

Mnaasged Child and Family Services



Alternative Care Policy and Procedure Manual

July 2019

*Acknowledging the Past
Serving the Present
Creating the Future*

TABLE OF CONTENTS

SECTION 1: INTRODUCTION.....1
 PREAMBLE 1

SECTION 2: CULTURAL COMPETENCY AND SUPPORT 3
 PRESERVING THE IDENTITY OF A CHILD IN CARE3
 CULTURAL PRACTICES FOR CHILDREN AND YOUTH WITH SPECIAL NEEDS.....6
 ACCESSING CULTURAL SERVICES.....8
 SPIRITUAL AND RELIGIOUS CARE9
 HUNTING AND HARVESTING11
 REGALIA.....13
 HAIRCUTS15

SECTION 3: ALTERNATIVE CARE RECRUITMENT PLANNING 17
 PARTICIPANTS AND PREPARATION OF ALTERNATIVE CARE RECRUITMENT PLAN17

SECTION 4: HOME ASSESSMENT AND APPLICATION 19
 INTAKE PROCEDURES19
 DETERMINATION OF ELIGIBILITY.....21
 CRIMINAL RECORD CHECK INCLUDING VULNERABLE SECTOR SCREENING25
 CHILDREN’S AID SOCIETY RECORD CHECK.....27

SECTION 5: FAMILY ASSESSMENT AND HOME STUDY 29
 SCREENING INTERVIEWS AND ASSESSMENT.....29
 INTERVIEWS WITH APPLICANTS AND THEIR CHILDREN33
 REFERENCES35
 DECISION TO APPROVE/DENY APPLICATION TO PROVIDE CARE37
 OATH OF CONFIDENTIALITY39
 ALTERNATIVE CARE HOME – SERVICE AGREEMENT41
 ALTERNATIVE CARE HOME – ON HOLD.....43
 ALTERNATIVE CARE HOME – CLOSURE45
 BI-ANNUAL AND ANNUAL ASSESSMENTS48

SECTION 6: SAFETY REQUIREMENTS 50
 NUMBER OF CHILDREN AND AGE RESTRICTIONS50
 HOME INSPECTION.....52
 HOME FIRE SAFETY AND EVACUATION PLAN.....54
 FIREARMS AND WEAPONS STORAGE56
 SLEEPING ARRANGEMENTS.....58
 SAFE SLEEP.....60
 TRANSPORTATION OF CHILDREN IN MOTOR VEHICLES AND BOATS.....62
 WATER SAFETY64
 TRAMPOLINE SAFETY66

SECTION 7: CLASSIFICATION OF ALTERNATIVE CARE HOMES 68
 CLASSIFICATION AND TYPES OF ALTERNATIVE CARE68
 REGULAR ALTERNATIVE CARE HOME.....73
 RELIEF SERVICES FOR ALTERNATIVE CARE PARENTS.....74

SCREENED SUPPORT AND BABYSITTING FOR ALTERNATIVE CARE PARENTS.....	76
SECTION 8: ALTERNATIVE CARE PARENTS TRAINING, DEVELOPMENT, AND SUPPORT	79
ALTERNATIVE CARE TRAINING PLAN AND DEVELOPMENT	79
ALTERNATIVE CARE PROVIDER.....	82
SUPPORT AND TRAINING	85
CPR AND BASIC FIRST AID.....	87
ALTERNATIVE CARE PRE-SERVICE (PRIDE).....	89
HOME INTERVIEWS AND CONTACTS.....	91
SLEEP OVER AND OVERNIGHT VISITS	93
HOME AND VEHICLE INSURANCE	95
HOME AND VEHICLE INSURANCE AND DAMAGE CLAIMS.....	97
ALTERNATIVE CARE LIABILITY COVERAGE	100
SELF CARE	101
ALTERNATIVE CARE RECOGNITION AND RETENTION.....	102
TRAINING INCENTIVES.....	104
SERVICE COMPLAINTS	106
SECTION 9: ADMISSION AND PLACEMENT OF CHILDREN IN ALTERNATIVE CARE HOMES	114
REASONS TO ADMIT CHILD INTO CARE	114
PLACEMENT CRITERIA AND PROCESS.....	117
PLANNED ADMISSIONS.....	120
EMERGENCY AND UNPLANNED ADMISSIONS.....	123
REQUEST FROM OTHER AGENCIES.....	125
PLACEMENT PRIORITIES	127
FORMATION TO BE PROVIDED TO ALTERNATIVE CARE PROVIDER.....	130
PRE-PLACEMENT PLANNING AND VISITS	132
READMISSION TO CARE.....	133
TYPES OF CARE – LEGAL STATUS	135
INFORMING FIRST NATIONS.....	140
SECTION 10: PLACEMENT CHANGES.....	143
PREVENTION OF PLACEMENT BREAKDOWNS	143
PLACEMENT CHANGE AND EVALUATION.....	145
INFORMING PARENTS OR GUARDIANS	149
EXIT INTERVIEW AND EVALUATION WITH THE ALTERNATIVE CARE PROVIDER	151
POST-PLACEMENT INTERVIEW WITH THE CHILD IN CARE	153
TERMINATION OF PLACEMENT IN THE ALTERNATIVE CARE HOME.....	155
STABILITY PLANNING	157
ADOPTION BY THE ALTERNATIVE CARE PROVIDER	159
SECTION 11: SOCIAL HISTORY	160
LIFE BOOK.....	160
PHOTOGRAPHS OF CHILDREN IN CARE	163
SECTION 12: INVOLVEMENT OF THE CHILD’S/YOUTH’S PARENT(S) OR GUARDIAN(S)	164
BIOLOGICAL FAMILY INVOLVEMENT	164
RIGHTS OF THE PARENT(S) OR GUARDIAN(S)	167
INFORMING OF PLACEMENT CHANGES	169
EXPECTATIONS OF THE ALTERNATIVE CARE PROVIDER	171
EXTENDED ACCESS VISITS.....	173

CIRCLES	175
FAMILY CASE CONFERENCES	178
REINTEGRATION PLANNING	181
SECTION 13: SERIOUS INCIDENTS/OCCURRENCES	183
RESPONSIBILITIES OF ALTERNATIVE CARE PARENTS	183
CHILDREN WHO GO MISSING OR AWOL (ABSENT WITHOUT LEAVE)	185
CHILD IN CARE REPORTING A SEXUAL ABUSE	188
SERIOUS OCCURRENCE REPORTING AND PROCESS	190
ALLEGATION OF ABUSE OR NEGLECT IN THE ALTERNATIVE CARE HOME	202
DEATH OF A CHILD RECEIVING SERVICES	208
DEBRIEFING AND SUPPORT TO ALTERNATIVE CARE PARENTS	213
DEBRIEFING AND SUPPORT TO PARENTS OR GUARDIANS	215
SECTION 14: MEETING THE NEEDS OF CHILDREN IN CARE	217
MEETING THE NEEDS OF CHILDREN IN CARE	217
RIGHTS AND RESPONSIBILITIES OF A CHILD IN CARE	222
PRIVATE INTERVIEW WITH CHILDREN IN CARE	224
DISCIPLINE AND BEHAVIOURAL MANAGEMENT OF CHILDREN IN CARE	226
ALTERNATIVE CARE PARENTS PARTICIPATING IN THE CULTURAL PLAN	230
ALTERNATIVE CARE PARENTS PARTICIPATING IN ACTION ASSESSMENT RECORD	233
COMPLEX CASES	235
SECTION 15: HEALTH CARE	236
COMMUNICATION OF MEDICAL INFORMATION BETWEEN ALTERNATIVE CARE PARENTS AND SUBSTITUTE CARE PROVIDERS	236
AUTHORITY FOR SIGNING MEDICAL CONSENTS	238
ADMISSION AND ANNUAL MEDICAL	241
ADMISSION AND ANNUAL DENTAL	244
VISION CARE	246
HEALTH CARDS	248
PSYCHOTROPIC MEDICATION	250
ADMISSION TO HOSPITAL	252
SAFE ADMINISTRATION, STORAGE, AND DISPOSAL OF MEDICATIONS	254
PSYCHOLOGICAL OR PSYCHIATRIC ASSESSMENT AND TREATMENT	258
SECTION 16: FOOD AND NUTRITION	260
GENERAL GUIDELINES	260
MEDICAL AND BEHAVIOURAL ADVICE	263
HYGIENE AND SANITATION	265
SECTION 17: EDUCATION AND LEARNING	266
RIGHT TO EDUCATION AND ONGOING MONITORING OF CHILD’S/YOUTH’S EDUCATIONAL PLAN	266
TUTORING	269
SECTION 18: TRANSPORTATION, TRAVEL, AND VACATION	271
TRANSPORTATION OF HIGH-RISK CHILDREN	271
TRAVEL IN AND OUT OF JURISDICTION	273
MEDICAL TRANSPORTATION	276
SECTION 19: CORRESPONDENCE AND COMMUNICATION	278
REASONABLE PRIVACY AND POSSESSION OF PERSONAL PROPERTY	278

CORRESPONDENCE AND COMMUNICATION	281
TELEPHONE AND CELL PHONE COMMUNICATION	284
EMAIL AND INTERNET SAFETY.....	286
SECTION 20: CHILD’S/YOUTH’S PURCHASES AND POSSESSIONS.....	288
RETRIEVING A CHILD’S/YOUTH’S IDENTIFICATION FROM THE PARENT(S) OR GUARDIAN(S)	288
PREPARATION FOR INDEPENDENCE.....	290
SECTION 21: LEGAL.....	293
SERVING ALTERNATIVE CARE PARENTS WITH COURT DOCUMENTS FOR <i>YOUTH CRIMINAL JUSTICE ACT</i>	293
SERVING ALTERNATIVE CARE PARENTS WITH COURT DOCUMENTS FROM FAMILY COURT.....	295
SECTION 22: OUTSIDE PAID RESOURCES	297
TRANSFER OF APPROVED FOSTER HOMES INTO MNAASGED REGION	297
APPROVAL OF ALTERNATIVE CARE HOMES NOT WITHIN THE CATCHMENT AREA	299
USE OF OUTSIDE PAID RESOURCES	301
SECTION 23: MANAGEMENT OF RECORDS AND FILE CONTENT	304
CASE NOTES.....	304
CONTENT OF ALTERNATIVE CARE PARENTS FILE	306
PHOTO IDENTIFICATION OF ALTERNATIVE CARE PARENTS	312
PREPARING CLOSED FILES IN CENTRAL STORAGE.....	313
SECTION 25: FINANCIAL.....	315
ALTERNATIVE CARE RATES OF COMPENSATION – REGULAR AND SPECIALIZED	315
ABSENCE FROM THE ALTERNATIVE CARE HOME FOR EXTENDED PERIOD OF TIME.....	317
OVERPAYMENT OR UNDERPAYMENT	319
SECTION 26: REIMBURSABLE POLICIES	321
ALTERNATIVE CARE PARENT(S) REIMBURSABLE	321

SECTION 1: INTRODUCTION

PREAMBLE

Mnaasged Child and Family Services Alternative Care Program provides services that are rooted in the cultural values and beliefs to ensure that both the Alternative Care Provider and the Children/Youth in the home receive culturally intelligent services. These services, including Kinship Service, provide the Child/Youth with a sense of stability, continuity, socialization, and spirituality that are all very important to the Child's/Youth's mental, physical, emotional, and spiritual well-being.

The Alternative Care Program provides family-based care for Children/Youth in need of protection and out of home placement inclusive of the following:

- a) Customary care
- b) Alternative care
- c) Kinship care

Mnaasged Child and Family Services Mission, Vision, and Mandate is to place Children/Youth with family and community first, when needed, and if this cannot be arranged, customary care will be made available before all other permanency options.

It is the desire of Mnaasged that customary care agreements be reached before any court applications are required.

Respecting each community has its own values and beliefs and ways of doing things, Mnaasged developed protocols with each member First Nation to outline the necessary steps to proceed with a customary care agreement.

The Alternative Care Supervisor is responsible for assigning all new customary care referrals from the phone screener to the assigned Helper. Consideration regarding assignments will be based on the Helper's previous relationship with families and caseload requirements, along with the location of the referral, ensuring wherever possible families located on a First Nation are served by staff who are assigned to that community. Referrals received during regular office hours or during after-hours pertaining to an open file in Child Safety Intervention services or community-based teams will be managed by the assigned Helper and the corresponding Supervisor to ensure follow up.

Assigned Helpers must balance the important task of following First Nation Protocols in the service coordination for developing Customary Care Agreements while keeping in mind Mnaasged's Vision, Mission, and Mandate.

Mnaasged will exhaust community planning, family placements, and all viable options. Mnaasged will also ensure that emergency placement services are available always in the event admissions to care are required.

POLICY REFERENCE

SECTION 2: CULTURAL COMPETENCY AND SUPPORT

Department: Alternative Care	POLICY #:
Section: Cultural Competency and Support	
Subject: Preserving the Identity of a Child in Care	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

PRESERVING THE IDENTITY OF A CHILD IN CARE

POLICY

Mnaasged Child and Family Services is determined to establish or preserve the identity of First Nation and Indigenous Children in Care or under a Customary Care Agreement by ensuring the following:

- a) Explore the Child's/Youth's cultural connection, heritage, community or tribal First Nation history and descent*
- b) Develop a Cultural Plan to promote the Child's/Youth's cultural identity*
- c) Make applications to pursue membership or entitlements*
- d) Honour and follow the placement priorities for First Nation Children in Care*

It is essential to work in collaboration with the First Nations and Indigenous communities to establish and preserve the Child's/Youth's identity and connection to the culture, land, and heritage.

Mnaasged Child and Family Services Helpers will work pro-actively with service providers, extended family, and Elders in the First Nations and Indigenous communities. This includes decisions and actions in planning living arrangements, arranging social and recreational activities for the Child, and developing a culturally appropriate Cultural Plan. It also includes finding ways to help the Child explore and understand the history, geography, language, customs, and spiritual beliefs of one's own First Nation community and to develop lifelong relationships with people in that community.

PROCEDURE

1. When the Child is in care of Mnaasged or under a Customary Care Agreement the Children's Circle of Care Helper/Assigned Helper will ensure the following:
 - a) Provide the caregiver with information about the Child's/Youth's cultural heritage
 - b) Ensure the First Nation Child in Care is
 - i. Registered under the Indian Act, where entitled
 - ii. Registered with the First Nation membership, where entitled
 - iii. Considered for membership within the First Nation, Métis, or Inuit community
 - c) Children in Care placed in a First Nation or non-First Nation home will have a Cultural Plan developed in cooperation with their parent(s) or guardians, their First Nation community, and the Alternative/Customary Care provider that
 - i. Identifies the Child's/Youth's First Nation or Indigenous community and the nature of that contact
 - ii. Provides information about the Child's/Youth's cultural heritage
 - iii. Identifies actions to facilitate the Child's/Youth's access to the First Nation or Indigenous community's oral history, language, songs, dances, and involvement in ceremonial activities, arts and crafts, sporting events, and other activities
 - iv. Identifies opportunities for the Child to participate in cultural instruction and events of personal choice
 - d) The Children's Circle of Care Helper will refer to the policy for Child and family identification for registering a Child for First Nation Status and First Nation Membership
 - e) The Children's Circle of Care Helper will develop the Cultural Plan, which may include the following:
 - i. Identification and involvement of a person from the Child's/Youth's First Nation or Indigenous community to be the cultural contact or mentor
 - ii. Ways in which the Child's/Youth's participation in culturally specific activities, including Traditional customs and cultural activities that are unique to the community, will be supported or preserved
 - iii. Identification of actions to facilitate the Child's/Youth's access to the First Nation or Indigenous community's oral history (including storytelling), language, songs and

dances, and involvement in ceremonial activities, arts and crafts, sporting events, and other activities

2. The Children's Circle of Care Helper/Assigned Helper may refer to the Cultural Services Policy and Procedure Manual or make a referral for cultural services.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Cultural Competency and Support	
Subject: Cultural Practices for Children and Youth with Special Needs	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

CULTURAL PRACTICES FOR CHILDREN AND YOUTH WITH SPECIAL NEEDS

POLICY

Mnaasged Child and Family Services will ensure all Children/Youth with specialized needs placed in Alternative Care will have access to contemporary, Traditional, and therapeutic support services that are available through Mnaasged's programs, First Nation communities, off-reserve Indigenous external agencies, or Health Canada.

When services are not available through the public service system, purchase of service arrangements may be made by Mnaasged.

PROCEDURE

1. All required services are initiated by the Children's Circle of Care Helper/Assigned Helper through the Cultural Plan process and approved by the respective Supervisor.
2. The services of Elders/Indigenous Knowledge Advisors will be initiated by the Children's Circle of Care Helper/Assigned Helper through the Cultural Plan process for consultation when the Child/Youth exhibits academic, behavioural, or mental health problems.
3. Children's Circle of Care Helper will discuss the use of Traditional and wholistic services with the Child with special needs during the private interview.
4. The dates and contacts of the Child in Alternative Care with an approved Traditional Healer will be documented in the Child's/Youth's File.
5. Mnaasged will provide opportunities for First Nation community members and organizations to provide therapeutic care for Children/Youth placed in Alternative Care. The cultural services available include smudging, one-on-one counselling, healing circles, and

ceremonies to honour ancestors. These services will help facilitate the grieving process for the discrimination they have experienced as First Nation and Indigenous Children/Youth.

6. Prior to the Alternative Care Child/Youth accessing Traditional Healer intervention, the Placing Agency or biological parents, or both, will need to provide written consent.
7. All consents will be placed in the Child's/Youth's File in the Mnaasged Case Management System by the Children's Circle of Care Helper.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Cultural Competency and Support	
Subject: Accessing Cultural Services	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

ACCESSING CULTURAL SERVICES

POLICY

Mnaasged Child and Family Services will provide cultural services to Alternative Care Parents and Children in Care when cultural services are requested.

PROCEDURE

1. The assigned Children’s Circle of Care Helper will ensure cultural services are available when requested by either the Alternative Care Parents or Children in Care.
2. Alternative Care Parents will forward any requests for cultural services or training to their Children’s Circle of Care Helper.
3. The Children’s Circle of Care Helper will document any cultural services requests and will complete a request for services through the intake and assessment Helper.
4. All requests for cultural services involving the Child in Care will be documented in the Child’s/Youth’s Cultural Plan.
5. All cultural training received by the Alternative Care Parents will be documented in the individual training plan and maintained in the Alternative Care Parent(s) File in the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Cultural Competency and Support	
Subject: Spiritual and Religious Care	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

SPIRITUAL AND RELIGIOUS CARE

POLICY

Mnaasged Child and Family Services will ensure Children/Youth placed in Alternative Care have access and can practice their personal religious or spiritual choice without discrimination or harassment.

The Child's/Youth's right to access and practice one's own spiritual expression of choice—belief system and preference—will be included as part of the orientation and ongoing training of Alternative Care Parents, Employees, Students, and Volunteers.

PROCEDURE

1. The Children's Circle of Care Helper/Assigned Helper will document the Child's/Youth's religious affiliation, the level of involvement in spiritual expression, and the name of the spiritual religious Care Provider prior to admission and provide this information to the Alternative Care Parent(s).
2. The Alternative Care Parent(s) will ensure the Child/Youth is able to practice the faith of choice pursuant to the requirements of that faith.
3. The identified spiritual/religious Care Providers will be invited to participate in the activities identified in the Cultural Plan for the Child when and where appropriate.
4. The voluntary nature of all cultural programs offered by Mnaasged will be reviewed with each Child upon admission and every six (6) months thereafter by the Children's Circle of Care Helper.
5. Religious diets and fasts and Anishinabek Indigenous ways of life practiced by the Child/Youth in Alternative Care will be researched and incorporated into the menu planning of the Alternative Care Family and identified in the Child's/Youth's Cultural Plan.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Cultural Competency and Support	
Subject: Hunting and Harvesting	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

HUNTING AND HARVESTING

POLICY

Mnaasged Child and Family Services will make every effort to restrict Children in Care from purchasing, using, or possessing any articles that are deemed harmful.

Mnaasged recognizes that hunting, fishing, and trapping are natural ways of life for First Nation and Indigenous communities. Some Children/Youth placed in care may have had experience to these ways of life prior to coming into care.

Mnaasged recognizes consideration may be granted to respect cultural affiliation. However, each situation will be evaluated on a case-by-case basis.

PROCEDURE

1. The Children's Circle of Care Helper will ensure no Child in Care younger than age 12 will be allowed to handle firearms. The Child in Care 12 years of age and older who participates in legislated training by an approved trainer in firearms, hunting, and safety may be allowed to participate in properly supervised hunting activities, such as a community fall harvest. All events must be documented in the Child's/Youth's Cultural Plan.
2. The Children's Circle of Care Helper will refer to Mnaasged Cultural Service Policy and Procedure Manual, which defines approved practices related to hunting and fall harvests associated with Children in Care.
3. The Children's Circle of Care Helper will ensure the Child in Care learns hunting practices through a process of mentorship and observation and only with written permission from the Parent(s) or Guardian.
4. It is important the Children's Circle of Care Helper/Assigned Helper and Alternative Care Helper ensure the Parent(s) or Guardian is familiar with Mnaasged's position on hunting

and fishing. It is also just as crucial for the Alternative Care Helper to ensure, at the time of orientation and placement, the Alternative Care Parent(s) is aware of Mnaasged policy on hunting and weapons.

FIREARMS (RESTRICTIONS AND STORAGE)

1. Both the Children's Circle of Care Helper and the Alternative Care Helper will review this policy with the Alternative Care Parent(s) and document observations from the home visit in case management notes of the respective Child's/Youth's and Alternative Care Provider's Files.
2. Children/Youth participating in supervised recreational groups, such as army cadets, may be involved in the use of weapons and will be required to follow the safety guidelines of the group. When the Child is enrolled in army cadets, this information will be documented in the Child's/Youth's Cultural Plan and social history within the Child's/Youth's File in the Mnaasged Case Management System.
3. The Children's Circle of Care Helper directly involved in the case must submit a proposal, which will be reviewed by the immediate Supervisor in conjunction with the Senior Manager. In all circumstances, unless prior written permission is granted that would allow the Child in Care to deviate from this procedure, there will be no exceptions.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Cultural Competency and Support	
Subject: Regalia	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

REGALIA

POLICY

Mnaasged Child and Family Services will ensure that when a Children’s Circle of Care Helper is approached by an Alternative Care Parent(s) for information regarding regalia for the Child placed in their home, the Children’s Circle of Care Helper will consult with the Indigenous Knowledge Advisor or local artisans.

PROCEDURE

1. If the Children’s Circle of Care Helper does not possess cultural knowledge on regalia making, the Children’s Circle of Care Helper will consult with the Indigenous Knowledge Advisor in accordance with the Accessing Traditional Services Policy.
2. If the Children’s Circle of Care Helper has cultural knowledge on regalia making, the Children’s Circle of Care Helper may request additional information from community-based personnel or local artisans.
3. The Children’s Circle of Care Helper or Indigenous Knowledge Advisor may provide the family with teachings regarding the role, significance, and meaning of different Traditional dancers and regalia.
4. Mnaasged will assist with the cost of having the regalia made or the materials to make it and with giveaway gifts for the “Coming out Ceremony” dance for Children in Alternative Care.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Cultural Competency and Support	
Subject: Haircuts	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

HAIRCUTS

POLICY

Mnaasged Child and Family Services will ensure no Children in Alternative Care will be taken for a haircut without the permission of Mnaasged Children's Circle of Care Helper due to its cultural significance.

PROCEDURE

1. The Children's Circle of Care Helper/Assigned Helper or Alternative Care Helper will request approval from the Parent(s) or Guardian for the Child's/Youth's ongoing hair grooming and request for haircuts.
2. The Child who is 12 years of age or older may be able to get a haircut without approval.
3. The Children's Circle of Care Helper/Assigned Helper will document haircutting preferences from the Parent(s) or Guardian on the Child Admission Form and social history in the Child's/Youth's File in the Mnaasged Case Management System.
4. The Children's Circle of Care Helper/Assigned Helper will inform the Alternative Care Parent(s) about the preference of the Parent(s)/Guardian for hair grooming and haircuts at the time of placement or at the seven-day visit. Depending on the Child's/Youth's legal status, the Children's Circle of Care Helper/Assigned Helper or Alternative Care Helper may consult with the Parent(s) or Guardian regarding haircuts at each Cultural Plan discussion.
5. Deviations from this policy, along with reasons, will be documented in the Child's/Youth's File in the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

SECTION 3: ALTERNATIVE CARE RECRUITMENT PLANNING

Department: Alternative Care	POLICY #:
Section: Alternative Care Recruitment Planning	
Subject: Participants and Preparation of Alternative Care Recruitment Plan	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 1, <i>Child, Youth and Family Services Act</i>	

PARTICIPANTS AND PREPARATION OF ALTERNATIVE CARE RECRUITMENT PLAN

POLICY

Mnaasged Child and Family Services will ensure an Alternative Care recruitment plan is developed and completed by January 30th of each year.

PROCEDURE

1. The Director of Services or designate will ensure during the annual Alternative Care Parents appreciation dinner that Alternative Care Parents will be consulted regarding the development of the Alternative Care recruitment plan.
2. Through the course of the year the Director of Services or designate will consult with Elders, Staff, Mnaasged Child and Family Services Member First Nations, and the other Indigenous populations within the Mnaasged Child and Family Services catchment area about recruitment opportunities for Alternative Care Parents.
3. The Director of Services will forward the annual recruitment plan to the Services Committee of the Board of Directors before January 1st of each year for review, recommendation, and approval to the full Board of Directors.
4. The approved copy of the annual recruitment plan is located at the end of this manual in the appendices.

5. The Director of Services or designate will facilitate a meeting with the Alternative Care Parents on a quarterly basis to review and evaluate the progress of the annual recruitment plan.
6. Mnaasged Child and Family Services will provide an incentive of \$100, funding permitting, to the current Alternative Care Parents who refer an Alternative Care applicant that successfully becomes an Alternative Care Provider when the Home is opened.
7. The Alternative Care Helper will present the cheque to the referring Alternative Care Parents at the next scheduled training or appreciation event.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

SECTION 4: HOME ASSESSMENT AND APPLICATION

Department: Alternative Care	POLICY #:
Section: Home Assessment and Application Process	
Subject: Intake Procedures	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 2	

INTAKE PROCEDURES

POLICY

Mnaasged Child and Family Services will ensure all requests to become an Alternative Care Parent are acknowledged within 24 hours of receipt of the request.

PROCEDURE

1. The Alternative Care Helper receiving the request will process the resource inquiry and application report within 24 hours as follows:
 - a) Open an Alternative Care Parent(s) File and input all information in the Mnaasged Case Management System
 - b) Cross reference all names on the client data base
 - c) Forward to Supervisor for approval

2. The Supervisor will perform the following:
 - a) Review the resource inquiry and application report and assign an Alternative Care Helper to verify for the approval stage
 - b) If not approved, the Supervisor will forward a letter stating the reason and rationale for not proceeding to the Alternative Care applicant within five (5) business days
 - c) The letter will be filed in the appropriate file and the resource inquiry will be closed in the Mnaasged Case Management System

3. Upon approval the assigned Alternative Care Helper will perform the following:
 - a) Contact the family to arrange a meeting to begin the home assessment process within three (3) business days

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Home Assessment and Application Process	
Subject: Determination of Eligibility	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 2, Mnaasged Child and Family Services Internal	

DETERMINATION OF ELIGIBILITY

POLICY

Mnaasged Child and Family Services will adhere to the following definitions and criteria when recruiting, screening, and selecting Alternative Care Parents.

All Ministry requirements, guidelines, and safety requirements are addressed through individual policy statements.

PROCEDURE

All applicants requiring approval for determining eligibility will be assessed according to the following criteria:

1. **Region** – Applicants who wish to become an Alternative Care Parent are accepted from residents living within Mnaasged’s geographical catchment area.
2. **Marital Status** – Applicants will be considered from married couples, couples living in a conjugal relationship outside of marriage for at least one (1) year, widows, widowers, and single individuals.
3. **Age** – All applicants must be 21 years of age or older. Such factors as the maturity, life experiences, physical and emotional health, flexibility, and involvement and known relationship with the Child requiring services will be further considerations.
4. **First Nation and Indigenous** – Preference will be given to applicants of First Nation or Indigenous descent, within the meaning of the *Constitution Act, 1982*. Consideration will be given to demonstrated skills required and an interest or connection to Anishinabek families, culture, Tradition, communities, Métis, or non-status. Pursuant to the *Indian Act*, "aboriginal peoples of Canada" includes the Indian, Inuit, and Métis Peoples of Canada.

5. **Religion** – An applicant will not be considered ineligible for consideration as an Alternative Care Parent because of a specified religious affiliation or lack of one.
6. **Disabilities** – An applicant will not be considered ineligible simply due to a mental or physical disability. “The Ontario Human Rights Code” defines disabilities as the following:
 - a) “Any degree of physical disability”
 - b) “Any condition of mental retardation or impairment”
 - c) “A learning disability”
 - d) “A mental disorder”
 - e) A person with a physical or mental disability must be able to demonstrate the ability to perform the “essential duties” required when fostering a Child.

The “essential duties” include:

- i. “Demonstrated ability to meet the basic physical care needs of the child”
 - ii. “Ability to assure the child an appropriate development environment”
 - iii. “Ability to cope with the emotional and physical pressures generated by demands associated with rearing a particular child”
 - iv. “Ability to cope with and plan for unique problems that a disability may present, and to anticipate and plan resourcefully for contingencies that may arise”
7. **Financial Status** – If the applicant’s income is less than sufficient to maintain one’s own family unit as determined through the home assessment and through mutual discussion, the applicant will not be considered suitable for Alternative Care Parenting. All exceptions and requests will be reviewed on an individual basis.
8. **Housing Requirements** – Applicants will adhere to the following criteria regarding living and sleeping arrangements for the Children:
 - a) Access to a telephone
 - b) Running water
 - c) Bedroom will have at least one window
 - d) Buildings detached from the Alternative Care Home, an unfinished attic, an unfinished basement, a stairway, or a hall will not be used as sleeping quarters for the Child in Alternative Care

- e) Clean bed (age appropriate) and clean bedding will be provided to the Child
 - f) Every Child in Alternative Care will have a bed without sharing with another and the bedroom will be detached from any other bedroom of an adult couple or adult of the opposite sex unless the needs of the Child require otherwise
 - g) Every Child in Alternative Care older than six (6) years will not share a bedroom with another Child of the opposite sex except for the following Ministry-approved exceptions:
 - i. The Child in Alternative Care is comfortable with the arrangement
 - ii. There is no known sexual acting out by the Children sharing the room
 - iii. The Alternative Care Parent(s) is vigilant, trained to look for signs of abuse, and open to discussing the subject with the Alternative Care Helper or Children's Circle of Care Helper
 - iv. The Alternative Care Parent(s) has been made aware of the possibilities for sexual abuse or malicious allegations, the nature of sexual abuse among Children, the risk of abuse to one's own Children by the Children placed, and risk for liability related to an allegation of sexual abuse by any of the Alternative Care Parents or their Children
 - v. Supervision by the Alternative Care Parent(s) is readily available and preferably within range of being able to hear the Child
9. **Safety Requirements** – All weapons including firearms, ammunitions, air rifles, bows, and hunting slingshots will be made inoperable when not in use, locked up, and inaccessible to Children at all times.
- a) Firearms and ammunition must be stored in separate locations
 - b) Applicants will install smoke alarms on every level of the home near the stairs
 - c) Smoke alarms must also be installed between sleeping areas and the remainder of the home
 - d) An evacuation plan will be developed and posted by the applicant near each exit
 - e) A fire extinguisher must be accessible on each level of the home and inspected yearly
 - f) Carbon monoxide detectors must be on each level of the home
 - g) Medications and other hazardous substances must be stored securely
 - h) Children and infants are to use Child restraints in motor vehicles

10. **Record Checks** – All applicants are subject to internal and external record checks (Children’s Aid Society Fast Track and Police, including the Vulnerable Sector Screening) including any residents in the home 18 years of age or older. If the applicant does in fact have a criminal record or history of involvement with the Children’s Aid Society or another Indigenous Child Well-being Agency, eligibility as an Alternative Care Parent will depend upon the following factors:
- a) Nature of the criminal or past involvement with the Children’s Aid Society or Indigenous Child Well-being Agency
 - b) Disposition of the criminal, Children’s Aid Society, or Indigenous Child Well-being Agency record
 - c) Length of time between the incident(s) and the Alternative Care application
 - d) Nature of life healing/life change of the applicant will be considered
11. **Mandatory Pre-Service Training** – All Alternative Care applicants must attend and participate in the mandatory pre-service training offered by Mnaasged, the training is identified as **PRIDE** and utilizes culture-based training. Mnaasged will utilize HEART and SPIRIT once it is approved.
12. **Home Assessment Process** – The applicants must agree to participate in the home assessment process in order for Mnaasged to determine their ability to provide a safe and nurturing environment for the Children. The home assessment process will also ensure all family members are equally motivated to provide Alternative Care services.
13. Screening, assessment, and approval will be done in accordance with Mnaasged Standards and preferably prior to the Child’s/Youth’s placement within the home.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Home Assessment and Application Process	
Subject: Criminal Record Check including Vulnerable Sector Screening	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 2, 3, and 4, Mnaasged Child and Family Services Internal	

CRIMINAL RECORD CHECK INCLUDING VULNERABLE SECTOR SCREENING

POLICY

Mnaasged Child and Family Services will ensure all Alternative Care Parent applicants, their family, and other individuals residing in their home 18 years of age and older must undergo a Criminal Record Check and a Vulnerable Sector Check prior to approval of their home for placement.

PROCEDURE

1. The Alternative Care Helper will inform potential Alternative Care Parents they are required to have a Criminal Record Check with a Vulnerable Sector Check for all members of their home 18 years of age and older including frequent visitors allowed in the family home. All occupants will need to provide Consent to Release Information Forms for the Vulnerable Sector Check reports at the initial home visit.
2. The Alternative Care applicants are responsible to attend, apply, and make payment for the Criminal Record Check with Vulnerable Sector Check for all individuals residing in the home over the age of 18.
3. Should the applicants or any other person residing in the home refuse to provide a Criminal Record Check with Vulnerable Sector Check, the Home Study will be terminated by the Alternative Care Helper.
4. The Alternative Care Helper will make a notation of the refusal in the Alternative Care applicant file and forward to the Supervisor for review and approval.
5. No Alternative Care Home will be approved without having all the required documentation on file. The Criminal Record Check with Vulnerable Sector Check records must be updated every two years during the alternating annual Alternative Care Home review.

6. Upon receipt of the Criminal Record Check with Vulnerable Sector Check records, the Alternative Care Helper will document the information by completing the Criminal Record Check with Vulnerable Sector Check Form and will maintain in the applicant file in the Mnaasged Case Management System.
7. If an applicant's name appears on the Child Abuse Registry or the Canadian Police Information Centre/Vulnerable Sector Check shows a history of sexual or physical offences, this may prevent a home from being approved depending on a case-by-case review. The Alternative Care Helper will immediately advise the Supervisor of this information.
8. Review of the records and the decision to accept or reject an applicant will be made through the Home Assessment Committee process. The committee will meet within five (5) business days of receipt of the information and will make considerations on a case-by-case basis regarding any criminal activity shown on the individual records and clarification of what mitigating circumstances have been identified and how the individual has responded.
9. The decision of the Home Assessment Committee will be forwarded to the applicant in writing within three (3) business days.
10. Mnaasged Child and Family Services will reimburse the applicant for the cost of the Criminal Record Check and Vulnerable Sector Check if the applicant has been billed directly.
11. If the Alternative Care Provider's family has an incident with the police or the criminal justice system throughout the period of providing care, the Alternative Care Parent will inform the Alternative Care Helper immediately who will then document the incident in the applicant file in the Mnaasged Case Management System.
12. The Alternative Care Helper will immediately review the nature of the incident with the Supervisor who, in turn, will discuss with the Manager for a decision surrounding the continuation of providing care.
13. All records will be kept confidential with only limited access to Mnaasged personnel that require the information to conduct Mnaasged business.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Human Resources Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Home Assessment and Application Process	
Subject: Children’s Aid Society Record Check	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 3 and 4	

CHILDREN’S AID SOCIETY RECORD CHECK

POLICY

Mnaasged Child and Family Services will ensure all persons who wish to provide Alternative Care have been screened and assessed in accordance with Mnaasged standards prior to the Child’s/Youth’s placement.

PROCEDURE

1. The Alternative Care Helper will inform all applicants of Mnaasged’s obligation to conduct both internal and external record checks regarding persons residing in the applicant’s home over the age of 18 years.
2. During the initial meeting with the applicants, the Alternative Care Helper will obtain a “Consent to Release Information Form” to authorize Mnaasged to conduct a record check.
3. If the applicant or other person residing in the home over the age of 18 refuses to sign the Consent to Release Information Form, the home assessment will be terminated and a notation with the explanation will be placed in the file.
4. When information is received back from Mnaasged and it is found the applicant had a Child welfare record or is on the Child Abuse Registry, the Alternative Care Helper will notify the Supervisor.
5. If the applicant is on the Child Abuse Registry (CAR) the home assessment will be terminated and filed. The decision to terminate the home assessment will be made by the Supervisor in consultation with the Senior Manager.
6. If the home assessment is stopped, the Alternative Care Helper will discuss with the applicant at a face-to-face meeting to explain the reasons. The Alternative Care Helper will

follow-up with a letter to the applicant notifying of the termination within seven (7) days of the decision.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

SECTION 5: FAMILY ASSESSMENT AND HOME STUDY

Department: Alternative Care	POLICY #:
Section: Family Assessment and Home Study	
Subject: Screening Interviews and Assessment	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 2 and 3	

SCREENING INTERVIEWS AND ASSESSMENT

POLICY

Mnaasged Child and Family Services will ensure all persons requesting to provide Alternative Care and individuals over the age of 18 years residing in the home will participate in the Structured Analysis Family Evaluation (SAFE) home assessment and screening process, including participation in a face-to-face and separate interview with the Alternative Care Helper.

PROCEDURE

1. The Alternative Care Helper will complete the Alternative Home Resource Inquiry and Application report, which will include the following:
 - a) Complete application to become an Alternative Care Provider
 - b) Obtain consent for internal/external record checks
 - c) Inform applicants of their requirement for a Criminal Record Check with Vulnerable Sector Check
 - d) Inform the applicant that the applicant and other family members must provide a medical consent and medical reference from an approved health professional, such as a family physician or a nurse practitioner. A “Medical Report Form” in the Mnaasged Case Management System will be provided to the applicant for completion and signature by a certified medical practitioner
 - e) Inform the applicant that there must be at least five (5) references provided

2. The home assessment process will begin within three (3) business days of receiving the request. The Alternative Care Helper will not leave the application forms with the potential Alternative Care Parents. The inquiry and assessment will be completed via person-to-person contact.
3. The Alternative Care Helper will conduct a home safety assessment of the applicant's dwelling using the checklist available in the Mnaasged Case Management System. A minimum of one (1) planned home visit is required to determine whether the home meets the physical standards.
4. The home safety assessment will be completed taking into account the Alternative Care Helper's own judgments and recommendations. If the Home Study is not completed within 60 days, a detailed explanation will be provided in writing by the Alternative Care Helper to the Supervisor for review and approval and then included in the applicant file in the Mnaasged Case Management System.
5. The Alternative Care Helper will utilize the Structured Analysis Family Evaluation Home Study Checklist to ensure all areas are covered and completed within a minimum of five (5) home visits and completed within 60 days. An additional 30 days will be allotted to complete the written Home Study Report (90 days maximum).
6. The following Structured Analysis Family Evaluation forms located in the Mnaasged Case Management System will be completed with the prospective Alternative Care Provider:
 - a) SAFE Foster Care Home Study Report
 - b) SAFE Psychosocial Inventory Form
 - c) SAFE Kinship in Care Home Study Report
 - d) SAFE Reference Form
 - e) Ministry of Children, Community and Social Services Serious Occurrence Form
 - f) SAFE Questionnaire I and II
7. During the home assessment process, the Alternative Care Helper will discuss and document the following:
 - a) Date of application
 - b) Date of approval
 - c) Identifying information, including spirit names and clans
 - d) Personal profile of applicant

- e) Physical description
- f) Personality traits
- g) Family history
- h) Cultural understanding
- i) Spirituality
- j) Religious beliefs and practices
- k) Employment and education
- l) Community involvement
- m) Autonomy and alliances
- n) Communication patterns
- o) Role behaviour
- p) Children in the family
- q) Parenting/discipline
- r) Social support network
- s) Socio-economic environment
- t) Motivation to foster
- u) Understanding of fostering
- v) Children desired
- w) Accommodation and neighbourhood
- x) Summary of supporting documentation
- y) Use of tobacco, alcohol, and drugs
- z) Stress management
- aa) Rules in family about privacy/modesty
- bb) Comfort level in dealing with normal sexuality and sexually abused Children

- cc) Family's financial situation
 - dd) Family's ability to provide emotional support and a caring environment
 - ee) Ability to work with the parent or guardian
 - ff) Ability to function as members of a larger community team
 - gg) Summary and recommendations
8. The Alternative Care Helper will complete separate and joint interviews with the applicants and their family. All dates, contacts, visits, and findings will be recorded in case management notes.
 9. The Alternative Care applicant must complete an orientation to "Extending Family through Unity PRIDE" training. The Alternative Care Helper will register the applicants prior to the completion of the Home Study Report.
 10. Upon completion of all required documentation within the Home Study, the Alternative Care Helper will complete the SAFE Alternative Care Home Study Report located in the Mnaasged Case Management System and will forward the document to the Supervisor for review and approval.
 11. Upon approval of the final report, the Supervisor will notify the Senior Manager to present the final report to the Home Assessment Review Committee for approval or denial (see Decision to Approve/Deny Application to Provide Care).

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Family Assessment and Home Study	
Subject: Interviews with Applicants and their Children	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 2	

INTERVIEWS WITH APPLICANTS AND THEIR CHILDREN

POLICY

Mnaasged Child and Family Services will ensure the Alternative Care Helper will conduct separate interviews during the assessment process with all persons 18 years of age and older requesting to provide care, including other Children residing in the home.

PROCEDURE

1. The Alternative Care Helper will meet and conduct separate interviews with all family members and others living in the applicant home, including other persons considered as frequent visitors. The forms are accessed from the Mnaasged Case Management System, SAFE Questionnaire I and II.
2. The Alternative Care Helper will also complete an interview with the adult partner as a couple and at least one family/group interview.
3. The Alternative Care Helper will interview all family members residing in the home regarding their willingness to become an Alternative Care Home. All family members must agree to be part of the Alternative Care before the process can continue.
4. The Alternative Care Helper will have an age-appropriate discussion with the Children of the potential Alternative Care Family regarding the following home assessment process:
 - a) Child's/Youth's understanding of Alternative Care
 - b) The characteristics of Children placed in Alternative Care
 - c) The length of stay in Alternative Care
 - d) The reason for admission into Alternative Care

- e) Access between Children in Alternative Care and their family members
- f) Child understands the impact of providing Alternative Care on oneself and the family
- g) Support services available for the biological Child of Alternative Care Parents
- h) Issues of confidentiality as they relate to the Child in Alternative Care
- i) Issues from peers, teasing, and so on either of the Child in Alternative Care or the biological Children of the Alternative Care Family
- j) Managing situations when the Child in Alternative Care tells the Child of the Alternative Care Family information that makes them feel uncomfortable
- k) Accepting that parents will need to spend time with the Child in Alternative Care and how the Child can communicate their need for time with the parent or guardian
- l) Good understanding of grief and letting go
- m) Knowing these Children may be placed with them for a short time and that the intention is to reunite the Child with the biological parent or guardian.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Family Assessment and Home Study	
References	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 3 and 5	

REFERENCES

POLICY

Mnaasged Child and Family Services will ensure all persons applying to provide Alternative Care will provide five (5) personal references that will be contacted regarding the individual's ability to provide care.

PROCEDURE

1. The Alternative Care Helper will advise the applicant that personal references must know the applicant for three (3) years or more. References may include an Elder, Chief, Council members, clergyman, relative, friend, employer, or teacher. References are limited to two (2) family members.
2. The Alternative Care Helper will contact all personal references by telephone or face-to-face contact and will ask questions related to the applicant's personal history, how they know the applicant, parenting styles, relationships, and lifestyle.

Questions may include the following:

- a) How long have you known the applicant and in what capacity?
- b) Would you leave your Children in the care of the applicant? Please explain.
- c) How does the applicant interact with Children?
- d) What positive characteristics have you seen that would tell you the applicant would make a good Alternative Care Provider?

- e) To your knowledge, does the applicant have any personal problems, such as financial, marital, alcohol/drug abuse, violence, and emotional or mental health issues? If yes, please explain.
 - f) What supports do you feel the applicant has to assist the applicant's role as an Alternative Care Provider?
 - g) Are there other additional comments that you feel may be relevant?
3. The Alternative Care Helper will case note all comments from the personal references with written letters of reference in the Alternative Care applicant file in the Mnaasged Case Management System.
 4. The Alternative Care Helper will include points of interest or concerns from the reference in the final Home Study Report.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Family Assessment and Home Study	
Subject: Decision to Approve/Deny Application to Provide Care	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 2 and 9	

DECISION TO APPROVE/DENY APPLICATION TO PROVIDE CARE

POLICY

Mnaasged Child and Family Services will ensure all completed home assessments undergo an approval/denial process.

Approval and denial of Alternative Care applicants will be based on the criteria for eligibility and suitability as determined through the home assessment process.

PROCEDURE

1. Upon completion of the home assessment process, the Alternative Care Helper will prepare a written recording regarding the findings, assessment, and recommendations for approval to the Supervisor. The Supervisor will review the recording with the Alternative Care Helper and forward this to the Senior Manager.
2. The Senior Manager will review, edit, and ask for clarity on the home assessment before providing a recommendation within five (5) business days.
3. Within 10 working days the Senior Manager will convene a committee comprised of the Senior Manager, the Supervisor, and the Alternative Care Helper who completed the assessment and another Helper. The Home Assessment Report will be reviewed and either approved or declined. If declined the committee may have recommendations for the family to be re-assessed in the future.
4. Following approval, the Supervisor will change the status of the file in the Mnaasged Case Management System from applicant to approved Alternative Care Provider.
5. The Supervisor will assign an Alternative Care Helper to the approved applicant within five (5) business days of the decision.

6. The Alternative Care Helper will meet the new applicant face-to-face within five (5) days of the decision.
7. At any stage of the home assessment the Alternative Care Helper is required to review and discuss concerns with the immediate Supervisor regarding the applicant's lack of suitability throughout the home assessment process.
8. The Alternative Care Helper will consult with the Supervisor prior to the termination of any home assessment. Should the Supervisor agree to terminate the Home Study, the Alternative Care Helper will complete the "Opening/Closing" Report in the Mnaasged Case Management System.
9. If the home assessment is declined by the Home Assessment Committee, a summary document will be completed and may include recommendations for the applicant to address should the applicant make another request to become an Alternative Care Parents in the future.
10. Within five (5) business days of the decision to decline the application, the Alternative Care Helper will notify the applicant(s) in writing of the decision and of the right to initiate a service complaint procedure. A "Service Complaint Procedure" Pamphlet will be included in the notice.
11. All outgoing letters and other correspondence will be approved and signed off by the Supervisor and will be co-signed by the Alternative Care Helper.
12. The Alternative Care Helper will draft a letter of welcome for the Executive Director's signature and will ensure that the letter is sent to the approved Alternative Care Parents within five (5) business days of the decision and countersigned by the Supervisor. A copy of the approval letter will be put in the applicant's file in the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Family Assessment and Home Study	
Subject: Oath of Confidentiality	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 3 and 52	

OATH OF CONFIDENTIALITY

POLICY

Mnaasged Child and Family Services will ensure every Alternative Care Parent signs an Oath of Confidentiality as part of the home assessment process and will adhere to the principles of respecting the privacy of families and Children engaged with Mnaasged.

Alternative Care Helpers will advise Alternative Care Parents about information pertaining to the Children and the parent or guardian that must be held in complete confidence. All information must not be discussed with anyone outside of Mnaasged unless authorization is granted.

PROCEDURE

1. Approved Alternative Care Parents, including all residents over the age of 18 years in the Alternative Care Home, will be provided with a verbal orientation from the Alternative Care Helper regarding expectations around confidentiality.
2. The Alternative Care Helper will have all residents over the age of 18 years sign the "Confidentiality Agreement" that will be witnessed by the Helper. The signed document will be scanned to the Alternative Care Parent(s) File in the Mnaasged Case Management System.
3. The confidentiality agreement will be reviewed and signed by all parties on an annual basis.
4. Alternative Care Parents are encouraged to include the Child in family videos or pictures. This type of photography does not require the signature consent by the legal guardian of the Child. This consent will only be required if the picture is used in public distribution.
5. Alternative Care Parents will be advised by the Alternative Care Helper that under no circumstance will information be released to the media regarding the Child in Alternative

Care or their role as Alternative Care Parents within Mnaasged Child and Family Services. Any media contact as part of a planned engagement concerning Mnaasged and Alternative Care will require the prior approval of the Executive Director.

6. All requests from the media are directed to the Executive Director.
7. Information enclosed in the files of the Child in Alternative Care and the Alternative Care Family cannot be discussed with anyone who has not signed Mnaasged's Oath of Confidentiality.
8. Once it has become known to Mnaasged that an Alternative Care Family has breached confidentiality, the Alternative Care Helper, in consultation with the Supervisor, will contact the Alternative Care Parent(s) to discuss the circumstance of the alleged breach. This discussion will be documented within the Alternative Care File.
9. The Alternative Care Helper will assess the extent of the breach of confidentiality in consultation with the Supervisor.
10. Through consultation with the Supervisor and the Alternative Care Helper, a decision may be made to close the Alternative Care Home and to initiate the process for a complaint investigation against the Alternative Care Provider.
11. A formal meeting with the Alternative Care Parent(s) will be completed to identify the concerns and rationale for closure.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Family Assessment and Home Study	
Alternative Care Home – Service Agreement	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 10	

ALTERNATIVE CARE HOME – SERVICE AGREEMENT

POLICY

Mnaasged Child and Family Services will enter into a written service agreement with the Alternative Care Parents upon approval of their home and prior to the placement of Children.

When the Child is placed in Customary Care, the Customary Care Agreement will include the signing of an Alternative Care Service Agreement.

PROCEDURE

1. The Alternative Care Helper will review in detail the service agreement, which outlines the services that both the Alternative Care Parents and Mnaasged Child and Family Services will provide when Children are placed in their care.
2. When a Child is placed in Customary Care, the Customary Care Agreement also includes the signing of the Alternative Care Service Agreement.
3. Upon review of the Alternative Care Service Agreement the Alternative Care Parents may choose or refuse to sign. The signature will be witnessed by the Alternative Care Helper.
4. Should the Alternative Care Parent(s) refuses to sign the service agreement, a meeting will be scheduled with the Alternative Care Parent(s) and the Supervisor within seven (7) business days.
5. The Alternative Care Helper will sign the service agreement on behalf of Mnaasged.
6. The original document will be filed in the Alternative Care Parent(s) File and a signed copy given to the Alternative Care Provider.

7. Both the Service Agreement and the Customary Care Agreement will be reviewed and signed on an annual basis.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Family Assessment and Home Study	
Subject: Alternative Care Home – On Hold	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 10	

ALTERNATIVE CARE HOME – ON HOLD

POLICY

Mnaasged Child and Family Services Alternative Care Homes may be placed on hold for a period of up to 12 months, depending on a variety of reasons.

PROCEDURE

1. The decision to place the Alternative Care Home on hold is a mutual agreement between the Alternative Care Parent(s) and Mnaasged.
2. Potential reasons for requesting an on-hold status may include adoption, health, family changes, a personal life crisis, or a placement withdrawn at the request of the Alternative Care Family.
3. The Alternative Care Helper will document the on-hold status in the file and notify the Supervisor of the request for an on-hold status.
4. The Alternative Care Helper will maintain contact for the initial six (6) months with the Alternative Care Family via telephone and home visit until such time as they want to reinstate their application. Case notes will be recorded in the Mnaasged Case Management System in the Alternative Care Parent(s) File.
5. When the Alternative Care Home has been on hold for six (6) months or more and the Alternative Care Parent(s) considers reopening, a new and updated home safety, service agreements, annual review, Police Record Check with Vulnerable Sector Check, and Children’s Aid Society or Indigenous Child Well-being Agency Record Check will be required.
6. The Alternative Care Helper will have a face-to-face interview with the Alternative Care Parent(s) at the six-month mark to reassess the original request for the on-hold status.

7. If the Alternative Care Home does not reopen within the 12 months, the Alternative Care Helper will inform the Alternative Care Family that their file must close.
8. The Alternative Care Helper will complete all the recordings and closing documents required for the file.

POLICY REFERENCE

Department: Alternative Care	POLICY #:
Section: Family Assessment and Home Study	
Alternative Care Home – Home Closure	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 10 and 32	

ALTERNATIVE CARE HOME – CLOSURE

POLICY

Mnaasged Child and Family Services will ensure if the Alternative Care Parents have decided to close their home on their own accord or whether Mnaasged has determined that the Home should be closed, both parties will make certain that the reasons for closing are clearly identified.

PROCEDURE

VOLUNTARY CLOSING BY ALTERNATIVE CARE PROVIDER

1. Alternative Care Parents must advise the Alternative Care Helper of their intention to close their file well in advance (a minimum of 30 days is preferred) so adequate placement plans can be made for the Children placed in their home.
2. The Alternative Care Helper will meet with the Alternative Care Parents to discuss their intentions for the closure within three (3) business days of the request.
3. The Alternative Care Helper will contact the appropriate Agency to mutually plan an alternative placement for the Alternative Care Children in the closing home from an external Child Welfare Agency other than Mnaasged Child and Family Services.
4. The Alternative Care Helper will forward a written letter to the Alternative Care Parent(s) regarding the decision for closure within five (5) business days.
5. The Alternative Care Helper will conduct an exit interview with the Alternative Care Parent(s) according to the Exit Interview and Evaluation with Alternative Care Provider Policy.
6. Alternative Care Parents are to relinquish the following:

- a) All documents pertaining to fostering
 - b) Mnaasged property
 - c) Belongings of all Children placed in the home
7. The Alternative Care Helper will complete the resource closing summary in Mnaasged Case Management System and submit to the Supervisor.

INVOLUNTARY CLOSING BY AGENCY

8. An Alternative Care Home may be closed by Mnaasged for any of the following reasons:
- a) The Alternative Care Parents demonstrate a lack of cooperation with Mnaasged
 - b) The Alternative Care Home violates Ministry licensing and Agency Standards
 - c) Mnaasged has verified protection concerns
9. The Alternative Care Helper and the Supervisor will ensure all adequate supports are given before the closure of a Home. Alternative Care Parents will be provided with an opportunity to have a talking circle to review the decision of Mnaasged before the closing of their home.
10. The Alternative Care Helper and the Supervisor will meet with the Alternative Care Parent(s) when problems arise and may necessitate an involuntary closing of the Alternative Care Home. The meeting will ensure the Alternative Care Provider knows the reasons as to why the Home will be closed.
11. The Alternative Care Helper will forward a written letter, with an enclosed Service Complaint Form, of the decision to close the home to the Alternative Care Parent(s) within five (5) business days from the verbal notification. The decision will include an explanation of the reasons for closure.
12. Within seven (7) days the Alternative Care Parents will relinquish the following:
- a) All documents pertaining to fostering
 - b) Mnaasged property
 - c) Belongings of all Children placed in the home
13. If there is no response from the Alternative Care Parent(s) after the seven-day time frame, the Alternative Care Helper will send a formal letter with a Supervisor's signature and approval outlining the request for relinquished property. Mnaasged must show due diligence has been completed in the desire to retrieve the information or property.

14. The Alternative Care Helper will complete the closing summary in the Mnaasged Case Management System and submit this to the Supervisor.

POLICY REFERENCE

Department: Alternative Care	POLICY #:
Section: Safety Requirements	
Subject: Bi-Annual and Annual Assessments	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 7 and 8	

BI-ANNUAL AND ANNUAL ASSESSMENTS

POLICY

Mnaasged Child and Family Services will ensure all Alternative Care Homes will be assessed bi-annually from the anniversary date of the approval and every six (6) months thereafter.

PROCEDURE

1. Every six (6) months the Alternative Care Helper will conduct private interviews with the Alternative Care Parent(s) for the bi-annual assessment. The Alternative Care Helper will record any significant changes, including the birth of a Child and change in marital status.
2. The Alternative Care Helper will document all contact through case notes with the Alternative Care Parent(s).
3. The Alternative Care Helper will complete a bi-annual assessment and the updated Alternative Care Home Review recording.
4. The assigned Alternative Care Helper will complete an Exit Interview with each Caregiver Family within seven (7) days of a Child leaving the Home.
5. The Annual Review Form will be completed and signed by the Alternative Care Helper and the Alternative Care Provider.
6. The Alternative Care Helper will complete the Annual Review Form in the Mnaasged Case Management System.
7. Following the Supervisor's review and signature on the Annual Review Form, the Alternative Care Parent(s) will be provided with a copy.

8. The Alternative Care Helper will provide the “Services Complaint Procedures Pamphlet” in the event the Alternative Care Parent(s) disagrees with the bi-annual review.
9. When there has been a change within the Alternative Care Home, the Alternative Care Helper will complete the Data Change Form and update the information in the Mnaasged Case Management System.

POLICY REFERENCE

SECTION 6: SAFETY REQUIREMENTS

Department: Alternative Care	POLICY #:
Section: Safety Requirements	
Subject: Number of Children and Age Restrictions	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 7 and 8	

NUMBER OF CHILDREN AND AGE RESTRICTIONS

POLICY

Mnaasged Child and Family Services will not place more than four (4) Children in an Alternative Care Home without prior approval from the Ministry of Children, Community and Social Services.

PROCEDURE

1. During the bi-annual review and annual review, the Alternative Care Helper and the Supervisor will confirm the capacity in the Alternative Care Home.
2. The Alternative Care Helper will consider the following when recommending capacity of an Alternative Care Home:
 - a) Ability of the Alternative Care Parent(s) to meet the physical, emotional, social, spiritual, and intellectual needs of the Child in the Home
 - b) Special needs of any Child placed in the Home
 - c) Physical space
 - d) Ability of the Alternative Care Parent(s) to evacuate all the Children in the Home in an emergency
 - e) Stated preference of the Alternative Care Provider

3. No more than two (2) Children younger than two (2) years of age will be placed in an Alternative Care Home.
4. Mnaasged may consider a placement of a sibling group larger than four (4) in one Alternative Care Home without approval from the Ministry of Children, Community and Social Services. This would ordinarily only occur when the Children are all part of one sibling group.
5. The Executive Director must request an “exemption” from the Ministry before sibling groups sharing the same parentage are to be considered for a single placement and if there is a fifth Child to be placed in the Alternative Care Home.
6. The Executive Director requires written approval and exemption from the Ministry when there is an exceptional circumstance and need for a placement for more than four (4) Children in one Alternative Care Home, such as the following:
 - a) When a sibling of the Alternative Care Child is staying temporarily in the Home for access
 - b) When the Child’s/Youth’s placement to another home or residence is delayed
 - c) During After-Hours when the Child requires an immediate placement and all other resources have been exhausted
 - d) When the Child has been readmitted to Care and it is deemed in the Child’s/Youth’s best interests to return to a specific Alternative Care Provider
7. The Supervisor will approve the pre-determined capacity of the Alternative Care Home, which will be specified on the “Beds Available List.”
8. The Supervisor will forward the Beds Available List to all Mnaasged resources every Thursday.

POLICY REFERENCE

Department: Alternative Care	POLICY #:
Section: Safety Requirements	
Subject: Home Inspection	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 2 and 5	

HOME INSPECTION

POLICY

Mnaasged Child and Family Services will ensure all Alternative Care applicants undergo a physical home inspection during the home assessment and annually thereafter.

PROCEDURE

1. The Alternative Care Helper will complete a minimum of one scheduled home inspection within 30 days of receipt of the request to provide Alternative Care to determine whether the home meets the physical standards for a placement.
2. The Alternative Care Helper will utilize the following criteria and complete the Alternative Care "Home Safety Checklist" in the Mnaasged Case Management System:
 - a) Access to a telephone
 - b) Running water
 - c) Bedrooms will have at least one window
 - d) Buildings detached from the home, unfinished attics, unfinished basements, stairway, or hallways are not to be used as sleeping quarters for the Child in Alternative Care
 - e) Clean bed and bedding will be provided
 - f) Every Child in an Alternative Care Home will have a separate bed
 - g) Bedrooms will be detached from other adult couples or an adult of the opposite sex, unless required to meet the needs of the Child

- h) Every Child in Alternative Care older than six (6) years of age will not share a bedroom with another Child of the opposite sex
 - i) Supervision by the Alternative Care Parent(s) is readily available and preferably within the Child's hearing
3. The Alternative Care Helper will notify the Alternative Care applicant/provider of the Child's/Youth's sleeping requirements during the home assessment period.
 4. Upon completion of the Checklist, the Alternative Care Helper will review the list and any outstanding issues with the Alternative Care applicant/provider with timelines to address the issues. Should there be major issues, the Alternative Care Helper will consult with the Supervisor.

The Alternative Care Helper will visit the home within 30 days to reassess to ensure that the issues were addressed.

5. If the issues have not been addressed, the Supervisor in consultation with the Senior Manager may suggest placing the home on hold until the issues have been addressed.
6. A New Housing Safety Checklist is required if the Alternative Care Parent(s) does a major home renovation or moves to another one.

POLICY REFERENCE

Department: Alternative Care	POLICY #:
Section: Safety Requirements	
Home Fire Safety and Evacuation Plan	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 5 and 7	

HOME FIRE SAFETY AND EVACUATION PLAN

POLICY

Mnaasged Child and Family Services will encourage and support Alternative Care Parents in practicing fire safety within the Home.

PROCEDURE

1. The Alternative Care Helpers will ensure that applicants have installed smoke alarms on every level of the home at the stairs and between all sleeping areas.
2. The Alternative Care Helpers will support the Alternative Care Parent(s) in developing an evacuation plan that is practiced and reviewed on a yearly basis, including a designated spot for the family to meet outside of the Home if a fire should occur. The evacuation plan should include the following:
 - a) Floor plan
 - b) Escape route
 - c) A copy posted near each exit in the Home
 - d) Regular fire drills
3. The Alternative Care Parent(s) will ensure that a fire extinguisher is accessible on each level of the home and is inspected yearly. The Alternative Care Parent(s) is responsible for installing a carbon monoxide detector on each level of the Home.
4. If the cost of purchasing a smoke detector, carbon monoxide detector, or fire extinguisher is the only factor affecting the approval of the Alternative Care Home, Mnaasged may purchase these items for the Home.

5. Upon approval of the Alternative Care Home, the Alternative Care Helper will provide the Alternative Care Parent(s) with a fire evacuation plan template. The Alternative Care Parent(s) is required to complete the following:
 - a) Draw the floor plan showing all exits
 - b) Return the floor plan to the Alternative Care Helper prior to a Child being placed in the Home
 - c) Provide a copy of the plan to be placed in the Alternative Care Parent(s) File, with the original returned to the Alternative Care Home before the first placement
 - d) Post the fire evacuation plan and review it with all the Children at the time of placement in the Home along with the Alternative Care Helper.
6. At the time of placement, the Alternative Care Parent(s) will review the fire evacuation plan upon arrival of each Child placed in the Home and depending on the Child's/Youth's age and comprehension. The Alternative Care Helper will review the plan with the Child no later than the seventh-day visit. This will be case noted in the Child's File in the Mnaasged Case Management System.
7. A review of the floor plan will occur during the annual review process. If there are no changes, the floor plan will remain the same. If there are changes, the Alternative Care Helper will create a new plan and laminate for the Alternative Care Provider.

POLICY REFERENCE

Department: Alternative Care	POLICY #:
Section: Safety Requirements	
Firearms and Weapons Storage	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 7	

FIREARMS AND WEAPONS STORAGE

POLICY

Mnaasged Child and Family Services will ensure all weapons within the Alternative Care Home are locked, secured, inaccessible, and inoperable to Children at all times. Ammunition must be locked in a place separate from the firearms.

PROCEDURE

1. The Alternative Care Helper will review the Mnaasged Child and Family Services definition of firearms with the Alternative Care Parents, including all types of firearms, ammunitions, air rifles, pistols, bows, and hunting slingshots.
2. During the annual review, the Alternative Care Helper will inspect any firearm cabinet and ammunition containers to ensure they are lockable ones and that ammunition is stored separately away from the firearm(s).
3. The Alternative Care Helper will review and document the Firearms and Weapons Safety Policy and Procedure every six (6) months. The Alternative Care Parents will document the review with a case management note in the Mnaasged Case Management System.
4. Hunting and the process of hunting is identified as a cultural practice. With proper coaching and supervision, the Child in Alternative Care can learn how to hunt.
5. The Alternative Care Parent(s) will forward a request from the Child in Care to possess a firearm to the Alternative Care Helper. The Alternative Care Helper will then proceed to forward the request to the respective Supervisor, the Assigned Manager, the Director of Services, the Executive Director, and, ultimately, the Board of Directors if required for review and approval.

6. A minors Firearms License is generally reserved for Youth younger than 18 years of age but older than 12. The Child in Alternative Care wishing to hunt is required to take and successfully complete the Canadian Firearms Safety Course.
7. Completion of the Canadian Firearms Safety Course is not a guarantee the Child will be provided with the license as the Youth and the parent or guardian must undergo an interview with the Chief Firearms Officer. The Chief Firearms Officer may provide a restricted license indicating the Child's/Youth's ability to be part of a hunting excursion but not carry a firearm.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Safety Requirements	
Subject: Sleeping Arrangements	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 6	

SLEEPING ARRANGEMENTS

POLICY

Mnaasged Child and Family Services will ensure that the Alternative Care Helper advises the Alternative Care applicant/provider during the home assessment process of the Child's/Youth's sleeping requirements.

PROCEDURE

1. Outside of the unique needs of an infant or an illness, each Child placed in an Alternative Care Home will have the following:
 - a) A bedroom with at least one window
 - b) A bedroom that may be shared with a sibling
 - c) Not have bedrooms in buildings detached from the Alternative Care Home or in an unfinished attic, an unfinished basement, a stairway, or a hall
 - d) A clean bed, crib, or toddler bed with clean bedding
 - e) A separate bedroom from any adult couple or adult of the opposite sex, unless the needs of the Child require otherwise
 - f) Not share a bedroom with another Child of the opposite sex older than six (6) years of age
2. At the time of placement, the Alternative Care Helper will discuss sleeping arrangements with the Alternative Care Parent(s) and will review this with the Child, depending on the age and ability to comprehend whenever this issue may arise.

3. The Alternative Care Helper will review safety requirements and regulations for infant cribs, cradles, and recall notices with the Alternative Care Parent(s) for infants and toddlers in the Alternative Care Home.
4. When a Child has sleeping issues or concerns, these will be addressed in the Child's/Youth's Cultural Plan.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Safety Requirements	
Subject: Safe Sleep	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: http://www.phac-aspc.gc.ca/hp-ps/dca-dea/stages-etapes/childhood-enfance_0-2/sids/pdf/sleep-sommeil-eng.pdf Child in Care Death Review, Canadian Safety Standards, Alternative Care Standard 6	

SAFE SLEEP

POLICY

Mnaasged Child and Family Services will ensure that Alternative Care Parents are trained and that they will implement safe sleep practices.

PROCEDURE

1. During the pre-service training, all Alternative Care Parents who identify they are interested in caring for infants will be provided training and information regarding recommended safe sleep practices.
2. Infants placed within Alternative Care are not permitted to sleep with or in the Alternative Care Provider's bed.
3. It is recommended when placing infants in their cribs that it should be free of bumper pads and loose-fitting sheets.
4. Infants are to be put to sleep on their backs.
5. During all home visits the Alternative Care Helper will review sleeping arrangements and safe sleep practices with the Alternative Care Provider.
6. Case notes of this review will be documented in the Alternative Care Parent(s) File in the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Safety Requirements	
Transportation of Children in Motor Vehicles and Boats	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Ministry of Transportation Regulations, <i>Canadian Safety Act, Smoke-Free Ontario Act</i> , Canadian Safety Standards, <i>Highway Traffic Act</i>	

TRANSPORTATION OF CHILDREN IN MOTOR VEHICLES AND BOATS

POLICY

Mnaasged Child and Family Services Staff, Alternative Care Parents, and Volunteers will hold a valid operating license and approved equipment (Canadian Standards Association [CSA] Approved) for transporting Children in all specific motorized vehicles.

PROCEDURE

1. During the initial home visit, the Alternative Care Helper will inform individuals expressing an interest in providing transportation for the Children in Alternative Care that a Police Criminal Record Check with Vulnerable Sector Check and Vulnerable Sector Screening is required from all individuals 18 years of age and older.
2. Mnaasged and the Alternative Care Helper will ensure that all Children transported in a motorized vehicle will be properly secured in a child car seat, booster seat, restraint system, or seat belt as per Ministry Standards.
3. All child safety seats will comply with CSA Standards and installed in the vehicles as per Ministry of Transportation Standards and Regulations.
4. The *Smoke-Free Ontario Act* prohibits smoking in motor vehicles when Children younger than 16 years of age are present.
5. When transporting Children in boats, Alternative Care Parents, Professionals, Employees, and Volunteers must ensure each Child is wearing a certified, provincially approved life jacket.
6. Each person must be fully licensed when operating a watercraft.

7. Alternative Care Parents and Volunteers will be provided training in the proper use and installation of infant/child car seats.
8. Alternative Care Parents, Staff, and Volunteers are responsible to ensure they have the proper equipment and knowledge to comply with this policy. If they are unsure or require further information or training, it is the responsibility of the individual to seek out assistance from Mnaasged prior to the transporting of Children.
9. The sole exception to this Transportation of Children in Motor Vehicles and Boats Policy is when circumstances arise where a Child's or Alternative Care Helper's physical safety is in jeopardy, and leaving an area immediately is necessary.
10. Vehicles used to transport Children must meet Ministry of Transportation certification.
11. Any motorized vehicle accidents involving Alternative Care Children are to be reported to the Alternative Care Helper immediately.
12. The Alternative Care Helper will inform the Supervisor who will ensure that proper reporting is completed, including a Serious Occurrence if appropriate.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Safety Requirements	
Subject: Water Safety	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Canadian Safety Standards https://canadasafetycouncil.org/drowning-it-can-happen-in-seconds/	

WATER SAFETY

POLICY

Mnaasged Child and Family Services will ensure that Alternative Care Parents are aware of all water safety procedures.

PROCEDURE

1. Alternative Care Parents are responsible to supervise all water play and swimming activities for Children in Alternative Care.
2. Alternative Care Parents will have a water emergency plan in place and will educate the Children in their care on water safety prior to participating in water activities.
3. When there is no lifeguard present, the Alternative Care Parent(s) is responsible for the Child's/Youth's safety and ensures the Child/Youth is swimming in a safe manner.
4. When no lifeguard is present, the Alternative Care Parent(s) is expected to ensure that the Children in Alternative Care who are younger than five (5) years of age always wear a certified life jacket and have an adult within arm's reach.
5. All Children in Alternative Care are encouraged to participate in certified swimming lessons. Swimming lessons will be reimbursed to the Alternative Care Parent(s) and will be included in the Child's/Youth's Cultural Plan.
6. All swimming pools owned by Alternative Care Parents must have a gate and alarm system.
7. Children younger than nine (9) years of age must always be supervised by a responsible adult who will directly observe the Child in the water and be available or capable of assisting if an emergency arises. The Alternative Care Parents must observe the following:

- a) Always stay within sight and reach of Children when in, on, or around water
- b) Know how to swim or have an experienced adult swimmer supervise the Children in the pool
- c) Be trained in First Aid and CPR
- d) Install a 1.5 metre (5 feet) high four-sided fence with a self-closing, high-mounted, self-latching gate around the pool
- e) Know how to call 911 or the local emergency number
- f) Place young Children and vulnerable swimmers in properly fitted life jackets, when in, on, or around water
- g) Teach the Children water safety and pool rules
- h) Keep safety equipment by the pool
- i) Take all toys out of the pool at the end of the pool-time activity to ensure that the Children are not tempted to reach in for them later and chance falling into the pool with no adult present

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Safety Requirements	
Subject: Trampoline Safety	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Canadian Safety Standards https://canadasafetycouncil.org/safety-tips-for-backyard-trampolines-3/	

TRAMPOLINE SAFETY

POLICY

Mnaasged Child and Family Services will ensure that Alternative Care Parents are trained and advised of safety standards regarding trampoline use.

PROCEDURE

1. At the time of the home assessment, the Alternative Care Helper will inform the Alternative Care Parent(s) that the trampoline must have the required netting and safety pads in place.
2. Shock-absorbing pads must completely cover the springs, hooks, and frame of the trampoline before the Children can use it.
3. The Alternative Care Parent(s) will ensure that an adult is always present to supervise play on a trampoline.
4. The Alternative Care Parent(s) will not allow a ladder or other device that could provide access onto the trampoline for small Children.
5. The trampoline must be situated away from structures, trees, or other play areas for safety reasons.
6. The Alternative Care Helper will advise the Alternative Care Parent(s) of the following guidelines for safe use of the trampoline:
 - a) One (1) person allowed on at a time
 - b) No flips or somersaults
 - c) No jumping on or off the trampoline

POLICY REFERENCE

Child in Care Policy and Procedure Manual

SECTION 7: CLASSIFICATION OF ALTERNATIVE CARE HOMES

Department: Alternative Care	POLICY #:
Section: Classification of Alternative Care Homes	
Classification and Types of Alternative Care	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 13	

CLASSIFICATION AND TYPES OF ALTERNATIVE CARE

POLICY

Mnaasged Child and Family Services will ensure that all Children placed within Mnaasged's care are placed in an approved (Ministry Standard) designated placement.

PROCEDURE

1. The Alternative Care Helper and the Senior Manager will provide all relevant information to the Executive Director or designate for the purpose of identifying a home as a **Place of Safety**.

“For the purposes of the definition of “place of safety” in subsection (1), a person’s home is a place of safety for a child if;

- (a) the person is a relative of the child or a member of the child’s extended family or community; and
- (b) a society or, in the case of a . . . [child who is an Indigenous person, an Indigenous Child Well-being Agency designated under Chapter 211 of Part X] has conducted an assessment of the person’s home in accordance with the prescribed procedures and is satisfied that the person is willing and able to provide a safe home environment for the child (Child, Youth and Family Services Act 37, Part V, subsection (4)).

Only the Executive Director or designate has Local Director Status and can approve the designated place of safety.

FINANCIAL ASSISTANCE

1. When a Child is placed in an approved place of safety, Mnaasged may provide financial assistance to the Kinship/Customary Care Provider until the Child returns to the Parent or Guardian, protection concerns have been addressed, or a permanency plan has been implemented. Support payments to the place of safety caregiver must not exceed the regular Alternative Care rate.
2. After-Hours: For those case scenarios involving After-Hours, the After-Hours Helper will contact the on-call Supervisor who will consult with the on-call Services Manager for approval of a place of safety.
3. The initial Children's Circle of Care Helper/Assigned Helper will complete the following steps when a place of safety has been identified by the Chief and Band Representative:
 - a) Interview the proposed Kinship/Customary Care Provider
 - b) Private interview with the Child
 - c) Assessment of the physical home environment
 - d) Internal records checks/police checks for proposed Kinship Care Providers
 - e) Names of every individual 18 years of age and older who resides in the home and the nature of the relationship with the Child
4. The initial Children's Circle of Care Helper/Assigned Helper/Alternative Care Helper will complete the following steps as soon as possible but within seven (7) days following the Child's/Youth's placement:
 - a) Obtain consent to conduct an internal records check relating to any person who is 18 years of age or older and resides in the home
 - b) Obtain consent from the Parent(s) or Guardian(s) to conduct a more comprehensive background check, including a Criminal Police Record Check, and a review of records in other Children's Aid Societies, Child Welfare Authorities, or Indigenous Child Well-being Agencies both within and outside the province
5. Within seven days of the Child's/Youth's placement in a place of safety, the Alternative Care Helper must complete the following:
 - a) Conduct a home visit in which the Child was placed and meet privately with the Child
 - b) Contact every person in the Home who is 18 years of age or older and obtain their consent to conduct a more comprehensive background check that includes a Criminal Police Record Check, and a review of records in Children's Aid Societies, Child Welfare

Authorities, or Indigenous Child Well-being Agencies both within and outside the province

6. Within 30 days of the Child's/Youth's placement in a place of safety, the Alternative Care Helper will complete the following:
 - a) Conduct an additional home visit in which the Child was placed and meet privately with the Child
 - b) Conduct an interview with the primary caregiver
 - c) Complete a Cultural Plan for the Child and conduct a Criminal and Child Welfare Record checks within seven (7) days of obtaining consent
7. When a Customary Care Home declaration is received at the intake level or at the time of an investigation when the Child is deemed in need of protection and consultation has taken place with the First Nation Band Representative, the Helper will inform the Supervisor a Customary Care declaration has been made.
8. If the Child has already been placed in a place of safety or when the Parent voluntarily places the Child with extended family with the assistance from Mnaasged, Customary Care can be declared or requested by the First Nation Band Representative on behalf of the family.
9. In consultation with a Supervisor, the Helper can place the Child deemed in need of protection in a place of safety and request a Safe Home Declaration for up to 60 days at which time a home assessment must be initiated.
10. During this time, the Mnaasged Helper will consult with the First Nation Band Representative to begin the Customary Care designation according to the First Nation and Indigenous protocol.
11. In an emergency, the Child may be placed in a community safe home. Within the 60-day maximum time period as a community safe home, the Parent(s) may choose to continue to care for the Child as the Caregiver, and Mnaasged will complete the Alternative Care Parent(s) Home Study.
12. In situations where the Child is already placed in the Home before the Pre-service Training (PRIDE) can be completed, it is the expectation that the Alternative Care Parent(s) will complete the Pre-service Training (Pride) at the next available training date.
13. The Alternative Care Helper, in consultation with the Supervisor, will determine the financial support required by the Customary Care Provider to meet the Child's/Youth's needs and stabilize the placement when the place of safety has been approved by the Executive Director.

14. When determining the amount and frequency of support, Mnaasged will consider the following:
 - a) The Child's/Youth's needs, health, and safety concerns
 - b) The availability of assistance from extended family members, community programs, First Nations, and Indigenous community services
15. The Alternative Care Helper will obtain receipts for any financial costs incurred to accommodate the Child in a place of safety arrangement. If receipts are not provided, explanatory notes must be made and maintained within the file. A record of all financial support provided to Kinship/Customary Care Providers and the Child will be documented in the Kinship/Customary Care Family's File in the Mnaasged Case Management System.
16. The Alternative Care Helper will abide by the Alternative Care Policies and Procedures for requesting and submitting requests for reimbursements to the place of safety provider when approved by the Supervisor.
17. At the time of the home assessment, the prospective Alternative Care Parents will be asked if they are open to be designated as a community safe home for emergency placements. Their response will be noted in their file in the Mnaasged Case Management System and Beds Available List by the Alternative Care Helper.

INFANT CARE HOME

1. The Alternative Care Helper will ensure all designated homes for Infants are documented on the Beds Available List as an Infant Care Provider.
2. The Alternative Care Helper will ensure the Alternative Care Parents for Infant Care has the furniture and equipment prior to the Infant being placed in the Home.
3. When an infant is placed in an Alternative Care Home and the family does not have essential infant equipment (such as a crib, a car seat, baby formula, and diapers) the Alternative Care Helper may request a purchase order to assist the Alternative Care Parents in purchasing essential needs for the Infant on an emergency basis from the Supervisor up to the amount of \$500.
4. The Alternative Care Helper will ensure all homes identified as Infant Care-specific will have both First Aid and infant CPR training.
5. All homes for Infants require a "no smoking" designation. This expectation will be reviewed on a yearly basis during the signing of the Service Agreement.
6. The Alternative Care Helper will identify the Beds Available List and the Homes with specialized skills (i.e., health care skills and ability to work with the biological family).

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Classification of Alternative Care Homes	
Subject: Regular Alternative Care Home	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

REGULAR ALTERNATIVE CARE HOME

POLICY

Mnaasged Child and Family Services will ensure that Alternative Care Homes are identified and classified as a regular, relief, Kinship Care, Customary Care, Infant Care, or emergency/community safe homes.

A list of available approved Alternative Care Home beds will be updated and made available to Mnaasged Management and Staff on a weekly basis.

PROCEDURE

1. The Home Assessment Approval Committee will approve the classification of an Alternative Care Home.
2. The Supervisor will update the Beds Available List weekly to ensure accuracy.
3. The Supervisor will email the Internal/External Beds Available List to Mnaasged Alternative Care Helpers every Thursday.
4. The classification of a particular Alternative Care Home will be reviewed annually and when requested by the Alternative Care Parent(s) or Alternative Care Helper.
5. If the Supervisor is unavailable, the Senior Manager will review, update, and forward the Beds Available List to the appropriate Mnaasged Staff every Thursday.

POLICY REFERENCE

Department: Alternative Care	POLICY #:
Section: Classification of Alternative Care Homes	
Subject: Relief Services for Alternative Care Parents	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 25	

RELIEF SERVICES FOR ALTERNATIVE CARE PARENTS

POLICY

Mnaasged Child and Family Services will provide planned relief (normally two [2] days per month) or emergency relief to Alternative Care Parents.

PROCEDURE

1. Mnaasged Child and Family Services recognizes and supports the need for Alternative Care Parents to receive time to recharge as a family. The following are defined as approved relief opportunities:
 - a) Placement of Children in an identified emergency relief home
 - b) Placement of Children with an approved relative or friend of the Alternative Care Family
 - c) Placement of an approved Alternative Care Parent(s) in the Alternative Care Family's residence
 - d) Placement of Children with the biological family if circumstances permit
 - e) Placement of Children with an external Children's Aid Society

PLANNED RELIEF

1. The Alternative Care Parent(s) and the Alternative Care Helper will discuss a plan for relief, identifying the dates, duration, and transportation arrangements of the Children.
2. The Alternative Care Helper will create relief plans with the Alternative Care Parent(s) or the external Children's Aid Society.

3. The Alternative Care Helper will follow-up with the Alternative Care Family within 24 hours of the request for relief.

EMERGENCY RELIEF

1. In the event the Alternative Care Parent(s) or Mnaasged requests emergency relief, Mnaasged Child and Family Services family and community will respond to the request immediately.
2. Mnaasged will contact an external Children's Aid Society once all other options for relief have been exhausted and when internal beds are not available.
3. All information will be recorded in case notes by the Alternative Care Helper, placed in the Alternative Care Parent(s) File, and then entered in the Mnaasged Case Management System.

POLICY REFERENCE

Department: Alternative Care	POLICY #:
Section: Classification of Alternative Care Homes	
Screened Support and Babysitting for Alternative Care Parents	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

SCREENED SUPPORT AND BABYSITTING FOR ALTERNATIVE CARE PARENTS

POLICY

Mnaasged Child and Family Services will screen and approve all support persons and other designated Alternative Care Parents providing relief or babysitting services for Alternative Care Parents.

PROCEDURE

1. Alternative Care Parents will identify all potential relief caregivers to their Alternative Care Helper. Screened supports and babysitters are individuals known to the Alternative Care Parent(s) and normally will have developed a relationship with the Child placed in the Alternative Care Home.
2. Screened supports/babysitters are usually identified as daytime or short-term (no more than two [2] days) support. All overnight support requires the permission of the Alternative Care Helper.
3. The Alternative Care Helper will arrange a meeting at the home of the identified relief caregivers to complete an assessment as the proposed screened support family or babysitter.
4. The Alternative Care Helper will ensure that the following requirements are completed before Children in Alternative Care are permitted to attend the support family home:
 - a) Alternative Care Parent(s) has completed a Police Record Check/Vulnerable Sector Check
 - b) Children’s Aid Society Record check
 - c) Home Safety Form is completed

- d) Meet with all family members and others residing in the Home to provide a description of the family constellation, of the home, and of the sleeping arrangements for the Child on relief
 - e) Complete insurance forms
 - f) Verify, where applicable, the Caregiver has completed First Aid/CPR if they will be caring for all Children younger than two (2) years of age
5. The Alternative Care Helper will document the findings of the assessment in a summary report, including a recommendation regarding the proposed screened support and relief caregiver's ability to provide supervision, support, and safe and nurturing environment on a short-term basis consistent with the norms of the Alternative Care Home.
 6. The summary report will be reviewed and approved by the Supervisor.
 7. The Alternative Care Helper will explain and ensure the family is made aware of the following:
 - a) After-Hours services with written information on how to contact emergency services
 - b) Serious Occurrences and reporting requirements
 - c) Complaint protocols
 - d) Child's/Youth's guardianship and processes for medical consent
 - e) Names and contact numbers for Children's Circle of Care Helpers, Alternative Care Helpers, and Supervisors involved
 - f) Sleeping arrangements for the Child needs to be identified
 - g) Oath of Confidentiality to be signed with the screened support caregivers
 - h) Mnaasged's Discipline Policy and responsibility to sign the Oath regarding agreement to abide by policy
 8. Following the meeting the Alternative Care Helper will send a letter of approval to the screened support home outlining the roles and expectations.
 9. The Alternative Care Helper will ensure a clause is added to the approved Alternative Care Parent(s) Annual Service Agreement whereby the Alternative Care Parent(s) will notify Mnaasged immediately of any significant changes related to the screened support home, including but not limited to the following:
 - a) Changes in marital status or family constellation

- b) Any new persons, including boarders, residing in the home
 - c) Change of addresses
 - d) Change in ability to provide support/relief
10. If the Child involved has developed a significant relationship with the caregiver(s) in the screened support home and subsequently requires a placement change, the caregiver(s) can be assessed as a regular/relief Alternative Care Parent(s) for the Child. The Alternative Care Helper may also assist the Child in maintaining access and contact with the caregiver(s) if it is in the best interest of the Child.
11. Mnaasged will pay the Alternative Care Parent(s) relief monies as per Mnaasged's Reimbursable Policy – Alternative Care Reimbursable Policy.
12. The Alternative Care Parent(s) will be responsible for financial compensation to the screened support home. Mnaasged will not pay any money directly to the screened support home. The amount of paid relief is limited to 12 days annually per Alternative Care Parent(s) home. More relief may be approved but the overnight rate will not be paid to the Alternative Care Provider.

POLICY REFERENCE

Financial Policy and Procedure Manual

SECTION 8: ALTERNATIVE CARE PARENTS TRAINING, DEVELOPMENT, AND SUPPORT

Department: Alternative Care	POLICY #:
Section: Alternative Care Parents Training, Development, and Support	
Subject: Alternative Care Training Plan and Development	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 12	

ALTERNATIVE CARE TRAINING PLAN AND DEVELOPMENT

POLICY

Mnaasged Child and Family Services will encourage Alternative Care Parents to participate in the variety of training programs offered by Mnaasged, external Agencies, and other Service Providers.

Mnaasged further recognizes that Alternative Care Parents learn best from others who have experienced similar situations. The Alternative Care Parents will be encouraged to be co-facilitators and trainers when possible.

PROCEDURE

1. The Senior Manager will ensure that the Alternative Care Parents are invited to participate in quarterly meetings for training, training plan development, annual recognition, and ongoing learning opportunities.
2. The Senior Manager will document formal meeting minutes and distribute to the Alternative Care Parents annually at the annual recognition event.
3. Recommendations regarding the training plan will be discussed at the Senior Management level prior to the final training plan being sent to the Mnaasged Child and Family Services Board of Directors for review and approval.
4. The Director of Services will ensure the Mnaasged board-approved Alternative Care Parents training plan is followed.

5. When required, the Alternative Care Helper will identify individual training needs and develop a written plan in conjunction with the Alternative Care Parents. The case notes will be forwarded to their respective Supervisor for review.
6. The Alternative Care Helper will seek training events and encourage the participation of the Alternative Care Parents.
7. Occasionally, Alternative Care Parents may need a resource outside of the community to gain the knowledge and skills necessary to meet the needs of a specific Child.
8. The Alternative Care Helper will keep a record of the Alternative Care Parents' training and document in their file.
9. Training for Alternative Care Parents can include, but is not limited to, the following:
 - a) Cultural awareness: attitudes, values, and principles within the communities
 - b) Car seat safety and training will be provided to all approved Alternative Care Parents, Kinship Care Providers, and Customary Caregivers
 - c) Separation and trauma: understanding, recognizing, and knowing how to handle trauma and when to seek assistance for it
 - d) Child and their families: dealing with visits, most frequent problems, and how to manage these
 - e) Childhood development: the normal stages of the development of a Child, including emotional, intellectual, physical, and sexual development
 - f) Child management: positive approaches to addressing problem behaviours and practical, effective, and acceptable means of discipline
 - g) Agency: understanding the roles and responsibilities of Mnaasged Alternative Care Helpers and of Alternative Care Parents
 - h) Regulations applicable to Children in Care: the rights of Parent(s) or Guardian(s), Alternative Care Parent(s), and Alternative Care Children
 - i) Understand the court process
 - j) Grief and Letting Go: understanding the grieving process in regard to the Children as well as recognizing one's own grief and the ability, or lack of, letting go of Alternative Care Children when it is time for them to return to their Parent or Guardian families.
10. Training can be accessed and provided whenever possible in the Alternative Care Parents home community by the following:

- a) Using available community resources (e.g., nurses, teachers, Elders, visiting doctors, or other caregivers)
- b) Encouraging Alternative Care Parents to attend relevant workshops and conferences being offered in their community (e.g., CPR, First Aid Training, and parenting courses)
- c) Some financial assistance for such training may be available through Mnaasged
- d) Support and one-to-one training provided by the Alternative Care Helper

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Alternative Care Parents Training, Development, and Support	
Alternative Care Parents Rights	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

ALTERNATIVE CARE PROVIDER

POLICY

Mnaasged Child and Family Services will ensure the rights of the Alternative Care Parents are respected and followed.

PROCEDURE

1. The Alternative Care Helper will ensure all approved Alternative Care Parents will be notified of their rights as a licensed provider of Alternative Care. These rights include the following:
 - a) Alternative Care Parents as colleagues have the right to recognition and acceptance
 - b) Alternative Care Parents have the right to a clearly defined working relationship with Mnaasged
 - c) Alternative Care Parents have the right to the confidentiality of information
 - d) Alternative Care Parents have the right to disclosure of all information relevant to the care of the Child in their home
 - e) Alternative Care Parents have the right to participate in the Cultural Plan for the Child placed in their home and to receive a copy of each plan
 - f) Alternative Care Parents have the right to be involved in the formal planning of conferences regarding the Child in Care
 - g) Alternative Care Parents have the right to supervision and support from Mnaasged

- h) Alternative Care Parents have the right to a bi-annual review of the home, family, and circumstances
 - i) Alternative Care Parents have the right to training and learning opportunities
 - j) Alternative Care Parents have the right to access the planned paid relief and emergency relief
 - k) Alternative Care Parents have the right to receive written confirmation upon the closing of their home
 - l) Alternative Care Parents have the right to be advised of liability coverage and the procedures required to access it
 - m) Alternative Care Parents have the right to receive reimbursements within reasonable time frames
 - n) Alternative Care Parents have the right to have a representative from their network or community, or both, to be in attendance in the involuntary closing of their home or to provide support when receiving allegations of abuse against a member of their household
 - o) Alternative Care Parents have the right to be compensated for travel above and beyond of what could be expected of their own family
 - p) Alternative Care Parents have the right to state complaints and grievances against Mnaasged practices and services affecting the Child in their care or the services they receive as Care Providers
2. The Alternative Care Parent(s) who has cared for the Child who is subject to a court process for a wardship hearing have the right to the following:
- a) Receive notice of the proceedings
 - b) Be present at the court hearing
 - c) Be represented by a solicitor
 - d) Make submissions to the Court
3. If the Child is a Crown ward and has lived with an Alternative Care Parent(s) continuously for two (2) years or more, the Child cannot be removed without the care provider being given 10 days' notice of the proposed removal, including the right to a review of the decision made. No removal will take place during the review or any subsequent review unless there is a substantial risk to the Child's/Youth's health and safety

- a) Alternative Care Parents have the right to refuse a placement
 - b) Alternative Care Parents have the right to review their file except for references
 - c) Alternative Care Parents have the right to receive an Alternative Care Manual
4. The Alternative Care Helper will review the Alternative Care Parent's rights with the Alternative Care Parent(s) during regular home visits to ensure compliance with the Ministry regulations and licensing requirements.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Alternative Care Parents Training, Development, and Support	
Subject: Support and Training	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Community Consultation Report	

SUPPORT AND TRAINING

POLICY

Mnaasged Child and Family Services will ensure and commit to ongoing training, support, and supervision to the Alternative Care Parents.

PROCEDURE

1. The Alternative Care Helper will be the primary support to the Alternative Care Parents during regular home visits. Services will include, but not limited to, the following:
 - a) Ongoing discussions with the Alternative Care Parent(s) regarding the effects of fostering in one’s own family unit
 - b) Assisting Alternative Care Parents to prepare their biological Children for the arrival of Children requiring Alternative Care in their home
 - c) Having bi-weekly contact with the Alternative Care Parents during placements and visit the home at least once a month during placements
 - d) Maintaining contact, by telephone or by a monthly home visit, with approved Alternative Care Parents where no Children are residing in the Home
 - e) Providing home visits at least every three (3) months if no placements occur
 - f) Documentation of all contact will be on a case management note in the Alternative Care Parent(s) File
2. The Alternative Care Helper will provide support to the Alternative Care Parents when requested. The response time will not exceed 24 hours.

3. Should the assigned Alternative Care Helper not be available, the Alternative Care Parents will request assistance from an available Alternative Care Helper for emergency situations; otherwise, the request must wait until the assigned Alternative Care Helper returns.

POLICY REFERENCE

Department: Alternative Care	POLICY #:
Section: Alternative Care Parents Training, Development, and Support	
Subject: CPR and Basic First Aid	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

CPR AND BASIC FIRST AID

POLICY

Mnaasged Child and Family Services will ensure that Alternative Care Parents have or will obtain the required certification in Basic First Aid and Cardiopulmonary Resuscitation (CPR).

PROCEDURE

1. Alternative Care Parents must successfully complete training in the use of Cardiopulmonary Resuscitation and Basic First Aid within one year of being approved as Alternative Care Parents.
2. Alternative Care Parents must successfully complete training in the use of Cardiopulmonary Resuscitation and Basic First Aid prior to becoming designated as an Infant Care Home and accepting Infants younger than two (2) years of age.
3. Mnaasged will offer Basic First Aid and Cardiopulmonary Resuscitation training on an annual basis throughout the service region.
4. Alternative Care Parents and approved caregivers will ensure that they remain certified in both Basic First Aid and Cardiopulmonary Resuscitation by attending re-certification courses prior to the completion of the three (3) years.
5. The Alternative Care Helper will assist the Alternative Care Parents with ensuring compliance to the re-certification process by tracking due dates in the Annual Foster Home Review Form.
6. Mnaasged will financially reimburse the Alternative Care Parents and approved caregivers upon the completion of certification and re-certification of Cardiopulmonary Resuscitation and Basic First Aid Training.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Alternative Care Parents Training, Development, and Support	
Subject: Alternative Care Pre-Service (PRIDE)	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 11	

ALTERNATIVE CARE PRE-SERVICE (PRIDE)

POLICY

Mnaasged Child and Family Services will ensure Parent Resources for Information Development and Education (PRIDE) Training is provided to the Alternative Care Homes.

PROCEDURE

1. The Alternative Care Helper will ensure that Alternative Care Parents who become approved must complete the Pre-Service Training, Parent Resources for Information Development and Education (PRIDE) prior to the placement of Children in their homes.
2. In some situations, it may be necessary for the Alternative Care Parent(s) to begin providing care for the Child prior to completing the Pre-service Training (PRIDE) program. The Child may be placed in an emergency under a safe home declaration. All Alternative Care Parents providing care will be trained in the following:
 - a) Mnaasged's Policy and Procedures
 - b) Mnaasged's Complaint Process
 - c) Mnaasged's Standards on Discipline practice
 - d) Mnaasged's Serious Occurrence Policy and Procedures
3. Within the 60-day period in care as a safe home, the family may choose to continue to care for the Child as caregivers and Mnaasged can complete the Alternative Care Parent(s) Home Study. In this situation, the Child will already be placed in the home before the Pre-service Training (PRIDE) can be completed.

4. The Alternative Care Helper will inform the applicant they are expected to participate in the Pre-service Training (PRIDE) in group training sessions or on an individual basis. The Alternative Care Helper will explain the goals and purpose of the Pre-service Training to the applicant.
5. The Alternative Care Helper will provide the applicant with the Alternative Care Parents Handbook and other relevant written information to assist the applicant in increasing awareness, knowledge, and understanding of the requirements and the responsibilities of becoming an Alternative Care Provider.
6. The Alternative Care Helper will ensure that when a Child is placed with an Alternative Care Parent(s) the approved Alternative Care Parent(s) must agree to participate in the next training offered or when scheduled.

POLICY REFERENCE

Department: Alternative Care	POLICY #:
Section: Alternative Care Parents Training, Development, and Support	
Subject: Home Interviews and Contacts	
Date Approved:	Date Revised:
Board Resolution:	
Source Reference: Alternative Care Standard 27	

HOME INTERVIEWS AND CONTACTS

POLICY

In addition to complying with all Ministry Standards pertaining to the frequency of home visits, it is the practice of Mnaasged Child and Family Services to offer Alternative Care Parents more frequent home visits or meetings to meet their needs and ensure that they are receiving an advanced level of support.

PROCEDURE

1. The Alternative Care Helper will inform the Alternative Care Parents of the Ministry Standards regarding home visits. Visits will vary depending on the situation, regardless of whether Ministry Standards apply.
2. More frequent home visits may be necessary during times of crisis, duress, stress, or anytime the family requests more frequent contact with their Alternative Care Helper.
3. The Alternative Care Helper will document in a case note that the Alternative Care Parent(s) has been offered more frequent contact and the decision of the Parent(s) or Guardian(s) will be documented.
4. All requests by the Alternative Care Parents for more frequent contact with the Alternative Care Helper confirms the family is receptive to Mnaasged services and will be viewed and documented as a positive/cooperative response.
5. The Alternative Care Helper will make every effort to ensure contact with the family is scheduled in advance.
6. If the Alternative Care Parent(s) requests immediate contact with the Helper (e.g., attending the office unannounced and requesting to meet with the Helper), the Alternative Care Helper will make every attempt to meet with the family; however, if the Helper is not

available to address sudden unscheduled contact, a covering or alternate Helper will be made available to the Alternative Care Parent(s) to address the concern or to schedule a meeting for them with their regular Alternative Care Helper.

7. The designated First Nation Band Representative or First Nation Designated Person (FNDP) will be informed of home visits.
8. The Alternative Care Helper will conduct private interviews with the Child in Alternative Care and the Alternative Care Parent(s) at each home visit.

POLICY REFERENCE

Department: Alternative Care	POLICY #:
Section: Alternative Care Parents Training, Development, and Support	
Sleep Over and Overnight Visits	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

SLEEP OVER AND OVERNIGHT VISITS

POLICY

Mnaasged Child and Family Services will make all reasonable efforts to screen and ensure the safety of the Child/Youth requesting to spend the night with a friend.

Further, Mnaasged will consider the Child's/Youth's age and stage of development when responding to sleepovers.

PROCEDURE

1. The Alternative Care Parent(s) will immediately notify the Alternative Care Helper when the Child in Alternative Care requests to have a sleepover and will provide the details of date, time, address, and name of the adult in charge.
2. Mnaasged will consider the Child's/Youth's age and stage of development and will complete a record check of the proposed family.
3. The Alternative Care Helper will obtain the telephone number of the friend's parents where the sleepover will occur. The Alternative Care Helper will obtain verbal approval from the parents of the friend to conduct record checks.
4. The Alternative Care Helper will complete internal record checks with consent from the persons residing in the home where the sleepover is to occur. The Helper will determine that if there is nothing on file that would prevent the Child from safely visiting that home, permission will likely be given.
5. The Alternative Care Helper will consult with the Supervisor and the assigned Children's Circle of Care Helper prior to a decision on approval. The Alternative Care Helper will contact the Alternative Care Parents and ensure the following safeguards are in place:

- a) The Alternative Care Parent(s) will be responsible for ensuring the Child will be in a safe and properly supervised home and will speak directly with the adult in charge of the sleepover
 - b) The Alternative Care Parent(s) will ensure all known medical information, alerts, and allergy information is provided to the substitute care provider
 - c) The Alternative Care Parent(s) will inform the adult in charge that the Alternative Care Parent(s) will be available in case the Child needs or wants to return to the Alternative Care Home
 - d) The Alternative Care Parent(s) will provide one's own name and contact information
 - e) The Alternative Care Parent(s) will be aware of the Child's/Youth's location and contact information in case of an emergency.
6. The Child's/Youth's Parent(s) or Guardian(s) must approve overnight or extended visits if the Child involved is in Care under a Temporary Care Agreement or Customary Care Agreement.
 7. Mnaasged will not generally approve sleepovers at residences unknown to the Alternative Care Provider.
 8. Deviation to this policy must be approved by a Supervisor with the rationale clearly outlined on a Supervisory consult note.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Alternative Care Parents Training, Development, and Support	
Subject: Home and Vehicle Insurance	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Canadian Safety Standards, Alternative Care Standard 23	

HOME AND VEHICLE INSURANCE

POLICY

Mnaasged Child and Family Services will encourage Alternative Care Parents to carry sufficient insurance to cover damage within the Alternative Care Home.

Mnaasged will ensure that Alternative Care Parents transporting Children in their care have \$1 million liability coverage.

PROCEDURE

1. At the onset of the assessment process, the Alternative Care Helper will advise the Alternative Care applicants of the requirement to have \$1 million liability coverage when transporting Children in their care.
2. The applicant will provide proof of the vehicle and home insurance coverage to the Alternative Care Helper prior to the final approval of the home and placement of a Child.
3. Applicants will be strongly encouraged to have home and content insurance.
4. Should the applicant(s) choose not to have the recommended home and content insurance, the Alternative Care Parent(s) will sign the Undertaking Form.
5. Confirmation of the insurance coverage will be documented in the Service Agreement, signed by the Alternative Care Provider.
6. It is the responsibility of the Alternative Care Parents to ensure that the insurance coverage is maintained for the length of time that the Home is licensed and approved. Proof of insurance coverage must be provided yearly and documented in the Service Agreement at the time of the annual review.

POLICY REFERENCE

Department: Alternative Care	POLICY #:
Section: Alternative Care Parents Training, Development, and Support	
Subject: Home and Vehicle Insurance and Damage Claims	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 23	

HOME AND VEHICLE INSURANCE AND DAMAGE CLAIMS

POLICY

Damage and theft by the Child placed in the Alternative Care Home not covered by regular home insurance may be reimbursed to the Alternative Care Parents upon approval by Mnaasged.

Damage to the property of the Alternative Care Parent(s) caused by the Children in Alternative Care must be reported to the Alternative Care Helper immediately.

PROCEDURE

1. In the event of damages, the Alternative Care Parent(s) needs to notify the Alternative Care Helper or Supervisor within 24 hours of the damage.
2. Once an assessment is completed on the level of supervision, the following are the types of losses that may be caused by the Child placed in Alternative Care to property belonging to the Alternative Care Parent(s):
 - a) Damage to furniture, equipment, windows, and so on
 - b) Theft
 - c) Unauthorized use of the telephone
3. Other types of malicious or accidental damage that are normally covered by insurance, even though the Alternative Care Parent(s) may have failed to make the usual insurance purchase, for losses due to normal wear and tear or to liability imposed by law can include:
 - a) Liability imposed by law arising out of the actions or omissions of the Alternative Care Parent(s)

- b) Insurable fire damage to personally owned property
 - c) Insurable automobile damages caused by the Child in Alternative Care who operates a vehicle without permission
 - d) Losses due to normal wear and tear or depreciation
 - e) Losses due to assault by the Child in Alternative Care
4. Although there is no legal liability on the part of Mnaasged to pay for damages caused by the Children placed in Alternative Care to the personal or real property of a third party, Mnaasged will consider limited amounts of compensation following a thorough investigation of the incident, including any knowledge the Alternative Care Parent(s) has of the incident. The Alternative Care Parents will record the details of what happened (including photos).
 5. The Supervisor is to be advised of the situation as soon as possible to determine whether the Police should be contacted. The Alternative Care Helper will direct the Alternative Care Parent(s) to contact Police, if warranted, after consultation and approval of the Supervisor.
 6. The Alternative Care Helper will visit the Alternative Care Parent(s) Home as soon as possible to describe the damages in a case management note and to interview the Child and the Alternative Care Parent(s).
 7. The Alternative Care Parent(s) seeking a claim for damages from Mnaasged must first submit to the Alternative Care Helper written confirmation of the denial from the insurance company.
 8. The Alternative Care Helper will review the claim and circumstances and will recommend to the Supervisor as to its disposition. If approved, the Alternative Care Parent(s) will need to provide two (2) estimates for the repairs.
 9. The estimates will be submitted to the Supervisor for approval if less than \$500 and to the Senior Manager if over \$500. *The maximum amount that will be allocated for each incident is \$1,000.*
 - a) If the claim for damages is paid by the insurance company, Mnaasged will consider the reimbursement of any deductible
 - b) If damages are less than \$500, payment could be made without the submission of an insurance claim but only with the approval of the Supervisor
 - c) In the event of theft, a joint plan will be made if the Police need to be involved. The Alternative Care Helper will make the recommendation to the Supervisor

- d) Resolution of the compensation with the Alternative Care Parent(s) for damages or theft will require the Alternative Care Parent(s) to sign an indemnification agreement releasing Mnaasged from any further claims or estimates
- 10. The Alternative Care Helper will review all request claims for supplies in dealing with *Pediculosis Capitis* (head lice) and *Cimex Lectularius* (bed bugs) and will reimburse the Alternative Care Parent(s) upon approval by the respective Supervisor.
- 11. Should the Alternative Care Parent(s) not be satisfied with the identified resolution, they have the right to follow the Services Complaint Procedure Policy and be provided with a copy of the pamphlet by the Alternative Care Helper.
- 12. The Alternative Care Helper will document all information for the Alternative Care File in the Case Management System.

POLICY REFERENCE

Department: Alternative Care	POLICY #:
Section: Alternative Care Parents Training, Development, and Support	
Subject: Alternative Care Liability Coverage	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

ALTERNATIVE CARE LIABILITY COVERAGE

POLICY

Mnaasged Child and Family Services will ensure that liability coverage insurance is available to all Alternative Care Parents.

PROCEDURE

1. The Alternative Care Helper will advise the Alternative Care Parents at the Parent Resources for Information Development and Education (PRIDE) orientation of the liability insurance available for all Alternative Care Parents who act in good faith while carrying out their roles and responsibilities as an Alternative Care Provider.
2. The Alternative Care Parent(s) will advise the Alternative Care Helper immediately of a situation that may warrant the requirement of liability insurance coverage.
3. The Alternative Care Helper will advise the respective Supervisor of the situation, who in turn will report the situation to the Senior Manager.
4. The Senior Manager will notify the Director of Services of the situation, who in turn will advise the Director of Finance.
5. The Director of Finance will notify the insurance carrier, who in turn will communicate directly with the Alternative Care Parent(s).

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Alternative Care Parents Training, Development, and Support	
Subject: Self-Care	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

SELF CARE

POLICY

Mnaasged Child and Family Services support the practice of self-care for Alternative Care Parents to help them maintain their competence, strength, and aid in preserving the integrity of their work with Children.

PROCEDURE

1. The Alternative Care Helper will discuss and encourage the importance of self-care with Alternative Care Parents during regular home visits.
2. Mnaasged will make every effort to support and encourage Alternative Care Parents with their self-care.
3. Mnaasged encourages the Alternative Care Parents to identify a minimum of two (2) goals per year for self-care.
4. Alternative Care Parents will be encouraged to take two (2) days per month of relief.
5. For those Alternative Care Parents who have a significant bond with the Child in their home, these Providers will be required, at a minimum, to utilize two (2) relief services twice a year.

POLICY REFERENCE

Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Alternative Care Parents Training, Development, and Support	
Subject: Alternative Care Recognition and Retention	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 26	

ALTERNATIVE CARE RECOGNITION AND RETENTION

POLICY

Mnaasged Child and Family Services recognizes the commitment and dedication of Alternative Care Parents.

PROCEDURE

1. Mnaasged will provide ongoing recognition and encouragement to Alternative Care Parents by utilizing Mnaasged (public announcements) newsletters, Committee and Board minutes, personal letters, annual reports, inclusion in consultations, planning sessions, public relation activities, feedback from Staff, and training programs.
2. The Quality Assurance Manager will gather, review, and analyze statistical information on the Alternative Care Program on an annual basis.
3. Statistical information for recruitment and retention of Alternative Care Parents will be shared with the Mnaasged Board of Directors on a quarterly basis. The Director of Services, in collaboration with the IT Manager and Quality Assurance Manager, will generate quarterly reports from the Mnaasged Case Management System for the Board of Directors to review.
4. Mnaasged will schedule an annual social event for all Alternative Care Parents to be formally recognized, this event may or may not coincide with other Mnaasged events.
5. Alternative Care Parents will be provided with an opportunity to provide feedback (on the annual social or about the Alternative Care Program) to the Alternative Care Helper during regular home visits and supervision.

6. The Alternative Care Helper will forward the feedback information to the Senior Manager to maintain Mnaasged quality assurance data for planning purposes and to ensure Alternative Care Parents feel appreciated and recognized for their efforts.

POLICY REFERENCE

Quality Assurance Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Alternative Care Parents Training, Development, and Support	
Subject: Training Incentives	
Date Approved:	Date Revised:
Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

TRAINING INCENTIVES

POLICY

Mnaasged Child and Family Services will provide the Alternative Care Parents with a daily training incentive.

The training incentive will be in addition to the daily per diem rate and is based upon the successful completion of a Mnaasged-endorsed training component. The types of available training are listed below, indicating a maximum training incentive amount of \$1 per day, per Child.

PROCEDURE

- The following guideline breaks down the training incentive and types of training:

Type of Training	Training Incentive
First Aid and CPR Training: Estimated 12 hours Recertification required prior to 3 years	\$.25
Ontario Looking After Children (OnLac) and Action Assessment Record (AAR): Estimated 6 hours	\$.25
Therapeutic Crisis Intervention Training: Estimated 12 hours	\$.25
Cultural Awareness Training: Estimated 15 Hours	\$.25
Total Mandatory Training: Estimated 45 Total Hours	\$1.00

- When Alternative Care Parents successfully complete a Mnaasged-endorsed training, the Alternative Care Department will complete the Training Form. This form will be recorded in the Mnaasged Case Management System by the Administrative Assistant to ensure the training incentive for Alternative Care Parents will be included in their per diem.

3. The Alternative Care Helper will inform the Senior Manager about training that is time sensitive and will provide the Alternative Care Parents with a reminder letter indicating the need to recertify within six (6) months prior to the expiry date.
4. Upon the successful completion of recertification training, the Senior Manager will complete the Training Form for Alternative Care Parents as verification of recertification and will forward this to the Administrative Assistant to revise and update.
5. The Alternative Care Helper will notify the Senior Manager if an Alternative Care Parent fails or neglects to recertify. The Senior Manager will complete the Training Form for Alternative Care Parents and will forward this to the Administrative Assistant to deactivate the daily per diem rate for that specific training.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Quality Assurance Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Service Complaints	
Subject: Service Complaints	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 33	

SERVICE COMPLAINTS

POLICY

Mnaasged Child and Family Services recognizes that, from time to time, an individual receiving service may not be satisfied with it. The individual has a right to express concern so that it may be heard and addressed appropriately through a constructive method of problem resolution that is consistent with both legislation (Child, Youth and Family Services Act, section 68) and Mnaasged's Vision, Mission, Relationship Statements, and Philosophy.

Mnaasged Child and Family Services will respond to all client complaints except the following:

- a) Complaints regarding issues that have been decided by the Court*
- b) Complaints regarding issues that are currently before the Court*
- c) Complaints regarding issues that are subject to another decision-making process under the Child, Youth and Family Services Act or the Labor Relations Act, 1995.*

The Client Complaint Pamphlet that outlines the complaint procedure will be made available to all clientele.

PROCEDURE

COMPLAINTS

1. A person may make a complaint to a Children's Aid Society relating to a service sought or received by that person from the Society in accordance with the regulations (*Child, Youth and Family Services Act, section 68 [1]*).

2. Mnaasged provides prevention and Child Welfare Services. This policy provides a complaint process for all Mnaasged clients, regardless of the service area. The procedure involves the following steps:
 - a) Complaints reviewed by the Helper, the Supervisor, the Senior Manager, the Director of Services, and the Executive Director
 - b) Complaints reviewed at the Board Level
 - c) Complaints reviewed at the Ministry Level
3. Alternative Care Parents, Parents or Guardians, and Adoptive Parents or Guardians are not clients. However, there are times when an Alternative Care Provider, Parent or Guardian, or Adoptive Parent or Guardian may be dissatisfied with the service provided. Alternative Care Parents, Parents or Guardians, and Adoptive Parents or guardians with a complaint will follow all three (3) steps of the complaint process with the following exceptions:
 - a) The Alternative Care Parent(s) who had a Crown ward removed from care when the Crown ward has lived continuously with the Alternative Care Parent(s) for two (2) years (section 61)
 - b) Adoptive Parent(s) or Guardian(s) who are refused an application for adoption (section 144)
 - c) Adoptive Parent(s) or Guardian(s) who had a Child placed for adoption and Mnaasged made the decision to remove the Child after that placement for adoption (section 144).
4. In these situations, the Alternative Care Parent(s) and Adoptive Parent(s) or Guardian(s) may appeal directly to the Child and Family Services Review Board.

The following principles will be reflected in Mnaasged's response to the complaint:

1. Disagreement and dissatisfaction are normal components of any relationship, and it is appropriate for a person to voice a complaint.
2. Clients have a right to voice a complaint and they should be encouraged to do so.
3. Complaints should be responded in an informal manner if possible. It is recognized that cumbersome procedures may be seen by the Client as an obstacle to resolution.
4. Complaints will be responded to promptly and Mnaasged Personnel will endeavour to find a speedy resolution.
5. Whenever possible, complaints by Clients and others should be responded by the Mnaasged Staff person who is directly involved.

6. Mnaasged Staff have the right to know a complaint has been made about them or their behaviour and to be an active participant in resolving the circumstances of the complaint.
7. Clientele and members of the community will be encouraged to present any concerns at an early stage.
8. A complainant may appear personally at each step of the internal review.
9. Mnaasged will ensure all complaints are responded to and then considered when planning service delivery.
10. Suggestions for new services where there is no specific grievance will not be considered as a complaint and should be referred to the Executive Director or Senior Management for consideration.

COMPLAINTS REVIEWED BY THE HELPER, THE SUPERVISOR, THE SENIOR MANAGER, THE DIRECTOR OF SERVICES, AND THE EXECUTIVE DIRECTOR

1. A verbal or written complaint is received by Mnaasged Staff from a Client.
2. If the complaint is not received by the person who will address it, the complaint is forwarded to the appropriate person or persons. This may be the Helper, the Supervisor, or, at times, the Senior Manager, the Director of Services, or the Executive Director.
3. The Director of Services and the Executive Director will discuss the complaint and determine who will address it.
4. The concern is discussed with the Client within two (2) working days.
5. The Client is advised of the following:
 - a) The client complaint process
 - b) The Client may have an advisor or friend attend when meeting with Staff to discuss the complaint
6. Staff will be sensitive to the issues of literacy and will assist the Client with the completion of a formal written complaint, if necessary.
7. The concern must be resolved within 10 working days.
8. The concern and its outcome are recorded in the Helper's case notes within one (1) working day.
9. The Executive Director or designate will determine the following:

- a) Whether the complaint and its outcome should be recorded on the Complaint Tracking Form
- b) Who will record the complaint and its outcome on the Complaint Tracking Form
- c) If the complaint is to be recorded on the Complaint Tracking Form, the form must be completed within two (2) weeks of the outcome of the complaint.

COMPLAINTS REVIEWED AT MNAASGED OR MINISTRY LEVELS

1. When a complaint cannot be resolved at the front-line level, it may proceed to the Mnaasged level or the Ministry level for review.

CHILD WELFARE

1. If the complaint is a Child Welfare Complaint, the following committees may review and decide on its resolution:
 - a) At the Mnaasged level: Internal Complaints Review Panel
 - b) At the Ministry level: Child and Family Services Review Board
2. All complaints to the Internal Complaints Review Panel must be written and sent in care of the Executive Director. All complaints sent to the Child and Family Services Review Board must be written.

PROCESS OF REVIEW AT THE MNAASGED LEVEL

1. A complaint is made to Mnaasged Child and Family Services in writing and must be signed by the complainant.
2. Within seven (7) days, Mnaasged decides whether the complaint is eligible for review using the following criteria:
 - a) The complaint must relate to a service currently being sought or received by the Client
 - b) The complaint must involve that Client
 - c) The Client must have made attempts to resolve the complaint informally
 - d) The subject of the complaint is an issue not before the court or has not been decided by a court.
3. If the complaint is NOT eligible for review, within 10 working days of making the decision Mnaasged notifies the person lodging the complaint of the following:

- a) In writing
 - b) Regarding the decision
 - c) The reason for the decision
4. If the complaint is eligible for review, the Executive Director will establish an Internal Complaints Review Panel within 10 working days to review the complaint and will include the following:
- a) A Mnaasged Senior Manager
 - b) Other Mnaasged Staff, as required
 - c) At least one person who is external to Mnaasged and who may be a member of Mnaasged Board of Directors
 - d) Ensure that members of the panel do not have any direct involvement with the complaint being reviewed
5. The person lodging the complaint is notified within 10 working days of the following:
- a) In writing
 - b) The date and time for a meeting with the Internal Complaints Review Panel
6. The meeting will consider the following:
- a) Scheduled at a mutually convenient time for the Complainant and the Panel
 - b) Held within 14 days after the date the written notice is sent to the Complainant
 - c) The Complainant may request a meeting date later than 14 days after the date the written notice is sent to the Complainant
 - d) Reasonable efforts will be made by the Panel to accommodate this request
 - e) The meeting will take place in person
7. The Panel determines who will attend the meeting. However, the Complainant may bring the following:
- a) A representative of the Complainant's First Nation or community
 - b) One other person
8. Within 14 days after the meeting, the following will occur:

- a) The Panel will send a written summary of the meeting and decision to the Complainant and to the Executive Director
 - b) The summary includes the next steps if any
9. If the complaint is resolved to the satisfaction of the Complainant, Mnaasged will write a letter to the Complainant confirming the outcome within 14 days of the meeting.
 10. Decisions made by the Internal Complaints Review Panel are final decisions, except for Child Welfare Complaints that may be heard by the Child and Family Services Review Board. Please see the process of a formal complaint at the Ministry Level for details.
 11. The complaint and its outcome are recorded on the Complaint Tracking Form within 14 days of the decision of the Internal Complaints Review Panel.

PROCESS OF REVIEW AT THE MINISTRY LEVEL

1. The review of a complaint at the Ministry level involves a review of the complaint by the Child and Family Services Review Board. The Review Board will first review the complaint, then determine whether the complaint is eligible for review, and finally decide on an outcome regarding the complaint.
2. The following is the process of a complaint heard by the Review Board.
3. The complaint must relate to one of the following matters:
 - a) Alleged inaccuracy in Mnaasged Files regarding the Complainant
 - b) An allegation that Mnaasged refused to proceed with a complaint
 - c) An allegation that Mnaasged failed to respond within the time frame to a complaint
 - d) An allegation that Mnaasged failed to comply with the complaint review procedure
 - e) An allegation that Mnaasged failed to provide the Child and Parent(s) or Guardian(s) with the opportunity to be heard and to be represented
 - f) An allegation that Mnaasged failed to provide the reasons for a decision affecting the Complainant's interests
 - g) Mnaasged's decision to remove a Crown ward from the Alternative Care Parent(s) when the Child has lived continuously with the Alternative Care Parent(s) for two (2) years (section 61)
 - h) Mnaasged's decision to refuse an application for adoption (section 144)

- i) Mnaasged's decision to remove a Child after placement for adoption (section 144).
4. A request for review by the Child and Family Services Review Board regarding allegations Mnaasged failed to hear a complaint appropriately is made in writing on the form titled "Request for Review of Children's Aid Society – Child and Family Services Review Board Application."
5. A request for review by the Review Board from the Alternative Care Parent(s), Parent(s), or Guardian(s) regarding section 61 of the *Child, Youth and Family Services Act* is made in writing on the form titled "Removal of a Crown Ward – Child and Family Services Review Board Application."
6. A request for review by the Review Board from the Adoptive Parent(s) or the Guardian(s) regarding section 144 is made in writing on the form titled "Refusal of Adoption – Child and Family Services Review Board Application."
7. Requests for the withdrawal of an appeal to the Review Board is made in writing on the form titled "Withdrawal of Application Form."
8. Staff will be sensitive to the issues of literacy and will assist the Client with the written complaint whenever necessary.
9. Within seven (7) days, the Review Board will decide whether the complaint is eligible for review and will then notify the Complainant in writing.
10. If the complaint is eligible for review, the Review Board must review the complaint before a decision is made.
11. The Review Board may hold a pre-hearing conference.
12. Within 10 days of the conclusion of the pre-hearing conference, the Child and Family Services Review Board must send a summary of the results of the pre-hearing conference in writing to the Complainant and to Mnaasged. If a hearing is to occur, the package must include the notice of the date and location of the hearing.
13. When a hearing is to proceed, it must occur within 20 days after the pre-hearing conference.
14. Within 10 days after the conclusion of the hearing, the Child and Family Services Review Board will provide in writing to the Complainant and to Mnaasged its decision and the reasons for the decision.
15. The Child and Family Services Review Board may action the following:
 - a) Order Mnaasged to proceed with the complaint made by the Complainant in accordance with the complaint review procedure established by regulation

- b) Order Mnaasged to provide a response to the Complainant within a period specified by the Review Board
- c) Order Mnaasged to comply with the complaint review procedure established by regulation or with any other requirements under the Act
- d) Order Mnaasged to provide written reasons for a decision to the Complainant
- e) Dismiss the complaint
- f) Make such other order as may be prescribed

INFORMING CLIENTS OF THE CLIENT COMPLAINT PROCEDURE

1. Mnaasged has prepared a client complaint pamphlet titled “Service Complaint Process,” advising clients of the complaint procedure.
2. The client complaint pamphlet is to be given to all clients by Helpers responsible for direct service, specifically to the following:
 - a) Parent(s) or Guardian(s), through Children’s Circle of Care Helper/Assigned Helper
 - b) Alternative Care Parent(s) and Parent(s) or Guardian(s), through the Alternative Care Helper supporting the Home
 - c) Outside residential resources, through the Mnaasged Helper
 - d) Adoptive Parent(s) or Guardian(s) and Child to be adopted (where the Child is in adoption placement), through Mnaasged contracted to provide this service
3. Client complaint pamphlets will be available during normal business hours at the reception area and on the website of each Mnaasged Child and Family Services office or, for mailing purposes, upon telephone or written request.

POLICY REFERENCE

All Service Policy and Procedure Manual

Legal Service Policy and Procedure Manual

Board of Directors Policy and Procedure Manual

SECTION 9: ADMISSION AND PLACEMENT OF CHILDREN IN ALTERNATIVE CARE HOMES

Department: Alternative Care	POLICY #:
Section: Admission and Placement of Children in Alternative Care Homes	
Subject: Reasons to Admit Child into Care	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

REASONS TO ADMIT CHILD INTO CARE

POLICY

Mnaasged Child and Family Services will ensure the decision to admit a Child into care is made with the following considerations:

- a) *Based on the preliminary assessment, which includes an assessment of the functioning of the Child in the family (with the family) and the level of risk to the Child*
- b) *Required by the lack of success, availability, or appropriateness of less intrusive interventions*
- c) *Made on an emergency basis if the Child is at immediate risk*

The Alternative Care Helper, in consultation with a Supervisor, will consider the risk to the Child when making the decision to bring the Child into Care. The criteria for admission to Care may include one or more of the following:

- a) *The Child has suffered or is at risk of suffering from neglect, physical, emotional, or sexual abuse*
- b) *The Parent(s) or Guardian(s) are unable or willing to meet the Child's daily needs or provide shelter*
- c) *The Parent(s) or Guardian(s) are unable or refuse to provide or consent to medical interventions*

- d) *The Child suffers from a mental, emotional, or developmental condition that, if not remedied, will seriously impair the Child's development and the Parent(s) or Guardian(s) is unavailable or refuses to consent to treatment or intervention for the Child*
- e) *The Child has been abandoned, the Parent(s) or Guardian(s) has died or is unavailable to exercise custodial rights and has not made adequate provision for the Child's care and custody*
- f) *The Child is younger than 12 years of age and has killed or seriously harmed another person*
- g) *The Child has caused serious damage to another person's property and the Child's Parent(s) or Guardian(s) refuses to prevent a re-occurrence*
- h) *If on more than one occasion the Child has seriously injured another person or caused serious harm to another person's property due to a lack or failure of the Parent(s) or Guardian(s) to provide adequate supervision*
- i) *The Parent(s) or Guardian(s) is unable to care for the Child and the Child, who is older than 12 years of age, consents to being in care.*

In all cases where the Child or Children have been apprehended, the Helper and Supervisor are required within 24 hours to seek the approval of the Executive Director (or in absence the Director of Services) to launch a court application.

PROCEDURE

1. The Children's Circle of Care Helper/Assigned Helper will consult with the Supervisor on the findings of the risk assessment, will complete the verification process, and will decide whether the Child will be admitted into care.
2. When a decision is made to admit a Child into care, the Child Safety Intervention Children's Circle of Care Helper/Assigned Helper will notify the First Nation Band Representative immediately to discuss possible Kinship/Customary Care arrangements.
3. If a family or community placement cannot be found, the Children's Circle of Care Helper/Assigned Helper must complete a Request for Placement Form and submit to their immediate Supervisor for approval. The request will be sent to the Alternative Care Team who will locate an Alternative Care placement for the Child. (Refer to Placement of Child, Placement Priorities Policy).
4. The Alternative Care Helper will make phone calls to Alternative Care Homes on the Beds Available List located in the data base. The Alternative Care Helper will provide basic information to the potential Alternative Care Parent(s) regarding the Child. The Children's

Circle of Care Helper/Assigned Helper will input the information in the Child's File in the Mnaasged Case Management System once a home has been located. The Alternative Care Helper will contact the Children's Circle of Care Helper/Assigned Helper immediately to inform them of the selected Alternative Care placement.

5. The Children's Circle of Care Helper/Assigned Helper will inform the Parent(s) or Guardian(s) of the placement arrangement and will prepare the Child for the move to the Alternative Care placement.
6. Once the Child has been admitted into Care the Children's Circle of Care Helper/Assigned Helper will prepare the following:
 - a) Complete the Child Care Data Form in the Mnaasged Case Management System within 24 hours of being admitted into care
 - b) Complete a preliminary assessment within 21 days of admission
 - c) Prepare a social history that will reflect the Child's history and family within 21 days of admission
 - d) Arrange for the Child's admission medical within 72 hours of placement
 - e) Contact the Office of the Registrar General to provide verification of the birth documentation, where applicable
7. The Children's Circle of Care Helper will document all Supervisory decisions in case notes and include date and time of the Supervisory consultation in the Child's File in the Mnaasged Case Management System.
8. The Children's Circle of Care Helper will input all case notes and will complete all recordings in the Child's File in the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Kinship Services Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Admission and Placement of Children in Alternative Care Homes	
Subject: Placement Criteria and Process	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

PLACEMENT CRITERIA AND PROCESS

POLICY

Mnaasged Child and Family Services will ensure an appropriate placement will be established prior to a Child being admitted into Care.

In all cases of admission, the following factors are considered:

- a) Physical safety of the Child*
- b) Parents willingness and ability to care for the Child*
- c) Support of the First Nation or Indigenous community and extended family*
- d) Effects of the removal on the Child*
- e) Willingness of the Parent(s) to work with Mnaasged*
- f) Social environment*
- g) Physical environment*

In all cases, the admitting Helper will accompany the Child to the Alternative Care Home or placement resource.

PROCEDURE

1. The Children's Circle of Care Helper/Assigned Helper will consult with the Supervisor when a family is requesting a planned placement for a Child. The Supervisor must approve all pre-placement visits.

2. The Children's Circle of Care Helper/Assigned Helper will make attempts to locate a suitable home within the Child's community in consultation with the Parent(s) or Guardian(s) and the First Nation Band Representative. The Children's Circle of Care Helper/Assigned Helper must complete a placement request when a suitable placement is not located in the Child's community of origin or with extended family.
3. When a placement has been located, the information will be forwarded to the Children's Circle of Care Helper/Assigned Helper who, in turn, will notify the Parent(s) or Guardian(s) and the First Nation Band Representative.
4. When a Children's Circle of Care Helper/Assigned Helper feels that a Child may be uncooperative, the Children's Circle of Care Helper/Assigned Helper may make alternative arrangements for transportation. (See policy on transportation of high-risk Children.)
5. The Children's Circle of Care Helper/Assigned Helper will inform the Parent(s) or Guardian(s) of the placement arrangements and will prepare the Child for the move with the following:
 - a) Provide the Child with the name and address of the Alternative Care Provider
 - b) Inform the Child of any other Children residing in the Home
 - c) Identify arrangements regarding school enrollment
 - d) Gather birth certificate, status card, and health card of the Child
 - e) Allow the Child to pack clothes and belongings that will assist the Child in feeling safe (e.g., special toy and blanket)
 - f) Upon arrival at the Alternative Care Home, the Children's Circle of Care Helper/Assigned Helper will provide an orientation of the home in cooperation with the Alternative Care Provider.
6. Once the Child has been admitted into Care, the Children's Circle of Care Helper/Assigned Helper will complete the following:
 - a) The Child in Care Data Form in the Mnaasged Case Management System within 24 hours of being admitted into Care
 - b) A preliminary assessment within 21 days of admission
 - c) The social history that will reflect the Child's history and family or origin history within 21 days of admission
 - d) Arrange for the Child's admission medical within 72 hours of placement

- e) Contact the Office of the Registrar General to provide verification of birth documentation, where applicable
- 7. The Children’s Circle of Care Helper/Assigned Helper will document all Supervisory decisions in case notes and include the date and time of Supervisory consultation in the Child’s File in the Mnaasged Case Management System.
- 8. The Children’s Circle of Care Helper/Assigned Helper will complete all case notes and recordings in the Child’s File in the Mnaasged Case Management System as outlined in the recording policies.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Kinship Services Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Admission and Placement of Children in Alternative Care Homes	
Subject: Planned Admissions	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

PLANNED ADMISSIONS

POLICY

Mnaasged Child and Family Services will ensure that an appropriate placement will be established prior to a Child being admitted into Care. In all cases of admission, the following factors are considered:

- a) *Physical safety of the Child*
- b) *Parent(s) or Guardian(s) shows willingness and ability to Care for the Child*
- c) *Effect of removal on the Child*
- d) *Parent(s) shows willingness to work with Mnaasged*
- e) *Social environment*
- f) *Physical environment*

In all cases, the admitting Children's Circle of Care Helper/Assigned Helper will accompany the Child to the Alternative Care Parent(s) Home or placement resource.

PROCEDURE

1. The Children's Circle of Care Helper/Assigned Helper will consult with the Supervisor when a family is requesting a planned placement for a Child. The Supervisor must approve all pre-placements.
2. The Children's Circle of Care Helper/Assigned Helper will make attempts to locate a suitable home within the Child's community in consultation with the Parent or Guardian family and the First Nation Band Representative.

3. The Children's Circle of Care Helper/Assigned Helper must complete a Request for Alternative Care Placement when a suitable placement is not available within the Child's community.
4. When an Alternative Care placement has been determined, the information will be provided to the Children's Circle of Care Helper/Assigned Helper, who will then inform the First Nation Band Representative and biological family of the Alternative Care arrangement.
5. When the Children's Circle of Care Helper/Assigned Helper feels that the Child may be uncooperative, the Children's Circle of Care Helper/Assigned Helper may request the assistance of the Police to transport the Child prior to moving the Child. (Refer to Transportation of High-Risk Children Policy.)
6. The Children's Circle of Care Helper/Assigned Helper will inform the Parent(s) or Guardian(s) of the placement arrangements and will prepare the Child for the move to the Alternative Care placement by completing the following:
 - a) Provide the Child with the names and address of the Alternative Care Home
 - b) Inform the local school
 - c) Inform the Child of any other Children residing in the Alternative Care Home
 - d) Gather birth certificate, status card, health card of the Child
 - e) Obtain prescription medication, request the Parent(s) or Guardian(s) to sign consents to dispense medication
 - f) Find out if the Child has any special needs or allergies
 - g) Allow the Child to pack clothes and belongings that would assist the Child in feeling safe (e.g., special toy and blanket)
 - h) Upon arrival at the Alternative Care Home, the Children's Circle of Care Helper/Assigned Helper will provide a brief orientation of the Alternative Care Home in coordination with the Alternative Care Provider
7. Once the Child has been admitted into Care, the Children's Circle of Care Helper/Assigned Helper will complete the following:
 - a) The Child Care Data Form in the Mnaasged Case Management System within 24 hours of being admitted into Care
 - b) A preliminary assessment within 21 days of admission
 - c) A social history that will reflect the Child's history and family within 21 days of admission

- d) Arrange for the Child's admission medical within 72 hours of placement
 - e) Contact the Office of the Registrar General to provide verification of birth documentation, where applicable
8. The Children's Circle of Care Helper/Assigned Helper will document all supervisory decisions in case notes and include date and time of the supervisory consultation in the Child's File in the Mnaasged Case Management System.
9. The Children's Circle of Care Helper/Assigned Helper will complete all case notes and recordings in the Child's File in the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Kinship Services Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Admission and Placement of Children in Alternative Care Homes	
Subject: Emergency and Unplanned Admissions	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

EMERGENCY AND UNPLANNED ADMISSIONS

POLICY

Mnaasged Child and Family Services will ensure that an appropriate placement will be coordinated and best matched as close as possible and that it is established within the adequate resources available for emergency and unplanned admissions.

PROCEDURE

1. Different procedures will be identified by the Children's Circle of Care Helper/Assigned Helper and will be dependent on the needs of the placement (emergency, planned, and request from another Agency).
2. Within 24 hours following an unplanned Alternative Care placement of a Child, the admitting Helper will complete the Placement Request Form. This form will be authorized by a Supervisor and submitted to the Children's Circle of Care Helper/Assigned Helper.
3. The Children's Circle of Care Helper/Assigned Helper will ensure to document concerns, needs, allergies, medical needs, and medications and will forward to the Alternative Care Provider.

AFTER-HOURS EMERGENCY FOSTER CHILD PLACEMENT PROCEDURE

1. The on-call Supervisor receives a verbal request for a placement from the Mnaasged Helper, First Nation Band Representative, Police, or external Children's Aid Society.
2. The on-call Supervisor determines and confirms the availability and suitability of a home.
3. The on-call Supervisor contacts the Mnaasged Helper, First Nation Band Representative, Police, or external Children's Aid Society to advise of a placement availability.

4. The referring Helper will ensure the initial Agency Placement Request Form has been received by the Placing Agency if the request is from an appropriate external Children's Aid Society.
5. The on-call Supervisor/Helper will contact the Alternative Care Parent(s) to check for availability on accommodation.
6. The on-call Supervisor informs the referring Agency Helper and Placing Agency of the placement plan.
7. The on-call Helper will transport the Child to the Alternative Care Parent(s) Home and accompany the Placing Helper from an external Agency if required. The on-call Agency Helper then contacts the on-call Supervisor to confirm the placement.
8. The on-call Helper will review and provide a copy of the Rights in Care Booklet to the Child or Alternative Care Parent(s), or both, for signature and acknowledgement of receipt of the Booklet.
9. The on-call Supervisor will notify the Supervisor of the placement the next business day.
10. The Supervisor will notify the Alternative Care Helper responsible for the Alternative Care Parent(s) Home on the next business day.
11. The Children's Circle of Care Helper/Assigned Helper will visit the Alternative Care Parent(s) Home on the next business day and will coordinate a seven-day visit.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Kinship Services Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Admission and Placement of Children in Alternative Care Homes	
Subject: Request from other Agencies	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

REQUEST FROM OTHER AGENCIES

POLICY

Mnaasged Child and Family Services will ensure that an appropriate placement will be identified to meet the Child's/Youth's needs and will be established within the resources available when responding to a request for placement from other Children's Aid Societies.

PROCEDURE

1. The Alternative Care Helper/Assigned Helper will consult with the Supervisor when another Agency is requesting an admission into one of Mnaasged Child and Family Services' Alternative Care resources. The Alternative Care Helper/Assigned Helper will complete the Request for Placement Form and forward it to the Senior Manager.
2. When a potential Alternative Care Home has been identified, the Alternative Care Helper/Assigned Helper will present the placement request to the Alternative Care Parent(s).
3. Prior to accepting a Child in Care from another jurisdiction, the parent Society must provide a written request (Interagency Agency Service Agreement) and agree to provide Mnaasged with the following documentation within seven (7) days of the request:
 - a) Most recent court order
 - b) Past years Cultural Plans and Service Plans
 - c) Medical and dental history
 - d) Medication (if applicable)

- e) Social history
 - f) Collateral involvement
 - g) Relevant assessment reports
 - h) Approved contact list
 - i) Copy of updated immunization record
 - j) Copy of health card
 - k) Copy of birth certificate
 - l) Copy of status card (if relevant)
 - m) Copy of social insurance card (if relevant)
 - n) Copy of Interagency Service Agreement for signature
4. Upon receipt of all required information and approval from the Senior Manager, the Supervisor will assign a Children’s Circle of Care Helper. The Senior Manager will forward the Interagency Protocol Agreement or Service Agreement to the Director of Services for signature.
5. The Children’s Circle of Care Helper will be required to follow the standards of a Child in Care and provide the parent Society with the appropriate documentation following the Interagency Protocol/Agreement or Service Agreement.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Kinship Services Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Admission and Placement of Children in Alternative Care Homes	
Subject: Placement Priorities	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Community Consultation Report	

PLACEMENT PRIORITIES

POLICY

Mnaasged Child and Family Services' initial priority is always to place Children in a First Nation or Indigenous Home when a placement with extended family is unavailable or unsuitable. When there are no homes available, the following placement priorities will be followed:

- a) *Extended family in the Child's/Youth's home community*
- b) *Extended family in another community*
- c) *Another First Nation or Indigenous family within the Child's/Youth's home community*
- d) *A First Nation or Indigenous family outside of the community*

When none of the above placements are available or appropriate to meet the Child's/Youth's needs, one of the following Alternative Care placements may be considered:

- a) *A non-Indigenous family in the Child's/Youth's home community*
- b) *A non-Indigenous family outside the community*

When a suitable Alternative Care Parent(s) Home cannot be found, placement may be considered into one of the following:

- a) *Mnaasged Child and Family Services Agency-Operated Home*
- b) *Another Indigenous-Operated Group Home or Treatment Centre to meet the Child's/Youth's needs*

- c) *A non-Indigenous Group Home or Treatment Centre to meet the Child's/Youth's needs*

Placement within Mnaasged Child and Family Services' jurisdiction is to be considered before exploring external resources.

In cases where it is not possible to place a Child in a First Nation home, connection will be maintained with the Child's/Youth's First Nation or Indigenous community, local Indigenous organizations, and services to support the continued awareness of the Child's/Youth's cultural heritage.

PROCEDURE

1. The Alternative Care Helper/Assigned Helper will consult with the parent or guardian and First Nation Band Representative to determine a suitable placement based on the above criteria for placement.
2. The Alternative Care Helper/Assigned Helper will ensure that the following criteria will be used when determining a placement for the Child:
 - a) The Child's/Youth's cultural, racial, linguistic, and socio-economic background
 - b) The Child's/Youth's age and gender
 - c) The Child's/Youth's wishes
 - d) The Child's/Youth's religious or spiritual background
 - e) The Child's/Youth's interests, abilities, strengths, and problems
 - f) The Child's/Youth's psychiatric or psychological available information, therapeutic needs, and accessibility to treatment facilities
 - g) Any medical or disabling condition
 - h) School placement, current academic needs, and accessibility of appropriate schools
 - i) Developmental, emotional, behavioural, and social needs that include peer relationships
 - j) The expected length of stay
 - k) The need for access to special services
 - l) Family constellation, feelings about family relationships, and geographical closeness to family

- m) The family's wishes
 - n) Plans for parental contact
 - o) The least restrictive but appropriate alternative
 - p) The feasibility of placement with a member of the Child's/Youth's extended family or community
 - q) Previous placement history (where applicable)
3. The information will be documented on the Placement Request Form prior to the Child being placed in an Alternative Care Home.
 4. The Helper selecting the home will ensure to take the following into consideration when choosing a suitable placement:
 - a) It is important to consider how the personalities of the Alternative Care Parents and their Children will affect the Child's/Youth's adjustment to the Home
 - b) The Alternative Care Provider's employment situation
 - c) Availability and attitude towards Child rearing and behavioural management must be considered
 5. A copy of this information will be kept in the Child's/Youth's and Alternative Care Provider's Files in the Mnaasged Case Management System.
 6. The Alternative Care Helper/Assigned Helper will ensure that full disclosure is made to the Alternative Care Parent(s) on all information known to Mnaasged about the Child.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Admission and Placement of Children in Alternative Care Homes	
Subject: Information to be provided to Alternative Care Provider	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 15	

FORMATION TO BE PROVIDED TO ALTERNATIVE CARE PROVIDER

POLICY

Mnaasged Child and Family Services will provide full disclosure of all known information pertaining to the placement of an Alternative Care Child to assist the Alternative Care Parent(s) in making an informed decision.

PROCEDURE

1. Mnaasged Helpers (After-Hours, Children's Circle of Care Helper/Assigned Helper or Alternative Care Helpers) will ensure that the prospective Alternative Care Parent(s) is provided with all the following known information surrounding the Child:
 - a) The reason for the Child's/Youth's admission into Care
 - b) The Child's/Youth's family history
 - c) The Child's/Youth's health care needs
 - d) The Child's/Youth's history of communicable and contagious diseases and immunization records
 - e) Any known history of abuse or victimization of the Child's/Youth's
 - f) Any known behavioural issues
 - g) The Child's/Youth's medications, allergies, food dislikes, and eating habits
 - h) Any significant behaviours (e.g., suicide attempts, AWOLs, and cutting behaviours)
 - i) Any pertinent information known to Mnaasged Helpers that will assist the Alternative Care Parent(s) with making an informed decision whether to foster the Child

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Admission and Placement of Children in Alternative Care Homes	
Subject: Pre-Placement Planning and Visits	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

PRE-PLACEMENT PLANNING AND VISITS

POLICY

Mnaasged Child and Family Services will take into consideration the Child's/Youth's input into the selection of an Alternative Care Provider. It is recommended that the Child should have at least one visit in the Alternative Care Home before the actual placement.

PROCEDURE

1. The Children's Circle of Care Helper/Assigned Helper will request input from the Child/Youth being admitted into care regarding the selection of an Alternative Care Provider for the following:
 - a) All situations that are non-emergency placements
 - b) All changes in placements
 - c) Whenever there is more than one suitable home, and the Child/Youth has the capacity to make such a decision

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Admission and Placement of Children in Alternative Care Homes	
Subject: Readmission to Care	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

READMISSION TO CARE

POLICY

Mnaasged Child and Family Services will make every effort to place a Child/Youth in a home where the Child/Youth was previously placed successfully to minimize the number of different placements for the Child/Youth.

Mnaasged Child and Family Services will make every possible effort to place siblings in the same Alternative Care Home.

PROCEDURE

1. Initial intake procedures will be followed by the assigned Helper or Children's Circle of Care Helper/Assigned Helper when readmitting a Child/Youth into Care.
2. The Children's Circle of Care Helper/Assigned Helper will discuss the feasibility of the Child's/Youth's return to an original Alternative Care Parent(s) Home with the Alternative Care Helper assigned to the Home, with the approval from the respective Supervisor.
3. A decision is also to be made by the Supervisor as to the assignment of a Children's Circle of Care Helper; wherever possible and when it is in the Child's/Youth's best interest, the assignment should be given to the Children's Circle of Care Helper with whom the Child/Youth is familiar.
4. If it is determined a readmission is appropriate, a discussion will occur with the original Alternative Care Parent(s) and the Child/Youth. Should the Alternative Care Parent(s) Home be over capacity, the Senior Manager will request an exemption from the Local Director based on "Previous Relationships."
5. A copy of the Exemption Request Form will be placed in the Alternative Care Parent(s) and Child's/Youth's Files in the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Admission and Placement of Children in Alternative Care Homes	
Subject: Types of Care – Legal Status	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

TYPES OF CARE – LEGAL STATUS

POLICY

Mnaasged Child and Family Services will ensure that every Child/Youth admitted to Mnaasged will be under legal terms and conditions as per the Child, Youth and Family Services Act.

Customary Care

As stated in the Child, Youth and Family Services Act, Part V, "Customary Care" "means the care and supervision of a First Nations, Inuk or Métis Child by a person who is not the Child's parent, according to the custom of the Child's band or First Nations, Inuit or Métis community."

Each of the Mnaasged Child and Family Services First Nations has the right to define what this means for their First Nation, which will identify their uniqueness as individual communities. The Customary Care Framework and Practice Guide are located in the Customary Care Manual.

Temporary Care Agreement

Temporary Care Agreements are designed to address a temporary inability to care for a Child/Youth. Where a Child/Youth is admitted to the care of Mnaasged under a Temporary Care Agreement, it is according to the terms of a written agreement. The agreement requires the signature of the Parent(s), Mnaasged, and the Child/Youth if 12 years of age and older. No agreement may be made for a period longer than six (6) months. However, with a Director's approval, a Temporary Care Agreement can be extended for an additional six (6) months. A Child cannot be in Care under a Temporary Care Agreement for a continuous period exceeding 24 months. The Parent(s) remains the legal guardian of the Child while Mnaasged has day-to-day care, custody, and control of the Child.

Temporary Care Agreements must contain the following features:

- a) 16 years of age or younger for a Child's/Youth's admission*
- b) A Child older than the age of 12 years must be full party to the agreement (except if an assessment was done within the past year that confirms a developmental handicap)*
- c) The initial agreement may not exceed six (6) months*
- d) Extensions of Temporary Care Agreements may be obtained up to a maximum of two (2) years*
- e) The Supervisor must approve extensions of an agreement*
- f) The Parent(s) must participate fully in the terms of the agreements*
- g) Agreements may be terminated by giving written notice to either party*

Temporary Care Agreements are to be negotiated with the Parent(s) or Child(ren)/Youth, or both, prior to admission. The Parent(s) must be informed by the Children's Circle of Care Helper/Assigned Helper at the time of the agreement that Mnaasged may refund all necessary medical, dental, optical, and any other expenses deemed essential by Mnaasged.

Apprehension

When Mnaasged believes that a Child/Youth is at substantial risk, Mnaasged may apprehend the Child/Youth and bring the matter before the court within five (5) days. The Child/Youth must be placed in a "Place of Safety," which would include an approved Alternative Care Home. Legal guardianship is maintained by the Parent(s) with care and custody assumed by the Society/Mnaasged until the matter is resolved.

Prior to initiating a court application, and within 24 hours of an apprehension, the Helper and Supervisor must meet with the Executive Director (or if unavailable the Director of Services) to obtain approval to proceed to launch the court application. If approval is not obtained, the Helper must complete the following actions:

- a) Seek the consent of the Parent(s) on a Temporary Care Agreement*
- b) Obtain agreement for a Customary Care Agreement, Kinship Care (Out of Care) Placement*
- c) Return the Child/Youth to the Parent(s) or Guardian(s) from whom the Child/Youth was apprehended*

Interim Society Ward

When a Child/Youth has been apprehended, a decision must be made by the family court on whether the Child/Youth should remain in the care and custody of Mnaasged or return home. From the time of the first family court appearance until a decision is made, interim custody is retained by Mnaasged.

Non-Ward Adoption Consents

Parents may sign consents with Mnaasged for their Child to be adopted. This is usually done in cases of newborn infants being relinquished for adoption purposes. Alternative Care may be needed for these types of situations until an adoption placement is arranged.

Society Wardship

When a court finds that a Child/Youth is in need of protection and is satisfied that intervention through a court order is necessary to protect and provide for the Child/Youth in the future, the Child/Youth may be placed in Mnaasged's care and custody for a specified period of time not exceeding 12 months for Children younger than six (6) years of age, 24 months for Children aged seven (7) to eighteen 18 years. This period may be extended but cannot exceed 24 months. Mnaasged has temporary guardianship of these Children. The Parents do, however, retain some rights. These rights include the following:

- a) The right to direct the Child's/Youth's education*
- b) The right to direct the religious upbringing of the Child/Youth*
- c) The right to give or refuse consent for medical treatment*
- d) The right to give or refuse consent for the Child/Youth to marry*

During the period of Society/Mnaasged wardship, the Society/Mnaasged has the obligation to work towards returning the Child/Youth home.

Crown Wardship

When there is no possibility of the Child/Youth returning home, the courts will make the Child/Youth a Crown ward. This means that the Child's/Youth's biological Parent(s)/Caregiver(s) loses parental rights and Mnaasged assumes these responsibilities until the Child/Youth is either adopted or reaches the age of 18 years.

Access (visiting rights) to a Parent(s) or others important to the Child/Youth may be granted as part of the court order. Access may be terminated on reapplication to the

Court. An application to the Court can also be made to terminate Crown wardship if the Child/Youth will be able to return to the biological family at a later date.

Court Orders

The terms and conditions of the Child's/Youth's admission to care, as well as the duration of that admission, will be determined by the Court.

Services to individuals older than 18 years of age may be provided through extensions of service. Service may be provided to the following:

- a) Former Crown wards*
- b) A person who was a recipient of a service (residential or non-residential within the three (3) years immediately preceding a request for re-entry into the service stream)*
- c) Eligible persons may receive service until the age of 25 years*

Criteria for extensions of services beyond the age of 18 include the following:

- a) Extension is allowed for the completion of a Cultural Plan*
- b) There is a continued need for a social or mental health service*
- c) Adult social or mental services have been explored and found to be inappropriate or unavailable*
- d) Transfer to an adult program that would be detrimental to the young person and, in addition, is required of the following:*
 - i. The program is available*
 - ii. The amount of assistance is insufficient*
 - iii. There is a physical or mental handicap*
 - iv. There are sufficient resources to cover the per diem rates*

PROCEDURE

1. The Children's Circle of Care Helper/Assigned Helper, in consultation with a Supervisor, will ensure that every Child/Youth coming into Care will hold a legal status as stated above.
2. The Children's Circle of Care Helper/Assigned Helper will ensure the Child's/Youth's needs are met regardless of legal status.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Admission and Placement of Children in Alternative Care Homes	
Subject: Informing First Nations	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Community Consultation Report	

INFORMING FIRST NATIONS

POLICY

When a referral has been received by Mnaasged Child and Family Services, the Children's Circle of Care Helper/Assigned Helper must notify the family's First Nation Band Representative as soon as possible, verbally or in letter form.

PROCEDURE

1. Upon receipt of a referral, the assigned Helper or Children's Circle of Care Helper/Assigned Helper/Alternative Care Helper will take measures to identify the family's First Nation.
2. The assigned Helper or Children's Circle of Care Helper/Assigned Helper/Alternative Care Helper will inform the First Nation Band Representative or delegate immediately upon knowledge of the Child's/Youth's and family's First Nation.
3. The Children's Circle of Care Helper/Assigned Helper must also notify the First Nation Band Representative of, but not limited to, the following:
 - a) Apprehension of Children
 - b) Placement of Children
 - c) Change of placement
 - d) Cultural Plan meeting
 - e) Circles/family case conferences
 - f) Status review under Part III (Child Protection)

- g) Temporary Care Agreements
 - h) Voluntary Services Agreements
 - i) Adoption placements
 - j) Safe home declarations
 - k) Birth alerts
 - l) Serious Incidents/Occurrences within Alternative Care Homes
4. The Children's Circle of Care Helper/Assigned Helper will inform other First Nation affiliations, First Nation Band Representatives, or designates immediately upon knowledge of the Child's/Youth's and family's First Nation.
 5. Children's Circle of Care Helpers and Alternative Care Helper/Assigned Helpers will use email and mail to ensure ongoing communication with the First Nation or First Nation Band Representative when needed.
 6. The First Nation Band Representative or delegate will be kept informed of all pertinent information regarding any situation.
 7. The Children's Circle of Care Helper/Assigned Helper will provide the First Nation Band Representative with the following, but not limited to, documentation:
 - a) Cultural Plan
 - b) Wellness Plans
 - c) Court applications, current and updated
 - d) Adoption requests
 - e) Education
 - f) Religious upbringing
 - g) Permission for the Child to marry
 8. All contact made with the First Nation Band Representative will be documented in the appropriate Child/Family Files in the Mnaasged Case Management System.

POLICY REFERENCE

After-Hours Policy and Procedure Manual

Child Protection Policy and Procedure Manual

SECTION 10: PLACEMENT CHANGES

Department: Alternative Care	POLICY #:
Section: Placement Changes	
Subject: Prevention of Placement Breakdowns	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 18	

PREVENTION OF PLACEMENT BREAKDOWNS

POLICY

Mnaasged Child and Family Services will ensure the Alternative Care Program supports the Alternative Care Parents on an ongoing and consistent basis in meeting the needs of Children placed in their care and thereby limiting the number of moves for Children placed in Care.

PROCEDURE

1. When a concern or change of placement is requested by either the Child or the Alternative Care Parent(s) for reasons of dissatisfaction with the other's behaviour, the Children's Circle of Care Helper and the Alternative Care Helper or designate will visit the Home within the following business day.
2. The Children's Circle of Care Helper and the Alternative Care Helper will meet with both the Alternative Care Parent(s) and the Child in Alternative Care within two (2) days to assist in resolving differences and agree on a solution.
3. The Children's Circle of Care Helper and the Alternative Care Helper, with approval from their respective Supervisor, will determine a strategy, approve a plan for stabilization, and offer the provision of relief (from a planned break of two [2] hours daily to two [2] days relief per month).
4. The Children's Circle of Care Helper will determine if the Child's/Youth's programming is meeting needs. The Children's Circle of Care Helper will review the need for cultural support or external therapy (e.g., Sweats, Elder Teachings, psychologist, or councillors).

5. An internal case conference will be scheduled by the Children's Circle of Care Helper, the Alternative Care Helper, and the Supervisor to ensure resources are available to the Alternative Care Parent(s) if deemed appropriate.
6. The Children's Circle of Care Helper and the Alternative Care Helper will meet with the Alternative Care Parent(s) and the Child on a weekly basis to review the stabilization plan.
7. The Children's Circle of Care Helper and the Alternative Care Helper will consult with their respective Supervisor on a weekly basis to ensure that all available supports are in place to assist the Alternative Care Provider.
8. All case notes and documentation will be placed in the Alternative Care Parent(s) and Child's/Youth's Files within the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Placement Changes	
Subject: Placement Change and Evaluation	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 17	

PLACEMENT CHANGE AND EVALUATION

POLICY

Placement evaluations will be an ongoing process for all Children in Care. When evaluating the placement, the Children's Circle of Care Helper will ensure the following:

- a) Discuss presenting difficulties and attempt to maintain the continuity of the placement for the Child when it is in the Child's/Youth's best interests and when the Alternative Care Parent(s) is in agreement*
- b) When the Child has been in the home for more than two (2) years, unless there is a situation in which the Child needs to be removed immediately, such as abuse or neglect, the Children's Circle of Care Helper must inform the Alternative Care Parent(s) with 10 days' notice*
- c) Determine if a change in placement is necessary and Mnaasged requires a minimum of 10 working days to locate a new Alternative Care Parent(s) and prepare the Child*
- d) In non-crisis situations, the Children's Circle of Care Helper will respond to a request for change in placement within 48 hours from either the Child or the Alternative Care Provider*
- e) When the Child is objecting to the placement change, the Children's Circle of Care Helper must inform the Child of the right to review in accordance with sections 34, 35, and 36 of the Child, Youth and Family Service Act.*

Crisis Situations

Under no circumstances is a Child in Care to remain in an Alternative Care Home if the Child alleges someone in the Alternative Care Home has physically, sexually, or emotionally abused them, unless an adequate safety plan has been developed and approved by a Supervisor.

When the Child's/Youth's safety or well-being is compromised, an alternative placement for the Child must be sought immediately.

PROCEDURE

1. The Children's Circle of Care Helper will document ongoing observations during regular home visits with the Child and the Alternative Care Provider. Concerns and problems are addressed as they arise in consultation with all parties involved.
2. The Children's Circle of Care Helper will complete the following steps when a decision has been made for a placement change:
 - a) The Request for Change of Placement Form is completed by the Children's Circle of Care Helper in consultation with the Supervisor upon receipt of the request from either the Alternative Care Parent(s) or the Child in Care
 - b) The Supervisor, Children's Circle of Care Helper, and Alternative Care Helper will share information. A meeting will be held with the Child and Alternative Care Parent(s) within three (3) days of the request
 - c) A consultation or a case conference involving the Children's Circle of Care Helper/Assigned Helper, Children's Circle of Care Helper, Alternative Care Helper, the immediate Supervisor, First Nation Band Representative, Parent(s) or Guardian(s), and any other persons who may be able to contribute to a positive outcome in the Child's/Youth's best interests
 - d) When a situation cannot be resolved during the case conference, the results will be recorded and kept in the Child's/Youth's File in the Mnaasged Case Management System
 - e) The Children's Circle of Care Helper will then initiate the procedures for a placement and record the move in the Child's/Youth's File in the Mnaasged Case Management System
 - f) The placement decision must have the approval of the Supervisor or Senior Manager
 - g) In all situations, the Child will be accompanied by the Children's Circle of Care Helper

3. When a Child objects to the placement, the Children's Circle of Care Helper will inform the Child of the right to have the placement reviewed by a Residential Placement Advisory Committee. The Child can also access the complaint procedure to object to the move.
4. The Residential Placement Advisory Committee will consider the following:
 - a) Determine if the Child has special needs
 - b) Determine what services or programs are available and will benefit the Child in the proposed placement
 - c) When considering the circumstances, determine whether the proposed placement is appropriate for the Child
 - d) Determine if a least restrictive alternative to the placement would be more appropriate
 - e) Determine the importance of continuity for the Child's/Youth's care and possible effects on the Child/Youth
 - f) Consider the importance in recognition of the Child's/Youth's Indigenous culture, heritage, Traditions, and preserving the Child's/Youth's cultural identity
5. The Children's Circle of Care Helper will ensure that the Child has access to the Residential Placement Advisory Committee.

In emergency or crisis situations, the following steps will occur:

1. If the situation requires the Child in Care be removed from the existing Alternative Care Home immediately, the Children's Circle of Care Helper/Assigned Helper will, after consultation with a Supervisor, request a placement change and relocate the Child to an approved home.
2. The Children's Circle of Care Helper/Assigned Helper will complete a Data Change Form and update the information in the Child's/Youth's File in the Mnaasged Case Management System.
3. If the placement is an emergency, the Children's Circle of Care Helper/Assigned Helper must complete and submit a Placement Change Request Form in the Mnaasged Case Management System.
4. The Children's Circle of Care Helper/Assigned Helper will complete all information in the Mnaasged Case Management System once a placement has been identified.
5. The Children's Circle of Care Helper will inform all parties of the placement change and will accompany the Child to the new placement.

6. The Children's Circle of Care Helper and Alternative Care Helper will conduct and complete an Exit Interview and Post-placement Form when appropriate with the Child and the Alternative Care Parent(s) on the events or circumstances that lead to the request for the move.
7. The Children's Circle of Care Helper/Assigned Helper will notify the Child's/Youth's First Nation Band Representative as per First Nation protocol along with the Child's/Youth's Parent(s) or Guardian(s) when appropriate and as soon as possible following the Child's/Youth's replacement. Discussion will include the reasons why the move has taken place unless there are personal reasons between the Alternative Care Parent(s) and may be shared with the Parent(s) or Guardian(s).
8. The Children's Circle of Care Helper will complete a Data Change Form immediately following the Child's/Youth's move to a new placement and will update the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Placement Changes	
Subject: Informing Parents or Guardians	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Community Consultation Report	

INFORMING PARENTS OR GUARDIANS

POLICY

When a decision is made for a change in placement, the Parent(s) or Guardian(s) and the previous Alternative Care Parent(s) will be made aware of the placement selected for the Child. A description of the Alternative Care Provider will be included in the Mnaasged Case Management System and provided to the Child.

Every effort will be made to ensure that the Child has at least one (1) visit in the Alternative Care Parent(s) Home before the actual placement.

In emergency situations, the Parent(s) or Guardian(s) and First Nation Band Representative will be made aware of the move within 24 hours of the decision for a placement change.

PROCEDURE

1. The Children's Circle of Care Helper will inform the Child of the following information prior to the placement (depending on the Child's/Youth's age and ability to comprehend):
 - a) Name of the Alternative Care Provider(s)
 - b) Names of all Children in the Home and their age
 - c) Address of the Alternative Care Home
 - d) Schools and recreational activities or arenas
 - e) Any other relevant information to assist the Child in learning about the placement

2. The Children’s Circle of Care Helper will provide correct and up-to-date information pertaining to the Child to the Alternative Care Parent(s) at the time of the pre-placement visit with the Child.
3. The Children’s Circle of Care Helper will accompany the Child when a move occurs. Where possible and appropriate, the Child’s/Youth’s own Parent(s) may be encouraged to accompany the Child on the visit and move to the new placement, depending on the circumstances of the situation.
4. In emergency situations, the Children’s Circle of Care Helper will provide information about the new Alternative Care Parent(s) to the First Nation Band Representative and Parent(s) or Guardian(s) in a timely manner.
5. The Children’s Circle of Care Helper must complete a Child Care Data Change Form and update all placement change information in the Child’s File in the Mnaasged Case Management System—including the name, address, and contact information of the Alternative Care Parent(s)—at the time the placement change decision has been made or immediately following the move.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Placement Changes	
Subject: Exit Interview and Evaluation with the Alternative Care Provider	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 19	

EXIT INTERVIEW AND EVALUATION WITH THE ALTERNATIVE CARE PROVIDER

POLICY

Mnaasged Child and Family Services will ensure an exit interview will be completed when the Child has been placed for 30 days or longer in the same placement and documented on the Exit Interview Form.

PROCEDURE

The Children's Circle of Care Helper and Alternative Care Helper will arrange for a private interview with *the* Alternative Care Parent(s) and the Child as to their perception and thoughts surrounding the Child's/Youth's placement within seven (7) days of a change of placement.

1. A copy of the Exit Interview Form is placed in the Child in Care File and the Alternative Care Parent(s) File in the Mnaasged Case Management System.
2. In those circumstances where the Child has been removed from the Alternative Care Home without notice or planning and the Family or Child refuses to allow the exit interview to take place, the Children's Circle of Care Helper and the Alternative Care Helper will document the attempts on Mnaasged's Exit Interview Form and notify the Senior Manager.
3. A copy of the Exit Interview Form is reviewed and signed off by the respective Supervisor. The Supervisor will forward a copy of the Exit Interview Form to the Senior Manager if deemed appropriate.
4. The Senior Manager will provide a copy of the Exit Interview Form to the Director of Services. If the exit interview identifies any areas of concern, appropriate action will be taken.

5. If the Alternative Care Parent(s) identifies an unresolved concern, it will be forwarded through the Mnaasged Service Complaint Policy and the Alternative Care Parent(s) will be provided with orientation surrounding the process.
6. The Director of Services will provide a summary report to the Services Committee of the Board of Directors on an annual basis.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Placement Changes	
Subject: Post-Placement Interview with the Child in Care	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 19	

POST-PLACEMENT INTERVIEW WITH THE CHILD IN CARE

POLICY

Mnaasged Child and Family Services has a responsibility to complete a post-placement interview with the Child in the Alternative Care Parent(s) Home for a period of (7) seven days or more and when a placement change occurs.

PROCEDURE

1. The Children's Circle of Care Helper is responsible for the replacement of the Child in Care to another resource or return home and is also responsible to ensure that a post-placement interview with the Child in Care is completed.
2. For situations where there is an Interagency Service Agreement, the parent Agency Helper will receive feedback from the Child, will enter it in a case note format, and will provide this to the Mnaasged Helper.
3. At the next scheduled visit, the Children's Circle of Care Helper will advise the Alternative Care Parent(s) of the Child's/Youth's thoughts and perceptions surrounding the placement.
4. Once the Supervisor reviews and approves all information, it will then be documented in a case note format and placed in the Mnaasged Case Management System in both the Child's and Alternative Care Provider(s) Files.
5. The Children's Circle of Care Helper will immediately discuss any placement concerns identified by the Child with the respective Supervisor to determine if the concerns meet the eligibility requirements. Regular intake and investigation procedures will be followed.
6. Should protection concerns be validated, all case documentation will be filed in the Mnaasged Case Management System for closure.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Placement Changes	
Subject: Termination of Placement in the Alternative Care Home	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

TERMINATION OF PLACEMENT IN THE ALTERNATIVE CARE HOME

POLICY

Mnaasged Child and Family Services will ensure that the Children's Circle of Care Helper and the Alternative Care Helper inform the Alternative Care Parent(s) there is a requirement to provide Mnaasged with two (2) weeks' notice before requesting the permanent removal of a Child from the Alternative Care Home.

PROCEDURE

1. The Alternative Care Parent(s) will contact the Alternative Care Helper and request the termination of placement. The two-week notice begins immediately upon notification.
2. Exceptions will be accepted in cases where the Child presents a threat to the family or if the Alternative Care Family is experiencing a personal crisis.
3. If appropriate, the Children's Circle of Care Helper and the Alternative Care Helper will advise their Supervisor and the Senior Manager to determine a course of action for replacement. Every effort will be made to plan for terminating the placement in the least disruptive manner for the Child and the Alternative Care Provider(s).
4. Upon notice, the Children's Circle of Care Helper will contact the Placing Agency Helper if an Interagency Service Agreement exists.
5. Upon notice, the Children's Circle of Care Helper and the Alternative Care Helper will conduct a home visit the following business day and attempt to maintain the Alternative Care placement until an adequate one is located. This may include, but not be limited to, in-home support services and referrals to outside agencies.
6. The Children's Circle of Care Helper will work cooperatively with the Placing Agency in setting a date from the placement change.

7. At the time of moving the Child, the Children's Circle of Care Helper and the Alternative Care Helper will be present and will provide support to the Alternative Care Family. The Alternative Care Helper may accompany the Child to the new placement.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Placement Changes	
Subject: Stability Planning	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Community Consultation Report	

STABILITY PLANNING

POLICY

Stability planning will begin at the time of a Child's/Youth's admission into Care. When Children must be brought into Care, Mnaasged Child and Family Services will assist the Child/Youth to feel secure and to obtain a sense of stability. All efforts will be made to place the Child/Youth in a setting that is familiar. Mnaasged priorities are with extended family and the Child's/Youth's Parent(s) or Guardian(s) and First Nation.

When permanent care cannot be provided by the Child's/Youth's own family, Mnaasged has the responsibility to provide an alternative plan for the Child/Youth through Customary Care or Alternative Care.

Stability planning is the careful development of long-term goals for a Child's/Youth's future to ensure that the best choices are made in relation to the Child's/Youth's needs and the family's ability or willingness to care for the Child/Youth.

PROCEDURE

1. The Children's Circle of Care Helper/Assigned Helper or the Alternative Care Helper will consult with the First Nation Band Representative to search for a family that may be willing and able to care for the Child/Youth.
2. The Children's Circle of Care Helper, the Alternative Care Helper, or Assigned Helper—in consultation with the Supervisor—will determine legal status and type of arrangement that will be required. Customary Care, Alternative Care placement, or private arrangements with the family may be sought by the Children's Circle of Care Helper. If there is the possibility of the Child/Youth remaining in long-term Care, then a permanent placement will be arranged as soon as possible.

3. The Children's Circle of Care Helper will complete the Child's/Youth's social history, comprehensive assessment, and plans of service and will provide important information about the Child's/Youth's family to assist in determining an appropriate placement.
4. The Children's Circle of Care Helper will address stability planning in the Child's/Youth's Cultural Plan. The Child/Youth (12 years of age or older) will be invited to participate in the development of the Cultural Plan, taking into consideration the Child's/Youth's verbal ability and level of comprehension.
5. The Children's Circle of Care Helper will select a home in conjunction with the Alternative Care Helper based on the ability of the Alternative Care Parent(s) to make a long-term commitment to the Child/Youth in Care. Discussions with the Child/Youth should also be encouraged to commit to a placement in a long-term family.
6. The Children's Circle of Care Helper may request that the Cultural Plan be reviewed by the Children's Planning Committee. (See terms of reference for Children's Planning Committee.)

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Kinship Services Policy and Procedure Manual

Customary Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Placement Changes	
Subject: Adoption by the Alternative Care Provider	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Community Consultation Report	

ADOPTION BY THE ALTERNATIVE CARE PROVIDER

POLICY

Mnaasged Child and Family Services will provide Adoption Services for Children/Youth in Alternative Care who have been identified as having a permanent wardship status and it is in the Child's/Youth's best interest.

PROCEDURE

1. The Alternative Care Parents wishing to apply for the adoption of a Child/Youth will be referred to the Adoption Services Helper. The Children's Circle of Care Helper can support the Alternative Care Provider through the application process, if requested.
2. The Children's Circle of Care Helper can support the Alternative Care Provider's family through the adoption probation period when the Child's/Youth's status is changed to adoption probation.
3. The Children's Circle of Care Helper will discuss whether the Alternative Care Provider's family wishes to close as an Alternative Care Provider or if they would like to be placed on hold until the adoption probation period ends and the adoption is finalized.
4. All protocols and legislation must be considered and followed concerning First Nation consultation and collaboration.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Adoption Service Policy and Procedure Manual

SECTION 11: SOCIAL HISTORY

Department: Alternative Care	POLICY #:
Section: Social History	
Subject: Life Book	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Community Consultation Report	

LIFE BOOK

POLICY

Mnaasged Child and Family Services will ensure that a Life Book exists for every Child/Youth in Alternative Care.

PROCEDURE

1. Alternative Care Parents will be trained on the purpose and importance of the Life Book as part of their initial training and ongoing development.
2. The Life Book will be developed and maintained by the Alternative Care Parent(s) in collaboration with the Children’s Circle of Care Helper and significant others in the Child’s/Youth’s life.
3. The Children’s Circle of Care Helper will provide a Life Book Kit to the Alternative Care Parent(s) at the 30-day home visit.
4. The Life Book will follow the Child/Youth to all Alternative Care placements. The original copy of the Child’s/Youth’s Life Book will be provided to the Alternative Care/Customary Care Provider caring for the Child.
5. The Life Book may contain, but is not limited to, the following:
 - a) Birth information, milestones, and development
 - b) Any descriptive infancy/toddler growing experiences

- c) Any pertinent health facts
 - d) A description of the Child's/Youth's Parent(s) or Guardian(s) (i.e., physical, personal interests, skills)
 - e) An honest and sensitive description of the situation that precipitated the Child's/Youth's separation from family
 - f) Cultural and spiritual events and ceremonies
 - g) Pertinent court decisions and dates
 - h) Visits and letters from family
 - i) Names of Alternative Care Parent(s), residences, and so on (e.g., when the Child/Youth lived there, for how long, a sensitive description of the reason for the move, and other relevant information)
 - j) Any feelings or observations the Child/Youth wishes to include
 - k) Names of Helpers and the Child's/Youth's memories of them
 - l) Positive achievements, records, or mementos (e.g., sport or club activities, school certificates, and stories), awards, and recreational activities
 - m) Record of important anniversaries (e.g., birthday cards and Christmas memories)
 - n) Pictures of the Child/Youth, Alternative Care Provider(s), and sibling(s)
 - o) Artwork, poems, school report cards, baptismal record
 - p) Video or audio recordings of the Child/Youth
6. The Children's Circle of Care Helper will obtain any receipts from the Alternative Care Parent(s) for any costs related to the Child's/Youth's Life Book as outlined in the Mnaasged Reimbursable Policy.
 7. The Children's Circle of Care Helper will process receipts for reimbursement using the approved finance forms for Alternative Care Parent(s) reimbursement.
 8. If the Child/Youth moves to another Alternative Care placement, the Life Book will move also.
 9. The Children's Circle of Care Helper will make a photocopy of the Child's/Youth's Life Book and upload into the Child's/Youth's File in the Mnaasged Case Management System.
 10. The original Life Book will be given to the Child/Youth at the time of leaving Mnaasged Care.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Social History	
Subject: Photographs of Children in Care	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

PHOTOGRAPHS OF CHILDREN IN CARE

POLICY

Mnaasged Child and Family Services will ensure that a current photo exists for every Child/Youth in Care to assist in timely identification should an emergency arise.

PROCEDURE

1. The Mnaasged representative (Children’s Circle of Care Helper/Assigned Helper or Alternative Care Helper) will ensure that a photo is taken of every Child/Youth in Care by the seventh day visit.
2. The photo will be used for emergency purposes and identification (e.g., the Child is absent without leave or is abducted)
3. The photo will be placed in the Child’s/Youth’s File in the Mnaasged Case Management System within 10 working days.
4. The Children’s Circle of Care Helper will ensure an up-to-date photo is placed in the Child’s/Youth’s File in the Mnaasged Case Management System every year.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

SECTION 12: INVOLVEMENT OF THE CHILD’S/YOUTH’S PARENT(S) OR GUARDIAN(S)

Department: Alternative Care	POLICY #:
Section: Involvement of the Child’s/Youth’s Parent(s) or Guardian(s)	
Subject: Biological Family Involvement	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 35	

BIOLOGICAL FAMILY INVOLVEMENT

POLICY

Mnaasged Child and Family Services recognizes the importance of maintaining the Child’s/Youth’s relationship with the Parent(s) or Guardian(s) and kinship ties. Mnaasged Helpers will, wherever possible and practical and in the Child’s/Youth’s best interests, encourage the Parent(s) or Guardian(s) to be involved with decision making regarding the Child’s/Youth’s admission to Care and the Child’s/Youth’s Cultural Plan.

The Parent(s) or Guardian(s) of the Child in Care who is a signing party to the Mnaasged Child and Family Services Customary Care Agreement will be involved in planning for the Child in Care.

Mnaasged Child and Family Services will make the effort to provide the Child’s/Youth’s Parent(s) or Guardian(s) with the opportunities to further the commitment to resume care of one’s own Child(ren) as part of the Cultural Plan.

PROCEDURE

1. The Child Safety Intervention Helper/Children’s Circle of Care Helper/Assigned Helper is required to explain and discuss the following issues with the Parent(s) or Guardian(s):
 - a) If this is a voluntary placement or an apprehension
 - b) The type of care the Helper is considering
 - c) The legal status

- d) Rights and responsibilities the Parent(s) or Guardian(s) has while the Child/Youth is in Care
 - e) When to expect the Child/Youth to return home
 - f) The plan for family visits
 - g) The Parent(s) or Guardian(s) maintaining support
 - h) The Parent(s) or Guardian(s) reassuring the Child/Youth while in Care
2. The involvement of the Parent(s) or Guardian(s) with the Child/Youth may include the following:
- a) Ensuring the Parent(s) or Guardian(s) is involved in signing the Customary Care Agreement
 - b) Involving the Parent(s) or Guardian(s) in pre-placement activities (selection of the type of placement, obtaining pre-admission medicals, and accompanying the Child/Youth on pre-placement visits) where appropriate
 - c) Maintaining contact with the sibling(s) and ensuring these are followed up in the planning for care process
 - d) Encouraging the Parent(s) or Guardian(s) to attend the case conference and to participate in the Cultural Plan
 - e) Entering into counselling with the Child/Youth aimed at resolution for the family
 - f) Returning of the Child/Youth or acceptance of the separation
 - g) Involving the Parent(s) or Guardian(s) in the planned visiting schedule that may be supervised
 - h) Transporting the Child/Youth to and from visits, where appropriate
 - i) Arranging or accompanying the Child/Youth to attend special events
 - j) Providing visits for special events (e.g., birthdays and Christmas)
 - k) Assisting with the development of a Life Book for the Child/Youth to contain descriptions of the Child's/Youth's family background history, pictures, as so on
3. Arrangements will be made by the Children's Circle of Care Helper/Assigned Helper to include the family in the decision-making process. This includes, but is not limited to, the following:

- a) Involvement in the Child's/Youth's Cultural Plan
 - b) Attendance at case conferences, talking circles, or planning meetings
 - c) Involvement in selecting a placement for the Child/Youth
 - d) Involvement in all preparatory steps toward placement (e.g., pre-placement visiting)
4. There are also opportunities for the Child's/Youth's own family to have regular involvement with the Child/Youth, which can include the following:
- a) Planned visits
 - b) Arrangements for the Parent(s) or Guardian(s) to accompany the Child/Youth to special events
 - c) Arrangements for the Parent(s) or Guardian(s) to accompany the Child/Youth to medical and dental appointments
 - d) Joint counselling with the Parent(s) or Guardian(s) and Child/Youth
 - e) Approval for the Parent(s) or Guardian(s) to make significant purchases for the Child/Youth (e.g., clothing and toys)
 - f) Payments by the Parent(s) or Guardian(s) for components of the Child/Youth Care
 - g) Regular phone contact and letters
 - h) Regular contributions to the Child's/Youth's Life Book
 - i) Purchase of gifts for special events (e.g., birthdays and Christmas)

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Involvement of the Child's/Youth's Parent(s) or Guardian(s)	
Subject: Rights of the Parent(s) or Guardian(s)	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Community Consultation Report	

RIGHTS OF THE PARENT(S) OR GUARDIAN(S)

POLICY

Mnaasged Child and Family Services' Family and Community Services will ensure that the Parent(s) or Guardian(s) of the Child/Youth is aware of the rights and responsibilities of the Child/Youth in Care. This knowledge can assist the Parent(s) or Guardian(s) in an advocacy role on clarifying exactly what to expect while the Child/Youth is in Care.

Therefore, upon admission to Care, the Children's Circle of Care Helper/Assigned Helper is required (except where prohibited by the Court) to contact and inform the Child's/Youth's Parent(s) or Guardian(s) of the rights and responsibilities of the Children/Youth in Care and to explain Mnaasged's complaint procedure.

PROCEDURE

1. The Children's Circle of Care Helper/Assigned Helper will inform and document the following:
 - a) Inform the Parent(s) or Guardian(s) of the parental rights within five (5) days of the Child's/Youth's admission into Care unless a court order has removed parental rights
 - b) Inform the Child's/Youth's Parent(s) or Guardian(s) of retaining certain rights under section 106 of the Child, Youth and Family Services Act as follows:
 - i. The right to direct the education of the Child/Youth
 - ii. The right to recommend and direct spiritual and cultural planning for the Child/Youth
 - iii. The right to direct the religious upbringing of the Child/Youth

- iv. The right to give or refuse consent to medical treatment
 - c) Inform the Parent(s) or Guardian(s) of being a signing party to the Customary Care Agreement, if applicable
 - d) The Child's/Youth's rights and responsibilities while in Care
 - e) Provide the complaint procedure to the Parent(s) or Guardian(s) and Child/Youth
2. The Administrative Assistant will mail a form letter and the Child's/Youth's Rights in Care Booklet to the Parent(s) or Guardian(s) within five (5) days of a Child/Youth coming into Care.
 3. The Children's Circle of Care Helper/Assigned Helper will document the date and time of when the Parent(s) or Guardian(s) was informed of the rights and will record this in the Parent(s) or Guardian(s) File in the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Customary Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Involvement of the Child's/Youth's Parent(s) or Guardian(s)	
Subject: Informing of Placement Changes	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

INFORMING OF PLACEMENT CHANGES

POLICY

Mnaasged Child and Family Services will ensure that when a decision is made for a change in placement, the Parent(s) or Guardian(s) and previous Alternative Care Parents will be made aware of the placement selected for the Child/Youth and will be provided with a description of the caregiver family. The Child/Youth requires at least one (1) visit in the Alternative Care Home before the actual placement, except where the placement is being made on an emergency basis.

In emergency situations, the Parent(s) or Guardian(s) and First Nation Band Representative will be made aware of the move within 24 hours of the decision regarding the placement change.

PROCEDURE

1. The Children's Circle of Care Helper will inform the Child/Youth of the following information prior to the placement (depending on the Child's/Youth's age and ability to comprehend):
 - a) Name of the Alternative Care Parent(s)
 - b) Names of all Children in the home and their ages
 - c) Address of Alternative Care Home
 - d) Schools and recreational activities or arenas
 - e) Any other relevant information to assist the Child/Youth in learning about the placement.

2. The Children's Circle of Care Helper will provide correct and up-to-date information to the Alternative Care Parent(s) pertaining to the Child/Youth at the time of the pre-placement visit with the Child/Youth.
3. The Children's Circle of Care Helper will accompany the Child/Youth when a move occurs. Depending on the circumstances of the situation, and where possible and appropriate, the Child's/Youth's Parent(s) or Guardian(s) may be encouraged to accompany the Child/Youth on the visit and on moving to the new placement.
4. In emergency situations, the Children's Circle of Care Helper will provide information about the new Alternative Care Parent(s) to the Child/Youth, the First Nation Band Representative, and the Parent(s) or Guardian(s) in a timely manner.
5. The Children's Circle of Care Helper will complete the Child Care Data Change Form and will update all placement change information, including the Alternative Care Parent(s) name, address, and contact information in the Child's/Youth's File in the Mnaasged Case Management System at the time of the placement change when a decision has been made or immediately following the move.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Involvement of the Child's/Youth's Parent(s) or Guardian(s)	
Subject: Expectations of the Alternative Care Provider	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

EXPECTATIONS OF THE ALTERNATIVE CARE PROVIDER

POLICY

Mnaasged Child and Family Services will support and encourage the involvement of the Parent(s) or Guardian(s) with the Child/Youth placed in Alternative Care.

PROCEDURE

1. Mnaasged will facilitate reasonable measures for contact between the Child/Youth in Alternative Care and the Child's/Youth's own family if no court order exists.
2. The Children's Circle of Care Helper and the Alternative Care Helper/Assigned Helper must be aware of the Child's/Youth's involvement with all visits with the biological family.
3. When an Interagency Service Agreement exists, and the Placing Children's Aid Society or Indigenous Child Well-being Agency has no concerns about contact with the Parent(s) or Guardian(s), the Children's Circle of Care Helper will request the Placing Agency to coordinate all contact through Mnaasged Child and Family Services and the Child's/Youth's biological family. (If appropriate, the Children's Circle of Care Helper will inform the Alternative Care Parent(s) of the schedule.)
4. The Alternative Care Parent(s) will ensure that the Children's Circle of Care Helper is informed about any connections among the family, the Alternative Care Provider, and the Child/Youth in Alternative Care that may affect the placement. The Alternative Care Provider/Children's Circle of Care Helper will inform the Placing Agency, if appropriate.
5. The Alternative Care Parent(s) will ensure that the biological family's involvement is consistent with the Cultural Plan. The Alternative Care Parent(s) will contact the Children's Circle of Care Helper for advice and clarification regarding matters related to the involvement of the Child's/Youth's biological family.

6. The Alternative Care Parent(s) will notify the Children's Circle of Care Helper if there is the belief that the biological family involvement has a negative impact on the Child/Youth in Alternative Care.
7. The Alternative Care Parent(s) will encourage the Child's/Youth's visits with the biological family and the significant members of the extended family or community, except when the Placing Agency indicates names of specific family members who will not be allowed to participate in visits.
8. Where the Parent(s) or Guardian(s) has consistent involvement with the Child/Youth, the Alternative Care Parent(s) will make every effort to involve the biological parent(s) in decisions related to the Child/Youth in the following but not limited to areas:
 - a) Education of the Child/Youth in Alternative Care
 - b) The religious upbringing of the Child/Youth in Alternative Care
 - c) Altering the appearance of the Child/Youth in Alternative Care (e.g., haircuts)
 - d) Extracurricular activities
 - e) Other significant events impacting the Child/Youth
9. The Alternative Care Parent(s) will record the contact with the Child's/Youth's biological family and any significant changes in the Child/Youth in the Child's/Youth's File in the Mnaasged Case Management System.
10. The Children's Circle of Care Helper, at the time of placement, will ensure that the rights and roles of the Parent(s) or Guardian(s) are specified in the Cultural Plan and the Alternative Care Provider(s) is notified.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Involvement of the Child's/Youth's Parent(s) or Guardian(s)	
Subject: Extended Access Visits	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

EXTENDED ACCESS VISITS

POLICY

Mnaasged Child and Family Services will ensure that all Children who have an access plan are entitled to extended access visits and will have a back-up safety plan.

Extended access visits are considered visits that exceed 24 hours but not more than seven (7) days.

PROCEDURE

1. The Children's Circle of Care Helper will inform the Alternative Care Parent(s) and the Child/Youth of the planned access visit immediately. In the event an access visit must be terminated, a safety plan will be developed with directions on how to contact the Alternative Care Provider(s).
2. The Children's Circle of Care Helper will inform the supervised access Helper (if appropriate) of the extended access visit as soon as the Helper is aware of the plan and can cancel any pre-determined affected access arrangements.
3. The Children's Circle of Care Helper will complete a safety plan for placement alternatives in Mnaasged's After-Hours Kit in the event an access visit is terminated, and the regular Alternative Care Parent(s) will be unavailable.
4. The Children's Circle of Care Helper will be responsible for visiting with the Child/Youth while on an extended access visit, according to the standards, and will consult with the Supervisor. These case management notes will be included in the Mnaasged Case Management System.

5. The Children's Circle of Care Helper will be responsible for completing all documentation related to any Serious Incident/Occurrence, which occurs while the Child/Youth is on an extended access visit.
6. Any changes to the extended access plan must be clearly documented on a Supervisory consultation note by the Supervisor. A copy of the consultation note will be placed in the Parent(s) or Guardian(s) and Child's/Youth's Files in the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Supervised Access Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Involvement of the Child's/Youth's Parent(s) or Guardian(s)	
Subject: Circles	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

CIRCLES

POLICY

Mnaasged Child and Family Services will ensure that Circles will be incorporated in all Mnaasged Child Welfare Service practices and will be recommended to all families involved. Mnaasged respects the diversity of every community and family that has an open interpretation and a use for talking circles.

Circles will be an option to assist in case management at the family's request.

Circles will occur as follows or at the following times:

- a) Initial Circle is to occur within 24–48 hours of apprehension or crisis*
- b) Within 10 days of the initial Circle as requested*
- c) Once every six (6) weeks (approximately every 44 days) or any time the biological family or the First Nation Band Representative requests one*
- d) Whenever a crisis occurs or there is a change in the situation*
- e) When developing service plans or a Cultural Plan*
- f) Exiting Circle with the Alternative Care Provider(s)*
- g) At the Reintegration Circle and within seven (7) days prior to a Child/Youth leaving Care to develop a reunification plan*
- h) Within seven (7) days of the Child/Youth returning to the care of the Parent(s) or Guardian(s)*
- i) Mnaasged has determined the case is considered a "Complex Case" and at a standoff regarding a service or financial need.*

The following people will be included to participate in the Circle:

- i. Parent(s) or Guardian(s)*
- ii. Extended family, grandparents, aunts, uncles, close friends, other support people*
- iii. The Child/Youth 12 years of age and older*
- iv. Community Service Providers (i.e., mental health counsellors, addictions Helpers, and Elders)*
- v. Alternative Care Parents)*
- vi. First Nation Band Representative or designate*

Circle/Elder/Facilitator

When selecting an Elder, the process must follow cultural protocols and Ministry of Children, Community and Social Services guidelines.

PROCEDURE

1. The Children's Circle of Care Helper/Assigned Helper or Alternative Care Helper will obtain a signed Consent to Release Information Form from the Parent(s) or Guardian(s), and the Child/Youth 12 years of age or older for the Indigenous Knowledge Advisor's referral to request a Circle.
2. The Children's Circle of Care Helper will complete a referral for the Indigenous Knowledge Advisor services with the signed consent attached and will submit to the Indigenous Knowledge Advisor.
3. The Indigenous Knowledge Advisor, in coordination with the Children's Circle of Care Helper/Assigned Helper, will meet with the Parent(s) or Guardian(s) to discuss and explain the benefits of a Circle with the family and the process for selecting an Elder to facilitate the Circle.
4. Upon selecting an Elder, the Indigenous Knowledge Advisor will approach the Elder for services and will follow the cultural protocol.
5. The Children's Circle of Care Helper/Assigned Helper will make all arrangements for the Circle, including time, place, informing participants, and anything else that may be identified.

6. On the day of the Circle, the Children's Circle of Care Helper/Assigned Helper will obtain the following:
 - a) Consents for the release of information from the Parent(s) or Guardians and the Child/Youth 12 years of age or older, if not already completed or provided
 - b) Document plans and outcomes for the wellness agreement/service plan
 - c) Signatures from all participating parties upon completion of the Circle
7. The details of the plans developed at the Circle will be recorded in the Mnaasged Case Management System in the appropriate Child's/Youth's File and recordings/forms.
8. The Children's Circle of Care Helper/Assigned Helper will provide copies of the plans to the Parent(s) or Guardian(s), the Alternative Care Parent(s), and the First Nation Band Representative within seven (7) days of the completed plans. The plans will be reviewed and approved by the Supervisor prior to distribution.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Involvement of the Child's/Youth's Parent(s) or Guardian(s)	
Subject: Family Case Conferences	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

FAMILY CASE CONFERENCES

POLICY

Family case conferences are utilized in a variety of situations, including crisis apprehensions, service plan development, cultural plan development, and exiting or reunification planning.

PROCEDURE

1. Families who decline the use of Talking Circles will have a family case conference arranged within the following time frames:
 - a) Within 24–48 hours of an apprehension or crisis
 - b) As a subsequent family case conference will occur within 10 days of the initial family case conference
 - c) Regular family case conferences will occur every six (6) weeks (approximately every 44 days thereafter), anytime the family or the First Nation Band Representative requests one, whenever a crisis occurs, or when there is a change in the situation.
2. As part of the reunification plan, the family case conference will occur within seven (7) days prior to the Child/Youth leaving the Alternative Care Home or within seven (7) days of the Child/Youth returning to the care of the Parent(s) or Guardian(s).
3. The Children's Circle of Care Helper/Assigned Helper and Alternative Care Helper will explain the necessity and purpose of the family case conference to the following:
 - a) Parent(s) or Guardian(s)
 - b) Extended family, grandparents, aunts, or uncles

- c) Close friends and other support people
 - d) Children 12 years of age or older
 - e) Community Service Providers (e.g., mental health counsellors, addictions Helpers, and Elders)
 - f) Alternative Care Parent(s)
 - g) First Nation Band Representatives
4. The Children's Circle of Care Helper/Assigned Helper will complete the following on the day of the family case conference:
 - a) Explain to participants the duty to report
 - b) Required follow-up on disclosures of Child abuse, threats of self-harm, and other harms made during the family case conference
 - c) Discuss the importance of confidentiality
 - d) Everyone has an equal opportunity to participate and to speak
 - e) Ensure all speakers are treated with respect and with no interruptions
 - f) Prior to the conclusion of the family case conference, the date, time, and location for the next case conference will be scheduled
 - g) Keep the family case conference within a 2-hour time limit; however, if more time is required it should be discussed with the participants on the best way to complete the meeting.
 5. At the end of the conference, the Children's Circle of Care Helper/Assigned Helper will first ask if anyone needs clarity, then offer closing comments, and finally thank the participants for attending.
 6. When an Interagency Service Agreement exists, and the Placing Children's Aid Society or Indigenous Child Well-being Agency has no concerns about parental or guardianship contact, the Children's Circle of Care Helper will request the Placing Agency to coordinate all contact through Mnaasged Child and Family Services and the Child's/Youth's biological family. (If appropriate, the Children's Circle of Care Helper will inform the Alternative Care Parent[s] of the schedule.)
 7. The Children's Circle of Care Helper will request signatures from all participants on an attendance sheet.

8. The Children's Circle of Care Helper will keep minutes of discussion and case note in the Child's/Youth's File and the Children's Circle of Care Helper/Assigned Helper in the Family File in the Mnaasged Case Management System.

POLICY REFERENCE

Child Protection Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Involvement of the Child's/Youth's Parent(s) or Guardian(s)	
Subject: Reintegration Planning	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Community Consultation Report	

REINTEGRATION PLANNING

POLICY

Mnaasged Child and Family Services will ensure that Alternative Care Parent(s) has a reintegration plan in place for support and for the best interest of the Child/Youth being reunited with the Parent(s) or Guardian(s) following the time in Care with Mnaasged.

The reintegration plan will be administered in an efficient and consistent manner to benefit the Child/Youth, the Parent(s) or Guardian(s), the extended family, the Alternative Care/Customary Care Family, the First Nation, and Indigenous/non-Indigenous applicable Service Providers.

All procedures in the risk reassessment/reunification tools will apply. However, the following procedures for reintegration planning will also apply.

PROCEDURE

1. A reintegration plan will be developed by the Children's Circle of Care Helper/Assigned Helper in consultation with the Parent(s) or Guardian(s), the First Nation or Indigenous community, the Alternative Care/Customary Care Provider(s), the Alternative Care Helper, and other community Service Providers then approved by the Supervisor and documented in a case note titled "Reintegration Plan."
2. The Reintegration Plan will include a Circle (existing) or case conference. At the family's request, the Children's Circle of Care Helper/Assigned Helper will consult with the family and the First Nation or Indigenous community to select an approved Elder to facilitate the Circle. The selection process must follow Mnaasged's policies and procedures.
3. The Helper will ensure the family, the First Nation or Indigenous community, the community Service Providers, the Elders, the Alternative Care/Customary Care Provider(s),

and any other supports identified by the family are invited to participate in the Reintegration Plan Circle or family case conference.

4. All current case information will be reviewed during the Reintegration Plan Circle or family case conference, including the family's success in achieving the goals identified in the service plan and their strengths and weaknesses. All community services will continue for the family if needed.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

SECTION 13: SERIOUS INCIDENTS/OCCURRENCES

Department: Alternative Care	POLICY #:
Section: Serious Incidents/Occurrences	
Subject: Responsibilities of Alternative Care Parents	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

RESPONSIBILITIES OF ALTERNATIVE CARE PARENTS

POLICY

The Alternative Care Helper will advise the Alternative Care Parents of the definition of Serious Occurrences and the procedures for reporting Serious Occurrences to Mnaasged.

PROCEDURE

1. The Alternative Care Helper will inform the Alternative Care Provider(s) of the policy and procedures and the responsibilities in reporting Serious Occurrences during the home assessment process.
2. Documentation indicating the annual review of the Serious Occurrences Policy and Procedures will be placed in the Alternative Care File.
3. Upon notification of a Serious Occurrence, the Children's Circle of Care Helper will inform the Alternative Care Parent(s) to follow the steps outlined below:
 - a) Determine if the Child/Youth requires medical attention. If so, call the emergency phone number 911 and request assistance (i.e., Ambulance)
 - b) Once the Child/Youth has received the appropriate assistance, contact Mnaasged and report the following:
 - i. Child's/Youth's name
 - ii. Nature of occurrence

- iii. Time of occurrence
 - iv. Action taken
 - v. Current status of the Child/Youth
 - vi. Location of occurrence
- c) In the event of an “After-Hours” Serious Occurrence, the Alternative Care Parent(s) will contact Mnaasged Child and Family Services’ on-call service to notify the After-Hours Helper
- d) If the Alternative Care Provider(s) is unsure as to whether an incident involving a Child/Youth in Care is a Serious Occurrence, contact will be made with the Helper or the After-Hours Helper for clarification

POLICY REFERENCE

Department: Alternative Care	POLICY #:
Section: Serious Incidents/Occurrences	
Subject: Children Who Go Missing or AWOL (Absent without Leave)	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

CHILDREN WHO GO MISSING OR AWOL (ABSENT WITHOUT LEAVE)

POLICY

Mnaasged Child and Family Services advocates if a Child/Youth in Care is missing and if there is reason to believe there is substantial risk to the Child/Youth, it is not necessary to wait the 12-hour period to advise the Police.

Younger Children should be reported as soon as possible or when the Child's/Youth's emotional demeanour suggests risk, such as suicide ideation.

However, once a Child/Youth has been missing for more than 12 hours, Mnaasged will follow all requirements related to missing persons reporting regarding all Children in Care of Mnaasged, such as Crown wards, temporary care or special needs arrangements, and Children in Care who are on independent living status as well as those who are in transition from one placement to another.

PROCEDURE

Mnaasged is responsible for determining if the Child's/Youth's absence is a Serious Occurrence and, if so, will initiate the Serious Occurrence procedure as follows:

1. The Children's Circle of Care Helper/Assigned Helper or Alternative Care Helper will notify the Parent(s) or Guardian(s) of the Child's/Youth's absence within 12 hours when the Child/Youth is in Mnaasged's Care through a temporary care or special needs agreement.
2. The Children's Circle of Care Helper/Assigned Helper will notify the Child's/Youth's First Nation Band Representative or delegate within 12 hours.
3. The Supervisor on-call if After-Hours or the daytime Supervisor responsible for the Child/Youth will notify representatives of the Ministry of Children, Community and Social Services as soon it is deemed a Serious Occurrence (or within 24 hours).

4. The Children's Circle of Care Helper will complete the form "Serious Incident Report." The report will be signed by the Children's Circle of Care Helper and the Supervisor and then forwarded to the Director of Services with a notation as to whether the incident is deemed a serious occurrence. The Serious Occurrence Report will be completed according to specified timelines.
5. The Supervisor will notify the Director of Services. The Director of Services will notify the Executive Director for review and submission to the Ministry.
6. The Children's Circle of Care Helper will document all efforts made to locate the Child/Youth in case note form in the Mnaasged Case Management System.
7. The Children's Circle of Care Helper will provide updates to the Supervisor every five (5) days until the Child/Youth has been located and returned. Where a Child/Youth is considered high-risk due to age, mental health, or other circumstances providing updates will occur each workday until the Child/Youth is located.
8. The Children's Circle of Care Helper will complete an AWOL Report to be placed in the After-Hours on-call kit. A warrant to apprehend and return the Child/Youth to safety will be obtained and notices will be placed in the local paper. The Children's Circle of Care Helper will consult with the Supervisor to develop a plan to attempt to locate the Child/Youth, identify timelines to determine the incident as a Serious Occurrence, determine when the warrant should be obtained and newspaper ad placed, complete the Provincial Alert, and determine any other responses deemed appropriate.
9. When a Child/Youth is found or is returned, the Director of Services is responsible to update documents and provide the information to the Ministry.
10. All Serious Occurrence documents will be kept in the Child's/Youth's File.
11. A case conference will occur with all Mnaasged personnel, Parent(s) or Guardian(s), and community members for absents without leave extending more than 30 days.

MEDIA

1. When a Child/Youth has been missing for an extended period of time the Helper and Supervisor will consult with the assigned Service Manager or designate regarding the use of the media to locate the Child/Youth. The media notification will be conducted by the Police.

OUTSIDE PAID RESOURCES

1. When a Child/Youth is missing from an outside paid resource, the outside paid resource is responsible for the following:
 - a) File a missing person's report with the Police

- b) Notify Mnaasged immediately that the Child is missing
 - c) Provide Mnaasged by fax a summary of the information provided to the Police and the circumstances surrounding the absence and the outside paid resource plans to locate the Child/Youth.
2. Steps 1 through 8, as listed earlier are then followed by Mnaasged Children’s Circle of Care Helper.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

After-Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Serious Incidents/Occurrences	
Subject: Child in Care Reporting a Sexual Abuse	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

CHILD IN CARE REPORTING A SEXUAL ABUSE

POLICY

Mnaasged Child and Family Services will ensure that any Child/Youth reporting a sexual assault will receive immediate assistance.

PROCEDURE

If a Child/Youth in Care reports that a sexual assault has occurred, the following steps will be taken:

1. The Alternative Care Parent(s) will immediately notify Mnaasged through the regular Children's Circle of Care Helper or on-call Helper.
2. The assigned Children's Circle of Care Helper and the Supervisor will be contacted immediately.
3. The Supervisor will immediately assign a Children's Circle of Care Helper if the Child's/Youth's Helper is unavailable.
4. The Children's Circle of Care Helper, in consultation with the Supervisor, will develop an investigation plan, including notifying the Police for assistance and interviews if required. The plan will identify the most appropriate support person to accompany the Child/Youth (Alternative Care Provider[s], Parent[s], Guardian[s], or Helper).
5. The Children's Circle of Care Helper will arrange a meeting with the Police if it is determined there will be an investigation. The Children's Circle of Care Helper will work in collaboration with Police Services when conducting and completing the steps for the investigation.

6. The Children's Circle of Care Helper will arrange for the Child/Youth to see a physician or authorized medical practitioner as soon as necessary, taking into consideration the time since the sexual assault occurred.
7. The serious incident will be processed in accordance with the Serious Occurrence reporting procedure. All information/tests will be requested from the medical practitioner. Case notes will be kept and recorded in the Child's/Youth's File in the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Serious Incidents/Occurrences	
Subject: Serious Occurrence Reporting and Process	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

SERIOUS OCCURRENCE REPORTING AND PROCESS

POLICY

Mnaasged Child and Family Services will report all Serious Occurrences to the Ministry within 24 hours, which starts at the time when the assigned Helper, Children's Circle of Care Helper/Assigned Helper, or Children's Circle of Care Helper Staff members first becomes aware of an incident or deems the incident to be a Serious Occurrence.

All Serious Occurrences must be reported within 24 hours to the Regional Office. The initial notification report and the Serious Occurrence Inquiry Report are contained within the same form. The Children's Circle of Care Helper/Assigned Helper are required to submit the following to the Ministry:

- 1. The initial notification report portion of the form within 24 hours.*
- 2. The Serious Occurrence Inquiry Report portion of the form is to be submitted within seven (7) business days of an initial Serious Occurrence notification.*

The following terms and definitions are provided to facilitate Serious Occurrence reporting:

24 Hours

- a) Clock starts when any of the Service Provider's Staff becomes aware of an incident or when the Service Provider deems the incident to be serious*

Children (Child Welfare)

- a) Ages 0–21 years*
- b) Child/Youth must be in the care of a Children’s Aid Society or Indigenous Child Well-being Agency (except for category 1 – death) or receiving services pursuant to an Extended Care and Maintenance (ECM) Agreement*
- c) Does not include Children on home access visits with the Parent(s) or Guardian(s)*
- d) Includes a client on (ECM) or independent living (IL)*

Client

- a) Refers to a Child/Youth in Care*

Note: *The exception is category 1 “death of a client.” The death of a Parent/Guardian of a Child in Care who is receiving services at the time of death will be reported as a Serious Occurrence.*

Note: *Serious Occurrences are to be brought to the attention of a Protection Resource Manager for review and input prior to submission to the Ministry, which include the following:*

- a) Considered to be contentious*
- b) Potential to be extremely high-risk*
- c) All Alternative Care Parents investigations*

Definition of Serious Occurrence

Serious Occurrences to be reported by the Assigned Helper or Children’s Circle of Care Helper to the Ministry are defined as follows:

- 1. Any death of a Client that occurs while participating in a service, including all Clients receiving community-based support services that are funded or licensed by the Ministry of Children, Community and Social Services. This includes the following:*
 - a) Any Child receiving service from a Children’s Aid Society or an Indigenous Child Well-being Agency at the time of death or in the 12 months immediately prior to death*
 - b) Death of a parent who is receiving services and whose Child is in Care.*

2. *Any serious injury to a Client that occurs while participating in a service. A factor to consider is whether a substantial course of treatment is recommended and not in-house first aid. In deciding whether an injury is a Serious Occurrence, the Assigned Helper or Children's Circle of Care Helper should consider both the severity of the injury and the manner in which it was received (e.g., accident while playing soccer, physical altercation between Clients, and caused by maintenance issues). This also includes the following:*
 - a) *Any injury caused by the Service Provider, such as a lack of or inadequate staff supervision, neglect/unsafe equipment, improper/lack of staff training, and medication error resulting in injury*
 - b) *A serious accidental injury received while in attendance at a Service Provider setting or in receiving service from the Service Provider*
 - c) *An injury to a Client, which is non-accidental, including self-inflicted or unexplained, and which requires treatment by a medical practitioner, including a nurse or dentist*
 3. *Any alleged abuse or mistreatment of a Client that occurs while participating in a service. This includes all allegations of abuse or mistreatment of Clients against Staff, Alternative Parent(s) or Guardian(s), biological Children, or Volunteers. If the Client discloses historical abuse, it should only be reported as a Serious Occurrence if the Client was participating in a funded service at the time of the abuse.*
 4. *Any situation where a Client is missing, in accordance with Ministry requirements for applicable program sectors and any applicable legislative requirements; otherwise, where the Children's Circle of Care Helper/Assigned Helper considers the matter to be serious. A Client is not considered missing if the whereabouts are known. The Children's Circle of Care Helper/Assigned Helper should follow the internal procedure to provide for the safe return of the Client to residential care.*
 - a) *A Child in the care of a Children's Aid Society, an Indigenous Child Well-being Agency, or a residential program, who has been missing for 24 hours or more, must be reported to the Police, and the Ministry if appropriate*
 - b) *All Serious Occurrence Reports should describe whether the Client poses a serious risk to self or others, any attempts made to locate the Client, previous Client history of leaving without permission, Client's state of mind before leaving, precipitating events, and so on*
- Note:** *The Children's Circle of Care Helper/Assigned Helper must advise the Ministry once the Client has returned, regardless of the date or time, via telephone.*

5. *Any disaster on premises where a service is provided, interfering with daily routines, such as fire, flood, power outage, gas leak, carbon monoxide, or infectious disease (where public health officials are involved).*
6. *Any complaint concerning the operational, physical, or safety standards of the service considered by the Assigned Helper/Children's Circle of Care Helper to be of a serious nature. This includes notification of adverse water quality, missing or stolen files, a breach in the Client Information Management System (CIMS), and vehicle accident.*
7. *Any complaint made by or about a Client, or any other Serious Occurrence concerning a Client, considered by the Assigned Helper/Children's Circle of Care Helper to be of a serious nature or may affect the Client's Cultural Plan, such as the following examples:*
 - a) *Police involvement with a Client (e.g., charged by Police)*
 - b) *Serious assault by a Client against Staff, peers, or community member*
 - c) *Serious assault by a non-caregiver against a Client, such as a friend, another client, or stranger*
 - d) *Hospitalization (excluding regular-occurring doctor visits related to an ongoing medical problem and any medical ailment occurring as part of the aging process) such as pneumonia, suicidal ideation, drug or alcohol overdose, or medical ailment*
 - e) *Inappropriate disciplinary techniques (excessive or non-sanctioned)*
 - f) *Complaints arising from a sexual contact between Clients*

Note: *Within the parameters of the preceding definitions, the Assigned Helper/Children's Circle of Care Helper is responsible for determining whether an incident is deemed to be a Serious Occurrence as defined by these procedures and, therefore, should it be reported to or within the Ministry.*

PROCEDURE

Actions to be taken if a Serious Occurrence has occurred, or is suspected, include the following:

1. The Assigned Helper or Children's Circle of Care Helper/Assigned Helper/Alternative Care Helper will ensure that the Client will be provided with immediate medical attention when warranted.

2. Appropriate steps will be taken to address any continuing risks to the Client's health or safety. (Note: the need for the same or similar steps to address the health and safety of other Clients should also be considered, as appropriate.)
3. The Director of Services or designate will ensure that the local coroner is notified immediately in all cases involving death, regardless of location (e.g., hospital) or circumstances (e.g., a "Do Not Resuscitate" order was in effect or death was not considered questionable).
4. The Child Welfare Staff will notify the Supervisor immediately of any incident suspected to be a Serious Occurrence.
5. The Child Welfare Staff or any other person witnessing or having knowledge of the Serious Occurrence will report the matter to the Client's Helper who will conduct preliminary inquiries.
6. The Children's Circle of Care Helper/Assigned Helper/Alternative Care Helper will immediately begin a Serious Occurrence Inquiry. The purpose of the inquiry is to gather information regarding the actual or alleged occurrence(s).
7. All persons having knowledge of the occurrence should remain on the premises until they have been interviewed by the Assigned Helper or Children's Circle of Care Helper/Assigned Helper/Alternative Care Helper.
8. The Assigned Helper or Children's Circle of Care Helper/Assigned Helper/Alternative Care Helper will determine whether the incident is a Serious Occurrence and, if so, should be reported to the Ministry. The Helper can consult with the immediate Supervisor when required.
9. The inquiry information gathered will form the basis of the later Serious Occurrence Report and the Initial Notification Report (INR), which will be written by the Helper and then submitted to the Supervisor.
10. The report should be typed, using the template, and include details of the following:
 - a) Identify any Clients involved by their first name and the first initial of their last name only. Any other party should also be referenced in as non-identifying terms as possible (e.g., first and last initials only, staff "A" or staff "B")
 - b) Provide the date of birth
 - c) Identify the site, the service/program
 - d) Description of the occurrence
 - e) Client's allegation (if applicable)

- f) Date, time, and place where the incident occurred
- g) Time the occurrence was reported
- h) Reason for the occurrence (if known)
- i) People involved
- j) Whether the Client poses a serious risk to self or others
- k) Action taken (e.g., any attempts to locate the missing Client)
- l) Current status
- m) Client's state of mind prior to leaving the premises (for missing Client)
- n) History of leaving the premises without permission
- o) Parties notified (Police, Coroner, and Parent[s] as applicable)
- p) Further action recommended

SERIOUS OCCURRENCE REPORTING PROCESS

Where a Serious Occurrence has taken place, the following reporting process will be completed:

1. The Director of Services or designate will inform the Regional Office within 24 hours by completing and submitting the Serious Occurrence Initial Notification Report (INR). Identify the Clients only by their first name and first initial of their last name. Refer to others involved in non-identifying terms, such as first and last initials only, staff "A" or staff "B", and so on.
2. The Assigned Helper or Children's Circle of Care Helper/Assigned Helper/Alternative Care Helper will inform the Parent(s) or Guardian(s) and, if applicable, the person or Agency who placed the Client, unless the person to be notified is alleged to have abused the Client.
3. Where abuse by a Staff member is alleged, the allegation is to be reviewed by the Senior Manager and the Director of Services or their delegate. The Ministry is to be informed of the outcome of the review.
4. Within seven (7) business days of submitting the Initial Notification Report, complete and submit the Serious Occurrence Inquiry Report (IR), even if information or actions have yet to be completed. Include an explanation that a further follow-up report will be provided.

Note: Mnaasged may submit a completed Inquiry Report, along with an Initial Notification Report, within 24 hours of the occurrence and all necessary action has been taken and documented. Mnaasged may also phone in a Serious Occurrence in lieu of an Initial Notification Report if circumstances are warranted, such as no fax available.

5. Upon review, the Supervisor will forward the report to the Senior Manager. The Senior Manager will forward the report to the Director of Services or designate. The Director of Services or designate will submit the Serious Occurrence Inquiry Report to the Executive Assistant for signature by the Executive Director. If any questions arise while reviewing the report, the Executive Director will follow-up with the Director of Services.
6. Once the Inquiry Report has been signed, the Executive Assistant will send the original report back to File Management.
7. File Management scans the document and places the original report in the Child's/Youth's File. A copy of the report is sent to the Senior Manager.

Note: The primary focus of the Serious Occurrence Inquiry Report is the record of the Children's Circle of Care Helper's/Assigned Helper's/Alternative Care Helper's actions from an accountability perspective (i.e., were the actions taken appropriate, complete, consistent with legislation/policy, and so on). However, there is the potential for not all desired information to be obtained or incident review/follow-up actions completed within the required seven-day period. As such, Helpers are requested to always submit the Serious Occurrence Inquiry Report within the seven-day period, *even if they have incomplete information or actions yet to be completed*. In such cases as the latter two scenarios, an explanation should be included, along with a clear indication that a supplementary follow-up report to the Ministry will be forthcoming.

ENHANCED SERIOUS OCCURRENCE REPORTING

An Enhanced Serious Occurrence will be reported to the Ministry by the Director of Services or the Executive Director or their designates.

1. When a significant incident involving a Client is likely to result in significant public or media attention, Enhanced Serious Occurrence Reporting is required. Examples include murder, arson, severe neglect or abuse resulting in death, incidents involving high-profile public figures, or any other situation deemed by an authorized person to be contentious in nature.
2. When a contentious, Serious Occurrence takes place and may get media coverage, the Helper consults with one of the following authorized people:
 - a) Supervisor
 - b) Senior Manager

- c) Director of Services
 - d) Executive Director
 - e) In the case of After-Hours, After-Hours Supervisor
3. If the Helper is uncertain about whether the situation is contentious, the Helper will consult immediately with an authorized person who will determine if an Enhanced Serious Occurrence reporting is needed.
 4. Within three (3) hours of deeming the incident enhanced, the designated authority, using the Enhanced Serious Occurrence Report notifies the Ministry via facsimile. The Assigned Helper or Children's Circle of Care Helper/Assigned Helper/Alternative Care Helper must also call the early alert system and leave a voicemail message with the date and time that the Initial Notification Report was faxed and the name and contact number for the designated authority.
 5. Notification is made by the Director of Services or the Senior Manager from Monday at 6:30 a.m. to 6:00 p.m. A list of all numbers and email addresses for reporting Serious Occurrences to the Ministry is made available to each Employee and regularly updated on the Mnaasged Case Management System by the Executive Assistant.
 6. When providing a report by phone, the person reporting must ensure that the following information is given:
 - a) Caller's name and contact number
 - b) Assigned Helper or Children's Circle of Care Helper/Assigned Helper/Alternative Care Helper name and location site
 - c) Client's first name and last initial
 - d) Date of birth and age
 - e) Date and time of the incident
 - f) Brief description of what happened
 7. This procedure applies around the clock on weekdays, weekends, and holidays.
 8. If the early alert system procedure cannot be done by fax, the Helper will be contacted by phone and asked to resend the report.
 9. Where the report is done by phone, the person reporting will either speak to a Ministry official or leave the report on the early alert voicemail system.

10. Regional Offices will follow up with Mnaasged to ensure that any issues are managed appropriately as needed.

SERIOUS OCCURRENCE REPORTING PROCESS – FURTHER REVIEWS

Upon a review of the Serious Occurrence Inquiry Report, the Ministry Office may request additional information or a further review.

1. Once the Serious Occurrence Follow-up Report is returned to Mnaasged by the Ministry, the Report will be reviewed by the Executive Director and forwarded to the Executive Assistant.
2. The Serious Occurrence Follow-up Report will state either “no action required” or there will be recommendations for a follow-up. If follow-up is required, a copy of the directives will be given to the Director of Services who will direct the Senior Manager to address the recommendations.
3. When the Ministry requires a further review on a case, the Executive Director, the Director of Services, and the Senior Manager may be responsible for conducting Mnaasged’s involvement, depending on the nature of the incident.
4. The Executive Assistant will place a copy of the report in a corporate file.
5. The Executive Assistant will forward a copy of the report to the Mnaasged Administrative Clerk.
6. The Administrative Clerk will ensure a copy is placed in the relevant service file and will provide a copy to the Supervisor of the Helper who is handling it.
7. The Senior Manager and the Supervisor will be responsible to ensure follow-up on the recommendations is completed within five (5) working days and a report is written in reply to the recommendations.
8. The written follow-up report will be forwarded to the Director of Services or designate.
9. Following the review, the Director of Services or designate will forward the follow-up report to the Executive Assistant for signature by the Executive Director.
10. The Executive Assistant will send the original follow-up report to the Ministry.
11. The Executive Assistant will place a copy of the follow-up report in a corporate file, give a copy to the Director of Services or designate, and will forward a copy to the Administrative Clerk who will ensure a copy is entered into the relevant service file.

SERIOUS OCCURRENCE REPORTING PROCESS – ON CALL PROCEDURES

In the event of a Serious Occurrence, the Ministry must be contacted within 24 hours of the incident. If the Serious Occurrence happens After-Hours, the on-call Helper will follow the on-call procedures listed below:

1. The Client will be provided with immediate medical attention when warranted.
2. The on-call Helper will notify the on-call Supervisor of the incident.
3. Appropriate steps will be taken to address any ongoing risks to the Client's health or safety. (Note: the need for the same or similar steps to address the health and safety of other Clients should also be considered, as appropriate.)

Evenings and Overnight: Sunday–Monday, 9:00 p.m.–8:00 a.m.; Monday–Friday, 5:00 p.m.–8:00 a.m.; telephone 1-887-444-0424; fax 1-866-262-8881

EARLY ALERT SYSTEM

Weekends and Government Holidays Friday 5:00 p.m. to Sunday 9:00 p.m. via telephone 1-877-444-0424, fax 1-866-262-8881; follow-up with enhanced Initial Notification Report/Inquiry Report and email nergan.sors@css.gov.on.ca or fax 1-866-262-8881

- a) Caller's name
 - b) Agency's name
 - c) Name of the program and Supervisor
 - d) Location of Agency
 - e) Phone number
 - f) Nature of the Serious Occurrence
1. Fax the Initial Notification Report to the local Ministry Office on or before the first business day following the Serious Occurrence.
 2. Complete the Serious Occurrence Inquiry Report and provide to the Ministry within seven (7) business days.

SERIOUS OCCURRENCE REPORTING PROCESS – ANNUAL SUMMARY

An Annual Summary and Analysis Report of all Serious Occurrences is to be provided by the Director of Services and the Senior Manager to the Ministry.

1. This report is to be submitted annually, reflecting the Serious Occurrence Record from the previous fiscal year period.
2. The Report is to be submitted by May 15th, using the Annual Summary and Analysis Report Form.
3. If there were no Serious Occurrences during the reporting period, it is still required that an Annual Summary and Analysis Report Form be submitted.
4. If there were Serious Occurrences during the reporting period, the Director of Services will provide the following information:
 - a) Number of Serious Occurrences by type
 - b) Degree of compliance to Serious Occurrence reporting timelines
 - c) Number of Serious Occurrences requiring additional action or information, at the request of the Ministry, after submission of the Serious Occurrence Inquiry Report
5. An analysis of all Serious Occurrences, including a description of any patterns or trends in the Serious Occurrences that relate to Clients, Staff, equipment, physical plant, and so on and may have caused or contributed to the Serious Occurrence.
6. An outline of the actions taken (or in progress) by Mnaasged in response to any identified issues or needs.
7. In the event of any follow-up action being requested after review of the annual report by the Ministry, the Executive Director and the Director of Services must submit an Outcome Report upon completion of the identified action.
8. The Executive Director and the Director of Services will monitor performance in-year, on an ongoing basis, with respect to the reporting, management, and follow-up of Serious Occurrences.

Note: The Annual Report is reviewed by the Regional Office, noting any patterns that suggest a need for training or support and steps to address these needs. The Regional Office may also identify possible issues or actions that could require follow-up by the assigned Helper or Children's Circle of Care Helper/Assigned Helper or Children's Circle of Care Helper Staff. If follow-up action is requested, the Director of Services is required to submit an Outcome Report to the Regional Office once the necessary action has been taken.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Serious Incidents/Occurrences	
Subject: Allegation of Abuse or Neglect in the Alternative Care Home	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

ALLEGATION OF ABUSE OR NEGLECT IN THE ALTERNATIVE CARE HOME

POLICY

Mnaasged Children and Family Services is responsible to ensure that the Children/Youth in Mnaasged Care are provided with quality care to promote their safety, health, and well-being.

PROCEDURE

1. All reports received by Mnaasged regarding a Child who may need protection are addressed, such as a report regarding an allegation of abuse or neglect of a Child in Care by an Alternative Care Provider.
2. An investigation is intended to achieve the following outcomes:
 - a) Determine the validity of the allegation
 - b) Protect the Children involved of the allegation
 - c) Determine the family's future role as an Agency Caregiver
3. Alternative Care Parents are a part of the team. As such, certain steps are taken throughout the investigation process due to the sensitivity in conducting an investigation on a team member. The information or concern is to be handled with objectivity and professionalism. Confidentiality is to be maintained, and information is only provided to other Staff on a "need-to-know" basis.
4. A concern or allegation regarding possible abuse or neglect is to be brought to the attention of the Supervisor immediately. The Supervisor will consult with the Senior Manager to determine if an investigation is warranted.

5. Where an investigation is not warranted, the information will be followed up as a “placement concern.”
6. When an investigation is warranted, the immediate safety needs of the Child in Care will be discussed by the Protection and Senior Manager and a decision will be made regarding whether the Child in the Home will be placed elsewhere. Further, no new placements will be placed in the Home until the completion of the investigation. The investigation will be completed in accordance with the Child Protection Standards in Ontario (February 2007).

AFTER-HOURS

1. Allegations received by the Emergency After-Hours Helper will be discussed with the on-call Supervisor and will be responded to as determined by the Eligibility Spectrum.
2. Alternative Care Parents will be informed of Mnaasged’s policies and procedures for investigating allegations.
 - a) During Pre-service and In-service Training
 - b) At the time of selection and placement of a Child in their Home

NOTE: Alternative Care Parent includes Customary/Kin Caregiver, Kinship Place of Safety Care Provider, community safe home, or a Parent with a Child on adoption probation.

CONSULTING

1. A concern or allegation of possible abuse or neglect is to be brought to the attention of the Senior Manager immediately. The Manager will consult with the Director of Services to determine if an investigation of the information is warranted.
2. The discussion to determine if an investigation is warranted will include the following:
 - a) Information regarding the allegation
 - b) Any prior allegations
 - c) Any other pertinent information

NOTE: When a concern does not warrant an investigation, it will be dealt with as a complaint (refer to Foster Care Policy).

VALIDITY OF INFORMATION

1. The information regarding the allegation of abuse or neglect will be assigned to a senior Children’s Circle of Care Helper/Assigned Helper who will obtain the full details of the

allegation from the individual making the allegation. In consultation with Managers, the senior Children's Circle of Care Helper/Assigned Helper will assess the information received to determine the validity of the information, as well as the motivation of the individual making the allegation. When the validity or motivation is in question, an initial conversation with the Child may also be completed to assist with the determination of validity.

ELIGIBILITY

1. When the allegation is determined to be valid, the information will be applied to the Eligibility Spectrum. This is completed through consultation with all Staff and Managers involved. Where it is determined an investigation is warranted, it will be conducted by the Helper assigned.
2. An initial meeting of involved Staff and Supervisors is arranged by the Helper assigned to determine the following:
 - a) Safety of Children in the Home
 - b) Whether safety for the Child can be assured if the Child remains in the Home during the investigation
 - c) The response time
 - d) Organize the investigation steps
 - e) Consider any other action required
 - f) Need for medical attention for the Child
 - g) Police involvement
 - h) Who will be interviewed, including witnesses and collaterals
 - i) Filing a Serious Occurrence Report
3. The Supervisors will ensure the relevant files are available for review. Care will be taken throughout the investigation to recognize the sensitivity required when investigating the Mnaasged Alternative Care Parents.
4. These investigations are considered a "high priority" and the Assigned Helper will make all efforts to initiate and complete the investigation in a well-planned and timely manner. To support this, all Staff involved will ensure their availability as required throughout the process.

SAFETY OF THE CHILD

1. Upon receipt of the referral information, there will be a discussion regarding the safety of the Children in the Home as well as a decision regarding whether the Children need to be removed from the Home until the investigation has been completed.
2. This determination is made by assessing the immediate safety threats and risk factors to the Children in the Home, which include the Children in Alternative Care as well as the biological Children of the Caregiver. It is also important to recognize the impact of removing Children has on both Children and Caregivers. Children may remain in the Home during the investigation, only when their safety is assured.

RESPONSE TIME

1. For the investigation of allegations against an Alternative Care Provider, it is the position of Mnaasged to follow the same procedures as utilized by Mnaasged Child and Family Services Intake in responding to community Child abuse and neglect referrals.
2. Planning of the investigation steps is to begin within one (1) hour of notification.
3. When the level of severity is determined to be moderate (Eligibility Spectrum) the Child will be seen as soon as possible or within seven (7) days. When the level of severity is determined to be Extreme (Eligibility Spectrum) the Child will be seen as soon as possible and within 12 hours. (See the Protection Policy and Procedures Manual.)

INVESTIGATION STEPS

1. The Children's Circle of Care Helper/Assigned Helper or Children's Circle of Care Helper receiving information regarding possible abuse or neglect will immediately advise the Supervisor, who will ensure the information is directed to the Senior Manager as required. The Supervisor will ensure the information is also provided to the appropriate Children's Circle of Care Helper/Assigned Helper or Children's Circle of Care Helper and Alternative Care Helper.
2. The Children's Circle of Care Helper/Assigned Helper or Alternative Care Helper, in consultation with the Senior Manager and the Supervisor, will determine what steps are necessary to ensure the safety of the Children in the Home during the investigation.
3. The senior Helper assigned to the investigation will advise the Alternative Care Parent(s) that an investigation is underway. The Children's Circle of Care Helper will contact the Alternative Care Parent(s) to outline the Investigation Policy and Procedure and advise them of available supports, including the right to consult a lawyer. The Alternative Care Helper will also provide support as required without interference during the investigation.

4. The Parent(s) who maintains involvement with the Child is advised of the allegations, the course of the investigation, and the outcome by the Children's Circle of Care Helper.
5. Police are notified according to the Police/Mnaasged Child and Family Services Protocol. The Protection Supervisor or designate notifies the Ministry within 24 hours of the allegation by means of a Serious Occurrence Report.

CONDUCTING THE INVESTIGATION

1. The investigation is carried out according to Mnaasged standards for the investigation and according to the Police/Mnaasged Child and Family Services Protocol Agreement.

SUPPORT

1. The Children's Circle of Care Helper will attend to the Home with the Assigned Helper.
2. At the onset of an investigation, the Alternative Care Parent(s) will be reminded that support from the Alternative Care Helper as well as another Alternative Care Parent(s) (if desired) may be available to provide assistance and support throughout an investigation.
3. The Alternative Care Parent(s) will be notified of the right to contact a lawyer as well as the Director of Services at any time during the investigation.

CONCLUDING THE INVESTIGATION

1. Within 14 days of the completion of the investigation, a verification conference is scheduled by the Assigned Helper or Children's Circle of Care Helper. This meeting includes all involved Mnaasged Staff and Supervisors. The findings of the investigation are discussed, and the concerns are either verified or not verified. Any recommendations made as a result of the investigation are also discussed.
2. A verification statement will be drafted during the verification meeting and will contain recommendations decided upon. The verification statement will be reviewed by all in attendance and a copy provided at the conclusion of the meeting for any follow-up required.
3. Decisions regarding placement will be discussed by the Children's Circle of Care Helper in consultation with the Supervisor.
4. The Children's Circle of Care Helper will then arrange a time for a meeting with the Assigned Helper, the Alternative Care Helper, and the Alternative Care Parents to discuss the outcome of the investigation and any recommendations regarding the Alternative Care Parent(s) as a result of the investigation.

5. The Assigned Helper or Children's Circle of Care Helper will provide the Alternative Care Parent(s) with written notification of the outcome of the investigation.
6. The Children's Circle of Care Helper will advise the Child of the outcome of the investigation.
7. The original investigation will be placed in the Intake File.
8. A copy of the investigation will be sent to the Alternative Care Helper who will place it in the Alternative Care Provider(s) File.
9. The Children's Circle of Care Helper will inform the Alternative Care Parent(s) of Mnaasged's Complaint Review Process should there be dissatisfaction with Mnaasged's decision.

NOTE: If any biological Child of the Alternative Care Parent(s) is assessed as needing protection, the Caregiver will be advised, and the case will be assigned and managed as a protection case.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Serious Incidents/Occurrences	
Subject: Death of a Child Receiving Services	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Child in Care Death Review	

DEATH OF A CHILD RECEIVING SERVICES

POLICY

When Mnaasged Child and Family Services has been advised that a Child, who was receiving service from Mnaasged at the time of death or in the 12 months immediately preceding death, has died, Mnaasged Child and Family Services must take specific action as outlined in this Standard (also reference Serious Occurrence Reporting).

Due to the potential implication of such a situation, the Police may wish to suspend or amend the "Protocol for the Investigation of Child Abuse or Neglect" to ensure that there is no contamination of evidence or conflict of interest. This action may be appropriate or necessary; however, Mnaasged Child and Family Services must maintain its role of ensuring that no other Children need protection. It is vital at the outset of such an investigation the roles of the Police and the Child Protection Helper be clearly identified.

The Director of Services is responsible for approving the plan of investigation on any such cases.

Joint Directive: Child Death Reporting and Review

The following procedures have been developed as a result of the Joint Directive issued March 31, 2006, by the following:

- 1. Ministry of Children and Youth Services*
- 2. Ministry of Children, Community and Social Services*
- 3. The Office of the Chief Coroner for the Province of Ontario*

The directive is in effect as of March 31, 2006, and it also supplements the Ministry's Serious Occurrence Reporting Procedures and Enhanced Serious Occurrence Reporting Procedures. The following documents form an addendum to this policy:

- a) *Joint Directive: Child Death Reporting and Review*
- b) *Joint Directive: Child Death Reporting and Review – Questions and Answers*
- c) *Child Fatality Case Summary Report*
- d) *Society Internal Child Death Review*

All Staff involved with such a case may be required to go through a critical incident debriefing process. Professional services from an external Agency may be requested to assist with this process.

PROCEDURE

1. The following people will be notified immediately upon receipt of the information:
 - a) The Children’s Circle of Care Helper/Assigned Helper or Children’s Circle of Care Helper
 - b) The Supervisor
 - c) The Senior Manager
 - d) The Director of Services
 - e) The Executive Director
 - f) The local coroner
 - g) The Ministry’s Regional Office
2. When the coroner notifies Mnaasged of the death, Mnaasged will follow the above procedure.
3. The Supervisor of the Assigned Helper or Children’s Circle of Care Helper will ensure that the people profile and the referral module are recorded in the Mnaasged Case Management System. The Senior Manager is responsible to review and approve the modules on the system.
4. The Supervisor of the Assigned Helper or Children’s Circle of Care Helper will make immediate contact with the Police to ensure the following:
 - a) Obtain details regarding the death
 - b) Confirm an investigation is being conducted regarding the death
 - c) Determine whether there will be charges laid as a result of the death

5. The Director of Services or designate will notify the local coroner and the Ministry's Regional Office immediately when Mnaasged has knowledge of the following:
 - a) A Child received service up to the time of death
 - b) A Child received service from Mnaasged at any time in the 12 months prior to death
 - c) A Child received service either directly or indirectly as a member of the family receiving service
6. The Director of Services will ensure the following is completed:
 - a) A Serious Occurrence Report as set out in the Ministry's Serious Occurrence Reporting Procedures
 - b) Immediately forward copies of the report to the Regional Office, the Regional Supervising Coroner, and the Deputy Chief Coroner (or delegate)
 - c) Follow the Ministry's Enhanced Serious Reporting Procedures, when appropriate
7. The Senior Manager and Child Safety Intervention or Supervisor will ensure that the file is complete and ready for seizure by the Coroner or the Police.
8. The Director of Services or designate will complete a case summary using the Child Fatality Case Summary Template (Appendix 3). The Office of the Chief Coroner may be contacted directly for information regarding the cause of death. The case summary will include Mnaasged's determination regarding whether the Child died under questionable circumstances or as a result of abuse, mistreatment, parental neglect, or negligence. Within 14 days of the Child's/Youth's death or within 14 days of learning the Child has died, Mnaasged will forward copies of the report to the following:
 - a) The Regional Office
 - b) The Chair of the Paediatric Death Review Committee
9. Mnaasged will receive written notice from the Chair of the Paediatric Death Review Committee regarding the decision of whether Mnaasged must conduct an Internal Child Death Review. When Mnaasged receives written notice to conduct an Internal Child Death Review, the Director of Services will ensure the following will occur:
 - a) The Director of Services will lead, coordinate, and conduct a full review of the case using the "Society Internal Death Review" document (which is attached)
 - b) Mnaasged will establish a review team

- c) The review team will include an external reviewer who has the appropriate clinical experience
 - d) The full Internal Child Death Review will be completed within 90 days of notice from the Chair of the Paediatric Death Review Committee
 - e) Copies of the Internal Child Death Review Report will be forwarded to the Regional Office and the Chair of the Paediatric Death Review Committee
10. The Director of Services will submit written progress reports every six (6) months to the Regional Office when the Internal Child Death Review includes recommendations for further follow-up or action.
 11. The Office of the Chief Coroner will determine, within seven (7) days of receipt of Mnaasged's Internal Child Death Review Report, whether the Paediatric Death Review Committee will undertake a further review and how detailed it will be.
 12. The decision to conduct a further review by the Paediatric Death Review Committee will be based on the Internal Child Death Review Report.
 13. If the Paediatric Death Review Committee conducts a review, it must be completed within one year of the Child's/Youth's death and a copy of the Paediatric Death Review Committee Report must be forwarded to Mnaasged's Executive Director.
 14. Upon receipt of the Report, Mnaasged will review the Paediatric Death Review Committee Report.
 15. The Director of Services will ensure the following:
 - a) Implement the recommendations as appropriate
 - b) Incorporate the recommendations into the written progress report to the Regional Office
 16. If Mnaasged is unable to comply with the timelines as per the Joint Directive issued March 31, 2006, this will be considered as non-compliance and will be documented.
 17. In circumstances where Mnaasged knows it will not be able to meet the timelines, it will notify the Regional Office and the Office of the Chief Coroner in writing to explain why the timelines cannot be met and suggest anticipated timelines.

ADD OMBUDSMAN

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Serious Incidents/Occurrences	
Subject: Debriefing and Support to Alternative Care Parents Involved in Serious Incidents/Occurrences	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Child in Care Death Review	

DEBRIEFING AND SUPPORT TO ALTERNATIVE CARE PARENTS

POLICY

Mnaasged Child and Family Services will offer debriefing and support to Alternative Care Parents following crisis situations within their Home.

PROCEDURE

1. Within 48 hours or less, the Children’s Circle of Care Helper and the Alternative Care Helper will offer to provide or arrange immediate supports for the Alternative Care Parent(s) and family following a Serious Incident or Occurrence within the family (serious injury or illness to a Child, a partner, or a death in the family).
2. This may involve attending the Home, having another Mnaasged Helper attend at the Home, contacting family or community members to attend, or arranging an immediate circle of support or a Circle.
3. The Helper will document in a case management note the offer to provide and arrange support if the family was receptive and the action taken by the Children’s Circle of Care Helper based on the family’s wishes.
4. The Children’s Circle of Care Helper will document in a case note if the support was made available to the family within the required 48 hours and, if not, a detailed explanation indicating the reasons.
5. The Senior Manager will provide an Executive Summary/Lessons Learned Report to the Director of Services within seven (7) days of the Crisis Incident/Occurrence.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Serious Incidents/Occurrences	
Debriefing and Support to Parents or Guardians Involved in Serious Incidents/Occurrences	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Child in Care Death Review	

DEBRIEFING AND SUPPORT TO PARENTS OR GUARDIANS

POLICY

Mnaasged Child and Family Services will offer to provide or arrange immediate support for the family of the Parent(s) or Guardian(s) as soon as possible but no later than 48 hours following a crisis, according to the family's needs and wishes.

PROCEDURE

1. The Children's Circle of Care Helper/Alternative Care Helper and Family Support Helper servicing the family (e.g., apprehension, serious injury, illness of Child or partner, or death in the family) will offer to provide or arrange immediate supports for the family.
2. This support may involve attending the Home, having another Helper attend the Home, contacting family or community members to attend the Home, or arranging an immediate circle of support or a Circle.
3. The Children's Circle of Care Helper/Alternative Care Helper will document in a case note the Helper offered to provide or arrange support if the family was receptive and what action the Children's Circle of Care Helper/Alternative Care Helper took based on the family's wishes.
4. The Children's Circle of Care Helper/Alternative Care Helper will document in a case note if the support was made available to the family within the required 48 hours and, if not, a detailed explanation of the reason.
5. When requested or required, a follow-up debriefing Circle or family case conference will occur within 10 days following the initial contact.

6. In addition or alternative to an Agency Helper, other supports for the family could include extended family, neighbours, First Nation Band Representative, victim crisis assistance and referral services (VCARS), and women's shelter crisis intervention services.

POLICY REFERENCE

Cultural Service Policy and Procedure Manual

SECTION 14: MEETING THE NEEDS OF CHILDREN IN CARE

Department: Alternative Care	POLICY #:
Section: Meeting the Needs of Children in Care	
Subject: Meeting the Needs of Children in Care	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

MEETING THE NEEDS OF CHILDREN IN CARE

POLICY

Mnaasged Child and Family Services will ensure that Alternative Care Parents are meeting the physical, mental, emotional, and spiritual needs of all Children in Care. These needs include adequate food, clothing, education, recreation, and cultural and religious activities.

PROCEDURE

FOOD AND NUTRITION

1. At the time of placement and whenever any new information is shared from the Parent(s) or Guardian(s), the Children's Circle of Care Helper/Assigned Helper/Alternative Care Helper will provide information to the Alternative Care Parents regarding the Child's/Youth's eating habits, food preferences, special dietary needs, allergies, or food sensitivities and provide clear directions and instructions.

CLOTHING

1. The Alternative Care Helper will provide the Clothing Checklist to the Alternative Care Parent(s) to take an inventory of the clothing brought by the Child to the placement. This is to be completed no later than the seventh-day visit.
2. Upon receipt of the clothing inventory, the Alternative Care Helper will provide the Alternative Care Parent(s) with a clothing allowance for each Child based on the following:

- a) Child's/Youth's age
- b) Emergency allowance (i.e., need at time of admission to Care)
- c) Winter clothing allowance
- d) Monthly allowance

EDUCATION AND LEARNING

1. The Children's Circle of Care Helper will maintain ongoing communication with the Child's/Youth's school and the Alternative Care Provider(s) to identify any academic or learning difficulties or needs causing challenges for the Child/Youth.
2. The Children's Circle of Care Helper will inform the school of the following:
 - a) The Child's/Youth's admission to Care and legal status
 - b) A transfer may be required from the Child's/Youth's previous school to another school close to the Alternative Care placement
 - c) The name of the Child's/Youth's Children's Circle of Care Helper and Alternative Care Provider(s)
 - d) Other necessary information (i.e., pertinent information relating to the Child/Youth, including any medical condition or allergies)
 - e) Any known special education needs of the Child/Youth
 - f) If a Child/Youth has been moved to a new Alternative Care placement
 - g) The Children's Circle of Care Helper will contact the Child's/Youth's teacher or principal at least every 90 days to assess the adjustment and progress in the school
 - h) The school's involvement in the Child's/Youth's Cultural Plan, with the Child's/Youth's academic progress reviewed as part of the Cultural Plan.

SCHOOL SUPPLIES AND SCHOOL TRIPS

1. The Alternative Care Parent(s) will notify the Children's Circle of Care Helper when school supplies are not supplied by the Child's/Youth's First Nation. Mnaasged will provide the necessary school supplies up to a maximum annual amount that is based on the Child's/Youth's grade level and that may also assist with the cost of school trips.
2. The Alternative Care Parent(s) is to notify the Children's Circle of Care Helper well in advance of requesting approval of school trip expenses.

The Alternative Care Parent(s) will ensure the following:

1. Assist the Child/Youth with the many adjustments to the education and school environment.
2. Inform the Children's Circle of Care Helper of any concerns or request support for school related issues. Routine communication from the school will go directly to the Alternative Care Provider(s).
3. Provide the Child's/Youth's school report card to the Children's Circle of Care Helper to maintain copies of all the Child's/Youth's report cards within the Child's/Youth's File.

SPECIAL NEEDS

1. The Children's Circle of Care Helper will ensure that the Children who have identified special needs/services will be referred and provided appropriate services as outlined in the Child's/Youth's Cultural Plan. Other services within the community will be explored prior to purchasing outside professional resources.

NO SMOKING

1. Mnaasged will ensure, with the exception of ceremonial and Traditional use, no Alternative Care Parent(s) or Mnaasged representative will give permission to a Child/Youth in Care to smoke.
2. Upon admission to the Alternative Care Parent(s) Home, the Child Safety Intervention Helper or Children's Circle of Care Helper/Alternative Care Helper and Alternative Care Parents will advise and encourage a "No Smoking Policy" for all Children in Alternative Care.
3. The Alternative Care Parent(s) will ensure that the No Smoking Policy is followed and that the rule applies to all minors in a consistent manner within the Alternative Care Home.
4. Violation of the No Smoking Policy will be documented in the Child/Youth in Care File and the Mnaasged Case Management System data base.
5. The Children's Circle of Care Helper will discuss and encourage a smoking cessation program with Children in Alternative Care who are smoking.

SEXUALITY

1. The Children's Circle of Care Helper will locate appropriate resources for the Child/Youth in Care who is exploring sexual identity.

CULTURAL

1. The Children's Circle of Care Helper will educate the Child/Youth and the Alternative Care Parent(s) on Mnaasged's cultural practices and rights of an Indigenous Child:
 - a) Should a Child/Youth wish to partake in cultural ceremonies, this will be documented in the Child's/Youth's Cultural Plan
 - b) Cultural experiences that the Child/Youth is exposed to will be documented and kept in the Child's/Youth's File and documented in the Child's/Youth's Life Book and social history
 - c) Should the Child/Youth wish to dance at pow wows, regalia can be purchased to meet the Child's/Youth's request. This information will be documented in the Cultural Plan, the Child's/Youth's Life Book, and in the social history and maintained in the Child's/Youth's File
2. The Children's Circle of Care Helper will complete a Request for Service Form for the Indigenous Knowledge Advisor to meet the cultural requests of the Child/Youth in Care or from the Alternative Care Provider(s).
3. The Indigenous Knowledge Advisor will meet with the Children's Circle of Care Helper to discuss the request and arrange a meeting with the Child/Youth and the Alternative Care Provider(s). All information will be documented in the Child's/Youth's File in the Mnaasged Case Management System and, when appropriate, outside resources may be included in the Child's/Youth's Cultural Plan.
4. When financial costs are incurred due to the cultural request, the Children's Circle of Care Helper will consult with the Supervisor to obtain approval. This will occur when cultural services are included in the Child's/Youth's Cultural Plan.
5. The Children's Circle of Care Helper will complete case notes in the Child's File in the Mnaasged Case Management System and will update any required recordings or assessments.

BODY MODIFICATION, TATTOOS, AND PIERCINGS

1. Mnaasged will ensure that Alternative Care Parent(s) and Mnaasged Helpers do not support nor will they approve any body modification, tattoos, or piercings for the Children in Alternative Care.
2. No Child younger than 16 years of age in Mnaasged Care will have any part of their body pierced without the expressed and written permission of the person having legal guardianship.

3. No Child/Youth under the age of 18 years in Mnaasged Care will receive permission to acquire a tattoo. This includes, but will not be limited to, self-inflicted tattooing and professional tattoo establishments.
4. Should a Child/Youth acquire either a piercing or a tattoo, this non-compliance will be reported to the Children's Circle of Care Helper by the Alternative Care Parent(s) and documented in the Child's/Youth's File.
5. The Children's Circle of Care Helper will document in the Child's/Youth's social history any known body piercings or tattoos the Child/Youth has before admission into Care.
6. Should a Child/Youth in Alternative Care obtain a piercing or tattoo without the consent of the Parent(s) or Guardian(s) will be notified immediately.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Meeting the Needs of Children in Care	
Rights and Responsibilities of a Child in Care	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

RIGHTS AND RESPONSIBILITIES OF A CHILD IN CARE

POLICY

Mnaasged Child and Family Services will ensure that the Children in Alternative Care are aware of their rights and responsibilities. A Child/Youth in Alternative Care has the right to be heard, a right to be informed, and a right to spiritual and religious care.

PROCEDURE

1. The Children’s Circle of Care Helper will review the Rights and Responsibilities of Children in Care Handbook with the Child/Youth in a manner consistent with age, development, and level of understanding.
2. The Rights in Care Form will be reviewed no later than seven (7) days from the date of a new placement, again at 30 days, and every six (6) months thereafter.
3. The Children’s Circle of Care Helper will request the Child/Youth in Care to sign the Rights in Care Form signature page upon each review of the handbook.
4. In cases of infants, toddlers, or developmentally challenged Children, the Children’s Circle of Care Helper will inform the Child’s/Youth’s Alternative Care Parent(s) of these rights and obtain the Alternative Care Parent(s) signature on the signature page of the Rights in Care Form within the handbook.
5. The Children’s Circle of Care Helper will ensure that the Alternative Care Parent(s) understands the Child’s/Youth’s right to reasonable privacy and possession of personal property.
6. All Children in Alternative Care have the right to send and receive written communication in mail and electronically within the provisions of the Child, Youth and Family Services Act.

7. The Children's Circle of Care Helper will document each time the Child's/Youth's rights are reviewed on a case management note in the Child's/Youth's File in the Mnaasged Case Management System.
8. Should a Child/Youth refuse to sign the signature page, the Children's Circle of Care Helper will document on a case note the refusal and rationale in the Child/Youth's File in the Mnaasged Case Management System and will inform the immediate Supervisor.
9. The Children's Circle of Care Helper will document any deviations from the Standards and provide a clear explanation.
10. Along with rights for the Children in Alternative Care there are also responsibilities, which are identified as the following:
 - a) Children in Care will show respect for others in the Alternative Care Home, including respect for the others' belongings
 - b) Children in Care will cooperate with their Alternative Care Parent(s) and their Children's Circle of Care Helper
 - c) Children in Care will care for their own personal hygiene and grooming as well as their possessions
 - d) Children in Care will accept and follow reasonable, sensible rules decided by Alternative Care Parents, teachers, or Helpers
 - e) Children in Care will assume responsibility for their actions and follow through on any given consequence
 - f) Children in Care will attend school until the age of 16 years
 - g) Children in Care will accept that if they leave school, they will be expected to find a job
11. The Children's Circle of Care Helper will encourage Children in Alternative Care to communicate openly and honestly.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Meeting the Needs of Children in Care	
Subject: Private Interviews with Children in Care	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 43, Mnaasged Child and Family Services Internal	

PRIVATE INTERVIEW WITH CHILDREN IN CARE

POLICY

Mnaasged Child and Family Services will ensure that a Mnaasged Helper will conduct private interviews with Children placed in Alternative Care at the seven-day visit, at 30-day visits, and at the completion of the semi-annual and annual reviews in the Alternative Care Home.

PROCEDURE

1. The Alternative Care Helper will inform all Alternative Care Parents of Mnaasged Helpers' responsibility to conduct private interviews in an age-appropriate manner with the Children placed in their Care as part of the initial orientation of all Alternative Care Homes.
2. If a Child/Youth is placed in an Alternative Care Home from a Placing Agency through (an inter-Agency agreement) the Children's Circle of Care Helper will ensure the Placing Agency is made aware of the responsibility to conduct private interviews within seven (7) days of admission, or when there is a change in placement, and every 30 days thereafter.
3. The Children's Circle of Care Helper may accompany a Child/Youth in Care's Helper from a Placing Agency for a private interview if requested and agreed to by the Child/Youth when and where outside paid resources are visiting the Home.
4. The Children's Circle of Care Helper will ensure that the Children are aware that the private interview is an opportunity to ask openly about themselves and their circumstances and to express without fear of repercussions their feelings and views about conditions in their Alternative Care Home. These may include the following:
 - a) The Children's Circle of Care Helper will ensure that the private visits with the Children/Youth are over and above the Placing Agency responsibilities

- b) The Children's Circle of Care Helper will document the private interview conducted by the placement Agency Child Care Helper with the Child/Youth in the Alternative Care Home
- c) At a minimum, the Children's Circle of Care Helper will complete private interviews with the Child in Care at the seven-day visit, at 30-day visits, and at the completion of the semi-annual and annual review
- d) Mnaasged's standard of practice is all Children placed in Alternative Care are seen monthly by the Children's Circle of Care Helper

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Meeting the Needs of Children in Care	
Subject: Discipline and Behavioural Management of Children in Care	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 11 and 31	

DISCIPLINE AND BEHAVIOURAL MANAGEMENT OF CHILDREN IN CARE

POLICY

Mnaasged Child and Family Services provide Children in Care with services rooted in the cultural values and beliefs emphasizing that Children are sacred and no harm will come to them while in an Alternative Care Provider's Home.

All Alternative Care Parents must agree to the Discipline Policy and Procedures prior to a Child/Youth being placed in their Care.

PROCEDURE

1. Alternative Care Parents will be trained on acceptable and unacceptable forms of discipline. The following definitions of prohibited discipline measures will be utilized and will include, but are not limited to, the following:
 - a) Deliberately harsh or degrading responses resulting in the humiliation of a Child/Youth or the undermining of a Child's/Youth's self-respect
 - b) Deprivation of basic needs including food, shelter, clothing, or bedding
 - c) Extensive and prolonged withholding of emotional response or stimulation after the undesirable behaviour of the Child/Youth has stopped
 - d) Placing or keeping a Child/Youth in a locked room
 - e) Threatening removal of the Child/Youth from the Alternative Care Home in an attempt to control behaviour

- f) Corporal punishment by the Alternative Care Parent(s) or by another Child or group of Children condoned by the Alternative Care Parent(s) (includes, but is not limited to, striking the Child/Youth directly or with a physical object)
 - g) Punching, shaking, shoving, or other forms of aggressive physical contact causing injury
 - h) Deliberate destruction of a Child's/Youth's property in retaliation for undesirable behaviour
 - i) Requiring or forcing a Child/Youth to assume uncomfortable positions
 - j) Requiring or forcing a Child/Youth to repeat physical movements
 - k) Interfering with or interrupting a Child's/Youth's sleep
 - l) Restricting, threatening, or forbidding visits with the biological family in retaliation for undesirable behaviours
 - m) Retaining monies provided for the Child/Youth by Mnaasged (i.e., spending and clothing allowance) unless prior arrangement has been made with the Child/Youth for compensation of damage to materials in the Home. In such cases, the Alternative Care Parent(s) will consult with the Supervisor to seek prior approval by the Society Helper and incorporate the plan to retain the Child's/Youth's money in the Child's/Youth's Cultural Plan
2. The use of discipline that teaches and guides a Child/Youth toward desirable and appropriate behaviour is encouraged.
3. The following forms of physical discipline are legally not permitted for Children in Care:
- a) Locking Up (Child, Youth and Family Services Act, section 100):
 - i. No Service Provider will detain or permit a Child/Youth to be in a locked during the provision of a service to the Child/Youth, except as Part IV (Young Offenders) and Part VI (Extraordinary Measures) authorize; Sub Chapter does not prohibit the routine locking of premises for security at night. R.S.O., c. C.11, s.10 Corporal Punishment (Child and Family Services Act, section 101)
 - b) No Service Provider or Caregiver will inflict or permit corporal punishment on a Child/Youth during the provision of a service to the Child/Youth, R.O.S. 1990, c. C.11, s.101

INTRUSIVE MEASURE, PHYSICAL RESTRAINT, AND BEHAVIOURAL MANAGEMENT

1. The use of any physical restraint is prohibited except in cases where the safety of the Child/Youth or other person is immediately at risk. A physical restraint can only be

administered by a person who is specifically trained to use a behavioural management technique and should only be used after less-intrusive behavioural interventions have been considered and, where appropriate, attempted first. Physical restraints are NEVER to be used as punishment. Intrusive measures are defined to include the following types of physical interventions potentially resulting in the Child/Youth being injured:

- a) “Therapeutic” holding (i.e., holding a young Child on the Alternative Care Provider’s lap, with the Child facing away from the Care Provider, and the Care Provider’s arms are folded over the Child’s/Youth’s chest preventing the Child/Youth from any arm movements)
 - b) Holding a Child/Youth, other than an infant or toddler in any other manner, with the intent to restrict or prevent movement
 - c) Sitting on or otherwise holding a Child/Youth down, as on a bed or floor, or pinning a Child/Youth to a wall
 - d) Physically escorting a Child/Youth to or from someplace either by the arm or other body part, such as the back of the neck
 - e) Physical removal of a Child/Youth from one place to another
 - f) Isolating the Child/Youth by completely cutting off the Child/Youth from the Alternative Care Provider(s)
 - g) Pushing/shoving
 - h) All forms of intervention in the management of a Child’s/Youth’s behaviour involving physical contact
 - i) To be authorized to use intrusive methods, the Alternative Care Parents must be trained in the Prevention and Management of Aggressive Behaviour (PMAB) Program
2. The Alternative Care Helper will ensure that during the home assessment process the Discipline Policy and Procedures will be discussed and reviewed in detail to ensure an applicant’s philosophy regarding discipline is compatible with Mnaasged requirements and with the Child and Family Services Act. The Alternative Care Helper will ensure that it is signed by the Alternative Care Parents prior to the Children being placed in the Home, indicating they understand and will abide by the identified policy and procedures.
 3. The Discipline Policy and Procedures will be discussed and reviewed annually by the Alternative Care Helper with all Alternative Care Parents and at any time the need arises.
 4. The Children’s Circle of Care Helper will ensure that the Alternative Care Parent(s) is aware that deprivation of food as a means of discipline is prohibited for Children/Youth placed in Alternative Care.

5. The Children's Circle of Care Helper will monitor the discipline practices in the Alternative Care Home by observing, educating, correcting, and documenting the use of behavioural management of the Child/Youth.
6. The Children's Circle of Care Helper will develop a plan when intrusive measures may be taken. The Children's Circle of Care Helper must consult with the Supervisor for approval of the plan. The plan will be reviewed every 30 days and then amended or extended, as necessary. Ongoing plans will be reviewed as it is considered a part of the Child's/Youth's Cultural Plan.
7. The Children's Circle of Care Helper will discuss the least intrusive intervention to ensure that the safety of the Child/Youth and others in the Home when the behavioural needs may require intrusive measures.
8. The agreed-upon procedures will be incorporated into the Child's/Youth's Cultural Plan and a copy will be provided to the Alternative Care Provider. The plan will outline how to manage the behaviour of the Child/Youth in a way to ensure the Child's/Youth's safety. All physical interventions discussed will be demonstrated to ensure all parties understand the intervention when being discussed.
9. The Alternative Care Parent(s) will document any behavioural incidents, outlining the events, behaviours, and language used by the Child/Youth and response made by the Alternative Care Provider(s). The Children's Circle of Care Helper will document in case notes all references to behavioural management in the Child's/Youth's File in the Mnaasged Case Management System.
10. Mnaasged reserves the right to terminate an Alternative Care Parent's service agreement or impose conditional measures against an Alternative Care Parent when a Mnaasged Helper believes the Alternative Care Parent has exercised prohibited disciplinary practices.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Meeting the Needs of Children in Care	
Subject: Alternative Care Parents Participating in the Cultural Plan	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 16	

ALTERNATIVE CARE PARENTS PARTICIPATING IN THE CULTURAL PLAN

POLICY

Mnaasged Child and Family Services will ensure that every Child placed in Alternative Care will have a written Cultural Plan within the identified- and Ministry-prescribed time frames.

PROCEDURE

1. The Children's Circle of Care Helper will schedule and complete the Cultural Plan within 30 days of admission with reviews at 90 days and every six (6) months thereafter. The Cultural Plan will be an individualized, time-framed goal-oriented document outlining the Child's/Youth's needs. The Child's/Youth's admission assessment and social history will be utilized when developing the Child's/Youth's Cultural Plan.
2. The Children's Circle of Care Helper/Assigned Helper will ensure the participants invited to the cultural plan meeting are informed of the date, time, and place of the meeting. When essential participants are unable to attend, the information will be documented along with the reasons in the Child's/Youth's File. If Mnaasged is unable to notify the Child's/Youth's First Nation Band Representative prior to the Cultural Plan meeting, the Mnaasged representative will case note those attempts made in the Child's/Youth's File in the Mnaasged Case Management System. The Children's Circle of Care Helper/Assigned Helper will ensure the following individuals are contacted and invited to the Cultural Plan meeting as they are essential participants:
 - a) Child's/Youth's First Nation First Nation Band Representative
 - b) Alternative Care Parent(s)
 - c) Children's Circle of Care Helper

- d) The Child's/Youth's biological family (when appropriate)
 - e) Services Providers (internal and external)
 - f) The Child/Youth 12 years of age or older
 - g) The Placing Agency representative (when appropriate)
3. The Children's Circle of Care Helper/Assigned Helper will request consent forms be signed by the Parent(s) or Guardian(s) when a collateral is in attendance who has yet to sign the consent form.
 4. The Children's Circle of Care Helper/Assigned Helper is responsible to complete the written documentation and minutes of the meeting and complete the Cultural Plan Form in the Mnaasged Case Management System.
 5. The Cultural Plan will be completed during a face-to-face home/office visit with all participants invited. The goals and plans developed at the family circle or family conference will be reviewed with the Child/Youth and all the participants.
 6. At the time of the meeting, the Children's Circle of Care Helper/Assigned Helper will request all participants sign the signature page in the Cultural Plan document.
 7. The Children's Circle of Care Helper/Assigned Helper will complete the template in the Mnaasged Case Management System within seven (7) days of the meeting.
 8. The Children's Circle of Care Helper/Assigned Helper will submit the Cultural Plan to the Supervisor for review and approval.
 9. Upon approval from the Supervisor, the Children's Circle of Care Helper/Assigned Helper will distribute the completed Cultural Plan to the participants named in the document; namely, the First Nation Band Representative, Alternative Care Parent(s), Parent(s) or Guardian(s), and other collaterals that were present within seven (7) days of completion.
 10. When any of the goals identified have not yet been met within the specified timelines, the Children's Circle of Care Helper/Assigned Helper will document the reasons in the Cultural Plan in the Mnaasged Case Management System.
 11. The Children's Circle of Care Helper/Assigned Helper will document any deviations from the Standards and provide a clear explanation of why any Standard was not met, including additional steps that may have been taken, with the Supervisor's signature and approval.
 12. The Children's Circle of Care Helper/Assigned Helper is responsible to complete the written documentation or minutes of the meeting and the Cultural Plan Form in the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Meeting the Needs of Children in Care	
Subject: Alternative Care Parents Participating in Action Assessment Record	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

ALTERNATIVE CARE PARENTS PARTICIPATING IN ACTION ASSESSMENT RECORD

POLICY

Mnaasged Child and Family Services will comply with the Ministry of Children, Community and Social Services in completing the action assessment record for every Child/Youth placed in an Alternative Care Home for longer than one year.

PROCEDURE

1. Mnaasged will ensure the completion of an action assessment record for each Child/Youth who has been in care for a period of 12 months consecutively. The action assessment record will be completed within 30 days of the 12-month anniversary of the C admission to Care. The appropriate action assessment record package, specific to the Child's/Youth's age range, will be completed in full as instructed by the Ontario Looking After Children Alternative Care model.
2. The Children's Circle of Care Helper will ensure that the Alternative Care Parent(s) and the Child/Youth are active participants in the action assessment record process. Where appropriate, the Child's/Youth's Parent(s) or Guardian(s) and any other significant family/kin relations are also invited and encouraged to participate.
3. When a Child/Youth is placed in Alternative Care through an Inter-Agency Service Agreement, the Children's Circle of Care Helper will contact the Placing Agency and request the action assessment record documentation to be completed.
4. The Child's/Youth's First Nation Band Representative will be invited to participate in the action assessment record process. When the First Nation Band Representative cannot participate, the reason will be clearly documented in the Child's/Youth's File and in the Mnaasged Case Management System.

5. The action assessment record is completed over the course of three visits and will include interviews, private meetings, and case conferences with those involved.
6. The action assessment record is completed manually by the Children's Circle of Care Helper and reviewed by the Supervisor for approval.
7. When an assessment and action record is completed on behalf of another agency through an Inter-Agency Service Agreement, the Children's Circle of Care Helper will send a copy to the Placing Agency and to the Child's/Youth's First Nation Band Representative.
8. Once the initial action assessment record is complete, it will be required to be completed annually until the Child/Youth leaves the Mnaasged Alternative Care Home. The action assessment record must be completed before the one-year anniversary date of the previous one.
9. In cases where the Child/Youth is 10 years of age or older, has resided in the same Alternative Care Home, and has the same assigned Children's Circle of Care Helpers for two (2) years consecutively, a decision may be made to complete the action assessment record every second year in consultation with the Placing Agency.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Meeting the Needs of Children in Care	
Subject: Complex Cases	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

COMPLEX CASES

POLICY

Mnaasged Child and Family Services will meet on cases identified as complex that meet the definition of having complex needs.

PROCEDURE

1. Mnaasged's Children's Circle of Care Helper and Supervisor will forward a request to the Director of Services to bring the complex case forward to the Children's Planning Committee.
2. Upon approval by the Director of Services, the Children's Planning Committee will be initiated.
3. If the resolution for service planning is not reached, the Director of Services will complete an executive summary and inform the Executive Director of the complex case.
4. The Executive Director and the Director of Services will then initiate the complex case to be brought forward to a management level case conference and, if deemed appropriate, to the Board Services Committee for resolution.
5. Upon approval of the Service Committee recommendations, the Executive Director will forward a report identifying the services and financial needs of the complex case to the Ministry of Children, Community and Social Services.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

SECTION 15: HEALTH CARE

Department: Alternative Care	POLICY #:
Section: Health Care	
Subject: Communication of Medical Information between Alternative Care Parents and Substitute Care Providers	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 41, Mnaasged Child and Family Services Internal, Child in Care Death Review	

COMMUNICATION OF MEDICAL INFORMATION BETWEEN ALTERNATIVE CARE PARENTS AND SUBSTITUTE CARE PROVIDERS

POLICY

Mnaasged Child and Family Services will ensure that Children in Care have all their health needs met while in Care.

The Children's Circle of Care Helper will communicate all information regarding a Child/Youth in Alternative Care who is on prescription medication to all substitute Care Providers, including babysitters, screened supports, and camp Helpers.

PROCEDURE

1. Upon a Child's/Youth's admission to an Alternative Care Home, the Assigned Helper or Alternative Care Helper will ensure all known medical information is provided to the Alternative Care Provider, including all medication being utilized in original containers and any known side effects or allergies identified.
2. The Alternative Care Parent(s) will be provided with an orientation for the Child's/Youth's medicine regime and other required documentation at the time of placement by admitting Mnaasged Helpers. Emphasis on extreme care will be encouraged when dispensing all prescription medication by the Alternative Care Parent(s).
3. The Alternative Care Parents will provide the Child's/Youth's necessary medical information and enough medication for any short-term absence. Medicine will be kept in the original

container (where applicable) and any other relevant medical administration instructions will be provided to the receiving person or Agency (school, camp, director, and babysitter).

4. If the Children's Circle of Care Helper has reason to believe a Child/Youth in Care may be suffering from a communicable disease, they will be encouraged and assisted by the Alternative Care Parent(s) in having the disease confirmed and treated by a medical professional.
5. The Alternative Care Parent(s) must inform any substitute Care Provider of any known communicable or contagious disease the Child/Youth has or may have contracted.
6. When Mnaasged becomes aware of the need for a Medical Alert bracelet, one will be purchased for the Child/Youth. It is more important for a younger Child to wear the Medical Alert bracelet when absent from the Alternative Care Provider(s).

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Health Care	
Subject: Authority for Signing Medical Consents	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

AUTHORITY FOR SIGNING MEDICAL CONSENTS

POLICY

Mnaasged Child and Family Services must ensure that the appropriate consents are signed for medical examinations and treatment for Children in Care.

PROCEDURE

1. The intent of this procedure is to clarify who can sign for medical examinations and treatment for Children in the Care of Mnaasged Child and Family Services. This procedure is to be used by all Employees including After-Hours Helpers. All medical consents can only be signed once the person responsible is fully aware of the procedures, its implications, and know when to give an informed consent.

NOTE: Authority to Sign Medical Consents is based on the Legal Status of the Child

Status	Authority to Sign
Crown Ward	Mnaasged Child and Family Services
Society Ward	Mnaasged Child and Family Services
In Care through an Interim Court Order	Mnaasged Child and Family Services or Biological/Parent or Guardian
Temporary Care Agreement	Biological/Parent or Guardian unless agreement specifies Mnaasged Child and Family Services
Special Needs Agreement	Biological/Parent or Guardian unless agreement specifies Mnaasged Child and Family Services
Customary Care	Authority detailed within each Customary Care Agreement

2. The investigation and assessment and the Children’s Circle of Care Helper will make efforts to involve the Parent(s) or Guardian(s) in the process no matter what the status of the Child/Youth or the nature of the treatment required.
3. The following general criteria, which are based on the nature of the medical treatment required, are to be used to determine which Mnaasged Personnel can sign the consent for a Child/Youth in Care.

Type of Procedure	Supervisor Authorization	Child Safety Intervention Helper
Medical Examination	Supervisor	Yes
Treatment – No Anesthetic	Supervisor	Yes
Treatment – Anesthetic	Supervisor/ Senior Manager	No
Life Threatening Procedures	Director of Services	No
Admission to Psychiatric Facility	Director of Services	Yes
Psychiatric Treatment Not Involving Invasive Procedures	Director of Services	Yes
Psychiatric Treatment involving Invasive Procedures, e.g., ECT	Director of Services	No

4. These guidelines are very general, but all situations must be carefully reviewed. Some procedures do not require anesthetic but are life-threatening whereas others requiring anesthetic may be very minor procedures. All cases that have the potential to develop into contentious issues must be brought to the attention of the Senior Manager or the Director of Services.
5. Photocopies of all consents signed will be placed in the Child Care File.
6. When a Child/Youth is being admitted to a psychiatric or mental health facility, several consents will need to be signed.
7. The consent for invasive procedures, including psychotropic drugs, should be signed at the time the doctor or psychiatrist is recommending the procedure.
8. Any incidents regarding life-threatening procedures or psychiatric treatment require consultation and approval from the Director of Services.
9. These include the following:
 - a) Life-threatening procedures
 - b) Admission to a psychiatric facility

- c) Psychiatric treatment not involving intrusive procedures
- d) Psychiatric treatment involving intrusive procedures

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Health Care	
Subject: Admission and Annual Medical	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

ADMISSION AND ANNUAL MEDICAL

POLICY

All Children admitted into Mnaasged Child and Family Services Care will be seen by a qualified doctor or nurse practitioner within 72 hours of admission. The doctor or medical visits will then occur annually thereafter and prior to discharge from Care.

All records of medical examinations and treatment will be maintained in the Child's/Youth's File.

PROCEDURE

1. The Children's Circle of Care Helper, in collaboration with the Alternative Care Parent(s), is responsible for scheduling appointments for the Child/Youth to be seen by a qualified doctor or nurse practitioner. The admission medical is required to be completed within 72 hours of admission.
2. The Children's Circle of Care Helper will inform and determine, with the Alternative Care Parent(s) and the Child's/Youth's Parent(s) or Guardian(s) when appropriate, who will transport the Child/Youth to these appointments to respond to questions and provide any additional information required by the medical professional.
3. All regular immunizations, as advised and required by the physician or nurse practitioner, will be followed according to the prescribed time frame.
4. When the Parent(s) or Guardian(s) refuses immunization, retains medical consent authorization, and produces a signed medical or religious exemption for the Child/Youth, this right will be respected.
5. The Children's Circle of Care Helper will record all medical contacts on case notes in the Mnaasged Case Management System, including dates, name of doctor or nurse practitioner,

immunization records, injuries, and treatments provided. Follow-up treatment and recommendations will be recorded in the Child's/Youth's Cultural Plan.

6. The Children's Circle of Care Helper is responsible for ensuring the Placing Agency has knowledge of all medical needs and hospitalizations if an Inter-Agency Service Agreement exists.

MEDICAL EMERGENCIES AND MEDICAL CONSENTS

1. The Children's Circle of Care Helper will instruct the Alternative Care Parent(s) to notify Mnaasged as soon as possible if the Child/Youth should require emergency medical services and to reference the authority for signing medical consents.
2. Consultation is required with a Supervisor when a medical emergency is reported by an Alternative Care Parent(s) and it is deemed a Serious Occurrence. The Children's Circle of Care Helper will refer to the Serious Occurrence Policy and follow the procedures as outlined.
3. The Children's Circle of Care Helper will notify a Supervisor when there is a problem with the medical professionals accepting or refusing medical consents from Mnaasged. The Supervisor will notify the Senior Manager or the Director of Services immediately.
4. The Senior Manager or the Director of Services will contact the hospital immediately to address any concerns regarding the refusal of medical consents.
5. When a Child/Youth is admitted to hospital, the Children's Circle of Care Helper will obtain all medical reports and will keep a daily log of information provided by the medical professional.
6. The Children's Circle of Care Helper will notify the Parent(s) or Guardian(s) as soon as possible when the Child/Youth in Care under a Temporary Care Agreement or Special Needs Agreement requires a medical emergency consent.
7. When a Child/Youth is in Care with the legal status of a Society, Agency, or Crown ward with access, the Children's Circle of Care Helper is responsible to notify the Parent(s) or Guardian(s) within 24 hours of an incident.
8. The Children's Circle of Care Helper will acquire and input the medical discharge summary and any other documentation provided by the hospital in the Child's/Youth's File in the Mnaasged Case Management System.
9. The Children's Circle of Care Helper will update all pertinent medical information into the Child's/Youth's social history recording and medical records in the Mnaasged Case Management System.

10. The Children's Circle of Care Helper will document any deviations from the Standard and provide a clear explanation of why the Standard was not met, including any additional steps that may have been taken, with signature and approval from the Supervisor.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Health Care	
Subject: Admission and Annual Dental	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

ADMISSION AND ANNUAL DENTAL

POLICY

Mnaasged Child and Family Services will ensure that within 90 days of admission into Alternative Care, the Child/Youth in Care will be seen by a dentist and annually thereafter.

PROCEDURE

1. The Children's Circle of Care Helper, in collaboration with the Alternative Care Parent(s) will schedule appointments for the Child's/Youth's dental appointments within 90 days of admission and annually from the date of admission.
2. Dental exams are dependent upon the Child's/Youth's needs, age, and development and normally prior to a Child's/Youth's third birthday.
3. If the Child/Youth has been in receipt of a dental examination six (6) months prior to being admitted into Care, the admission dental will not be required. Regular ongoing follow-up will occur on an annual basis.
4. The Children's Circle of Care Helper will determine if coverage exists through Non-Insured Health Benefits or a secondary insurance provider.
5. Verification of dental examinations (forms) will be obtained by the Alternative Care Parent(s) and submitted to the Children's Circle of Care Helper to be retained in the Child's/Youth's File.
6. The Children's Circle of Care Helper will invite the Parent(s) or Guardian(s) to the dental appointments, when appropriate, to respond to any questions and provide additional information required by the dentist.

7. The Children's Circle of Care Helper will seek approval from a Supervisor for a dental procedure other than regular cleaning or filling of cavities.
8. If the dentist makes recommendations for braces, the Children's Circle of Care Helper must make a request for a second orthodontic assessment for a Society, Agency, Crown ward, or Child/Youth in a Customary Care Agreement. A placement summary will include any information required for dental follow-up upon discharge from Mnaasged Care.
9. The Children's Circle of Care Helper will record all information and follow-up recommendations made by the dentist in the Child's/Youth's Cultural Plan, action assessment record, and social history.
10. The Children's Circle of Care Helper will document any deviations from the Standard and provide a clear explanation of why the Standard was not met, including any additional steps that may have been taken, with signature and approval from the Supervisor.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Health Care	
Subject: Vision Care	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

VISION CARE

POLICY

Mnaasged Child and Family Services will ensure that all Children admitted into Alternative Care have a vision test within 90 days of admission and annually thereafter.

PROCEDURE

1. The Children's Circle of Care Helper, in collaboration with the Alternative Care Parent(s), will schedule appointments for a Child's/Youth's optical appointments within 90 days of admission and annually from the date of admission.
2. Vision exams are dependent upon the Child's/Youth's needs, age, and development and normally prior to a Child's/Youth's third birthday.
3. If the Child/Youth has been in receipt of a vision examination six (6) months prior to being admitted into Care, the admission optical will not be required. Regular ongoing follow-up will occur on an annual basis.
4. The Children's Circle of Care Helper will determine if coverage exists through Non-Insured Health Benefits or a secondary insurance provider.
5. Verification of vision examinations (forms) will be obtained by the Alternative Care Parent(s) and forwarded to the Children's Circle of Care Helper to be retained in the Child's/Youth's File.
6. The Children's Circle of Care Helper will invite the Parent(s) or Guardian(s) to these appointments, when appropriate, to respond to any questions and provide additional information required by the dentist.

7. A placement summary will include any information required for optical follow-up upon discharge from Care.
8. The Children's Circle of Care Helper will record all information and follow-up recommendations made by the optician in the Child's/Youth's Cultural Plan, action assessment record, and social history.
9. The Children's Circle of Care Helper will document any deviations from the Standard and provide a clear explanation of why the Standard was not met, as well as any additional steps that may have been taken, with signature and approval from the Supervisor.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Health Care	
Subject: Health Cards	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

HEALTH CARDS

POLICY

All Children in Alternative Care must be covered by Ontario Health Care Insurance. The Children's Circle of Care Helper will be responsible for obtaining the Child's/Youth's health number and card.

PROCEDURE

1. The admitting Mnaasged Helper will either obtain the Ontario Health Insurance Card or number for the Ontario Health Insurance from the Parent(s) or Guardian(s).
2. The Alternative Care Parent(s) will produce the card or the number to the requesting medical professional at the time of examination or treatment of the Child/Youth in Alternative Care.
3. If medical professionals refuse to provide treatment or care without an Ontario Health Insurance number, the Alternative Care Parent(s) is responsible to immediately notify the Children's Circle of Care Helper or on-call Helper.
4. The Children's Circle of Care Helper will provide the original Ontario Health Insurance card to the Alternative Care Provider(s). A photocopy of the health card is to be placed in the Child's/Youth's File and the number is recorded in the Mnaasged Case Management System.
5. The Administrative Assistant is responsible for notifying the Ontario Health Insurance Program (OHIP) office that a Child/Youth is brought into Care by producing the Temporary Care Agreement, Special Needs Agreement, or court order that identifies the Child's/Youth's status so that a new card (a version code) is provided for these Children in Alternative Care.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Health Care	
Subject: Psychotropic Medication	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

PSYCHOTROPIC MEDICATION

POLICY

Mnaasged Child and Family Services will ensure that the Executive Director or designate will approve and provide consent for a prescribed psychotropic drug for a Child/Youth in Care listed under the provisions of the Child, Youth and Family Services Act, unless the Child/Youth in Care is under a Temporary Care Agreement and the Parent(s) or Guardian(s) has signing authority for the Child/Youth.

All Children will be consulted about the use of psychotropic medication as a component of their treatment plan and determine (discuss, acknowledge, and consider) their views and preferences.

PROCEDURE

1. The Children's Circle of Care Helper will provide the Alternative Care Parent(s) with a copy of Mnaasged's policy regarding psychotropic medication if the Child/Youth is on prescribed psychotropic medication when admitted into Care. Safe storage, administration, and disposal instructions will also be provided. All assessments and reviews of psychotropic medications will be documented in the Child's/Youth's Cultural Plan.
2. The Children's Circle of Care Helper will provide the Alternative Care Parent(s) with information regarding the type of medication, dosage, schedule, risks, and potential side effects. A medication log will be provided to the Alternative Care Parent(s) and instructions on how to complete the form when dispensing the prescribed medication.
3. The Children's Circle of Care Helper will insert completed medication logs in the Child's/Youth's File in the Mnaasged Case Management System and update if the prescription changes or is completed.

4. All psychotropic medication will be administered in accordance with the physician's directions. The frequency and quantity given will be recorded in the Child's/Youth's medication log.
5. The Parent(s) or Guardian(s) will sign the consent to administer a psychotropic medication when the Child/Youth is on prescribed psychotropic medications prior to coming into Care. If a Child/Youth is 12 years of age or older, the Child/Youth will also provide consent.
6. The Children's Circle of Care Helper will ensure that all Children must be consulted about the use of psychotropic medication as a component of their treatment plan and determine (discuss, acknowledge, and consider) their views and performance.
7. In all cases where a Child is younger than 16 years of age or does not have the capacity to consent, the Children's Circle of Care Helper will document in the file (case note and recording) the medication the Child is taking.
8. The Child Welfare Helper will ensure that all psychotropic medication is stored in a locked storage container.
9. Should psychotropic medication be administered incorrectly or stolen, the Alternative Care Parent(s) will immediately notify the Children's Circle of Care Helper or on-call Helper to determine the most appropriate course of action.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Health Care	
Subject: Admission to Hospital	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

ADMISSION TO HOSPITAL

POLICY

Mnaasged Child and Family Services will ensure that collaboration, communication, and ongoing case management will occur when a Child/Youth in Alternative Care requires hospital admission.

If a Child's/Youth's admission into a hospital is deemed a Serious Occurrence, the Serious Occurrence Procedures will be followed.

PROCEDURE

1. At the time of admission, the Children's Circle of Care Helper will attend the hospital with the Child/Youth in Care. In the event the Assigned Helper is not available to attend, a designate will be assigned.
2. In consultation with an immediate Supervisor, a plan will be developed with the Alternative Care Parent(s) as to who will remain with the Child/Youth to provide support through the hospital admission.
3. When a Child/Youth in Care is admitted to the hospital after-hours, the on-call Helper will attend the hospital, if necessary. After consultation with the on-call Supervisor, the on-call Helper will maintain contact with the hospital staff and consult with the Supervisor when updates are available. All information will be documented.
4. The Children's Circle of Care Helper directly assigned to the Child's/Youth's File will be the contact person for the designated hospital staff assigned to the Child/Youth. All case management decisions related to the Child/Youth will be done in conjunction with the Supervisor and the Senior Manager, and consideration will be taken regarding the wishes of the Alternative Care Parent(s) and Parent(s) or Guardian(s) (if appropriate).

5. The Children's Circle of Care Helper will coordinate weekly conferences with all parties to ensure ongoing collaboration and support is provided to the Child/Youth in Care and the Alternative Care Parent(s).
6. The Children's Circle of Care Helper or on-call Helper will provide the designated staff member from the hospital with information related to access with the biological family members and a visitation plan.
7. The Children's Circle of Care Helper may request a discharge case conference and make attendance arrangements with hospital staff, Aboriginal Police Services, Parent(s) or Guardian(s) (if appropriate), Alternative Care Parent(s), and doctors or nurses. A discharge conference may not be required for Children hospitalized less than 72 hours.
8. The Children's Circle of Care Helper will record all information in the Mnaasged Case Management System and update the Child's/Youth's medical history along with any ongoing services required upon discharge. Ongoing medical needs and appointments will be updated in the Child's/Youth's Cultural Plan.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Health Care	
Subject: Safe Administration, Storage, and Disposal of Medications	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

SAFE ADMINISTRATION, STORAGE, AND DISPOSAL OF MEDICATIONS

POLICY

Mnaasged Child and Family Services will maintain and monitor the requirements for the safe administration, storage, and disposal of medication for Children and Youth who take psychotropic or other medications.

All Mnaasged Employees will receive orientation of the safe administration, storage, and disposal of medications procedures at the time of hiring and will review annually.

Alternative Care Parent(s) will receive orientation at the time of approval and will review annually.

PROCEDURE

1. Preparation of medications for administration will occur in a location where there is adequate space and lighting.
2. All persons will wash their hands prior to administering medication to Children. Youth who administer their own medication will also wash their hands prior to taking their medication.
3. The Alternative Care Parent(s) will store medications in a locked area inaccessible to Children and Youth and in a place sufficiently large enough to ensure no product damage. If the medication requires refrigeration, storage will be in a locked container and isolated from food products. Medications that Children and Youth are authorized to self-administer must be stored in a secure setting and provided by an adult.
4. The Alternative Care Parent(s) will administer prescription medication only to the Child/Youth to whom the medication is prescribed.

5. The Alternative Care Parent(s) will store all prescription medication in original labelled containers or blister packs. If required, additional labelled containers can be obtained from a local pharmacy.
6. The Alternative Care Parent(s) will dispose of unused or expired medication, including sharps containers for needles and syringes, by dropping these items off at a pharmacy for proper disposal. Unused medication is not to be disposed of in the home or in inappropriate areas, such as the garbage, toilet, or sink. The Alternative Care Parent(s) will maintain a secure storage area for unused or expired medication until it can be disposed of properly.
7. The Alternative Care Helper conducting the annual review with the Alternative Care Parent(s) will conduct a physical inspection to verify that the medication is stored as directed and in original labelled containers and that unused or expired medication is kept in a separate and secure storage area in the residence. This will be documented as part of the annual review on the Safety Checklist.

MEDICATION SAFETY AND MONITORING

1. Only the Alternative Care Provider(s) responsible for the care of the Child/Youth at the time the medication is dispensed will provide prescription medication to a Child/Youth.
2. Mnaasged recognizes that some Children in Alternative Care have complex medication regimes: “Blister Packaging” aids in labelling, control, and reminders of medication requirements.
3. The Children’s Circle of Care Helper and the Alternative Care Parent(s) will discuss the merits of initiating a “Blister-Compliance Packaging System” for a Child/Youth in Care with the Child’s/Youth’s doctor or health care team.
4. The Alternative Care Parent(s) will ensure that the “Blister-Compliance Packaging System” for a Child/Youth in Care is securely locked when not in use.
5. The Alternative Care Parent(s) will document all prescription medication provided to a Child/Youth in Mnaasged’s medication report, which will be forwarded to the Children’s Circle of Care Helper and is maintained in the Child’s/Youth’s File in the Mnaasged Case Management System.
6. The Alternative Care Parent(s) who administers any prescription medication will monitor any potential side effects of the medication and document any observed changes in the Child’s/Youth’s weight, behaviour, emotions, and physical state.
7. The Alternative Care Parent(s) will advise the Children’s Circle of Care Helper assigned to the Child’s/Youth’s File of all new prescription medication and any potential emerging side effects. The Children’s Circle of Care Helper will document the prescriptions medication and administration regime in the next Cultural Plan in the Child’s/Youth’s File.

8. Where the Child/Youth is demonstrating possible side effects to the medication, the Alternative Care Parent(s) will consult with a doctor or nurse practitioner as soon as possible, depending on the severity of the side effects.
9. The Alternative Care Parent(s) will inform the Children's Circle of Care Helper within three (3) business days of possible side effects and medical recommendations stemming from the medical consultation.
10. Where the Child/Youth refuses to take the medication prescribed by a medical practitioner, an individualized response plan will be completed by the Alternative Care Parent(s), the Children's Circle of Care Helper, and the Child/Youth and will include consultation with the medical practitioner. The plan will be documented in the Child's/Youth's Cultural Plan and a copy will be provided to the Alternative Care Parent(s) and placed in the Child's/Youth's Binder.
11. The Alternative Care Parent(s) will record all missed medication occurrences on the medication record located in the Child's/Youth's Binder. Documentation will include date, dosage, and reason for the occurrence. The Alternative Care Parent(s) will ensure that this information is brought forward at the Cultural Plan meeting.
12. Children who are prescribed medication will be advised by the Alternative Care Parent(s) or the Children's Circle of Care Helper of the dangers of mixing medication with other medications, substances, or non-prescription medications including herbal remedies. All information will be secured in the Child's/Youth's Binders.
13. The Alternative Care Parent(s) will follow up by phone on any completed medical tests or lab work ordered by a health practitioner where the health practitioner has not notified the Alternative Care Parent(s) of the result.
14. Where a Child/Youth is prescribed medication, the attending Children's Circle of Care Helper or the Alternative Care Parent(s) will request the health practitioner or the pharmacist at the time of writing and dispensing of the prescription to discuss any medication concerns the Child/Youth may have in language suitable to their age and understanding.
15. Where a Child/Youth has additional concerns or questions after commencing a medication regime, the Alternative Care Parent(s) and the Children's Circle of Care Helper will address these concerns with the Child/Youth directly. Where the Child's/Youth's questions require medical advice, the Alternative Care Parent(s) will consult with the health practitioner who prescribed the medication.
16. The Children's Circle of Care Helper will provide the Alternative Care Parent(s) with a contact information list for local pharmacies, walk-in clinics, telehealth, and poison control centre to address questions or concerns. The list will be maintained in the Alternative Care Manual Appendix.

17. The Alternative Care Parent(s) or the Children's Circle of Care Helper will seek medical advice from a health practitioner on an as needed basis.
18. Only the Alternative Care Parent(s) responsible for the Care of a Child/Youth may provide non-prescription medications to the Child/Youth for temporary relief symptoms related to mild illnesses not requiring medical attention.
19. The Alternative Care Parent(s) or the Children's Circle of Care Helper will provide non-prescription medication on a short-term basis, unless directed otherwise in writing by a licensed medical practitioner.
20. The Alternative Care Parent(s) will ensure that non-prescription drugs are provided in full accordance with the directions for usage found on the label. This will include strict adherence to dosage levels, frequency of use, and so on.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Health Care	
Subject: Psychological or Psychiatric Assessment and Treatment	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

PSYCHOLOGICAL OR PSYCHIATRIC ASSESSMENT AND TREATMENT

POLICY

Mnaasged Child and Family Services recognizes from time to time that psychological or psychiatric service for assessment and treatment purposes may be required.

PROCEDURE

1. The Children’s Circle of Care Helper will consult with a Supervisor prior to requesting a psychological or psychiatric assessment and treatment. The psychological or psychiatric assessment may be required to identify medical, developmental, or treatment needs for Children when the following instances occur:
 - a) A Child/Youth by words or actions causes, threatens, or attempts to cause serious harm to self or another
 - b) The Child/Youth is exhibiting extremely destructive behaviours
 - c) The Child/Youth has an undiagnosed handicap resulting in impairment of social or vocational skills
 - d) The Children’s Circle of Care Helper, in consultation with the Supervisor and the Director of Services, decides that a psychological or psychiatric assessment is in the best interest of the Child/Youth
 - e) The Child/Youth is admitted into a psychiatric facility
 - f) The Children’s Circle of Care Helper will consult with a Supervisor prior to requesting a psychological or psychiatric assessment and treatment when the Child/Youth has not already been admitted to a psychiatric facility

- g) The Children's Circle of Care Helper will complete a Request for Service Form when a Child/Youth is identified for psychological or psychiatric assessment and treatment and will access the Complex Needs Committee for approval prior to completing any psychological or psychiatric assessments
2. Prior to approval for such purchase of service, a Children's Circle of Care Helper must access all appropriate community resources that may have completed an assessment or are prepared to complete an assessment or provide treatment.
3. All requests must first be referred to the mental health services agency. All requests for assessments not serviced by the local mental health agency will then be forwarded to Mnaasged's consulting psychologist.
4. Services will only be purchased by Mnaasged when it is considered necessary for effective case planning and only after the local mental health agency refuses or cannot provide services.
5. Any deviations to this and involving a cost to Mnaasged must receive prior approval by the Director of Services.
6. The Children's Circle of Care Helper will ensure that all psychological or psychiatric recommendations or assessments received are included within the Child's/Youth's Cultural Plan and records placed in the Child's/Youth's File in the Mnaasged Case Management System.
7. The Children's Circle of Care Helper will also document any recommendations not met and the reasons in the Child's/Youth's File and Cultural Plan.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

SECTION 16: FOOD AND NUTRITION

Department: Alternative Care	POLICY #:
Section: Food and Nutrition	
Subject: General Guidelines	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 39 and 54	

GENERAL GUIDELINES

POLICY

All Children in Mnaasged Child and Family Services Alternative Care placement have the right to appropriate nutrition and will be provided with basic food and nutrition to meet their developmental needs and to follow the Canada Food Guide for First Nation, Inuit, and Métis. The Alternative Care Family will be required to meet accepted nutrition standards set by Health Canada to support the best outcomes of the Children in their Care.

Mnaasged Child and Family Services will continue to celebrate the uniqueness of our culture by ensuring that the Alternative Care Parents provide ongoing opportunities for Children placed in their Care to enjoy Traditional foods.

PROCEDURE

1. The Children's Circle of Care Helpers will provide each Alternative Care Home with a current copy of the "Canada Food Guide" to post on or near the refrigerator.
2. The Children's Circle of Care Helpers will inform the Alternative Care Parent(s) the cost of non-dairy and other special dietary needs that may be reimbursed by Mnaasged.
3. The Alternative Care Parent(s) will provide three regular meals daily (breakfast, lunch, and supper) to the Children residing in the Home.
4. The Alternative Care Parent(s) will be encouraged to provide and serve food reflective of the cultural diversity of the Children in Care.

5. The Alternative Care Parent(s) will support the preparation of Traditional and cultural foods and any cultural celebration involving food.
6. The Alternative Care Parent(s) will share knowledge with the Children on the special meaning of food (e.g., strawberries) to Anishinabek culture.
7. The Alternative Care Parent(s) and Families will make food available between meals that are appropriate for, or applicable to, the individual needs of the Child/Youth, such as age, developmental stage, and health.
8. The Alternative Care Parent(s) and Families will accommodate special dietary requirements or modify meals for medical, religious (including Fasts), lifestyle diets (e.g., vegetarian), and requirements for Children/Youth with unique needs and related to feeding within the parameters of the “Canada Food Guide” and as indicated in the Child’s/Youth’s Cultural Plan or under supervision of a medical professional.
9. The Alternative Care Parent(s) will provide portion sizes to the Child/Youth based on the most current Canada’s Food Guide. The Alternative Care Parent(s) will also provide additional portions to Children if requested by the Child/Youth, Parent(s) or Guardian(s), or Helper.
10. The Alternative Care Parent(s) will provide opportunities for Children/Youth to participate in menu and meal planning and preparation with support and guidance.
11. The Alternative Care Parent(s) will set regular mealtimes when possible, encouraging and supporting the participation of all Children at mealtimes and to support meals as a social and family time, such as family members sharing with each other events of the day.
12. The Children’s Circle of Care Helper will ensure that the Alternative Care Parent(s) is aware not to use food as a bribe, punishment, or reward as a means of discipline as it is a prohibited practice.
13. Any limiting of foods for Children placed in Alternative Care will only be accepted as part of an individualized, documented treatment plan approach under the guidance and direction of a health care team and recorded as such.
14. The Alternative Care Parent(s) will provide educational material and opportunities for Children about proper nutrition in a format that is suitable for the Child’s/Youth’s level of understanding, such as the Canada Food Guide.
15. The Alternative Care Parent(s) will provide educational materials and opportunities to Children about food handling and food preparation geared to the Child’s/Youth’s level of understanding.

16. The Children's Circle of Care Helper will interview Children, if age-appropriate, to determine if the nutritional needs of younger Children are being met. This will be documented in a case note under the Child's/Youth's File and the Alternative Care Provider(s) File.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Food and Nutrition	
Subject: Medical and Behavioural Advice	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 54	

MEDICAL AND BEHAVIOURAL ADVICE

POLICY

Mnaasged Child and Family Services will seek the advice of appropriate medical and behavioural specialists for Children in Alternative Care who may have food allergies or medically or behaviourally based eating conditions or disorders.

PROCEDURE

1. The Alternative Care Parent(s) will implement mechanisms to identify and respond to food allergies including anaphylactic reactions.
2. The Children's Circle of Care Helper and the Alternative Care Parent(s) will ensure that the Children who have food allergies wear a Medical Alert bracelet.
3. The Children's Circle of Care Helper and the Alternative Care Parent(s) will obtain medical advice for Children who refuse to eat, overeat, or have possible eating disorders to assist in the development of an individual treatment and response plan.
4. Mnaasged will notify the Parent(s) or Guardian(s) of any concerns surrounding eating, if appropriate.
5. The Alternative Care Parent(s) will obtain behavioural advice from appropriate resources for dealing with challenging eating behaviours that are not medical in nature.
6. A team conference with all significant parties will be convened to address any issues and to develop an individualized treatment and response plan.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Food and Nutrition	
Subject: Hygiene and Sanitation	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 54	

HYGIENE AND SANITATION

POLICY

Mnaasged Child and Family Services will ensure that all Alternative Care Parents will educate, model, and supervise safe food handling and kitchen safety for Children placed in their Home.

PROCEDURE

1. The Alternative Care Parents will model for the Children in Alternative Care good food handling, hygiene, and food safety practice.
2. The Alternative Care Parents will supervise the Children working in the kitchen area.
3. The Alternative Care Parents will provide food preparations, information, and opportunities to the Children in their Home geared to their age, development, and understanding.
4. The Alternative Care Parents will supervise the Children during meal preparation.
5. The Alternative Care Parents will identify for Children all food products and equipment not to be used by them.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

SECTION 17: EDUCATION AND LEARNING

Department: Alternative Care	POLICY #:
Section: Education and Learning	
Subject: Right to Education and Ongoing Monitoring of Child's/Youth's Educational Plan	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 40	

RIGHT TO EDUCATION AND ONGOING MONITORING OF CHILD'S/YOUTH'S EDUCATIONAL PLAN

POLICY

Mnaasged Child and Family Services recognizes the importance of providing the resources and environment for Children in Alternative Care in gaining a foundation of education and lifelong learning, allowing for optimal growth.

PROCEDURE

1. The Children's Circle of Care Helper has the responsibility of working with the Alternative Care Parent(s) to ensure that regular and ongoing communication and collaboration is established with the Child's/Youth's school and teachers and to identify any academic or learning difficulties the Child/Youth may be experiencing.
2. The Alternative Care Helper will ensure that during Pre-service Training, Alternative Care Parents are made aware of their responsibility to explain, demonstrate, and inspire a Child's/Youth's learning and educational opportunities.
3. This responsibility includes the following:
 - a) Maintain regular contact with the Child's/Youth's teacher, principal, and other school personnel to ensure that the Child's/Youth's needs are met and an educational plan is developed and maintained in the Child's/Youth's File
 - b) Contact the Child's/Youth's teacher on a quarterly basis to assess the Child's/Youth's adjustments and progress, keep a record of any contact, and relay any information back to the Children's Circle of Care Helper

- c) Assisting the Child in Care in completing homework or other projects
 - d) Attending all individual education planning meetings
4. The Children's Circle of Care Helper will also have regular contact with the Child's/Youth's teacher, principal, and other school personnel to ensure that the Child's/Youth's needs are met, and an education plan is developed and maintained in the Child's/Youth's file.
 5. All contact with the school and the Alternative Care Parent(s) regarding education will also be documented in the Child's/Youth's File.
 6. The Children's Circle of Care Helper and the Alternative Care Parent(s) will attend all school conferences together to ensure ongoing collaboration in the following:
 - a) The Children's Circle of Care Helper will record in the Child's/Youth's Cultural Plan
 - b) All reports made by the Alternative Care Parent(s) on the Child's/Youth's school adjustment and progress
 - c) School reports on academic progress and social adjustment
 - d) Conference reports
 - e) Any alterations to better meet the Child's/Youth's educational or learning needs and the outcomes
 - f) Contact with the Child's/Youth's teacher, principal, and other school personnel
 7. The Alternative Care Parent(s) and the Children's Circle of Care Helper will continue to discuss and plan around the Child's/Youth's educational goals through the Child's/Youth's Cultural Plan and action assessment record development.
 8. The Children's Circle of Care Helper will work with First Nation and Indigenous education counsellors and the Alternative Care Parents to ensure any applications for funding or additional educational needs are identified.
 9. The Alternative Care Parents will be reimbursed for any costs, such as tuition and the purchasing of books and necessary equipment, upon identification and approval through the Cultural Plan and action assessment record.
 10. The Alternative Care Parent(s) and the Children's Circle of Care Helper will assist the Child/Youth in Care with the application of scholarships and bursaries. (Specific bursaries exist for Children who have been or are Crown wards.)
 11. Scholarships and bursaries will not be deducted from any resource or per diem allocation to the Alternative Care Parent(s) or Youth in Alternative Care.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Education and Learning	
Subject: Tutoring	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

TUTORING

POLICY

Mnaasged Child and Family Services recognize the importance of providing the resources and environment for Children in Alternative Care to gain a foundation of education and lifelong learning, allowing for optimal growth.

Mnaasged supports and encourages the use of tutors for Children who are identified as requiring extra support or having a learning disability.

PROCEDURE

1. The Alternative Care Parent(s) and the Children's Circle of Care Helper with the Child's/Youth's teacher will discuss the need for academic support and the merit of tutoring, following an individual education planning meeting.
2. The Children's Circle of Care Helper will research and engage community resources who will assist a Child/Youth who is experiencing academic or learning challenges.
3. Alternative Care Parents are powerful resources to model and inspire Children to see daily tasks as opportunities for learning.
4. When extra support is required, a tutor will be identified, and a request for approval and authorization will be forwarded from the Children's Circle of Care Helper to the Mnaasged Supervisor, including identified rates of payment.
5. The identified tutor will provide the education qualification and certification to the Children's Circle of Care Helper for verification.

6. The Alternative Care Parent(s), the Children’s Circle of Care Helper, and the Child’s/Youth’s teacher will meet with the identified tutor to determine the frequency, duration, and tasks to be accomplished.
7. The tutor will provide a (clear-negative) Police Criminal Record Check and Vulnerable Sector Check to the Children’s Circle of Care Helper.
8. The Children’s Circle of Care Helper will reimburse the tutor for the cost of the Police Criminal Record Check and Vulnerable Sector Check.
9. The Children’s Circle of Care Helper will reimburse the tutor directly following the invoicing of services provided to a Child/Youth in Alternative Care.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

SECTION 18: TRANSPORTATION, TRAVEL, AND VACATION

Department: Alternative Care	POLICY #:
Section: Transportation, Travel, and Vacation	
Subject: Transportation of High-Risk Children	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

TRANSPORTATION OF HIGH-RISK CHILDREN

POLICY

Mnaasged Child and Family Services will ensure that a safety plan will be developed prior to transporting high-risk Children. Mnaasged may contract, when possible, individuals that are trained in behavioural intervention techniques.

PROCEDURE

1. When a Child/Youth is coming into Alternative Care or is in the midst of a placement change, and residential placement is to occur outside the jurisdiction of Mnaasged Child and Family Services and safety concerns exist, after consultation with the Children's Circle of Care Helper, the Supervisor overseeing the case will contact the Senior Manager.
2. The Senior Manager will contact the Director of Services for final approval.
3. The Supervisor will request a consultation with a transport service depending on the severity of the concern to arrange a cost for a service transportation arrangement, upon approval from the Director of Services.

The After-Hours Helper or the Children's Circle of Care Helper has the right to ask for Police assistance in any situation in which they consider necessary.

4. This includes, but is not limited to, the following:
 - a) Transporting a Child/Youth who is intoxicated or is under the influence of drugs or other substances

- b) Transporting a Child/Youth in Care who has committed an assault and requires a placement in another facility
- c) In any instance when a Child/Youth has threatened the After-Hours Helper or the Children's Circle of Care Helper with physical harm
- d) When anticipating the removal of a Child/Youth from a home in which spousal violence has occurred
- e) When anticipating removal of a Child/Youth from persons who are known to be or suspected of being intoxicated
- f) In any situation in which the After-Hours Helper fears that personal safety is being threatened

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Transportation, Travel, and Vacation	
Subject: Travel in and Out of Jurisdiction	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Alternative Care Standard 42, Mnaasged Child and Family Services Internal	

TRAVEL IN AND OUT OF JURISDICTION

POLICY

Mnaasged Child and Family Services will ensure that all Children in Alternative Care have the appropriate consents when travelling.

The Children's Circle of Care Helper is responsible to confirm the policies in relation to travel in and out of the jurisdictions with Alternative Care Parents.

PROCEDURE

1. Routine travel is defined as everyday activities, such as shopping, medical, and recreational travel.
2. Routine travel does not require travel authorization.
3. For transportation within the jurisdiction requiring written permission forms (e.g., school trips) the Alternative Care Parent(s) will advise and obtain a Permission Form the Children's Circle of Care Helper.
4. The Children's Circle of Care Helper is responsible for obtaining the Parent(s) or Guardian(s) consent, where appropriate, and placing a copy of the Permission Form in the Alternative Care Provider(s) File.

NON-ROUTINE TRAVEL OUTSIDE OF THE JURISDICTION

1. Non-routine travel is defined as any travel outside of the jurisdiction to destinations out of the Mnaasged Child and Family Services catchment area, region, province, and country.
2. Non-routine travel outside of the jurisdiction requires the authorization of the Executive Director or designate.

3. The Children's Circle of Care Helper is responsible to inform all Alternative Care Parents that permission from Mnaasged is required for all travel outside of the jurisdiction. The Children's Circle of Care Helper will review the policy surrounding travel outside of the jurisdiction with the Alternative Care Provider(s).
4. All out-of-jurisdiction travel and vacation time for a Child/Youth in Care must be approved by the Senior Manager prior to departure, and by the Parent(s) or Guardian(s), if necessary, when travel is outside the region and depending on the Child's/Youth's legal status.
5. The Alternative Care Parents will request a written travel letter and a Medical Authorization Form. The travel letter is approved and authorized by the Executive Director or designate. The request for travel letter will be provided seven (7) days in advance to ensure that notice has been provided.
6. The Children's Circle of Care Helper is responsible to place a copy of the travel letter in the Alternative Care Provider(s) File within the Mnaasged Case Management System.
7. The Children's Circle of Care Helper is responsible to immediately inform the Supervisor when it becomes aware that the Alternative Care Parent(s) is non-compliant.
8. For vacation travel, the Children's Circle of Care Helper will document all travel arrangements, the length of the trip, the destination, the address, and the telephone number where the Alternative Care Parent(s) can be reached. The information will be forwarded to the Supervisor for approval.
9. Upon approval of the proposed vacation travel, the Children's Circle of Care Helper will prepare the necessary travel letter and medical consent for signature.
10. Financial assistance may be provided to the Alternative Care Parents when Children in Alternative Care are included in family trips and vacations at a flat rate per day for up to seven (7) days annually to assist with additional cost and meals while travelling.
11. The Children's Circle of Care Helper must confirm that the Alternative Care Parent(s) has obtained additional health care coverage for a Child/Youth when travelling outside of Canada, which will be reimbursed by Mnaasged.
12. The Children's Circle of Care Helper will complete a Request for Financial Assistance Form from the Alternative Care Parent(s) upon approval of travel and vacation for costs associated with the travel request.
13. Any travel that requires a passport for the Child/Youth must be arranged well in advance and must meet with the approval process of the Executive Director and is dependent on the legal status of the Child/Youth.
14. The Alternative Care Parent(s) will receive up to \$100 per Child/Youth with prior approval of the Children's Circle of Care Helper to assist in defraying the vacation expense.

15. Where travel expenses are expected to exceed the maximum reimbursed amount (e.g., air fare) and the Child/Youth will benefit from participating in the family vacation, Mnaasged may reimburse the Alternative Care Parents up to \$1,000. This will require prior approval from the Senior Manager and the Director of Services.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Transportation, Travel, and Vacation	
Subject: Medical Transportation	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Ministry of Health and Long-Term Care	

MEDICAL TRANSPORTATION

POLICY

Mnaasged Child and Family Services recognizes that there will be occasions when Children in Care must travel outside of the jurisdiction to receive medical care.

Travel arrangements will be done in conjunction with the Alternative Care Parent(s) and significant others identified in the Child's/Youth's File.

PROCEDURE

1. When a Child/Youth has regularly scheduled visits to a medical specialist outside of Mnaasged jurisdiction, it is important to plan on who will accompany the Child/Youth, the Parent or Guardian or the Alternative Care Provider.
2. If consents are required from the Parent or Guardian, the Children's Circle of Care Helper will ensure that the consents are provided to the Alternative Care Provider.
3. Travel accommodation requirements will be made in accordance with the present Mnaasged travel policy and will meet the requirements of Non-Insured Health Benefits.
4. Food and other reasonable and necessary expenses (babysitting, taxi, and ground travel) will be claimed by the Alternative Care Parent(s) through the regular expense claim process.
5. For emergency or crisis admission, the Children's Circle of Care Helper or After-Hours Helper will be contacted to assist with the coordination of travel. All costs with receipts associated with an emergency or crisis admission will be reimbursed to the Alternative Care Parent(s).
6. The Children's Circle of Care Helper will enter any known medical trips as alerts within the Child Care File in the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

SECTION 19: CORRESPONDENCE AND COMMUNICATION

Department: Alternative Care	POLICY #:
Section: Correspondence and Communication	
Subject: Reasonable Privacy and Possession of Personal Property	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 36	

REASONABLE PRIVACY AND POSSESSION OF PERSONAL PROPERTY

POLICY

Mnaasged Child and Family Services recognizes that personal belongings are very important to a Child/Youth separated from a Parent(s) or Guardian(s) and the home. When coming into Care, the Child/Youth is encouraged to bring belongings that are important to the Child/Youth.

The Children's Circle of Care Helper will ensure that the Child/Youth in Alternative Care is aware of the rights regarding responsible privacy and possession of personal property.

PROCEDURE

1. Upon admission, the Children's Circle of Care Helper will inform the Alternative Care Parents and Children in Alternative Care of the Child's/Youth's right to reasonable privacy and possession of personal property.
2. The Children's Circle of Care Helper will support and encourage Children entering Alternative Care to take and bring belongings important to them.
3. The Children's Circle of Care Helper will advise the Child/Youth coming into Alternative Care about restrictions on purchases or items brought into the Alternative Care Home. Limits for consideration include the safety to self and others, and the size of the item and its use. The list of goods automatically restricted, but are not limited to, include the following:
 - a) All drugs, alcohol, and mood-altering substances (unless prescribed by a physician)

- b) Weapons (including archery equipment, slingshots, and knives), firearms, ammunition, and explosive materials
4. The Children's Circle of Care Helper will ensure that the Alternative Care Parent(s) understands the Child's/Youth's rights to reasonable privacy through the following, but not limited to, approaches:
 - a) Knock before entering a Child's/Youth's bedroom
 - b) Request permission to enter the Child's/Youth's bedroom when the Child/Youth is absent
 - c) Allowing a Child/Youth to retreat to the Child's/Youth's bedroom for quiet time
 5. The Children's Circle of Care Helper will inform the Alternative Care Parent(s) the need to ensure that the Child's/Youth's property is adequately stored, and ownership of the property is respected.
 6. When the Children's Circle of Care Helper is informed that there may be reasonable grounds where possessions may cause the Children physical or emotional harm or threaten the safety of the home, the Children's Circle of Care Helper will assess the rationale, the nature, and the degree of risk before providing direction to the Alternative Care Parent(s).
 7. When considering the suitability of items, the Children's Circle of Care Helper, in consultation with a Supervisor, will utilize the following factors:
 - a) Age of the Child/Youth
 - b) Limitations of the Child/Youth
 - c) Amount of instruction required prior to the use of the item
 - d) Degree of supervision required when the item is in use
 - e) Potential risks to others
 - f) Storage and labelling of materials
 - g) Items discussed in the Hazardous Products Acts of Canada
 8. When a Child/Youth is in Alternative Care with another agency (through an Inter-agency Service Agreement), the Children's Circle of Care Helper will inform the Placing Agency if the removal of personal property has occurred, including details of the situation, findings, and any initiated or proposed actions and follow-up. The Children's Circle of Care Helper will document the occurrence within case management notes and in the Mnaasged Case Management System.

9. Possessing and holding one's own identification is a growing sign of maturity and independence. Every Child's/Youth's level of responsibility and maturity will be individualized.
10. As Children mature and age, their identification (proof of identity) will increase. In discussion through the Cultural Plan with the Child/Youth and others involved in the Child's/Youth's life, a decision will need to be made on which original pieces of identification is kept as personal possession by the Child/Youth.
11. The following are listed as types of identification:
 - a) Indian Status card
 - b) Ontario Health card
 - c) Bank debit card
 - d) Birth certificate
 - e) Library card
 - f) Driver's license
 - g) Pleasure craft operator card
 - h) Student card
12. The Alternative Care Parent(s) will ensure that coloured photocopies exist of all identification cards provided to Children in Care.
13. Children in Care will be encouraged to keep all their identification in a safe and secure location.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Correspondence and Communication	
Subject: Correspondence and Communication	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Accreditation Standards, Alternative Care Standard 37	

CORRESPONDENCE AND COMMUNICATION

POLICY

Mnaasged Child and Family Services will ensure that all Children in Alternative Care have the right to send and receive written communication, including mail and electronic communication, within the provisions of the Child, Youth and Family Services Act.

*Any correspondence between a Child/Youth and a lawyer, the Ombudsman, or the Child Advocacy Office **will not** be opened under any circumstances.*

PROCEDURE

1. The Children's Circle of Care Helper may open the Child's/Youth's written communications in the presence of the Child/Youth if it has been determined there is potential harm to the Child/Youth in Care. The following are circumstances and guidelines when reviewing communication to a Child/Youth in Care that may cause potential harm, via written or telephone:
 - a) When it is known the individual (correspondent) has been counselling the Child/Youth to engage in harmful or illegal activities
 - b) When previous correspondence from the same individual has resulted in harm to the Child/Youth
 - c) When it comes from an individual who has not had any communication or contact with the Child/Youth in the previous 12 months and there is reason to believe the content may be harmful
 - d) When the relationship between the Child/Youth and the individual has deteriorated
 - e) When the expectation to contact the individual will be negative and unproductive

- f) When the individual has been threatening, harassing, or attempting to unduly influence the Child/Youth
 - g) When the Child/Youth is in an emotional state and the content may be disturbing to the Child/Youth
 - h) When the Child/Youth expresses concern or apprehension about receiving communication from the individual
2. Child, Youth and Family Services Act, **section 103 (3)**
- a) “[M]ay be opened by the service provider or a member of the service provider’s staff in the child’s or young person’s presence and may be inspected to for articles prohibited by the service provider . . .”
 - b) “(c), may be examined or read by the service provider or a member of the service provider’s staff . . . believes on reasonable grounds that the contents of the written communication may cause the child or young person physical or emotional harm . . .”
 - c) “(d) shall not be censored or withheld from the child or young person, except that articles prohibited by the service provider may be removed from the written communication and withheld from the child or young person” (2009 c. 2, s. 8 [2])
 - d) Where a court order exists and prohibits access by a Parent to a Child, this includes access through written communications, all correspondence received in the Child’s/Youth’s name from such will be opened by the Children’s Circle of Care Helper, then documented, withheld, and placed in the Child’s/Youth’s File
3. The Alternative Care Parent(s) is responsible to contact the Children’s Circle of Care Helper if there is reason to believe the Child’s/Youth’s correspondence or written communications may contain a prohibited article or be emotionally upsetting to the Child/Youth.
4. The Children’s Circle of Care Helper will consult with the Supervisor for approval to open the mail prior to attending the Alternative Care Home.
5. Within 48 hours of approval, the Children’s Circle of Care Helper will attend the Home to open the mail with the Child/Youth.
6. The Children’s Circle of Care Helper must record in the Child’s/Youth’s File in the Mnaasged Case Management System the reason for opening the Child’s/Youth’s correspondence or written communication and whether any prohibited articles were found in the correspondence or communication. An attached Supervisor’s signature and approval is required.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Correspondence and Communication	
Subject: Telephone and Cell Phone Communication	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

TELEPHONE AND CELL PHONE COMMUNICATION

POLICY

Mnaasged Child and Family Services will inform the Child/Youth in Alternative Care of the Child's/Youth's rights regarding telephone and cell phone communication.

The degree of privacy should be consistent with the norms of the Alternative Care Home and should be dependent on the safety and security of the Child/Youth in Care and the Alternative Care Home expectations.

PROCEDURE

1. The Children's Circle of Care Helper will inform the Alternative Care Parent(s) of the right to determine whether the Alternative Care Provider's telephone number is to be given to the Parent(s) or Guardian(s), the extended family members, and the Child's/Youth's friends.
2. The Children's Circle of Care Helper will inform the Alternative Care Parent(s) of the Child's/Youth's right to use the telephone, with consideration for the following:
 - a) The Child/Youth has the right to reasonable privacy when making and receiving telephone calls
 - b) The degree of privacy allowed to the Child/Youth is consistent with family norms
 - c) The Child's/Youth's well-being and safety are protected
 - d) Determine how and when the Child/Youth may make long-distance telephone calls
 - e) Determine limitations regarding the Child's/Youth's use of the telephone (e.g., length of call, number of calls)

- f) Purchasing and limitations of cell phones must be discussed with the Children's Circle of Care Helper prior to the purchase of one.
3. When the Children's Circle of Care Helper is informed that there may be reasonable grounds to believe the use of the telephone may cause the Child/Youth harm or threaten the safety of the Home, the Children's Circle of Care Helper will assess the rationale, the nature, and the degree of risk before providing direction to the Alternative Care Provider.
4. The Children's Circle of Care Helper will inform the Supervisor of the situation and initiate or propose an action to be taken. The Children's Circle of Care Helper will notify the Alternative Care Parent(s) and the Child/Youth of any decisions made regarding telephone use and restrictions.
5. The Children's Circle of Care Helper will document all information on case notes in the Child's/Youth's File in the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Correspondence and Communication	
Subject: Email and Internet Safety	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

EMAIL AND INTERNET SAFETY

POLICY

Mnaasged Child and Family Services will ensure that the Children in Alternative Care use reasonable precaution related to email and internet safety.

PROCEDURE

1. The Children's Circle of Care Helper and the Alternative Care Helper will ensure that training and education is provided to the Alternative Care Parents on an ongoing basis surrounding the need for internet and email safety.
2. The Alternative Care Parents are encouraged to communicate and talk to the Children in their Care openly about victimization and potential for online dangers and about the need for the responsible use of computers.
3. The Alternative Care Parents will be encouraged to keep the computer in a common room in the house and not in the Child's/Youth's bedroom.
4. The Alternative Care Parents will utilize internet parental controls provided by internet service providers and by blocking software, where appropriate.
5. The Alternative Care Parents will spend time with the Children while they are online to monitor their online destination sites.
6. The Children's Circle of Care Helper will advise the Children in the Home that the Alternative Care Parents will maintain access to the Children's individual accounts and will randomly check their email, Facebook, and other social networking sites in their presence.
7. The Children's Circle of Care Helper and the Alternative Care Parents will reinforce internet safety for Children in Alternative Care including, but not limited to, the following:

- a) Never arrange to meet a person face-to-face that they met online
- b) Never upload (post) pictures of themselves to people they do not personally know
- c) Never give out personal identifying information, such as their name, address, school, or telephone number
- d) Never download pictures from unknown sources, as they may be sexually explicit in nature

POLICY REFERENCE

Child in Care Policy and Procedure Manual

SECTION 20: CHILD’S/YOUTH’S PURCHASES AND POSSESSIONS

Department: Alternative Care	POLICY #:
Section: Child’s/Youth’s Purchases and Possessions	
Subject: Retrieving a Child’s/Youth’s Identification from the Parent(s) or Guardian(s)	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

RETRIEVING A CHILD’S/YOUTH’S IDENTIFICATION FROM THE PARENT(S) OR GUARDIAN(S)

POLICY

Mnaasged Child and Family Services is responsible for ensuring that when a Child/Youth has been in Care for more than 30 days, the Child’s/Youth’s identification (Health card, Status card, and birth certificate) are accessed and maintained by the Children’s Circle of Care Helper.

PROCEDURE

1. The Child Safety Intervention Helper, the Children’s Circle of Care Helper, or the Assigned Helper will obtain the Child’s/Youth’s identification cards from the Parent(s) or Guardian(s) at the time of apprehension or as soon as possible. The Helper will document in a case note that the identification cards were discussed, retrieved, and placed in the Child’s/Youth’s File in the Mnaasged Case Management System.
2. The Children’s Circle of Care Helper/Assigned Helper will obtain consents from the Parent(s) or Guardian(s) when completing a request for a Child/Youth’s identification, when appropriate.
3. The Child Safety Intervention Helper, the Children’s Circle of Care Helper, or the Assigned Helper will provide blank forms and assist the Parent(s) or Guardian(s) to complete and submit the forms no later than 14 days from the time of a Child’s/Youth’s admission into Care.

4. The Children's Circle of Care Helper/Assigned Helper will assist the Parent(s) or Guardian(s) in seeking financial support, if necessary, to cover costs related to application forms from the First Nation. If required, Mnaasged will provide financial assistance with prior approval from a Supervisor. If approved, the Children's Circle of Care Helper/Assigned Helper will complete a Request for Payment Form if there is a fee for processing the identification card. The Supervisor will forward the completed form to the finance department for processing.
5. The Finance Clerk will mail the documentation and fee to the proper Agency and Ministry.
6. Upon receipt of the documentation, the Administrative Assistant will photocopy and forward the identification to the Children's Circle of Care Helper assigned to the Child's/Youth's File.
7. The Children's Circle of Care Helper will maintain the original in the Child's/Youth's file, a photocopy will be copied in the Child's/Youth's file in Mnaasged Case Management System and provide a copy to the Customary Caregiver and Alternative Care Provider.
8. When a Child/Youth leaves Care, the Alternative Care Parent(s) and the Customary Care Provider or Children's Circle of Care Helper will be instructed to provide the original documents and identification to the Child/Youth (if appropriate) or given to the Parent(s) or Guardian(s).

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Child Protection Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Child's/Youth's Purchases and Possessions	
Subject: Preparation for Independence	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

PREPARATION FOR INDEPENDENCE

POLICY

Mnaasged Child and Family Services will support the Children in Alternative Care locating employment or some form of part-time work, provided such work does not interfere with school or any other required activities.

It is important that the Alternative Care Parents support and contribute to the process of the Child/Youth learning that being employed can be a positive activity resulting in personal growth and leading to future opportunities. All Children, regardless of age, can be taught money management and the concept of saving.

PROCEDURE

1. The Alternative Care Parent(s) is required to advise the Children's Circle of Care Helper when the Child/Youth has accepted employment inside or outside of the Home.
2. The Child/Youth will be encouraged by the Alternative Care Parent(s) and the Children's Circle of Care Helper to save a portion of any money the Child/Youth receives from gifts, from Mnaasged spending allowance, or their own earnings. The Child/Youth may wish to open a bank account to deposit savings on a regular basis; the Children's Circle of Care Helper will assist with this.
3. The Alternative Care Parent(s) and the Children's Circle of Care Helper will offer guidance and opportunities for the Child/Youth to develop money management skills, which may include the following:
 - a) Teach the Child/Youth purchasing responsibilities
 - b) Give the Child/Youth some purchasing responsibilities

- c) Discuss budgeting, planning, and using spending money appropriately
 - d) Teach the Child/Youth the value of the money earned or received
 - e) Take care of the purchases
 - f) Teach the Child/Youth to become capable of eventually assuming some responsibility for personal needs
4. When reviewing “savings” with a Child/Youth in Care, the Alternative Care Parent(s) will be encouraged to consider the following:
 - a) Age of the Child/Youth
 - b) Child’s/Youth’s own family practices
 - c) Alternative Care Provider’s own family practices
 5. Youth in Care at the time of their 16th birthday, and earlier, will be exposed to life skills programs within the Alternative Care placement and community programs. Preparation for independence is a goal for all Youth.
 6. The Children’s Circle of Care Helper will meet with the Youth and the Alternative Care Parent(s) to develop a concrete life skills plan to be implemented within the Alternative Care Home.
 7. Opportunities for independent and life skill development will be encouraged on an ongoing basis in the Alternative Care Home.
 8. A case conference will be scheduled with the Children’s Circle of Care Helper, the Alternative Care Provider(s), the First Nation Band Representative, the Parent(s) or Guardian(s), and the Youth to discuss life skills and to incorporate the goals and objectives in the annual Ontario Looking After Children (ONLAC) completion.
 9. The Children’s Circle of Care Helper will develop short- and long-term goals for life skills with the Youth and the Alternative Care Parents and will document within the Youth’s Cultural Plan.
 10. The Children’s Circle of Care Helper will review the life skills goals and objectives during monthly home visits with the Youth and the Alternative Care Provider(s). The Children’s Circle of Care Helper will document when the Youth has participated in groups or workshops that teach daily living skills.
 11. The Children’s Circle of Care Helper will obtain certificates that the Youth has received for training completed and input into the Youth’s File in the Mnaasged Case Management System.

12. The Youth in Care will discuss with their Children’s Circle of Care Helper and Alternative Care Parent(s) the planning required in obtaining their driver’s licence through the Alternative Care Cultural Plan and action assessment record (AAR) development.
13. The Alternative Care Parent(s) will assist the Youth in planning to attend the driver’s instructional classes and in obtaining a temporary driver’s permit and, eventually, a full driver’s license.
14. Mnaasged will cover and reimburse the cost of the driver’s education classes to either the Youth in Care or the Alternative Care Provider(s).

POLICY REFERENCE

Child in Care Policy and Procedure Manual

SECTION 21: LEGAL

Department: Alternative Care	POLICY #:
Section: Legal	
Subject: Serving Alternative Care Parents with Court Documents for <i>Youth Criminal Justice Act</i>	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

SERVING ALTERNATIVE CARE PARENTS WITH COURT DOCUMENTS FOR *YOUTH CRIMINAL JUSTICE ACT*

POLICY

Mnaasged Child and Family Services has a responsibility to ensure that all Children in Alternative Care are accompanied to all Youth court appearances.

PROCEDURE

1. The Alternative Care Parents and the Children’s Circle of Care Helpers will provide education to the Children about the consequences of their behaviour and criminal charges on an ongoing basis, including Children older than 12 years who can be charged.
2. The Alternative Care Parents will ensure that the Children’s Circle of Care Helper is notified and provided with documents served upon a Child/Youth in Care residing in their Home.
3. The Children’s Circle of Care Helper will explore various options for diversion when a Youth is charged (Youth Diversion Circle or Alternative Sentencing Circle) and be prepared to respond and advocate for the Youth before the court system.
4. The Children’s Circle of Care Helper will attend all court appearances for Children in Alternative Care up to 18 years of age and for Children who are on agreements for maintenance (up to 21 years of age).
5. A decision will be made between the Children’s Circle of Care Helper and the Alternative Care Provider surrounding the Alternative Care Provider’s attendance at court.

6. A Children's Circle of Care Helper assigned or known to the Child/Youth in Alternative Care will attend all Youth court appearances.
7. The Children's Circle of Care Helper, in consultation with the immediate Supervisor, will discuss and identify Mnaasged's position to the crown attorney, the defense attorney, and judge if required.
8. The Children's Circle of Care Helper will obtain all legal court orders and will ensure copies are scanned and uploaded to the Child's/Youth's File in the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Cultural Service Policy and Procedure Manual

Legal Services Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Legal	
Subject: Serving Alternative Care Parents with Court Documents for Family Court	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

SERVING ALTERNATIVE CARE PARENTS WITH COURT DOCUMENTS FROM FAMILY COURT

POLICY

Mnaasged Child and Family Services will ensure that Alternative Care Parents who have provided continuous Care to a Child/Youth for over six (6) months have the right to be served with all court documents.

PROCEDURE

1. The Alternative Care Parent(s) will be served with all family court documents, will be named as a party to the proceeding, and will be consulted in the development of a permanency plan for a Child/Youth they have provided continuous Care for over six (6) months.
2. All copies of court documents, notices of hearings, motions, applications, and records will be filed in the court section of the Child's/Youth's File.
3. With party status, Alternative Care Parents have the right to present a plan for permanency, including calling witnesses, cross examining, and serving of documentation and court papers.
4. The Children's Circle of Care Helper will record the serving documents to the Alternative Care Parent(s) by signing the required affidavit of services.
5. All court documentation will be scanned into the Mnaasged Case Management System.
6. The Alternative Care Parents are a vital component of the Circle of Care provided to Children in their Home. The Alternative Care Provider's goals, thoughts, and planning will be considered throughout the placement of a Child in the Alternative Care Home. After six (6) months of continuous Care, the role of the Alternative Care Parent(s) within the Child's/Youth's life increases regarding planning and decision making.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Legal Services Policy and Procedure Manual

SECTION 22: OUTSIDE PAID RESOURCES

Department: Alternative Care	POLICY #:
Section: Outside Paid Resources	
Subject: Transfer of Approved Foster Homes into Mnaasged Region	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

TRANSFER OF APPROVED FOSTER HOMES INTO MNAASGED REGION

POLICY

Mnaasged Child and Family Services will accept approved Alternative Care homes from other jurisdictions when they move into the Mnaasged Child and Family Services catchment area and jurisdiction. These include homes within the catchment area of Mnaasged Child and Family Services, which are transferring from another CAS within the catchment area.

PROCEDURE

1. If a “Home Society” informs Mnaasged of an impending move into the jurisdiction with or without Children in Care, a request will be provided for identifying information (name and potential address) of the interested individuals.
2. An Alternative Care Helper will contact the Alternative Care Home and set up an appointment for a face-to-face interview to determine the interest of the Alternative Care Provider(s) in providing Alternative Care on behalf of Mnaasged.
3. The Alternative Care Helper will have the Alternative Care Parent(s) sign the necessary consents and request for information from the “Home Society,” including the following:
 - a) Home Study
 - b) Most recent annual review
 - c) Most recent service agreement

- d) Readings for the past two (2) years of service delivery
 - e) Any serious incident or Serious Occurrence Reports
 - f) Any other relevant information
4. Upon receipt of the above and in consultation with the immediate Supervisor, the Alternative Care Helper will complete a housing and safety assessment and add to the Home Study and assessment details surrounding the family's move to the Mnaasged's catchment area. (See Decision to Approve/Deny Ability to Provide Care Policy.)
 5. Upon approval, the Alternative Care Parent(s) will ensure that the Services Agreement is completed prior to any placement.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Outside Paid Resources	
Subject: Approval of Alternative Care Homes not within the Catchment Area	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

APPROVAL OF ALTERNATIVE CARE HOMES NOT WITHIN THE CATCHMENT AREA

POLICY

Mnaasged Child and Family Services' primary goal is the promotion of the best interest, protection, and well-being of Children. There will be times when Mnaasged receives requests for approval of Alternative Care Parents for individuals who do not reside within Mnaasged's catchment area.

PROCEDURE

1. The Alternative Care Helper or the Children's Circle of Care Helper/Assigned Helper will receive and process the request with the immediate Supervisor for direction. A case-by-case rationale will be identified when reviewing the request. Factors to consider when reviewing may include the following:
 - a) Proximity of the Alternative Care inquiry to Mnaasged's catchment area
 - b) Rationale for request
 - c) Indication of wanting to provide care for a specific Child (Kinship/Customary Care)
 - d) Alternative Care Parent's ability to meet the needs of Children in Care from Mnaasged's catchment area
 - e) Mnaasged's ability to service the Alternative Care Parents
2. The Children's Circle of Care Helper/Assigned Helper will consult with the family's First Nation Band Representative, if appropriate.

3. All inquiries deemed to have merit will undergo the exact same approval process and procedures as individuals who normally reside within Mnaasged's catchment area. (See Decision to Approve/Deny Ability to Provide Care Policy.)
4. Upon approval, the Alternative Care Parents will ensure that the Service Agreement is completed, prior to any placement.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Outside Paid Resources	
Subject: Use of Outside Paid Resources	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard, 44, 45, 46, 47, 48, and 50	

USE OF OUTSIDE PAID RESOURCES

POLICY

Mnaasged Child and Family Services recognizes that there will be times, based on a Child's/Youth's individual needs and resources availability, that placements will be arranged in an outside paid resource.

Mnaasged will ensure that Children from member First Nations placed in outside paid resources will receive the best possible Care. The expectation is for outside paid resources meet the same standards as that of Alternative Care Parents.

PROCEDURE

LICENSING

1. The Senior Manager will only utilize a valid license for an outside paid resource.
2. The Children's Circle of Care Helper seeking placement will request a copy of the license from the outside paid resource.
3. The Resource and Protection Senior Manager will forward a copy of the license to the Director of Services for review and approval. The Director of Services will maintain all files on approved outside paid resources.

ASSESSMENT

1. The Senior Manager will contact the local Children's Aid Society or Indigenous Child Well-being Agency in which the outside paid resource is located to obtain the assessment of the services being offered. A review and assessment of the outside paid resource will include the following:
 - a) Goals and objectives of the resource
 - b) Admission criteria
 - c) Ability to meet the cultural needs of a Child/Youth in Care
 - d) Description of day-to-day programming
 - e) Specialized or clinical programming
 - f) Other local agencies' use of the outside paid resource
 - g) Annual review and service agreement
2. The Senior Manager will ensure a service agreement is signed between the outside paid resource and Mnaasged prior to any Child/Youth being placed in Mnaasged Care.
3. The Senior Manager will complete an annual review of the outside paid resource license and ensure the signing of a service agreement, which will occur on the yearly anniversary of the Child's/Youth's admission into the placement.
4. The Director of Services will perform an annual evaluation and site visit on all outside paid resources being used by Mnaasged annually on or around March 31st. The evaluation will include completing an annual review of the following:
 - a) The goals and objectives of the program
 - b) Admission criteria and requirements
 - c) A description of the day-to-day programs
 - d) Any special services and programs offered
 - e) The methods used to manage negative behaviour
 - f) The procedure used for dealing with complaints from residents and Placing Agencies
 - g) Inspection of the residence's license for compliance with any terms and conditions
 - h) A report of an on-site visit as part of the assessment process

SPECIAL RATE REMUNERATION

1. Any request for a special rate remuneration from the outside paid resource will be time-specified and reviewed every 30 days between the Children's Circle of Care Helper and the immediate Supervisor.
2. The Supervisor will forward requests for approval to the Senior Manager every 30 days.
3. The Senior Manager will ensure the Finance Manager is aware that a special rate has been negotiated with the outside paid resource.

SERIOUS OCCURRENCES

1. When a Child/Youth resides in an outside paid resource, it is the responsibility of the resource to complete and submit a Serious Occurrence Report and to ensure a copy is provided to the Children's Circle of Care Helper at Mnaasged within two (2) hours of the occurrence.
2. All action to be taken regarding a Serious Occurrence will be planned, depending on the nature of the Serious Occurrence.
3. There will be times the Mnaasged Children's Circle of Care Helper will file a separate Serious Occurrence Report. (Refer to the Serious Occurrence Policy section.)

FILE MANAGEMENT

1. The Children's Circle of Care Helper will ensure that copies of all information relating to a Child/Youth placed in an outside paid resource will be placed and filed according to the referenced section.

POST-PLACEMENT EVALUATION

1. The Children's Circle of Care Helper will ensure that the post-placement interview is completed at the termination of placement of a Child/Youth in the outside paid resource.
2. A copy of the Post-placement Interview Form will be forwarded to the outside paid resource and the Director of Services.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Community Consultation Report

SECTION 23: MANAGEMENT OF RECORDS AND FILE CONTENT

Department: Alternative Care	POLICY #:
Section: Management of Records and File Content	
Subject: Case Notes	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 49	

CASE NOTES

POLICY

Case notes are a detailed record of case-related information supporting clinical decisions and case planning throughout the life of a case. These are written by any person providing service to Children and families and will contain factual information as well as assessments, opinions, and a plan for follow-up. The content of case notes include, but are not limited to, communication both in person or on the telephone with clients, other collaterals (i.e., Service Providers), and colleagues.

Mnaasged Child and Family Services Staff will ensure that time is set aside for the purpose of case noting to help balance the provision of direct client service and documentation requirements.

Case noting is contemporaneous or completed within 24 hours (as per Ministry Standards) using either the provided case note pad or the electronic case notes in the data base. Written case notes will be completed in ink and must be legible.

PROCEDURE

1. Mnaasged Child and Family Services Helpers will ensure that case notes will contain the following facts concerning a contact:
 - a) WHEN – Date, time, and length of contact
 - b) WHERE – Location (i.e., home visit, office interview, or telephone contact)

- c) WHO was present – the individuals in attendance
 - d) WHY – the purpose of the interview/meeting (i.e., investigation of a referral, private interview, or case conference)
 - e) WHAT – the content of the meeting in accordance with best practice principles, ongoing assessment, and case planning. (i.e., topics discussed, client responses, significant quotes, and observations of physical surroundings)
 - f) PLAN – goals, commitments, and next steps
2. The Helper will provide a signature at the end of each entry. The Helper will ensure that the information contained in the case note is factual and purposeful. The language of the case note will be objective and non-judgmental.
 3. The Helper will clearly distinguish between factual information and professional opinion and assessment.
 4. When multiple entries on one case note sheet is required, the Helper will provide a signature at the end of each entry. Helpers whose signatures are not legible must print their name below their signature.
 5. Case notes will be stored in the Case Note Binder at the Helper’s desk in concurrent order. The Helper will ensure that the Case Note Binder is updated on a weekly basis.

CASE NOTES AND SUPERVISION

1. Discussions on case-specific content and decisions made in supervision are to be documented by the Helper as per Ministry Standard, which will include reviews, approvals, decisions, and the rationale for decisions.
2. Helpers will use “yellow” case note pads for all supervision with their Supervisor to locate consultations within a file quickly.

CASE NOTES AND LEGAL CONSULTATION

1. Helpers will use “green” case note pads for all legal consultations with the Mnaasged lawyer. This enables Mnaasged to locate such consults quickly to ensure confidentiality.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Management of Records and File Content	
Subject: Content of Alternative Care Parents File	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

CONTENT OF ALTERNATIVE CARE PARENTS FILE

POLICY

Mnaasged Child and Family Services will maintain a written and an electronic file for every Alternative Care Parent consistent with Ministry of Children, Community and Social Services Standards.

PROCEDURE

1. The Alternative Care Helper and the Supervisor will be responsible for the ongoing review, completion, and maintenance of all Alternative Care Parent(s) files/binder system.
2. The Supervisor ensures that all documentation requiring approval is reviewed through regularly scheduled supervision and the completion of a yearly file audit, by utilizing the Alternative Care File Checklist.
3. All Alternative Care Files will contain the following:

APPLICATION

- a) Intake and Application Form
- b) Map and Directions
- c) Pictures of Alternative Care Parents
- d) Preference Sheet
- e) Application Consent Form

HOME STUDY

- a) Personal Profiles
- b) Questionnaire #1 and #2
- c) Summary of Previous Involvement
- d) Matching Inventory
- e) Psychosocial
- f) Financial

REFERENCES

- a) Reference Letter
- b) Reference Questionnaire
- c) CPIC Letter/Form

MEDICAL

- a) Medical Form 11
- b) Any Other Medical Information
- c) Medication Record

TRAINING RECORD

- a) Pre-Service Training Record
- b) Ongoing Training Record
- c) Recognition Training Grid
- d) Copies of Training Certificates

SERVICE AGREEMENTS

- a) Alternative Care Service Agreements for Every Year

FINANCIAL/SPECIALIZED RATE

- a) Direct Deposit Form/Void Cheque
- b) Foster Care Payment Statements
- c) Specialized Rate Form (Special Needs)

RECORDINGS

- a) Place of Safety Designation Documents
- b) Alternative Care Home Annual Review (Yearly)
- c) Bi-Annual Review Form (every six [6] months)
- d) Safety Check List (Yearly)
- e) Baby Equipment Checklist (Yearly)
- f) Fire Evacuation Floor Plan (Yearly)
- g) Pet Vaccine Information
- h) Yearly Recordings
- i) Closing Recordings

INSURANCE

- a) Alternative Care Parents Insurance Record
- b) Insurance Waiver Form
- c) Driver's License Information Form
- d) Damage Claim Forms
- e) Insurance Quotes

DOCUMENTS

- a) Request for Agency Furniture
- b) Clothing Inventory

- c) Clothing Allowance Breakdown

COMPLAINTS

- a) Complaints by Alternative Care Parents
- b) Complaints Procedure Investigation
- c) Complaints Procedure Form

SERIOUS OCCURRENCE REPORTS

- a) Serious Occurrence Policy Review Signature Form
- b) Serious Occurrence Reports

PLACEMENTS

- a) Placement Request – Child Information Form
- b) 30-Day Cultural Plan and All Other Cultural Plan Documentation
- c) High-Risk Intervention Forms

CONSENTS

- a) Commitment Not to Use Corporal Punishment Form/Restraint Policy and Procedures
- b) Oath of Confidentiality Form
- c) Other Consents

SUPERVISORY NOTES

- a) Supervisory Notes
- b) Deviation Notes

CORRESPONDENCE

- a) Approval Letter
- b) Consent to Hold Bed

- c) Letters and Memos

CASE NOTES

- a) Case notes

CUSTOMARY CARE INFORMATION

- a) Customary Care Agreement
- b) First Nation Council Resolution (FNCR)

EXIT INFORMATION

- a) Exit Interview with Child
- b) Exit Interview with Alternative Care Parents
- c) Closing Summary

MISCELLANEOUS

- a) Request for Payments
- b) Other

All screened support relief homes will have the following information divided within the file by a colour-coded index:

RELIEF HOMES

- a) Consent Form Module 1 and 2 Licenses Information
- b) Safety Checklist/Smoke Detector Form/Baby Equipment Checklist/Fire Evacuation Form
- c) Confidentiality
- d) Corporal Punishment/Restraint Policy and Procedures
- e) CPIC Letter
- f) Serious Occurrence Procedure
- g) Serious Occurrence Signature Form

- h) Case Notes
 - i) Photocopies
 - j) Request for Payment
 - k) Receipts
4. When service is no longer required and the Alternative Care Home is closing, the Children's Circle of Care Helper/Alternative Care Helper will close the file according to the File Closure Policy.
 5. When file closure is confirmed, the Alternative Care Helper will issue a closing letter and forward it to the Alternative Care Family.
 6. The closed file will be stored in the Mnaasged Case Management System.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Management of Records and File Content	
Subject: Photo Identification of Alternative Care Parents	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

PHOTO IDENTIFICATION OF ALTERNATIVE CARE PARENTS

POLICY

Mnaasged Child and Family Services will provide Alternative Care Families with photo identification confirming their approved status as a Mnaasged Alternative Care Provider.

PROCEDURE

1. The Alternative Care Helper will take a photo of the approved Alternative Care Parent(s) every year upon annual renewal.
2. The Alternative Care Helper will place a copy of the developed photo in the Alternative Care File.
3. The Alternative Care Helper will forward the picture to the IT Manager who will then make the required photo identification certificate.
4. The photo identification can be utilized to obtain a store/hotel discount.
5. The Alternative Care Parents will surrender the photo identification to the Alternative Care Helper when their home will be closed or is closed.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Management of Records and File Content	
Subject: Preparing Closed Files in Central Storage	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

PREPARING CLOSED FILES IN CENTRAL STORAGE

POLICY

When the Alternative Care File has been closed, all duplicates or unnecessary material will be removed prior to being sent to central storage. Any documentation considered for destroying/discarding, other than duplications, requires a consult with the Legal Department for approval.

The Administrative Assistant for each department will ensure that the file has been reviewed and prepared for closing prior to forwarding it for storage.

PROCEDURE

The following steps will be followed to maximize file storage space:

1. Court Working File – Child protection files will be retained for a period of 20 years after closure, starting with files opened after September 1998. This information is also included in the court file kept by the Legal Services Department.
2. Case Notes – are to be used on occasion when handwritten case notes are taken. These will be scanned and included in the electronic file and the original copies can be destroyed.
3. All recordings, health records, court records and orders, significant correspondence, documents, and assessments will be kept in the original format.
4. Use of Mnaasged scanning systems will be used to forward copies of documents to be stored in all related files.
5. Video and audio tapes (e.g., police interviews, photographs, and DVDs) will be removed from the file, labelled, and stored in one location. A notation will then be made in the file.

6. Any duplicate documentation approved to be destroyed or discarded is to be shredded prior to discarding to maintain confidentiality.
7. Any Mnaasged electronic documentation approved to be destroyed or discarded is to be destroyed or deleted by the Information and Technology Staff to maintain confidentiality.

POLICY REFERENCE

SECTION 25: FINANCIAL

Department: Alternative Care	POLICY #:
Section: Financial	
Subject: Alternative Care Rates of Compensation – Regular and Specialized	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 20 and 21	

ALTERNATIVE CARE RATES OF COMPENSATION – REGULAR AND SPECIALIZED

POLICY

Mnaasged Child and Family Services will provide a standardized rate established and approved by Mnaasged's Board of Directors. Mnaasged will ensure fairness and equitable treatment for all Children in Alternative Care Homes that will keep within Mnaasged's financial limitations.

Specialized compensation related to Care costs due to a Child's/Youth's exceptional behavioural or medical needs and demands and increased parenting expectations will be established by Mnaasged.

PROCEDURE

1. The Alternative Care Helper will provide all newly approved Alternative Care Parents with a copy of Mnaasged's most current "Reimbursable Policy" and will review the policy on a yearly basis, at the same time as the service agreement renewal.
2. Requests for a specialized rate can be initiated by the Alternative Care Parent(s) or any other member of the Child's/Youth's service team. A case conference with the Children's Circle of Care Helper, the Alternative Care Helper, the Alternative Care Parent(s), and the First Nation Band Representative will be initiated within 14 days of a request.
3. Specialized Alternative Care rates are identified through a progression of levels based on the needs of the Child/Youth and the expectations of the Alternative Care Parent(s).

Level	Basic Rate	Relief	Skill Enhancement
1	\$30.00	\$1.97	Up to \$6.00
2	\$38.89	\$2.56	Up to \$6.00
3	\$50.00	\$3.29	Up to \$6.00
4	\$61.11	\$4.02	Up to \$6.00

4. The Children’s Circle of Care Helper, with approval from the immediate Supervisor, will provide the Senior Manager with documentation establishing whether there is a need for a specialized rate, inclusive of a recommendation from a medical professional or clinician/therapist serving the Child/Youth.
5. The Alternative Care Helper will ensure that the specialized rate will be reflected in the Child’s/Youth’s days in care documentation and on the service agreement.
6. When an Alternative Care Family has been receiving a rate increase for specialized needs or demands, this rate will be reviewed every six (6) months by the Alternative Care Helper, where necessary, including documentation to support continuation of the specialized rate.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Financial Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Financial	
Subject: Absence from the Alternative Care Home for Extended Period of Time	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Accreditation Standards, Mnaasged Child and Family Services Internal	

ABSENCE FROM THE ALTERNATIVE CARE HOME FOR EXTENDED PERIOD OF TIME

POLICY

Mnaasged Child and Family Services will establish a policy for when a Child/Youth is absent from an Alternative Care Home and expected to return. The Alternative Care Parent(s) is entitled to per diem rates based on the Alternative Care Service Agreements.

PROCEDURE

1. Extended absences are defined as the following:
 - a) Visits with the Parent(s) or Guardian(s)
 - b) Summer vacation
 - c) Christmas
 - d) March break
 - e) Attendance at camps
 - f) Incarceration
 - g) Hospitalization
 - h) Absences without leave (AWOL)
2. The Alternative Care Parents are entitled to full per diem for absences up to seven (7) days. Absences over seven consecutive days and up to a maximum total of 30 consecutive days may be eligible for holding rates (at ½ per diem).

3. The full per diem rate may be approved by the Director of Services under exceptional circumstances, which include the ongoing involvement of the Alternative Care Parent(s) in the Care of the Child (i.e., hospital stay).
4. The Alternative Care Helper will make the necessary adjustments to the monthly per diem rate for the time of absence, complete a Day in Care Form, and submit this to the Finance Department.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Financial Policy and Procedure Manual

Department: Alternative Care	POLICY #:
Section: Financial	
Subject: Overpayment or Underpayment	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal	

OVERPAYMENT OR UNDERPAYMENT

POLICY

Mnaasged Child and Family Services will make the necessary adjustments in the event of an overpayment or an underpayment to Alternative Care Parents for services.

PROCEDURE

1. In the event of an overpayment or an underpayment, the Alternative Care Parents will notify the Alternative Care Helper.
2. For underpayments, the Alternative Care Helper will immediately notify the Finance Clerk and make the necessary adjustments, including the disbursement of a physical cheque if necessary.
3. When an overpayment of a board rate is identified by Mnaasged, the Finance Clerk will immediately provide information to the Senior Manager and the assigned Supervisor for the Home to arrange to retrieve the overpayment.

Information regarding the overpayment is as follows:

- a) Name of the Child/Youth
- b) Name of the Supervisor
- c) Name of the Alternative Care Provider(s)
- d) Amount of overpayment
- e) Period for which the overpayment occurred

4. The Senior Manager will contact the Alternative Care Parent(s) to arrange a repayment schedule.
5. The Senior Manager will provide the Accounting Supervisor with the agreed repayment schedule prior to the end of the month.
6. The Accounting Supervisor will ensure that the Days in Care cheques to the Alternative Care Parent(s) can be adjusted accordingly, as necessary.

POLICY REFERENCE

Child in Care Policy and Procedure Manual

Financial Policy and Procedure Manual

SECTION 26: REIMBURSABLE POLICIES

Department: Alternative Care	POLICY #:
Section: Reimbursable Policies	
Subject: Alternative Care Parent(s) Reimbursable	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference: Mnaasged Child and Family Services Internal, Alternative Care Standard 22	

ALTERNATIVE CARE PARENT(S) REIMBURSABLE

POLICY

Mnaasged Child and Family Services will provide fair and equitable compensation to Alternative Care Parents in a standardized manner.

Mnaasged Child and Family Services recognizes that from time to time a Child/Youth may require an alternative placement. The maintenance of continuity of care and what is in the best interest of a Child/Youth are equally important. Continuation of the Alternative Care per diem may, therefore, be required.

Mnaasged Child and Family Services acknowledges that there will be various costs involved in the Care of Children. Each young person is unique and has different needs. Therefore, it is critical to establish procedures and guidelines for spending to ensure fair and equitable treatment for all Children in Care with Mnaasged's financial limitations.

PROCEDURE

1. Alternative Care per diem payments are calculated per Child/Youth and based on the number of days in Care. Mnaasged will issue monthly payments to the Alternative Care Provider on the 6th business day of each month.
2. The monthly board payment will include the basic rate, a portion for relief, and the spending allowance.

BASIC RATES

1. The Alternative Care Helper will identify where the Alternative Care Parent(s) is placed on the recognition grid. The following is a listing of the components of the basic boarding rate to be included in the monthly deposits:

REGULAR ALTERNATIVE CARE

Age	Basic Rate	Skill Enhancement	Spending Allowance
0–5	\$40.00	Up to \$6.00	As per Policy
6–11	\$43.00	Up to \$6.00	As per Policy
12 plus	\$53.00	Up to \$6.00	As per Policy

SPECIALIZED ALTERNATIVE CARE

Age	Basic Rate	Skill Enhancement	Spending
0–5	\$58.00	Up to \$6.00	As per Policy
6–11	\$61.00	Up to \$6.00	As per Policy
12 plus	\$70.00	Up to \$6.00	As per Policy
		Up to \$6.00	As per Policy

TREATMENT ALTERNATIVE CARE

Age	Basic Rate	Skill Enhancement	Spending
0–5	\$76.00	Up to \$6.00	As per Policy
6–11	\$80.00	Up to \$6.00	As per Policy
12 plus	\$88.00	Up to \$6.00	As per Policy

SKILL ENHANCEMENT

1. At the time of review of the Annual Service Agreements, the Alternative Care Helper will record all training hours that the Alternative Care Parents completed in accordance with the Alternative Care Parent Recognition Grid.

HOLDING RATES

Mnaasged will pay a per diem of \$30 for up to seven (7) days for a Child/Youth in the following situations:

1. At camp (once per year)
 - a) On visits (when the plan is to return the Child/Youth to the Alternative Care Home)
 - b) Young Offenders Act and the Alternative Care Parent(s) is still involved
 - c) In hospital and the Alternative Care Parent(s) is visiting daily
2. Mnaasged will pay a per diem of \$19.14 for up to an additional 23 days for a maximum of 30 days, provided that the bed is being held and the plan is to return the Child/Youth to the Alternative Care Home.
3. Insert here
4. Generally, only one resource will be paid where the Child/Youth is being lodged for the night. This includes pre-placement and integration visits.

RELIEF

1. It is the belief of Mnaasged that the Alternative Care Parent(s) is entitled to support in helping maintain the health and integrity of the family. One form of support is regular relief.
2. For regular and specialized Alternative Care, Mnaasged will include an amount equivalent to two (2) days (48 hours) of relief per month in the daily per diem.
3. It is the responsibility of the Alternative Care Provider(s) to decide on the nature of the relief and when it will occur. It is also the responsibility of the Alternative Care Parent(s) to pay the provider directly for the relief from the amount included in the per diem.
4. Alternative Care Parents are expected to arrange for relief with their Alternative Care Helper. A request for regular relief requires a one-week notice by the Alternative Care Parents.
5. Treatment Alternative Care Parents will be provided with two (2) days of relief per month. The relief provided to Treatment Alternative Care Parents will be paid directly by Mnaasged to the Alternative Care Parents providing the relief.

SPECIAL CIRCUMSTANCES AND ADDITIONAL SUPPORTS

1. Mnaasged recognizes that, at times, the Alternative Care Parents require assistance for unexpected circumstances. When such circumstances arise (e.g., sickness or death of a

family member or extended family member), Mnaasged will assist the family either by providing additional support or by making alternative arrangements for the Care of the Alternative Care Child in the Home. Where arrangements are made to move a Child to an auxiliary home, only the auxiliary home will be paid.

2. In an effort to provide continuity of Care and relationships for Children in Care, a process has been established to review all situations where the current placement of a Child/Youth in Alternative Care is in jeopardy. Alternative Care Parents are encouraged to identify these situations as soon as possible to their Alternative Care Helper. The Alternative Care Helper and the Alternative Care Parents will decide on whether to contract appropriate supports as required to maintain the placement of the Child/Youth. These may include one or more of the following:
 - a) Extended family members
 - b) A special friend assigned through Volunteer Services
 - c) Child and Youth Alternative Care Helper
 - d) Emergency supports
 - e) Special training
 - f) Other appropriate supports

ITEMS COVERED BY THE BASIC RATE

The following is a list of items covered by the basic daily rate:

LODGING

All homes are expected to provide safe and appropriate shelter, furnishings, and equipment for the Care and day-to-day living of Children within their identified specifications. These will include, but not be limited to, such items as beds, linens, cribs, car seats, toys, games, baby monitors, and indoor and outdoor play equipment.

FOOD

All homes are expected to provide all food consumed by the Child/Youth, which includes meals, baby food, snacks, school lunches (including special lunches at school such as pizza day), and meals away from home with the Alternative Care Family.

TRANSPORTATION

All costs incurred by the Alternative Care Parents for normal outings and excursions by the Family or Child/Youth, such as daily errands (e.g., banking and groceries), driving to school that would normally be within walking distance, and shopping trips are covered under the daily rate.

ENTERTAINMENT

All costs incurred either individually or with the Family as part of the normal family recreation and leisure activities are covered under the daily rate.

PERSONAL NEEDS

The costs of shareable family care items, such as toothpaste, shampoo, baby wipes, standard first aid items, bug spray, and sunscreen are covered under the daily rate as well as most over-the-counter medication (including Tylenol, cough syrup, and acne medicine). Clothing maintenance costs (e.g., laundry and repairs) and those costs incurred as part of the daily hygiene regime (e.g., razors, hair dryers, combs, deodorant, hairspray, and toothbrushes) are also covered under the daily rate.

BABYSITTING

Expenses incurred to provide family care (for both biological and Alternative Care Children) when the Alternative Care Parents are engaged in leisure and recreational activities of their choice and when running errands for the purpose of providing for the Children are all covered under the daily rate when babysitters are hired.

DAY-TO-DAY LIVING

Incidental out-of-pocket expenses incurred as part of normal family living and entertainment, such as video rentals, postage costs, treats, Halloween costumes, Valentine cards, Easter gifts, and church collection are covered under the daily rate.

NORMAL WEAR AND TEAR

Expenses incurred under normal wear and tear are covered under the daily rate, which include the costs of maintaining, repairing, and replacing household furniture, appliances, buildings, and recreational equipment as a result of normal family living, where necessary.

BABY NEEDS

Expenses covered under the daily rate include the costs for small items for babies, such as baby wipes, creams, bottles, liners and nipples, teething supplies, soothers, over-the-counter medications (e.g., Children's Tylenol), and baby foods.

ALLOWANCES

SPENDING ALLOWANCE

1. The following daily amounts will be included with the monthly boarding deposits:

0 to 5 years	\$0
6 to 11 years	\$20
7 to 10 years	\$25
11 to 12 years	\$30
13 + years	\$40

2. The Alternative Care Parent(s) is requested to give spending allowances received from Mnaasged to the Child/Youth. When it is not appropriate to give the full allowance, the Alternative Care Parent(s) will save the allowance for the Child/Youth or use it for special needs.
3. The Child/Youth should not be expected to use the money to purchase items that would be normally included in the basic board rate (e.g., personal care products).
4. Spending allowances will not be paid for Children while they are incarcerated or on free care.

BIRTHDAY ALLOWANCE

1. The birthday allowance will be added to the board deposit, which will be accessible before the Child's/Youth's birthday. Rates are as follows:

0 to 2 years	\$40.00
3 to 6 years	\$60.00
7 to 12 years	\$80.00
13 years and older	\$100.00

2. The birthday allowance is designed to purchase a gift for the Alternative Care Child/Youth. Gifts for others should be purchased out of the spending allowance and in consultation with the Alternative Care Helper. Receipts must be submitted.

CHRISTMAS ALLOWANCE

1. The Christmas allowance will be added to the November board deposit made in December and will be as follows:

0 to 2 years	\$60.00
3 to 6 years	\$80.00
7 to 12 years	\$100.00
13 years and older	\$120.00

2. The Christmas allowance is designated to purchase a gift for the Alternative Care Child. Gifts for others should be purchased out of the spending allowance and in consultation with the Alternative Care Helper.
3. Alternative Care Provider(s) will submit receipts for Christmas gift purchases.

VACATION ALLOWANCE

1. Alternative Care Parents are encouraged to take Alternative Care Children on family vacations and under special situations; *vacationing expenses up to \$100 per Child/Youth per year* may be approved for a Child/Youth in Care. Meals, accommodations, and any other items normally included in the per diem are not covered. A vacation plan should be submitted to the Children's Circle of Care Helper for prior approval.
2. The vacation allowance must be requested from the Children's Circle of Care Helper and can be divided into more than one request; however, the total number of requests cannot exceed \$100 per year.

REIMBURSABLE

1. Requests for reimbursement of all eligible disbursements other than travel must be made by the completion of the "Alternative Care Parents Statement of Child Care Expenses."

RECEIPTS MUST ACCOMPANY REQUESTS FOR REIMBURSEMENT.

CULTURAL ALLOWANCE

1. All Children in Alternative Care Homes will be provided with the opportunity to participate in cultural events, activities, and Teachings to help reinforce their cultural heritage and pride.
2. Mnaasged Child and Family Services will cost share the expense with the Alternative Care Family for a Child's/Youth's participation in cultural events to a maximum of \$250 annually. Reimbursable expenses include, but are not limited to, the purchase of a Child's/Youth's

Traditional regalia, tobacco, give-away gifts, or expense(s) related to attendance to Pow Wows, ceremonies, or spiritual and cultural gatherings.

CLOTHING

1. Alternative Care Parents will be reimbursed for the purchase of required clothing up to the following annual amounts:

0 to 6 years	\$500	(plus diapers)
7 to 10 years	\$600	(plus diapers, if special need exists)
11 to 12 years	\$800	(plus diapers, if special need exists)
13 years and older	\$1,000	(plus diapers, if special need exists)

2. Children must be placed in a Mnaasged Child and Family Services Alternative Care Home for a minimum of three (3) months to be eligible for quarterly clothing amounts.
3. For expense tracking purposes, the year will start on *April 1st*. Amounts for Children in Care for part of the year will be pro-rated. Amounts are to be pro-rated to the nearest half month, but under no case will be less than what is required for emergency/admission clothing (see below). Purchase orders are available from the Children's Circle of Care Helper.
4. This annual limit includes emergency and seasonal clothing but not Special Occasion Apparel.
5. Recreational and special activity apparel form part of, and are considered, recreational reimbursable.
6. Bug jackets are considered part of regular clothing.
7. Whenever feasible, older Children and Youth should be involved in the discussions regarding the budgeting, selection, and purchase of clothing as a component of life skills training. If a Youth chooses clothing items beyond the reasonable cost, they should be expected to contribute using their personal allowance or earned money.

EMERGENCY/ADMISSION CLOTHING

1. Emergency clothing is to allow for the immediate purchase of the basic clothing requirements for a Child/Youth when they first arrive to an Alternative Care Home, while their future plans are being established and their possessions can be retrieved from the previous home or the last living situation. Purchase orders are available from Mnaasged.
2. Amounts for purchases are not included in the annual limits as per above and will not exceed the following:

0 to 6 years	\$85.00
7 to 10 years	\$100.00
11 to 12 years	\$130.00
13 years and older	\$160.00

SPECIAL OCCASION CLOTHING

1. Mnaasged will reimburse the Alternative Care Parents for the cost of purchasing special occasion or event clothing, such as for graduations, participation in weddings, and religious ceremonies. The amount required should be established with the Mnaasged Children's Circle of Care Helper prior to purchasing the clothing.

SCHOOL UNIFORMS

1. Mnaasged will reimburse for the cost of school uniforms (including gym clothing) to a maximum of \$300 per year. Expenditures exceeding \$300 will be deducted from the annual clothing maximum. School uniforms must be pre-approved by the Children's Circle of Care Helper.

MEDICAL AND HEALTH-RELATED EXPENSES

1. Upon admission to the Care of Mnaasged, the Child/Youth will be assigned a card with a 10-digit claim secure number. This card is to be provided to the health care professionals as payment for prescription, dental, and vision claims.
2. The First Nation status number for First Nation Children will be provided to the Alternative Care Parents and utilized as a first form of payment.

MEDICAL

1. The Alternative Care Parents will be reimbursed for all prescriptions, medical appliances, medical devices (including eyeglasses), or procedures prescribed by a physician (e.g., G-tube feedings, prescribed dietary supplements, and physiotherapy).
2. The First Nation Status number for First Nation Children will be provided to the Alternative Care Parent(s) and utilized as a first form of payment.

OTHER HEALTH-RELATED COSTS

1. The following health-related costs not covered by OHIP will be paid by Mnaasged:
 - a) Physician fees for doctor's notes

- b) Psychological fees when required by Mnaasged
- c) Ambulance fees
- d) Health Insurance for out-of-country travel
- e) All forms of therapy, such as occupational therapy, speech therapy, physiotherapy, and audiology when pre-approved by Mnaasged

DENTAL

1. Basic dental care such as regular checkups, cleanings, and fillings will be paid for by Medical Services or Mnaasged.

ORTHODONTICS

1. All orthodontic procedures need to be first negotiated with Mnaasged for prior approval.

HEALTH INSURANCE

1. Extended health insurance for out-of-country travel is required for all Children in Care. This requires prior approval from Mnaasged, and all invoices are to be sent to the Children's Circle of Care Helper.

PEDICULOSIS SUPPLIES

1. Mnaasged will reimburse the Alternative Care Parents for the costs incurred to purchase supplies needed to control and rid a home of head lice or other contagious parasites (e.g., lotion, combs, and sprays). Use of a professional head lice removal service is permitted at reasonable costs and with prior approval.

TRANSPORATION AND TRAVEL

MILEAGE

1. Alternative Care Parents are expected to provide transportation for the Children whenever feasible, if possible. *They are also expected to accompany young Children to all appointments and to accompany older Children when appropriate.* The Children's Circle of Care Helper and the Alternative Care Parent will negotiate for any exceptions.
2. The Alternative Care Parents transporting Children must carry \$2 million liability insurance.
3. Mileage will be reimbursed at the approved rate for the following:

- a) Case conferences, Mnaasged conferences, and family circles
- b) Court
- c) Medical, dental, and therapy appointments
- d) Alternative Care Parents' attendance at mandatory training
- e) Driving Children to school at Mnaasged's request
- f) Planned pre-authorized visits with the Parent or Guardian family
- g) Transportation to relief homes and access visits
- h) Parking cost with a receipt for the above will also be reimbursed

(If the Child/Youth is a status First Nation, the Alternative Care Provider(s) may be eligible to receive transportation costs to medical, dental, and therapy appointments.)

RECREATIONAL TRAVEL AND MILEAGE

1. Alternative Care Parents are expected to accompany the Children to recreational activities.
2. Mileage for regular, planned, or pre-authorized attendance at registered recreational activities (as identified in the Cultural Plan) will be reimbursed at the approved rate, unless the recreational activity is being requested by Mnaasged.
3. Recreational travel outside the community should be pre-approved by the Children's Circle of Care Helper.

LOCAL PUBLIC TRANSPORTATION

1. Alternative Care Parents will be reimbursed for the costs associated with purchasing either tickets or bus passes for a Youth when it is necessary for school or work. This will be established among the Youth, the Alternative Care Parent(s), and the Children's Circle of Care Helper.

OUT-OF-TOWN TRAVEL

1. Requests for reimbursement for out-of-town travel expenses must be made by the Alternative Care Provider.
2. Any anticipated mileage over 200 kilometres weekly requires prior approval by the Children's Circle of Care Helper and Mnaasged.

3. Any costs associated with out-of-jurisdiction travel, the Alternative Care Parents require prior approval, including a travel letter from Mnaasged. A meal allowance will be provided according to Mnaasged rates (see chart below).

OUT-OF-TOWN/LONG-DISTANCE TRAVEL

1. Alternative Care Parents will be reimbursed for the costs for either a Child/Youth or the Alternative Care Parents who are required to travel out of town on Mnaasged business or to facilitate visiting with the biological family, as an example. This requires prior approval by Mnaasged and is typically discussed on the Child's/Youth's Plan of Care. The most economical means of travel must be considered. Mileage rates must be considered in conjunction with the cost of renting a car when determining the most cost-effective alternatives.
2. Where Alternative Care Parents prefer to use their own transportation, reimbursement will reflect similar costs to those of the car rental or the most cost-effective means of transportation. Reimbursement for actual meal costs for Youth and Alternative Care Parents will be made but not exceeding the following meal rates:

Item	Approved Rates
Kilometres	\$0.40
Breakfast	\$11.37
Lunch	\$14.63
Dinner	\$26.00
Incidentals	\$17.30

RECREATIONAL ACTIVITIES AND EQUIPMENT

1. The Cultural Plan should be the vehicle used to consider the recreational and activity needs of the Child/Youth. Alternative Care Families include Alternative Care Children in family-based outings and activities, including vacations. In addition, participation in planned, regular recreational activities must be negotiated by the Children's Circle of Care Helper and the Alternative Care Parent(s) in consultation with the Child/Youth, while keeping in mind the following the Child's/Youth's special interests and skills and previous activity:
 - a) Available community activities within a reasonable travelling distance
 - b) The cost of the activity, including the necessary equipment and travelling costs
 - c) The number of activities available to the Child/Youth within a given year

- d) Wardship and plan for the Child/Youth

OTHER CONSIDERATIONS

1. Registration fees for planned recreational activities should not exceed two (2) per year (one winter, one summer).
2. Where feasible, Mnaasged will request a contribution from the Parent(s) or Guardian(s) to be applied towards the purchase of recreational equipment:
 - a) Reasonable judgment should apply to the authorization of funds, based upon the cost of the activity and equipment
 - b) Funds for recreational equipment, in addition to the equipment necessary for the planned activity, will not exceed one (1) item per year, such as a bicycle
 - c) Whenever feasible, the purchase of used equipment or equipment exchanges should be considered
 - d) Whenever appropriate, older Children should be expected to contribute to the cost of recreational equipment
 - e) The Alternative Care Parent(s) is encouraged to accumulate equipment based on the family's activities and the Children's needs. This equipment can be shared by Children in short-term placements.
3. Alternative Care Parents will be reimbursed for the costs of recreational and leisure activities and equipment for the Child/Youth in their Care. This will include, but is not limited to, registration fees, equipment and supplies, mandatory safety equipment, enrichment lessons, purchase of seasonal passes to recreational or enrichment facilities, weekend recreational camps, and day camps as defined in the Child's/Youth's Cultural Plan and within Mnaasged's practices and guidelines.
4. For Children who are in short-term Care or the length of their stay is undetermined, recreational and leisure activities should be time-limited and with minimal expense.
5. Preference for high-cost and long-term activities will be given to Children/Youth residing in long-term placements.

BIKES

1. Mnaasged may approve up to \$250 for a Crown ward, \$120 for a non-ward, and for temporary care if the Child/Youth has been in Care six (6) months or more toward the purchase of a bicycle. Whenever possible, the Parent(s) or Guardian(s) will be encouraged to contribute to the costs. A bike and helmet purchased for a ward belong to that ward.

Receipts are required for these purchases. All Children must have a helmet that is reimbursable.

RESIDENTIAL AND DAY CAMPS

1. Paid residential camp arrangements will not exceed a two-week period per year. If the Child/Youth is attending residential camp, the Alternative Care Parent(s) will be entitled up to one (1) week of full per diem and one (1) week of a half per diem per calendar year (see section on holding rates). During this period, the Alternative Care Provider(s) must be available to deal with any emergencies or crises that may occur with the Child/Youth at camp. If this is not possible, costs including transportation should not exceed \$350 per week.
2. If a Child/Youth is not attending residential camp, the Alternative Care Parent(s) may negotiate with the Children's Circle of Care Helper for up to four (4) weeks paid day camp. When costs for Children requiring specialty camps, such as music or camps for the developmentally handicapped, exceed the above, a special request should be made to the Children's Circle of Care Helper.
3. All exceptions to the above are to be negotiated with the Children's Circle of Care Helper and the Supervisor.
4. The registration costs for a Child/Youth to attend a residential camp is paid for by Mnaasged directly to the facility.

EDUCATION

All reimbursements for school expenses will be paid according to school-written requests.

SCHOOL TRIPS

1. Alternative Care Parents will be reimbursed for the cost of one-day school trips and activities. Trips longer than one day require prior approval and must be negotiated with Mnaasged prior to the expense being paid.
2. Costs associated with extra-curricular activities require a prior discussion with the Children's Circle of Care Helper for pre-approval.

TUTORING

1. Tutoring costs, whenever possible, will be paid directly to the tutor and require prior approval by the Children's Circle of Care Helper. In instances where the Alternative Care Parent(s) is paying for the tutoring directly and has received prior approval, the Alternative Care Parent(s) will be required to submit receipts for reimbursement.

DAY CARE AND NURSERY SCHOOL

1. If day care or nursery school is obtained for therapeutic reasons, then the service provider will invoice Mnaasged directly. Day care and nursery school costs require *prior approval by the Children's Circle of Care Helper*.

EDUCATION EXPENSES

1. Alternative Care Parents will be reimbursed for expenses incurred for the Child/Youth to participate fully in normal school educational programs and activities, such as school supplies and student activity cards to a maximum of \$50 per year for elementary students and \$75 per year for secondary students. Each expense will be reviewed individually.

SCHOOL PHOTOS AND GRADUATION PICTURES

1. Alternative Care Parents will be reimbursed for the standard package of school photos. The order form must be attached with the receipts.
2. Alternative Care Parents will be reimbursed for graduation pictures up to a maximum of \$50 for Grade 8 and \$100 for Grade 12 Graduation.

OTHER SCHOOL EXPENSES

1. Other educational or developmental tools deemed necessary or recommended by school personnel require prior approval and authorization.

MISCELLANEOUS

LONG DISTANCE CHARGES

1. Alternative Care Parents will be reimbursed for any long-distance calls made for Mnaasged business.
2. Alternative Care Parents will be reimbursed for calls to the Parent(s) or Guardian(s) and others as decided by the Children's Circle of Care Helper. The length and frequency of calls are to be determined in advance by the Children's Circle of Care Helper.
3. Alternative Care Parents who must use long distance are requested to research and take advantage of special discount rates and savings. All calls to and from the biological family members should be arranged for times when discount rates apply.
4. Receipts must accompany any request for reimbursements.

BABY NEEDS

1. Alternative Care Parents will be reimbursed for the costs of the following baby items:
 - a) Infant formula
 - b) Diapers
 - c) Training pants (pull-ups)
 - d) Latex gloves
 - e) Special baby supplies as recommended by a health care professional

PERSONAL EFFECTS

1. Alternative Care Parents will be reimbursed for the cost of feminine hygiene products.

PICTURES AND LIFE BOOKS

1. Alternative Care Parents will be reimbursed for the costs associated with creating a Life Book, including the cost of photographs and film up to a maximum of \$100 per year.

GIFTS FOR PERSONAL CELEBRATIONS

1. The following dollar amounts for a gift will be reimbursed with a receipt:

- | | |
|---|-------|
| a) Baptism | \$30 |
| b) Spirit Name | \$30 |
| c) Confirmation | \$30 |
| d) First Communion | \$30 |
| e) Grade 8 Graduation | \$30 |
| f) Grade 12 Graduation | \$50 |
| g) Post-Secondary Graduation | \$100 |
| h) Graduation from Treatment | \$30 |
| i) Moving on to Adulthood at age 21 plus a meal with the Children's Circle of Care Helper | \$50 |

2. Monies spent for religious or cultural keepsakes and artifacts that are attached to any of the above ceremonies will also be reimbursed if there is a receipt.

HAIRCUTS AND HAIR STYLING

1. Alternative Care Parents will be reimbursed for the cost of haircuts and hair styling to a maximum of \$30 every two (2) months.

BABYSITTING

1. Babysitting is defined as temporary care hours during the day or evening but not for overnight periods.
2. Alternative Care Parents may nominate an appropriate family or extended family member to act as a babysitter or may arrange with friends, neighbours, or other Alternative Care Parents to assume temporary care of the Alternative Care Child/Youth. However, in the event care or responsibility is being transferred, the Children's Circle of Care Helper must undertake whatever inquiries are necessary to ensure the safety and well-being of the Alternative Care Child/Youth before the placement or transfer of responsibility occurs.
3. Alternative Care Parents will be reimbursed for babysitting expenses while on Mnaasged business (including conferences, court, medical, dental, and therapy appointment and planned pre-authorized visits with the biological families) for mandatory training, family emergencies, or crises. Babysitting will not be paid for family outings, entertainment or recreational outings, and shopping.
4. Exceptional circumstances should be discussed with the Children's Circle of Care Helper.
5. Babysitting expenses may be claimed for adult Children to babysit, but only when all Alternative Care Parents in the Home are unavailable.
6. Babysitting costs are as follows:

Per hour	Number of Children	Maximum per day
\$5.00	One Child/per hour	\$35.00
\$7.50	Two Children/per hour	\$52.50
\$10.00	Three Children/per	\$70.00
\$12.50	Four Children/per hour	\$87.50

7. Babysitters for Alternative Care Parents may be reimbursed for Police Criminal Record Checks.

DAMAGE CLAIMS

1. Alternative Care Parents are required to carry adequate homeowners and content insurance and to ensure that valuables are properly secured.

2. Mnaasged will consider claims for damages or theft made by Alternative Care Children under the following circumstances:
 - a) The Child/Youth deliberately caused the damage, and the action was witnessed
 - b) The damage or theft was reported to the Children's Circle of Care Helper or the Supervisor within one (1) working day
 - c) A claim has been made to the homeowner's insurance company and has been denied
3. Written confirmation of the denial must be obtained from the insurance company. When damages are less than \$500, Mnaasged will consider paying the cost without the submission of an insurance claim.
4. The estimates will be submitted to the Supervisor for approval if less than \$500 and to the Senior Manager if more than \$500.
5. Where the claim for damages is paid by the insurance company, Mnaasged will consider the reimbursement of any deductible.
6. In the event of theft, a joint plan will be made if the Police need to be involved. A recommendation will then be made to the Supervisor as to what action that needs to be taken.
7. Reimbursement CANNOT be claimed for the following:
 - a) Shopping
 - b) Family outings (e.g., parks, Wonderland, and movies)
 - c) Vacations
 - d) Entertainment or recreational outings (e.g., movies, sporting events, and picnics)
 - e) Driving Children to visit friends
 - f) Day care or any other support when Mnaasged is providing the support

PROCEDURE

METHOD OF PAYMENT – PER DIEMS AND ALLOWANCES

1. The Alternative Care Parents will complete an "Application for Direct Deposit," which contains all the information required for making deposits and will give it to the Children's Circle of Care Helper once completed.

2. The Children's Circle of Care Helper will provide a copy of the Application for Direct Deposit to Mnaasged's Manager of Finance.
3. The Children's Circle of Care Helper will calculate monthly per diem payments based on the number of days in Care. Per diems will be paid monthly via direct deposit to the Alternative Care Parent's bank account on the sixth (6) business day of the month. The monthly payments will include the following:
 - a) Per Diem
 - b) Relief
 - c) Child Care Expenses (if applicable)
 - d) Spending Allowance
 - e) Travel (if applicable)

Note: The Christmas and birthday allowances will be added as required.

 - f) The Children's Circle of Care Helper will submit the Days in Care Form to the Supervisor for approval.
4. The Supervisor will submit Days in Care Forms to the Finance Manager no later than two (2) business days.
5. The Finance Manager will ensure that the payments are transmitted before the cut-off time on the 5th business day.

METHOD OF PAYMENT – REIMBURSABLE

1. Requests for reimbursements of all eligible disbursements, other than travel, must be made by the completion of the "Alternative Care Statement of Child Care Expenses." The form will be submitted along with the Days in Care Form at the end of each month by the Children's Circle of Care Helper. The following guidelines are to be followed:
 - a) Complete a separate form at the end of the month for each Child/Youth. Attach receipts; no payment will be made without receipts
 - b) The Supervisor must approve all requests
 - c) Requests over \$500 must be approved by the Senior Manager

METHOD OF PAYMENT – MILEAGE

1. Requests for reimbursement of mileage must be made by the completion of the “Alternative Care Mileage Claim Form.” This form will be submitted along with the Days in Care Form at the end of each month by the Children’s Circle of Care Helper.

POLICY REFERENCE

Financial Policy and Procedure Manual