy of RDSP Package placed on child/youth's paper file on: _____

Original RDSP Package and a copy of the package forwarded to Program Effectiveness Child and Family Programs Division, 10th Floor, 1920 Broad Street, Regina, SK. S4P 3V6 on:

For Internal Central Office Use Only

RDSP Package received by Child and Family Programs Division on: _____

RDSP Package reviewed on: _____

RDSP Package forwarded to the Public Guardian and Trustee for Saskatchewan on:

12.44 Extended Family Agreement for Services - Alternate Care



ANNUAL AGREEMENT FOR SERVICES

This AGREEMENT made this _____ day of _____, 20 _____, between the Ministry of Social Services, hereinafter referred to as the “Ministry”, and _____, hereinafter referred to as “the Caregiver”.

Both parties to this agreement recognize the legal responsibility and obligation of the Ministry of Social Services for children in the care of the Minister, and agree that both parties will cooperate with the terms of this agreement in the best interests of the child.

Both parties consider caring for a child to be a shared responsibility between the Ministry and the Caregiver and agree to facilitate a climate of openness, cooperation and trust.

A. The Ministry undertakes the following:

1. Prior to or at the time of placement, to provide information that is known about the child, including personal health information, to the caregiver using the Caregiver Information form;
2. To specify the responsibility of the caregiver(s) in assuming the care of a child, including any special services to a child and/or a child's birth family, as identified in the child's case plan;
3. To maintain regular contact with the child to support the child's placement within current Ministry policy and guidelines and follow standards for contact with children in care;
4. To involve and update caregivers(s) regarding case planning for the child;
5. To facilitate visits between children and birth families;
6. To provide services according to the child's case plan by facilitating referrals to community resources and other related services when appropriate;
7. To provide support and consultation services to the caregiver(s) consistent with the needs of the child;
8. To participate with the caregiver family in annual written reviews;
9. To provide payment rates established by the Ministry for a child in care; to ensure that payments are made regularly; and to reimburse the caregivers(s) for other expenses as provided through current policy;
10. To protect the confidentiality of the information the Ministry has of the caregiver family, except as required to carry out *The Child and Family Services Act*;

Section 54(3) of *The Child and Family Services Act* states that the director reserves the right to remove a child from a home where, in the opinion of the director, the welfare of the child requires that removal.

B. The Caregiver(s) specifically undertake the following:

1. To provide the day-to-day care and nurturing required by a child;
2. To respect confidentiality of all information regarding the child, the child's family, and his/her background as required by *The Child and Family Services Act*, Section 74;
3. To respect and facilitate a child's ongoing relationship with their birth family and community as stated in the child's case plan;
4. To recognize a child's familial, social, cultural and religious values and heritage, and to ensure that these values and beliefs are respected, encouraged and strengthened;
5. To work in partnership with the Ministry to implement the child's case plan in order to meet their physical, spiritual, social, emotional, educational and recreational needs;
6. To ensure the provision of a safe environment for a child (this includes allowing Ministry staff full access to all areas of the home, inside and out, for inspection purposes);
7. To ensure routine and/or emergency medical, optical and dental care are provided and a confidential record of such kept;
8. To inform the Ministry or after hours emergency services immediately of any illness, accident, injury, or extraordinary event or incident concerning the child - notification will be direct via telephone or in person (leaving a phone message is not sufficient);
9. To inform the Ministry immediately when a child is missing from the home and to follow the Ministry's procedures regarding reporting children missing from care;
10. To obtain authorization from the Ministry prior to permitting any person to remove a child from the home and to notify, in the case of an unauthorized absence of a child, the Ministry and the local police;
11. To obtain written permission from the Ministry for any travel with the child outside the province of Saskatchewan;
12. To make themselves and the child available for visits and interviews, given reasonable notification by the Ministry;
13. To discuss with the Ministry beforehand, a decision to babysit or care for other children on a regular basis, or leave the child with another caregiver on a regular basis, or for periods over 24 hours;
14. To notify the Ministry of changes occurring in the home such as illness, accidents, death, other persons moving into the home, loss of employment or criminal charges;
15. To provide the Ministry with reasonable notice when requesting that a child be removed from the home;
16. To ensure that the child's clothing and personal belongings go with him/her upon removal from the home;
17. To co-operate with the Ministry's overpayment recovery procedures regarding any payments received in error on behalf of children in the home or removed from the home including consent to share information with Canada Revenue Agency for collection purposes).

Signatures:

Caseworker (Print name)

Caregiver Signature

Caseworker Signature

Caregiver Signature

Date _____

Date _____

Service Area Office _____

Distribution: One copy to be retained by Caregiver(s)
 One copy for the Ministry of Social Services

ANNUAL SUPPORT AGREEMENT

This AGREEMENT made this _____ day of _____, 20 _____, between the Ministry of Social Services hereinafter referred to as the “Ministry”, and _____, hereinafter referred to as “the Caregiver”.

Both parties to this agreement recognize that when a child cannot remain safely with his or her own parents, placement with extended family is the least disruptive and preferred option to ensure the best interest of the child.

Ministry support services are available to children and extended family caregivers when a Person of Sufficient Interest order has been granted.

A. The Ministry agrees to the following:

1. Prior to or at the time of placement, to provide information that is known about the child, including personal health information, to the caregiver using the Caregiver Information form
2. To specify the day to day responsibilities in assuming the care of a child, including any special needs and services required by a child;
3. To provide ongoing support and consultation services to the caregiver(s) consistent with the needs of the child when requested to do so;
4. To meet with the child and caregiver family at least annually and complete written annual reviews;
5. To provide payment rates established by the Ministry for a child in care; to ensure that payments are made regularly; and to reimburse the caregivers(s) for other expenses as provided through current policy;
6. To protect the confidentiality of the information the Ministry has of the caregiver family, except as required to carry out *The Child and Family Services Act*.
7. To maintain contact, including _____ visits to the home each year.
8. To provide the following specific services as required by the child and caregiver:

B. The Caregiver(s) agrees to the following:

1. To provide the day-to-day care and nurturing required by a child;
2. To ensure routine and/or emergency medical and dental care are provided;
3. To contact the Ministry prior to permitting a parent or any other adult to remove a child from the home and in the case of an unauthorized absence of a child, to notify the Ministry and the local police;
4. To provide the Ministry with reasonable notice when requesting that a child be removed from the home;
5. To notify the Ministry or after hours emergency services in the event of serious illness, accidents, or death of a child - notification will be direct via telephone or in person (leaving a phone message is not sufficient);
6. To notify the Ministry of any changes pertaining to criminal charges against the caregiver or other adults in the home;
7. To notify the Ministry when moving to another address, city or province;
8. To meet with the Ministry at least annually to facilitate completion of annual reviews;
9. To co-operate with the Ministry's overpayment recovery procedures regarding any payments received in error on behalf of children in the home or removed from the home (including consent to share information with Canada Revenue Agency for collection purposes);

Signatures:

Caseworker (Print name)

Caregiver Signature

Caseworker Signature

Caregiver Signature

Date _____

Date _____

Service Area Office _____

Distribution: One copy to be retained by Caregiver(s)
One copy for the Ministry of Social Services

12.46 Extended Family Care Annual Review



Extended Family Care Annual Review

An annual review must be completed for each child placed with an Extended Family Caregiver in an Alternate Care or Person of Sufficient Interest placement.

Child's Name				Date of Birth	
Caregiver		Caregiver			
Box/Street Number & Name	City/Town	Prov/Terr	Postal Code	Country	
Case Worker		Date of Home Approval		Date of Review	

The following must be completed with each Annual review:

Extended Family Care Agreement reviewed, signed and attached: _____

Criminal Record Self Declaration form signed and attached: _____

Extended Family Home Safety check completed and attached: _____

Ministry Record Check (ACI/Linkin) completed: _____

Describe any significant changes in the child or family in the past year and how the changes have impacted the child.

Describe services and supports provided to the child and family during the past year.

Briefly describe the case plan for next year including any needed supports and services child and/or family requires.

Signatures:

Caregiver

Date

Caregiver

Date

Case Worker

Date

Supervisor

Date

12.47 Alternate Care/Person of Sufficient Interest Application



Alternate Care/Person of Sufficient Interest Application

Complete all questions. Please print.

I/We wish to be considered as caregivers under the Alternate Care Support Services Program for the care of the following child(ren): _____

Full name: Applicant One: _____

Applicant Two: _____

Address: _____
(House/Apt/Box Number & Street) (City/Town/Village) (Postal Code)

Directions to home (if necessary): _____

Phone Number: Home: _____ Business: _____

Other Household Members

NAME	BIRTHDATE			RELATIONSHIP
	Year	Month	Day	

Background Information

	APPLICANT ONE	APPLICANT TWO
Birthdate	_____/_____/_____ Year Month Day	_____/_____/_____ Year Month Day
Ethnic Origin		
Religion		
Occupation		
Constitutional Status	<input type="checkbox"/> Status Indian – Treaty # <input type="checkbox"/> Metis <input type="checkbox"/> Non Status Indian <input type="checkbox"/> Inuit <input type="checkbox"/> Other	<input type="checkbox"/> Status Indian – Treaty # <input type="checkbox"/> Metis <input type="checkbox"/> Non Status Indian <input type="checkbox"/> Inuit <input type="checkbox"/> Other
Former Name or Maiden Name		

Former Marriage Name(s)		
--------------------------------	--	--

Financial

Do you require financial assistance in order to care for this child? Yes ☐ No ☐

References

List three (3) persons the ministry may contact about your application. You may include two (2) relatives.

FULL NAME	MAILING ADDRESS-include postal code	RELATIONSHIP

Authorization and Declaration

Homestudy

The applicant understands and agrees that:

- Home approval requires a written homestudy report completed by a ministry representative.
- A homestudy report is a compilation of information received from various sources and includes an assessment and evaluation;
- A copy of the homestudy report will be made available to the applicant(s) if they are approved. No other file material will be made available;
- If it becomes apparent during the homestudy process that the approval is unlikely, this information and reasons will be immediately shared with the applicant(s) and the homestudy will not proceed;
- If the applicant(s) wishes to withdraw from the homestudy process, their ministry representative should be notified immediately.

The homestudy report is completed for the limited use of approving you as caregivers with respect to the care of the children named in this application and is not intended for any other purpose.

Background Checks

- The applicant(s) understand and agrees that a Criminal Record Check will be required.
- The applicant(s) hereby authorize Saskatchewan Ministry of Social Services to check their records for a history of child protection involvement and to contact references or any other source of information for the purpose of completing a homestudy.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Applicant	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Applicant
--	--

Date: ____/____/____
 Year Month Day

PLACE OF SAFETY DESIGNATION

12.48 Place of Safety Designation

SECTION 1: CHILD AND PARENT INFORMATION

- A) Name of Child(ren) and Date(s) of Birth** (List the names and birth dates of all children who are being considered for placement in the Place of Safety).
- B) Parent Names** (mother and father of child(ren) being placed), **Address(es)**, and **Treaty Numbers and Bands** (if available).
- C) Date and Reason for Removal /Apprehension of Child(ren)**
- D) Date of Placement in Place of Safety** (Note: Children may be placed with an email approval of a Place of Safety by a Manager or Director. Formal signature approval is required the same working day. For after-hours placements, Place of Safety Designation approval is required the next working day).

SECTION 2: PLACE OF SAFETY RESOURCE INFORMATION

Place of Safety Resource: <input type="checkbox"/> On Reserve <input type="checkbox"/> Off Reserve			
Name:		DOB (M/D/Y)	
Name:		DOB (M/D/Y)	
Address:			
	(Box #, City/Town, Province)		Postal Code
Contact:	Home Phone: Cellular: Work:	Email:	
Directions to Home (if required):			
Relationship to Child: (describe how the children are known to the caregivers and for how long, indicate if the caregiver is a non-removal parent)			

PLACE OF SAFETY DESIGNATION

SECTION 3: OTHERS LIVING IN THE PLACE OF SAFETY HOME

List the **names** and **birth dates of all** other individuals living in the home (**adults and children**), **their relationship** to the Place of Safety caregivers, and length of time in the home.

SECTION 4: ACI/LINKIN RECORD CHECK

NOTE: *Must be completed prior to placement. If placement is after hours and it is not possible to access this information immediately, it must be completed the next working day.*

Complete a review of history of child protection involvement and/or previous caregiver/provider history on each adult living in the Place of Safety residence on both ACI and Linkin.

- A. List record of involvement:
- B. If there is a record of involvement, describe risk factors to the children:
- C. Provide your assessment about why the children may or may not be placed in this home:

NOTE: If the Place of Safety caregiver resides on reserve, **the Ministry must contact the First Nation CFS Agency** to request information about the caregivers that would impact the assessment (i.e. home closure, child protection involvement, etc.).

SECTION 5: SELF DECLARATION PENDING CRIMINAL RECORD CHECK

NOTE: *Must be completed for every adult living in the home prior to placement. If placement is after hours and it is not possible to complete Self-declarations for all adult residents in the home prior to placement, it must be completed the next working day. (Not required for non-removal parent who has already been providing care and supervision to the child)*

- A. List record of criminal convictions and any pending criminal charges:
- B. If there is disclosure of a criminal record, describe risk factors this may present to the children:
- C. Provide your assessment about why the children may or may not be placed in this home:

SECTION 6: HOME SAFETY CHECKLIST

Refer to the end of this document for the Home Safety Checklist. Complete form in Place of Safety caregiver's home. Once complete, review with the caregiver, have the caregiver(s) sign the Home Safety Checklist, then attach it to the Place of Safety Designation report.

PLACE OF SAFETY DESIGNATION

SECTION 7: Review and Approval

Worker: _____
(PRINT NAME and SIGN)

Date: ____/____/____

Supervisor: _____
(PRINT NAME and SIGN)

Date: ____/____/____

Approved by:

Manager/Director: _____
(PRINT NAME and SIGN)

Date: ____/____/____

Initial Assessment ☐ 60 Day Extension ☐

How many previous extensions? ____

Reason for extension: *(use comments section if required)*

Is this Place of Safety willing to provide longer term care if necessary?

Yes ☐ No ☐ Unsure ☐

COMMENTS:

HOME SAFETY CHECKLIST

Caregiver Name:			
Mailing Address			
Street Number	City	Province	Postal Code

Home Safety Checklist <i>(The following safety requirements must be met. If there are any outstanding concerns there must be a plan to resolve prior to placement)</i>	Yes	No	Completion Time Frame	Areas of Concern <i>(If yes describe below)</i>	
				Yes	No
Operable utilities (water, heat, plumbing electricity)			Prior to Placement		
No substances or objects accessible to the child that may endanger his/her health and/or safety.			Prior to Placement		
Uncluttered access to doors and stairways that would be used for escape from the home (i.e. for the purpose of fire safety or general home safety)			Prior to Placement		
Safe storage of guns/ammunition			Prior to Placement		
Safe storage of alcohol/drugs/prescription medication			Prior to Placement		
Safe storage of chemicals/cleaners/flammable materials			Prior to Placement		
Working smoke detectors on all levels <i>(or plan to resolve within two working days)</i>			Prior to placement		
Sleeping arrangements are safe (consider age, gender, # of children)			Prior to Placement		
"Safe Sleeping Guidelines" reviewed and provided to caregiver			Next working day		
"Discipline Policy" CSM Ch. 4.4.11 reviewed and provided to caregiver			Next working day		
Car Seats available for children as age appropriate			Next working day		
SAFE SLEEPING DESCRIPTION: <i>Describe for each child how they have appropriate sleeping arrangements in this Place of Safety.</i> 					
AREAS OF CONCERN: <i>Describe any home safety issues that may place a child at risk and describe the plan to resolve, including timelines (i.e. caregiver needs assistance with purchasing and installing smoke detectors, car seats etc.)</i> 					

Completed by Worker: _____

Caregiver Name and Signature: _____

Date: _____



Daily Living Support Assessment Face Sheet

NAME OF CHILD:

LINKIN PERSON REFERENCE NUMBER:

DATE OF BIRTH:

DATE OF ASSESSMENT:

CASEWORKER:

Office Location:

CAREGIVER:

Provider Reference Number:

Address:

BRIEF BACKGROUND HISTORY: *(include diagnosis; brief description of issues such as placement history/difficulties/medical behavioural problems relevant to the specific individual's care needs.)*

CURRENT PAYMENT: (breakdown of items plus \$ amounts)

INFORMATION RE: Sexual behaviour/aggressive behaviour (if scored IV or V):

REQUEST FOR .5 DISCRETIONARY INCREASE (IF ANY) AND RATIONALE:

PAYMENT REQUESTED: (Level [I - V] assessed plus breakdown and total \$ amount request)

Level: **Amount:** **Effective Date**

SERVICE AREA APPROVAL: ☐ Yes ☐ No

SUPERVISOR SIGNATURE: _____ **DATE:**

DIRECTOR / DESIGNATE SIGNATURE: _____ **DATE:**

CENTRAL OFFICE APPROVAL: (LEVELS IV - V) _____ Yes _____ No

DIRECTOR SIGNATURE: _____ **DATE:**

REVIEW DATE: _____



Daily Living Support Assessment Score Sheet

NAME: _____ DATE: _____

<u>ITEM</u>	<u>RATING</u>	<u>NOTES</u>
-------------	---------------	--------------

A. DEPENDENCE LEVEL:

(Circle or Underline the numerical level)

Bathing: 1 2 3 4 5

Dressing: 1 2 3 4 5

Eating: 1 2 3 4 5

 Grooming/
Hygiene: 1 2 3 4 5

 Bladder/
Bowel Control: 1 2 3 4 5

<u>ITEM</u>	<u>RATING</u>	<u>NOTES</u>
Ambulation:	1 2 3 4 5	<div></div> <div></div> <div></div> <div></div>
Transfer:	1 2 3 4 5	<div></div> <div></div> <div></div> <div></div>
Expressive:	1 2 3 4 5	<div></div> <div></div> <div></div> <div></div>
Receptive:	1 2 3 4 5	<div></div> <div></div> <div></div> <div></div>
Hearing:	1 2 3 4 5	<div></div> <div></div> <div></div> <div></div>
Vision:	1 2 3 4 5	<div></div> <div></div> <div></div> <div></div>

ITEM	RATING	NOTES
<u>B. BEHAVIORAL LEVEL:</u> (Circle or Underline the numerical level)		
Responsible Behavior:	1 2 3 4 5	
Awareness:	1 2 3 4 5	
Aggression:	1 2 3 4 5	
Destruction:	1 2 3 4 5	
Activity Level:	1 2 3 4 5	

ITEM	RATING	NOTES
Unusual/ Repetitive Habits	1 2 3 4 5	
Disruptive Behaviors:	1 2 3 4 5	
Sexual Behavior:	1 2 3 4 5	
Social Awareness:	1 2 3 4 5	

C. HEALTH LEVEL:
(Circle or Underline the numerical level)

Maintenance Level:	1 2 3 4 5	

<u>ITEM</u>	<u>RATING</u>	<u>NOTES</u>
Medication:	1 2 3 4 5	<div></div> <div></div> <div></div> <div></div>
Seizures:	1 2 3 4 5	<div></div> <div></div> <div></div> <div></div>
Therapies:	1 2 3 4 5	<div></div> <div></div> <div></div> <div></div>
Diets:	1 2 3 4 5	<div></div> <div></div> <div></div> <div></div>
Specialized Procedures:	1 2 3 4 5	<div></div> <div></div> <div></div> <div></div>

(Circle or Underline the numerical level)

(Circle or Underline the numerical level)

<u>ITEM</u>	<u>RATING</u>	<u>NOTES</u>
Shopping:	1 2 3 4 5	<div></div> <div></div> <div></div> <div></div>

Additional Notes:

Rating Completed By: _____

Daily Living Support Assessment Summary Page

12.51 Daily Living Support Assessment Summary Page

Name: _____ Date: _____

When filling in the cells below, enter the numeral “1” to indicate your selection. Enter only on selection per row

TOPIC	ITEM	I	II	III	IV	V
A. DEPENDENCE LEVEL						
	1) Personal Care Skills					
	Bathing					
	Dressing					
	Eating					
	Grooming/Hygiene					
	Bladder/Bowel Control					
	2) Mobility					
	Ambulation					
	Transfer					
	3) Speech & Language					
	Expressive					
	Receptive					
4) Sensory						
Hearing						
Vision						
	TOTAL A	0	0	0	0	0
B. BEHAVIORAL LEVEL						
	Responsible Behavior					
	Awareness					
	Aggression					*
	Destruction					
	Activity Level					
	Unusual/Repetitive Habits					
	Disruptive Behaviors					
	Sexual Behavior					*
	Social Awareness					
		TOTAL B	0	0	0	0
C. HEALTH LEVEL						
	Maintenance Level					
	Medication					
	Seizures					
	Therapies					
	Diets					
	Specialized Procedures					
		TOTAL C	0	0	0	0
D. ED/VOC PROGRAM LEVEL						
Day Program Services						
E. OPTIONAL INDEPENDENT LIVING SKILLS						
	Food Preparation					
	Housekeeping					
	Travelling					
	Telephone					
	Shopping					

A. DEPENDENCE LEVEL

Total A: 0 0 0 0 0

Multiply by: x 0 x 2 x 3 x 4 x 5

then add 0 + 0 + 0 + 0 + 0 = 0

B. BEHAVIORAL LEVEL

Total B: 0 0 0 0 0

Multiply by: x 0 x 2 x 3 x 4 x 5

then add 0 + 0 + 0 + 0 + 0 = 0

C. HEALTH LEVEL

Total C: 0 0 0 0 0

Multiply by: x 0 x 2 x 3 x 4 x 5

then add 0 + 0 + 0 + 0 + 0 = 0

D. ED/VOC PROGRAM LEVEL

(Circle one) I II III IV V

CIRCLE THE NUMBERS APPLICABLE TO THE LEVEL TOTAL AS FOUND ABOVE:

LEVEL	I	I.5	II	II.5	III	III.5	IV	IV.5	V
Dependence Level	0-6	7-12	13-18	19-24	25-30	31-36	37-42	43-48	49-55
Behavioral Level	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-45
Health Level	0-3	4-6	7-9	10-12	13-15	16-18	19-21	22-25	26-30
OVERALL LEVEL OF SUPPORT									
(Circle one)	I	I.5	II	II.5	III	III.5	IV	IV.5	V

*Please refer to the DLSA Administration and Scoring Instructions, pages 4, 5 and 6, to determine whether or not a default is justified.

12.52 Daily Living Support Assessment - Administration and Scoring Instructions

SASKATCHEWAN MINISTRY OF SOCIAL SERVICES

DAILY LIVING SUPPORT ASSESSMENT -- ADMINISTRATION AND SCORING INSTRUCTIONS --

The *Daily Living Support Assessment* has been designed as a means of standardizing the fee-for-service (including exceptional fee-for-service) payments for children and youth with physical/medical/intellectual disabilities who are in care of the Ministry of Social Services. The assessment will facilitate consistency in payment standards across the province for children in care. This assessment is also used to determine fee payment for adults with intellectual disabilities eligible for benefits under the Saskatchewan Social Assistance Plan who are living in Approved Private-service homes licensed by Community Living Division.

This assessment is a modification of an initial framework developed by St. Amant Centre Inc., a Winnipeg residential program for children with developmental disabilities. Saskatchewan Ministry of Social Services broadened the original design to accommodate the community context of the foster and adult care programs.

I. DESCRIPTION

The assessment has been designed to assist in determining the care and support needs of children and adults with developmental/intellectual disabilities.

The assessment screens needs across four primary levels:

1. Dependence
2. Behavioral
3. Health
4. Educational/Vocational Program

Each of these four levels contains several subareas, which in turn are comprised of specific items. The Dependence Level, for example, contains the subarea of personal care, which consists of items related to bathing, dressing, eating, grooming/hygiene and bowel/bladder control. There are a total of 32 such items across the four primary levels. The left-hand column of the assessment summary page contains a listing of these.

The subarea "Independent Living Skills" is used only when assessing youth or adults and does not affect the overall score.

II. ADMINISTRATION

A. INTERVIEW

The assessment is to be completed by the case manager (or other as assigned) through interview with the person most knowledgeable about the individual child's/adult's skills and needs. For the most part, this would be the current caregiver. However, there are some items in the assessment which require information best obtained from the appropriate specialists. The Health area, for example, contains items which ask for information that can be provided by the individuals' physician. Other items, for example those related to therapies, may need to be rated in conjunction with the occupational or physical therapist.

The purpose of the assessment interview is to obtain information about the individual's skills/abilities and support needs as required to rate each item. It is important to remember that while the interviewee provides the necessary information, it is the person conducting the assessment who assigns the ratings. The interviewer therefore asks questions **about** the skill or support need, until sufficient detail has been provided to assign an appropriate rating. Reading each item to the interviewee, or providing the interviewee with a copy of the items, would not be an appropriate method of administering this assessment.

When all items have been completed, it is advisable to inquire of the interviewee whether there are any additional care or support issues which have **not** been addressed. Issues which arise during this discussion **may** be relevant to consideration of a .5 discretionary increase in level.

B. RATINGS

Each item consists of five (5) columns of descriptive statements, labelled Level I through Level V. The first statement at the top of each column is printed in capital letters. This statement contains the critical factor(s) which discriminates between the five levels for that item. There is a progression in the critical factor(s) as you move from Level I through to Level V within each item. The remaining statements in each column provide supplementary descriptors of the skills/support needs which would be typical for each Level (I-V).

The task of the interviewer is to decide which of the column of statements best describes the individual's ability/need with respect to that item. It is essential to refer back to the critical factor statement when making your decision. This will help to ensure that the level you choose best reflects the **intent** of the critical factor as characterized across the Levels (I-V). This practice also assists in avoiding attempts to "fit" the individual into all of the supplementary descriptors contained in any particular column. The only circumstance in which the latter is necessary is when there is a specific statement indicating that all of the supplementary descriptors must apply before that particular level score can be assigned.

The obtained rating is the level (I through V) at the top of the column which best reflects the individual's skills/needs. This rating is recorded with a checkmark in the appropriate box on the summary page (page 1).

Example: You might begin gathering information about the subarea "Eating" by asking a question such as "Tell me about Jack's eating skills". The interviewee is likely to provide some general information, but not enough on which to base a reliable rating. You will undoubtedly

have to enquire further, using questions guided by the type of information contained in the Level I-V descriptors for this item. Once you have obtained sufficient information to "match" the individuals' skill or need to one of the critical factors/sets of supplementary descriptors, the level rating is assigned and recorded on the summary page.

The *Daily Living Support Assessment Score Sheet* provides a convenient way of recording notes of interviewee's responses to questions as well as marking the rating assigned to each item. The ratings can later be transferred to the summary page.

PLEASE NOTE: Many of the assessment items contain the terms *verbal prompt/assistance*, *physical assistance* or *supervision*. For the purpose of this assessment, these terms are defined as follows:

Verbal prompt/assistance: a verbal instruction(s) or reminder(s), repetition of a verbal instruction(s), or rewording or clarification of a verbal instruction(s).

Physical assistance: physical contact with the individual, including hand-over-hand support, light touch or any other form of guidance which involves actual physical contact

Supervision: physical presence of caregiver to observe or monitor performance of a task or activity.

C. CALCULATING SCORES AND OVERALL LEVEL OF SUPPORT

Once a rating has been assigned to each item and recorded on the summary page, the scores must be totalled and an overall level of support established.

Using the chart on the left-hand side of the summary page where item ratings are recorded, total the number of checkmarks in each column (labelled I-V) for each of the three major levels (Dependence, Behavioral and Health). Record the totals in the appropriate boxes labelled Total A, Total B, Total C. Remember that the ratings for the Independent Living Skill items are not included in the calculations.

These total scores are then transferred to the table at the top on the right-hand side of the summary page.

Example: The score from the line "Total A" under column I from the chart on the left is entered on the first blank under "A. Dependence Level" in the table on the right. This number is then multiplied as instructed, "x0" and the result recorded in the space under "x0". The totals from Columns II through V are entered in the corresponding blanks and multiplied in the same manner. The five numbers are then added across to obtain a final score for "A. Dependence Level".

This process is repeated for the Behavioral and Health Level scores.

The Educational/Vocational Program Level score is obtained by circling the Level which corresponds to the rating assigned to that item on the left side of the page. **EXAMPLE:** If the check mark appears in the box corresponding to Level III, then Level III is circled.

Once the totals for the Dependence, Behavioral and Health areas have been calculated, the chart at the bottom right of the summary page is completed. For each of the three areas, find

the range of scores that contains the total score obtained for that area. This range is then circled. The Level of Support assigned to each range is indicated at the top of each column.

The **Overall Level of Support**, on the last line, becomes

- 1) the **highest** level obtained in either the Dependence, Behavioral or Health Levels

UNLESS

2) the *Aggression* or *Sexual Behavior* items under the Behavioral Level have been rated as a IV or a V and are **higher** than the overall rating obtained for Dependence, Behavioral or Health levels. The Overall Level of Support **MAY** become the IV or V rating as assigned to either/both of these specific items **IF** the default criteria are met.

III. LEVEL IV AND V RATINGS: AGGRESSION AND SEXUAL BEHAVIOR

The overall rating on the DLS may or may not default to Level IV or V when a IV or V rating is present for either of these items.

The rating on the item itself may remain at Level IV or V, even though the default does not occur.

Aggression

Level IV - Key Points:

- The aggression is in reaction to events that occur **every day** in the home.
- There is recent documented history of aggression causing serious injury.
- There is a risk **every day** that the aggression will occur in the home, although it may occur less than daily. It must occur at least once every week or two **or** the risk/frequency is now less due to ongoing intensive structured behavioral interventions.
- The injury caused to self or others is **serious** and requires medical attention.
- If these conditions are met, then a Level IV would be scored and the overall level would default to a IV. If the frequency is less than every two weeks **or** with behavioral interventions is less than once or twice per month, the default may not be justified.

Level V - Key Points:

- The aggression is **planned**, rather than one part of a more general behavioral outburst.
- The frequency is at least monthly.
- The resulting injury is serious.

Sexual Behavior

Level IV - Key Points:

- To default the Overall Level of Support to a Level IV, the caregiver must be providing supervision **AT ALL TIMES** when the individual is out and about in the community, because of the risk of offending if that supervision is not present.
- Supervision is defined as “within the caregiver’s visual field”.
- This means that such supervision is provided when the individual is using public transportation, is out for a walk, is out in the yard, in the mall, etc. This level of supervision **MUST** be present for the Overall Level of Support to default to a IV.
- If the supervision is not present, the item may be rated as a III or IV, but there will be no overall default to a IV.

Level V - Key Points:

- To default the Overall Level of Support to a Level V, the supervision, as defined above, is provided **AT ALL TIMES** (apart from sleeping hours) in **BOTH THE COMMUNITY AND HOME ENVIRONMENTS**.
- The item may be rated as a Level V on the basis of the behavior in absence of the supervision, but there will be no default to a V.

IV. FEE FOR SERVICE REQUESTS

The completed assessment assigns an overall Level of Support to the individual. The fee schedule for children contains a standardized payment corresponding to assessed Level of Support, I through V. Payment for Level I is the standard Basic Maintenance for age and place of residence. Payments for Levels I.5 through V are Basic Maintenance plus an established fee-for-service payment. There is provision for a .5 level discretionary increase in Level of Support beyond the assessed Level for Levels I through IV.5 if certain conditions are met. Payment figures have also been established for the .5 level increases.

V. DISCRETIONARY INCREASE

Situations which **MAY** justify a .5 discretionary increase in Level of Support include:

1. More than one major area is scored at same level as Overall Level of Support, **AND** the assessor considers the care requirement to be more adequately reflected in a .5 level increase.

2. The individual is up for long periods of time (more than two hours) throughout the night on a regular basis (at least once per week) and the caregiver is required to be up for the same period of time to provide supervision.
3. Emotional stress on the caregiver due to an individual's progressive deterioration and terminal condition.
4. Intensive emotional support (e.g. counselling) provided for specific and substantial issues on an ongoing and regular basis (several hours per week).
5. Substantial involvement with the individual's family that requires at least several hours per week or is inordinately stressful.
6. The caregiver is implementing specific, documented program interventions targeted toward goals, as established by the individual's team. These interventions must be more intensive than the program-related expectations common to the usual caregiver role.

Considerations in addressing .5 requests:

- Are the support issues underlying the request already addressed in the items of the assessment? If so, the .5 is not appropriate.
- Does the issue require sufficient time of the caregiver to warrant a .5 increase in Level?
- When the .5 discretionary is based on 2 levels scoring at the same overall level of support, review where the scores fall within their respective ranges. If the score are both at the bottom of their ranges, the .5 may be harder to justify than if both are at the top of their ranges. You may also want to consider whether the ratings on each item were conservative or generous (as mentioned previously).
- If all 3 of Dependence, Behaviour and Health score at the same level, then a .5 increase would almost be warranted.
- The implementation of this payment process requires that requests for any payment **beyond Level I** be made in writing. In addition:
- If a .5 discretionary level increase is being requested, the rationale for such an increase must be provided (in appropriate space on the Face Sheet).
- If the Overall Level of Care is obtained through a IV or V rating on the *Aggression* or *Sexual Behavior* items, a description of the critical factors contributing to this rating must be provided (in appropriate space on the Face Sheet).



School Supply Allowance

REIMBURSE: Name _____
 Street Address, Box # _____
 City/Town _____
 Province _____ Postal Code _____

Initial Supplies/Fees

\$50 Kindergarten: Intended to cover supplies, workbooks, excursions, gym clothing, running shoes and transportation costs incurred for education programs. If swim wear or skates are required for school activities please indicate.

\$85 Elementary School: Intended to cover supplies, workbooks, excursions, gym clothing, running shoes, and transportation costs incurred for education programs. If swim wear or skates are required for school activities please indicate what is needed.

\$130 High School (Gr. 9-12): Intended to cover supplies, registration, caution fees, locks, gym clothing, running shoes, and incidental fees (e.g. art fees, industrial arts, etc.) Students requiring additional funds for projects in Home Economics, woodwork, drafting, credit physical education, etc, may request funds based on a specific amount. Expenditure of the \$130 basic rate must be documented before additional funds are issued.

Note: Caution fees are refundable at the end of the year. The same fee should be sufficient to cover the student through high school.

Pictures: Actual cost of average package of school pictures.

Name of Child	Grade	School Name	Worker Name	Line Person Ref. #

 Foster Home Coordinator/Caseworker

AF 1 _____ Date: _____

(signature)

AF 2 _____ Date: _____

(signature)

12.54 Out of Province Travel Letter

Insert Branch/Region

October 31, 2019

Street Address
CITY PROVINCE POSTAL CODE

Phone: 306-
Fax: 306-

Name
Address
CITY PROVINCE POSTAL CODE

TO WHOM IT MAY CONCERN:

Re: Child Birthdate

The above named child is presently in the care of the Minister of Social Services in the Province of Saskatchewan pursuant to a court order.

This is to confirm that (caregivers) have been granted permission to travel outside the **Province of Saskatchewan** to (destination) with the above named child from (dates).
The child's Saskatchewan Health Services Number has been provided to the caregiver.

Consent is hereby given for any emergency medical treatment which may be deemed necessary.

If you have any questions, please contact the caseworker, _____ at _____.

Name
Director, Service Delivery

12.55 Out of Country Travel Letter

Insert Branch/Region

October 31, 2019

Street Address
CITY PROVINCE POSTAL CODE

Phone: 306-
Fax: 306-

Name
Address
CITY PROVINCE POSTAL CODE

Dear Salutation:

Re: Child Birthdate

The above named child is presently in the care of the Minister of Social Services in the Province of Saskatchewan (if by court order see attached).

This is to confirm that (caregivers) have been granted permission to travel outside of **Canada** to (destination) with the above named child from (dates). The child's Saskatchewan Health Services Number has been provided to the caregiver.

A health insurance policy for these travel dates is attached and consent is hereby given for any emergency medical treatment which may be deemed necessary.

If you have any questions, please contact the caseworker, _____, at _____.

Name
Director, Service Delivery

Attachment

12.56 Parent Consent for Travel Letter

Date

TO WHOM IT MAY CONCERN:

Re: Child Birthdate

This is to confirm that (caregivers) have been granted permission to travel outside the **Province of Saskatchewan** to (destination) with my child, named above, from (dates).

Consent is hereby given for any emergency medical treatment which is deemed necessary.

Name
Parent/Guardian
Address

12.57 Non-Removal Parent Assessment

Caregiver Information				
	Name	DOB (MM/DD/YY)	Address and Phone Number	Relationship to child(ren) to be placed
Non-removal Parent				
Spouse/other				

Child(ren) in the household				
	Name	DOB	Phone Number	Relationship to child(ren) to be placed
Child 1				
Child 2				
Child 3				

Others in the household				
	Name	DOB	Phone Number	Relationship to child(ren) to be placed
Person 1				
Person 2				

Child(ren) to be Placed				
	Name	DOB	Address	Phone Number
Child 1				
Child 2				
Child 3				
Child 4				

Removal Parent				
	Name	DOB	Address	Phone Number
Parent				

Non-removal Parent Household:

1. Child Protection Services Involvement:

- *Search Linkin/ACI for non-removal parent, spouse and any other adults s residing in the home for child protection history*
- *Contact other jurisdictions where the parent/spouse or any other adult person living in the home previously resided for child protection history*
- *Identify any child protection history (investigations and ongoing) involving adults in the home who were subject to allegations of child abuse or neglect and state the nature of the involvement. (Indicate the length and timeframe of the involvement, were the allegations substantiated, was a child found to be in need of protection, how were the protection concerns resolved?..).*

2. Criminal Offence History:

- *Submission of a Self-Declaration Pending Criminal Record Check/Criminal Record Check for all adults living in the household will be required if the non-removal parent has **not** already been providing care and supervision to the child and the child has **not** been a member of the household. (See SDM® Policy and Procedures for definition of caregiver and household)*

All caregivers will be asked to disclose the information outlined below. Information may also be located in past case records, reports from collateral contacts and reports from other jurisdictions)

- *Do any of the adults in the household have a criminal arrest or conviction history as an adult or young person? If yes, does the history include an offence against a child?*
- *Does any arrest or conviction involve actual or threatened violence or use of a weapon?*
- *Does the history include driving under the influence or any other drug/alcohol related convictions?*

3. Home Safety and Environment:

- *Complete Home Safety Checklist (Section 6 of the Place of Safety Designation form) and attach*

4. Health and Medical Information:

- *Identify if the parent or other caregiver in the home has any diagnosed or suspected impairment of cognitive functioning/ mental health condition that may impact the parent/caregiver's ability to parent and protect the child. (e.g. DSM condition, developmental disabilities, FASD, acquired brain injury)*
- *Identify whether the parent or other caregiver has a historic or current alcohol/drug abuse problem that interferes with his/her or the family's functioning.*

5. Finances:

- *Has the household experienced severe financial stressors that may impact the parent's ability to adequately provide for the children's needs?*
- *What is the plan for finances if the child(ren) are placed?*

Non-removal Parent Assessment

6. Household Relationships:

- *If concerns are identified, how have they been addressed ?*
- *Identify any history of domestic violence or disharmony.*

7. Child Care (Physical and emotional):

- *Does the parent/ caregiver have the ability to provide the physical and emotional care and supervision consistent with the needs of the child(ren) ? (The caseworker must consider the vulnerability and special needs of the child(ren) to be placed.)*
- *Will the parent/caregiver require supports or services to provide for the needs of the child(ren)? What type of support is required?*

8. Children and Others in the Home:

- *Do any children or other adults currently living in the household have any significant special needs that may impact the parent/caregiver's ability to provide adequate care to the child(ren) to be placed.*

9. Parent/Caregiver Supports:

- *Identify and describe the household social/community/cultural support system.*
- *Is the family isolated or reluctant to use available supports?*

10. Motivation of the parent/caregiver to parent the child(ren):

- *Identify the reasons for wanting to care for the child(ren).*
- *Ask the parent/caregiver to describe how they would respond to the child(ren)'s needs (educational, medical, emotional, family contact, culture).*
- *Has the parent been a caregiver for the child(ren) in the past? If so, what was the nature of this involvement? (frequency, level of care provided, overnight visits, how long ago?)*

11. Parent/Caregiver's relationship with the removal parent?

- *What is the nature of the relationship between the non-removal and removal parent? (include the relationship with the other caregiver if applicable)*
- *What is the non-removal parent's willingness to support the child(ren)'s contact with the removal parent?*
- *If the plan is to reunify the child(ren) with the removal parent, what is the non-removal parent's willingness to support this plan?*
- *How will the non-removal parent manage any potential conflict?*

Child(ren) to be Placed:

1. Characteristics of child(ren) to be placed (complete for each child):

- *Describe the child's physical, emotional, cultural, educational and psychological needs*
- *Does the child have any special/high risk needs for which specific care is required? (medical, mental health, behavioural, educational)*
- *What is the plan for the child while in the non-removal parent's home?*
- *What are the child's wishes regarding placement in the non-removal parent's home?*

Non-removal Parent Assessment

2. Child(ren)'s relationship to the non-removal parent (complete for each child)::

- Does the child know the non-removal parent and others in the home?
- What is the quality of those relationships? (bond/attachment)
- What does the child say about the nature of the relationship?
- What do collateral contacts say about the nature of the relationship?
- Is there a plan for pre-placement visits? If so, what is the plan?

Collateral Contacts:

Obtain permission to contact collateral sources such as school teachers, community members and other agencies to verify information and obtain an unbiased assessment of the family's strengths and/or challenges.

All information gained from collateral contacts is confidential, retained on the child's file and is not to be shared with either parent or other household members.

Assessment and Recommendation:

Make recommendations for placement and indicate why the recommendation is in the best interests of the child.

Identify the strengths or limitations that support the recommendation.

If limitations are identified and the recommendation is placement, what services will be required to support the placement?

Completed by: _____
(Print name and sign)

Date Completed: _____

Approved by: _____
(Print name and sign)

Date Approved: _____

12.58 Place of Safety Caregiver Agreement



Place of Safety Caregiver Agreement

This is an agreement between the caregivers, named below, and the Ministry of Social Services to provide care for the child, named below, for the time period specified. The caseworker and the caregivers will sign and date below.

Names of Caregivers		
Name(s) and Birthdate(s) of Child(ren)		
Caseworker	Agreement in effect from (date)	to (date)

Caregiver Responsibilities

To provide the day-to-day care and nurturing required by a child
To contact the Ministry prior to permitting a parent or any other adult to remove a child from the home and in the case of an unauthorized absence of a child, to notify the Ministry and the local police
To notify the Ministry or after hours emergency services in the event of serious illness, accidents, or death of a child
To notify the Ministry prior to moving to another address, city or province
To notify the Ministry of any changes pertaining to criminal charges against the caregiver or other adults in the home
Other (Specify)

Ministry of Social Services Responsibilities

To maintain regular contact with the child and caregiver to support the placement
To update caregivers(s) regarding case planning for the child
To provide support to the caregiver(s) consistent with the needs of the child
To protect the confidentiality of the caregiver family information, except as required to carry out <i>The Child and Family Services Act</i> .
Other (Specify)

Special Care Needs of Children (If applicable)

Family Visitation Plan

Caregiver Signature

Date

Caregiver Signature

Date

Caseworker Signature

Date

12.59 Request for Child Immunization Record

Request for Child Immunization Record



Request for Personal Health Information (Immunization Record) of a Child in Care of the Ministry of Social Services

CHILD INFORMATION		Health Services Number: <i>(if known)</i> / /		
Last Name:	First Name:	Date of Birth	YY/MM/DD	Gender <input type="checkbox"/> M <input type="checkbox"/> F
Name of Parent:	Address:		Telephone Number:	
Name of Current Caregiver:	Address:		Telephone Number:	
MINISTRY OF SOCIAL SERVICES CASEWORKER				
Name:	Contact Number:	Fax Number:		
Street Address:	City	SK,	Postal Code:	

Caseworker Signature

Date

Immunization History: *(Please Return to Caseworker)*

- ☐ No Immunization history available
☐ Immunization complete as per attached copy of record
☐ Immunization incomplete as per attached copy of record

Child is due for:

Personal health information which is released to the Ministry of Social Services is protected pursuant to The Child and Family Services Act, Section 74(1). It is understood that a Health representative may release personal health information stored in the Provincial Immunization database to a child's legal guardian pursuant to The Public Health Act, 1994.

Health Representative

Print name

Signature

Date

12.60 Child and Family Program-Expense Form

Child and Family Program – Expense Form

Payable to:	Name	Address		Postal Code	
-------------	------	---------	--	-------------	--

Mileage, Meals, Training & Other Expenses for the month of

Date	Full name of child(ren) travel / expenses was incurred for (E.g. child who had the appt)	# of KM's	☑ Meals Claimed			Full names of children/adults for meals claimed	Times		Purpose and location of trip / Misc. Expense & Amount
			Br	Lu	Su		Leave	Return	

Babysitting, Respite& Training for the month of

Date	Full name of child(ren)/Individual babysitting/respite was required for (E.g. Child who had the appt)	Time		Total Hrs/Days	# of children	Total Paid	Reason	Babysitter or Respite Provider Signature
		Start	End					
	<div>Financial Use Only</div> <div>AF 1 _____ Date: _____ (Signature)</div> <div>AF 2 _____ Date: _____ (Signature)</div>							

Names of Children Placed in Home

First & Last Name	Age	OFFICE USE	
		Outcome Plan #	Person Ref. #

Office Use – Non Case Related

Provider Number:

Benefit Service:

Babysitting Hourly rate up to 10 hrs: \$4.00/child; \$2.00 additional child \$10.00 for four or more children	Babysitting & Respite Daily rate over 10hrs/day: \$40.00 for 1 child: \$20.00 for additional child \$100.00 maximum for babysitting	Therapeutic Respite \$40.00 per child per day
--	--	---

Provider Signature

X

Case Worker Authorization

X

Date received

Form #2307-Updated November 2015

(If received in the field, please have Provider initial date)

12.61 Babysitting Form

Monthly BABYSITTING/DAYCARE REPORTING
TO BE USED FOR ALL MONTHLY CHILD CARE EXPENSES

Provider (Caregiver)		Provider Number (Office Use Only)		
Mailing Address			Postal Code	
Case Related Expenses - Child Care Required to Meet Child’s Needs				
Name of Child(ren) Cared for		Person Number (Office Use Only)		Outcome Plan Number (Office Use Only)
1				
2				
3				
4				
5				
6				
Case Related Service Name (Office Use Only)				
Non-Case Related – Child Care Required for Employment Purposes (Office Use Only)				
Service Description				

Month Of					Year				
Day	Start Time	End Time	Reason for Child Care	Daily Total	Day	Start Time	End Time	Reason for Child Care	Daily Total
1					17				
2					18				
3					19				
4					20				
5					21				
6					22				
7					23				
8					24				
9					25				
10					26				
11					27				
12					28				
13					29				
14					30				
15					31				
16									

Print Name of Babysitter/Daycare:		This Section Must be Filled out by the Caregiver	
Payable To (Name and Address):		Hourly / Daily or Monthly Rate:	
Signature of Babysitter/Daycare:		Total # of Hours or Days:	
Signature of Provider (Caregiver):		Total Amount Owing	Total Amount Paid
Printed Name of Worker:		Signature of Worker and Date:	

For Office Use – Financial Administration			
Invoice Number			
AF1 Signature		Date	Amount Paid
AF2 Signature		Date	Linkin Invoice/Ref #

12.62 Social / Developmental History

Social/Developmental History

Part A: Child/Family Background Information:

Information gathered on the birth family should be completed 6-12 months following the date the child comes into care- Part A & B)

Summary (to be removed and kept on file)

Name as it appears on Registration of Live Birth: _____

Date of Birth: _____

Email Address: _____

Place of Birth: _____

Child's School: _____

Gender: _____

Grade: _____

Health Number: _____

Parent's Name: _____

Band and treaty Number: _____

Age: _____

Legal Status: _____

Occupation: _____

Date of Order/Committal: _____

Education: _____

Birth Parent's Home Phone _____

Current Caregivers: _____

Cell Phone: _____

Address: _____

Phone number: _____

Circumstances leading to the child coming into care (Removal Narrative):

Child's biological siblings (full, half and step):				
Name	Age	Relationship to Child	Special Education	Place of Residence
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		

Adults and/ or children living in the placement/household with the child:		
Name	Age	Relationship to child

Describe any significant events/disruptions the child may have experienced within the past year:

- ☐ Divorce/Separation of parent's
 ☐ Death of pet
- ☐ Parent re-married
 ☐ Changed Schools
- ☐ Moves
 ☐ Friend moved away
- ☐ Illnesses/Deaths in family (explain) _____
- ☐ Legal charges or convictions within the family (explain) _____
- ☐ Child a victim of abuse or violence (explain) _____
- ☐ Good News, family stories, and/or interesting facts about family: _____
- Other significant family information: _____

Part B: Birth Family History

Are there safety concerns/alerts pertaining to the birth parents?

Birth parent identifying information (if deceased specify date and cause of death; apply to vital stats for death certificate)

Birth Mother		Birth Father	
Name		Name	
Date of Birth		Date of Birth	
Date of Death		Date of Death	
Address		Address	
Postal Code		Postal Code	
Telephone		Telephone	
Place of Birth		Place of Birth	
Ethnic Origin		Ethnic Origin	
Constitutional Status	<input type="checkbox"/> Status <input type="checkbox"/> Non-Status <input type="checkbox"/> Métis <input type="checkbox"/> Other:	Constitutional Status	<input type="checkbox"/> Status <input type="checkbox"/> Non-Status <input type="checkbox"/> Métis <input type="checkbox"/> Other:
Treaty Number		Treaty Number	
Current Relationship Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-law <input type="checkbox"/> Divorced <input type="checkbox"/> Other/Unknown	Current Relationship Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-law <input type="checkbox"/> Divorced <input type="checkbox"/> Other/Unknown

Birth Mother Information

Expected Date of Child's birth_____

Extended Family (Please provide any known information)

Birth Mother's Mother:	Birth Mother's Father:
Name:	Name:
Date of Birth:	Date of Birth:
Address:	Address:
Phone Number:	Phone Number:
Occupation:	Occupation:
Language and Cultural Considerations:	Language and Cultural Considerations:
Relationship with Child:	Relationship with Child:

Siblings

Birth Mother's Siblings	
Name:	Name:
Date of Birth:	Date of Birth:
Relationship with Child:	Relationship with Child:
Relationship with Birth Mother:	Relationship with Birth Mother:
Name:	Name:
Date of Birth:	Date of Birth:
Relationship with Child:	Relationship with Child:
Relationship with Birth Mother:	Relationship with Birth Mother:

Personal Health

Medical Diagnoses - check below any known health conditions of birth mother and add comments as applicable			
<input type="checkbox"/> ABI/Brain Damage	<input type="checkbox"/> Circulation	<input type="checkbox"/> Hypertension	<input type="checkbox"/> Venereal
<input type="checkbox"/> ADD-ADHD	<input type="checkbox"/> Cystic Fibrosis	<input type="checkbox"/> Jaundice	<input type="checkbox"/> Visual
<input type="checkbox"/> Allergies	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Kidney Disease	<input type="checkbox"/> Other
<input type="checkbox"/> Arthritis	<input type="checkbox"/> Eczema	<input type="checkbox"/> Muscular Dystrophy	
<input type="checkbox"/> Asthma	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Orthopedic Irregularities	
<input type="checkbox"/> Blindness	<input type="checkbox"/> FASD	<input type="checkbox"/> Physical Disability	
<input type="checkbox"/> Cancer	<input type="checkbox"/> Genetic Issues	<input type="checkbox"/> Special Diet/Feeding	
<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Spina Bifida	
<input type="checkbox"/> Congenital Heart Defect	<input type="checkbox"/> HIV/AIDS	<input type="checkbox"/> Thyroid Disorder	

Based on the boxes checked above, what treatments are being provided? _____

Description of general health. _____

Is there a history of surgeries? If so, describe. _____

Please describe history of childhood illness (i.e. Chicken pox)? _____

Mental Health, Behavioral & Neurodevelopmental Disorders			
<input type="checkbox"/> ABI/Brain Injury	<input type="checkbox"/> Borderline	<input type="checkbox"/> Global Delay	<input type="checkbox"/> Speech/Language Delay
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Cognitive	<input type="checkbox"/> Learning Difficulties	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Attachment Disorder	<input type="checkbox"/> Depression	<input type="checkbox"/> Obsessive	
<input type="checkbox"/> Autism	<input type="checkbox"/> Down	<input type="checkbox"/> Paranoid Personality	
<input type="checkbox"/> Asperger's	<input type="checkbox"/> FAS/FAE	<input type="checkbox"/> Poor Motor	
<input type="checkbox"/> Bipolar Disorder	<input type="checkbox"/> Fragile X	<input type="checkbox"/> Schizophrenia	

What treatment, if any, is being provided? _____

Describe the frequency and use of alcohol, drug, tobacco or other substances: _____

Provide information regarding the use of prescription drugs, including the purpose and length of use: _____

Family health history that may be genetically passed on to child (i.e. allergies, cancer, diabetes, mental health): _____

Cultural and Spiritual Upbringing

Describe how cultural/spiritual/religious practices influence daily life. _____

Education

Explain educational experience (grade/level/degree) obtained where was it attained?

Any school/extracurricular activities or hobbies of interest? _____

Occupational Background

Current or most recent occupation? _____

Employment history. _____

Family & Other Relationships

How were the relationship/safety needs met within the family? What is their present relationship? _____

Describe the relationship with parents and siblings while growing up? What is their present relationship? _____

Are there other people with whom there is significant relationship with and describe the nature of the relationship. _____

Legal Background

Describe any current or past instances of criminal involvement or convictions. _____

Describe how any instances of criminal involvement or convictions have been addressed
(e.g. treatment or counseling). _____

Describe any prior involvement with Social Services: _____

Identify any members of the family or First Nation who have been approached or who have come forward to provide care to the child and the outcome: _____

By signing my name, I certify that the information is true to the best of my knowledge.

Birthmother Signature

Date

Caseworker Name and Signature

Date

Birth Father Information

Extended Family (Please provide any known information)

Birth Father's Mother:	Birth Father's Father:
Name:	Name:
Date of Birth:	Date of Birth:
Address:	Address:
Phone Number:	Phone Number:
Occupation:	Occupation:
Language and Cultural Considerations:	Language and Cultural Considerations:
Relationship with Child:	Relationship with Child:

Siblings

Birth Father's Siblings	
Name:	Name:
Date of Birth:	Date of Birth:
Relationship with Child:	Relationship with Child:
Relationship with Birth Father:	Relationship with Birth Father:
Name:	Name:
Date of Birth:	Date of Birth:
Relationship with Child:	Relationship with Child:
Relationship with Birth Father:	Relationship with Birth Father:

Personal Health

Medical Diagnoses - check below any known health conditions of birth father and add comments as applicable			
<input type="checkbox"/> ABI/Brain Damage	<input type="checkbox"/> Circulation	<input type="checkbox"/> Hypertension	<input type="checkbox"/> Venereal Disease
<input type="checkbox"/> ADD-ADHD	<input type="checkbox"/> Cystic Fibrosis	<input type="checkbox"/> Jaundice	<input type="checkbox"/> Visual Impairment
<input type="checkbox"/> Allergies	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Kidney Disease	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Arthritis	<input type="checkbox"/> Eczema	<input type="checkbox"/> Muscular Dystrophy	
<input type="checkbox"/> Asthma	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Orthopedic Irregularities	
<input type="checkbox"/> Blindness	<input type="checkbox"/> FASD	<input type="checkbox"/> Physical Disability	
<input type="checkbox"/> Cancer	<input type="checkbox"/> Genetic Issues	<input type="checkbox"/> Special Diet/Feeding	
<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Spina Bifida	
<input type="checkbox"/> Congenital Heart	<input type="checkbox"/> HIV/AIDS	<input type="checkbox"/> Thyroid Disorder	

Based on the boxes checked above, what treatments are being provided? _____

Description of general health? _____

Is there a history of hospitalizations or surgeries? If so, describe. _____

Please describe history of childhood illnesses (i.e. chicken pox)? _____

Mental Health, Behavioral & Neurodevelopmental Disorders			
<input type="checkbox"/> ABI/Brain Injury	<input type="checkbox"/> Borderline	<input type="checkbox"/> Global Delay	<input type="checkbox"/> Speech/Language
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Cognitive Delay	<input type="checkbox"/> Learning Difficulties	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Attachment Disorder	<input type="checkbox"/> Depression	<input type="checkbox"/> Obsessive Compulsive	
<input type="checkbox"/> Autism	<input type="checkbox"/> Down Syndrome	<input type="checkbox"/> Paranoid Personality	
<input type="checkbox"/> Asperger's	<input type="checkbox"/> FAS/FAE	<input type="checkbox"/> Poor Motor Coordination	
<input type="checkbox"/> Bipolar Disorder	<input type="checkbox"/> Fragile X	<input type="checkbox"/> Schizophrenia	

What treatment, if any, is being provided? _____

Describe the frequency and use of alcohol, drug, tobacco or other substances. _____

Family health history that may be genetically passed on to child (i.e. allergies, cancer, diabetes, mental health)? _____

Cultural and Spiritual Upbringing

Describe how cultural/spiritual/religious practices influence daily life. _____

Education

Explain educational experience (grade/level/degree) obtained and where it was attained? _____

Any school/extracurricular activities or hobbies of interest? _____

Occupational Background

Current or most recent occupation? _____

Employment history: _____

Family & Other Relationships

How was the relationship/safety needs met within the family? What is their present relationship? _____

Describe the relationship with parents and sibling while growing up? What is their present relationship? _____

Are there other people with whom there is a significant relationship with and describe the nature of the relationship. _____

Legal Background

Describe any current or past instances of criminal involvement or convictions. _____

Describe how any instances of criminal involvement or convictions have been addressed (e.g. treatment or counseling). _____

Describe any prior involvement with Social Services. _____

Identify any members of the family or First Nation who have been approached or who have come forward to provide care to the child and the outcome.

By signing my name, I certify that the information is true to the best of my knowledge.

Birth father Signature

Date

Caseworker Name and Signature

Date

Part A & B completed by: _____
Print name

Unit and Caseload: _____

Signature: _____

Date: _____

Supervisor: _____
Print Name

Signature: _____

Date: _____

Part C: Child Social/Developmental History

Birth History:

Age of mother when pregnant

Did mother receive prenatal care ☐ Yes ☐ No

Treatment (explain)

Child was: ☐ Full term ☐ Premature

Delivered at _____ weeks gestation

Complications during pregnancy: _____

Child's birth weight: _____

DEVELOPMENTAL HISTORY:

Give the approximate age of child when:

Sat Up without support: _____

Began to crawl: _____

Began walking independently:

Began using single words: _____

Began using understandable phrases: _____

Was toilet trained: _____

Put on/took off clothing by self: _____

Feeding/eating difficulties? (Explain) _____

Sleeping problems? _____

Concerns about child's development? _____

If concerns, specify _____

MEDICAL CONDITIONS OR CONCERNS:

- ☐Allergies (explain) _____
- ☐Asthma _____
- ☐Seizures (explain) _____
- ☐Vision difficulties/eye glasses _____
- ☐Hearing difficulties/hearing devices _____
- ☐HIV/Hep C _____
- ☐Chronic ear infections/Ear tubes _____
- ☐FAS/FASD _____
- ☐Orthopedic braces (explain) _____
- ☐Hospitalizations (explain) _____

Specific Medical Diagnosis (explain)_____

Other health concerns? _____

BEHAVIORAL CONCERNS:

- ☐Aggression _____
- ☐Bedwetting/Soiling _____
- ☐Destructiveness _____
- ☐Eating Problems _____
- ☐Lying _____
- ☐Running Away _____
- ☐Sexual Concerns _____
- ☐Sleep Disturbances _____
- ☐Stealing _____
- ☐Withdrawal _____

List all medications the child takes:

Medication	Purpose	Dosage	Times per day	how long on medication?

Has the child received counseling or mental health evaluations? If so, provide name of counselor/psychiatric doctors/clinic/etc. Provide Date(s) and reason for treatment/evaluation.

List physicians/clinics involved with child:

Physician (Ped/GP)/Clinic	Date	Address	Treatment/Evaluation

Immunizations

Is Immunization Record attached?

Complete table if Immunization Record is not attached.

Include any reactions to immunizations: _____

List any that are outstanding:

Type	Date

Provide names of other professionals/programs the child has been involved with (i.e. Speech, OT, PT, Child and Youth)

Name of Program	Type of Service	Name of Provider	Date

Child’s Personality: (i.e. self-esteem, sensitivity, empathy, bonding, social skills, responsibility, aggression, etc.)

Interests/Hobbies/Recreation (Information is gained through interviews and worker’s assessments):

Unusual Habits/Behaviors (Information found in the file documentation and from interviews with parents and caregivers):

Child’s Awareness/Understanding of Permanency Plan: (include child’s reactions/feelings about the plan)

The worker is to have a conversation with the child as deemed appropriate. Caregiver feedback as well as worker’s assessment will provide this information. Include the child’s behavioral responses as well as verbal.

Birth Parent’s understanding of Permanency Plan:

Religious/Cultural/Spiritual Considerations: (i.e. baptism, spirituality, church involvement, band involvement, etc.)

This will be determined by interviewing parents/caregivers

Circumstances Surrounding Permanent/Long-term Wardship: (as per Ward Review Form)

Is Ward Review Form attached (If not, describe circumstances)._____

Previous Orders/Agreements (pertaining to the legal status of the child)			
Type	Effective Dates	Granted by Consent (Yes or No)	Section of CFS Act
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	

Is child to be registered for adoption? ☐ Yes ☐ No Complete Form 2099

Part C Completed By: _____ Unit/Caseload _____
(Print Name)

Signature: _____ Date: _____

CONSENT TO OBTAIN/SHARE INFORMATION

(Pursuant to a function under The Child and Family Services Act, 2017 and The Adoption Act, 1998)

I Name of Person, authorize an employee of the Ministry of Social Services Identify the specific area - CPS/CC/YOUTH/Adoption/CFP to request/share my personal information pertaining to their involvement with me/or my child(ren)with the following agencies/people:

The personal information requested on this form is collected under the authority of section 29.4 and section 30 of *The Adoption Act, 2017* and section 74 of *The Child and Family Services Act, 2017*.

I understand that the information obtained may also be shared without my consent if it is in the best interests and related to the safety and well-being of name of child.

Signature

Please Print Name

Date

I, Name of Ministry employee have advised Name of Birth Parent the reasons why the information is required, the ways the information may be used and the basis upon which the information may be shared with others under *The Child and Family Services Act, 1998* and/or *The Adoption Act, 2017*.

Signature

Please Print Name

Date

First Year Foster Homes
Enhanced Support Checklist

Enhanced supports help to develop and strengthen new foster families during their first year. While each family has different learning needs at different times, this checklist ensures a review of pertinent information during the first year.

- Role of The SFFA and provincial supports **Enter a date**
- Review of contact standards and roles of childcare and resource workers **Enter a date**
- Meeting children's health and medical needs **Enter a date**
- Completing reimbursement forms **Enter a date**
- Respite and requirements for getting respite providers approved **Enter a date**
- Foster home organization, creating a schedule, age appropriate chores **Enter a date**
- Childcare/ daycare needs and special needs approvals **Enter a date**
- Life Books **Enter a date**
- OOHC placement referral information and maintaining child information **Enter a date**
- Confidentiality and use of social media **Enter a date**
- Ministry discipline policy **Enter a date**
- Allegations and Foster Home investigations **Enter a date**
- Damage compensation policy and process **Enter a date**
- Conflict resolution policy and process **Enter a date**
- Culturally appropriate environment for children **Enter a date**

Foster Parent

[Click here to enter a date.](#)

Foster Parent

[Click here to enter a date.](#)

[Click here to enter a date.](#)

12.64 Direct Deposit Authorization



Direct Deposit Authorization

Regional Office Date
Stamp

Indicate either:

- ☐ **Start** direct deposit or
☐ **Change** direct deposit information

PROGRAM (both if necessary):

- ☐ Income Assistance (IA)
☐ Child and Family Programs (CFP)

Last Name	First Name(s)
Mailing Address	
Case Number (IA) or Provider Number (CFP)	Date of Birth (Month/Day/Year) <i>*required if case number is unknown</i>

Applicant Information

Bank Information

Name of Banking Institution	Bank (Branch) Address
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DIRECT DEPOSIT ACCOUNT INFORMATION - Please attach a current **blank cheque marked "VOID"**. The cheque must have your name and address pre-printed **and** the numbers indicating your bank, branch, and account.

If you are **not able to provide a "VOID"** personalized cheque, **you are required to take this form to your bank** and have a bank official complete the following. *** **Both the bank signature and bank stamp are required.**

<div><div></div><div></div><div></div><div></div><div></div></div> <div>Branch</div>	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Institution</div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>Account Number</div>
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<div>_____ Signature of Bank Official</div>	AND	<div>_____ Bank Stamp</div>
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Teller
Stamp

Authorization

I hereby declare that the above bank account is in my name, or that I am one of the joint holders of this account, and that I authorize direct deposit to this designated account. I understand that monetary funds will be deposited to the above account and that once deposited I am fully responsible for those funds.

If receiving monetary funds with **Child and Family Programs**, I understand that this agreement may be cancelled at any time by me or the Government of Saskatchewan by written notice.

If receiving **Income Assistance** benefits, I am aware that:

- ☐ Monies in a bank account are subject to seizure by creditors,
☐ I am responsible for ensuring the deposit is made in my bank account before writing cheques;
☐ I am responsible for any bank service charges; and
☐ I am responsible for notifying my **work** **or** **benefits** if my benefits are not deposited to my account.

Applicant Signature

For office use only