

# Enhancement Policy Manual

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Revised October 19, 2021

# Introduction to the Enhancement Policy Manual

## Overview

The Enhancement Policy Manual (Manual) contains policies, practice supports and procedures that direct casework staff when delivering services under the *Child, Youth and Family Enhancement Act* (CYFEA). The policies, practice supports and procedures have been written in a second person active voice and directly address casework staff unless another role is specifically identified.

The Manual is comprised of three distinct parts:

- [Enhancement Policy Manual – Intervention](#),
- [Enhancement Policy Manual – Placement Resources](#), and
- [Enhancement Policy Manual – Adoption](#)

The Manual is designed for online use:

- The Table of Contents and the “Search” function can be used to locate information on specific topics
- Links will make it easier to move between policies and practice supports, different parts of the Manual and other references
- Intervention policies are linked to related practice supports
- Intervention practice supports are listed by titles alphabetically and linked to policy references
- Appendices are listed at the end of the Intervention section
- Placement Resources policies and procedures are located within the same document
- Adoption policies and procedures are located within the same document
- Cross-references between the policies, practice supports and procedures in the three parts are indicated at the end of each policy or practice support, as is described below
- “*To report a broken link, click [here](#)*” will appear regularly

## Provincial Policies

The Manual is implemented province-wide and outlines policy, practice support and procedural requirements that all casework staff in Children’s Services (CS) Regions and Delegated First Nation Agencies (DFNAs) are expected to comply with.

If an exceptional situation arises that is not addressed in the Manual, discuss the circumstance with a casework supervisor or manager to determine a plan of action that is consistent with CYFEA and the practice supports or procedures outlined in this Manual. Consultation with Ministry staff and/or the Statutory Director will be available as required.

### Directives

Provincial directives issued by the Statutory Director provide interim practice direction to casework staff in CS and DFNA's until such time as a provincial policy is approved for inclusion in the Manual.

### Legislative Timelines

Legislative timelines outlined in policy come directly from either CYFEA or the associated regulations and must be followed and met according to the timelines.

## Policy Manual Chapters, Sections and Subsections

The chapters, sections and subsections of the Manual have been reorganized for better flow and easier access to grouped information.

Each policy has a header that identifies the **Chapter, Section and Subsection**, as appropriate.

- For the Intervention section, the practice supports' header identifies relevant policies.

## Appendices

Appendices are individual chapters in the Intervention section of the Manual. They provide valuable information that is essential in delivering intervention services to children, youth, young adults and families.

## Terminology

Below is a list of commonly used terms, acronyms, and legislative references found throughout the Manual.

### Terms

Term	References
administrative support	administrative support person
adult	a person 18 years of age and over

caseworker	caseworkers, assessors, intake workers; anyone who performs the task addressed in the policy
casework supervisor	supervisor of a unit or program
child	a person under the age of 18 years
contract	contract, fee-for-service agreement, block funding
contract consultant	consultant, specialist, or manager responsible for negotiating and managing contracts
designate	a person who is delegated by the Children's Services Regional Director or DFNA Director to perform specific tasks
director	a general reference to staff (e.g. caseworkers, casework supervisors, managers, etc.) who are delegated under CYFEA to deliver mandated services on behalf of the Statutory Director
First Nations designate	a person designated by the council of the band in planning for services for a First Nation child or youth (per s.107) or in decisions related to the adoption of a First Nation child or youth (per s.67(1))
foster caregiver	foster home, foster care placement, foster family
foster care worker	performs tasks related to the recruitment, approval process and support of a foster home, foster care placement, foster caregiver
guardian	per s.1(1)(l), a person who is or is appointed a guardian of the child under Part 2 of the <i>Family Law Act</i> or a person who is a guardian of the child under an agreement or order made pursuant to CYFEA; as a guardian is not necessarily a biological parent of a child or youth
in care	refers to a child or youth who is in the care and custody of the director under <ul style="list-style-type: none"> <li>– an apprehension order,</li> <li>– custody order,</li> <li>– an emergency apprehension,</li> <li>– a custody agreement,</li> </ul>



	<ul style="list-style-type: none"> <li>– a temporary guardianship order or</li> <li>– a permanent guardianship agreement or order</li> </ul>
intervention services	any services, including enhancement and protective services, provided to a child, youth or family under CYFEA, excluding Part 2 (adoption) or Part 3 (licensing of residential facilities)
kinship caregiver	kinship home, kinship care placement
kinship care worker	performs tasks related to the recruitment, approval process and support of a kinship home, kinship care placement, kinship care caregiver
licensing officer	performs the tasks associated with licensing per the Delegation Schedule
manager	manager in the organization; commonly the worksite or program manager, but may also refer to senior or executive managers
placement concerns response assessor	the assessor a Placement Concerns Response assessment is assigned to who may or may not be part of a PCR regional or DFNA team
placement provider	foster care, kinship care and child and youth facility placement
Statutory Director	Director of the Child, Youth and Family Enhancement Act
supervisor	supervisor of a unit, program or casework supervisor
youth	child that is 16-17-years-old
young adult	person that is 18-22-years-old
young person	child, youth and young adult

**Acronyms**

<b>Full Term</b>	<b>Acronym in Policy</b>
Alberta Foster and Kinship Association	AFKA (formerly Alberta Foster Parent Association (AFPA))
Alberta Health Services	AHS
An Act respecting First Nations, Inuit and Métis children, youth and families	Federal Act
Absent Without Leave	AWOL
Caregiver's Allegations Support Team	CAST (formerly Foster Allegation Support Team (FAST))
Child Intervention Case Information Online	CICIO
Children's Services	CS
Children's Services or Community and Social Services Legal Team	CS/CSS Legal Team
Child Youth Information Module	CYIM
Community and Social Services	CSS
Criminal Record Check	CRC
Crown-Indigenous and Northern Affairs Canada or Indigenous Services Canada	CIRNAC/ISC
Custody Agreement with Guardian	CAG
Custody Agreement with Youth	CAY
Custody Order	CO
Delegated First Nations Agency	DFNA
Enhancement Agreement with Youth	EAY
Family and Surrogate Court Litigation	FASCL
Family Enhancement Agreement with Guardian or Custodian	FEA
Family Support for Children with Disabilities	FSCD
Indigenous Governing Body	IGB
Intervention Record Check	IRC
Legislated Accountabilities Supports Unit	LASU

Full Term	Acronym in Policy
Indigenous Governing Body	IGB
Maintenance Enforcement Program	MEP
Orientation to Caregiver Training	OCT
Office of the Child and Youth Advocate	OCYA
Ongoing Assessment	OA
Placement Concerns Response	PCR
People, Families and Communities Sector	PFCS FOIP Office (formerly Information Privacy Office (IPO))
Permanent Guardianship Agreement	PGA
Permanent Guardianship Order	PGO
Placement Concerns Response	PCR
Post Adoption Registrar	PAR
Registered Education Savings Plan	RESP
Royal Canadian Mounted Police	RCMP
Safety Assessment	SA
Secure Services Order	SSO
Structured Analysis Family Evaluation	SAFE
Supervision Order	SO
Support and Financial Assistance Agreement	SFAA
Temporary Guardianship Order	TGO

**Legislation and Regulation**

<b>Full Title</b>	<b>Acronym in Policy</b>
<i>An Act respecting First Nations, Inuit and Métis children, youth and families</i>	Federal Act
<i>Child and Youth Advocate Act</i>	CYAA
<i>Child Care Licensing Act</i>	CCLA
<i>Child, Youth and Family Enhancement Act</i>	CYFEA
Child, Youth and Family Enhancement Regulation	the regulation
<i>Drug-endangered Children Act</i>	DECA
<i>Family Law Act</i>	FLA
<i>Family Support for Children with Disabilities Act</i>	FSCD Act
<i>Freedom of Information and Protection of Privacy Act</i>	FOIP
<i>Health Information Act</i>	HIA
<i>Protection Against Family Violence Act</i>	PAFVA
<i>Protection of Children Abusing Drugs Act</i>	PChAD
<i>Protection of Sexually Exploited Children Act</i>	PSECA
Residential Facilities Licensing Regulation	RFLR
<i>Youth Criminal Justice Act</i>	YCJA

## Overarching Policy Statement

Amendments to the *Child, Youth and Family Enhancement Act* (CYFEA) come into force on February 28, 2019. There are several overarching changes that affect existing policies, procedures and other relevant documents throughout the Manual. These changes include: new Guiding Principles, 13 consolidated Matters to Be Considered, and some terminology changes.

### Guiding Principles

The Guiding Principles added in the CYFEA are derived from the Child Intervention Practice Framework (CIPF) principles to align the legislation with the current leading practice.

The Guiding Principles highlight the following:

- A child or youth's best interests, safety, and well-being are paramount.
- The importance of family and community and their well-being.
- Children and youth benefit from lasting connections with friends, family, caregivers, and other significant individuals; community and culture; and permanent, formalized ties with people who care.
- The importance of involving Indigenous people in planning, decisions and delivery of services respecting Indigenous families and their children.

With the addition of the Guiding Principles, the CYFEA lays out clear expectations for service delivery and the foundation to guide consistent application of the legislation across Alberta.

The Guiding Principles **must** be applied throughout the entire Manual to provide for consistent service delivery and reflect the principle-based practice. The Guiding Principles emphasize that the best interests, safety and well-being of children and youth are paramount. Staff must recognize that safety and protecting children and youth from harm and ensuring their best interests are met can be achieved when considering the well-being of the child or youth's family and community, maintaining the child or youth's life long connections, and involving Indigenous peoples in planning and decisions impacting their families and children or youth.

### Matters to Be Considered

The Matters to Be Considered listed in the CYFEA are consolidated from 16 to 13 provisions. The updated Matters align with current knowledge and leading practice and ensure that a child or youth's rights, family connections, cultural connections, and other important elements are properly considered and respected. They also align with the CIPF principles and practice approaches.

The consolidated Matters to Be Considered also closely align with the new 'Guiding Principles' and the philosophy of child intervention service delivery.

The updated Matters will help increase clarity and consistency in service delivery and evidence-based practice to support the best interests, safety and well-being of children and youth.

When staff refer to the Manual to follow the directions outlined in policies and procedures, they **must** ensure that every one of these 13 Matters are considered, as well as any other relevant matter, for the child or youth receiving intervention services as part of the planning and decision-making process to support the best interests, safety and well-being of children and youth.

### Terminology Changes

The terminology changes made in CYFEA impact how the Manual will be interpreted and changed in subsequent policy updates. In the Manual where appropriate, references to “Aboriginal” will be replaced with “Indigenous”; references to “Indian”, as defined by the federal *Indian Act*, will be replaced with “First Nation Individual”; and references to “survival, security or development” will be replaced with “safety, security or development”.

The terms “Aboriginal” and “Indian” continue to be utilized and referenced by other provincial and federal government legislations and other official documents. The Manual makes reference to these other documents, which means there are situations where the terms “Aboriginal” and “Indian” cannot be replaced. Decisions will be made outlining the situations where the terminology needs to be updated to align with the new terminology in CYFEA and where the terminology remains the same as the referenced sources.

To support staff with decision making, the Manual is continuously updated to reflect changes made to CYFEA and evidence-based practice. A number of policies have already been revised to reflect the above changes. Changes for the remaining policies will be incorporated as part of the overall refresh of the Manual, which is expected to be completed in 2019.

Superseded

Intervention



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# POLICY

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# Chapter 1: General Information

Section: <b>1.1 Records</b>	Issue Date: January 13, 2020
Subsection: <b>1.1.1 Recording Contacts and Collection of Personal Information</b>	Revision Date: October 19, 2021
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## Policy

CS staff records all contacts with persons associated with the case of a child or youth in the care of the director, and collects the child or youth's personal information as required to provide services under CYFEA. CS is authorized to record contacts and collect personal information per s.126(3) and s.127(2) of CYFEA.

This information makes up the child or youth's record. The record is maintained in a physical file and in the electronic information system, which are the official filing systems, s.127(1) and per s.127(2) of CYFEA, and s.7 of the Regulation.

**NOTE:** Case law has established that contracted agencies that are acting in the stead of a director also have a statutory duty to keep these records.

The security of the record is governed by:

- GoA Information Security Management Directives,
- *Records Management Regulation*, and
- Child Intervention File Standards.

## Purpose

Accurate, complete and timely recording of contacts and personal information involving a child or youth is essential element in fostering their safety and best interests. A child or youth's record provides a director with the ability to complete assessments and provide services under CYFEA.

## Practice Support

### Recording Contacts and Collection of Personal Information

To report a broken link click [here](#).

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# Chapter 1: General Information

Section: <b>1.1 Records</b>	Issue Date: January 13, 2020
Subsection: <b>1.1.2 Recording Information in a Physical File and on the Electronic Information System</b>	Revision Date: January 13, 2020
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## Policy

CS records and keeps up-to-date information about a child or youth receiving intervention services from CS in a physical file and on the electronic information system. This information forms the child or youth's record.

## Purpose

The physical file and the electronic information system capture case information and support intervention staff to foster the safety and best interests of a child or youth receiving intervention services from CS.

The primary purposes of recording and maintaining information are:

- case management – to support case management functions,
- statistical – to support intervention services reporting and research,
- information management – to capture, organize and store information about a person or provider.

## Practice Support

[Recording Information in a Physical File and on the Electronic Information System](#)

To report a broken link click [here](#).

# Chapter 1: General Information

Section: <b>1.1 Records</b>	Issue Date: January 13, 2020
Subsection: <b>1.1.3 Retention of Records</b>	Revision Date: October 19, 2021
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## Policy

CS retains records with respect to a child or youth who receives intervention services from CS, per s.127(2).

A record includes but is not limited to:

- assessment documents,
- contact logs,
- reports,
- photographs,
- audiovisual recordings,
- letters, and
- other information whether in writing or in electronic form or reproduced by other means.

## Purpose

Retaining a child or youth's records enables CS to provide children and youth with services under CYFEA, to foster their safety and best interests. A child or youth's records provide a director with the ability to:

- complete assessments,
- document case activities,
- support casework decisions,
- access retained records in the future to foster continued service provision,
- provide the child or youth access to the retained record in the future to help them learn more about their background.

## Practice Support

### Retention of Records

To report a broken link click [here](#).

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# Chapter 1: General Information

Section: <b>1.1 Records</b>	Issue Date: January 13, 2020
Subsection: <b>1.1.4 Restricting Access to Intervention Records</b>	Revision Date: October 19, 2021
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## Policy

Restrict access to an intervention record in a physical file or on the electronic information system:

- If a CS or a DFNA employee, or a person in a governance position with CS or a DFNA, has a familial or a significant connection to a person who is receiving intervention services from CS.
- When a person receiving intervention services from CS or a DFNA has a high profile in the community.
- When the record belongs to a child, youth, or young adult who has died.

**NOTE:** Restrictions should only be created as described above. All CS staff have signed an Oath of Office as per S. 20(1) of the *Public Service Act* which forbids staff from disclosing any information, without due authorization, they have from their employment in the public service.

Access to intervention records relating to the adoption of a child or youth are sealed automatically in the electronic information system when finalised as per s.74.1(2) of CYFEA which requires the adoption record to be sealed.

A restriction of access to a person's record may apply to all intervention program areas.

## Purpose

Access to a record is restricted to protect the privacy and confidentiality of a person receiving intervention services from CS.

## Practice Supports

### Restricting Access to Intervention Records

To report a broken link click [here](#).

# Chapter 1: General Information

Section: <b>1.1. Records</b>	Issue Date: January 13, 2020
Subsection: <b>1.1.5 Lost or Damaged Child's Record in a Physical File</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Report the loss or damage of a child or youth's physical file (Child Intervention, PSECA, Placement Resources, SFP, or Adoptions), including any hard copy documents and electronic storage devices (e.g. a memory stick) which are part of a child or youth's record, to the following persons:

- casework supervisor,
- Statutory Director,
- Sector Information Security Officer,
- Information Management team,
- Privacy Manager.

Every effort must be made to locate the lost or damaged record in a physical file. If unsuccessful, re-create those records with information and documents that are available from other sources.

**NOTE:** This policy does not apply to information held in the electronic information system.

## Purpose

Reporting a lost or damaged physical file, or records it contains, provides acknowledgement that the file is incomplete and that a loss or damage to a record has occurred. Re-creation of lost or damaged record from a physical file fosters, to the degree possible, continuity of service provision to a child or youth.

## Practice Support

### Lost or Damaged Child's Record in a Physical File

To report a broken link click [here](#).

# Chapter 1: General Information

Section: <b>1.1 Records</b>	Issue Date: January 13, 2020
Subsection: <b>1.1.6 Mobile Devices</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Mobile devices may be used to collect information about a child or youth receiving intervention services from CS, and to foster interactions with the child or youth, their guardian, caregiver, support network and family.

Information collected on mobile devices by CS staff is used only to carry out CS's duties to provide intervention services.

CS staff are responsible for the security and protection of information and IT resources in their possession including mobile devices, and for the safe use of mobile devices.

CS staff using mobile devices to access any ministry system or data must be aware of the risks of using the device and must receive training regarding appropriate use.

## Purpose

Mobile devices allow for effective and efficient communication and collection of information for the purpose of providing intervention services. CS is committed to protecting the privacy of children and youth receiving those services. This applies to all transactions involving personal information, regardless of the manner with which it was collected.

## Practice Support

### Mobile Devices

To report a broken link click [here](#).

# Chapter 1: General Information

Section: <b>1.1 Records</b>	Issue Date: January 13, 2020
Subsection: <b>1.1.7 Mobile Applications</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Mobile applications approved by CS are used by CS staff to support provision of intervention services to children and youth.

These mobile applications can only be accessed on GoA issued devices.

## Purpose

Mobile applications promote timely and accurate documentation of case information, which is essential in decision-making and for facilitating quality service delivery when providing intervention services to children and youth. CS is committed to ensuring mobile applications are used in a way that protects the privacy of children and youth receiving intervention services.

## Practice Support

### Mobile Applications

To report a broken link click [here](#).

# Chapter 1: General Information

Section: <b>1.2 Releasing Information</b>	Issue Date: January 13, 2020
Subsection: <b>1.2.1 Releasing Information for Providing Intervention Services</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Personal Information contained in a child or youth's record is confidential.

Release personal information, as defined in s.1 (n) of FOIP, only for the purpose of providing intervention services per s.126 of CYFEA and in accordance with FOIP.

## Purpose

The release of personal information to others involved in the administration of CYFEA supports effective coordination of intervention services, to foster the safety and best interests of children and youth receiving those services.

## Practice Support

### Releasing Information for Providing Intervention Services

To report a broken link click [here](#).

# Chapter 1: General Information

Section: <b>1.2 Releasing Information</b>	Issue Date: January 13, 2020
Subsection: <b>1.2.2 Disclosure of Information for a Court Proceeding</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Full disclosure of relevant information must be provided for an application under CYFEA that results in a court proceeding.

Disclose information as required by CYFEA, FOIP, case law, and the rules of evidence and civil procedure.

## Purpose

The full disclosure of relevant information in a CYFEA court proceeding provides the court with the necessary information to make appropriate decision, provides parties to the hearing access to the information used by the court to reach decisions, and ultimately fosters the safety and best interests of a child or youth receiving intervention services.

## Practice Support

### [Disclosure of Information for a Court Proceeding](#)

To report a broken link click [here](#).

# Chapter 1: General Information

Section:	<b>1.2 Releasing Information</b>	Issue Date: January 13, 2020
Subsection:	<b>1.2.3 Releasing Information for a Law Enforcement Request</b>	Revision Date: January 13, 2020
		Page 1 of 1

## Policy

Information may be provided to a law enforcement agency when sufficient reason is provided to indicate the information will assist in an investigation related to a law enforcement proceeding, per s.126 of CYFEA and s.40 (1) (q) of FOIP.

- Limitations on the release of certain privileged information are outlined in s, 126.1 of CYFEA, and s.18 and s.20 of the *Child and Youth Advocate*.

Law enforcement refers to activities including policing, criminal intelligence operations, the investigation of complaints that could lead to a penalty or sanction, or a proceeding that could lead to a penalty or sanction.

The release of information to a law enforcement agency requires the consent of a director's representative with the delegated authority to release the information requested.

## Purpose

Sharing information with law enforcement agencies supports collaboration between CS and law enforcement agencies, and CS's commitment to fostering the safety and best interests of children and youth receiving intervention services from CS.

## Practice Support

### Disclosure and Release of Information

To report a broken link click [here](#).

# Chapter 1: General Information

Section: <b>1.2 Releasing Information</b>	Issue Date: January 13, 2020
Subsection: <b>1.2.4 Disclosure of Information for a Civil Proceeding</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Information may be released for a civil court proceeding, per s.126 of CYFEA and FOIP.

A party to a civil matter may make an application to the court under s.126.11 for the disclosure of information that is held in a child or youth's record.

## Purpose

Releasing information for a civil proceeding may provide important information to a court hearing a civil matter. It can also support CS's commitment to fostering the safety and best interests of children and youth receiving intervention services.

**NOTE:** This policy does not apply to proceedings under CYFEA.

## Practice Support

### Disclosure and Release of Information

To report a broken link click [here](#).



# Chapter 1: General Information

Section: <b>1.2 Releasing Information</b>	Issue Date: January 13, 2020
Subsection: <b>1.2.5 Releasing Information for a Criminal Proceeding</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Information may be released for a criminal proceeding as permitted by s.126 of CYFEA and FOIP.

## Purpose

Releasing information for a criminal proceeding may provide a court with important information for a criminal hearing, and can support CS's commitment to fostering the safety and best interests of children and youth receiving intervention services.

## Practice Support

### Disclosure and Release of Information

To report a broken link click [here](#).

# Chapter 1: General Information

Section: <b>1.2 Releasing Information</b>	Issue Date: January 13, 2020
Subsection: <b>1.2.6 Releasing Historical Information from an Intervention Record</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Historical information may be released to a person who received intervention services as a child or youth as per s.126(1) and s.126.1 of CYFEA and FOIP. The information released, which is contained in that person's record, must pertain to that person.

## Purpose

People who received intervention services as a child or youth, have the right to know the information that is documented about them in their record.

## Practice Support

### Releasing Historical Information from an Intervention Record

To report a broken link click [here](#).

# Chapter 1: General Information

Section: <b>1.2 Releasing Information</b>	Issue Date: January 13, 2020
Subsection: <b>1.2.7 Other Requests to Release Information</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Information may be released for other requests, as permitted by s.126(1) of CYFEA and FOIP, and with appropriate consent to release the information.

## Purpose

Release of information for other requests supports collaboration and information sharing. In cases where a child or youth is currently receiving intervention services, release of information should foster their safety and best interests.

## Practice Support

### Other Requests to Release Information

To report a broken link click [here](#).

# Chapter 1: General Information

Section: <b>1.2 Releasing Information</b>	Issue Date: January 13, 2020
Subsection: <b>1.2.8 Child's Involvement in a Research Project</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

All research proposals must be submitted to the Priorities, Partnerships and Knowledge Management unit within the Child Intervention Division for analysis, review, recommendations and approval in accordance with the Child Intervention Research Proposal Review Process.

Consent must be obtained from the director and the guardian of a child or youth receiving intervention services from CS for that child or youth to participate in a research project.

## Purpose

A child or youth's participation in a research project may support important research and collaboration with community partners in the development and design of services which foster, directly or indirectly, the safety and best interests of children and youth.

## Practice Support

### [Child's Involvement in a Research Project](#)

To report a broken link click [here](#).

# Chapter 1: General Information

Section: <b>1.2 Releasing Information</b>	Issue Date: January 13, 2020
Subsection: <b>1.2.9 Information Security</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

The information of children and youth receiving intervention services, and that of their guardians, support network, family and other community members, will be protected and secure when it is used on social media and/or other mobile applications.

## Purpose

To protect the privacy of a child or youth receiving intervention services, and the privacy of important people in their lives who are involved in fostering their safety and best interests.

## Practice Process

### Information Security

To report a broken link click [here](#).

# Chapter 1: General Information

Section: <b>1.3 Office of the Child and Youth Advocate (OCYA)</b>	Issue Date: January 13, 2020
Subsection: <b>1.3.0 OCYA Overview</b>	Revision Date: January 13, 2020
	Page 1 of 3

## Overview

The Child and Youth Advocate is appointed by the Lieutenant Governor in Council under s.2 (1) of the *Child and Youth Advocate Act*. Bound by the statutory mandate identified in the *Child and Youth Advocate Act*, the Child and Youth Advocate has autonomy in carrying out the Advocate's responsibilities on behalf of young persons receiving a designated service including services under CYFEA and PSECA.

**NOTE:** Young people (0-22-years-old) are eligible to receive advocacy services from the OCYA.

## Services Provided by the OCYA

### A. Advocacy Services

Young people who are receiving services under CYFEA and PSECA may contact the OCYA at any point in time to discuss issues or concerns and seek advocacy supports.

The advocacy services of the OCYA provide a method of ensuring that young people understand their procedural rights, are assisted in exercising those rights, and are enabled to be active participants in the decision processes that affect their lives.

The OCYA further ensures that the perspective of a young person's choice is considered when a young person may be particularly vulnerable and an advocate's support may be helpful to ensure that the young person's rights, interests and viewpoints are considered when decisions are made on their behalf.

Referrals for advocacy services for a young person who is receiving services under CYFEA or PSECA can be made in a variety of ways:

- A young person may make a self-referral.

- A caseworker may make a referral on behalf of a young person. Under certain circumstances defined in policy, a caseworker must make a referral, or mandatory notification, on behalf of the young person.
- Any person, including family, support network and community members, may make a referral or take issues forward on behalf of a young person. This is a way to support and strengthen healthy relationships that a child or youth may have with people that are significant to them, as a high level of trust generally exists that allows the child or youth to openly discuss their issues and concerns.

A referral may be made to the OCYA Advocacy Services if a person believes that:

- the young person's needs are not being met,
- the young person's rights are not being protected, or
- a case plan or decision affecting the young person has been made without taking into account the young person's viewpoint or interests, or without consideration of all relevant information.

The young person will be assigned to an individual advocate for services. The individual advocates from the OCYA are not decision makers and do not have any custodial or guardianship authority.

### **B. Legal Representation for Children and Youth (LRCY) Services**

LRCY is responsible for the appointment of a lawyer to represent children and youth for matters under CYFEA and PSECA.

**NOTE:** Although young adults 18-22 years of age who are receiving services under CYFEA and PSECA are eligible to receive advocacy services from the OCYA, they are not eligible for legal representation.

The core purposes of the LRCY service are:

- to be child and youth friendly and easily accessible,
- to provide timely legal appointments, and
- to ensure children and youth receive a lawyer.

Referrals to LRCY can be made by children and youth, the support network, caseworkers, the court, guardians, caregivers, and other concerned individuals.

Whenever possible, the child or youth's voice and point of view must be considered to decide whether they want a lawyer. When third party referrals are received, with the exception of court-ordered lawyer referrals per s.112 of

CYFEA, the individual child or youth is contacted first and the consent of the child or youth is received prior to appointing a lawyer.

## Related Information



[1.3.1 Mandatory Notification](#)

[1.8 Children's Procedural Rights](#)

[8.1.2 Legal Representation for Children and Youth](#)



[Child and Youth Advocate Act](#)



[Children Have Rights Booklet](#)

[Children and Youth Have Rights Booklet](#)

Superseded



# Chapter 1: General Information

Section: <b>1.3 Office of the Child and Youth Advocate (OCYA)</b>	Issue Date: January 13, 2020
Subsection: <b>1.3.1 Mandatory Notifications</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

A mandatory notification must be sent to the OCYA and the Statutory Director of CYFEA by the director when:

- a young person disagrees with a significant decision that pertains to them,
- the needs of a child or youth are not being met,
- significant persons in the child or youth's life have competing perspectives that are not focused on the child or youth, or
- an allegation of abuse or neglect of a child or youth in care is made.

Notify the young person, if age and developmentally appropriate, that a mandatory notification has been submitted to the OCYA on their behalf. Provide the young person with the OCYA phone number.

## Purpose

Mandatory notifications are intended to ensure that the OCYA is aware of concerns in specific circumstances, that the director is aware of the concerns, and that the young person has advocacy services at critical points in their life.

## Practice Support

### Mandatory Notifications

To report a broken link click [here](#).

# Chapter 1: General Information

Section:	<b>1.4 Administrative Reviews and Appeals</b>	Issue Date: January 13, 2020
Subsection:	<b>1.4.1 Administrative Reviews</b>	Revision Date: January 13, 2020
		Page 1 of 1

## Policy

A person who is affected by a director's decision per s.117.1, has the right to formally dispute that decision by requesting an administrative review.

An administrative review request must be received by the director in writing and in the prescribed format. The review must be requested and completed within the legislated timelines per s.117.1.

## Purpose

To provide opportunity for a person affected by a director's decision to have their voice and opinion heard when there is a dispute over the decision.

A request for an administrative review may be made when informal dispute resolution mechanisms are not successful in reaching a resolution, or when the person requesting the review chooses not to access the informal mechanisms.

This process is available to a child, youth, or young adult who may be eligible for benefits under s.57.3, and also to a guardian, foster parent, applicant for a license or an applicant for financial support under s.105.8.

Resolution through an administrative review may avoid the matter proceeding to an appeal panel.

## Practice Support

### Administrative Reviews

To report a broken link click [here](#).

# Chapter 1: General Information

Section:	<b>1.4 Administrative Reviews and Appeals</b>	Issue Date: January 13, 2020
Subsection:	<b>1.4.2 Appeals to the Appeal Panel</b>	Revision Date: January 13, 2020
		Page 1 of 1

## Policy

Decisions made by the director may be appealed to an appeal panel per s.120.

A notice for an appeal to the appeal panel must be received by the director in writing in the prescribed form within the legislated timelines.

## Purpose

To provide opportunity for a person affected by a director's decision to have their voice and opinion heard when there is a dispute over the decision.

An appeal panel hearing is a formal dispute resolution mechanism. It is a quasi-judicial process that is as important as a court hearing.

## Practice Support

### [Appeals to the Appeal Panel](#)

To report a broken link click [here](#).

# Chapter 1: General Information

Section:	<b>1.4 Administrative Reviews and Appeals</b>	Issue Date: January 13, 2020
Subsection:	<b>1.4.3 Appeals to the Court of Queen's Bench – Director as Respondent</b>	Revision Date: January 13, 2020
		Page 1 of 1

## Policy

The Statutory Director must be notified immediately when CS or a DFNA is served with a Notice of Appeal.

## Purpose

To ensure CS complies with and meets any legal requirements, in accordance with its commitment to ensuring the safety and best interests of children and youth receiving intervention services.

## Practice Support

### Appeals to the Court of Queen's Bench

To report a broken link click [here](#).

# Chapter 1: General Information

Section:	<b>1.4 Administrative Reviews and Appeals</b>	Issue Date: January 13, 2020
Subsection:	<b>1.4.4 Appeals to the Court of Queen's Bench – Director as Appellant</b>	Revision Date: January 13, 2020
		Page 1 of 1

## Policy

The written approval of the Statutory Director is required if CS wants to launch an appeal to the Court of Queen's Bench.

The Statutory Director must be notified if a DFNA wants to launch an appeal to the Court of Queen's Bench.

## Purpose

To ensure CS complies with and meets any legal requirements, in accordance with its commitment to foster the safety and best interests of children and youth receiving intervention services.

## Practice Support

### Appeals to the Court of Queen's Bench

To report a broken link click [here](#).

# Chapter 1: General Information

Section:	<b>1.5 Intervention Involvement with Employees and Individuals in Governance Positions</b>	Issue Date: January 13, 2020
Subsection:		Revision Date: January 13, 2020
		Page 1 of 1

## Policy

Intervention involvement with a CS employee or an individual in a CS governance position must proceed as with any other case except with heightened sensitivity.

The case must be assigned to a CS or DFNA worksite where the employee/individual does not work at or have a supervisor/supervisee relationship.

## Purpose

To ensure that CS employees maintain neutrality in situations which may place them in a dual role with a colleague and to respect the confidentiality of the individual receiving intervention services, and of their family.

## Practice Support

**[Intervention Involvement with Employees and Individuals in Governance Positions](#)**

To report a broken link click [here](#).

# Chapter 1: General Information

Section: <b>1.6 Transporting Children</b>	Issue Date: January 13, 2020
Subsection:	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Children and youth receiving intervention services from CS must be transported in a safe manner:

- All children ages 12 and under must be transported in the backseat of a vehicle.
- Children who weighs less than 18 kilograms (40 pounds) are transported in a rear facing child safety seat until they are at least two years of age and weigh 9 kilograms (20 pounds).
- Drivers must have a valid operator's licence, registration and appropriate amount of insurance.
- Distracted driving laws must be followed at all times.

## Purpose

To maintain the safety and best interests of a child or youth by transporting them in a protected manner with minimal risks.

## Practice Support

### Transporting Children

To report a broken link click [here](#).

# Chapter 1: General Information

Section:	<b>1.7 Transitional Legislative Provisions</b>	Issue Date: January 13, 2020
Subsection:	<b>1.7.1 Joint Guardianship Orders</b>	Revision Date: January 13, 2020
		Page 1 of 3

## Policy

Joint guardianship orders granted under the *Child Welfare Act* prior to the proclamation of CYFEA remain valid until:

- terminated by the court,
- a private guardianship or adoption order is made in respect to the child or youth,
- the youth attains the age of 18 years,
- the youth marries.

Under a joint guardianship order, the director may exercise authority as a guardian to the exclusion of the other guardian and still has the sole authority to consent to the adoption of the child or youth.

## Purpose

To foster the safety and best interests of a child or youth receiving intervention services, joint guardianship remains a transitional issue between the *Child Welfare Act* and CYFEA, and may still apply.

**NOTE:** It is important to engage the joint guardian in collaborative planning and decision-making to support the safety and best interests of the child or youth. Support the joint guardian on matters affecting the child or youth and assist them in accordance with the terms of the joint guardianship order.



## Transitional Legislative Sections

### Section 116 of the Child Welfare Amendment Act, 2003

**116(1)** Any joint guardianship that exists on the coming into force of section 39<sup>1</sup> of this Act continues to exist until it is terminated by a Court, and sections 36(4) and (5) and 37<sup>2</sup> of the *Child Welfare Act* continue to apply to the joint guardianship as if section 39 of this Act had not come into force.

### Section 36 of the Child Welfare Act

Joint guardian

**36(1)** If a child is the subject of a permanent guardianship agreement or order, any adult may make an application in the prescribed form to the Court to be appointed as guardian of the child jointly with the director.

**(2)** The applicant shall serve notice of the date, time and place at which the application is to be heard on the director not less than 30 days before the date of the hearing.

**(3)** The Court may make an order appointing a person as a guardian of a child jointly with the director if it is satisfied that:

- (a) the person is capable of assuming and willing to assume the responsibility of joint guardianship of the child,
- (b) the person has had a significant and continuing relationship with the child,
- (c) the child has consented, if the child is 12 years of age or older,
- (d) the director is of the opinion that it cannot reasonably be anticipated that the child will be adopted within a reasonable time, and
- (e) the appointment of that person as a joint guardian will be beneficial to the child.

**(4)** If the Court makes an order under subsection (3), the director:

- (a) subject to any order of the Court under subsection (5), may exercise all the authority of a guardian of the child to the exclusion of the other guardian, and
- (b) has sole authority to consent to the adoption of the child.

**(5)** If the Court makes an order appointing a joint guardian, it may, on the application of the director or the joint guardian and on being satisfied that the director and the joint guardian have been unable to negotiate an agreement or have not complied with the terms of an agreement, make an order prescribing:

- (a) the access that will be provided between the joint guardian and the child, and

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<sup>1</sup> Section 39 of the *Child Welfare Amendment Act, 2003* repeals section 36 (joint guardianship) and section 37 (review of joint guardianship) of the *Child Welfare Act*.

<sup>2</sup> The text of sections 36 and 37 of the existing *Child Welfare Act* are included here for reference.

- (b) the conditions under which the director shall consult with the joint guardian on matters affecting the child.

**Section 37 of the *Child Welfare Act***

Review of joint guardianship:

**37(1)** If the Court makes an order under section 36, the director, the joint guardian or the child, if the child is 12 years of age or older, may apply to the Court in the prescribed form at any time for a review of the order.

**(2)** The applicant shall serve notice of the date, time and place at which the application for a review is to be heard on the director, the joint guardian and the child, if the child is 12 years of age or older, not less than 5 days before the date of the hearing.

**(3)** The Court may, on hearing the application and in accordance with section 36, continue, vary or terminate any order made under section 36.

To report a broken link click [here](#).

# Chapter 1: General Information

Section:	<b>1.7 Transitional Legislative Provisions</b>	Issue Date: January 13, 2020
Subsection:	<b>1.7.2 Existing Long Term Foster Care Agreements</b>	Revision Date: January 13, 2020
		Page 1 of 1

## Policy

Existing Long Term Foster Care Agreements (LTFCAs) signed under the *Child Welfare Act* prior to the proclamation of CYFEA may still apply to children or youth in under a PGO or PGA.

LTFCAs remain valid until they are cancelled by a party to the agreement or until they expire.

LTFCAs expire upon the termination of a PGO or PGA or if a private guardianship or adoption order is made in respect to the child or youth.

**NOTE:** LTFCAs cannot be signed under CYFEA.

## Purpose

To foster the safety and best interests of the child or youth in the care of the director, when no other permanency options are deemed viable.

To report a broken link click [here](#).

# Chapter 1: General Information

Section: <b>1.8 Children's Procedural Rights</b>	Issue Date: January 13, 2020
Subsection:	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

CS will, when appropriate, work with children and youth receiving intervention services to ensure they understand their procedural rights per s.2.1.1, and how to access and exercise those rights.

Procedural rights include, but are not limited to:

- access to information,
- participation in decision-making per s.2(1)(b),
- access to justice and judicial review,
- due process, a fair hearing, and subsequent redress.

Procedural rights arise in the context of procedural law, which comprises the rules by which a court hears and determines what happens in proceedings before it, to ensure fair and consistent application of due process to all cases.

## Purpose

To ensure children and youth understand what to expect if they are receiving services under CYFEA.

## Practice Support

### Children's Procedural Rights

To report a broken link click [here](#).

# Chapter 1: General Information

Section:	<b>1.9 Peace Officer Involvement and Offences</b>	Issue Date: January 13, 2020
Subsection:		Revision Date: January 13, 2020
		Page 1 of 1

## Policy

A peace officer may be involved in a case through several different circumstances, including to:

- act as a reporter under s.4 and s.5,
- execute an apprehension order or apprehend without an order per s.19, and to execute other authority granted under CYFEA,
- assist in a joint investigation.

## Purpose

To foster the safety and best interests of children and youth receiving intervention services.

**NOTE:** The director and the peace officer have differing roles, mandates, skills, decisions to make, and actions to take. The director is responsible to determine a child's intervention needs and provide intervention services, whereas a peace officer is responsible to maintain law and order, determine whether a law has been violated, and bring alleged offenders to justice.

## Practice Supports

### Peace Officer Involvement and Offences

To report a broken link click [here](#).

## Chapter 2: Indigenous Children

Section: <b>2.1 First Nation Child</b>	Issue Date: January 13, 2020
Subsection: <b>2.1.1 First Nations Designate</b>	Revision Date: October 19, 2021
	Page 1 of 2

### Policy

Caseworkers must involve a First Nations designate (designate) in planning for services when the child or youth is believed to:

- have First Nation ancestry and,
- be a member of a First Nations band, or
- have the potential to be a member of a First Nations band.

A designate must be involved if a First Nation child or youth is:

- in need of intervention and is a resident of a reserve,
- not a resident of a reserve and the guardian has consented to a designate's involvement, or
- the subject of a SO, a band member, and if the guardian consents then a copy of the order will be sent to the designate
- the subject of a TGO, PGA or PGO, or an application for a PGO, always consult with the designate regardless of whether the child or youth is resident of a reserve and guardian consent is not required.

Section 67 of CYFEA requires the director to involve a designate in decision making for a child or youth whose case plan involves adoption.

The director is required to involve a designate in decision making for a child or youth whose case plan involves private guardianship.

**NOTE:** These criteria do not apply when a child is receiving services under CYFEA from a DFNA, per s.107(7).

Designates may provide supports to children and youth who are not eligible to be registered under *Indian Act* but have connection to a First Nation. Caseworkers may involve a designate for a child or youth who is not eligible to be registered under the *Indian Act*.

## Purpose

The involvement of a designate in planning for services is required under legislation. Involving a designate supports the integration of community and cultural expertise when supporting children or youth and families in maintaining cultural and relational connections to their communities.

## Practice Support

### First Nations Designate

To report a broken link click [here](#).

Superseded

## Chapter 2: Indigenous Children

Section: <b>2.1 First Nation Child</b>	Issue Date: January 13, 2020
Subsection: <b>2.1.2 First Nation Individual Registered under the <i>Indian Act</i></b>	Revision Date: October 19, 2021
	Page 1 of 1

### Policy

When a child or youth receiving intervention services may be Indigenous or self-identifies as Indigenous, or the race and ethnicity are unknown, the director must identify the child or youth who is registered under the *Indian Act*. The director must also support an eligible child or youth to become registered under the *Indian Act*.

For every First Nation child or youth receiving intervention services who is may be registered under the *Indian Act*, also determine if the child or youth is a member of a band or bands upon which their status is based.

### Purpose

To ensure a registered child or youth exercises their constitutionally protected rights as well as their ability to exercise and receive the benefits and entitlements they may have as a First Nation Individual registered under the *Indian Act*.

### Practice Support

[First Nation Individual Registered under the \*Indian Act\*](#)

To report a broken link click [here](#).



## Chapter 2: Indigenous Children

Section: <b>2.1 First Nation Child</b>	Issue Date: January 13, 2020
Subsection: <b>2.1.3 Rights of First Nation Children Registered under the <i>Indian Act</i></b>	Revision Date: October 19, 2021
	Page 1 of 2

### Policy

Ensure that at minimum a child or youth who is receiving services under CYFEA and who is registered under the *Indian Act* has access to, or information on how to access:

- Registration/Indian status card
- any trust accounts
- non-insured health benefits, as covered by First Nations & Inuit Health
- education benefits
- on-reserve income assistance program

**NOTE:** In no way is this a comprehensive or exhaustive list of the constitutionally protected benefits, entitlements or rights for a child or youth who is registered under the *Indian Act*, and/or has band membership, or any other federal legislation and programs pertaining to First Nation children or youth.

A First Nation child or youth in permanent care who is entitled to band membership is required to be registered as a band member.

### Purpose

To ensure a registered child or youth exercises their constitutionally protected rights as well as their ability to exercise and receive the benefits and entitlements they may have as a First Nation Individual registered under the *Indian Act*.

To ensure an eligible First Nation child or youth who is entitled to band membership is registered as a band member to access benefits as a band member.

## Practice Support

### Rights of First Nation Children Registered under the *Indian Act*

To report a broken link click [here](#).

Superseded

# Chapter 2: Indigenous Children

Section: <b>2.1 First Nation Child</b>	Issue Date: January 13, 2020
Subsection: <b>2.1.4 On/Off Reserve Verification</b>	Revision Date: October 19, 2021
	Page 1 of 1

## Policy

Determine whether a child or youth is ordinarily a resident on-reserve for every child or youth receiving intervention services who also is:

- living on a reserve or in a “specified” community, or
- of Indigenous ancestry, or
- receiving services from a DFNA.

The designation of on/off reserve residency is based on the residency of the parent, guardian or caregiver at the time the intake began.

**NOTE:** The designation remains in effect for as long as services are provided on a continuous basis. If a file closes and reopens, on-or off-reserve residency will need to be determined again.

## Purpose

To determine who is ultimately financially responsible for the cost of services provided to the child or youth and family (whether CIRNAC/ISC, a DFNA or CS).

Regardless of who is responsible for the cost of services, our practice approach is to ensure every Indigenous child or youth receives appropriate and timely services, without delays, denials or disruption as ordinarily available to other Canadian children or youth.

## Practice Support

### On/Off Reserve Verification

To report a broken link click [here](#).

# Chapter 2: Indigenous Children

Section: <b>2.2 Métis Child</b>	Issue Date: January 13, 2020
Subsection: <b>2.2.1 Métis Resources</b>	Revision Date: October 15, 2020
	Page 1 of 1

## Policy

When a child or youth is Métis or has self-identified as Métis while receiving services under CYFEA, provide the child or youth with the opportunity to involve a Métis Resource person for the purposes of case planning, support and service provision for the child or youth and family.

## Purpose

The involvement of a Métis Resource person in planning provides cultural expertise to support children or youth and families to maintain cultural ties to their communities. This helps to preserve the child or youth's cultural identity while in the care of the director. Early involvement of a Métis Resource person can also provide opportunities for an intentional search and exploration for family, and can identify supports for families living on or off a Metis Settlement. It is important to build lifelong connections for children or youth in the 4 Areas of Connection.

## Practice Supports

### Métis Resources

To report a broken link click [here](#).

## Chapter 2: Indigenous Children

Section: <b>2.3 Cultural Connection Planning</b>	Issue Date: January 13, 2020
Subsection:	Revision Date: May 13, 2021
	Page 1 of 1

### Policy

For an Indigenous child or youth receiving intervention services, a plan must be created in collaboration with the child or youth, their guardian, family, community and any other significant person to address how the child or youth's Indigenous identity, culture, heritage, spirituality, language and traditions will be respected, supported and preserved. Caseworkers are responsible for supporting the cultural connections of an Indigenous child or youth.

When an Indigenous child or youth is the subject of a petition for an adoption order or a court application for a private guardianship order, a plan per s.52(1.3) and s.63(1) must be included.

### Purpose

To uphold the identity, culture, heritage, spirituality, language and traditions of a child or youth while working with their family, a First Nations designate, Métis or Inuit Resource person as well as community liaisons. Developing a cultural connection plan in collaboration with these key persons, fosters relationship building with bands, settlements and communities, and also supports the child or youth with establishing and maintaining cultural connections in their communities.

### Practice Support

#### Cultural Connection Planning

To report a broken link click [here](#).

## Chapter 2: Indigenous Children

Section:	<b>2.4 Requirements under <i>An Act respecting First Nations, Inuit and Métis children, youth and families</i> (Federal Act) and CYFEA</b>	Issue Date: May 13, 2021
Subsection:		Revision Date: May 13, 2021
		Page 1 of 1

### Policy

Ensure that all requirements, including the national level principles under the Federal Act as well as the guiding principles and Matters to be Considered under CYFEA are met when working with a child, youth or family who is Indigenous or self-identifies as Indigenous.

The best interests of an Indigenous child or youth must be a primary consideration in all planning and decision-making.

### Purpose

To ensure that the rights of Indigenous peoples with regard to best interests of the child or youth are respected when working with Indigenous children, youth and families.

### Practice Supports

[Requirements under \*An Act Respecting First Nations, Inuit and Métis children, youth and families\* \(Federal Act\) and CYFEA](#)

To report a broken link click [here](#).

## Chapter 2: Indigenous Children

Section:	<b>2.5 Caseworker's Responsibilities for an Indigenous Child</b>	Issue Date: May 13, 2021
Subsection:		Revision Date: May 13, 2021
		Page 1 of 1

### Policy

Caseworkers are responsible for the care, maintenance and well-being of an Indigenous child or youth and upholding their rights throughout the time the child or youth is receiving intervention services or in the care and custody of the director.

### Purpose

To ensure the principle of cultural continuity is reflected, when providing services to an Indigenous child or youth, services must be provided in a manner that does not contribute to the assimilation of the Indigenous group, community or people to which the child or youth belongs or to the destruction of the culture of that Indigenous group, community or people as per s. 9(2)(d) under *An Act respecting First Nations, Inuit and Métis children, youth and families* (Federal Act).

To foster the safety and best interests of an Indigenous child or youth receiving intervention services from CS while upholding the principles and requirements under the Federal Act.

### Practice Supports

#### Caseworker's Responsibilities for an Indigenous Child

To report a broken link click [here](#).

## Chapter 3: Casework Practice

Section: <b>3.1 Assessment Phases</b>	Issue Date: January 13, 2020
Subsection: <b>3.1.1 Receiving Referrals</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

CS and DFNAs ensure there is the capacity to receive and respond to referrals:

- on a 24-hour a day basis, 365 days per year,
- in a professional manner, with accurate information gathering.

### Purpose

To foster the safety and best interests of children and youth in Alberta who may require intervention services. To ensure that information gathered at a referral is reliable, as it may be used for ongoing assessment in the intake, safety and intervention phases. If this information constitutes a report, it forms the foundation of child or youth's record regarding their involvement with CS.

### Practice Supports

#### Receiving Referrals

To report a broken link click [here](#).



## Chapter 3: Casework Practice

Section: <b>3.1 Assessment Phases</b>	Issue Date: January 13, 2020
Subsection: <b>3.1.2 Intake – Receiving Referrals</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

All referrals from the community must be assessed to determine if a child or youth may be in need of intervention. This preliminary assessment, or intake, determines whether:

- information in the referral constitutes a report under s.4 or 5, and
- the report requires investigation under s.6(1).

Allegations that present an imminent risk to a child or youth necessitate an immediate response.

If information is received that indicates the child or youth may be in need of protective services as per *Drug-Endangered Children Act* (DECA), the report must still be screened under CYFEA, regardless that action may be taken (i.e. apprehension) under DECA.

Consideration must also be given to whether the information constitutes a report under the *Protection of Sexually Exploited Children Act* (PSECA), s.1(2).

### Purpose

To foster a child or youth's safety and best interests through assessing information, to determine whether they require intervention services from CS.

### Practice Support

#### Intake - Receiving Referrals

To report a broken link click [here](#).

## Chapter 3: Casework Practice

Section: <b>3.1 Assessment Phases</b>	Issue Date: January 13, 2020
Subsection: <b>3.1.3 Safety Phase</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

CS undertakes an assessment, which begins the safety phase, within 10 business days from the date the assessment is assigned. This thorough, comprehensive process must include:

- face-to-face contact with the children or youth,
- a safety decision, and
- consultation with a casework supervisor which includes discussion to determine if the assessment will be continuing into the next 30 business day period.

The least disruptive options are considered first when addressing a child or youth's intervention needs.

### Purpose

To ensure assessment of the child or youth's safety and need for intervention per s.6(1), continues into the safety phase, when intake has determined there are reasonable and probable grounds to believe that the child or youth may be in need of intervention per s.1(2). To foster timely response to the child or youth's needs.

### Practice Support

#### Safety Phase

To report a broken link click [here](#).

## Chapter 3: Casework Practice

Section: <b>3.1 Assessment Phases</b>	Issue Date: January 13, 2020
Subsection: <b>3.1.4 Intervention Services Phase</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

CS provides intervention services following an assessment under s.6(1) when it has been determined that the child or youth is in need of intervention.

A child or youth's ongoing need for intervention services will be regularly assessed through completion of the Ongoing Assessment.

### Purpose

To foster the ongoing safety and best interests of a child or youth receiving intervention services. The Ongoing Assessment reflects full assessment information on the child or youth and family. It also provides the basis for determining the child or youth's ongoing need for intervention, and informs case planning.

### Practice Support

#### Intervention Services Phase

To report a broken link click [here](#).

## Chapter 3: Casework Practice

Section: <b>3.2 Case Movement</b>	Issue Date: January 13, 2020
Subsection: <b>3.2.1 Case Transition Between Enhancement and Protective Services</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

An open case may be transitioned between enhancement and protective services when it is determined that the intervention needs of the child or youth would be more appropriately met in the other program.

### Purpose

To ensure a child or youth receiving intervention services is provided with the most appropriate care for their situation, which will foster their safety and best interests. Changes in the delivery of services should be seamless when a case is transitioned between enhancement and protective services.

### Practice Support

#### Case Transition Between Enhancement and Protective Services

To report a broken link click [here](#).

## Chapter 3: Casework Practice

Section: <b>3.2 Case Movement</b>	Issue Date: January 13, 2020
Subsection: <b>3.2.2 Case Transfer</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

The child or youth's safety and best interests are the focus of case transfers. Case transfers are well-planned, timely, and coordinated.

### Purpose

To provide uninterrupted service provision to a child or youth receiving intervention services, when responsibility for their casework is reassigned from one caseworker to another. A transfer may be necessary because the child or youth and/or family moves, or the child or youth's intervention status changes.

### Practice Support

#### Case Transfer

To report a broken link click [here](#).

## Chapter 3: Casework Practice

Section: <b>3.2 Case Movement</b>	Issue Date: January 13, 2020
Subsection: <b>3.2.3 Case Closure</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

Intervention service cases may be closed when it has been determined that the child or youth is no longer in need of intervention:

- at the expiry or termination of an agreement,
- at the expiry or termination of a court order, or
- when the child or youth's needs are met through private guardianship or adoption.

For a child or youth who is Indigenous or self-identifies as Indigenous and with consent of their guardian, notification of a case closure should be made to the DFNA, First Nations designate, or Métis Resource person.

### Purpose

To foster a child or youth's ongoing safety and best interests when their intervention services case is closed.

### Practice Support

#### Case Closure

To report a broken link click [here](#).

## Chapter 3: Casework Practice

Section: <b>3.2 Case Movement</b>	Issue Date: January 13, 2020
Subsection: <b>3.2.4 Leaving the Care and Custody of the Director</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

CS ensures that planning for the child or youth has occurred prior to them leaving the care of the director, to assist with their transition to a new home, facilitate after-care services that will meet their needs, and foster their safety and best interests.

### Purpose

A smooth and well-planned transition minimizes the impact of the change to the child or youth and ensures that appropriate supports will be in place when the child or youth leaves the care and custody of the director.

### Practice Support

#### Case Closure

To report a broken link click [here](#).

## Chapter 3: Casework Practice

Section: <b>3.3 Emergency Care</b>	Issue Date: January 13, 2020
Subsection:	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

CS provides a child or youth with an emergency caregiver for a period of short-term care, no longer than 10 days, when the child or youth would be in need of intervention if not for the provision of the emergency caregiver per s.7.

**NOTE:** An emergency caregiver cannot be used if the child or youth is apprehended or has in-care status.

### Purpose

To provide the child or youth with care in the least disruptive manner, without bringing the child or youth into the care of the director, per s.7

### Practice Support

#### Emergency Care

To report a broken link click [here](#).



## Chapter 3: Casework Practice

Section:	<b>3.4 Assessing 16 and 17 Year Old Youth</b>	Issue Date: January 13, 2020
Subsection:		Revision Date: January 13, 2020
		Page 1 of 1

### Policy

Financial assistance may be provided to a 16 or 17 year old youth while CS assesses if the youth is in need of intervention. At the same time, CS works with their family, guardian and support network, and any other supportive connections the youth has, to foster their safety and well-being.

### Purpose

To help the youth be safe and meet their basic needs while CS assesses their circumstances.

### Practice Support

#### Assessing 16 and 17 Year Old Youth

To report a broken link click [here](#).

## Chapter 3: Casework Practice

Section:	<b>3.5 Gender Affirming Health Supports and Services</b>	Issue Date: January 13, 2020
Subsection:		Revision Date: January 13, 2020
		Page 1 of 1

### Policy

CS provides gender-affirming health supports and services when a child or youth in the care the director identifies as gender diverse or transgender.

Decisions for the child or youth must consider s 2, Matters to be Considered under CYFEA.

### Purpose

To enable a child or youth feel safe to indicate, and to explore, their gender identity and gender expression. This fosters their healthy development, and may include:

- acknowledging the need for medical diagnosis of gender dysphoria,
- finding a physician who has the medical skills to provide accurate medical options for the child or youth,
- social transitioning (i.e. altering appearance and personal information) and medical transitioning (i.e. hormone therapy, supports and medical services leading to gender affirming surgery) for those children or youth identifying as transgender or gender diverse.

### Practice Support

#### Gender Affirming Health Supports and Services

To report a broken link click [here](#).

# Chapter 4: Assessment and Planning Tools

Section: <b>4.1 Assessment Tools</b>	Issue Date: January 13, 2020
Subsection: <b>4.1.1 Eco-map</b>	Revision Date: January 13, 2020
	Page 1 of 2

## Policy

The eco-map must be completed as part of the comprehensive and collaborative assessment process for a child or youth receiving intervention services.

## Purpose

To support the assessment of the child or youth and/or their family's needs and to assist in decision-making about potential interventions.

An eco-map is a pictorial representation of a child or youth and/or their family's connections to people and communities in their environment. It can illustrate three separate areas for each connection:

- The strength of the connection (weak/tenuous; strong)
- The quality of the connection (stressful; not stressful)
- The impact of the connection (none; draining resources or energy; providing resources or energy)

## Practice Support

### Eco-map

To report a broken link click [here](#).

## Chapter 4: Assessment and Planning Tools

Section: <b>4.1 Assessment Tools</b>	Issue Date: January 13, 2020
Subsection: <b>4.1.2 Genogram</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

A genogram (minimally three generational) must be completed as part of the comprehensive and collaborative assessment process.

### Purpose

To support the assessment of a child or youth, and to assist in decision-making about potential interventions.

A genogram is a diagram representing members of the child or youth's family in an easily recognizable and simply organized format. It can:

- identify resources within the family, draw out strengths and challenges,
- foster involving extended family in planning to create and maintain the child or youth's safety and best interests,
- help the child or youth and their family to identify repetitive patterns, and recognize hereditary tendencies, as common experiences, characteristics and trans-generational patterns become apparent.

### Practice Support

#### Genogram

To report a broken link click [here](#).

# Chapter 4: Assessment and Planning Tools

Section: <b>4.2 Planning Tools</b>	Issue Date: January 13, 2020
Subsection: <b>4.2.1 Family Enhancement Plan</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

A Family Enhancement Plan must be completed, in collaboration with the child or youth's family, for each child or youth receiving services under a FEA. Completion of this plan must coincide with signing of the FEA.

## Purpose

To develop an appropriate action plan for meeting the needs of a child or youth receiving services under a FEA, and evaluating their progress during their involvement with CS.

The Family Enhancement Plan is an accurate and complete record of CS services provided to the child or youth. It measures the extent to which those services address the identified goals, and facilitates conversation about the 4 Areas of Connection and need for intervention.

## Practice Support

### Family Enhancement Plan

To report a broken link click [here](#)

# Chapter 4: Assessment and Planning Tools

Section: <b>4.2 Planning Tools</b>	Issue Date: January 13, 2020
Subsection: <b>4.2.2 Supervision Order Plan</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

A Supervision Order Plan must be completed for each child or youth listed on the SO or SO application. The Supervision Order Plan must indicate the extent of supervision provided by the director within the residence of the child or youth.

## Purpose

To develop an action plan aimed at mitigating risk, and evaluating progress for a family receiving intervention services through a SO.

The Supervision Order Plan provides an accurate and complete record of the services provided to the family and measures to what extent those services address the identified goals and need for intervention.

## Practice Support

### Supervision Order Plan

To report a broken link click [here](#).

# Chapter 4: Assessment and Planning Tools

Section: <b>4.2 Planning Tools</b>	Issue Date: January 13, 2020
Subsection: <b>4.2.3 Tempcare Plan and Ongoing Connections Plan</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

A Tempcare Plan must be completed for a child or youth under CAG, TGO, Initial or Interim Custody or CO.

An Ongoing Connections Plan must be completed for a child or youth under PGO, PGA or if all legal guardians of the child or youth are deceased.

## Purpose

The overall objective of the Tempcare Plan and Ongoing Connections Plan is to build safety and legal permanency simultaneously, which will include identifying goals in each of the 4 Areas of Connection.

## Practice Supports

### Tempcare Plan and Ongoing Connections Plan

To report a broken link click [here](#).

## Chapter 4: Assessment and Planning Tools

Section: <b>4.2 Planning Tools</b>	Issue Date: January 13, 2020
Subsection: <b>4.2.4 Transition to Independence Plan</b>	Revision Date: January 13, 2020
	Page 1 of 2

### Policy

A Transition to Independence Plan must be completed for youth (16 years of age and older) who have the following legal statuses:

- CAY
- EAY
- TGO if a CAY or EAY was signed prior to the TGO application
- PGO (with a youth over 16 years of age)
- PGA (with a youth over 16 years of age)

The Transition to Independence plan must be completed prior to the youth's 16<sup>th</sup> birthday.

Youth who start receiving intervention services after their 16<sup>th</sup> birthday must have a Transition to Independence Plan completed, at the time an agreement is signed, or a court order is granted.

Complete a Transition to Independence Plan for a young adult who is receiving services under an SFAA.

**NOTE:** Youth over the age of 16 and young adults under PSECA must have a Transition to Independence Plan that addresses their needs related to sexual exploitation. Where a youth or young adult has status under both CYFEA and PSECA only one plan should be developed and reviewed for both program areas. Refer to the PSECA Policy Manual.

### Purpose

To identify current and future goals, connections, and to ensure supports are in place for the youth or young adult to be able to transition successfully into adulthood with a strong sense of self and a strong network of supports.



## Practice Supports

### Transition to Independence Plan

To report a broken link click [here](#).

Superseded

# Chapter 4: Assessment and Planning Tools

Section: <b>4.2 Planning Tools</b>	Issue Date: January 13, 2020
Subsection: <b>4.2.5 Assessment and the Secure Services Plan</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

An assessment and the development of a Secure Services Plan must commence when a child or youth is admitted to a secure services facility and needs to be completed within the duration of the Secure Services Order per s.43.1(3)(b)(ii) or the continuation of a Secure Services Order per s.44(4)(b).

## Purpose

Using a multi-disciplinary team to stabilize and assess a child or youth at high risk, and successfully transition them back into the community.

Secure services are the most intrusive of interventions. The stabilization and assessment of a child or youth in secure services is an ongoing process, which begins at the admission of a child or youth to secure services and continues throughout the secure services intervention.

## Practice Support

### Assessment and the Secure Services Plan

To report a broken link click [here](#).

# Chapter 4: Assessment and Planning Tools

Section: <b>4.2 Planning Tools</b>	Issue Date: January 13, 2020
Subsection: <b>4.2.6 Planning for Connections and Permanency</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Planning for connections and permanency must begin as soon as a child or youth is under an EAY, CAY, CAG, TGO, PGO or PGA.

Planning for permanency is focused on ensuring children and youth have strong relationships in the 4 Areas of Connection, facilitating holistic planning that supports lasting safety and well-being for children and youth.

## Purpose

To support children and youth in developing a loving and nurturing family relationship in all 4 Areas of Connection. This includes a parenting relationship with at least one adult that is committed to a lasting, unconditional relationship and offers an intimate sense of belonging.

Planning for connections and permanency occurs throughout casework practice, ensuring children and youth have meaningful connections and family membership. Family membership is key to the social development of children or youth regardless of their legal status and can be achieved through private guardianship and adoption, when efforts to reunite with family have not been successful.

## Practice Supports

### Planning for Connections and Permanency

To report a broken link click [here](#).

# Chapter 4: Assessment and Planning Tools

Section: <b>4.2 Planning Tools</b>	Issue Date: January 13, 2020
Subsection: <b>4.2.7 Transition Planning for Youth with Disabilities</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Transition planning for a youth with disabilities, who is receiving intervention services from CS, must begin prior to them turning 16 years old. A Transition to Independence Plan must be completed prior to the youth's 16<sup>th</sup> birthday.

Youth who start receiving intervention services after their 16<sup>th</sup> birthday must have a Transition to Independence Plan completed, at the time an agreement is signed, or a court order is granted.

**NOTE:** Youth over the age of 16 and young adults under PSECA must have a Transition to Independence Plan that addresses their needs related to sexual exploitation. Where a youth or young adult has status under both CYFEA and PSECA only one plan should be developed and reviewed for both program areas. Refer to the PSECA Policy Manual.

## Purpose

To facilitate a youth's independence skills where capabilities exist, and encourage interdependence among the support network to achieve successful lifelong connections and belonging.

Transition planning is a highly individualized process that must be specific to the capabilities of the youth and ensure a lifelong network of supports is in place to carry the youth into adulthood.

## Practice Supports

### Transition Planning for Youth with Disabilities

To report a broken link click [here](#).

## Chapter 5: CYFEA Agreements and Orders

Section: <b>5.1 Cumulative Time in Care</b>	Issue Date: January 13, 2020
Subsection:	Revision Date: January 13, 2020
	Page 1 of 2

### Policy

Per s.33(1) Cumulative time in care is counted for children or youth in the care of the director under the following in-care statuses:

- CAG,
- CAY,
- COs granted under s.21.1(2)(a),
- TGOs and extensions, and
- interim orders granting custody to the director on adjournment under s.26(2).

Per s.33(2), the total cumulative time that a child or youth may be in the care of the director cannot exceed:

- 9 months if the child is under 6 years, or
- 12 months if the child or youth is 6 years or older.

If a child turns 6 years of age while in the care of the director, the total cumulative time in care shall not exceed 12 months per s.33(2)(b).

Per s.33(3) the court may grant one further TGO for one period of not more than 6 months if the court is satisfied that:

- there are good and sufficient reasons to do so, and
- it is anticipated that the child or youth may be returned to the custody of the child or youth's guardian within the period of the order.

**NOTE:** This applies to both children under the age of 6 and children or youth over the age of 6.

The maximum total cumulative time that a child or youth may be in the care of the director or the subject of a TGO is:

- up to 15 months if the child is under 6 years, or
- up to 18 months if the child or youth is 6 years or older.

## **Purpose**

Earlier legal permanency for children or youth is paramount for their healthy development. Child or youth development and attachment issues are primary considerations in legal permanency planning.

## **Practice Supports**

### **Cumulative Time in Care**

To report a broken link click [here](#).

Superseded

## Chapter 5: CYFEA Agreements and Orders

Section: <b>5.2 Agreements</b>	Issue Date: January 13, 2020
Subsection: <b>5.2.1 Family Enhancement Agreement with Guardian or Custodian</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

The director may enter into an FEA with a guardian or person who has custody (custodian) per s.8, when the director is of the opinion that:

- The child or youth is in need of intervention per s.1(2) and does not require intrusive measures.
- The child or youth's needs for intervention can be satisfied by family enhancement services and the child or youth's safety can be assured while the child or youth remains in the care of the guardian or custodian.
- The guardian or custodian is willing to enter into an agreement.

### Purpose

To ensure the child or youth's safety and well-being, by working collaboratively with the family to address and ultimately eliminate conditions that caused the child or youth to be in need of intervention.

### Practice Supports

#### [Family Enhancement Agreement with Guardian or Custodian](#)

To report a broken link click [here](#).

# Chapter 5: CYFEA Agreements and Orders

Section: <b>5.2 Agreements</b>	Issue Date: January 13, 2020
Subsection: <b>5.2.2 Enhancement Agreement with Youth</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

The director may enter into an EAY with a youth, 16 years of age or older, per s.57.2(1) when a youth:

- is living independently from their guardian, and
- requires intervention to meet their needs with a limited degree of supervision and support.

## Purpose

To support the youth to maintain their safety and security, and to foster their development as they transition to adulthood.

## Practice Support

### Enhancement Agreement with Youth

To report a broken link click [here](#).



# Chapter 5: CYFEA Agreements and Orders

Section: <b>5.2 Agreements</b>	Issue Date: January 16, 2020
Subsection: <b>5.2.3 Custody Agreement with Guardian</b>	Revision Date: May 13, 2021
	Page 1 of 1

## Policy

The director may enter into a CAG when:

- the child or youth is in need of intervention per s.1(2),
- the safety, security or development of the child or youth cannot be adequately protected if the child or youth remains with their guardian.

Other criteria include:

- less intrusive measures cannot adequately protect the child or youth,
- it is not in the best interests of the child or youth to remain with the guardian,
- the guardian is willing and able to participate in planning

## Purpose

To ensure the safety, security and well-being of the child or youth when their guardian is unable to care for them, and protective services are required.

## Practice Support

### Custody Agreement with Guardian

To report a broken link click [here](#).

# Chapter 5: CYFEA Agreements and Orders

Section: <b>5.2 Agreements</b>	Issue Date: January 13, 2020
Subsection: <b>5.2.4 Custody Agreement with Youth</b>	Revision Date: May 13, 2021
	Page 1 of 1

## Policy

The director may enter into a custody agreement with a youth, 16 years of age or older, when:

- the youth is in need of intervention, and
- the safety, security or development of the youth is adequately protected through the agreement.

Other criteria to consider include:

- a youth is living independently from their guardian,
- less intrusive measures cannot adequately protect the youth,
- it is not in the youth's best interests to return to their guardian,
- the guardian cannot or will not protect the youth.

## Purpose

To protect the safety, security, and development of a youth, and foster their development as they transition to adulthood.

## Practice Support

### Custody Agreement with Youth

To report a broken link click [here](#).

## Chapter 5: CYFEA Agreements and Orders

Section: <b>5.2 Agreements</b>	Issue Date: January 13, 2020
Subsection: <b>5.2.5 Permanent Guardianship Agreement</b>	Revision Date: January 13, 2020
	Page 1 of 2

### Policy

All guardianship responsibilities that apply for a child under a PGO apply to a child under a PGA.

Guardians (including birth parents) may make the decision to surrender a child by entering into a PGA with the director, per s.11 for the purpose of adoption.

When a guardian wants to surrender a child for adoption:

- A referral must be made to an adoption caseworker to provide birth parent counselling.
- In situations where an adoption caseworker is not available, a caseworker can provide birth parent counselling if the caseworker:
  - is not assigned responsibility for the guardian’s intervention case,
  - can provide information from a neutral perspective, and
  - is familiar with and can discuss ALL options available to the birth parent.

A PGA makes the director the sole guardian of the child or youth until:

- a guardian revokes their consent to the PGA within 10 days of it having been signed,
- a director or a court terminates the agreement,
- a private guardianship order is granted,
- a court makes an adoption order,
- the child or youth attains 18 years of age, or
- the child or youth marries.

## Purpose

To foster the long-term safety and best interests of the child or youth. To ensure the guardian has all necessary information to make this decision, and receives appropriate emotional support.

## Practice Supports

### Permanent Guardianship Agreement

To report a broken link click [here](#).

Superseded

# Chapter 5: CYFEA Agreements and Orders

Section: <b>5.2 Agreements</b>	Issue Date: January 13, 2020
Subsection: <b>5.2.6 Support and Financial Assistance Agreement</b>	Revision Date: October 19, 2021
	Page 1 of 1

## Policy

Services can be provided to young adults between 18 and 22 years, who were receiving intervention services on their 18<sup>th</sup> birthday, by entering a SFAA per s.57.3.

The director must enter into a SFAA if the young adult meets SFAA criteria.

## Purpose

To assist young adults, who were receiving intervention services on their 18<sup>th</sup> birthday, in achieving independence, and in maintaining stable lifelong connections.

## Practice Supports

### Support and Financial Assistance Agreement

To report a broken link click [here](#).

# Chapter 5: CYFEA Agreements and Orders

Section: <b>5.3 Orders</b>	Issue Date: January 13, 2020
Subsection: <b>5.3.1 Apprehensions</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Apprehend a child or youth only if:

- the child or youth is in need of intervention per s.1(2),
- less intrusive measures cannot adequately protect the child or youth, and
- remaining in the current situation will endanger the child or youth's safety, security or development.

Approval from a casework supervisor must be obtained prior to making an application for an apprehension order or completing an emergency apprehension.

**NOTE:** A peace officer may also complete an emergency apprehension under s.19(12) or (14).

## Purpose

Apprehending a child or youth is an intrusive measure and is only used when less intrusive measures will not adequately protect a child or youth. It sets in motion a series of events requiring both legal and casework attention.

## Practice Supports

### Apprehensions

To report a broken link click [here](#).

# Chapter 5: CYFEA Agreements and Orders

Section: <b>5.3 Orders</b>	Issue Date: January 13, 2020
Subsection: <b>5.3.2 Supervision Orders</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Apply for a SO when it has been determined that:

- the child or youth is in need of intervention per s.1(2), and
- mandatory supervision of the child or youth, and persons living with the child or youth is necessary to adequately protect the safety, security or development of the child or youth, and
- it is reasonable to believe that the child or youth's safety, security and development will be adequately protected with the supervision.

Apply for a SO:

- directly, per s.16(1),
- following an apprehension, per s.21(1)(a), or
- on the review of a current supervision or guardianship order per s.32(1).

## Purpose

A SO is used when the assessment indicates that the child or youth is in need of intervention and:

- family enhancement will not ensure the safety and well-being of the child or youth,
- the child or youth can safely remain in, or return to, the home, and
- supervision and the provision of services in the home will meet the needs of the child or youth.

## Practice Supports

### Supervision Orders

*To report a broken link click [here](#).*

## Chapter 5: CYFEA Agreements and Orders

Section: <b>5.3 Orders</b>	Issue Date: January 13, 2020
Subsection: <b>5.3.3 Temporary Guardianship Orders</b>	Revision Date: January 13, 2020
	Page 1 of 2

### Policy

In consultation with a casework supervisor, apply for a TGO when it has been determined that:

- the child or youth is in need of intervention per s.1(2),
- the security, safety, and development of the child or youth cannot be adequately protected if the child or youth remains in the home,
- the child or youth can be expected to return to the guardian or become independent (if 16 years or older) within a reasonable time, and
- the cumulative time in care has not reached nine months for a child or youth under 6 years of age or 12 months for a child or youth 6 years of age or older as per s. 33(2).

Apply for a TGO:

- directly (not following an apprehension or a review of an existing status) per s.17,
- following an apprehension per s.21(1)b, or
- on the review of a current supervision or temporary order per s.32(1).

### Purpose

A TGO is a court ordered means of providing protective services to the child or youth and family when it is determined that less intrusive measures cannot adequately protect the child or youth and removal of the child or youth from the home is necessary.

Under a TGO, the director becomes a joint guardian with any other guardian per s.31(2). The director may exercise all the authority of a guardian, to the exclusion of the other guardian, with the exception of matters relating to Part 2, Division 1 of CYFEA (Adoptions).



The director continues to ensure and maintain the child or youth's connection with their guardians, siblings, other significant people in the child or youth's life, culture and community while the child or youth is in the care of the director. The intention of a TGO is to return the child or youth to the custody of their guardians.

## Practice Supports

### Temporary Guardianship Orders

To report a broken link click [here](#).

Superseded

## Chapter 5: CYFEA Agreements and Orders

Section: <b>5.3 Orders</b>	Issue Date: January 13, 2020
Subsection: <b>5.3.4 Permanent Guardianship Orders</b>	Revision Date: January 13, 2020
	Page 1 of 2

### Policy

Apply for a PGO when it has been determined that:

- the child or youth is in need of intervention per s.1(2), or the subject of a TGO,
- the safety, security, or development of the child or youth cannot be adequately protected if the child or youth remains, or is returned to the guardian,
- the child or youth cannot be expected to safely return to the custody of the guardian within a reasonable time.

Apply for an order:

- directly, per s.18,
- following an apprehension per s.21(1)(b),
- on the review of a current SO or TGO, or
- when a child or youth's cumulative time in care is about to be exhausted and the child or youth can not be returned to the guardian.

### Purpose

Permanent guardianship provides the director with full guardianship responsibilities for the child or youth. This includes the responsibility to provide for all of the child or youth's needs that are normally provided by a guardian including permanency as per the 4 Areas of Connection for the child or youth.

Under a PGO, the director becomes the sole guardian of the child or youth and the Public Trustee is the sole trustee of the child or youth's estate.

While the child or youth is the subject of a PGO the director will ensure that all 4 Areas of Connection are addressed in the planning for the child or youth.

## Practice Supports

### Permanent Guardianship Orders

To report a broken link click [here](#).

Superseded

# CHAPTER 5: CYFEA Agreements and Orders

Section: <b>5.3 Orders</b>	Issue Date: January 13, 2020
Subsection: <b>5.3.5 Review of a Permanent Guardianship Order by a Former Guardian</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

An applicant(s) who was a guardian immediately prior to the current PGO may make an application to review the PGO.

As per s.35.1(1) an application can be made when:

- The PGO continues to remain in place (no adoption or private guardianship order in regards to the child(ren) or youth have been granted) and one of the following:
  - More than one year has elapsed since the 30 day period for appealing the PGO expired;
  - If the PGO was appealed within the initial 30 days, more than one year has elapsed since the appeal was disposed of; or
  - More than 2 years has elapsed since the last application by the former guardian under this section was disposed of.

## Purpose

S.35.1(1) allows a former guardian of a child or youth to bring forward an application to review the PGO. In order to demonstrate that their circumstances have changed, the former guardian is able to present evidence to the court to support their view that they are capable of assuming guardianship and custody of their child or youth. This allows for the potential opportunity for the child or youth and their guardian to be reunited and the family preserved.

## Practice Supports

### Review of a Permanent Guardianship Order by a Former Guardian

To report a broken link click [here](#).

# Chapter 5: CYFEA Agreements and Orders

Section: <b>5.3 Orders</b>	Issue Date: January 13, 2020
Subsection: <b>5.3.7 Treatment Orders</b>	Revision Date: January 13, 2020
	Page 1 of 2

## Policy

Children and youth requiring essential medical, surgical, dental or other remedial treatment recommended by a physician or dentist may receive such essential treatment under the following statuses:

- apprehension,
- initial custody,
- interim custody,
- TGO,
- PGO, or
- PGA.

An application for a treatment order under s.22.1 or 22.2 of CYFEA may be necessary to obtain the essential treatment that is recommended by a physician or dentist for a child when a guardian or child refuses to consent to essential treatment by a physician or dentist.

When a child or youth is under an apprehension, and the guardian is unable or unavailable to consent to the provision of essential treatment, the director may authorize the treatment without a court order.

## Purpose

To ensure that children and youth whose guardian may be unable, unavailable or may refuse to consent to essential treatment recommended by a physician or dentist, receive treatment.

## Practice Supports

### Treatment Orders

To report a broken link click [here](#).

Superseded

# Chapter 5: CYFEA Agreements and Orders

Section: <b>5.3 Orders</b>	Issue Date: <b>January 13, 2020</b>
Subsection: <b>5.3.8 Custody Orders</b>	Revision Date: <b>January 13, 2020</b>
	Page 1 of 1

## Policy

When the director makes an application for a TGO or PGO after an apprehension, the director must also apply for an order for the custody of the child or youth until the application for the TGO or PGO is withdrawn or disposed of per s.21.1(1).

## Purpose

To ensure during adjournments, while waiting for the court to dispose of a substantive application, the court must make an order for the custody of the child or youth.

## Practice Supports

### Custody Orders

To report a broken link click [here](#).

## Chapter 5: CYFEA Agreements and Orders

Section: <b>5.3 Orders</b>	Issue Date: January 13, 2020
Subsection: <b>5.3.9 Enter and Search to Return a Child or Youth to the Director's Custody</b>	Revision Date: January 13, 2020
	Page 1 of 2

### Policy

Apply for an order to enter, search for and remove a child or youth to return to the custody of the director when:

- a child or youth in the custody of the director has left or been removed from the custody of the director, without the director's consent, and
- there are reasonable grounds to believe the child or youth may be found in a place or premises, and
- the occupant of the premises will not permit access to the child or youth.

A child or youth is in the custody of the director per s.1(5) if the child or youth:

- has been apprehended and not returned to the custody of the child or youth's guardian,
- is the subject of a CO or an interim order for custody, or
- is the subject of a custody agreement.

### Purpose

S.19(2)(3) provides the authority for the director to make an ex parte application to the court to enter, search for, and return a child or youth to the custody of the director.

S.19(4) provides authority to the director to enter, search for and remove a child or youth to return to the director's custody, without an order, if the child or youth's life or health would be seriously and imminently endangered as the result of the time required to obtain an order.

### Practice Supports

#### [Enter and Search to Return a Child or Youth to the Director's Custody](#)



To report a broken link click [here](#).

Superseded

# Chapter 5: CYFEA Agreements and Orders

Section: <b>5.4 Secure Services</b>	Issue Date: January 13, 2020
Subsection: <b>5.4.0 Secure Services</b>	Revision Date: January 13, 2020
	Page 1 of 2

## Policy

Secure services is used to stabilize and assess children and youth who are an immediate danger or risk to themselves and others and who meet the requirements of the legislation.

Secure services is an extremely intrusive intervention and should be accessed through a court order, whenever possible. Court involvement results in a higher degree of accountability. The alternative option is to have a secure services certificate issued by the appropriately delegated authority.

The development of a Secure Services Plan must commence when a child or youth is admitted to the secure services facility. The plan must be completed:

- prior to the termination of the second 5 day order under s.44(4)(b) of the secure services order, or
- before the end of the 7 day order following the secure services certificate.

The total time that a child or youth is confined in secure services cannot exceed 30 consecutive days per order granted.

**NOTE:** While there is no legislative age limit for admission to secure services, other than being for “a child” who meets the criteria, best practice would support utilizing other services for children under 12 years of age.

## Purpose

Secure services is the most intrusive intervention under CYFEA. Secure services are used to assess and stabilize a condition presenting an immediate danger to the child or youth or others, after all other options have been exhausted as per the legislation. Secure services is not to be used as a placement when other placement options are not available and is not intended for children or youth who

have significant cognitive functioning delays, diagnosed with Psychiatric Psychosis or severe Autism Spectrum Disorder. Children or youth meeting these criteria may be better served by mental health and disability services, as secure services cannot address these concerns long term.

Intervention through secure services brings together the knowledge and efforts of a multidisciplinary team to assess and create a plan to stabilize and successfully transition the child or youth back into the community.

## Practice Supports

### Secure Services

To report a broken link click [here](#).

Superseded

# Chapter 5: CYFEA Agreements and Orders

Section: <b>5.4 Secure Services</b>	Issue Date: January 13, 2020
Subsection: <b>5.4.1 Accessing Secure Services via a Secure Services Order</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

An application for a secure services order is made under s.44(1) of CYFEA.

The total time that a child or youth is confined in secure services cannot exceed 30 consecutive days per order granted.

The 30 day maximum is comprised of:

- an initial secure services order for up to 5 days,
- a continuation of the secure services order for up to 5 days, and
- a renewal of the secure services order for up to 20 days.

## Purpose

A secure services order is a Court Order used to stabilize and assess children or youth who are an immediate danger or risk to themselves and others and who meet the requirements of the legislation. Children or youth should only remain in a secure services facility if they are at risk and require further assessment and stabilization.

## Practice Supports

### Accessing Secure Services via a Secure Services Order

To report a broken link click [here](#).

# Chapter 5: CYFEA Agreements and Orders

Section: <b>5.4 Secure Services</b>	Issue Date: January 13, 2020
Subsection: <b>5.4.2 Accessing Secure Services via a Secure Services Certificate</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

A secure services certificate is issued under s.43.1(1) of CYFEA.

The total time that a child or youth is confined in secure services cannot exceed 30 consecutive days per order granted.

The 30 consecutive day maximum is comprised of:

- 3 days in secure services under a secure services certificate until the show cause hearing,
- a further period of confinement under a secure services order for up to 7 days, and
- a renewal of the secure services order for up to 20 days.

## Purpose

A secure services certificate is used to stabilize and assess children or youth who are an immediate danger or risk to themselves and others and who meet the requirements of the legislation. A secure services certificate cannot be issued respecting a child or youth who is the subject of a supervision order, a custody agreement under s.9 or a family enhancement agreement under s.8 without written consent of the guardian.

## Practice Support

### Accessing Secure Services via a Secure Services Certificate

Report a broken link [here](#).

# Chapter 5: CYFEA Agreements and Orders

Section: <b>5.4 Secure Services</b>	Issue Date: January 13, 2020
Subsection: <b>5.4.3 Secure Services Placement Procedures</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Children or youth who require secure services may only be placed in the following secure services facilities per Schedule 2 of the *Child, Youth and Family Enhancement Regulation*:

- Youth Assessment Centre (High Prairie),
- Youth Assessment Centre (Lac La Biche),
- Youth Assessment Centre (Red Deer),
- Yellowhead Youth Centre (Edmonton),
- Hull Child and Family Services (Calgary), and
- Sifton Family and Youth Services (Lethbridge).

## Purpose

A secure services facility is used to stabilize children or youth prescribed for such services in the regulations. A secure services facility is also for any assessment required for the preparation of a plan for services for a child or youth who are an immediate danger or risk to themselves and/or others. A secure services facility must provide a level of security for the child or youth that meets what is reasonably required for the confinement of the child or youth.

## Practice Support

### Secure Services Placement Procedures

To report a broken link click [here](#).

# Chapter 5: CYFEA Agreements and Orders

Section: <b>5.4 Secure Services</b>	Issue Date: January 13, 2020
Subsection: <b>5.4.4 Review of a Secure Services Order</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

A review application can only seek to vary or terminate a secure services order. The court can confirm the original order, terminate the order or vary the length of the order to a shorter period (the court cannot extend the order for a longer period). Apply to have a secure services order reviewed per s.49 if:

- a child or youth has sufficiently stabilized and is no longer a risk to self or others prior to the end of the order.

## Purpose

Secure services is used to stabilize and assess children or youth who are an immediate danger or risk to themselves and others and who meet the requirements of the legislation.

Children or youth should only remain in a secure services facility if they are at risk and require further assessment and stabilization. Once it is determined that secure services is no longer required, the child or youth must be transitioned to less intrusive services. The development of the secure services plan must include planning for the child or youth's discharge and transition once secure services are no longer needed.

## Practice Supports

### Review of a Secure Services Order

To report a broken link click [here](#).

# Chapter 5: CYFEA Agreements and Orders

Section: <b>5.5 Court Procedures</b>	Issue Date: January 13, 2020
Subsection:	Revision Date: January 13, 2020
	Page 1 of 1

## Overview

In support of any application under CYFEA made to the court, the director has the responsibility of ensuring that all parties are aware of their rights, and that all requirements of the court, including notice, service, documentation and evidence, are met in order to support the director's case.

Do not provide legal advice to any party, and refer the other parties to Legal Aid, lawyer referral, or where the party is a child or youth, to the Office of the Child and Youth Advocate to access counsel through the Legal Representation for Children and Youth.

At all times, ensure case planning and decision-making is compliant with orders of the court and the legislative provisions of CYFEA.

## Practice Supports

### Court Procedures

To report a broken link click [here](#).



# Chapter 5: CYFEA Agreements and Orders

Section: <b>5.6 Child Support Agreements and Orders</b>	Issue Date: January 13, 2020
Subsection:	Revision Date: January 13, 2020
	Page 1 of 2

## Policy

Discuss child support payments with the parent when pursuing any of the following legal authorities:

- EAY
- CAG
- CAY
- TGO
- PGO

Based on the parent's ability to provide supports, enter into a child support agreement or apply for a child support order.

**NOTE:** The term "parent" is used in this policy to reflect the use of the term in Division 7 of CYFEA.

The director may enter into a child support agreement per s.57.4, or apply for a child support order, per s.57.5, requiring any or all of the parents of a child or youth to provide child support if:

- the child or youth is in the custody of the director or the subject of a TGO or a PGO, or
- the director has entered into an EAY or CAY, per s.57.2.

## Purpose

Under CYFEA parents have a responsibility to provide financial support for their child or youth when the child or youth is in the custody or guardianship of the director or receiving enhancement services.

Parents may make a contribution towards the financial support of their child through:

- monetary payments to support the child or youth,
- contributions in kind that may include direct payment for goods or services; e.g. health care payments, school fees, or
- non-monetary contributions towards the child or youth's care; e.g. providing drivers for the child or youth, supplying food during visits, providing clothes

## Practice Support

### Child Support Agreements and Orders

To report a broken link click [here](#).

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Superseded

# Chapter 5: CYFEA Agreements and Orders

Section: <b>5.7 Restraining Orders</b>	Issue Date: January 13, 2020
Subsection:	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

The director may apply for a restraining order if a child or youth has been apprehended, or is the subject of a SO, TGO, or PGO.

The Court of Queen’s Bench can grant a restraining order per s.30, to:

- restrain a person from living with a child or youth, and/or
- restrain a person from contacting a child or youth or associating with a child or youth in any way.

## Purpose

To protect the child or youth’s safety and well-being, by preventing an alleged abusing person from having contact, or associating in any way with the child or youth.

## Practice Supports

### Restraining Orders

To report a broken link click [here](#).

## Chapter 6: Other Legislation

Section:	<b>6.1 Protection of Children Abusing Drugs Act (PChAD)</b>	Issue Date: January 13, 2020
Subsection:		Revision Date: January 13, 2020
		Page 1 of 1

### Policy

PChAD enables the guardian of a child or youth who is abusing drugs to apply to the court for a protection order. This allows the guardian to confine a child or youth in a protective safe house for **up to 10** days with a possible extension to a maximum of 15 days.

Alberta Health Services (AHS) administers this act and operates protective safe houses in Alberta.

**NOTE:** CS caseworkers **do not have delegated authority under PChAD** and cannot provide services to children under this act. Caseworkers cannot assist in the execution of the apprehension and confinement order under PChAD, which includes transporting a child or youth.

**NOTE:** A Protective Safe House under PChAD is **not** the same as a Protective Safe House under PSECA.

### Purpose

The intent of utilizing this legislation is to provide:

- help to a child or youth who is abusing drugs and who cannot help themselves,
- an avenue for guardians to help their child or youth, when all other options for intervention and voluntary treatment have failed, and
- a response to a need expressed by guardians, addicted children or youth, addictions counsellors, teachers and police officers.

### Practice Support

#### Protection of Children Abusing Drugs Act (PChAD)

To report a broken link click [here](#).

## Chapter 6: Other Legislation

Section:	<b>6.2 Protection Against Family Violence Act (PAFVA)</b>	Issue Date: January 13, 2020
Subsection:		Revision Date: January 13, 2020
		Page 1 of 1

### Policy

Per s.3 of the *Protection Against Family Violence Regulation*, a CS caseworker who is delegated under CYFEA is considered a designated person under PAFVA. A family can be involved under both PAFVA and CYFEA at the same time.

This legislation compliments CYFEA s.2(i) which states that, whenever possible, “intervention services should be provided to the family in a manner that supports the abused family members and prevents the need to remove the child from the custody of an abused family member”.

### Purpose

The purpose of PAFVA is to protect all family members from family violence with the assistance of a Protection Order and to support claimants and other family members to remain in the home where possible.

### Practice Support

#### **Protection Against Family Violence Act (PAFVA)**

To report a broken link click [here](#).

## Chapter 6: Other Legislation

Section:	<b>6.3 Drug-endangered Children Act (DECA)</b>	Issue Date: January 13, 2020
Subsection:		Revision Date: January 13, 2020
		Page 1 of 1

### Policy

The director or the police may apprehend a drug-endangered child or youth, as defined in s.1(2)(a-f) of DECA, under an apprehension order or, where there is imminent danger to the child or youth, under an emergency apprehension.

**NOTE:** DECA explicitly gives specific duties and powers to the director. Per s.1(1)(c) of DECA, “director” means a director under CYFEA; the director’s authority to delegate powers and duties under CYFEA extends to DECA. An individual who is delegated under CYFEA may also be delegated under DECA based on their level of delegation.

### Purpose

DECA ensures the protection of children or youth endangered as a result of a guardian’s involvement in serious drug activity, most notably manufacturing and trafficking.

The intent of the legislation is to:

- Determine who is a drug-endangered child or youth and make it clear that a child or youth exposed to serious drug activity is a victim of abuse and requires intervention.
- Provide the authority and guidance for caseworkers and police to take immediate action to protect a drug-endangered child or youth.
- Raise public awareness of the significant risk to children or youth exposed to drug manufacturing, trafficking and other serious drug activity.

### Practice Support

#### Drug-endangered Children Act (DECA)

To report a broken link click [here](#).

## Chapter 6: Other Legislation

Section:	<b>6.4 Protection of Sexually Exploited Children Act (PSECA)</b>	Issue Date: January 13, 2020
Subsection:		Revision Date: January 13, 2020
		Page 1 of 2

### Overview

The *Protection of Sexually Exploited Children Act* (PSECA) is provincial legislation that recognizes that a child or youth who is sexually exploited is a victim of sexual abuse. The Act allows for the protection and provision of specialized services to children and youth who are sexually exploited through their involvement in prostitution.

PSECA defines a child in need of protection as follows:

*s.1(2) For the purposes of this Act, a child is in need of protection if the child is sexually exploited because the child is engaging in prostitution or attempting to engage in prostitution.*

**NOTE:** PSECA explicitly gives specific duties and powers to the director. Per s.1(1)(c) of PSECA, “director” means a director under CYFEA; the director’s ability to delegate powers and duties under CYFEA extends to PSECA. An individual who is delegated under CYFEA may also be delegated under PSECA based on their level of delegation.

PSECA allows a guardian or a youth 16 years of age or older to enter into a Voluntary Service Agreement (VSA) in order to receive support services. Voluntary services are provided under VSAs through community based programs, which may be residential or non-residential in nature, and are designed to assist a child or youth successfully exit from sexual exploitation. A child or youth who received services under PSECA prior to their 18<sup>th</sup> birthday may receive services under a VSA up to the age of 24.

When a guardian and/or child or youth 16 years of age or older is unwilling to enter into a VSA, or when it is determined that a VSA will not meet the safety needs of the child or youth, PSECA enables peace officers and delegated caseworkers to apprehend the sexually exploited child or youth. A director can confine children or youth who are apprehended under a confinement order in a protective safe house for stabilization and assessment.

All procedures and policies specific to PSECA are located in the Protection of Sexually Exploited Children Policy Manual.

## Related Information



[3.1.2 Intake - Receiving Referrals](#)  
[Appendix A-2 Delegation Schedule](#)  
[PSECA Manual](#)



[Post 18 Voluntary Services Agreement \(CSE0020\)](#)



[Protection of Sexually Exploited Children Act \(PSECA\)](#)  
[Protection of Sexually Exploited Children Regulation](#)  
[Court Forms and Procedures Regulation \(PSECA\)](#)

To report a broken link click [here](#).

Superseded



## Chapter 6: Other Legislation

Section: <b>6.5 Youth Criminal Justice Act (YCJA)</b>	Issue Date: January 13, 2020
Subsection:	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

Information recorded on a child or youth's intervention record pertaining to a child or youth's involvement with the YCJA must be managed in accordance with the YCJA.

### Purpose

When child intervention is involved, CS works collaboratively with Alberta Justice and the Solicitor General to support children or youth who may have committed an offence.

### Practice Support

#### Youth Criminal Justice Act (YCJA)

To report a broken link click [here](#).

# Chapter 7: Casework Responsibilities

Section: <b>7.1 General</b>	Issue Date: January 13, 2020
Subsection: <b>7.1.1 Family/Natural Supports Meeting</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

A Family/Natural Supports meeting is required to occur before bringing a child or youth into the care of the director.

A Family/Natural Supports meeting must be held within 45 business days from the end of the safety phase to review the assessment, case analysis and case plan.

If the Family/Natural Supports meeting did not occur before placement because the child or youth came into care on an emergency basis, the Family/Natural Supports meeting must take place within 48 hours of the child or youth coming into care.

## Purpose

To plan collaboratively for the child or youth's lasting safety and best interests. Family/Natural Support meetings are one element of a multi-disciplinary approach to addressing the child or youth's needs, enhancing family capacity, ensuring appropriate service provision and achieving the best outcomes for the child or youth.

## Practice Support

### Family/Natural Supports Meeting

To report a broken link click [here](#).

# Chapter 7: Casework Responsibilities

Section: <b>7.1 General</b>	Issue Date: January 13, 2020
Subsection: <b>7.1.2 Caseworker Contact</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Regular and ongoing contact must occur with the child or youth, their guardian and/or the caregiver, as detailed in the Caseworker Contact Practice Support.

## Purpose

To build relationships with the child or youth, their guardian and/or caregiver, so they feel their voices are heard and factored into planning and decision-making.

Also to ensure the caseworker can make informed decisions about planning for a child or youth's safety and best interests, and their need for intervention.

## Practice Support

### Caseworker Contact

To report a broken link click [here](#).

# Chapter 7: Casework Responsibilities

Section: <b>7.1 General</b>	Issue Date: <b>January 13, 2020</b>
Subsection: <b>7.1.3 Memory Book</b>	Revision Date: <b>January 13, 2020</b>
	<b>Page 1 of 1</b>

## Policy

A memory book must be created when a child or youth has been in the care of the director for a period of 6 months.

## Purpose

To ensure the child or youth has a collection of important information and mementos, which helps them understand their heritage, history, culture, and important moments in their life while they are in the care of the director.

## Practice Support

### Memory Book

To report a broken link click [here](#).

# Chapter 7: Casework Responsibilities

Section: <b>7.1 General</b>	Issue Date: January 13, 2020
Subsection: <b>7.1.4 Infectious or Communicable Diseases</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Support is provided to a child or youth in the care of the director, and their caregiver, to prevent exposure to infectious or communicable diseases, and in cases where exposure has occurred.

Health information necessary to plan or provide services to the child or youth, the child or youth's family, or to plan or provide for the day-to-day care or education of the child or youth may only be disclosed per s.126(1)(a).

## Purpose

To foster a child or youth's healthy development and well-being.

## Practice Support

### Infectious or Communicable Diseases

To report a broken link click [here](#).

# Chapter 7: Casework Responsibilities

Section: <b>7.2 Critical Situations</b>	Issue Date: January 13, 2020
Subsection: <b>7.2.1 Alerts</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Place a Special Caution in the electronic information system when it is important to bring attention to a particular child or youth, provider, family, or situation.

**NOTE:** In CICIO, an Alert is called a Special Caution.

A Canada-wide protection alert may be forwarded to other provinces and territories through the Ministry Inter-Provincial Desk.

## Purpose

To foster the safety and best interests of a child or youth receiving intervention services, through:

- Providing other worksites and after-hours caseworkers with critical information.
- Informing other worksites or jurisdictions that a region's worksite has an open file and the child or youth or family has left the region's jurisdiction with no forwarding address.
- Informing other worksites or jurisdictions that a report of a child or youth in need of intervention has been received and the child or youth or family left the region's jurisdiction before the risk to the child could be assessed.

## Practice Support

### Alerts

To report a broken link click [here](#).

# Chapter 7: Casework Responsibilities

Section: <b>7.2 Critical Situations</b>	Issue Date: January 13, 2020
Subsection: <b>7.2.2 Reporting a Death</b>	Revision Date: October 19, 2021
	Page 1 of 1

## Policy

The Statutory Director must be notified as soon as the caseworker learns of the death of a young person, including a child, youth, or young adult under the age of 22, who is in the care of the director or receiving intervention services from CS. This includes young people with involvement at intake and assessment phase.

If the director has permanent guardianship of a child or youth who dies, the director is responsible for addressing

- the need for an autopsy, and
- tissue and organ donation per s.42(1).

If the director has permanent or temporary guardianship of a child or youth who dies, the director is responsible for addressing

- Funeral and burial arrangements per s.42(1)(2),

The Office of the Chief Medical Examiner must be notified when a child or youth in the guardianship or custody of a director dies, in accordance with section 13 of the *Fatality Inquiries Act*.

## Purpose

To ensure the appropriate people are informed as soon as possible upon the death of a young person receiving intervention services. This enables legal responsibilities to the young person to be met, and fosters support for their family.

## Practice Supports

### Reporting a Death

To report a broken link click [here](#).

# Chapter 7: Casework Responsibilities

Section: <b>7.2 Critical Situations</b>	Issue Date: January 13, 2020
Subsection: <b>7.2.3 Suicidal Child</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

When warning signs and triggering events are observed that lead to belief that a child or youth is at risk of suicide, take immediate steps to ensure the child or youth's safety until a basic suicide risk assessment interview is completed and a suicide prevention safety plan is negotiated.

## Purpose

To mitigate the risk of suicide and ensure the safety of, and supervision for, a child or youth subject to a triggering event, impacted by historical and intergenerational trauma, or who expresses suicidal ideation and/or behaviours.

## Practice Support

### Suicidal Child

To report a broken link click [here](#).



# Chapter 7: Casework Responsibilities

Section: <b>7.2 Critical Situations</b>	Issue Date: January 13, 2020
Subsection: <b>7.2.4 Reporting a Serious Injury</b>	Revision Date: October 19, 2021
	Page 1 of 1

## Policy

The Statutory Director must be notified as soon as the caseworker learns of a serious injury to a young person, including a child, youth, or young adult less than 22 years of age, who is under the care of the director, or who is receiving intervention services. This includes young people with involvement at intake and assessment phase.

Serious injury is defined as a life-threatening injury to the young person, or an injury that may cause significant impairment to the young person's health.

## Purpose

To ensure the appropriate people are informed as soon as possible when a young person receiving intervention services under the CYFEA is seriously injured. This enables meeting legal responsibilities to the young person and their family, and fosters support for the young person and their family.

## Practice Supports

### Reporting a Serious Injury

To report a broken link click [here](#).

# Chapter 7: Casework Responsibilities

Section: <b>7.2 Critical Situations</b>	Issue Date: January 13, 2020
Subsection: <b>7.2.5 Reporting an Incident</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

The Statutory Director must be notified as soon as the caseworker is made aware that a child or youth is involved in an incident while receiving intervention services. This includes children and youth with involvement at intake and assessment phase.

For the purpose of this policy, an incident is defined as:

- Allegations that a child or youth in care has been:
  - subjected to neglect, emotional injury, physical, or sexual abuse by the caregiver.
  - abused by someone other than the caregiver, including, but not limited to, another young person or adult who is not the child's caregiver.
- Any child or youth receiving intervention services who witnesses, is the victim, or is the perpetrator of a serious event such as, but not limited to, a criminal matter.

## Purpose

CS is mandated to provide services to children, youth and families in Alberta. When a child or youth receiving services under the CYFEA is involved in an incident, it is crucial that the appropriate people are informed as soon as possible in order to fulfill legislated responsibilities and be responsive to the child or youth and their family.

## Practice Support

### Reporting an Incident

To report a broken link click [here](#).

# Chapter 7: Casework Responsibilities

Section: <b>7.3 Placement</b>	Issue Date: January 13, 2020
Subsection: <b>7.3.1 Arranging a Placement</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Use careful planning to arrange a placement for a child or youth into the care of the director, or in moving from one caregiver to another, to reduce disruption as much as possible in the child or youth's life.

The first choice for a child or youth is kinship placement within the extended family and community that is immediately available. If this is not possible, obtain approval to place the child or youth in the most appropriate foster home, or child and youth facility, which meets their needs.

## Purpose

To minimize the impact of transition from one home to another when a child or youth is placed in the care of the director, or moving from one foster home to another.

## Practice Support

### Arranging a Placement and Placing a Child

To report a broken link click [here](#).

# Chapter 7: Casework Responsibilities

Section: <b>7.3 Placement</b>	Issue Date: January 13, 2020
Subsection: <b>7.3.2 Placing a Child</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Ensure the child or youth, guardian and caregiver are prepared for the transition, when placing a child or youth into the care of the director, or from one caregiver to another.

## Purpose

To prepare and support the child or youth and caregiver, and facilitate a smooth transition when a child or youth comes into the care of the director, or when they have a new caregiver.

## Practice Support

### Arranging a Placement and Placing a Child

To report a broken link click [here](#).

# Chapter 7: Casework Responsibilities

Section: <b>7.3 Placement</b>	Issue Date: January 13, 2020
Subsection: <b>7.3.3 Casework Responsibilities During Placement</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

The caseworker is responsible for the child or youth's care, maintenance and well-being, throughout the time the child or youth is receiving intervention services.

The best interests of the child or youth are kept at the forefront, and they are provided with the level of care that meets their needs.

## Purpose

To foster the safety and best interests of a child or youth receiving intervention services from CS.

## Practice Support

### Casework Responsibilities During Placement

To report a broken link click [here](#).

## Chapter 7: Casework Responsibilities

Section: <b>7.3 Placement</b>	Issue Date: January 13, 2020
Subsection: <b>7.3.4 Placement Disruptions</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

When placement incompatibility occurs, the child or youth is moved in a well-thought out and planned manner, to minimize the disruption in their life.

Time is taken with the child or youth to discuss the transition and support them to process the circumstances.

### Purpose

To minimize impact on a child or youth, while continuing to foster their safety and best interests.

### Practice Support

#### Placement Disruptions

To report a broken link click [here](#).

# Chapter 7: Casework Responsibilities

Section: <b>7.3 Placement</b>	Issue Date: January 13, 2020
Subsection: <b>7.3.5 Maintaining a Child’s Culture in Placements</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Ensure a child or youth receiving intervention services from CS is aware of, and provided with, supports to maintain connections to their cultural, familial, and religious heritage and traditions.

## Purpose

To foster the healthy development and best interests of a child or youth receiving intervention services. Being grounded in their present and future cultural identity is crucial to a child or youth’s healthy development.

## Practice Support

### Maintaining a Child’s Culture in Placements

To report a broken link click [here](#).

# Chapter 7: Casework Responsibilities

Section: <b>7.4 Approval Required</b>	Issue Date: January 13, 2020
Subsection: <b>7.4.1 Child Requests Requiring the Director's Consent</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Upon request by a child or youth under a TGO, PGO or PGA, the director may provide consent, as a guardian, to decisions unrelated to the case plan, for the following:

- a change of name,
- a marriage,
- a change of religion, and
- becoming a police informant.

## Purpose

To foster the child or youth's independence and ability to consider and make important life decisions.

## Practice Support

### Child Requests Requiring the Director's Consent

To report a broken link click [here](#).



## Chapter 7: Casework Responsibilities

Section: <b>7.4 Approval Required</b>	Issue Date: January 13, 2020
Subsection: <b>7.4.2 Approving Travel</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

Obtain required approval prior to any long-distance travel of a child or youth in the care of the director:

- Obtain approval from the casework supervisor for travel within Alberta.
- Obtain approval from the manager or their designated supervisor for travel outside of Alberta, within Canada.
- Obtain approval from the Category 4 Director or DFNA Director for travel outside of Canada.

### Purpose

To ensure the safety needs and best interests of the child or youth are considered prior to them traveling, and that the travel is consistent with their case plan.

### Practice Support

#### Approving Travel

To report a broken link click [here](#).

## Chapter 7: Casework Responsibilities

Section: <b>7.4 Approval Required</b>	Issue Date: January 13, 2020
Subsection: <b>7.4.3 Firearms Licence</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

Consent from the manager is mandatory for a child or youth in the care of the director to obtain the appropriate licence to use a non-restricted firearm.

### Purpose

To ensure the safety and best interests of a child or youth, and to ensure all considerations are made due to exceptional safety concerns and the need for extreme caution, prior to obtaining the appropriate licence to use a non-restricted firearm.

### Procedures

#### Firearms Licence

To report a broken link click [here](#).

# Chapter 7: Caseworker Responsibilities

Section: <b>7.5 Minor Parent</b>	Issue Date: January 13, 2020
Subsection:	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

A minor parent of a child is entitled to receive appropriate supports and services in the same manner in which services are offered to an adult guardian. An agreement can be entered into with a minor parent as if the minor parent had attained the age of 18 per s.15.

The minor parent and the child of the minor parent must be treated as two separate cases where intervention files are opened for both. In these cases the child and the minor parent must each have a different caseworker assigned to avoid a conflict of interest and ensure that the individual needs of the minor parent and the child are appropriately met.

**NOTE:** A minor parent who is younger than 16 cannot sign an enhancement or custody agreement regarding themselves, despite being able to sign an agreement regarding their child.

## Purpose

To avoid a conflict of interest and to ensure the individual needs of both the child of the minor parent and the minor parent are appropriately met.

## Practice Support

### Minor Parent

To report a broken link click [here](#).

## Chapter 8: Legal Interests

Section:	<b>8.1 Legal Representation in a CYFEA or PSECA Matter</b>	Issue Date: January 13, 2020
Subsection:	<b>8.1.0 Legal Representation in a CYFEA or PSECA Matter Overview</b>	Revision Date: January 13, 2020
		Page 1 of 1

### Policy

The child or youth, guardian, caregiver, director and the Minister of Children's Services are each entitled to their own legal representative. CS collaborates with the child or youth and the guardian to support them in obtaining a referral for legal representation.

### Purpose

To ensure the child or youth, guardian, caregiver or the director's rights and interests are protected and their voice is adequately heard in matters that affect them under CYFEA or PSECA.

### Practice Support

#### Legal Representation

To report a broken link click [here](#).

## Chapter 8: Legal Interests

Section:	<b>8.1 Legal Representation in a CYFEA or PSECA Matter</b>	Issue Date: January 13, 2020
Subsection:	<b>8.1.1 Legal Representation for the Director</b>	Revision Date: January 13, 2020
		Page 1 of 1

### Policy

Consult a lawyer in CYFEA or PSECA matters if:

- the matter is difficult to present in court,
- the circumstances are complex, or
- another party involved in the same matter has a lawyer.

### Purpose

To ensure the director has appropriate legal advice and adequate representation in a CYFEA or PSECA matter.

### Practice Support

#### Legal Representation

To report a broken link click [here](#).

## Chapter 8: Legal Interests

Section:	<b>8.1 Legal Representation in a CYFEA or PSECA Matter</b>	Issue Date: January 13, 2020
Subsection:	<b>8.1.2 Legal Representation for Children and Youth</b>	Revision Date: January 13, 2020
		Page 1 of 1

### Policy

Children and youth receiving intervention services under CYFEA or PSECA may be eligible for legal representation through LRCY.

LRCY is responsible for the appointment of lawyers for eligible children and youths. This service is provided by the Office of the Child and Youth Advocate.

The Child and Youth Advocate may appoint a lawyer to represent a child or youth receiving intervention services under CYFEA or services under PSECA (per s.9(2)(c) of the *Child and Youth Advocate Act*).

**NOTE:** LRCY only has the authority to appoint legal representation for matters related to CYFEA or PSECA. Other civil or criminal matters are not eligible for representation.

### Purpose

To ensure a child, youth or young adult has access to a lawyer to represent their rights, interests, voice and views.

### Practice Support

#### Legal Representation

To report a broken link click [here](#).

## Chapter 8: Legal Interests

Section:	<b>8.1 Legal Representation in a CYFEA or PSECA Matter</b>	Issue Date: January 13, 2020
Subsection:	<b>8.1.3 Legal Representation for a Guardian</b>	Revision Date: January 13, 2020
		Page 1 of 1

### Policy

Inform a guardian that they have the right to obtain a lawyer privately or they may apply to Legal Aid Alberta to request that a lawyer be appointed to represent them at a CYFEA or PSECA hearing.

### Purpose

To ensure the child or youth's guardian understands they are a party to a court proceeding under Part 1, Division 3 or 4 or an appeal from that proceeding per s.111(2), and that as a party they have the right to legal representation.

### Practice Support

#### Legal Representation

To report a broken link click [here](#).

## Chapter 8: Legal Interests

Section:	<b>8.2 Legal Representation for a Child in a Civil Claim</b>	Issue Date: January 13, 2020
Subsection:		Revision Date: January 13, 2020
		Page 1 of 1

### Policy

The director is responsible for ensuring that children and youth under a TGO, PGO, or PGA have a lawyer in a civil claim.

### Purpose

To ensure the rights and interests of a child or youth in a civil claim, who are under a TGO, PGO, or PGA, have a lawyer and that their rights and interests are protected and their voice adequately heard in the matter.

**NOTE:** Legal Representation for Children and Youth (LRCY) does not have the authority to appoint a lawyer for a child or youth in a civil matter.

### Practice Support

#### Legal Representation

To report a broken link click [here](#).



## Chapter 8: Legal Interests

Section:	<b>8.3 Legal Representation for a Child in a Criminal Matter</b>	Issue Date: January 13, 2020
Subsection:		Revision Date: January 13, 2020
		Page 1 of 1

### Policy

The director is responsible for ensuring that a child or youth under a TGO, PGO or PGA is represented by a lawyer in a criminal matter.

### Purpose

To ensure that a child or youth under a TGO, PGO or PGA, who is involved in a criminal matter, has their rights and interests protected and their voice adequately heard.

**NOTE:** Legal Representation for Children and Youth (LRCY) does not have the authority to appoint a lawyer for a child or youth in a criminal matter.

### Practice Support

#### Legal Representation

To report a broken link click [here](#).

## Chapter 8: Legal Interests

Section:	<b>8.4 Protecting the Legal Interests of Children under Permanent Guardianship</b>	Issue Date: January 13, 2020
Subsection:		Revision Date: January 13, 2020
		Page 1 of 1

### Policy

Make a referral to the Office of the Statutory Director (OSD) when a child or youth under a PGO or PGA:

- may have been sexually assaulted,
- has sustained a serious physical injury requiring significant medical attention or resulting in residual medical problems,
- has been contacted by a lawyer or insurance company (either directly or through the child or youth's caseworker),
- has indicated that they wish to commence a civil action, or
- has had a biological parent die as a result of another person's possible negligence or intentional act (e.g. motor vehicle accident).

The injury or abuse may have occurred prior to the child or youth becoming involved with Children's Services, however, the referral can only be made after a child or youth is the subject of a PGO or PGA.

The OSD accepts referrals from the regions and forwards those cases that meet the referral criteria to the Office of Public Guardian and Trustee for review.

### Purpose

To ensure that a child or youth under a PGO or PGA, who is involved in a legal matter, has their rights and interests protected and their voice adequately heard.

### Practice Support

#### **Protecting the Legal Interests of Children under Permanent Guardianship**

To report a broken link click [here](#).

## Chapter 8: Legal Interests

Section:	<b>8.5 Receiving or Being Served with Court Documents</b>	Issue Date: January 13, 2020
Subsection:		Revision Date: October 19, 2021
		Page 1 of 2

### Policy

The Statutory Director must be notified immediately when the director receives or is served with any of the following court documents filed with the court:

- Notice of Appeal,
- Notice of Constitutional Question,
- Notice of Charter Application or similar form of charter application,
- Statement of Claim,
- Statement of Defence,
- Third Party Claim,
- Production Order.

The casework supervisor, manager or DFNA Director, and FASCL or the DFNA's lawyer must be notified immediately when the director receives or is served with any of the following court documents filed with the court:

- Notice of Appeal,
- Notice of Constitutional Question,
- Notice of Charter Application or similar form of charter application,
- Subpoena or Summons,
- Statement of Claim,
- Statement of Defence,
- Third Party Claim,
- Originating Application,
- Production Order

**NOTE:** This policy applies to CS and DFNAs.

## Purpose

To ensure that CS is in a position to respond appropriately and without delay to anything contained in the court document.

## Practice Support

### Receiving or Being Served with Court Documents

To report a broken link click [here](#).

Superseded

## Chapter 9: Services for Children

Section: <b>9.1 Medical</b>	Issue Date: January 13, 2020
Subsection: <b>9.1.1 Medical/Dental Consent</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

The consent of a manager, a Category 4 Director or DFNA Director, or their designate is required if a child or youth under a TGO, PGO or PGA needs medical or dental treatment other than ordinary care. Provide all information regarding the proposed treatment to the manager, Category 4 Director/DFNA Director or their designate for consideration.

“Ordinary medical and dental care” is defined as procedures administered and performed on children or youth on a routine basis and that do not require hospitalization, surgery or the use of general anaesthetic. Ordinary medical and dental care includes, but is not limited to:

- physical examinations,
- medical treatment for minor illness or minor injury,
- dental examinations.

### Purpose

To ensure the child or youth under a TGO, PGO or PGA receives both appropriate care for medical or dental issues when ordinary care is insufficient, and that this care is monitored by CS or DFNA.

### Practice Support

#### Medical, Dental, Medication and Therapy Requiring Consent

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section: <b>9.1 Medical</b>	Issue Date: January 13, 2020
Subsection: <b>9.1.2 Medication and Therapy Requiring Consent</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

The consent of the Category 4 Director or DFNA Director or their designate, is required for a child or youth under a TGO, PGO or PGA to receive an intrusive medical treatment which includes:

- medication that alters the mind, thought or behaviour, or
- therapy that is significant, sensitive, high-risk, radical or innovative (e.g. aversion or electroconvulsive therapy).

Ensure a medical professional is monitoring the child or youth receiving the intrusive medication or therapy, to make certain it is meeting the intended need.

### Purpose

To ensure the child or youth's needs cannot be met by less intrusive measures, and to foster their health and wellbeing.

### Practice Support

#### **Medical, Dental, Medication and Therapy Requiring Consent**

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section: <b>9.1 Medical Services</b>	Issue Date: January 13, 2020
Subsection: <b>9.1.3 Medical Care</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

Children and youth entering the care of the director must receive a medical examination by a qualified physician.

Children and youth who have been in the care of the director for more than one year must receive annual medical examinations.

### Purpose

To ensure the right to adequate medical care is protected for children and youth in the care of the director and to foster their healthy growth and development.

### Practice Process

#### Medical, Dental and Optical Care

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section: <b>9.1 Medical</b>	Issue Date: January 13, 2020
Subsection: <b>9.1.4 Medical Services Payment</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

CS will consider making direct payment for medical services or treatments required for the long-term health and wellbeing of a child or youth in the care of the director.

### Purpose

To ensure children and youth in the care of the director receive medical and dental treatments and services to attend to their overall health and development.

### Practice Support

#### Medical Services Coverage and Payment

To report a broken link click [here](#).



## Chapter 9: Services for Children

Section: <b>9.1 Medical Services</b>	Issue Date: January 13, 2020
Subsection: <b>9.1.5 Dental</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

Children and youth who have been in the care of the director for more than one year must receive annual dental examinations.

Children or youth entering the care of the director must receive a dental examination by a qualified dentist, if they have not had a dental examination within the preceding year.

### Purpose

To ensure the right to adequate dental care is protected for children and youth in the care of the director, and to attend to the healthy development of their gums and teeth.

### Practice Support

#### Medical, Dental and Optical Care

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section: <b>9.1 Medical</b>	Issue Date: January 13, 2020
Subsection: <b>9.1.6 Optical Care</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

Children and youth who have been in the care of the director for more than one year must receive annual optical exams.

Children and youth entering the care of the director must receive an optical examination by an optometrist or ophthalmologist if they have not had an optical exam within the proceeding year.

### Purpose

To ensure the right to adequate medical care is protected for children and youth in the care of the director, and to attend to the health of their eyes.

### Practice Support

#### Medical, Dental and Optical Care

To report a broken link click [here](#).

# Chapter 9: Services for Children

Section: <b>9.1 Medical</b>	Issue Date: January 13, 2020
Subsection: <b>9.1.7 Immunizations</b>	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Children and youth in the permanent care of the director will receive immunizations as per the schedule recommended by Alberta Health or Health Canada First Nation and Inuit Health Branch – Alberta Region.

Children and youth in the temporary care of the director will receive immunizations as per the schedule recommended by Alberta Health or Health Canada First Nation and Inuit Health Branch – Alberta Region with the consent of the guardian.

The guardian should be present at immunization appointments if possible.

**NOTE:** This policy refers to all children and youth in care in Alberta, including First Nations children and youth who receive immunization services on or off reserve.

## Purpose

To ensure the right to adequate medical care is protected children and youth in the care of the director, and to foster their healthy growth and development.

## Practice Support

### Immunizations

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section: <b>9.1 Medical</b>	Issue Date: January 13, 2020
Subsection: <b>9.1.8 Infant Formula</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

CS ensures that infants receive special infant formula as prescribed to them by a physician and that financial support is provided as needed.

### Purpose

To ensure the basic nutritional and digestive needs of infants with certain medical conditions are met. These medical conditions result in difficulties absorbing fats, digesting proteins and/or utilizing essential amino acids and require prescription infant formula. This formula helps attend to the infant's healthy growth and development.

### Practice Support

#### Infant Formula

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section: <b>9.1 Medical</b>	Issue Date: January 13, 2020
Subsection: <b>9.1.9 MedicAlert Identification</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

Children or youth in the care of the director are provided with MedicAlert identification (bracelet, necklace, etc.) if recommended by a physician.

### Purpose

To assist in communicating information needed to appropriately meet the specialized needs of the child or youth with severe allergies or health conditions and reduce the risk of their physical injury or harm.

### Practice Support

#### MedicAlert Identification

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section: <b>9.1 Medical</b>	Issue Date: January 13, 2020
Subsection: <b>9.1.10 Chiropractic Care</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

Chiropractic care for a child or youth in the care of the director should only be considered when recommended by a physician, and when all conventional medical interventions have been deemed ineffective or insufficient.

The approval of a Category 4 Director, or DFNA Director or their designate, is required for a child or youth in the care of the director to access chiropractic services.

The approval of the guardian is required for a child or youth under a **CAG, CAY**, or an **EAY**.

### Purpose

To ensure the right to adequate medical care is protected for children and youth in the care of the director, and to attend to their healthy growth and development.

### Practice Support

#### Chiropractic Care

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section: <b>9.1 Medical</b>	Issue Date: January 13, 2020
Subsection: <b>9.1.11 Medical Services Payment Coverage</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

All children and youth in the care of the director must have Alberta Health Care. They must also have extended medical benefits coverage through CS unless the extended coverage is available elsewhere e.g. through the guardian or Health Canada.

**NOTE:** Extended medical benefits are provided to children and youth registered under the *Indian Act* through the Non-Insured Health Benefits for First Nations and Inuit Branch of Health Canada.

### Purpose

To ensure that medical, dental, ophthalmic and orthodontic services for children and youth in the care of the director are paid for appropriately.

### Practice Support

#### Medical Services Coverage and Payment

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section:	<b>9.1 Medical</b>	Issue Date: January 13, 2020
Subsection:	<b>9.1.12 Medication Management</b>	Revision Date: January 13, 2020
		Page 1 of 1

### Policy

Ensure a child or youth is taking over-the-counter and prescribed medications as directed, under the supervision of a responsible adult, and that medications are stored properly.

Medication use by a child or youth in the care of the director must be monitored by their primary care physician.

The same primary physician should oversee the child or youth's overall medical care to ensure that multiple health care providers do not prescribe medications that may have negative drug interactions.

### Purpose

To ensure that a child or youth in the care of the director and that the child or youth's immediate medical needs are met and to foster their long-term health and wellbeing.

### Practice Support

#### Medication Management

To report a broken link click [here](#).



# Chapter 9: Services for Children

Section: <b>9.2 Education</b>	Issue Date: January 13, 2020
Subsection:	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

The director, in consultation with school staff, guardians, caregivers and the support network, is responsible for:

- ensuring the best educational program is accessed for the child or youth,
- responding to disciplinary action, and
- attending to all other duties assigned to the “parent” under the *School Act*.

## Purpose

To ensure the child or youth receives appropriate school programming that will meet their current and future educational needs, fostering their success in school and supporting them to develop the skills they need to thrive.

## Practice Support

### Education

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section:	<b>9.3 Obtaining Identification Documents</b>	Issue Date: January 13, 2020
Subsection:	<b>9.3.1 Birth Documentation</b>	Revision Date: January 13, 2020
		Page 1 of 1

### Policy

Obtain a copy of the Registration of Live Birth if required by the court, or if needed for accurate identification of a child or youth in the care of the director.

A Birth Certificate is required for any child or youth in the care of the director who is subject to a PGO or PGA.

### Purpose

Registration of Live Birth is required when applying to the courts for some legal statuses. If a child or youth's legal identity is in question, the Registration of Live Birth is required to clarify identification. It can also be used to apply for Métis Nations of Alberta Citizenship for Indigenous children or youth in care.

A Birth Certificate allows the child or youth to obtain a Social Insurance Number and/or educational benefits. It is also used to apply for registration under the *Indian Act* and can be used to apply for Métis Nations of Alberta Citizenship for Indigenous children or youth in care.

### Practice Support

#### Identification Documents

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section:	<b>9.3 Obtaining Identification Documents</b>	Issue Date January 13, 2020
Subsection:	<b>9.3.2 Social Insurance Number</b>	Revision Date: January 13, 2020
		Page 1 of 1

### Policy

All children and youth in the permanent care of the director must have a valid Social Insurance Number (SIN).

### Purpose

A child or youth under permanent guardianship of the director requires a SIN for various purposes, including employment, establishing a Registered Education Savings Plan (RESP) or a bank account.

### Practice Support

#### Identification Documents

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section: <b>9.3 Identification Documents</b>	Issue Date: January 13, 2020
Subsection: <b>9.3.3 Driver's Licence</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

Consent must be obtained from the guardian of the child or youth in the care of the director, or from the director if the child or youth is under a **PGO** or **PGA**, for a child or youth to obtain a class seven learner's licence and a class five graduated driver's licence.

### Purpose

To ensure the safety of the child or youth.

### Practice Support

#### Identification Documents

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section:	<b>9.3 Obtaining Identification Documents</b>	Issue Date: January 13, 2020
Subsection:	<b>9.3.4 Passport</b>	Revision Date: January 13, 2020
		Page 1 of 1

### Policy

Obtain a passport for a child or youth, who is under a PGO or PGA who will be travelling outside of Canada.

If the director is not the sole guardian of the child or youth, request that the guardian, who is not the director, obtain the passport.

Children and youth registered under the *Indian Act* can use a Certificate of Indian Status along with a letter signed by the DFNA Director, in place of a passport, for **land** travel across the US/Canada border.

### Purpose

To ensure a child or youth in the care of the director has the required identification for travelling outside of Canada.

### Practice Support

#### Identification Documents

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section: <b>9.4 Financial</b>	Issue Date: January 13, 2020
Subsection: <b>9.4.1 Daily Living Costs</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

Daily living costs for a child or youth in the care of the director are the responsibility of the director.

The director may also provide daily living costs for youth or young adults who are not in the custody of the director.

A guardian who is financially able should assume financial responsibility to the degree possible, through child support or contributions in kind for their child or youth's daily living costs.

### Purpose

To ensure there is funding to meet a child or youth's daily living costs, when the child or youth is in the care of the director.

To ensure there is funding to meet a young adult's daily living costs, when the young adult is not in the custody of the director.

### Practice Support

#### Daily Living Costs

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section: <b>9.4 Financial</b>	Issue Date: January 13, 2020
Subsection: <b>9.4.2 Obtaining Funding to Maintain a Child in Care</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

CS will arrange for all appropriate funding available to a child or youth upon bringing them into the care of the director, including child support or contributions in kind.

### Purpose

To ensure all financing options are explored when the director assumes care of a child or youth, in order to assist in covering the costs associated with caring for them.

### Practice Support

#### Obtaining Funding to Maintain a Child in Care

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section: <b>9.4 Financial</b>	Issue Date: January 13, 2020
Subsection: <b>9.4.3 Camp/Vacation Allowance</b>	Revision Date: January 13, 2020
	Page 1 of 2

### Policy

Children and youth in the care of the director who are under the following agreements or orders:

- EAY,
- CAY,
- CAG,
- PGA,
- TGO, and
- PGO,

are entitled to funds every calendar year to cover the full or partial cost of attending camp or going on vacation.

### Purpose

To ensure children and youth in the care of the director benefit from participating in camp or vacation the same as any other child or youth in Alberta.

Camp provides children and youth with a sense of community in which they can develop their self-esteem, self-respect, self-worth and leadership skills. It is an environment where children and youth of all abilities can achieve their personal best, establish healthy life-style patterns and have fun.

Going on family vacations allows children and youth to spend time with their caregiver away from daily routines and schedules. Family vacation is a time for increased interaction and bonding as well as building relational connections. Vacation also provides the opportunity to learn about history, culture and geography.



## Practice Support

### Allowances and Christmas Gifts

To report a broken link click [here](#).

Superseded

## Chapter 9: Services for Children

Section: <b>9.4 Financial</b>	Issue Date: January 13, 2020
Subsection: <b>9.4.4 Recreation Allowance</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

Children and youth in the care of the director are entitled to an annual allowance to support their social and recreational interests.

### Purpose

To ensure children and youth in the care of the director benefit from participation in social and recreational activities.

Structured and regular activities pertaining to social or recreational groups promote physical, emotional and social development in children and youth. Recreational activities help to develop motor skills and stimulate intellectual, emotional and social growth. Social activities provide children and youth with a sense of community and belonging and an opportunity to have fun.

### Practice Support

#### Allowances and Christmas Gifts

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section: <b>9.4 Financial</b>	Issue Date: January 13, 2020
Subsection: <b>9.4.5 Christmas Gifts</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

Children and youth in the care of the director over Christmas shall receive a gift.

### Purpose

To recognize the importance of culture in people's lives, and to provide a degree of continuity in how holiday traditions are celebrated for a child and youth in the care of the director.

### Practice Support

#### Allowances and Christmas Gifts

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section: <b>9.4 Financial</b>	Issue Date: January 13, 2020
Subsection: <b>9.4.6 Advancing Futures Program</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

Youth who are in the care of the director, and young adults who have been in the care of the director have the right to funding and supports to pursue post-secondary studies and prepare for adulthood.

### Purpose

To ensure that youth who are, or have been, in the care of the director can realize their dreams and ambitions. The Advancing Futures Program provides access to educational opportunities including upgrading their education, learning a trade, or earning a degree, diploma, licence or certificate.

### Practice Support

#### Education Benefits and Resource Rebate

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section: <b>9.4 Financial</b>	Issue Date: January 13, 2020
Subsection: <b>9.4.7 Registered Education Savings Plan Program for Children in Permanent Care</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

A Registered Education Savings Plan (RESP) account will be established for each child or youth in the permanent care of the director under a PGA or PGO.

### Purpose

To ensure that children and youth in the permanent care of the director have access to available government educational incentives in order to save for future post-secondary educational costs.

### Practice Supports

[Education Benefits and Resource Rebate](#)

[Identification Documents](#)

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section: <b>9.4 Financial</b>	Issue Date: January 13, 2020
Subsection: <b>9.4.8 Resource Rebate</b>	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

A child or youth who was in the care of the director on November 1, 2005, and for whom CS or a DFNA was entitled to receive the federal Child Special Allowance, is eligible to receive their resource rebate cheque.

The discretion to issue the resource rebate directly to the child or youth or to a caregiver on behalf of a child or youth in care rests with the director.

### Purpose

To ensure that all children or youth in the care of the director when the **one-time** Government of Alberta Resource Rebate was issued in 2006, receive the same payment that all Alberta residents received.

### Practice Support

#### Education Benefits and Resource Rebate

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section:	<b>9.5 Contracted Services and Payments</b>	Issue Date: January 13, 2020
Subsection:	<b>9.5.1 Purchasing Contracted Support Services</b>	Revision Date: January 13, 2020
		Page 1 of 1

### Policy

Referrals for contracted support services may be made if:

- a case is opened for assessment and the services will stabilize a crisis situation or maintain a child or youth in their home, or
- a child or youth has been determined to be in need of intervention per s.1(2).

Contracted support services may be provided whether the child or youth is living at the family home or out of the family home.

### Purpose

To ensure the child or youth's needs are being met and to foster their safety and well-being.

### Practice Support

#### Contracted Services and Payments

To report a broken link click [here](#).

## Chapter 9: Services for Children

Section:	<b>9.5 Contracted Services and Payments</b>	Issue Date: January 13, 2020
Subsection:	<b>9.5.2 Payment of Contracted Services</b>	Revision Date: January 13, 2020
		Page 1 of 1

### Policy

CS or a DFNA is responsible for ensuring that a contracted service provider is paid for the services provided for a child or youth.

### Purpose

CS and DFNAs will adhere to terms of agreements with contracted service providers to ensure they know that CS Region and DFNA continues to act with integrity and in good faith.

### Practice Support

#### Contracted Services and Payments

To report a broken link click [here](#).



## Chapter 9: Services for Children

Section:	<b>9.5 Contracted Services and Payments</b>	Issue Date: January 13, 2020
Subsection:	<b>9.5.3 Referral and Evaluation of Contracted Services</b>	Revision Date: January 13, 2020
		Page 1 of 1

### Policy

A Referral and Evaluation of Services (R & E) is used for any contracted assessment or contracted provision of services to the child or youth and family.

**NOTE:** The R & E does not contain all clauses legally required by the Ministry that would be included in a contract (Fee for Service Agreement, Standing Offer Agreement, and Residential Agreement). Therefore, wherever possible a contract must be duly executed by the Region prior to issuing an R & E.

### Purpose

To ensure the contracted service provider is very clear on their scope of work with the child or youth or the family, including the reason for referral, objective, and terms of service. The R & E also ensures that CS and the family understand the service provider's recommendations for moving forward after they are finished working with the child or youth, or the family, which will foster the child or youth's safety and wellbeing.

### Practice Support

#### [Contracted Services and Payments](#)

To report a broken link click [here](#).

## Chapter 10: Interjurisdictional

Section:	<b>10.1 Reciprocal Agreements for Transfer of Permanent Guardianship to/from Another Jurisdiction</b>	Issue Date: January 13, 2020
Subsection:		Revision Date: January 13, 2020
		Page 1 of 2

### Policy

The Minister may enter into reciprocal agreements with other child welfare authorities in or outside of Canada, in order to transfer guardianship of a child or youth under a PGO or PGA, to or from that outside authority per s.124.1(1).

S.124.1(2) and (3) ensure compliance with respect to guardianship responsibilities and any further court proceedings under CYFEA for a child or youth transferred to Alberta.

If a reciprocal agreement is already in place with another jurisdiction, the inter-provincial coordinator may:

- transfer guardianship to that jurisdiction for a child or youth who is the subject of a PGO or PGA, or
- accept the transfer of guardianship from a jurisdiction for a child or youth who is the subject of an order or agreement that is equivalent to a permanent guardianship order or agreement in that jurisdiction.

**NOTE:** Currently Saskatchewan is the only other jurisdiction in Canada that has legislation enabling such placements and a reciprocal agreement with Alberta. Other Canadian jurisdictions are considering similar enabling legislation.

Jurisdictions outside of Canada may have enabling legislation; however, no reciprocal agreements have been completed with jurisdictions outside of Canada.

The transfer of permanent guardianship may occur independently of the child or youth's actual physical move to the other jurisdiction.

This policy does not apply to an inter-provincial placement of a child or youth for courtesy supervision in another province or territory.

## Purpose

To ensure meeting the best interests of a child or youth in permanent care of the director, when that child or youth moves to or from another jurisdiction. Best interests include their safety, continuity of care, maintaining and fostering family and cultural connections, permanency planning and their long-term health and wellbeing.

## Practice Support

**[Reciprocal Agreements for Transfer of Permanent Guardianship to/  
from another Jurisdiction](#)**

To report a broken link click [here](#).

Superseded

## Chapter 10: Inter-jurisdictional

Section: <b>10.2 Inter-Provincial Placements</b>	Issue Date: January 13, 2020
Subsection:	Revision Date: January 13, 2020
	Page 1 of 1

### Policy

A child or youth under a PGO or PGA may be considered for an out-of-province placement.

A child or youth under TGO may be considered for an out-of-province placement only in exceptional circumstances.

A child or youth under a CAY or CAG may never be considered for an out of province placement.

### Purpose

To ensure the current and future best interests of the child or youth under a TGO, PGO, or PGA are met. Best interests include their safety, continued healthy development, continuity of care and permanency planning, and a smooth transition of services if they do move between jurisdictions. Inter-provincial placements provide expanded options for placements and permanency for children and youth.

The Provincial/Territorial Protocol on Children Moving between Provinces/Territories provides the framework for a child or youth moving between provinces and territories, and requests for services and/or courtesy supervision from another province.

### Practice Supports

#### Inter-Provincial Placements

To report a broken link click [here](#).

## Chapter 10: Interjurisdictional

Section:	<b>10.3 Administrative Requests from other Regions and Jurisdictions</b>	Issue Date: January 13, 2020
Subsection:		Revision Date: January 13, 2020
		Page 1 of 1

### Policy

Regions and DFNAs are responsible to respond to administrative requests for services from other provinces and territories. These requests include, but are not limited to:

- serving notices,
- witnessing consents,
- conducting home studies,
- assisting caregivers who have moved to the receiving region,
- family contact,
- child or youth contact, and
- attending meetings.

The Provincial/Territorial Protocol provides the framework for requests for services from another province or territory, including responsibilities to respond to requests in a timely and consistent manner.

### Purpose

To foster the most efficient and effective coordination of supports and services which promote the health and well-being of children, youth and their families.

### Practice Support

#### **Administrative Requests from other Regions and Jurisdictions**

To report a broken link click [here](#).

# Chapter 10: Interjurisdictional

Section: <b>10.4 Repatriations</b>	Issue Date: January 13, 2020
Subsection:	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Regions are responsible for providing repatriation services for a child or youth receiving intervention services from CS, who is lost, has fled, or has been abducted from their home province or territory. The CS worksite responsible for the area where the child or youth is located is responsible for the repatriation.

The Provincial/Territorial Protocol provides the framework for requests for repatriation from another province or territory, including responsibilities to respond to requests in a timely and consistent manner.

## Purpose

To ensure the safety and well-being of a child or youth and to assist in helping them return to their home or guardian.

## Practice Support

### Repatriations

To report a broken link click [here](#).

# Chapter 10: Interjurisdictional

Section: <b>10.5 Inter-Regional/DFNA</b>	Issue Date: January 13, 2020
Subsection:	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Regions and DFNAs work collaboratively to provide seamless, timely, effective and culturally appropriate services to children, youth and families who relocate between regions and DFNAs.

The safety, protection and best interests of children or youth are the primary considerations in all decisions and provision of services.

Residency is not a barrier to the provision of services to a child or youth or their family. Regionally specific processes, directives and policies do not impede the timely transition of services and supports to a child or youth and their family.

## Purpose

To ensure the safety and best interests of the child or youth are being met as efficiently and effectively as possible. This policy and its associated practice supports are also intended to:

- define inter-regional and DFNA relationships,
- complement any established local protocols negotiated between regions and DFNAs,
- ensure that regions and DFNAs are notified of the relocation of children or youth and families who require child intervention services,
- ensure the timely and effective flow of information, funds and documentation, and
- enable the sharing of resources and facilities.

## Practice Support

### Inter-Regional/DFNA

To report a broken link click [here](#).

# Chapter 11: Restrictive Procedures and Intrusive Measures

Section: <b>11.1 Restrictive Procedures</b>	Issue Date: January 13, 2020
Subsection:	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Restrictive procedures, specifically restraints and isolation, are high-risk interventions. They may only be used as a last resort:

- to ensure the immediate physical safety of the child or youth, or others,
- when no less intrusive intervention will avert the danger to the child or youth,
- when the least control necessary for the shortest possible time is utilized, and
- as appropriate for the child or youth's age, level of development, medical health and psychological status.

## Purpose

To ensure the child or youth's safety and well-being, and the safety of others.

## Practice Support

### Restrictive Procedures

To report a broken link click [here](#).



# Chapter 11: Restrictive Procedures and Intrusive Measures

Section: <b>11.2 Intrusive Measures</b>	Issue Date: January 13, 2020
Subsection:	Revision Date: January 13, 2020
	Page 1 of 1

## Policy

Intrusive measures are high-risk interventions. They may only be used only as a last resort:

- to ensure the immediate physical safety of the child or youth or others, and
- when no less intrusive measure will avert the danger to the child or youth.

## Purpose

To ensure the child or youth's safety and well-being and the safety of others.

## Practice Support

### Intrusive Measures

To report a broken link click [here](#).

# PRACTICE SUPPORTS

Superseded



# Practice Supports

Practice Support: <b>3<sup>rd</sup> Person Consults</b>	Issue Date: December 14, 2018
Policy Reference:	Revision Date: January 13, 2020
	Page 1 of 3

## Child Intervention Practice Framework

Utilizing 3<sup>rd</sup> Person Consults at various decision points throughout the intervention spectrum facilitates critical thinking and allows for an opportunity to challenge assumptions, enabling thorough assessment and analysis. Inviting an objective voice and viewpoint through 3<sup>rd</sup> Person Consults ensure all aspects of information used to inform decision making on safety and wellbeing of the child or youth has been considered.

When using 3<sup>rd</sup> Person Consults, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

Decisions that support safety, well-being and connections need to be inclusive of several considerations. To achieve well thought through decisions that include the voices of the child, youth, family, and support network, it is essential to include others in decision making. By using 3<sup>rd</sup> Person Consults, a process is created which will provoke strengths, support collaboration and encourage continuous improvement.

### 3<sup>rd</sup> Person Consult

A 3<sup>rd</sup> Person Consult is a group consensus process that requires a minimum of three people, which includes:

- The assessor or caseworker,
- The casework supervisor, and
- Another staff/agency staff who has a different role or a casework supervisor/manager from another centre or Category 4 Director/DFNA Director.

A 3<sup>rd</sup> Person Consult must be used at various decision points throughout the intervention spectrum such as:

- prior to apprehension or bringing a child or youth into care (In-Care Consult)
- safety decisions for children under 6 years of age (Safety Decision Consult),
- a change in primary legal status,
- returning a child or youth home,
- placement moves,
- placement resources investigations,
- legal permanency matches,
- filing an application to terminate a PGO,
- closing a PGO file without signing a SFAA, or
- any case where an additional objective voice or viewpoint may benefit decision making (i.e. critical incidents, confinement or separation of siblings).

For an Indigenous child or youth, a collateral to the to the DFNA, First Nations designate, or Métis Resource person must also occur as part of the information gathering used to inform the 3<sup>rd</sup> Person Consult. Actively involve First Nations designates and/or Métis Resource person in the consult discussions whenever possible.

#### In-Care Consults

In-Care Consult, a type of 3<sup>rd</sup> Person Consult, is used to ensure we have explored all options of creating safety for a child or youth prior to bringing them into care. It allows for critical thinking of the impacts of a more intrusive in care status and in our planning, including preservation of family and connection prior to bringing a child or youth into care. Consideration needs to be given to including family and extended family in these consults as a way for them to have a continued voice in the planning for their children and youth.

#### Safety Decision Consults

Safety Decision Consult, a type of 3<sup>rd</sup> Person Consult, is used to ensure safety decisions are strengthened regarding high-risk and vulnerable children.

Safety Decision Consults must include a Category 4 Director/DFNA Director who is involved in current and future safety decisions for the following circumstances:

- Children under 6 years of age who have:
  - unexplained serious injuries

- caregiver/guardian who deny the injuries, and/or
- explained serious injuries with an unknown perpetrator
- Children under 6 years of age who:
  - are medically fragile
  - have been chronically and/or severely neglected

After the initial consult, ongoing review meetings will be determined by the case team and Category 4 Director/DFNA Director, and will occur regardless of legal status.

### Documentation

The casework supervisor documents all 3<sup>rd</sup> Person Consults and discussions on a contact log on the electronic information system. This includes who was in attendance, any cultural considerations, the purpose of, or reason for, the consultation, any ideas raised, and decisions made and/or agreed upon next steps.

## Related Information



[2.1.1 First Nations Designate](#)

[2.1.2 First Nation Individual Registered under the \*Indian Act\*](#)

[2.2.1 Métis Resource](#)

[3.1.2 Intake-Receiving Referrals](#)

[3.1.3 Safety Phase](#)

[3.1.4 Intervention Services Phase](#)

[4.2.6 Planning for Connections and Permanency](#)

[5.2.6 Support and Financial Assistance Agreement \(SFAA\)](#)

[5.3.1 Apprehensions](#)

[5.5 Court Procedures](#)

[7.2.4 Reporting a Serious Injury](#)

[7.2.5 Reporting an Incident](#)

[7.3 Placement](#)

[9.5.1 Purchasing Support Services](#)



[CICIO User Guide](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Accessing Secure Services via a Secure Services Certificate</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">5.4.2 Accessing Secure Services via a Secure Services Certificate</a>	Revision Date: January 13, 2020
		Page 1 of 7

## Child Intervention Practice Framework Principles

CS upholds the health and wellbeing of children or youth and families. If eligible, a secure services certificate may be issued to preserve the safety of the child or youth. The child or youth and guardian are supported in the decision making process and their rights to a lawyer in the process. Throughout the process of secure services certificate, our casework is transparent and CS is committed to working with the child or youth and the support network to help stabilize a child or youth's behaviour from imminent risk to themselves or others.

When deciding to access secure services via a secure services certificate for children or youth, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Secure Services Certificate

A secure services certificate is only issued by a delegated manager or other person delegated as per the Delegation Schedule.

- With casework supervisor approval, obtain a completed secure services certificate [CS1620] from a worksite manager who has the delegated authority to issue a secure services certificate.
- The caseworker, in collaboration with the guardian or caregiver, is responsible for notifying the secure services facility of the child or youth's medical history and applicable diagnoses, the child or youth's strengths and support network, the child or youth's substance use (if applicable), and any potential health risks that the child or youth may have.
- Bring and/or send medications/ prescriptions (if applicable) that the child or youth will require for confinement during admission.

**NOTE:** Upon issuing a certificate, the Director must appear in court within 3 days to show cause for why the certificate was issued. If the 3rd day for showing cause falls on a Sunday or Statutory Holiday, then the matter can be heard on the next court day. When determining the

end date of a certificate make certain that the certificate expiry date continues to at least the next court date. See the Show Cause Chart for assistance in counting days.

### Consent

The guardian has full guardianship rights and must provide written consent to access secure services under a secure services certificate under the following statuses:

- an SO,
- a CAG, or
- a FEA.

Record the guardian's consent in Section 2 of the Secure Services Certificate [CS1620].

If the guardian does not consent to the certificate, apply first for an apprehension order.

**NOTE:** A secure services certificate **may not** be issued for a child or youth under an enhancement agreement with child or youth or a custody agreement with child or youth. An Apprehension Order, Custody Agreement with Guardian, or Enhancement Agreement with Guardian is first required.

### Service of a Secure Services Certificate

Per s.43.1(4), serve the child or youth and the guardian, if the guardian consented to the certificate, not more than one day after the certificate was issued with:

- a copy of the secure services certificate outlining the reason for and duration of the confinement,
- a notice of the date, time and place at which the appearance to show cause will be held,
- complete an Affidavit of Service [CS0508] for each person served and include a copy of the document that was served, attached as an exhibit.
- file the original affidavits of service with clerk of the court,
- if necessary, file an application for a further period of confinement.

### **Show Cause Hearing**

Court must be attended within 3 days of confinement to "Show Cause" for confining a child or youth without the court's prior approval.

- When counting the 3 days do not include the day of confinement, include all days including the day of court. However, if the 3<sup>rd</sup> day for showing cause falls on a Sunday or Statutory Holiday, then the matter can be heard on the next court day. When determining the end date of a Certificate make certain that the certificate expiry date continues to at least the next court date (see chart below).
- Best practice is to show cause for confinement as soon as possible.

Show Cause Chart

The following chart will assist in determining the latest court date possible for an Appearance to Show Cause for Issuing a Secure Services Certificate. The chart does not provide examples for Statutory Holidays; if the last day falls on a Statutory Holiday (Sunday is defined as a Statutory Holiday) then the matter can be heard on the next business day.

Confinement Day	Third Day After Confinement	Show Cause Day
Monday	Thursday	Show cause Thursday latest
Tuesday	Friday	Show cause Friday latest
Wednesday	Saturday	Show cause Friday latest
Thursday	Sunday	Show cause Monday latest
Friday	Monday	Show cause Monday latest
Saturday	Tuesday	Show cause Tuesday latest
Sunday	Wednesday	Show cause Wednesday latest

Complete the Appearance to Show Cause for Issuing a Secure Services Certificate and Notice and Application for Further Confinement [CS1604] to document your evidence as to how the child or youth met the criteria for confinement when the certificate was issued. File the original Appearance to Show Cause for Issuing a Secure Services Certificate and Notice and Application for Further Confinement (CS1604) along with the original secure services certificate with the clerk of the court.

Service of Appearance to Show Cause

Per s.43.1(4)(b) and (c) serve the child or youth and the guardian with a copy of the filed Appearance to Show Cause for Issuing a Secure Services Certificate and Notice and Application for Further Confinement [CS1604] not more than one day after the certificate was issued. Ensure the guardian is aware of their right to attend court and to be represented by a lawyer. Once served

- Complete an Affidavit of Service [CS0508] for each person served and include a copy of the Appearance to Show Cause that was served, attached as an exhibit.
- File the original as of service with the clerk of the court.



Where a guardian child or youth indicates a willingness to consent:

- have them sign the Consent by Guardian [CS1612]
- have the child or youth express consent or not consenting through their LRCY lawyer at the hearing.
- file the original consent with the clerk of the court.

The Show Cause hearing and subsequent application for a secure services order may be heard:

- in person before the court, or
- by telephone or other means of telecommunication as per s.43.2

It is best practice to have the Show Cause hearing and application for a further period of confinement heard in person before a judge. Further, it is best practice to have the hearing in the judicial district nearest to where the child or youth is secured.

**NOTE:** The court will determine if there are exceptional circumstances and sufficient reasons as to why it is impractical to appear personally in court and have the Show Cause hearing and subsequent application for a further period of confinement heard by telecommunication or videoconference. The court may require attendance in person.

To have a Show Cause hearing and an application for a further period of confinement heard via telecommunication in accordance with s.43.2:

- Phone the court administrator in the nearest court and ask to make an application to a judge.
- If the nearest court cannot provide a judge, phone the Edmonton or Calgary courthouse and ask to make an application to a judge or, if not available, to a justice of the peace.

**NOTE:** In practice, it may be difficult to have a full hearing by telecommunications due to issues around conducting examinations and cross-examinations of witnesses.

If a secure services order is granted, complete a Facsimile of Secure Services Order [CS4031]. To have a Show Cause hearing and an application for a further period of confinement heard via videoconference:

- Contact the clerk's office to arrange a time for the judge to hear the Show Cause and application for secure services order.

- Book a room where the caseworker can Show Cause for the confinement and have the application for a further period of confinement heard.

Present evidence supporting the confinement and for the application for a further period of confinement.

- If a secure services order is granted, complete a Facsimile of Secure Services Order [CS4031].

Ensure the application contains as much current detailed information to support the application, as it may be used as the Director's evidence in support of the application. Make sure to detail how the child or youth:

- requires further confinement to stabilize, and/or
- requires further confinement to be assessed and prepare a Secure Services Plan for services.

#### Service of a Secure Services Order

Per s.43.1(8):

- serve the child or youth with a copy of the order not more than one day after the order was granted, and
- notify the guardian as soon as possible orally or in writing and document in the contact log as how the guardian was served.
- complete an Affidavit of Service [CS0508] for each person served.
- file the original affidavits of service with the clerk of the court along with exact copies of the documents that were served attached as exhibits.

#### **Documentation**

Prior to issuing a secure services certificate, document in the contact log the less intrusive measures that were explored and why the services were unsuccessful at stabilizing the child or youth.

The casework supervisor must record in the contact log the supervisor's approval to have a delegated manager, as per the Delegation Schedule, issue a secure services certificate.

Place a copy of the secure services certificate on the legal section of the child or youth's file.

Keep a copy of the filed affidavits of service with its exhibit on the child or youth's physical file.

Place a copy of the secure services order on the legal section of the child or youth's file.

Place a copy of the filed consent on the child or youth's physical file.

Complete all electronic record entries and update the contact log. Ensure that the child or youth's placement has been updated in the electronic information system as well as ensure the child or youth's legal status has been updated to reflect the secure services status.

Ensure the Secure Services Plan is entered into the electronic information system and updated accordingly.

Place all legal orders and certificates on the child or youth's physical file.

## Related Information



- [4.2.5 Assessment and the Secure Services Plan](#)
- [5.3.1 Apprehensions](#)
- [5.4.0 Secure Service Overview](#)
- [5.4.3 Secure Services Placement Procedures](#)
- [5.4.4 Review of a Secure Services Order](#)
- [8.1.2 Legal Representation for Children and Youth](#)



[Affidavit of Service \[CS0508\]](#)

[Appearance to Show Cause for Issuing a Secure Services Certificate and Notice and Application for Further Confinement \[CS1604\]](#)

[Consent by a Child 12 Years of Age or Older \[CS1612\]](#)

[Consent by Guardian \[CS1613\]](#)

[Facsimile of Secure Services Order \[CS4031\]](#)

[Notice and Application for Secure Services Order or a Renewal for a Secure Services Order \[CS1608\]](#)

[Secure Services Certificate \[CS1620\]](#)

[Secure Services Plan \[CS3511\]](#)



[Checklist for Court Documents](#)

To report a broken link click [here](#).

Superseded

# Practice Supports

Practice Support:	<b>Accessing Secure Services via a Secure Services Order</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">5.4.1 Accessing Secure Services via a Secure Services Order</a>	Revision Date: January 13, 2020
		Page 1 of 5

## Child Intervention Practice Framework Principles

Applying for a secure services order entails transparent casework to demonstrate to the Court why the child or youth is at imminent risk or a risk to others. This information is shared appropriately and collaboratively with the guardians. The decision to apply for a secure services order is made in collaboration with a casework supervisor, the child or youth's support network and service providers after all less intrusive measures have been exhausted. CS recognizes the guardians' rights and responsibilities and makes every effort to include the guardians in the decision-making process.

When deciding to access secure services via a secure services order for children or youth, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Initial Secure Services Order (Maximum 5 days)

An initial secure services order can be made for a maximum of 5 days (all days count including the day the order was granted.)

Provide factual and concise information to the court as evidence of how the child or youth meets the criteria. Ensure the application contains as much current detailed information to support the application as it may be used as the Director's evidence.

Complete the Notice and Application for Secure Services Order or a Renewal for a Secure Services Order [CS1608] per s.44(1) and file with the court. The court will hear an application on an ex parte basis. Service of the application is not required.

Request Court ordered police assistance to transport the child or youth to the secure services facility or consider alternative transportation options available.

The caseworker is responsible for notifying the secure services facility of the child or youth’s medical history and applicable diagnoses, the child or youth’s substance use (if applicable), and any potential health risks that the child or youth may have.

The following chart can be used to assist caseworkers in counting days under a secure services order and ensure the Renewal of a Secure Services Order is filed before the next court hearing:

Initial SSO Granted	Fifth Day After Initial Order Granted	Last day for Continuation Application to be Made
Monday	Friday	Friday
Tuesday	Saturday	Friday
Wednesday	Sunday	Friday
Thursday	Monday	Monday
Friday	Tuesday	Tuesday
Saturday	Wednesday	Wednesday
Sunday	Thursday	Thursday

**NOTE:** The Notice and Application for a Secure Services Order or a Renewal of a Secure Services Order [CS1608] is a multi-use form. It is used to obtain an initial 5 day ex-parte secure services order; the 5 day secure services continuation; the 20 day secure services renewal following a secure services order under s.44(4) and following the 7 day secure services order under s.43.1.

**Service Requirements for the Initial Secure Services Order**

Per s.44(3), if the court grants an initial secure services order:

- serve the child or youth with a copy of the order not more than one day after the order was granted, and
- notify the guardian immediately in writing or by orally advising the guardian.

**Continuation of the Secure Services Order (Maximum 5 days)**

Consult with Casework Supervisor and staff at the secure services facility to determine whether further assessment and stabilization is warranted. If a further period of time is required to stabilize or assess and prepare a Secure Services Plan for services, apply for a continuation of the secure services order under s.44

(4) (maximum 5 days including the date on which the order was granted and all days count).

Provide factual and concise information to the court as evidence of how the child or youth meets the criteria. Ensure the application contains as much current detailed information to support the application as it may be used as the Director’s evidence. Complete a Notice and Application for a Secure Services Order or a Renewal of a Secure Services Order [CS1608] and file it with the court prior to the expiry of the initial secure services order.

Confirm with the facility that a referral has been made to LRCY for the appointment of a lawyer for the child or youth.

Continuation Application Made	Fifth Day After Continuation Order Granted	Last Day for Renewal Application to be Made
Monday	Friday	Friday
Tuesday	Saturday	Friday
Wednesday	Sunday	Friday
Thursday	Monday	Monday
Friday	Tuesday	Tuesday

**NOTE:** If a continuation is not granted, immediately arrange for the release of the child or youth.

Service Requirements for a Continuation of the Secure Services Order

Per s.44(5), serve the child or youth and guardian of the child or youth with a filed copy of the notice and application for a continuation indicating the date, time and place of the hearing not less than one day before the hearing date.

- Complete an Affidavit of Service [CS0508] for each person served and include a copy of the document that was served, attached as an exhibit.
- File the original affidavit(s) of service with the clerk of the court along with exact copies of the document(s) that were served attached as exhibit(s).

Consent

Where a guardian or child or youth indicates a willingness to consent:

- have them sign the Consent by Guardian [CS1612],
- have the child or youth express consent or not consenting through their LRCY lawyer at the hearing,
- File the original consent with the clerk of the court.

## Documentation

Prior to accessing secure services, document on the contact log the less intrusive measures that were explored and why the services were unsuccessful at stabilizing the child or youth.

The casework supervisor must record in the contact log the casework supervisor's approval to apply for a secure services order as well as the 3<sup>rd</sup> Person Consult.

Document in the contact log how the guardian was notified.

Place a copy of the continuation of the secure services order on the child or youth's physical file.

Place a copy of the filed affidavit(s) of service with its exhibit on the child or youth's physical file.

Place a filed copy of any consent on the child or youth's physical file.

Complete all electronic record entries and update the Contact Log. Ensure that the child or youth's placement has been updated in the electronic information system as well as ensure the child or youth's legal status has been updated to reflect the secure services status.

Ensure the Secure Services Plan is entered into the electronic information system and updated accordingly.

Place all legal orders and certificates on the child or youth's physical file.

## Related Information



[4.2.5 Assessment and the Secure Services Plan](#)

[5.4.0 Secure Service Overview](#)

[5.4.3 Secure Services Placement Procedures](#)

[5.4.4 Review of a Secure Services Order](#)

[8.1.2 Legal Representation for Children and Youth](#)



Affidavit of Service [[CS0508](#)]

Consent by a Child 12 Years of Age or Older [[CS1612](#)]

Consent by Guardian [[CS1613](#)]



Notice and Application for Secure Services Order or a Renewal for a Secure Services Order [[CS1608](#)]

Secure Services Plan [[CS3511](#)]



[Checklist for Court Documents](#)

To report a broken link click [here](#).

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# Practice Supports

Practice Support:	<b>Administrative Requests from other Regions and Jurisdictions</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">10.3 Administrative Requests from other Regions and Jurisdictions</a>	Revision Date: January 13, 2020
		Page 1 of 2

## Child Intervention Practice Framework Principles

CS cooperates with other provinces and territories to provide timely response to administrative requests for services. This provides better coordination of supports and services for children, youth and their families, facilitates continuation of services, and ensures that all child intervention concerns are assessed. Working collaboratively with other provinces and territories ensures that children, youth, and families do not experience gaps accessing services or supports they need for their safety and well-being.

When considering administrative requests for services consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Upon receiving an administrative request for services, provide a timely and consistent response according to the Provincial/Territorial Protocol or Policy 10.5 (Intervention).

Contact the regional IP coordinator or DFNA Director to alert them of the request submitted.

If there is a disagreement over an inter-provincial request that cannot be resolved by the casework supervisor, consult with the regional IP coordinator or DFNA Director, or the manager. If necessary, use the dispute resolution process in the Provincial/Territorial Protocol.

If the request is to do a home study, complete a home study report according to the format used in the region.

### Documentation

Document all consultations with a casework supervisor on a contact log in the electronic information system.

Complete all other documentation on a contact log in the electronic information system.

If there is no open file for a child or youth, follow regional standards for filing the documentation.

Update the electronic information system as applicable.

## Related Information



[10.5 Inter-Regional/DFNA](#)



[Provincial/Territorial Protocol on Children and Families Moving between Provinces and Territories](#)

[CICIO User Guide](#)

To report a broken link click [here](#).

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# Practice Supports

Practice Support:	<b>Administrative Reviews</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.4.1 Administrative Reviews</a>	Revision Date: October 19, 2021
		Page 1 of 8

## Child Intervention Practice Framework Principles

CS is committed to the early resolution of disputes that arise during the course of delivering services under CYFEA. Informal dispute resolution mechanisms, which promote collaborative decision-making using a family-centred approach, are used whenever possible when there is a dispute over a director's decision (e.g. Family Group Conferencing). This may result in a reduced need for formal administrative review and appeal mechanisms.

CS works with children and youth, guardians, caregivers, and residential facility applicants, to ensure they are aware of informal and formal dispute resolution mechanisms available. Regardless of the mechanism used, issues are resolved collaboratively, respectfully, fairly, and efficiently. This approach can empower young people and their families to advocate for themselves.

When resolving disputes consider every one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Children and youth who are in care have the right to disagree with a decision and the right to have their concerns taken seriously.

Children or youth may need a support person to assist them in accessing dispute resolution options and to ensure that their voices are heard.

### Informal Dispute Resolution

Arrange for the person or people dissatisfied with the director's decision to talk to the person who made the decision, to try to reach an agreement acceptable by everyone involved.

- Each CS and DFNA has an informal process in place that may include a discussion with a supervisor, manager or Category 4 Director/DFNA Director.

### Matters That Can Go Forward for Administrative Review

A request for an administrative review can be made regarding matters that require delegated decision making authority under CYFEA, including but not limited to the following:

- the director's exercise of discretion when access is court ordered "at the discretion of the director,"
- a licensing decision made by the director,
- the placement of a child or youth into a facility,
- the removal of a child or youth from a facility,
- the refusal of the director to approve financial benefits under the Child and Youth Support Program under s.105.8, or
- the refusal of the director to enter an SFAA under s.57.3 to a person between the ages of 18 and 22 years of age.

### Who Can Request an Administrative Review

The following persons, who are directly affected by a director's decision per s.117.1(1), may request an administrative review:

- a child or youth,
- a guardian,
- a foster parent,
- an individual who has had continuous care of a child or youth for more than six of the 12 months preceding the decision of the director,
- a person who is receiving or may be eligible to receive supports under and SFAA pursuant to s.57.3,
- a person who is refused financial assistance under s.105.8, or
- an applicant for a residential facility license or a renewal of a residential facility license.

**NOTE:** The OCYA is able to submit the written request for an administrative review on behalf of a child or youth. The child or youth is considered a participant in the proceedings and the role of the OCYA is to advocate the rights, interests and viewpoints of the child or youth.

### Matters That Cannot Go Forward for Administrative Review

Certain matters cannot go forward for administrative review, including but not limited to:

- operational or administrative matters, such as the transfer of a file or the assignment of a caseworker,

- financial matters that have provincial fixed rates attached,
- decisions that are made by the director, but not under CYFEA,
- matters where a decision has been made or an opinion formed by someone other than the director and which are integral to case planning, including:
  - a child or youth’s diagnosis,
  - educational planning,
  - probation requirements,
  - assessment findings or recommendations,
- whether the director investigates a report,
- outcomes of child protection investigations, or
- court orders or decisions of the court.

### **Timelines for an Administrative Review**

#### Filing a request for an administrative review

The person requesting an administrative review must do so within 30 calendar days of receiving the director’s decision which they are disputing.

- The 30 days does not include the day that the decision is received, but every calendar day thereafter must be counted, including the day that the written request for an administrative review is received by the director.

Support the person requesting the review to fill out the Request for an Administrative Review of a Director’s Decision [CS1625] form (see below Receiving a Request for an Administrative Review).

#### Completing the administrative review process

An administrative review must be completed within 15 calendar days of the director receiving the written request for an administrative review.

- The 15 days does not include the day that the request is received by the director, but every calendar day thereafter must be counted, including the day that the administrative review team makes a decision.

The decision of the administrative review team must be provided in writing, including the reasons for the decision, not later than the fifteenth day, to the person who requested the administrative review.

The 15-day timeframe cannot be extended, under any circumstances, even if the person who requested the review agrees to an extension.

If the person who requested the review does not receive a written copy of the decision of the administrative review team by the end of the 15 days, the director's decision is deemed confirmed, per s.117.1 (5). This information must be communicated to the person who requested the administrative review.

#### Awaiting the Outcome of the Administrative Review

Continued attempts to resolve the issue can be made via informal mechanisms pending the outcome of the administrative review.

In the interim period between the director receiving the request for an administrative review and the administrative review team making a decision:

- If the decision under review pertains specifically to a child or youth, maintain the current level of services and supports.
- If the decision under review pertains to a licensing decision made by the director, await the decision of the administrative review team before proceeding further.
- If the decision under review pertains to the refusal of a director to approve financial benefits under s.105.8 or to enter an SFAA under s.57.3, await the decision of the administrative review team before taking further action.

#### **Receiving a Request for an Administrative Review**

A request for an administrative review must be provided to the director in writing, using the Request of an Administrative Review of a Director's Decision [CS1625].

When receiving a request for an administrative review:

- Ensure the request is clearly date-stamped when it is received.
- Provide a copy of the date-stamped form to the person who requested the review.
- Forward the request immediately to the responsible manager (manager of the office or program that is responsible for the file), if the request is not received at that worksite.
- The responsible manager must determine if the request for the administrative review meets the legislative criteria.
  - If a request for an administrative review meets the criteria for review per s.117.1, the review must proceed.
  - If a request for an administrative review is received and fails to meet the criteria per s.117.1, the person who requested the review must be advised in writing of the reasons why the request will not proceed and what other dispute resolution mechanisms are available.

- Provide a copy of the request to the OCYA if an advocate is already involved with the child or youth.

### **The Administrative Review Team**

The manager or the DFNA Director who is responsible for the file brings together the administrative review team according to regional procedures.

The administrative review team must be comprised minimally of two senior staff members employed in the administration of CYFEA. At least one team member must be delegated.

- At least one of the two members must be a manager within CS or a DFNA Director.
- The second member must be a manager, a supervisor or a staff member having a classification at least equivalent to a supervisor.

Administrative review team members cannot be in a direct reporting line to the manager of the office where the decision was made, nor can they review:

- their own decision,
- a decision of someone who directly reports to them,
- a decision of someone they directly report to, or
- a decision they were involved in informally reviewing.

Where there is only one manager available, that person becomes the chair of the administrative review team and completes and signs the Administrative Review Decision [CS1625-2].

The manager or DFNA Director ensures the following information is available for the administrative review team:

- a brief description of the decision that is being disputed,
- whether the caseworker discussed with a supervisor or manager that the person requesting the review disagreed with the decision,
- whether a meeting occurred with the caseworker, supervisor and/or manager and the person requesting the review to discuss the decision, and if so, the outcome,
- whether there is documentation on file indicating what attempts were made to resolve the dispute,
- whether other alternative dispute resolution options were presented to the person requesting the review, and
- whether the OCYA is involved.



## Administrative Review Process

### The administrative review meeting

The administrative review team review written or verbal submissions.

If verbal submissions will be heard, the administrative review team will advise the person requesting the review that:

- they can choose to meet without the caseworker being present, and
- they can bring a support person with them to the meeting.
- When the review is conducted in person:
  - A foster parent may have a support person of their choosing in the meeting (e.g. an AFKA representative, a CAST representative).
  - A child or youth may have a support person of their choosing in the room (e.g. an advocate from the OCYA).
  - A caseworker may have their supervisor attend the meeting with them.

A child or youth has the option of sharing information with the administrative review team separate from other parties.

If the foster parents have requested the review, it will be conducted in person.

All parties who have an interest in the review (the child or youth, foster parents, siblings, caseworker) are present and have opportunity to be heard.

The administrative review team may review written submissions in advance.

### Relevant information

The administrative review team reviews all relevant information.

Relevant information will vary depending upon the situation being reviewed, and may include but is not limited to:

- documentation related to consultation with persons involved with the case plan, including the First Nations designate per s.107, if it pertains specifically to the decision,
- the child or youth's Family Enhancement Plan, Tempcare Plan, Ongoing Connections Plan, Transition to Independence Plan or Secure Services Plan,
- documentation submitted by the person who requested the review,
- any file information and policy considered when making the decision under review,

- the rationale for the decision that is under review, and
- the views of the child or youth, where the decision affects the child or youth, and where the child or youth is capable of forming and articulating a view.

### Confidentiality

The administrative review team maintains all confidentiality requirements per CYFEA and FOIP throughout the process. Third party information may not be shared with the person making the request.

### Best Interests

The administrative review team is responsible for ensuring that the decision is made in the best interests of the child or youth, and in keeping with the Matters to be Considered identified in s.2.

### Limits on the decision

The decision may confirm, vary or reverse the original decision.

The decision is limited by legislation, regulation and policy.

### **Follow-Up Requirements**

Verbally notify the person who requested the review of the decision. Send the written decision, within 15 calendar days of the director receiving the request to the person who requested the review, to involved staff, and the OCYA (where applicable).

If the person who requested the review is dissatisfied with the outcome of the administrative review, that person may file an appeal to an appeal panel regarding the original decision, if the eligibility criteria under s.120 are met and if the decision is an appealable matter under s.120(2).

Ensure that the person who requested the review is made aware of the time limits to file a notice of appeal and of the requirement of s.120(3)(a) to attach a copy of the administrative review decision or a statement that the decision is deemed to have been confirmed.

Ensure that the person who requested the review is notified that, per s.120(3)(b), the notice of appeal must be served on the director

- not more than 30 calendar days after the Administrative Review Decision is received

OR

- not more than 45 calendar days after the date when the request for the administrative review was submitted to the director, if the person who

requested the review does not receive the Administrative Review Decision within 15 days of that date.

**NOTE:** If the original decision is appealed, the original decision will remain in effect during the appeal process.

### Documentation

The decision and corresponding rationale for the decision is recorded on the Administrative Review Decision form [CS1625-2] and is placed on the child or youth's physical file or the foster parent's physical file, whichever is applicable.

Ensure that a copy of the administrative review is retained in the child or youth's physical file or foster parent's physical file, whichever is applicable.

Ensure that a copy of the written decision of the administrative review is retained in the child or youth's or the foster parent's file, whichever is applicable.

Ensure that all decisions, consultations, and rationale for decisions are documented in a contact log in the electronic information system.

### Related Information



[1.3.0 OCYA Overview](#)

[1.3.1 Mandatory Notifications](#)

[1.4.2 Appeals to the Appeal Panel](#)

[1.4.3 Appeals to the Court of Queen's Bench – Director as Respondent](#)

[1.4.4 Appeals to the Court of Queen's Bench – Director as Appellant](#)

[Enhancement Policy Manual – Placement Resources](#)



[Administrative Review Decision \[CS1625-2\]](#)

[Notice of an Appeal to the Appeal Panel \[CS1622\]](#)

[Request for an Administrative Review of a Director's Decision \[CS1625\]](#)

[CICIO User Guide](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support: <b>Alerts</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">7.2.1 Alerts</a>	Revision Date: January 13, 2020
	Page 1 of 4

## Child Intervention Practice Framework Principles

Alerts are an important tool used by CS to share critical information including, but not limited to, a child or youth's safety, health, legal risk, and movement of children or youth and families between jurisdictions, with other CS regions, DFNAs and external stakeholders. Creating an alert enables CS to collaborate with CS/DFNA offices, after-hours staff, health officials, and other child welfare jurisdictions, to make efficient and effective decisions for fostering the child or youth's safety and best interests.

When deciding upon using an alert for children or youth or families, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Special Cautions in the Electronic Information System

**NOTE:** In CICIO, an alert is called a special caution.

A special caution can be placed on a person or a provider in the electronic information system. This can include, but is not limited to, information regarding:

- a child or youth's allergies,
- a child or youth's risk of suicide,
- a person's history with opioid use,
- a child or youth's risk of sexual exploitation,
- Youth Criminal Justice Act information,
- behaviours that have posed a risk to self or others,
- histories of violent behaviours towards CS staff, agency staff, or persons in positions of authority.

Consult with a casework supervisor to determine when a special caution is required.

Enter the special caution in the electronic information system.

Notify the person who is the the subject of the special caution, when the special caution is created.

If the family or child or youth cannot be located to investigate a reported concern:

- enter all the information that could be gathered in the electronic information system,
- close the intake,
- indicate in the intake notes that the investigation could not be completed.

Review special cautions quarterly and/or upon the closure of a case and update as required.

- Upon review, a special caution can be end-dated.

A history of all special cautions for a person or a provider (current and previous) is maintained and can be viewed from the special cautions page in the electronic information system.

### **Aggressive or violent situations**

When a caseworker, worksite, or related staff is verbally or physically threatened, a special caution is required to identify a violent or potentially violent situation as a safety precaution.

- The events and circumstances should be documented.
- Notify the person that a special caution has been placed in the system.

In consultation with the casework supervisor, attempts should be made to resolve the situation with the person who is the subject of the special caution.

If the situation is resolved the special caution should be ended with a notation as to how it was resolved.

If the situation cannot be resolved, the special caution should be reviewed quarterly for relevance, and ended when it is resolved.

The person who is the subject of the special caution must be notified in writing, and verbally whenever possible, that the special caution has been ended.

### Interprovincial/Canada Wide Protection Alerts

To send an Interprovincial or Canada Wide Protection Alert to other provinces or territories:

- Complete the Interprovincial Child Protection Alert template.
  - Complete any dates in the template by writing out the complete date (e.g. January 15, 2010).
- Send the completed template by e-mail to the Ministry Inter-provincial contact at [CS.ABInterProvincial@gov.ab.ca](mailto:CS.ABInterProvincial@gov.ab.ca), requesting distribution.

When receiving Canada Wide Protection Alerts:

- Forward the alert to the Ministry Inter-provincial contact or the regional Inter-provincial coordinator, who will post a special caution on the electronic information system.

To cancel a Canada Wide Protection Alert:

- Send an e-mail to the regional Inter-provincial coordinator or the Ministry Inter-provincial contact, identifying the alert and the rationale for cancelling it and request that the alert be ended.

### Documentation

Document all contacts, consults, reviews, decisions and their rationale, in the electronic information system.

#### Canada Wide Protection Alerts

Ensure that a special caution, addressing the concern, has been entered in the electronic information system.

If the originating province cancels the alert earlier than the expected end-date, the Inter-provincial contact enters the end-date on the electronic information system to close the special caution.

## Related Information



[Freedom of Information and Privacy Act](#)



[Inter-Provincial Child Protection Alert template](#)



[The Provincial/Territorial Protocol on Children and Families Moving between Provinces and Territories](#)

[CICIO User Guide](#)

To report a broken link click [here](#).

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# Practice Supports

Practice Support:	<b>Allowances and Christmas Gifts</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">9.4.3 Camp/Vacation Allowance</a> <a href="#">9.4.4 Recreation Allowance</a> <a href="#">9.4.5 Christmas Gifts</a>	Revision Date: October 19, 2021
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## Child Intervention Practice Framework Principles

CS ensures a child or youth in the care of the director has opportunities to participate in camp or vacation, social and recreational activities and receives Christmas gifts. Working collaboratively with the child or youth, guardian, caregiver and support network to discuss and make decisions about camp, vacation and recreational activity options will help everyone involved to understand the child or youth's desires and interests. As the child or youth participates in these activities, they build new relationships and connections, and develop healthy lifestyle patterns.

Christmas gifts provide opportunities for the child or youth to be connected to and feel included as they practice cultural or religious traditions.

When planning and making decisions for a child or youth regarding camp allowance, recreation allowance and funds for Christmas gift consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Camp/Vacation Allowance

#### A Child or Youth Living in Foster Care, Kinship Care, and Child and Youth Facilities

Once a year the caregiver may claim the annual maximum allowance for a child or youth to attend camp or go on vacation according to the Caregiver Rate Schedule [FC1263].

To receive a camp/vacation allowance:

- Caregivers discuss the plan for camp or vacation with the child or youth, guardian, caseworker and support network prior to the event.
- Caregivers can claim the vacation allowance one month prior to the vacation using the Child Maintenance Invoice form [CS0011].



If the cost is less than the maximum allowable, the remainder of the allowance may be used for another camp or vacation within the same calendar year.

If the child or youth is travelling outside Alberta for camp or vacation, they must have a Travel Authorization form [CS2651] with them.

The caregiver continues to receive their monthly basic maintenance fee and skill fee while on vacation.

A child or youth in residential care is entitled to a camp/vacation allowance if they attend a camp independent of their residential setting. If the residence offers a camp program with its own staff, it may invoice the usual residential per diem rate for the child or youth.

#### Costs Exceeding the Maximum Allowance

When costs for the camp/vacation exceed the maximum allowance the caregiver may request payment for the actual cost of the camp/vacation. Forward this request to a casework supervisor who decides whether to pay the additional cost by considering:

- the benefit to the child or youth,
- the appropriateness and cost of alternative care if the caregiver were to vacation without taking the child or youth, what costs are being covered by the guardian, caregiver, support network, child or youth.

If additional camp/vacation costs are approved, they will be paid for using the Purchase Authorization and Invoice form [CS0018C].

#### A Youth in Independent Living

A youth in independent living, up to age 18, may attend camp or go on vacation and claim the maximum allowable per calendar year.

To receive from the camp/vacation allowance:

- The youth discusses the plans for camp or vacation with the caseworker, guardian and support network prior to the event.
- The youth confirms vacation plans and ensures with the caseworker, guardian and support network that safety measures are in place.

The youth can claim the camp/vacation allowance one month prior to the vacation using the Child Maintenance Invoice [CS0011] form, or if more appropriate, travel costs can be paid directly using the Purchase Authorization and Invoice [CS0018C].

If the cost is less than the maximum allowable, the remainder of the allowance may be used for another camp or vacation within the same calendar year.

If a youth is travelling outside Alberta for camp or vacation they must have a Travel Authorization [CS2651] form with them.

#### Costs Exceeding the Maximum Allowance

When costs of the camp/vacation exceed the maximum allowance the youth may request payment for the actual cost. Forward this request to a casework supervisor, who decides whether to pay the additional costs by considering:

- the benefit to the youth, and
- what costs are being covered by the youth or parent/guardian.

Approved additional camp/vacation costs will be paid for using the Purchase Authorization and Invoice [CS0018C].

#### Recreation Allowance

If a child or youth expresses interest in a sport, creative art or recreational activity:

- Discuss the activity with the child or youth, their guardian, caregiver and support network to determine the child or youth's opinion and level of interest.
- If it is a high risk activity, discuss the benefits and worries involved in the activity with the child or youth, guardian, caregiver and support network and then seek approval from a manager or DFNA Director.
- Discuss the costs of the activity and the equipment or supplies needed with the guardian, caregiver and support network.

When recreational activities include costs for sports equipment, musical instruments or other such items, the caregiver will consider:

- the community standard for such items for a child or youth that age,
- the availability of the item second-hand, and
- the trade-in value of previous items purchased for the child or youth.

Work collaboratively with the guardian and support network to determine if they can pay for part or the full cost of the activity and provide any other support such as driving to and/or attending activities.

If a parent is able to contribute financially to the child or youth's involvement in the activity, enter into a child support agreement, or obtain a child support order as per s.57.4(1) and 57.5 (1).

In determining whether the child or youth can participate in the activity, work collaboratively with the guardian and support network to consider whether they can continue to financially support the activity once the child or youth leaves the care of the director.

- Consider the effect on the child or youth should they not be able to continue with the activity.
- Determine whether a community resource will sponsor the activity.

#### Costs Exceeding the Maximum Allowance

If the total cost of all recreation activities exceeds the allowable amount, work collaboratively with the guardian and support network to problem-solve. Encourage everyone involved to take responsibility if possible to help the child or youth participate in the activity. A casework supervisor may approve additional spending if needed.

The caregiver, or youth who is living independently, can be reimbursed for the cost of the child or youth's activities by submitting a Child Maintenance Invoice [CS0011] along with the receipt for the activities.

If the case plan does not include the guardian taking responsibility for a child or youth's social and recreational activities, then the caseworker may cover the costs as per the current allowable rates listed in the Caregiver Rate Schedule [FC1263].

#### Christmas Gifts

Encourage the guardian (and parents if they are not the guardians) to choose and purchase a Christmas gift for their child or youth.

#### Purchasing the Gift

If the guardian cannot purchase a gift, advise the caregiver to purchase the gift using the per diem, unless the child or youth was placed in the care of the director after October 31 of that year.

- If the caregiver has more than one child or youth living in their home, ensure that they receive gifts in an equitable manner, with the funds for the gifts being spent equally between each of them.
- Reimburse caregiver using the Child Maintenance Invoice [CS0011] or provide a Purchase Authorization and Invoice [CS0018C] if the child or youth was placed after October 31 of that year.

If the youth resides independently:

- Obtain approval from a casework supervisor to purchase the youth a gift and arrange for reimbursement according to regional procedure.
- If the youth wants to purchase their own gift, discuss with them what this gift will be. Provide them with the Purchase Authorization and Invoice [CS0018C] to fill out, or reimburse them for the gift using the child maintenance invoice.

Financial costs for the gift are negotiated with the caregiver, or youth and according to regional funding. Approval on the amount for the gift is provided by the casework supervisor.

### **Documentation**

Document discussions with the child or youth, guardian, caregiver and support network decisions on a contact log in the electronic information system.

#### Camp/Vacation

For a child or youth going to camp, document details of the camp in a contact log in the electronic information system, including:

- name of casework supervisor approving costs,
- actual cost approved,
- rationale for approval,
- details of travel, and

#### Recreational Activities

Document in a contact log in the electronic information system:

- the total cost of the activity,
- financial contributions the guardian or support network is making for the child or youth's participation,
- the duration of the activity.

If additional funding is approved by the casework supervisor, document in a contact log in the electronic information system:

- date of approval,
- name of casework supervisor approving the over and above costs,
- rationale for the approval,
- details regarding the activity,
- duration of the activity, and
- total cost being approved.

If additional funding is denied by the casework supervisor, document in a contact log in the electronic information system the rationale for the denial.

## Related Information



[4.2.3 Tempcare and Ongoing Connections Plan](#)

[7.4.2 Approving Travel](#)

[Appendix A: A-2 Delegation Schedule](#)



Child Maintenance Invoice [CS0011] – paper form only

Caregiver Rate Schedule [[FC1263](#)]

Travel Authorization [[CS2651](#)]

Purchase Authorization and Invoice [CS0018C] – (voucher) paper form only

[CICIO User Guide](#)

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# Practice Supports

Practice Support:	<b>Appeals to the Appeal Panel</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.4.2 Appeals to the Appeal Panel</a>	Revision Date: May 13, 2021
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## Child Intervention Practice Framework Principles

CS is committed to the early resolution of disputes that arise during the course of delivering services under CYFEA, and whenever possible uses informal dispute resolution mechanisms. An appeal panel is a formal mechanism to resolve disputes regarding a director's decision, and must be undertaken according to legislative requirements in a collaborative, respectful, fair and efficient manner.

CS works collaboratively with people to insure their voices are heard, and that the decisions made together foster the safety and best interests of the child or youth and their family. Appeal panels provide opportunities for continuous improvement, and can empower young people and their families to advocate for themselves.

When resolving disputes consider each one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Ensure the person disputing a director's decision has gone through the Administrative Review process before initiating an appeal to the appeal panel.

- For exceptions, see [Decisions That Can Be Appealed Without An Administrative Review](#) section in this Practice Support.

If a client decides to appeal a director's decision to an appeal panel, ensure that:

- the client is supported to fill out the Notice of an Appeal to the Appeal Panel [CS1622],
- the client is made aware of the timelines identified in s.120(3), and
- the client is made aware of the requirement to attach the written administrative review decision, or a statement concerning the deemed confirmation of the director's decision, to the notice of appeal, if applicable.

Who Can File an Appeal, per s.120:

- a child or youth,
- a guardian of a child or youth,
- a person who has had continuous care of a child or youth for more than six of the 12 months immediately preceding a decision of under s.120(2),
- a person who is receiving or may be eligible to receive support and financial assistance under s.57.3,
- a person who is dissatisfied with terms and conditions imposed by a director with respect to the renewal of a residential facility license,
- a person whose residential facility license has been varied, suspended or cancelled,
- a license holder who is the subject of an order after inspection under s.105.6,
- a license holder whose residential facilities license is not renewed,
- a person whose home assessment study or addendum to a home assessment study for an international adoption was not approved,
- a person who is dissatisfied with the terms and conditions imposed by a director with respect to a conditional license to operate an adoption agency issued under s.88(1)(b),
- a person whose application for a license or renewal of a license to operate an adoption agency is refused under s.88(1)(c), and
- a person whose license to operate an adoption agency has been suspended or cancelled by a director under s.89.

**NOTE:** The OCYA is able to file the notice of appeal on behalf of a child or youth and may be a participant in the proceedings.

Administrative Review Decisions That Can Be Appealed

- Removal from or placement in a residential facility, other than a secure services facility, where the child or youth is the subject of a TGO, PGO or PGA.
- Permitting or refusing to permit any person who has a significant relationship with a child or youth to visit a child or youth who is the subject of a permanent guardianship agreement.
- Refusal or failure of the director to enter into an agreement or apply for a court order where the director is of the opinion that the child or youth is in need of intervention.
- Refusal to provide financial assistance to a private guardian or adoptive parent of a child or youth previously under a permanent guardianship

agreement or order through the Supports for Permanency program under s.56.1 or s.81.

- Refusal to provide support or financial assistance under s.57.3.
- Decision to vary, suspend or cancel a residential facilities license.
- Terms and conditions imposed on a renewal of a residential facility license, but not terms and conditions imposed on an initial residential facilities license.
- Refusal to renew a residential facility license.
- An order after inspection per s.105.6.
- Refusal of the director to approve an international adoption placement applicant.
- Refusal by the director to approve a home study report or an addendum to a home study report of an adoption placement applicant for an international adoption.

Decisions that cannot be appealed:

Decisions that do not fall under s.120 cannot be appealed. Examples include, but are not limited to, the following:

- operational or administrative decisions such as file transfers or caseworker changes,
- investigation outcomes, or
- matters where a decision has been made or an opinion formed by someone other than the director, but integral to case planning, such as child or youth diagnosis, education planning, probation requirements, assessment findings, court orders or decisions of the court.

**NOTE:** Every Notice of an Appeal to the Appeal Panel [CS1622] that is served on the director **must** be forwarded to the Appeal Secretariat.

Decisions That Can Be Appealed Without an Administrative Review:

Per s.120(5), the following persons can proceed directly with an appeal to an appeal panel regarding decisions with respect to the licensing of adoption agencies, without going through the administrative review process:

- a person who is dissatisfied with the terms and conditions imposed on a license under s.88(1)(b),
- a person whose application for a license or renewal of a license to operate an adoption agency is refused under s.88(1)(c), or
- a person whose license to operate an adoption agency has been suspended or cancelled by the director under s.89.



### Timelines for an Appeal to the Appeal Panel

Ensure the person who is disputing the director's decision is aware that a notice of appeal must be filed within 30 calendar days of receiving the disputed decision.

- If an administrative review under s.117.1 is not required, the 30 days begin when the client receives written notice of the director's decision.
  - If an administrative review under s.117.1 occurred, the notice of appeal must be served on the director:
    - not more than 30 calendar days after the Administrative Review Decision is received,
- OR
- not more than 45 calendar days after the date when the request for the administrative review was submitted to the director, if the client does not receive the Administrative Review Decision within 15 days of that date.

### Receiving a Notice of an Appeal to the Appeal Panel

When a notice of appeal is received:

- Inquire whether a lawyer will represent the person making the appeal.
- Sign and date the notice of appeal and immediately submit it to the Appeal Secretariat. Include the name and contact information for the person who will be representing the director.
  - Appeal Secretariat, ATTN: Child, Youth and Family Enhancement email to [CSS.Appeals@gov.ab.ca](mailto:CSS.Appeals@gov.ab.ca) or fax to 780-422-1088.
- Send a copy of the notice of appeal to the regional appeals designate, who will provide consultation and support through the appeal process. Include a copy of the administrative review decision, if applicable.
- If the notice of appeal is for another worksite or region, immediately notify the casework supervisor and forward it to the appropriate worksite, or DFNA.
- If the appeal is regarding a child or youth receiving intervention services, notify the OCYA, using a mandatory notification (see Policy 1.3.1 (Intervention)).

**NOTE:** The Advocate may give evidence in an appeal to the appeal panel per s.17(2) of the *Child and Youth Advocate Act*.

- If a child or youth requires a lawyer at an appeal hearing, make a referral to the Legal Representation for Children and Youth (LRCY) service.

- Consider sending the notice to Legal Services Branch of CS to review for any potential jurisdictional objections.

**NOTE:** The original decision of the director that is being appealed remains in effect until the appeal panel makes a ruling.

### **Legal Representation for the Director**

If the person filing the notice of appeal obtains a lawyer, the director obtains one.

If the director requires a lawyer, advise the regional appeals designate, who will contact the appropriate FASCL office for consultation and assignment of a lawyer.

- Red Deer and areas north of Red Deer call Edmonton 780-422-3715.
- Areas south of Red Deer call Calgary 403-297-3360.

### **Preliminary Appeal Meeting**

The Appeal Secretariat will facilitate a preliminary appeal meeting between the person filing the notice of appeal and the director (including their lawyer if retained, an advocate from the OCYA if applicable, and the LRCY, if applicable) either in person or via videoconference. The appeal panel members do not participate in this meeting.

The purpose of this preliminary appeal meeting is to:

- identify or confirm all parties to the appeal hearing,
- clarify the original decision of the director that is being appealed and the applicable section under CYFEA,
- establish the number of witnesses that will be called and how many days will be needed for the hearing, and
- schedule the hearing and set the dates for the submission of documents.

Any person delegated under CYFEA may be assigned to represent the director at an appeal hearing. This person does not have to be the responsible caseworker.

### **Jurisdiction**

It is the responsibility of the appeal panel to determine if it has jurisdiction to hear the appeal prior to proceeding with an actual hearing.

If the director has a concern regarding the jurisdiction of the appeal panel, it must be raised at the preliminary appeal meeting and a hearing on the matter of jurisdiction may be scheduled.

## Preparing for the Appeal Hearing

### Disclosure package

When preparing the disclosure package for the appeal hearing, determine:

- what information is necessary to support the original decision that is being appealed,
- information the person making the appeal and the appeal panel both need to know, with regard to the factors that contributed to the original decision that is being appealed,
- that the information provided is relevant and specific to the issue at hand, and
- who will vet the information prior to it being provided to the appeal panel and appellant.

Ensure that the disclosure package is correctly vetted to remove third party person information, reported information and privileged information. If there is any uncertainty about what information should be vetted, seek a lawyer's advice.

Always include a summary of the director's case in the disclosure package.

### Prior to the appeal hearing

Discuss and prepare for the appeal process with a supervisor, manager or regional appeal designate, as appropriate.

Review all documents and processes that were involved in the decision and that will be presented at the appeal. Prepare for the appeal hearing in a manner similar to a court process in terms of ensuring an increased understanding of all aspects of the case and the decision.

If a relevant document is a confidential report from an expert, ask the author to appear before the appeal panel to give evidence.

- If this is not possible, the report can be provided if the director contracted the expert to complete the report, or if the report was provided to the director by the guardian for case planning purposes.
- A summary of the findings and/or recommendations of a report may be sufficient.

If it's a child or youth making the appeal, ensure they have assistance to prepare and present the appeal. A lawyer, an advocate from the OCYA or any other person, may represent the child or youth.

Be prepared to respond to the case being made by the person who filed the appeal.

### Presenting at the Appeal Hearing

Present the director's case in a clear, logical and factual manner, addressing the following:

- the decision being appealed, clarifying the reason the decision was made,
- the section of legislation or regulation that the decision was made in accordance with, where appropriate,
- the policy consideration including the relevant section and how it applied to the circumstances,
- the circumstance, events and correspondence that led to the decision,
- the services provided to the client,
- other considerations of the director, and
- the supporting information provided in the disclosure package.

**NOTE:** If the matter being heard by an appeal panel is one that may be returned to the Statutory Director for further consideration, it is strongly suggested that the region arrange for the hearing to be transcribed by a court reporter. If the matter is returned to the Statutory Director for further consideration, the Statutory Director may request a copy of the transcripts. The process for a review by the Statutory Director is outlined in Appendix B-1 of the Enhancement Act Policy Manual.

### Post Appeal Hearing and Follow-Up Requirements

#### Decision

The decision of the appeal panel is limited by legislation and regulation, but **not** by policy.

Certain decisions regarding placement and/or licensing may either be confirmed by the appeal panel or returned to the Statutory Director for further consideration, per s.119(2). If this occurs, the Statutory Director will review the decision and then confirm, vary or reverse the original decision.

An appeal panel may confirm, vary or reverse certain child intervention decisions that may be appealed, per s.119(2.1).

The appeal panel notifies each party of its decision in a detailed written summary, which is sent to each party by the Appeal Secretariat.

### Follow-up

If the appeal panel must return a decision to the Statutory Director for further consideration, this will be identified in the written appeal panel decision provided to each party.

If the decision of the appeal panel conflicts with the legislation or regulation, contact the Family and Surrogate Court Litigation Team immediately.

### **Appealing the Decision of an Appeal Panel**

A decision of the appeal panel may be appealed by any person who was party to the appeal panel hearing, or by the Minister per s.120.1(1).

An appeal must be launched in the Court of Queen's Bench not more than 30 calendar days after the date of the written decision of the appeal panel.

### **Documentation**

Ensure that a copy of the notice of appeal is retained in the child or youth's physical file, or in the foster parent's physical file, whichever is applicable.

Ensure that a copy of the written decision of the appeal panel is retained in the child or youth's or the foster parent's physical file, whichever is applicable.

Ensure that all decisions, consultations, and rationale for decisions are documented in a contact log in the electronic information system.

## **Related Information**



[1.3.1 Mandatory Notifications](#)

[1.4.1 Administrative Reviews](#)

[1.4.3 Appeals to the Court of Queen's Bench – Director as Respondent](#)

[1.4.4 Appeals to the Court of Queen's Bench – Director as Appellant](#)

[8.1.2 Legal Representation for Children and Youth](#)

[Appendix B-1: Matter Returned to the Director for Further Consideration](#)



[Administrative Review of a Director's Decision \[CS1625-2\]](#)

[Notice of Appeal – Appeal Panel Decision \(CYFE Act\) \[CS4034\]](#)

[Notice of an Appeal to the Appeal Panel \[CS1622\]](#)

[Request for an Administrative Review of a Director's Decision \[CS1625\]](#)

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# Practice Supports

Practice Support:	<b>Appeals to the Court of Queen's Bench</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.4.3 Appeals to the Court of Queen's Bench – Director as Respondent</a>	Revision Date: January 13, 2020
	<a href="#">1.4.4 Appeals to the Court of Queen's Bench – Director as Appellant</a>	Page 1 of 7

## Child Intervention Practice Framework Principles

CS responds to appeals to the Court of Queen's Bench in a timely manner with commitment to transparency and accountability. This formal dispute mechanism can create opportunities for continuous improvement within CS, and enables CS to continue to provide intervention services to foster the safety and best interests of children and youth receiving these services.

When dealing with an Appeal to the Court of Queen's Bench consider every one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Appeals to the Court of Queen's Bench may be made regarding an order of the provincial court or a decision of an appeal panel.

- S.114(1) allows for the appeal of any order of the provincial court made under CYFEA, and for an appeal of a refusal of the provincial court to make an order.
- S.120.1(1) allows the decision of an appeal panel under s.119(2.1) to be appealed to the Court of Queen's Bench by any party to the appeal panel hearing or the Minister.

Appeal panel decisions that fall under s.119(2), i.e. decisions that must be returned to the Statutory Director for further consideration, cannot be appealed to the Court of Queen's Bench. Judicial review is available for these matters.

### Who Can Appeal a Court Order Made under CYFEA to the Court of Queen's Bench

A court order under CYFEA can be appealed to the Court of Queen's Bench by:

- a guardian of the child or youth other than the director,
- a person who was a guardian of the child or youth immediately before the order was made,

- the child or youth,
- the child or youth, if the child or youth is the subject of a secure services order,
- a director, or
- the Minister.

#### Who Can Appeal an Appeal Panel Decision to the Court of Queen's Bench

Any party to the appeal hearing or the Minister can appeal a decision of an appeal panel to the Court of Queen's Bench.

Appeal panel decisions that must be returned to the Statutory Director for further consideration under s.119(2) cannot be appealed to the court of Queen's Bench.

#### Timeframe to Launch an Appeal to the Court of Queen's Bench

An appeal must be launched in the Court of Queen's Bench not more than 30 calendar days after the decision of the appeal panel or the date of the provincial court order.

- The 30 days does not include the day that the provincial court order is granted or the decision of the appeal panel is received, but count every calendar day thereafter, including the day that the Notice of Appeal is filed with the Court of Queen's Bench.

#### **Appeals to the Court of Queen's Bench – Director as Respondent**

A Notice of Appeal regarding either an order of the provincial court or a decision of the appeal panel may be served on a caseworker, a FASCL lawyer, or a lawyer.

#### **When a Caseworker is Served.**

- Immediately notify a casework supervisor and the worksite manager. If a lawyer is already assigned to the file, notify the lawyer directly.
- The work site manager will immediately email the Notice of Appeal to the Statutory Director.
  - Mark the email "ATTN: Director of the Child, Youth and Family Enhancement Act" and email to CS.CYFEALegalMatters@gov.ab.ca.
- The Statutory Director will notify the Director of FASCL, of the Notice of Appeal within 5 business days.

#### **When a FASCL Lawyer is Served.**

- FASCL will immediately notify the Statutory Director, and the responsible casework of the Notice of Appeal.



- The Statutory Director will respond to the Director of FASCL in Edmonton or Calgary within 5 business days.

#### **When a Lawyer is Served.**

- The lawyer will immediately notify the Statutory Director, and the responsible casework of the Notice of Appeal.
- The Statutory Director will respond to the Director of FASCL in Edmonton or Calgary within 5 business days

**NOTE:** Matters in the City of Red Deer and north of Red Deer are managed by FASCL in Edmonton. Matters south of Red Deer are managed by FASCL in Calgary.

#### Ongoing Communication, Case Management, and Trial Direction

The Statutory Director will:

- establish the position of the director for the court proceedings,
- specify which types of communications the Statutory Director must be copied in on,
- indicate the level and type of involvement that the Statutory Director will have in ongoing case management and in the court proceedings, and
- confirm the position of the director regarding the proceedings on a regular basis with a lawyer and CS.

Unless otherwise specified by the Statutory Director.

- CS will keep the Statutory Director informed by providing copies of reporting memorandums and e-mails regarding trial proceedings.
- CS will continue to provide ongoing case management of the case, in accordance with the position established by the Statutory Director. CS may choose to have senior staff direct case management during the proceedings, on a case-by-case basis.
- CS will provide day-to-day instructions to its lawyer(s) during the trial proceedings, in accordance with the position established by the Statutory Director.

#### DFNA Process

When a DFNA receives a Notice of Appeal, regardless of who is served:

- Immediately give the Notice of Appeal to the DFNA Director.
- The DFNA Director (or their designate) will immediately email the Notice of Appeal to the Statutory Director, so that the Statutory Director is aware of the proceeding.

- Mark the email “ATTN: Director of the Child, Youth and Family Enhancement Act” and email to CS.CYFEALegalMatters@gov.ab.ca..
- Immediately notify the DFNA lawyer, if they were not served with the notice.
- Notify the appropriate First Nations Liaison Unit manager.
- Ensure that up-to-date information regarding court proceedings is communicated to the Statutory Director.

### **Appeals to the Court of Queen's Bench – Director as Appellant**

#### Staying the Execution of an Order

The staying of the execution of an Order can be granted regarding both provincial court orders, per s.115 and decisions of the appeal panel, per s.120.1 (3).

A lawyer must make the application to the Court of Queen's Bench for a stay after an appeal panel decision.

- If a lawyer does not represent the director at the time the order is made, the caseworker can, after the necessary consultation, apply for the stay at the time the order is granted.

If the caseworker believes a stay is necessary, immediately consult with a casework supervisor or manager to determine if this is the most appropriate course of action prior to proceeding.

#### Filing an Appeal

The following steps must be completed by CS:

1. Consult a senior manager if an appeal is being considered.
2. The senior manager will consult with FASCL for a legal opinion as to whether an appeal is legally supportable.
3. When a decision to pursue an appeal has been made:
  - If the director was not represented by a lawyer when the provincial court order was granted, or when the decision of the appeal panel was made, request to the Director of FASCL in Edmonton or Calgary to secure the written rationale for pursuing the appeal.
  - If the director was represented by a lawyer when the provincial court order was granted or the decision of the appeal panel was made, CS staff may consult with a lawyer already assigned to the file to secure the written rationale for pursuing the appeal.

4. The Category 4 Director (or designate) must submit a request for approval to proceed to the Court of Queen's Bench, to the Statutory Director within 8 calendar days. The request must minimally include:
  - the case name, ID number and date of the provincial court order or appeal panel decision,
  - a copy of the provincial court order or written decision of the appeal panel,
  - a copy of the court report or disclosure package, if requested,
  - a copy of the stay of execution, if applicable,
  - the name of the senior manager who consulted with the lawyer,
  - the name of lawyer(s) assigned to the file, and
  - the written legal recommendation supporting the request to proceed.
5. The Statutory Director will review the request and consult with the Director of CS/CSS Legal Team for the Ministry.
6. The Statutory Director will provide CS with one of the following responses within 7 calendar days:
  - Approval to proceed – The Statutory Director supports the request and will establish the position of the Ministry. CS will give day-to-day instructions to the lawyer regarding the court proceedings, in accordance with the position established by the Statutory Director. The Statutory Director will be copied in on correspondence related to the appeal proceedings.
  - Approval to proceed – The Statutory Director supports the request and will establish the position of the Ministry. The Statutory Director (not CS) will provide day-to-day instructions the lawyer regarding the court proceedings.
  - No approval to proceed – The Statutory Director does not support the request. CS cannot make application for an appeal to the Court of Queen's Bench.
7. The Statutory Director provides the Director of FASCL in Edmonton or Calgary with a copy of the response that is provided to CS. Either a FASCL lawyer will be assigned or the appropriate lawyer will be retained.

#### Ongoing Communication, Case Management, and Trial Direction

The Statutory Director will:

- establish the position of the director for the court proceedings,
- specify which types of communications the Statutory Director must be copied in on,

- indicate the level and type of involvement that the Statutory Director will have in ongoing case management and in the court proceedings, and
- confirm the position of the director regarding the proceedings on a regular basis with a lawyer and CS.

Unless otherwise specified by the Statutory Director:

- CS will keep the Statutory Director informed by providing copies of reporting memorandums and e-mails regarding trial proceedings.
- CS will continue to provide ongoing case management of the case, in accordance with the position established by the Statutory Director. CS may choose to have senior staff direct case management during the proceedings, on a case-by-case basis.
- CS will provide day-to-day instructions to the lawyer(s) during the trial proceedings, in accordance with the position established by the Statutory Director.

#### DFNA Process

The DFNA Director (or designate) must submit information regarding the case to the Statutory Director within 10 calendar days of the provincial court order or the appeal panel decision. Minimally, this should include:

- the case name, ID number and date of the provincial court order or appeal panel decision,
- a copy of the provincial court order or written decision of the appeal panel,
- a copy of the stay of execution, if applicable
- the name of the person who consulted with the lawyer,
- the name of the DFNA lawyer(s) assigned to the file, and
- confirmation of a legally supportable position.

Ensure that up-to-date information regarding court proceedings is communicated to the Statutory Director and the appropriate First Nations Liaison Unit manager. The Statutory Director will be available in a consultative and support capacity to the DFNA.

#### **Documentation**

Ensure that a copy of the notice of appeal is retained in the child or youth's physical file or foster parent's physical file (whichever is applicable).

Ensure that a copy of the written decision of the appeal panel is retained in the child or youth's or the foster parent's physical file (whichever is applicable).

Document all decisions, consultations, and rationale for decisions in a contact log in the electronic information system.

## Related Information



[1.4.2 Appeals to the Appeal Panel](#)

[1.4.3 Appeals to the Court of Queen's Bench – Director as Respondent](#)



[Alberta Rules of Court](#)



Notice of Appeal – Appeal Panel Decision [[CS4034](#)]

Notice of Appeal – Provincial Court Order [[CS4035](#)]

Notification of an Appeal to the Court of Queen's Bench – Memorandum [[CS0012](#)]

Response to Notification of an Appeal to the Court of Queen's Bench – Memorandum [[CS0014](#)]

[CICIO User Guide](#)

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# Practice Supports

Practice Support: <b>Apprehensions</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">5.3.1 Apprehensions</a>	Revision Date: January 13, 2020
	Page 1 of 8

## Child Intervention Practice Framework Principles

CS makes every effort to ensure children and youth are safe. When less intrusive measures cannot adequately protect the child or youth, decisions will need to be made to apprehend. Involving the child or youth's family and support network in safety planning fosters positive relationships and facilitates better decision-making for the child or youth's safety and well-being. Engaging in collaborative discussions with the support network prior to and after an apprehension ensures that the child or youth is safe, connections are maintained, and plans to reunify the family as soon as possible are explored.

When making decisions about apprehensions consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

In consultation with the casework supervisor, determine under which section of 1 (2) the apprehension will be executed.

**NOTE:** Apply to the court for an apprehension order in person where possible. This method is reflective of best practice. If it is impractical to appear in court in person, apply by telecommunication for an apprehension order. Be prepared to explain the circumstances that make attendance in person impractical.

### Prior to Applying for an Apprehension Order

Prior to applying for an apprehension order, ensure that all of the following criteria have been met:

- A Family/Natural Supports meeting and an In-Care Consult (a type of 3<sup>rd</sup> Person Consult) must occur prior to bringing a child or youth into care. If a child or youth comes into care on an emergency basis, the Family/Natural Supports meeting must occur within 48 hours.

- An In-Care Consult must occur prior to apprehending a child or youth.
- A Genogram should be initiated at Family/Natural Supports meetings to include both sides of the family with as much information as possible and be continuously updated throughout the child or youth's involvement with CS. The Genogram should explore potential Kinship caregivers if the child or youth is unable to remain in parental care.
- Complete the Sibling Registry/Kinship Search Request [PAR3627] and send to PAR to identify any potential siblings, family connections and potential caregivers for the child or youth.
- For an Indigenous child or youth, or a child or youth self-identified as Indigenous, a collateral to the DFNA, First Nations designate, or Métis Resource person has to occur to gather information that may be of benefit when making decisions around what is best for the child or youth and whose involvement may support the family. This is an important aspect of engaging Indigenous partners and supporting families in a culturally appropriate, collaborative, and meaningful way. It is also important to engage with agency partners or community members that are able to provide a multicultural perspective to assist in considering any cultural, spiritual, or religious aspects of a family's life into the decision-making.

### **Apprehension Orders**

#### Application for Apprehension Order by way of personal appearance in court:

- Complete and file an Application for an Apprehension Order [CS1602].
- Make an ex parte application before a judge, or justice of the peace if no judge is available, under s.19(1). Service of the application is not necessary.
- If needed, request an order to enter by force under s.19(1)(b). Be prepared to provide the full address to the court.
- If an apprehension order is granted:
  - obtain a copy of the order from the court, and
  - execute the order as soon as possible.

#### Application for Apprehension Order by way of telecommunication:

- Assemble the information necessary per s.19(8) for an application for an apprehension order and the Facsimile of Apprehension Order [CS1636].
- Phone the court administrator in the nearest court and ask to make an application to a judge. (This application is made ex parte and service of



the application is not required.) Courts are located in Calgary, Edmonton, Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat and Red Deer.

- If the nearest court cannot provide a judge, phone the Edmonton or Calgary Courthouse and ask to make an application to a judge or, if not available, to a justice of the peace.
- If it is outside of business hours (8:30 AM to 4:00 PM), phone 1-800-661-1907.
- Present to the judge or justice of the peace per s.19(8):
  - the circumstances, in the opinion of the director, that make it impractical to appear personally in court,
  - the identity of the child or youth, if known,
  - the grounds for believing that the child or youth is in need of intervention,
  - any attempts to preserve the child or youth in the home, the information gathered from the support network and plans to maintain the child or youth's relational connections including plans to explore kinship care, if appropriate.
  - the grounds for believing that the child or youth will be found in the place or premises to be searched,
  - a statement of any prior application for an order under s.19 for the same child or youth, and
  - where a child or youth has been removed from the custody of the director without the consent of the director, the authority under which the director has custody of the child or youth and the grounds for believing that the child or youth may be found in the place or premises,
- If needed, request an order to enter by force under s.19(1)(b). Be prepared to provide the full address to the court.
- If an apprehension order is granted:
  - complete a facsimile of apprehension order, and
  - execute the order as soon as possible.

## **Emergency Apprehensions**

### Criteria

In consultation with the casework supervisor, determine that the child or youth meets the criteria for an emergency apprehension. s.19(12):



- The director has reasonable and probable grounds to believe that the child or youth's life or health is seriously and imminently endangered because:
  - the child or youth has been abandoned or lost,
  - the child or youth has no guardian,
  - the guardian is unable to provide the necessities of life because the child or youth has left the custody of the child or youth's guardian without the guardian's consent, or
  - the child or youth has been, or there is substantial risk that the child or youth will be, physically injured or sexually abused.

If the child or youth meets the emergency apprehension criteria or if a child or youth was removed from the custody of the child or youth's guardian without the guardian's consent and the emergency apprehension criteria are met, apprehend the child or youth without an order per s.19(14).

### Executing an Apprehension

Prior to executing an apprehension, develop a safety plan as part of the Family/Naturals Supports meeting or In-Care consult that provides for the safety of those involved in the apprehension, including the child or youth, other persons who may be present and the caseworker.

If required due to safety concerns or anticipating that the family will not allow the caseworker entry, request peace officer assistance in the execution of the apprehension order.

- Execute the apprehension as soon as possible.

**NOTE:** Once an apprehension order is granted, it can be executed by any caseworker delegated under CYFEA within the province of Alberta.

- Advise those present with the child or youth that the child or youth is being apprehended under CYFEA and, where applicable, show the order/facsimile of the order when taking custody of the child or youth.
- Complete the Notice of Apprehension [CS1629] to notify the guardian of the reasons for the apprehension and of any intention to confine the child or youth at the time of, or immediately after, the apprehension. Provide the guardian with the number of the nearest Legal Aid Alberta office.
- If after reasonable effort the guardian cannot be informed in writing, notify the guardian orally of the reasons for the apprehension and any intention to confine the child or youth. Provide them with the number of the nearest Legal Aid Alberta office.

- Place the order or facsimile and a copy of the notice of apprehension on the legal section of the child or youth's file.
- Notify the child or youth's support network of the apprehension and the First Nations designate or Métis Resource person, if the child or youth is Indigenous. Explore supports and connections for the child or youth that could be identified through these conversations.
- Record the circumstances of the apprehension, how the guardian was notified and if the guardian was not notified, of the efforts made to notify the guardian, on a contact log in the electronic information system.
- If the situation changes such that an apprehension is no longer warranted because of new information not presented to the judge or justice of the peace, do not execute the order. Review the situation with your casework supervisor to determine a course of action.

### **Forced Entry**

If it is anticipated that the director will not be allowed access to the child or youth:

- apply for an order to enter by force in court under s.19(1)(b) or by telecommunication under s.19(5) when applying for an apprehension order, or
- enter by force under s.19(13) without an order only when executing an emergency apprehension.
- Request peace officer assistance to enter by force.

### **Treatment**

If the child or youth requires essential medical, surgical, dental or other remedial treatment recommended by a physician or dentist before the custody hearing, refer to the Policy 5.3.7 (Intervention).

### **Secure Services**

If an apprehended child or youth requires secure services, refer to Policy 5.4 (Intervention).

### **First Nation Child or Youth**

If there is reason to believe that a child or youth is a First Nation child or youth and a member of a band, involve the First Nations designate per s.107. Refer to Policy 2.1.1 (Intervention).

- If a child or youth is living on a reserve and must be apprehended:

- Work collaboratively with DFNA staff and/or the First Nations designate to identify any protocols negotiated between the reserve and CS to execute the order and develop a plan to mitigate any potential conflict.
- If access to the child or youth is denied, obtain RCMP assistance.
- If the RCMP apprehends the child or youth under s.19(12) or (14), assume case responsibility as soon as possible.
- Contact the First Nations designate on the day of apprehension if the child or youth is ordinarily a resident on reserve.

### Early Return

If the child or youth may be safely returned to the guardian within 2 days after being apprehended:

- Discuss the circumstances with a casework supervisor including the change in circumstance that made the child or youth's return possible.
- Work collaboratively with the child or youth, guardian, and the support network to determine that the child or youth's safety, security and development can be protected in the guardian's custody.
- Develop a safety plan with the child or youth, guardian, and network members.
- After a safety plan has been developed, tried and tested, utilizing the support network, return the child or youth to the guardian.
- A Family/Natural Supports meeting should occur at the time of reunification to ensure that everyone is aware of their roles, responsibilities, and expectations in keeping the child or youth safe.
- No court application is required.

When calculating the number of days exclude the day of apprehension and include all other days. Include the day the child or youth is returned.

### Application Following an Apprehension

After taking a child or youth into the custody of the director under an apprehension, determine with the casework supervisor what action to take and which application(s) to make.

Ensure a Family/Natural Supports meeting and 3<sup>rd</sup> Person Consult occur after an apprehension prior to a change in legal status. These can also help determine which application is most appropriate.

Per s.21(1), if a child or youth is not returned within 2 days, the director must apply for:

- a SO,
- a TGO and interim custody,
- a PGO and interim custody, or
- an order to return.

**NOTE:** An application following an apprehension must be heard not more than 10 days after the child or youth is apprehended per s.21(3).

Per s.21.1(5.1) the court may hear a motion for an adjournment of an application after an apprehension by videoconference if the court is satisfied that it is proper to do so.

To have a motion for an adjournment of an application after an apprehension heard via videoconference:

- Contact the clerk's office to arrange a time for the judge to hear the motion for an adjournment.
- Book a videoconference room where the caseworker can have the motion of adjournment heard. Present evidence supporting the motion for an adjournment.

### **Family Time**

Attempt to reach an agreement with the guardian regarding family time with the child or youth during the period before the hearing as early as possible to ensure connections are maintained with the guardian, family, and the child or youth's school.

### **Documentation**

The casework supervisor will record the In-care Consult, decision, and approval to apprehend on a contact log in the electronic information system.

Ensure the electronic information system is updated under the legal, placement and plans tabs.

Caseworkers, casework supervisors and managers must ensure that all points of consultation, decisions and rationale for decisions are documented on a contact log in the electronic information system.

Record the family time agreed to on a contact log in the electronic information system.

Place a copy of the order on the legal section of the child or youth's physical file.

## Related Information



- [2.1.1 First Nations Designate](#)
- [5.3.2 Supervision Orders](#)
- [5.3.3 Temporary Guardianship Orders](#)
- [5.3.4 Permanent Guardianship Orders](#)
- [5.3.7 Treatment Orders](#)
- [5.3.8 Custody Orders](#)
- [5.4.0 Secure Services Overview](#)
- [5.4.1 Accessing Secure Services via a Secure Services Order](#)
- [5.4.2 Accessing Secure Services via a Secure Services Certificate](#)
- [5.4.3 Secure Services Placement Procedures](#)
- [6.2 Protection Against Family Violence Act](#)
- [7.3.1 Arranging a Placement](#)
- [7.3.2 Placing a Child](#)
- [3rd Person Consult](#)



- [Application for an Apprehension Order \[CS1602\]](#)
- [Facsimile of Apprehension Order \[CS1636\]](#)
- [Notice of Apprehension \[CS1629\]](#)



- [Checklist for Court Documents](#)
- [CICIO User Guide](#)

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# Practice Supports

Practice Support: <b>Approving Travel</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">7.4.2 Approving Travel</a>	Revision Date: October 19, 2021
	Page 1 of 4

## Child Intervention Practice Framework Principles

CS supports children and youth in the care of the director to have positive life experiences through travel, while ensuring all possible steps are taken to maintain their safety. Travel provides a child or youth the chance to see new things, gain cultural awareness, and to connect with people from different places and backgrounds. It can foster Indigenous experience, and support preserving family. CS is child-focused and collaborates with the child or youth, guardian, family, caregiver and support network to plan and make decisions about a child or youth to travelling within Alberta, outside of Alberta, and outside of Canada, when it is in the child or youth's best interests.

When deciding to approve travel for children or youth, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

Ensure all travel is consistent with the child or youth's case plan.

### Child or Youth Travelling Within Alberta

Consult with the casework supervisor about the requested travel.

The casework supervisor considers:

- the purpose of the travel,
- the possibility of interference with any court or access orders, or non-compliance with any order,
- the duration of the travel, and
- any special needs the child or youth may have.

If travel could result in non-compliance with a court order by the director:

- seek legal advice regarding the possible non-compliance with the order,
- consider an application to the court to vary the order to enable the travel to proceed.

Obtain the casework supervisor's approval for the requested travel.

If the director is not the sole guardian of the child or youth, make every reasonable effort to obtain approval from the other guardian.

### **Child or Youth Travelling Outside of Alberta (Within Canada)**

Consult with the casework supervisor about the requested travel.

The casework supervisor considers:

- the purpose of the travel,
- the possibility of interference with any court or access orders, or non-compliance with any order,
- the duration of the travel, and
- any special needs the child or youth may have.

If travel could result in non-compliance with a court order by the director:

- seek legal advice regarding the possible non-compliance with the order,
- consider an application to the court to vary the order to enable the travel to proceed.

Obtain approval from a designated supervisor.

Provide the caregiver with necessary travel documentation.

If the director is not the sole guardian of the child or youth, make every reasonable effort to obtain approval from the guardian. If approval is not received, travel cannot proceed.

**NOTE:** If the child or youth is subject to a CAG, CAY, EAY or an EAG, the director cannot provide consent for travel outside of Alberta. Consent must come from the child or youth's guardian.

### **Child or Youth Travelling Outside of Canada**

Consult with the casework supervisor about the requested travel.

The casework supervisor considers:

- the purpose of the travel,
- the possibility of interference with any court or access orders, or non-compliance with any order,
- the duration of the travel,
- the safety of the destination, and
- any special needs the child or youth may have.

If travel could result in non-compliance with a court order by the director:

- seek legal advice regarding the possible non-compliance with the order,
- consider an application to the court to vary the order to enable the travel to proceed.

Screen all travel destinations on the foreign affairs travel advisory website.

Obtain approval from the Category 4 Director, or DFNA Director or their designate.

Ensure adequate medical/travel insurance is obtained prior to departure.

Provide the caregiver with necessary travel documentation.

If the director is not the sole guardian of the child or youth, make every reasonable effort to obtain approval from the guardian. If the guardian does not provide approval, travel cannot proceed.

**NOTE:** If the child or youth is subject to a CAG, CAY, EAY or an EAG, the director cannot provide consent for travel outside of Canada. Consent must come from the child or youth's guardian.

### **Funding Requests**

See Policy 9.4.3 (Intervention) for approval for over and above costs, where applicable.

### **Documentation**

Document all contacts, consultations, decisions and rationales on the contact log in the electronic information system.

Document the consultation with the casework supervisor in the contact log.

Document approval from a designated supervisor for travel outside of Alberta.



Document approval from the Category 4 Director, or DFNA Director or their designate for travel outside of Canada.

## Related Information



[9.3.4 Obtaining a Passport](#)

[9.4.3 Camp Vacation Allowance](#)



[Travel Authorization \[CS2651\]](#)



[Country Travel Advice and Advisories](#)

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Superseded

# Practice Supports

Practice Support:	<b>Arranging a Placement and Placing a Child</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">7.3.1 Arranging a Placement</a> <a href="#">7.3.2 Placing a Child or Youth</a>	Revision Date: May 13, 2021
		Page 1 of 10

## Child Intervention Practice Framework Principles

CS is committed to placing a child or youth with caregivers who can meet the child or youth's specific needs with the least amount of disruption to their lives. The primary goal, when placing a child or youth out of their parents' care, is to support the child or youth in kinship placements. CS collaborates with the child or youth, family and support network to build capacity within extended family members, to help meet the child or youth's needs. This can preserve family and help the child or youth develop and maintain significant and lasting connections.

Working together with everyone involved allows valuable information to be shared and can leverage family and community strengths to support the child or youth to live in a home that fosters their safety and well-being.

When making placement decisions consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Arranging a Placement

#### Determining Placement Type

Arrange a Family/Natural Supports meeting, prior to the child or youth being placed, to collaboratively discuss any worries, strengths and next steps to determine the child or youth's placement needs. Participants include, but are not limited to:

- child or youth,
- guardian,
- support network,
- DFNA staff or First Nations designate,

- Métis Resource person,
- current caregiver,
- new caregiver, and
- casework supervisor.

There are three types of approved caregivers:

- kinship,
- foster, and
- child and youth facility.

The decision to place a child or youth into kinship care can be made by a caseworker in consultation with their casework supervisor.

The decision to place a child or youth into foster care, or in a child and youth facility, requires the approval of a manager, or their designate, for both initial placement and any subsequent placements.

#### Identifying a Potential Kinship Care Placement

Kinship care, with extended family and community, is the placement option of choice and must be fully explored before considering other placement types.

- If the child or youth is, may be, or self-identifies as Indigenous, work with a First Nations designate or Métis Resource person to identify an extended family member or vested adult to help the child or youth during this difficult transition and/or to provide kinship care.

Prospective kinship caregivers must meet the following eligibility criteria:

- be at least 18 years old,
- be willing to have the identified child(ren) or youth placed in their home,
- understand and be willing to proceed with the approval process.

Refer to Chapter 2 and Chapter 3 (Placement Resources) to complete the application and approval process with prospective kinship caregivers who meet the eligibility criteria.

#### Requesting a Foster Care or Child and Youth Facility Placement

Consider whether a foster home or child and youth facility may be able to meet the child or youth's needs only when there is no potential kinship caregiver within the extended family and community immediately available.

### Foster Care Placement

Complete the Foster Care Placement Needs Scoring Chart [FC3603] to establish the foster home classification required to ensure a child or youth needs be met while in foster care.

- Foster home classifications are Level 1 or Level 2.

Use the Placement Intake Screening [FC3104] to

- indicate the required foster home classification,
- request a foster care placement.

Ensure the manager or their designate has provided approval to request this placement type.

**NOTE:** Foster caregivers are paid according to the classification of the home. Level 1 and 2 homes providing care to a child or youth classified at the specialized level are entitled to receive special rates.

### Advertising for a Foster Care Placement

When a child or youth's specific needs cannot be met by available foster caregivers, consider advertising to recruit new foster caregivers.

When exploring advertising for a foster care placement, engage in collaborative discussions with the child or youth, family, guardian, support network and current caregiver to discuss any worries, strengths and next steps, including why advertising is needed.

Obtain written consent to advertise for a foster placement for a specific child or youth, as follows:

- The child or youth's consent if the child or youth is 12 years or older.
- The guardian's consent if the child or youth is under a CAG or FSCD agreement.
- The guardian's consent if the child or youth is under a TGO. If the guardian is not available, the casework supervisor's consent is required.
- The casework supervisor's consent if the child or youth is under a PGO or PGA.

Ensure the advertisement contains only non-identifying information about the child or youth.

### **Child and Youth Facility Placement**

Request a child and youth facility placement using the Placement Intake Screening [FC3104].

Ensure the manager or their designate has provided approval to request this placement type.

When requesting a child and youth facility placement:

- Ensure that the child or youth meets all of the following eligibility criteria:
  - the child or youth is under the custody or guardianship of the director,
  - kinship, extended family, other caregivers and community resources cannot meet the child or youth's placement needs.
- Consult with the casework supervisor or regional placement process for information about child and youth facilities that are available for the child or youth.
- Prepare a placement information package with third-party personal information and reporter information removed. Include in the package:
  - intake, safety assessments, and/or ongoing assessment records;
  - case planning information, including the Children's Services Planning Form [CS11680] or Transition to Independence Plan [CS3476], genogram and ecomap;
  - the face sheet, providing identifying information for the child or youth;
  - a printout of the child or youth's legal authorities;
  - supporting documents such as recent medical, psychological, educational and psychiatric reports; and
  - progress reports from previous caregivers.

### **Matching the Caregiver to the Child or Youth's Needs**

Ensure that the expertise, experience and capacity of the identified caregiver match the needs and behaviours of the child or youth.

Ensure the caregiver is provided with all available information about the child or youth's needs and strengths, and about their family when relevant to the child or youth's care.

Arrange pre-placement visits between the child or youth and the caregiver.

- Foster and kinship caregivers may receive a per diem for these visits.

Attend any pre-placement meetings as requested by the caregiver.

Discuss ahead of time any supports required by the caregiver to meet the unique needs of the child or youth.

Discuss with the caregiver the need to maintain relational connections through supporting family time with the guardian and siblings.

Ensure the caregiver is able and willing to have the child or youth maintain their cultural connections, and support the caregiver to do so through, for example, training or mentoring. See Policy 7.3.5 (Intervention).

To assist in determining a good match between a child or youth and a caregiver's needs and interests, discuss what family and community-based activities the caregiver has previously chosen to enrol and support other children and youth to participate in, and what the caregiver is prepared to provide for this child or youth.

### **Confirmation of Placement**

Once a caregiver is selected for the child or youth, develop a support plan for the caregiver.

If the child or youth is being placed in foster care, and three or more needs are identified in the "specialized" column of the Foster Care Replacement Needs Scoring Chart [FC3603]:

- Discuss the placement with the child or youth and guardian,
- Follow regional placement procedures,
- Contact the caregiver to make placement arrangements, and
- Arrange for the child or youth to be placed by a caseworker.

### **Emergency/After-Hours Placements**

Follow regional procedures when arranging an emergency placement for a child or youth after hours.

### **Placing a Child or Youth**

Ensure a 3rd Person Consult is completed prior to any placement moves.

Prior to placing a child or youth with a caregiver:

- Ensure that the child or youth understands the reason for the placement and how their significant relationships will be maintained while they are in the placement.

- Provide the child or youth with as much information as possible about the caregiver.
- Inform the child or youth of their procedural rights and ensure they have a copy of the age-appropriate Children Have Rights and Youth Have Rights booklets.
- Discuss, and answer, any questions the child or youth may have such as:
  - Where will I live?
  - What school will I attend?
  - Will I see a counsellor?
  - May I bring my belongings?
  - May I see my friends?
  - May I phone home?
  - May I visit my parent?
  - When may I go home?
  - May I continue with my cultural activities?

Additional Preparation Prior to Placing a Child or Youth

Ensure that the child or youth, guardian, family and caregiver(s) understand the reason for the placement and how their significant relationships will be maintained while the child is in the placement.

Ensure that the guardian is aware that the caregiver will be given information about the child or youth and the family circumstances.

- Encourage the guardian to supply clothing, and ensure that the clothing is appropriate.

Have the child or youth visit the caregiver as many times as they desire before placement.

Arrange to transfer or provide any needed clothing, personal belongings and adequate luggage, according to the standards set by the region.

If appropriate, facilitate contact between the guardian and the caregiver.

Ensure the caregiver clearly understands the date the placement is to occur.

Have face-to-face contact with the caregiver:

- before placing the child or youth,
- at the time of placement, or

- within 48 hours of placing the child or youth.

If the child or youth must change schools:

- Ensure that the local school board can meet the child or youth's educational needs.
- When possible, notify both the current and new school in advance, following the *Success in School for Children and Youth in Care Provincial Protocol Framework*.
- Arrange to transfer or provide any needed textbooks and supplies.

#### Placement of a Medically Fragile Child or Youth

Prior to placing a medically fragile child or youth:

- Ensure a Safety Decision Consult has been completed for high-risk and vulnerable children as per the Practice Support 3<sup>rd</sup> Person Consult.
- Assess and determine the need for a medical alert unit, such as a medical alert system device, based on the circumstances of the child and caregiver. Refer to Policy 9.1.9 (Intervention).
- Ensure that the caregiver is aware of child management techniques that are appropriate for the child or youth, and emergency response methods, including the use of 911.
- Ensure that the caregiver has all the support needed to provide the level of care recommended by the physician. For example, a caregiver may require respite or other assistance to care for a child or youth needing 2-hour supervision or positioning every 2 hours.

#### At the Time of Placing a Child Or Youth

A delegated caseworker must accompany the child or youth to the placement to meet with the caregiver and view the child or youth's room, to ensure they have a safe place to sleep.

Discuss specific matters about the child or youth with the caregiver, including:

- upcoming appointments,
- contact or family time with the child or youth by any significant person, including the guardian, siblings or extended family,
- child management techniques that are appropriate for the child or youth,
- cultural activities (see Policy 7.3.5 Intervention),
- medical needs,
- dietary restrictions, and
- allergies.



Provide the caregiver with:

- Sufficient information on the child or youth's family history, behavioural and developmental needs, significant relationships, strengths and connections to enable the caregiver to meet the child or youth's needs.
- The Delegation of Powers and Duties to a Child Caregiver [CS1631].
- The child or youth's
  - personal health number or alberta health care card
  - Treatment Services Card or treaty authorization number where appropriate,
  - immunization record,
- The latest Children's Services Planning Form [CS11680] or Transition To Independence Plan [CS3476].
- The current Medical Report [CS0006], or medical information about the child or youth.
- In addition to the above, provide kinship caregivers with:
  - A contact/family time schedule (be prepared to assist them in ensuring follow-through on contact/family time).
  - Details on what supports they will receive (e.g. financial, health, etc.).

Advise the caregiver that this information must be stored securely to ensure confidentiality.

Advise the caregiver that they are required to note any changes in medication and submit this information to the caseworker on a quarterly basis.

Support the caregiver to meet the obligations outlined in the Environmental Safety Assessment for Caregivers [FC3606] on an ongoing basis.

Arrange a Family/Natural Supports meeting as close to the time of placement as possible, or soon after, to negotiate the case plan responsibilities. Include the child or youth, where appropriate and the:

- family,
- guardian,
- First Nations designate or Métis Resource person,
- current caregiver,
- new caregiver, and

- casework supervisor.

### Documentation

Record all contacts and information gathered about possible placements on a contact log in the electronic information system.

Caseworkers, casework supervisors and managers must ensure that all points of consultation, approvals for choosing the selected caregiver and rationale for decisions are documented in the electronic information system.

Update the placement in the electronic information system.

When a child or youth has been moved from one placement to another, complete the Placement Review on the electronic information system.

## Related Information



[1.1.1 Recording Contacts and Collection of Personal Information](#)

[1.8 Children's Procedural Rights](#)

[7.3.2 Placing a Child](#)

[7.3.3 Casework Responsibilities During Placement](#)

[7.3.4 Placement Disruptions](#)

[7.3.5 Maintaining a Child's Culture in Placements](#)

[9.1.11 Medical Services Payment Coverage](#)

[Placement Resources](#)

[3.2.7 Environmental Safety – Placement Resources](#)



[Children's Services Planning Form \[CS11680\]](#)

[Transition to Independence Plan \[CS3476\]](#)

[Foster Care Placement Needs Scoring Chart \[FC3603\]](#)

[Placement Intake Screening \[FC3104\]](#)

[Delegation of Powers and Duties to a Child Caregiver \[CS1631\]](#)

[Medical Report \[CS0006\]](#)

[Environmental Safety Assessment for Caregivers \[FC3606\]](#)



[Cribs, Cradles and Bassinets Regulations/Règlement sur les lits d'enfant, berceaux et moïses](#)

[Canada Consumer Product Safety Act / Loi canadienne sur la sécurité des produits de consommation](#)



[Success in School for Children and Youth in Care Provincial Protocol Framework](#)

[Transport Canada](#)

[AHS Safe Sleep – for baby's first year Brochure](#)

[Health Canada - Is Your Child Safe?](#)

[Safe Sleep Video / Sommeil sécuritaire pour votre bébé – la vidéo](#)

[CICIO User Guide](#)

[Children Have Rights Booklet \(11 and under\)](#)

[Children and Youth Have Rights Booklet \(12+\)](#)

To report a broken link click [here](#).

Superseded

# Practice Supports

Practice Support:	<b>Assessing 16 and 17 Year Old Youth</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">3.4 Assessing a 16 and 17 Year Old Youth</a>	Revision Date: January 13, 2020
		Page 1 of 3

## Child Intervention Practice Framework Principles

CS may provide temporary financial assistance for food and shelter to support a youth while assessing whether they are in need of intervention. Collaborate with the youth, guardian, support network and community agencies to ensure the youth's basic necessities are met. This fosters relationship-building and connections who can help support the youth to ensure their basic needs are met while an assessment is underway to determine if they need intervention.

At the same time, using a strengths-based approach to work with the family helps preserve the family unit.

When providing temporary financial assistance during assessment to determine whether a youth is in need of intervention, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Upon receiving a referral of a 16 or 17-year-old youth who may be in need of intervention, determine through the intake and safety phase:

- If the youth believes that it is unsafe to return home, any worries they have and their family's strengths.
- If the guardian can be located immediately, to determine the risk and next steps to the youth of remaining at or returning home,
- If the youth's safety and well-being is at risk as per s.1(2)(a-h) due to their online behaviors.

If the youth is, may be, or self-identifies as Indigenous, ensure a collateral call occurs to a DFNA staff, First Nations designate or Métis Resource person to gather information that may be beneficial when planning and making decisions around what is best for the youth's potential placement. Discuss cultural connections and significant relationships that need to be maintained.

If a youth is in need of intervention and cannot safely return to the care of their guardian, discuss with the youth, guardian and support network to plan on the next steps needed to provide appropriate intervention services.

If the youth is not in need of intervention, support the guardian and family to access supports to resolve disagreements.

- Encourage the family to seek resolution through counselling, a Healing circle or Talking circle, mediation or making their own alternate living arrangements for the youth.

If the youth is not in need of intervention, but the guardian and youth believe that the youth cannot return home:

- Ask the guardian to make private arrangements for the youth to live with another adult.
  - If the guardian cannot or will not provide financial assistance but approves of the adult caregiver, advise the adult caregiver to apply for benefits under the Child and Youth Support Program.
- Refer the youth to Alberta Works.
  - A 16 or 17-year-old youth attending a full-time education program may be eligible for income support. A letter from CS outlining the youth's situation, their need to live independently and indicating that the youth is not in need of intervention is required with the youth's application.
- Ensure the youth's voice is considered in the planning.

If the guardian cannot be located immediately and the youth requires financial assistance:

- One week of financial assistance according to the Alberta Works rates (such as food costs) may be provided to allow time to contact the guardian.
- Ensure that the youth's living arrangements are suitable and that any accommodation costs are within Alberta Works limits.
- If the need for intervention cannot be determined within a week, a manager or DFNA Director may approve providing financial assistance for up to two additional weeks (after Alberta Works funding ends) to allow time to assess the need for intervention.
- If the youth is, may be or self-identifies as Indigenous, connect the youth with a cultural connection, counsellor or an Elder to provide additional support.

If the youth is from another region, DFNA, province or country, see Policy 10.4 (Intervention).

## Related Information



[3.1.2 Intake](#)

[3.1.3 Safety Phase](#)

[3.1.4 Intervention Services Phase](#)

[10.4 Repatriations](#)



[Alberta Works Online Policy Manual](#)

[Child and Youth Support Program](#)

[Learner Policy & Procedures, Learner Eligibility, Exceptions to Eligibility Criteria](#)

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Superseded

# Practice Supports

Practice Support:	<b>Assessment and the Secure Services Plan</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">4.2.5 Assessment and the Secure Services Plan</a>	Revision Date: January 13, 2020
		Page 1 of 4

## Child Intervention Practice Framework Principles

The safety of children and youth is paramount for CS, and CS works collaboratively with children and youth, families, guardians, support network, communities and service providers to create solutions to mitigate safety concerns. Secure services are considered carefully and critically together with everyone involved prior to making a decision, with the end goal of fostering the child or youth's safety and best interests while preserving family whenever possible.

When deciding to use secure services for children or youth, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

A risk assessment must be completed upon a child or youth's entry to a secure services facility.

Collect all relevant documentation (e.g., assessment records, agency reports) and make it available to the secure services facility.

If the child or youth is, may be or self-identifies as Indigenous, incorporate a First Nations designate, Métis Resource person, or appropriate cultural support in the early stages of assessment for secure services.

Work collaboratively with the multidisciplinary team to determine if the child or youth is likely to have sufficiently stabilized during the initial period of confinement (first 10 days) and when the child or youth will be ready for discharge.

### **Multidisciplinary Team**

The multidisciplinary team often consists of but is not limited to, the child or youth's guardian, family, support network, First Nations designate or Métis Resource person where appropriate, and service providers. A secure services intervention brings together the knowledge and collaborative efforts of the multidisciplinary team to assess and create a plan to stabilize and successfully transition the child back into the community.

Consideration must be given to address the child or youth's cultural and spiritual needs as a support while in a secure services setting and as a follow up service after discharge.

### **Family/Natural Supports Meeting Requirements**

A minimum of three (3) Family/Natural Supports meetings must take place with the multidisciplinary team during the course of a maximum 30-day intervention in secure services.

The method used to hold the Family/Natural Supports meetings is negotiable between the child or youth, guardian, family, support network, caseworker, facility and others involved.

The first Family/Natural Supports meeting is the intake meeting, and occurs at the time of placement in a secure services facility.

The second Family/Natural Supports meeting is a planning meeting, which occurs prior to any application for a further period of confinement. The method used to access secure services impacts when the Family/Natural Supports meeting occurs:

- If a 5-day order was granted, the conference should take place prior to the 5<sup>th</sup> day to determine if an additional order of up to 5 days should be requested.
- If a secure services certificate was issued, the Family/Natural Supports meeting should occur prior to the 3<sup>rd</sup> day to determine if an additional order for up to 7 days should be requested.

The purpose of the Family/Natural Supports meeting is to:

- discuss if further assessment is required
- if the child or youth continues to require secure services,
- ensure that the Secure Services Plan [CS3511] has been prepared,
- determine if an additional order for up to 20 days should be requested, and complete the appropriate court documents,



- plan discharge, if the child or youth does not continue to require secure services.

Additional Family/Natural Support meetings may be required depending on the needs of the child or youth and the requirements of the court process.

Prior to discharge, the multidisciplinary team will hold a discharge Family/Natural Supports meeting to discuss and finalize the transition of the child or youth in to their community with relevant supports to address the safety risks that caused the child or youth to be secured.

- The decisions will be reflected in the Secure Services Plan.

### **Assessment and Secure Services Plan**

Involve the child or youth in the development of the Secure Services Plan when possible.

Ensure that all members of the multidisciplinary team are identified and invited to participate in the Family/Natural Supports meetings.

The caseworker reviews the assessment and addresses all components of the Secure Services Plan at the Family/Natural Supports meetings including:

- whether the child or youth continues to meet the criteria for confinement per s.43.1 and s.44,
- the services required to stabilize the child or youth, including arranging for an Elder for traditional healing practices such as in the case of an Indigenous child or youth, or healing options in other cultures,
- the services the child or youth will receive while in secure services, and
- the services required upon discharge.

The Secure Services Plan provides a detailed description of the services and interventions to be provided to the child or youth and addresses four areas of planning which include:

- stabilization,
- safety,
- transition, and
- placement upon discharge.

All parties referenced by the Secure Services Plan are responsible for implementing the tasks according to the document and reporting on the progress at subsequent family/natural supports meetings.

When there are incomplete tasks, the person responsible provides the reasons and Caseworker seeks suggestions from the multidisciplinary team in order to complete or alter the task.

### Documentation

Document the goals, services and tasks agreed upon by the multidisciplinary team on the Secure Services Plan [CS3511] for each area of planning, including who is responsible for what task and the anticipated timelines to meet the goals and tasks.

Ensure that the child or youth's placement has been updated in the electronic information system.

Ensure the child or youth's legal status has been updated in the electronic information system, to reflect the secure services status.

Ensure the Secure Services Plan is entered and attached into the electronic information system and updated accordingly.

Place the notice of review by the child or youth or guardian on the child or youth's physical file.

Place all legal orders and certificates on the child or youth's physical file.

## Related Information



[5.4.0 Secure Services](#)

[5.4.1 Accessing Secure Services via a Secure Services Order](#)

[5.4.2 Accessing Secure Services via a Secure Services Certificate](#)



[Secure Services Plan \[CS3511\]](#)



[CICIO User Guide](#)

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# Practice Supports

Practice Support:	<b>Case Closure</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">3.2.3 Case Closure</a> <a href="#">3.2.4 Leaving the Care and Custody of the Director</a>	Revision Date: October 19, 2021
		Page 1 of 6

## Child Intervention Practice Framework Principles

CS, the child or youth receiving intervention services, their guardian, family and support network must work together to determine how to ensure the child or youth's ongoing well-being when their involvement with CS changes or comes to an end. Collaboration with everyone involved to create a longer-term plan for the child or youth fosters connections, shared decision-making and relationship-building.

Engaging with the child or youth to hear their opinions, address concerns and to provide them with information about their involvement with CS, empowers them to build on their strengths and aligns with family-centred practice.

When planning for a child or youth who will no longer be receiving intervention services, consider every one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Work with the child or youth to ensure their questions and concerns are addressed, and their opinions considered when their case is closed, or they leave the care and custody of the director.

### Case Closure

#### Prior to making the decision

Consult with a casework supervisor and complete a thorough review and analysis of all information gathered during the delivery of services.

Collaborate with the child or youth, guardian, family, support network, and First Nations designate or Métis Resource person (for children or youth who is, may be or self-identifies as Indigenous), to:

- Review the safety plan to ensure it is suitable for the child or youth and has been properly tested and adjusted to the child or youth's needs.
- Discuss roles of family members, service providers, and other support people in the child or youth's life.
- Assess community supports in place, which are fostering the child or youth and family's well-being.

Refer to the relevant policy in Chapter 5 (Intervention) for directions on specific processes for agreements and court orders.

When closing a file:

Complete an Ongoing Assessment [CS11598 or CS11599] for the child or youth, which includes the information and assessment that supports the closure of the file.

Arrange a Family/Natural Supports meeting to create a plan for how to maintain the child or youth's safety and best interests into their adulthood. This plan identifies resources for ongoing supports and community referrals for the child or youth, as required.

Connect the family with community referrals by putting them in contact with a point person.

Where the child or youth is Indigenous or self-identifies as Indigenous, a First Nations designate or Métis Resource person is a good resource for identifying community supports that can benefit the child or youth and family after their involvement with CS ends.

Review the file to determine if the child or youth was eligible for and received the Alberta Resource Rebate cheque.

- Refer to Policy 9.4.8 (Intervention), if the child or youth was eligible and has not received the rebate.

Review the file to determine if the child or youth is/was eligible for an Advancing Futures Bursary.

- Refer to Policy 9.4.6 (Intervention), if the child or youth was eligible and has not received the bursary.

Review the file to determine if a Registered Education Savings Plan (RESP) was set up for the child or youth.

- If the child or youth was eligible and has not received RESP refer to Policy 9.4.7 (Intervention).

Review the file to determine if any other funds are held in trust for the child or youth.

If a youth is aging out of care, discuss any worries or questions the youth or family may have, and empower the youth to maintain their safety and best interests by providing information from their involvement with CS related to:

- family background, except for information that could be harmful or contains third party personal information,
- meaningful relational connections that have been explored during CS involvement,
- developmental history and significant milestones,
- school history with names of schools and grades,
- medical history with details of procedures, childhood diseases, and immunizations,
- possible cultural connections such as Elders, First Nations designates, or Métis Resource persons, and
- potential eligibility for SFAA and the agreement may be entered into at any point until their 22<sup>nd</sup> birthday if they do not sign an SFAA at their 18<sup>th</sup> birthday. See Policy 5.2.6 (Intervention).

Provide the youth with any personal items from the file, including identification documents, report cards, pictures and baptismal certificates.

If releasing file information from a child or youth's record, which may be considered harmful, consult with a casework supervisor on how to best support the person requesting the disclosure from their file.

### **Leaving the Care of the Director**

Planning should occur well in advance of the child or youth leaving the care and custody of the director.

- Arrange for a Family/Natural Supports meeting to plan for the transition to the new living arrangement, and after care services.
- Discuss with the child or youth and caregivers to establish or maintain connections with siblings, and to ensure connections with the child or youth's other important relationships are maintained when they leave care.
- Individuals with connections to the child or youth including family members, non-custodial parents, caregivers, First Nations designates, Métis Resource persons, cultural supports and other significant people in their lives must be involved in the transition planning.

- When the child or youth is, may be or self-identifies as Indigenous, a collateral call to a DFNA staff, First Nations designate or Métis Resource person can provide information when planning and making decisions around what is best for the child or youth's support network, or cultural connections and significant relationships that need to be maintained

When a child or youth returns to guardian or family care, a period of CS support should continue to assist with the transition to their new living arrangement, and to ensure they receive any after-care services required to meet their needs and foster their safety. See Policies 5.3.3, 5.3.4 (Intervention).

When a youth transitions to independence or adult services, a SFAA **must** be offered to provide them the support of a caseworker if they so choose, refer to Policy 5.2.6 (Intervention).

Discuss the resources available to the child or youth, or their family, if they need support from CS in the future.

Discuss and review the appropriate plan with the child or youth, their caregiver, and support network to ensure that all of the goals have been, or will be, met by the time the child or youth leaves the care of the director.

- Focus on the strengths of the child or youth when reviewing plans, discuss concerns, and integrate the preferences of the child or youth as appropriate.

Ensure the child or youth has pertinent information from their record such as family history, pictures, medical records and report cards, and answer any questions they have.

- For more clarification on case-specific questions regarding vetting and release of information consult with the Information and Privacy Office.

Identify any financial benefits or educational incentives for which the child or is eligible and apply for these as appropriate:

- Advancing Futures bursary program – refer to Policy 9.4.6 (Intervention),
- Registered Education Savings Plan (RESP) – refer to Policy 9.4.7 (Intervention),
- Resource Rebate – refer to Policy 9.4.8 (Intervention),
- Any funds held in trust.

If the child or youth has not had a medical, dental or eye examination in the last year, have one completed.

- If the child or youth has outstanding medical or dental appointments that were scheduled prior to the child or youth leaving the director's care, ensure that this information is being passed on to the guardian who is now responsible for the child or youth's care.
- If a youth turns 18 and refuses a SFAA with the director, ensure the child or youth is aware of their medical or dental appointments and the costs associated with them. Assist the child or youth in planning for these appointments and what supports they may be eligible for.

The treatment services card expires when the current legal authority ends. If the child or youth leaves the care of the director before the in-care legal authority expires or is rescinded, retrieve the treatment services card from the caregiver or child or youth and cancel it on the electronic information system.

Cancel Alberta health care by submitting Employee Group Commencement and Termination [[AHC0199](#)].

Cancel any financing being received on the child or youth's behalf.

### Documentation

Complete all electronic entries and update the contact log.

Complete/update the Ongoing Assessment [CS1159, CS11599] and update the legal status in the electronic information system.

Document all contacts, consultations, decisions and rationale for decisions on a contact log, in the electronic information system.

Close program involvement for the child or youth in the electronic information system.

## Related Information



[1.2.6 Releasing Historical information from an Intervention Record](#)

[3.2.3 Case Closure](#)

[4.2.6 Planning for Connections and Permanency](#)

[5. CYFEA Agreements and Orders](#)

[5.2.2 Enhancement Agreement with Youth](#)

[5.2.4 Custody Agreement with Youth](#)

[5.2.6 Support and Financial Assistance Agreement \(SFAA\)](#)

[5.3.6 Private Guardianship](#)

[9.1.3 Medical Care](#)

[9.1.5 Dental](#)

[9.1.6 Eye Care](#)

[9.4.2 Obtaining Funding to Maintain a Child in Care](#)

[9.4.6 Advancing Futures Bursary](#)

[9.4.7 Registered Education Savings Plan Program for Children in Permanent Care](#)

[9.4.8 Resource Rebate](#)



[Employee Group Commencement and Termination \[AHC0199\]](#)

[Intake Template \[CS11191\]](#)

[Ongoing Assessment for EAY, CAY, PGO, PGA and SFAA Legal Status \[CS11599\]](#)

[Ongoing Assessment for FEA, SO, CAG, CO and TGO Legal Status \[CS11598\]](#)

[Children's Services Planning Form \[CS11680\]](#)

[Safety Assessment \[CS3701\]](#)



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# Practice Supports

Practice Support: <b>Case Transfer</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">3.2.2 Case Transfer</a>	Revision Date: October 15, 2020
	Page 1 of 2

## Child Intervention Practice Framework Principles

CS makes every effort to provide services without interruption when a child or youth's case is transferred, regardless of the reason for the transfer.

Collaborate, plan, and coordinate a timely case transfer with the child or youth, their guardian, family, support network, community agency, and the CS or DFNA office. Collaboration during a case transfer keeps everyone involved aware of their responsibilities. It also facilitates shared-decision making, and relationship-building, while fostering the safety and well-being of the child or youth.

In completing a case transfer consider every one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Transferring a case

If the child or youth and/or family transfer within the CS region/DFNA jurisdiction, follow the transfer criteria set within their respective jurisdictions which fit the local community and service delivery requirements.

If the child or youth and/or family transfers outside the CS region/DFNA jurisdiction follow the procedures described in Policy 10.5 (Intervention).

### Documentation

Complete all electronic entries and update the contact log.

Record all contacts, consultations, decisions, and rationale for decisions on a contact log in the electronic information system.

Ensure all electronic entries are up to date.

## Related Information



[3.1.2 Intake – Receiving Referrals](#)  
[10.5 Inter-Regional/DFNA](#)



[Intake Template \[CS11191\]](#)

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# Practice Supports

Practice Support:	<b>Case Transition Between Enhancement and Protective Services</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">3.2.1 Case Transition Between Enhancement and Protective Services</a>	Revision Date: October 15, 2020
		Page 1 of 3

## Child Intervention Practice Framework Principles

Deciding if the safety and well-being of children or youth is best served by moving to or from enhancement or protective services is done in collaboration with the child or youth, their family, and support network. Work with the child or youth, their family and support network to plan for a seamless transition from one service to another so that there is no interruption to services being provided to the child or youth and their family. This approach helps preserve the connections that the child or youth has with their family and community. It also promotes family-centred practice and shared decision-making.

Any transition between Enhancement and Protective services should consider every one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Determine if the service being provided continues to meet the needs of the child or youth, through ongoing assessment, engagement, and collaboration with the family.

Use strategies such as Family/Natural Supports meetings, Family Time, 3rd Person Consults, Immediate and Ongoing Kinship, and Supervisor Consults to:

- assess protective factors,
- assess the child or youth's safety and well-being,
- look for shared solutions that alleviate or mitigate the intervention concerns.

Any decision to change programs must occur in consultation with a casework supervisor and involve the child or youth's family.

- Ensure the family and support network understand why the child or youth is receiving intervention services, and participate in decision-making on how to best address intervention concerns.

### **Transferring a child or youth from enhancement to protective services**

Acquire the appropriate protective services legal authority. This authority must be acquired before the enhancement services involvement ends.

If the child or youth is a First Nation Individual, and an SO, TGO or PGO is granted as per s.107(3), provide a copy of the order to a First Nations designate within 20 days of the court order being granted.

### **Transferring a child or youth from protective to enhancement services**

Work collaboratively with the child or youth and guardian to negotiate an enhancement agreement.

- Thoroughly discuss the components of the agreement to develop realistic expectations, and address any question or concerns.

Engage the family and support network, including a First Nations designate or Métis Resource person when the child or youth is, may be or self-identifies as Indigenous, to assess the child or youth's safety and well-being.

If a First Nations designate or Métis Resource person is involved in the child or youth's case, notify them immediately when the court order for the change is granted and forward them a copy of the court order as soon as it is received.

The enhancement agreement must be completed, signed and in place **before** the protective services file is closed.

**NOTE:** New concerns must be documented on a new Intake [CS11191] and the information assessed.

### **Documentation**

Complete all electronic records and update the contact log.

Record all contacts, consultations, decisions, and rationale for decisions on a contact log in the electronic information system.

Ensure all electronic entries are up to date.

## Related Information



[3.1.2 Intake – Receiving Referrals](#)

[2.1.1 First Nations Designate](#)

[2.1.2 First Nation Individual Registered under the \*Indian Act\*](#)



[Intake Template \[CS11191\]](#)

[CICIO User Guide](#)

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# Practice Supports

Practice Support: <b>Caseworker Contact</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">7.1.2 Caseworker Contact</a>	Revision Date: January 13, 2020
	Page 1 of 5

## Child Intervention Practice Framework Principles

Regular, purposeful and in-person contact with a child or youth, and their guardian and/or caregiver, provides opportunities for collaboration to assess the well-being of the child or youth, access information about their changing needs, and foster relationship-building. Ongoing contact enables CS, the child or youth, their family and support network to build connections, and collaborate on planning and shared decision-making to meet the immediate and long-term needs of the child or youth.

Caseworker contact should be done with consideration of every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Contact Expectations

The minimum caseworker contact expectations are outlined below.

Contact meetings goes beyond basic questions and should discuss the importance of building relationships.

Find meaningful ways to engage with the child or youth, their guardian and/or caregiver, which foster trust between them and the caseworker.

There are two types of contact expectations:

- contact by telephone, and
- face-to-face contact.

In exceptional circumstances, and with the approval of the casework supervisor, a face-to face contact requirement may be met via videoconference.

All first contacts must occur face-to-face, in person.

- This will help the caseworker clearly identify the voice of the child or youth, guardian, caregiver and First Nations designate or Métis Resource person, in future contacts by telephone or videoconference.

The home where the child is living must also be seen in-person on a regular basis.

Regular contact must occur with the First Nations designate or Métis Resource person if a child or youth is, may be, or self-identifies as Indigenous.

**NOTE:** Depending on the child or youth's legal status (see Chapter 5 (Intervention)), the guardian's consent is required to involve the First Nations designate or Métis Resource person in case planning. However, collateral contact to support cultural planning and resources is permitted without consent.

### **Minimum Contact Requirements by Legal Authority**

When a child or youth is receiving child intervention services, minimum contact is required by the legal authority.

For a child or youth who is school-aged, face-to-face contact must be done alone without any adult present, if age or developmentally appropriate.

### FEA

Include in the FEA and the accompanying plan, contact that includes at least:

- One face-to-face contact with the child or youth and guardian every 90 days.
- One telephone contact per month with the child or youth and guardian or custodian.

### EAY

Include in the EAY, and Transition to Independence Plan, contact that includes at least:

- one face-to-face contact with the youth every 90 days, and
- one telephone contact per month with the youth.

### SO

Comply with the contact terms specified in the SO.

Where there are no terms regarding contact specified in the order, seek legal advice.

A copy of the granted SO must be sent to the First Nations designate.

### CAG

Under a CAG, have at least:

- One face-to-face contact with the child or youth every 90 days.
- One telephone contact with the child or youth each month.
- One face-to-face contact with the guardian every 90 days.
- One telephone contact with the guardian each month.

### CAY

Under a CAY, have at least:

- one face-to-face contact with the youth every 90 days, and
- one telephone contact with the youth every month.

### TGO

Comply with the contact terms as specified in the TGO. Where there are no terms regarding contact specified in the order, have at least:

- One face-to-face contact with the child or youth every 90 days.
- One telephone contact with the child or youth per month.
- One face-to-face contact with the guardian every 90 days.
- One telephone contact with the guardian per month.
- A copy of the granted TGO must be sent to the First Nations designate.

### PGO

During the first year a child is under PGO have at least:

- One face-to-face contact with the child or youth every month.
  - In an exceptional situation, a casework supervisor may approve a deviation from this schedule.
- A copy of the granted PGO must be sent to the First Nations designate.

After the first year of guardianship have at least:

- One face-to-face contact with the child or youth every 90 days.
- One telephone contact with the child or youth every month.



**Contact with Caregiver**

Have face-to-face contact with the caregiver before placing a child or youth.

- Under exceptional circumstances this contact may be by phone.

If the face-to-face contact with the caregiver does not occur prior to placement, the first face-to-face contact must occur:

- at the time of placement, or
- within 48 hours of the placement.

Have at least one telephone contact with the caregiver every month, after placing the child or youth.

**Transferring a File**

When a file is transferred, the new caseworker:

- Establishes contact with the child or youth and guardian within 5 business days of a file being assigned.
- Have face-to-face contact with the child or youth and guardian within 5 business days if the family is considered high risk.

**Documentation**

All face-to-face contacts must be documented in the contact log in the electronic information system.

If the caseworker contact requirements were not met, document this on a contact log in the electronic information system, and include the rationale (e.g. child or youth was AWOL and whereabouts are unknown).

- The documentation of this information does not meet the caseworker contact requirements; it provides information about what was happening for the child or youth during that period.

Document in the electronic information system if the casework supervisor approves of meeting requirement for a face-to-face contact by videoconference instead, and the rationale.

All contacts in the life of a case must be documented on a contact log in the electronic information system.

When recording contacts, record the date of the contact and ensure to include:

- who was present, specify if the contact with the child or youth was alone,

- the location of the contact, and
- document contact with the First Nations designate or Métis Resource person.

## Related Information



- 2.1.1 First Nations Designate
- 4.2.1 Family Enhancement Plan
- 4.2.2 Supervision Order Plan
- 4.2.3 Concurrent Plan
- 4.2.4 Transition to Independence Plan
- 5.2.1 Family Enhancement Agreement with Guardian or Custodian
- 5.2.2 Enhancement Agreement with Youth
- 5.2.3 Custody Agreement with a Guardian
- 5.2.4 Custody Agreement with Youth
- 5.3.2 Supervision Orders
- 5.3.3 Temporary Guardianship Orders
- 5.3.4 Permanent Guardianship Orders

To report a broken link click [here](#).

## Practice Supports

Practice Support:	<b>Caseworker's Responsibilities for an Indigenous Child</b>	Issue Date: May 13, 2021
Policy Reference:	<a href="#">2.5 Caseworker's Responsibilities for an Indigenous Child</a>	Revision Date: October 19, 2021
		Page 1 of 8

### Child Intervention Practice Framework Principles

Caseworkers are responsible for the care, maintenance and well-being of children and youth receiving intervention services as well as supporting their cultural continuity. Our casework approach is child centered and family focused. Caseworkers perform a number of responsibilities while working with the child or youth's guardian, family, support network and Indigenous communities to maintain and foster relationships that are important to the child or youth. CS recognizes that Indigenous communities have always had their own way of caring for their children and youth, and caseworkers work collaboratively with them when planning for services for an Indigenous child or youth. Caseworkers utilize resources within the child or youth's family and communities to address any questions or concerns about the child or youth. This preserves relationships significant to the child or youth and fosters shared decision making.

When making decisions for Indigenous children and youth, consider each one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

### Practice Process

#### Identify if the Child or Youth is Indigenous

Caseworkers are required to follow legislative requirements under *An Act respecting First Nations, Inuit and Métis children, youth and family* (Federal Act) and CFYEA when providing intervention services to an Indigenous child or youth. See Policy 2.4 (Intervention).

During intake and assessment gather information from the child or youth, their guardian, support network, and other key persons to identify as soon as possible if the child or youth is Indigenous. Ensure to ask questions to explore the child or youth's Indigenous identity, racial origins, ethnic backgrounds, registration,

membership, affiliation or entitlement using the resource, [Questions to Explore Indigenous Culture](#).

#### Information Sharing and Collaterals with Indigenous Communities

If a child or youth and family, is, may be or self-identified as Indigenous, the caseworker must complete a collateral call for information gathering to DFNA staff, First Nations designate (designate), Métis or Inuit Resource person at intake and throughout the casework process.

Information gathered from collateral calls informs safety planning, potential placements, cultural connections, and maintains the child or youth's connection to their family, communities and other significant relationships. Information gathered may also be used to assist an Indigenous child or youth to obtain formal status where they may be eligible.

As part of information gathering, caseworkers are required to obtain identification documents for an Indigenous child or youth in the director's care to support them when they may be eligible for formal status. See Policies 3.1.2, 3.1.3, and 9.3 (Intervention).

**Note:** When making a collateral call to band representatives to territories and in provinces outside of Alberta, request to speak to the appointed representatives for child intervention services. The terms DFNA, First Nations designate, Métis or Inuit Resource person are unique to Alberta.

#### Involvement of First Nations Designate, Métis or Inuit Resource Person

If the child or youth is, may be, or self-identified as Indigenous:

- Involve a designate as per s. 107 under CYFEA in meaningful planning for a First Nation child or youth.
- Involve a designate in decision-making for a First Nation child or youth whose case plan is adoption as per s. 67 under CYFEA.
- Provide an opportunity to involve a Métis or Inuit Resource person regarding a Métis or Inuit child or youth, for the purpose of case planning, support and service provision for the child or youth and family.

For details, see Policy 2.1.1 or 2.2.1 (Intervention).

Ensure considerations for protocols are met when working with a designate, Métis or Inuit Resource person.

Where a child or youth is connected to more than one community or settlement, ensure the communities or settlements are involved in the planning for services as per s. 107 and s. 67 under CYFEA.

For a child or youth who is, may be, or self-identifies as Indigenous, support them and their family to connect to their communities regardless of whether they are a member of a band or affiliated with a settlement.

#### Responsibilities to a First Nation Child or Youth

Caseworkers are required to support a child or youth who is, maybe or self-identifies as a First Nation with early identification, eligibility for registration, registration under the *Indian Act* and band membership as soon as possible for a child or youth receiving child intervention services. See Policy 2.1.2 (Intervention).

A registered First Nation child or youth may be eligible for a range of benefits, rights, programs and services offered by the federal and provincial or territorial government. Discuss the rights and benefits with the child or youth, guardian, and caregiver and support them to access the benefits. See Policy 2.1.3 (Intervention).

#### *Band Involvement*

Section 107 of CYFEA requires CS to involve a designate in planning for a child or youth when the child or youth is believed to have First Nation ancestry and, to be a band member, or to have the potential to be a member of a First Nations band.

A designate must be involved if the child or youth is:

- in need of intervention and is a resident of a reserve,
- the subject of a SO, the child or youth is a band member, and if the guardian consents then under s.107(3), a copy of the order will be sent to the designate
- the subject of a TGO, PGA or PGO, or an application for a PGO, always consult with the designate regardless of whether the child or youth is resident of a reserve and guardian consent is not required.

See Policy 2.1.1 (Intervention).

#### *Notice to a Band*

The band(s) the child or youth is a member of or entitled to be a member of must be served with notice of the nature, date, time and place of the hearing of the application for private guardianship per s. 53(1.1). See Policy 11.0 (Adoption).

### *Notification Requirements and Timeframes*

The designate must be provided with information within specific timeframes in certain circumstances. It is good practice to communicate directly and regularly with the designate.

For a child or youth that lives on-reserve:

- Notify the designate on the day that an apprehension order is executed.
- Provide a copy of a SO, TGO or PGO to the designate not more than 20 days after the date of the order, per s.107(3).

For a child or youth that does not live on-reserve:

- Provide a copy of a TGO, or PGO to the designate not more than 20 days after the date of the order, per s.107(3).
- Provide a copy of a SO to a designate only if the consent of the guardian to involve the designate has been obtained, not more than 20 days after date of the order, per s.107(4).

See Policy 2.1.1 (Intervention).

### Obtaining Consent

Discuss with the guardian the importance of involving a designate, Métis or Inuit Resource person early in the casework practice.

Written consent must be obtained from the guardian prior to involving a designate, Métis or Inuit Resource person regarding an Indigenous child or youth. Complete Consent to Involve First Nations Designate, Métis or Inuit Resource [CS1634] and have the guardian sign the form. For details, see Policy 5.2.1, 5.2.2, 5.2.3, or 5.2.4 (Intervention).

The guardian's consent is not required to involve a designate for a First Nation child or youth, as per s. 67 and/or s. 107 under CYFEA. For details, see Policy 5.3.1, 5.3.2, or 5.3.4 (Intervention).

### *Ongoing Consultation and Involvement*

Involvement of a designate, Métis or Inuit Resource person can provide significant contribution in connection and permanency planning activities for an Indigenous child or youth. Involvement means working with the designate, Métis and Inuit Resource person in the planning of services. Ensure contact with the designate, Métis or Inuit Resource person occurs minimally every 90 days, unless the need for more frequent contact is identified and agreed upon.

Arrange a Family/Natural Supports meeting with the child or youth, guardian, their support network and involve the designate, Métis or Inuit Resource person to create and review the Family Enhancement Plan, Supervision Order Plan,

Tempcare Plan, Ongoing Connections Plan or Transition to Independence Plan for planning and decision-making for an Indigenous child or youth. For details, see Policy 4.2.1, 4.2.2, 4.2.3 or 4.2.4 (Intervention).

For a First Nation child or youth, the director is required to involve a designate in planning for services and decision-making when there:

- is a need for intervention services for a child or youth under a TGO, PGO or PGA, or an application for a PGO, as per s. 107.
- are case plans that involves adoption as per s. 67.

Caseworker is required to provide notification requirements and timeframes to a designate as per s. 107 and s. 67 under CYFEA. For details refer to Policy 2.1.1 (Intervention).

### Placement Considerations

When placing an Indigenous child or youth in the director's care, the caseworker must consider placement priorities, placement with or near other children or youth who are members of their family, and take into account the customs and traditions of Indigenous peoples, as per s. 16 under the Federal Act. See Policy 2.4 (Intervention).

**Note:** As per the Federal Act, family is interpreted as a person whom a child or youth considers to be a close relative or whom the Indigenous group, community or people to which the child or youth belongs considers, in accordance with the customs, traditions or customary adoption practices of that Indigenous group, community or people, to be a close relative of the child or youth.

Arrange a Family/Natural Supports meeting with the child or youth, guardian, and their support network, to collaboratively identify and determine the child or youth's placement. Work with the designate, Métis or Inuit Resource person to identify an extended family or vested adult to help the child or youth during this transition or to provide kinship care. For details, refer to Policies 7.1.1, 7.3.1 and 7.3.2 (Intervention).

Complete a 3rd Person Consult regarding placement moves for an Indigenous child or youth in care. See Practice Supports 3<sup>rd</sup> Person Consult.

For details on placement, see Chapter 7.3 (Intervention).



### Ongoing Reassessment

If an Indigenous child or youth resides with any other adult than the child or youth's parents, there must be an ongoing reassessment as per s. 16(3) of the Federal Act. See Policy 2.4 (Intervention).

### **Medical Services Coverage and Payment**

Extended medical benefits are provided to children and youth registered under the *Indian Act* through the Non-Insured Health Benefits (NIHB) for First Nations and Inuit Health Branch of Canada. Provide the service provider with the First Nation or Inuit child or youth's registration number and advise the service provider to bill Health Canada. See Policies 9.1.4 and 9.1.11 (Intervention).

For extended medical benefits coverage for a Métis child or youth in the director's care, see Policy 9.1.11 (Intervention).

### **Documentation**

Ensure all information gathered on early identification, eligibility for registration, registration and membership, placement considerations, medical services coverage and payment, consultations, decisions and rationale for decisions are documented in a contact log in the electronic information system.

Ensure all activities, consultations, decisions and rationale for decisions regarding benefits for a First Nations Individual and band membership are documented on a contact log in the electronic information system.

Record and update the child or youth's Indigenous identity, racial origins, ethnic backgrounds, registration, membership or affiliation gathered at Intake and throughout casework process, on the Person home page in the electronic information system.

Document all activities, consultations, decisions and rationale for decisions when a child or youth can not be placed within their culture or community on a contact log in the electronic information system.

Ensure the involvement with the designate, Métis or Inuit Resource person is captured on the contact log in the electronic information system.

Attach the completed Consent to Involve a First Nations Designate, Métis or Inuit Resource Person [CS1634] in the electronic information system.

Attach the completed Family Enhancement Plan, Supervision Order Plan, Tempcare Plan, Ongoing Connections Plan or Transition to Independence Plan in the electronic information system.



## Related Information



- 2.1.1 First Nations Designate
- 2.1.2 First Nation Individual Registered under the *Indian Act*
- 2.1.3 Rights of First Nation Children Registered under the *Indian Act*
- 2.2.1 Métis Resources
- 2.3 Cultural Connection Planning
- 2.4 Requirements under *An Act respecting First Nations, Inuit and Métis children, youth and family* (Federal Act) and CYFEA
- 3.1.2 Intake – Receiving Referrals
- 4.2.1 Family Enhancement Plan
- 4.2.2 Supervision Plan
- 4.2.3 Tempcare Plan and Ongoing Connections Plan
- 4.2.4 Transition to Independence Plan
- 5.2.1 Family Enhancement Agreement with Guardian or Custodian
- 5.2.2 Enhancement Agreement with Youth
- 5.2.3 Custody Agreement with Guardian
- 5.2.4 Custody Agreement with Youth
- 5.3.1 Apprehensions
- 5.3.2 Supervision Orders
- 5.3.4 Permanent Guardianship Orders
- 7.1.1 Family/Natural Supports Meeting
- 7.3 Placements
- 9.1.4 Medical Services Payment
- 9.1.11 Medical Services Payment Coverage
- 9.3 Obtaining Documentation
- 11.0 Private Guardianship of a Child or Youth (Adoption)
- 3<sup>rd</sup> Person Consult



*An Act Respecting First Nations, Inuit and Métis Children, Youth and Families*  
*Constitution Act, 1982*



[Consent to Involve a First Nations Designate, Métis or Inuit Resource Person \[CS1634\]](#)

[CICIO User Guide](#)

[CICIO: Did you know, Issue 3: Cultural Connections](#)

[Delegated First Nation Agencies](#)

[Out of Province First Nations Contact List](#)

[Federal Act FAQ](#)

[Indigenous Protocol and Gifting](#)

[Intake Workflow Practice Guide for Practitioners - Collateral calls vs Meaningful Involvement of Delegated First Nation Agencies, First Nations Designates, Métis and Inuit Resources](#)

[Questions to Explore Indigenous Culture](#)

[Child Intervention Practitioners Training - Working with Indigenous, Children, Families and Communities](#)

To report a broken link click [here](#).

Superseded

# Practice Supports

Practice Support:	<b>Casework Responsibilities During Placement</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">7.3.3 Casework Responsibilities During Placement</a>	Revision Date: October 19, 2021
		Page 1 of 13

## Child Intervention Practice Framework Principles

Caseworkers have a number of responsibilities when a child or youth is receiving intervention services. When carrying out these responsibilities, collaborate with the child or youth, guardian, family and support network to share information, build on strengths, maintain the child or youth's cultural and relational connections, and address questions or concerns about the child or youth. This creates relationships based on an understanding that everyone involved is a valued member of the support network and is making decisions in the best interest of the child or youth.

When making decisions for children and youth in their placements, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Arrange a Family/Natural Supports meeting to address placement and case planning as close to the time of placement as possible. The meeting includes the child or youth and the following:

- guardian,
- family,
- support network,
- current caregiver,
- new caregiver,
- DFNA staff or First Nations designate,
- Métis Resource person and
- casework supervisor.

### Overall Casework Responsibilities

The caseworker retains casework and legal permanency planning responsibilities while a child or youth is in a placement.

#### During the placement

- Ensure regular and ongoing contact with the child or youth and caregiver as per Policy 7.1.2 (Intervention).
- Provide the caregiver with sufficient information about the child or youth to meet the child or youth's needs.
- Attend Family/Natural Supports meetings and meetings convened or requested by the caregiver or caregiver's support worker.
- If the child or youth is placed in a child and youth facility, ensure the facility staff convene all necessary Family/Natural Supports meetings.
- Facilitate contact between the child or youth and any relational/significant connections in the child or youth's life.
- Ensure the caregiver is aware of the need to maintain lifelong connections for the child or youth.
- Maintain ongoing communication with the caregiver's support worker.
- Support the caregiver to attend medical appointments, Success in School meetings, First Nations designate or Métis Resource person meetings and any other significant meetings and appointments.
- Assist the child or youth and caregivers with attending cultural activities.
- Arrange for and support a child or youth who is a First Nation Individual to visit their Band.

At minimum, address the following topics during contacts with the caregiver:

- The caregiver's success with the child or youth, interactions with the caseworker and supports to the placement.
- The caregiver's discipline methods.
- The plans for contact and family time for the child or youth.
- The child or youth's feelings about being in care, about their family, and about the caseworker.
- The child or youth's adjustment to the placement and community, including school and peer group.
- The plans for the child or youth's education, ensuring the child or youth receives sexual health education.

- The child or youth's health, strengths, interests, behavioural and emotional well-being.
- The use of community resources and cultural supports.
- The child or youth and family's response to service providers.
- The plan for maintaining the child or youth's cultural connections. See Policy 7.3.5 (Intervention).

### **Involving the Caregiver in Family/Natural Supports Meetings and Planning**

Notify the caregiver of the purpose, time and place of every Family/Natural Supports meeting and invite them to attend.

- The caregiver may be excluded from a Family/Natural Supports meeting only with the casework supervisor's approval.
- Provide any direct service the caregiver may need to attend the Family/Natural Supports meeting. This can include babysitting and transportation.

Invite the caregiver to share information regarding the placement.

Exchange information with the support network, including caregivers, service providers, caregiver support workers and relevant caseworkers working with other family members.

Keep all relevant caseworkers informed about Family/Natural Supports meetings, case plans and significant events.

#### Caregiver Involvement in the Tempcare Plan, Ongoing Connections Plan and Transition to Independence Plan

Involve the caregiver in the Family/Natural Supports meetings when formulating or reviewing the Tempcare Plan, Ongoing Connections Plan or Transition to Independence Plan.

Discuss any worries, what is working well and clarify the goals and next steps for the caregiver and each network member involved.

Support the caregiver in completing any next steps assigned to them in the Tempcare Plan, Ongoing Connections Plan or Transition to Independence Plan.

If the caregiver is unable or unwilling to complete a next step or does not perform the next step, review the reason and address the expectations.

If the next step that cannot be completed is a cultural activity, address the importance of maintaining the child or youth's cultural connections in a

Family/Natural Supports meeting involving the caregiver, caregiver's support worker, caseworker, casework supervisor, and child or youth if appropriate.

- Problem solve how the cultural connectons will be nurtured for the child or youth and adjust the plan accordingly.

Provide the caregiver with a completed copy of the Tempcare Plan, Ongoing Connections Plan or Transition to Independence Plan.

**Arranging Contact and Family Time**

Facilitate contact and family time between the child or youth and guardian, siblings and anyone with an access agreement or order regarding the child or youth.

Facilitate the contact and/or family time by:

- Negotiating specific arrangements.
- Recording the arrangements and the role of each person, including caregivers when appropriate.
- Encouraging contact between the child or youth and any involved person, unless the contact puts the child or youth at risk.
  - It is important to review risk and safety on a regular basis as an individual's circumstances may have changed.
- Assisting with transportation for family members if necessary.
- Emphasizing the importance of regular contact with the biological family.
- Providing supervision if the child or youth is at risk during family time or as per an order.

**Placement Support**

Review the placement of a child or youth, who has newly entered care, 30 days after the child or youth is placed with a caregiver.

Ensure that the placement is appropriate to meet the child or youth's needs and identify any supports necessary to maintain the child or youth in the placement.

- Review the Kinship Care Support Plan [FC3899] or Foster Care Support Plan [FC3605].
- The Foster Care Placement Needs Scoring Chart [FC3603] should be reviewed with the foster caregiver and caregiver support worker to ensure it accurately reflects the child or youth's needs.

**Note:** The Foster Care Placement Needs Scoring Chart may also be used with kinship caregivers and their support workers to assist in identifying the child or youth's needs.

- If the child or youth is placed in a child and youth facility, continue to assess whether their needs and the facility type and services provided are compatible.
- Additional supports may be accessed through collaborative work with the DFNA, First Nations designate, or Métis Resource person.

Provide intensive support during the first 90 days to ensure the success of the placement, including:

- Regular ongoing contact with the child or youth and the caregiver.
- Involving the caregiver in Family/Natural Support meetings to share case planning information for the child or youth.
- The completion of a Support Plan as required.
- Addressing issues as they arise.
- Linking the caregiver to any needed resources.

Provide ongoing supports and/or services as required, and where indicated in the case plan or Support Plan, to meet the child or youth's needs.

- Base the type of support on the needs of the child or youth, the skills of the caregiver, the type of caregiver and any other factors specific to the case.
- Services and supports available to children in care are outlined in Chapter 9 (Intervention) policies.
- Services and supports available to caregivers are outlined in Chapter 2 and 3 (Placement Resources).

### **Payment in Exceptional Circumstances**

#### Approved Absence

Kinship and foster caregivers are eligible to receive basic maintenance during a child or youth's approved temporary absence from the kinship/foster home.

Approved temporary absences may include:

- extended family time,
- assessment and treatment programs,
- secure services, or
- a youth criminal justice placement.

The kinship caregiver receives:

- the full basic maintenance for the first seven days, and
- 50% of the basic maintenance for an additional seven days.

The foster caregiver receives:

- The full basic maintenance and skill fee for the first seven days, and
- 50% of the basic maintenance and 50% of any skill fee for an additional seven days.

A manager may approve an extension of maintenance fee payments (including skill fees for a foster caregiver) if the kinship or foster caregiver is actively involved with a child or youth who is hospitalized, or out of the home for an approved temporary absence.

A foster caregiver's respite and holidays do not fall under this category.

#### AWOL

If a child or youth is absent without leave (AWOL) and the plan is to return the child or youth to the caregiver:

- the foster caregiver receives the basic maintenance rate and the skill fee for a maximum of 5 days in a monthly pay period, if the child or youth is in foster care.
- the kinship caregiver receives the basic maintenance for a maximum of 5 days in a monthly pay period, if the child or youth is in kinship care.

#### Funeral Arrangements

A manager may authorize payment of the skill fee up to, and including, the day of the funeral, to a maximum of 5 days, if the caregiver is involved in making funeral arrangements for a child or youth who was placed in their home.

#### **Discussing Legal Permanency with Caregivers**

When the plan shifts focus from returning the child or youth to the guardian to determining an alternate legal permanency placement for the child or youth, arrange a Family/Natural Supports meeting with the child, guardian and caregiver to discuss the following:

- The child or youth's immediate and long-term needs for care, growth and development.
- Any potential legal permanency with extended family or significant adults that are being explored.



- If the caregiver intends to make a permanent commitment to the child or youth through adoption or private guardianship.
  - The caregiver’s willingness and ability to maintain ongoing relationships with the child or youth’s former guardian, extended family and support network.
  - The caregiver’s willingness and openness to supporting the child or youth’s culture, uphold the child or youth’s rights, and voice on legal permanency planning.
  - The caregiver’s willingness and ability to uphold the child or youth’s voice on the legal permanency options and plan.
  - Supports available to the caregiver if adoption or private guardianship is obtained.

Follow up the meeting by:

- Sending a letter to the caregiver outlining the areas of discussion and decisions that were reached.

### **Additional Responsibilities**

Connect the caregiver with the guardian as early into the placement as possible to facilitate building their relationship, taking into account:

- the caregiver type and expectations,
- benefit to the child or youth,
- any safety concerns.

Notify the guardian of any significant events regarding the child or youth such as injuries, incidents, or illnesses.

Ensure a Safety Decision Consult has been completed if the child is high-risk and vulnerable as per Practice Support 3<sup>rd</sup> Person Consult (Intervention).

If a complaint or concern is received about the care of a child or youth in a placement, follow the procedures in Chapter 6 (Placement Resources).

Ensure:

- The child or youth has Alberta Health Care Insurance.
  - If the child or youth is registered under the *Indian Act*, obtain the coverage number from CIRNAC/ISC as outlined in Policy 9.1.11 and 2.1.3 (Intervention).

- The child or youth receives medical, dental and optical examinations as outlined in Policy 9.1.3, 9.1.5, and 9.1.6 (Intervention) and ensure that the child or youth receives all needed medical and dental care recommended.
- The child or youth's immunization record is confirmed and the child or youth receives any outstanding immunizations.
- The child or youth has access to their community's cultural activities.
- The caregiver maintains a memory book if the child or youth has been in care for over 6 months.
  - Memory books are an important link to a child or youth's past and can take a variety of forms, including a scrapbook or photo album (or both) to record the child or youth's history and keep a collection of items while in care. It is important for caregivers to collect all relevant drawings, mementos, report cards, and pictures for children or youth in their care. See Policy 7.1.3 (Intervention).
- At least one photograph of the child or youth is placed on the physical file each year.
- Applications for any allowance or financial benefit to which the director is entitled are made according to Policy 9.4.2 (Intervention).

### Services to all Children and Youth in Care

**NOTE:** For additional details, refer to the individual policies listed under Related Information in this Practice Support.

#### Clothing

Clothing must be brought up to an acceptable standard when a child or youth initially comes into care.

- Initial costs to bring the child or youth's wardrobe to an acceptable standard are set by the region and are reimbursed if the caregiver purchases them with prior approval.

After the clothing is brought to an acceptable standard, it is the caregiver's responsibility to maintain the child or youth's wardrobe through the per diem they receive for the child or youth.

#### Annual Medical, Dental and Eye Care

The caregiver is delegated responsibility for a child or youth's medical, dental and optical care.

Ensure that the child receives annual medical, dental and optical care as required.

The caregiver or caseworker, as well as the guardian where appropriate, accompanies the child to medical, dental or optical appointments.

The caregiver is required to provide quarterly updates to inform the caseworker of any changes in medication or treatment for a child or youth.

Provide the caregiver with the personal health number/Alberta Health Care number, Treatment Services Card or Treaty authorization number where appropriate to access health/medical services.

The caregiver must have written approval prior to obtaining a service that is not covered.

- Once approved, the caregiver obtains the service and pays with a Purchase Authorization and Invoice [CS0018C], claims the service on a Child Maintenance Invoice [CS0011], or the caseworker is billed directly.

### Medication

Caregivers purchase any needed non-prescription drugs for the child or youth using the per diem.

Prescription drugs are purchased using the Treatment Services Card or Treaty authorization number.

- If the child or youth does not have a card, with prior approval from the casework supervisor, issue the caregiver a purchase authorization and invoice.

The caregiver **MUST** supervise the administration of all medications.

The child or youth may be allowed access to a medication only if the caseworker, the caregiver, and the guardian (if appropriate) agree that the child or youth is capable of self-administration.

### Education

Provide funding for school supplies according to regional procedures, unless the guardian (who is not the director) is able to provide financial assistance.

Reimburse the caregiver upon receiving the school supply list and receipts for all purchases.

Obtain approved payment from the casework supervisor for:

- field trips,
- preschool costs, and
- tutors.

### Spending Fund

Each child or youth receives a weekly allowance, determined by their age, and set by the child or youth's caregiver and caseworker.

An older child or youth may be encouraged to earn money through part-time employment as long as school performance does not suffer.

### Recreational Fund

The child or youth's recreation fund is intended to cover costs of recreational activities such as sports, creative arts or music lessons as well as recreational equipment and supplies. Encourage caregivers to purchase used equipment whenever possible.

### Vacation Allowance/Camp Fees

Caregivers will be compensated for costs associated with summer camp or for the child or youth to accompany the caregiver on holidays or participate in holiday activities. See Policy 9.4.3 (Intervention).

Caregivers are expected to discuss their camp/vacation plans with the caseworker in advance.

A letter of authorization is required when the child or youth is travelling out of Alberta or Canada.

If a caregiver plans to go on vacation without the child or youth, advise them to arrange alternate care. For the period of time they were away, they may claim the per diem to pay the alternate caregiver.

### Lunch Room Fees

Some school districts charge a lunch room fee for children and youth who have their lunch at the school to cover the cost of supervising students during the lunch hour. The fee does not cover the cost of the lunch.

Reimbursement for lunch room fees is determined by each region.

### Additional Services Available to Children and Youth in Care

A variety of other services may be available to a child or youth and their caregiver while the child or youth is in the care of the director. These may include, but are not limited to:

- counsellor or psychologist,
- youth workers,
- homemakers,
- parent aides,

- drivers.

### **Placement of PGO Child or Youth with Former Guardian**

Prior to placing a PGO child or youth with a former guardian, a 3rd Person Consult must occur with the Category 4 or DFNA Director, and their approval must be obtained to proceed with placement.

At the time of placement, the caseworker completes a Delegation of Powers and Duties to a Child Caregiver [CS1631] form.

Placement of the child or youth with a former guardian begins the implementation of the plan for reunification, outlined in the Ongoing Connections Plan or Transition to Independence Plan.

Intensive involvement and support between everyone involved in fostering the child or youth's safety and best interests is necessary to ensure the child or youth and family's needs are met. This includes:

- Supporting the child or youth and the former guardian for 12 months minimum after placement occurs, by keeping the PGO in place.
- Family/Natural Supports meetings to occur once per month at minimum.
- Plans, including the 4 Areas of Connection, are reviewed at each of these meetings through tools such as mapping and scaling.
- Ongoing supports and resources, including financial supports, must remain available for the former guardian during the implementation of the plan for reunification.
- Intensive contact and additional supports should be added to prevent breakdowns.
  - The most critical period of time during the plan for reunification occurs at seven months, at which time additional supports should be provided.
  - During this 12-month period of supports, it is crucial to assist the family in planning for sustainability of supports and financial resources, which will no longer be in place after the PGO is terminated.
  - Connection to community supports and resources that the family may require needs to be completed and tested for suitability before the termination of the PGO.

For additional information see Policy 5.3.4 (Intervention).

### Out-of-Region Placements

When a placement in another region is considered, contact the region and follow their placement procedures and Policy 10.5 (Intervention).

### Documentation

Record contacts, activities, incidents and information received on a contact log in the electronic information system as appropriate.

Update the placement information in the electronic information system.

Where applicable, place a copy of the letter, summarizing areas of discussion and decisions reached regarding legal permanency for the child or youth, on their physical file if the document is in paper format. Attach in the electronic information system if the document is in electronic format.

Retain all of the photographs of the child or youth in the electronic information system if received electronically and on the physical file if received in paper format.

Record on a contact log in the electronic information system any child or youth-specific method of child management to be used by a caregiver.

## Related Information



- [1.1.1 Recording Contacts and Collection of Personal Information](#)
- [2.1.3 Rights and Privileges of First Nation Children Registered under the \*Indian Act\*](#)
- [4.2.3 Tempcare and Ongoing Connections Plan](#)
- [4.2.4 Transition to Independence Plan](#)
- [4.2.6 Planning for Connections and Permanency](#)
- [5.3.4 Permanent Guardianship Orders](#)
- [7.1.1 Family/Natural Supports Meeting](#)
- [7.1.2 Caseworker Contact](#)
- [7.1.3 Memory Book](#)
- [7.2.4 Reporting Serious Injuries](#)
- [7.3.4 Placement Disruptions](#)
- [7.4.2 Approving Travel](#)
- [9.1.3 Medical Care](#)

[9.1.5 Dental](#)

[9.1.6 Optical Care](#)

[9.1.11 Medical Services Payment Coverage](#)

[9.1.12 Medication Management](#)

[9.4.1 Daily Living Costs](#)

[9.4.2 Obtaining Funding to Maintain a Child in Care](#)

[9.5 Contracted Services and Payments](#)

[10.5 Inter-Regional/DFNA](#)

[Enhancement Policy Manual – Placement Resources](#)

[3rd Person Consult](#)



[Cribs, Cradles and Bassinets Regulations/Règlement sur les lits d'enfant, berceaux et moïses](#)

[Canada Consumer Product Safety Act/Loi canadienne sur la sécurité des produits de consommation](#)



[Children's Services Planning Form \[CS11680\]](#)

[Transition to Independence Plan \[CS3476\]](#)

[Child Maintenance Invoice \[CS0011\] – paper form only](#)

[Delegation of Powers and Duties to a Child Caregiver \[CS1631\]](#)

[Foster Care Placement Needs Scoring Chart \[FC3603\]](#)

[Foster Care Support Plan \[FC3605\]](#)

[Kinship Care Support Plan \[FC3899\]](#)

[Medical Report \[CS0006\]](#)

[Purchase Authorization and Invoice \[CS0018C\] – voucher paper form only](#)



[AHS Safe Sleep – for baby's first year Brochure](#)

[Safe Sleep Video/Sommeil sécuritaire pour votre bébé – la vidéo](#)

[CICIO User Guide](#)

*To report a broken link click [here](#).*

# Practice Supports

Practice Support:	<b>Child Requests Requiring the Director's Consent</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">7.4.1 Child Requests Requiring the Director's Consent</a>	Revision Date: October 19, 2021
		Page 1 of 6

## Child Intervention Practice Framework Principles

CS supports a child or youth to make important life decisions and to exercise their rights. When a child or youth in the care of the director requests consent for a name change, to be married, for a change of religious affiliation, or to become a police informant, discuss the request in collaboration with them, their family, guardian, and caregiver. Working together to review the child or youth's rationale for the request can identify strengths, foster relationship-building, and support shared decision-making.

When considering a request that requires the director's consent for a child or youth, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Change of Name

If a child or youth 12 years of age or older, under a TGO, PGO or PGA, asks to take the foster or kinship caregiver's surname:

- Determine whether the change relates to the child or youth's emotional integration with the placement or an attempt to disconnect from their family of origin.
  - Consider the child or youth's motivation for the request, and what situation they think it will change, help or resolve.
- Explore the pros and cons of the decision with the child or youth.
- Request that the child or youth and the caregiver each submit a request in writing.
- Ensure that the situation meets all of the following criteria:
  - the legal permanency plan has ruled out adoption or private guardianship in the foreseeable future by someone other than the caregiver,



- the child or youth has lived with the caregiver for at least two years,
- the child or youth has expressed a desire and understanding of the change, independently of the caregiver, and
- the child or youth and the caregiver understand that a name change does not create a legal relationship.

Obtain a written, witnessed consent from the caregiver to this change.

Consult with the casework supervisor, providing the information gathered around the child or youth's request.

If the child or youth is under a TGO, ensure:

- the child or youth who made the request is 12 years of age or older,
- the guardian supports the change and has provided written consent.

The casework supervisor considers:

- whether the guardian consented,
- the caseworker's recommendation regarding consent,
- the reason the foster or kinship caregiver is not seeking private guardianship or adoption,
- the opinion of the First Nations designate or Métis Resource person, if appropriate,
- the opinion of the family of origin, if the child or youth has regular contact with the family, and
- if the child or youth has siblings in the same placement, whether they also wish a name change and if not, the implications.

The casework supervisor provides a response to the request within 5 business days.

The casework supervisor completes the Consent by a Delegated Director, Biological Parent and/or Legal Guardian [CS2047] and, if consenting, any documentation required by the Vital Statistics/Registry Office.

### **Marriage of a Youth**

If a youth under a TGO, PGO or PGA requests consent to be married, have the youth submit a written request.

If the youth is under a TGO, ensure:

- the youth who made the request is 16 years of age or older,
- the guardian supports the request and has provided written consent.

The manager considers:

- The opinion of significant persons in the youth's life.
- The youth's motivation and capacity to live a fully independent life.
  - The youth understands that all intervention services would terminate upon being married.
- The services the youth has received to ensure their decision is informed and made without duress.

The manager provides a response to the request within 5 business days.

The manager completes a Consent by a Delegated Director, Biological Parent and/or Legal Guardian [CS2047] and, if consenting, any documentation required by the registry office.

Provide a copy to the youth.

If the manager provided consent, advise the youth to contact:

- the Public Trustee regarding possible assets, and
- the First Nations designate or band, if applicable, regarding possible assets or benefits.

If not consenting, the manager:

- records in the contact log the reasons for not consenting,
- meets with the youth to explain, and
- advises the youth that a court may grant an order to dispense with the requirement to get consent.
  - Provide the youth with referral information about the Legal Representation for Children and Youth (LRCY) program to make such an application.

### **Change of Religious Affiliation**

If a child or youth 12 years of age or older under a TGO, PGO or PGA, requests to change their religious affiliation, or participate in a religious or cultural practice

which differs from the child or youth's family of origin's religion or practices, have the child or youth submit a written request.

If the child or youth is under a TGO, ensure:

- the child or youth who made the request is 12 years of age or older,
- the guardian supports the request and has provided written consent.

Give the request to the casework supervisor.

The casework supervisor considers:

- Whether the guardian consented.
- The child or youth's motivation and desire for the request and whether it is independent of the caregiver.
- How the request will support the child or youth's development and personal growth.
- The opinions of family members if the child or youth has regular contact with their family of origin.

The casework supervisor provides a response within 5 business days.

The casework supervisor completes a Consent by a Consent by a Delegated Director, Biological Parent and/or Legal Guardian [CS2047] if consenting to the request.

### **Request to Become a Police Informant**

Upon receiving a police request that a child or youth 12 years of age or older, under a TGO, PGO or PGA, become an informant:

- Request that the police, and the child or youth, each submit a written request.
- Deny the request unless the situation is exceptional, since being a police informant could place a child or youth at personal risk
- If the situation is exceptional and consent may be appropriate by the Category 4 Director or DFNA Director only:
  - Complete the Consent by a Delegated Director, Biological Parent and/or Legal Guardian [CS2047] and any additional forms required by the policing agency.

If the child or youth is under a TGO, ensure:

- the child or youth is 12 years of age or older, and agrees with the request,
- the guardian supports the child or youth becoming a police informant and has provided written consent

### Documentation

Place all written consents on the physical file.

#### Name Change

Document any circumstances related to the change of name request in the contact log in the electronic information system.

Document exceptional circumstances of the legal permanency plan in the contact log in the electronic information system.

#### Marriage of a Youth

Document any circumstances regarding a request of marriage by a youth in the contact log in the electronic information system.

Close program involvement for the youth in the electronic information system. Place a copy of the completed Consent by a Delegated Director, Biological Parent and/or Legal Guardian [CS2047] and, any documentation required by the registry office on the youth's physical file.

#### Change in Religious Affiliation

Document the circumstances concerning the request to change their religious affiliation in the contact log in the electronic information system.

#### Becoming a Police Informant

Document any circumstances regarding receiving a police request that a child or youth become an informant in the contact log in the electronic information system.

## Related Information



[3.2.4 Leaving the Care and Custody of the Director](#)

[3<sup>rd</sup> Person Consult](#)



[Consent by a Director or Authorized Delegate \[CS2047\]](#)



[Legal Representation for Children and Youth \(LRCY\)](#)

[Vital Statistics Alberta](#)

[CICIO User Guide](#)

To report a broken link click [here](#).

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# Practice Supports

Practice Support:	<b>Child Support Agreements and Orders</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">5.6 Child Support Agreements and Orders</a>	Revision Date: January 13, 2020
		Page 1 of 8

## Child Intervention Practice Framework Principles

Children and youth should be safe and healthy and child support can assist in making that possible. When the director enters into child support agreements or orders with parents or guardians, the principle of collaboration is applied by working together with the parent or guardian and our partners. CS collaborates with partners in the judicial system and financial assistance programs such as AISH, MEP or Alberta Works to ensure the needs of the child or youth are appropriately met. Continuously improving casework practice through transparent and consistent information sharing with parents, guardians, service partners, and stakeholders is one way to ensure the overall wellbeing of the child or youth.

When deciding to use child support agreements or orders for children or youth, consider every one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

When discussing financial child support and/or contributions in kind with the parent, consider:

- the needs of the child or youth receiving services,
- the parent's income and financial situation,
- the needs of other children or youth that may remain in the parent's care,
- the anticipated length of time the child or youth will be receiving intervention services,
- the visitation schedule and the parent's expenses relating to the care of the child or youth while at home, e.g. meals, travel.

When discussing child support arrangements also consider the following:

- Request retroactive child support payments from the time the child or youth first came into the care and custody of the director, particularly when

the child or youth may be in care longer than anticipated or there is a significant change in the income level of the parent.

- If the parent has medical or dental insurance, request coverage in full, or up to the amount covered by the parent's plan.

**NOTE:** Consult with the casework supervisor before making the above requests to the parent.

In cases where the parents are separated or divorced:

- Inquire whether there is an existing child support order and obtain a copy of this order.
- If the parent(s) are either unable or unwilling to provide or produce a copy, obtain a copy of the order by conducting a search at the Court of Queen's Bench in Edmonton or other court house in Alberta, where the order was granted.

**NOTE:** The Maintenance Enforcement Program (MEP) generally registers agreements or orders at the Court of Queen's Bench at Edmonton; however, some orders or agreements may be registered at other courts in Alberta depending on where the order was granted.

- If there is an existing order or agreement for child support that is enforced through the Maintenance Enforcement Program (MEP), provide a copy of any CYFEA orders or agreements to MEP, when requested by MEP.
- If there is an existing order registered with MEP that is redirectable, a decision will need to be made whether to use this order to secure financial contributions from the parent or to obtain a new CYFEA child support order or agreement for either a different amount or different terms to the order or agreement.
- When obtaining a child support order or agreement for financial contributions, it can only have one parent named to make payments, as MEP can only enforce an order or agreement against one payor.

**NOTE:** MEP receives file information from Children's Services on a monthly basis and automatically redirects maintenance payments to CS when an existing order, that is redirectable, has been registered with MEP. A copy of the legal authority order or agreement will be needed by MEP either to support the redirection of the child support to CS, or to terminate child support if the child support order or agreement registered with MEP is not redirectable.

### DFNA Participation with MEP

Currently, DFNAs are not registered with MEP for the collection of child support maintenance payments. A DFNA has the option to register an agreement or

order with MEP; however, any funds redirected to the DFNA may affect the funding provided by Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC).

Therefore, the procedures related to registering an agreement or order with MEP applies primarily to CS.

### **Disclosure of Financial Information and Determining a Parent's Ability to Contribute**

S.57.8(1) allows the director to make a request to a parent to disclose financial information for providing child support.

- If a parent is unable or unwilling to provide financial information, the director may, per s.57.8(2), apply for an order to the court for financial disclosure.
- If a parent refuses to disclose financial information, the court may, per s.57.8 (3), impute income to the parent as it considers appropriate upon hearing an application for child support.

To determine a parent's ability to contribute to child support:

- Complete and serve a Notice of Request for Financial Information [CS4027] and check only the appropriate items being requested that are relevant to this particular parent.
- Advise the parent that if they fail to comply with the request for information, within 30 days, an application for a court order to obtain financial information may be made.
- If the parent fails to comply with the request, complete, file and serve a Notice and Application for an Order for Financial Disclosure [CS4033], upon consultation with a casework supervisor and a lawyer or Legal Services Branch.
- Once financial information has been received, and it is clear from the documentation received what the income level is, negotiate a support agreement based on Appendix 1 – Federal Child Support Amounts – Simplified Table – Alberta Table.
- If it is not clear from the documentation what the parent's income is, consult with a lawyer for assistance in interpreting what the parent's actual income would be for paying child support.

**NOTE:** It may also be appropriate to reach an agreement with the parent on a support amount without using the Federal Child Support Amounts – Simplified Table – Alberta Table to facilitate the reaching of an agreed amount of maintenance.



If the parent's ability to contribute is less than \$50 per month or less than \$300 for the duration of the Agreement do not ask the parent to enter into an agreement and do not seek a court order. Contributions in kind may be more appropriate in these situations.

If the parent's income is through Income Support or Assured Income for the Severely Handicapped (AISH) and if there is an existing redirectable support agreement or order that is registered with MEP, and has been redirected to the Ministry that administers the program, provide a written request to MEP to have the order or agreement redirected to CS.

### **Negotiating an Agreement to Pay Child Support to a Director**

When negotiating an agreement to pay child support:

- Ensure there is a financial ability to contribute on the part of the parent.

**NOTE:** If a parent is receiving AISH or Income Support payments from Community and Social Services, they are required to notify those programs of their change of circumstances.

- Attempt to come to an agreement with the parent and only apply for a child support order when an agreement cannot be reached.
- Consult with a lawyer if a lawyer represents the parent.
- Explain to the parent that monetary child support payments will be collected through MEP.
- Explain to the parent that payments could also include the following:
  - any medical insurance coverage provided by the parent; e.g., dental care, Alberta Health Care, extended health care, special needs care items such as orthodontics,
  - a direct payment for items such as clothing, recreation, associated responsibilities such as transportation to appointments or activities, education costs, and psychological services costs, or
  - a direct one-time payment for an expenditure; e.g., purchase of sporting equipment, which may be in addition to the monthly payment.
- Negotiate the agreement and complete Agreement to Pay Child Support to a Director [CS3679]. Seek legal advice as required.
- Inform the parent that they are required to notify the caseworker if there are significant changes in their circumstances.
- Inform the parent that, if there is a change in the income level, the agreement may be re-negotiated.

**NOTE:** When parents reside together, their combined income must be reviewed. Request that both parents enter into an agreement and seek legal advice if this cannot be negotiated.

If the agreement is to be enforced by MEP, and if both parents are to contribute financially, there must be separate agreements for each of the parents: MEP can only collect against one payor (debtor) on each order or agreement.

### Applying for a Child Support Order

In consultation with a casework supervisor, make an application for a child support order, per s.57.5 when an agreement regarding child support payments cannot be reached, and:

- Ensure there is a financial ability to contribute on the part of the parent.
- Consult with a lawyer before initiating the application and provide them with the following information:
  - details about family income as obtained through the Notice of Request for Financial Information [CS4027]
  - details about whether current support is being paid
  - if support is being paid, indicate the amounts and whether it is through a court order
  - if there is an existing child support order, obtain a copy of this order
- Have a lawyer advise if further information is required for the application.
- If the parents are unable or unwilling to provide the financial information, consider filing a Notice and Application for an Order for Financial Disclosure [CS4033].
- Complete, file and serve Notice and Application for Child Support Agreement [CS4029] and follow the procedures for making a court application.
- Per s.57.5(5), serve the notice on the parent at least five days before the hearing.

### Registering a Child Support Agreement or Order with MEP

Immediately upon receiving a child support order or a child support agreement (where a monetary contribution is to be made):

- Complete and submit the MEP Creditor Registration Package [MEP1532] to MEP.
- Forward a copy of the Child Support Order or Agreement to the CS Finance Officer or regional MEP contact person.

- Provide a copy of the MEP Creditor Registration Information package to the CS Finance Officer or regional MEP contact person.

When completing the Creditor Registration Information package:

- Identify the CS as the creditor and indicate the Business Unit, CS name and MEP Party Number. (Contact the regional finance officer for these details.)
- Ensure that all the children or youth identified on the support order or agreement are listed.
- For the debtor information, provide, at a minimum, the full name, address, date of birth, and social insurance number of the debtor.
- Complete the Calculation of Arrears if there are arrears to be collected.

Include a copy of the CYFEA legal authority order or agreement and a memo describing any details the maintenance enforcement worker should consider when collecting the child support payment.

Since MEP files all creditor registrations with the Court of Queen's Bench, each child support order and agreement becomes a judgment of that court. An order or agreement must be collected either as is or terminated.

Advise the parent that the child support order or agreement will be filed with the Court of Queen's Bench, and as such all orders or agreements must be collected, as is or terminated. Also advise the parent that:

- failure to meet the payments will result in enforcement action under MEP, and
- all payments are to be made payable to the Director of the Maintenance Enforcement Program.

### **Transfer of Child Support**

Transfer the child support when:

- a private guardianship order or agreement is granted and the guardian wishes to have the child support transferred on an existing redirectable order or agreement in place with MEP, or
- the child or youth returns to a parent's care (the creditor) and where child support was being paid by the other parent, and the parent (the creditor) once again has the child or youth in their care and is entitled to receive child support payments through MEP.
- To transfer child support:
  - notify MEP using Notice to the Maintenance Enforcement Program that a Child has left a Director's Custody or Guardianship [CS3682]

and request that the child support payments be redirected, and to whom, or

- where a private guardianship order or agreement is granted, immediately provide a copy of the private guardianship order or agreement to MEP.

### **Timeframes of the Agreement (Agreement only)**

When the child or youth is receiving intervention services and when there is a change to the child or youth's legal status, the Agreement to Pay Child Support to a Director [CS3679] cannot go beyond the length of the initial legal status.

Re-negotiate another child support agreement as a new legal authority is obtained. Determine if there have been changes to the financial circumstances for the parent and negotiate an agreement for the period of the new legal authority.

### **Termination of a Child Support Agreement or Order Registered with MEP**

If a child support agreement or order is terminated prior to the expiration date, advise MEP stating why the termination is required and whether or not any remaining unpaid arrears are to be collected by MEP.

### **Changes in Family or Child's Situation**

Apply for a new order or negotiate a new agreement if the family's situation changes, such as relocation, child or youth turns 18, payor is incarcerated, loss of job, or other changes and provide new payor information to MEP.

### **A Child Leaving the Director's Care or Custody**

Notify MEP using Notice to the Maintenance Enforcement Program [CS3682] that a Child has left a director's custody or guardianship when a child or youth has left a director's guardianship. Provide MEP with details about the child or youth's circumstances, such as whether the child or youth has returned home, gained independence, is adopted or other circumstances.

### **Documentation**

Document the following on a contact log:

- all discussions with the parent about their ability to provide financial contributions or contributions in kind,
- decisions about the parent's ability to make contributions, including the decision to seek a child support agreement or a child support court order, and
- rationale for not seeking a child support agreement or order.

Complete the forms and recording as directed, place copies of the documentation on the file, and update the electronic information system as appropriate.

## Related Information



[5.5 Court Procedures](#)



[Family Law Act](#)

[Maintenance Enforcement Act](#)



Agreement to Pay Child Support to a Director [[CS3679](#)]

Contact Note [[CS0072](#)]

MEP Creditor Registration Package [[MEP1532](#)]

Notice and Application for a Child Support Order [[CS4029](#)]

Notice and Application for an Order for Financial Disclosure [[CS4033](#)]

Notice of Request for Financial Information [[CS4027](#)]

Notice to the Maintenance Enforcement Program that a Child has left a Director's Custody or Guardianship [[CS3682](#)]

Request for Financial Information [[CTS3511](#)]



[Checklist for Court Documents](#)

[Creditor Registration Package](#)

[Federal Child Support Amounts: Simplified Table \(Alberta Table\)](#)

[Federal Support Guidelines: Step by Step](#)

[Maintenance Enforcement Program website](#)

To report a broken link click [here](#).

## Practice Supports

Practice Support:	<b>Child's Involvement in a Research Project</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.2.8 Child's Involvement in a Research Project</a>	Revision Date: January 13, 2020
		Page 1 of 4

### Child Intervention Practice Framework Principles

CS supports a child or youth receiving intervention services participating in a research study when it is in the best interest of the child or youth, as it may support important research and collaboration with community partners in the development and design of services.

Collaborate with the child or youth, guardian, caregiver and other relevant stakeholders to ensure the child or youth's voice and choices are considered in decision-making regarding participation and consent for a research project, and to ensure their involvement is in their best interests. Working together with the support network and relevant stakeholders, empower the child or youth to make decisions about their life and have the opportunity to contribute to society and improve the lives of others, through participation in the research project.

When a request for a child or youth to participate in a research project is received, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

### Practice Process

#### Recommending Approval

When a request is received for consent to involve a child or youth in a research project or survey:

- Determine that the project has been reviewed and approved by Priorities, Partnerships and Knowledge Management unit in the Child Intervention Division in accordance with the Research Proposal Review Process.
- If a researcher approaches CS or a DFNA regarding a project that has not been approved, direct them to Priorities, Partnerships and Knowledge Management unit in the Child Intervention Division.

- Additional reviews and approval may be required under FOIP, CS/CSS Legal Team, and the Child Intervention Management team prior to Child Intervention ADM decision, if applicable.

### **Obtaining the director's consent**

If the project is deemed appropriate according to the Research Proposal Review Process, determine in consultation with the casework supervisor, whether the child or youth's involvement in the project or survey would be appropriate, giving regard to the best interest of the child or youth.

- obtain the director's consent by submitting a Consent to Release Information [CS0470] to the worksite manager or DFNA Director for review and approval.

The director may only provide consent when:

- the project has been reviewed and recommendations provided by the Priorities, Partnerships and Knowledge Management unit,
- assurance can be given that no harm will be experienced by the child or youth by participating in the project, and it is consistent with the best interests of the child or youth, and
- the child or youth's and guardian's right to consent, or withhold consent, is respected.

### **Obtaining Consent from the Child or Youth, and/or Guardian for Involvement**

Use the Consent to Release Information [CS0474] to obtain the consent of the child or youth or their guardian, if appropriate.

If the child or youth is receiving intervention services but not under guardianship (e.g. FEA, CAY and CAG) of the director:

- advise the researcher that the guardian's written consent is needed, and
- only release the identity of a guardian with that guardian's written consent.

If the child or youth is under TGO, consent of the director and the guardian of the child or youth are required as the director is a joint guardian per s.31(2):

- advise the researcher that both the guardian's and the director's written consents are needed,
- contact the guardian to discuss the project with them, and
- obtain their written consent.

If the child or youth is under PGO/PGA:



- obtain the director's consent,
- consider whether to consult with involved family members, caregivers, support network or other significant persons in the child or youth's life, and
- obtain their written consents as appropriate.

### Providing the Researcher with Consent to a Child or Youth's Involvement

When consenting to a child or youth's involvement in a research project:

- inform the researcher of the decision within 10 working days of the request, and
- provide written confirmation of all consents.

If it becomes known that a child or youth under the guardianship of the director is involved in a research project without the director's written consent:

- notify the casework supervisor immediately,
- discuss with the child or youth and support network on the concerns, what is working and the next steps to ensure the child or youth's voice is heard and addressed,
- provide consent *only* if the Research Proposal Review Process can be followed, or
- terminate the child or youth's involvement if consent is not provided.

### Documentation

Retain hard copies of any consent forms completed by the worksite manager or DFNA Director, child or youth, and/or guardian, and any documents regarding the research, on the child or youth's physical file.

Document on a contact log in the electronic information system:

- an overview of the research study,
- all correspondence with the researcher,
- consultations with the casework supervisor, or other parties.

## Related Information



[Freedom of Information and Protection of Privacy Act \(FOIP\)](#)



[Consent to Release Information \[CS0470\]](#)



Proposal to Access Alberta Children's Services Resources for Research or Statistical Purposes [[CS11490](#)]



[Child Intervention Research Review Process](#)

Priorities, Partnerships and Knowledge Management Contact Information

[CS-CI-Connects@gov.ab.ca](mailto:CS-CI-Connects@gov.ab.ca)

To report a broken link click [here](#).

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# Practice Supports

Practice Support:	<b>Children's Procedural Rights</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.8 Children's Procedural Rights</a>	Revision Date: January 13, 2020
		Page 1 of 5

## Child Intervention Practice Framework Principles

All children and youth have rights, regardless of their age. CS has a responsibility to work with a child or youth receiving interventions services, to ensure they are very clear about their procedural rights, and how to access and exercise them. Procedural rights form an integral part of inclusive casework practice.

Rights conversations are had in developmentally appropriate language and must occur at anytime during the casework process and regularly rather than at a single point of involvement (i.e. apprehension). They are at the core of working from a rights-based approach, as they support a child or youth being fully informed of all their rights and the ways to exercise them when involved with intervention services. Informing a child or youth of their procedural rights is required by CYFEA. It also provides an opportunity to use a strengths-based approach to empower the child or youth to have their voice heard, to take an active role in planning and decision-making, and to develop their problem-solving capacity.

When informing children and youth of their rights consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

A child or youth receiving intervention services from CS has the right, including but not limited to:

- know information about their case and how to access that information,
- be an active participant in decisions that affect their life.

### Explaining Procedural Rights to a Child or Youth

Explain to a child or youth their procedural rights when:

- Intervention services include when removing the child or youth from the parental home.

- They are placed, or during placement changes.
- There is planning and discussion regarding their safety.
- The case involves a court hearing. The child or youth must be informed of their procedural rights prior to the court hearing as the Court will need to ensure that the child or youth is aware of their rights and has had an opportunity to exercise them.
- Any time there is an opportunity to review procedural rights throughout their involvement with CS.

OCYA provides children or youth who are receiving services under CYFEA and PSECA with two types of supports in order to ensure that they are aware of and able to exercise their procedural rights:

- advocacy services under the Child Youth Advocate Act, and
- legal representation, either by direct referral or court ordered per s.112.

#### Discussing Procedural Rights with a Child or Youth

Children or youth's procedural rights must be explained in detail to them, using Either *Children Have Rights* (11 years old or younger) or *Youth Have Rights* (12 years old and older) booklet, whichever is age and developmentally appropriate for them.

Depending upon the age and developmental level of the child or youth, it may be necessary to have several discussions with them.

- Meet with the child or youth in a location that is comfortable for them.
- If appropriate, the caregiver (e.g. foster parent, kinship care provider, group home staff) may be included in the discussion. Ensure that caregiver's have copies of the Children Have Rights or Youth Have Rights booklet.
- Give the child or youth the opportunity to ask questions.
- Let the child or youth know that they may ask to discuss their procedural rights at any time.
- Let the child or youth know that their opinions will be considered in all decisions made on their behalf, and that a discussion about their rights will occur whenever a significant decision is being made.
- The child or youth must be made aware that they have the right to have a decision that is being made about them reviewed, either informally or formally.

**Procedural Rights Identified under CYFEA**

- A child or youth has the right to have a lawyer represent them in court; a child or youth may be represented by a lawyer through a direct referral from the court s.112(2)(a), or by referral to LRCY.
- A child or youth has party status with respect to proceedings under Part 1, Division 3 or 4 or an appeal from these proceedings and as such is allowed to participate formally and actively in the proceedings s.111(2).
- The child or youth has the right to appeal a SO, TGO or PGO of which the child or youth is the subject, within 30 days of the judge making the order s.114(1)(c) and s.114(1)(d).
- If a child or youth is 12 years of age or older, they have the right to be advised of the nature, date, time and place of every court hearing which is about them. The child or youth has the right to attend court and express their opinion s.23(1)(c).
- If a child or youth is 12 years of age or older, they have the right to request one court review of any SO or TGO of which the child or youth is the subject s.32(1)(b).
- If a child or youth is 12 years of age or older, and the subject of a TGO or PGO, they have the right to apply for an access order, say yes or no to an access order and to request the court review the access order s.31(4) and s.31(5) and s.34(8) and s.34(9) and s.34(13).
- If a child or youth is 12 years of age or older, and the subject of a PGO, they have the right to say yes or no to an access agreement s.34(11).
- If a child or youth is 12 years of age or older, they have the right to say yes or no to an adoption or private guardianship order that is being made about them (s.59(1)(b) and s.55(1)(b) respectively).
- If a child or youth is 12 years of age or older, they have the right to receive a copy of a private guardianship order of which the child or youth is the subject s.56(2)(c).
- If a child or youth is receiving intervention services under a secure services order, they have the right to receive a copy of the order and a written statement explaining the reason for confinement. The child or youth also has the right to be told when the period of confinement is over s.44(3)(a), and to be advised that the order may be reviewed or appealed s.49(1).

**Children Have Rights and Youth Have Rights Booklets**

The *Children Have Rights/ Youth Have Rights* booklets are a tool to assist in having ongoing rights-focused discussions with children and youth. These conversations support and encourage involvement of children and youth and keep their voice at the forefront of decision-making.

The booklets describe some of the rights of children or youth who are receiving intervention services, including:

- The right to have their rights explained to them, at a level that they can understand.
- The right to live with people who care about them, respect them and keep them safe.
- The right to know their own history, culture and religion.
- The right to a reasonable amount of freedom and privacy, as long as they are safe.
- The right to be involved in decisions made about them and to know why a decision was made, including the right to know the plans made for their care, and to know why they are in care.
- The right to have contact (visit or talk) with family or friends, and to be told why if they cannot.
- The right to privacy when visiting or talking to family, as long as they are safe.
- The right to dental, optical, physical and mental health care.
- The right to an education equal to what any other child or youth in Alberta receives.
- The right to keep their belongings with them.
- The right to develop their own identity and express themselves.
- The right to express their opinion.
- The right to learn to be the best person possible.
- The right to plan for leaving care and becoming independent.
- The right to know about and be assisted in calling the Office of the Child and Youth Advocate.

Ensure that a child or youth who is 12 years of age or older is informed that CYFEA has certain provisions that apply specifically to them and that the director must comply with those provisions (see below).

### **Documentation**

Document the date that the child or youth's procedural rights and/or the *Children/Youth Have Rights* booklet were discussed with the child or youth on a contact log in the electronic information system.

## Related Information



[1.3.0 OCYA Overview](#)

[5.4.0 Secure Services Overview](#)

[8.1.2 Legal Representation of Children and Youth](#)



[Canadian Charter of Rights and Freedoms \(Part I of the Constitution Act, 1982\)](#)



[Children Have Rights Booklet \(11 and under\)](#)

[Children and Youth Have Rights Booklet \(12+\)](#)

[United Nations Convention on the Rights of the Child](#)

To report a broken link click [here](#).

Superseded

# Practice Supports

Practice Support: <b>Chiropractic Care</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">9.1.10 Chiropractic Care</a>	Revision Date: January 13, 2020
	Page 1 of 2

## Child Intervention Practice Framework Principles

CS works continuously to foster the healthy development and long-term wellbeing of children and youth in the care of the director, and recognizes that there are circumstances which require a child or youth to access chiropractic services.

Working collaboratively with the child or youth, the guardian, caregiver and support network provides opportunities for everyone involved to participate fully in discussions, sharing information, and addressing questions or concerns decisions about the child or youth's medical care. It also creates relationships based on understanding that everyone wants what is best for the child or youth, and is a valued member of the team when making decisions.

When making decisions about chiropractic services, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

If chiropractic services are recommended for a child or youth in the care of the director, complete the following:

- Obtain documentation from a physician recommending the chiropractic treatment.
  - The documentation must provide assurance that all conventional measures of medical intervention have been exhausted or deemed insufficient/ineffective.
- Review the physician's recommendations and involve the child or youth, guardian, caregiver and support network to discuss the implications of the chiropractic treatment and support them to assist in decision-making at a Family/Natural Supports meeting.
- Consult a casework supervisor for their approval, ensuring all relevant information from the support network is discussed.

### Required Approval

The approval of a Category 4 Director, or DFNA Director or their designate, is required for a child or youth in the care of the director to access chiropractic services.

- The Category 4 Director/DFNA Director or their designate may request a treatment plan for the chiropractic services prior to providing approval.

If the director is not the sole guardian of the child or youth, obtain additional approval from the guardian who is not the director.

If the child or youth is under a **CAG**, **CAY**, or an **EAY**, approval must be provided by the child or youth's guardian. The Category 4 Director, or the DFNA Director or their designate, cannot provide approval for chiropractic care in these cases.

Reassess the need for chiropractic services when reviewing the case plan.

### Documentation

Place documentation to support the chiropractic care on the child or youth's file.

Record consultations on a contact log in the electronic information system.

Record the casework supervisor's approval or non-approval for the treatment and the rationale for their decision on a contact log in the electronic information system.

Update the medical tab in the electronic information system.

### Related Information



[5.3.7 Treatment Orders](#)  
[CICIO User Guide](#)

To report a broken link click [here](#).



# Practice Supports

Practice Support No: <b>Conflict of Interest</b>	Issue Date: October 1, 2011
Policy Reference:	Revision Date: January 13, 2020
	Page 1 of 2

## Child Intervention Practice Framework Principles

Albertans have a right to a public service that conducts business with impartiality and integrity. It is this special obligation to Albertans that demands that there not be, nor seem to be, any conflict between the private interests of employees and their duty to the public. Whenever working with Albertans, CS staff strive for transparency and continuous improvement by supporting children and families with respect and professionalism.

When working with Albertans, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Conflict of Interest

A conflict of interest is a situation in which someone in a position of trust, such as a caseworker, casework supervisor, manager, or Category 4 Director/DFNA Director has competing professional or personal interests.

Competing interests can make it difficult for an individual to fulfill his or her duties impartially. Even if there is no evidence of improper actions, a perceived or identified conflict of interest can create an appearance of impropriety that may undermine confidence in the ability of that individual to discharge his or her duties ethically.

### Professional Relationship

Consult with a casework supervisor or manager **immediately** if an assigned file presents a conflict of interest. Do not engage in a professional relationship with a client if there is a present or previous relationship that is:

- familial,
- social,

- sexual,
- emotional,
- financial,
- supervisory,
- administrative, or
- legal.

### Internal Conflicts

If an internal issue arises, caseworkers are required to discuss any situations where a conflict may be deduced from appearances or where there is a reasonable likelihood that a conflict may or does exist with their casework supervisors and/or managers.

If an external issue arises, the matter should be discussed at the supervisory level and then elevated to the Category 4 Director/DFNA Director level if it cannot be resolved. If required, it may go on to a more formal level of dispute resolution.

### Documentation

Document all contacts, consultations, decisions, and rationale for decisions in the electronic information system.

## Related Information



[1.1.1 Recording Contacts and Collection of Personal Information](#)

# Practice Supports

Practice Support:	<b>Contracted Services and Payments</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">9.5.1 Purchasing Contracted Support Services</a> <a href="#">9.5.2 Payment of Contracted Services</a> <a href="#">9.5.3 Referral and Evaluation of Contracted Services</a>	Revision Date: October 19, 2021
		Page 1 of 11

## Child Intervention Practice Framework Principles

There are times when a child or youth will require contracted services to maintain their health and well-being. CS collaborates with the guardian, support network and contracted service providers to address the child or youth's needs, who will pay for the services and responsibilities in supporting the child or youth. Working together ensures the child or youth's needs are met in a timely fashion. It also fosters relationship building between members of the support network, and between the support network and CS.

When planning and making decisions for children and youth who are receiving services regarding contracted services and payments consider every one of the principles Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Purchasing Contracted Support Services

#### Prior to Purchasing Contracted Support Services

Work collaboratively with the child or youth, guardian, and support network to determine whether the need for additional help could be adequately met by:

- the guardian (they can access and pay for a service or share the costs),
- an informal or natural support system, a volunteer or free service,
  - Follow regional procedures and standards to select a volunteer.

Only use non-contracted support services approved by a casework supervisor, which can include:

- a community agency (not-for-profit),
- a mental health service,
- a regionally contracted agency,

- an agency with whom CS has a standing offer agreement,
- Alberta Health Care Insurance Plan,
- Alberta Works, Income Support,
- Blue Cross or other private insurance plans, and
- Health Canada (if the child or youth is registered under the *Indian Act* or is Inuit).

Consult with a casework supervisor prior to purchasing, or contracting, support services.

Contact the regional contract specialist for additional information about purchasing services from a service provider.

Complete a Referral and Evaluation of Service [CS1839].

**Do not** use this form for medical, dental, cultural or recreational services, drivers, escorts, process servers, day care or volunteers. For these services, follow regional procedures.

#### Standing Offers

- Consult with a casework supervisor when a service provider will be used for longer than 6 months. If services are provided for a period longer than six months, a standing offer agreement should be negotiated. A casework supervisor pursues a standing offer agreement following regional procedures.

**NOTE:** A referral and evaluation of services is still required where a standing offer is in place. A standing offer eliminates the need to itemize specific costs associated with each referral.

#### For a Child or Youth Registered Under the Indian Act or an Inuk Child or Youth

- Short-term crisis counselling is covered by Health Canada for a child or youth registered under the *Indian Act* or a child or youth who is Inuit.

#### If the Family Arranges the Service

- Obtain a signed Consent to Release Information [CS0470] from the guardian where the guardian makes their own arrangements or is paying for the service. This will allow the caseworker to obtain information or receive reports from the service provider.

Support Services

Each region establishes their own fee schedule with the support service providers they contract with. Contact regional finance offices for more information.

Therapeutic Services

For assessments and therapy, make every effort to use a counsellor that belongs to a professional association (e.g. chartered psychologist or registered social worker with an MSW). Where this is not possible, utilize a counsellor with less training and accreditation who is employed by an organization that provides supervision.

**NOTE:** The fee for a counsellor with less training or accreditation should be at a lower rate than that of an accredited counsellor.

Guidelines for Contracted Services

Assessments

Individual Assessments	Maximum of 6 hours.
Couple/Family Assessments	Maximum of 10 hours.
Group Therapy	Maximum group size should be 8.
Neuropsychological Assessments	Maximum 10 hours.
Parenting Assessments	Maximum of 10 hours.
<b>May also contract for:</b>	
Report Writing	Maximum of 2 hours per report. Maximum of 1 hour for data analysis.
Missed Appointment Reimbursement	Maximum of 1 hour per assessment.  Additional hours may be allowed if the service provider notifies the caseworker after each missed appointment.
Case Conference Attendance	Duration of the conference plus 2 hours.
Parking Fees	With receipts.

Telephone Consultations with CS	Hourly rate.
Court Attendance	According to the AB Fees and Expenses for Witnesses and Interpreters Regulation.  Plus 2 hours for court preparation.
Travel Outside of Urban Areas	Hourly rate.

Therapy

Individual Therapy	Maximum of 6 hours.
Couple/Family Therapy	Maximum of 10 hours.
Group Therapy	Maximum group size should be 8.
<b>May also contract for:</b>	
Report writing	Maximum of 1 hour per report.
Missed Appointment Reimbursement	Maximum of 1 hour per referral.  Additional hours may be allowed if the service provider notifies the caseworker after each missed appointment.
Case Conference Attendance	Duration of the conference plus 2 hours.
Parking Fees	With receipts.
Telephone Consultations with CS	Hourly rate.
Court Attendance	According to the Fees and Expenses for Witnesses and Interpreters Regulation.  Plus 2 hours for court preparation.
Travel Outside of Urban Areas	Hourly rate.

Family Support Services

Youth work: individual or group	Group size maximum should be 6.
<b>May also contract for:</b>	
Report writing	1 hour per report.
Missed Appointment Reimbursement	1 hour per referral.  Additional hours may be allowed if the service provider notifies the caseworker after each missed appointment.
Case Conference	Duration of the conference.
Mileage	According to the Public Service Subsistence Travel and Moving Expenses Regulation.
Parking Fees	With receipts.
Child or Youth's Expenses	According to the Public Subsistence Travel and Moving Expenses Regulation.

Crisis One to One Worker

Mileage	According to the Public Service Subsistence Travel and Moving Expenses Regulation.
Follow regional practice when contracting the number or hours.	

Family Preservation Worker, Family Support Worker and Parent Aide

Mileage	According to the Public Service Subsistence Travel and Moving Expenses Regulation.
Follow regional practice when contracting the number of hours.	

Driven Transportation and Supervision for Family Time

Follow regional practice when contracting services for drives and supervision for family time. For drives, mileage is paid according to the Travel, Meal and Hospitality Expenses Policy.

Teaching and Instructional Support

Professional teachers, teacher aides and tutors may be contracted to support the education of a child or youth in the care of the director.

Follow regional practices when contracting for this service.

Additional terms may include:

Family/Natural Supports meetings	For the duration of the meeting.
Missed Appointment Reimbursement	One hour per referral. Additional hours may be allowed if the service provider notifies the worker after each missed appointment.

Homemakers, Teaching Homemakers and Housekeeping

Follow regional practice when contracting for these services.

Translation and Interpreter Services

Follow regional practices and procedures when contracting for translation or interpreter services. Language Line Services is an over-the-phone interpretation service available in over 200 languages. Service is provided through a shared contract with Alberta Health and access is free for CS workers. Contact your manager for further information on accessing this service.

**NOTE:** The fees and expenses for witnesses and interpreters when contracted for a proceeding under CYFEA are regulated under the Fees and Expenses for Witnesses and Interpreters Regulation.

Elders

It is customary for an Elder to receive a gift when providing support services. Consult with a casework supervisor. Cultural practice is to provide protocol of tobacco and a colored print cloth to the Elder. A gift for the Elder can be provided in addition to the protocol.



### Other Support Services

Other support services, including cultural, should also be offered payment when applicable and appropriate.

Follow regional practices when contracting for these services.

### **Referral and Evaluation of Services**

A Referral and Evaluation of Services form (R & E) addresses the needs during the intake phase of the case and is linked with the service plan for the child or youth during the assessment and ongoing phases of the case.

An R & E form must be completed to access the following:

- Services covered under a Fee for Service Agreement.
- Services covered under a Standing Offer Agreement.
- Other contract referrals to service providers, such as:
  - homemakers,
  - parent aides
  - tutors,
  - in-home support services,
  - interpreters,
  - youth workers,
  - assessment services, and
  - supported independent living programs.

An R & E is also to be used for drivers, escorts, process servers, day cares or volunteers from an agency with which there is a contract in place.

**NOTE:** Do not use for medical, dental or optical services.

If the services are not covered under an existing Fee for Service or Standing Offer Agreement, and these services extend beyond three days, contact the Regional Contract Manager to determine if a contract is required.

### R & E Completion

Complete the R & E for the contracted service **before** the service starts.

Work collaboratively with the child or youth, guardian, caregiver, support network and service providers, to determine the terms of the R & E which will best meet the family's needs.

If the service provider has an existing contract with CS, the terms of the R & E must comply with the terms of the existing contract (e.g. the term of the R & E cannot extend beyond the term of the contract).

When completing the terms of the R & E:

- Use the rates negotiated in the service provider's contract with CS, or those authorized by the region.
- Obtain the authorization and signature of a casework supervisor or manager, as appropriate, and the guardian if they are sharing the cost of the service.
- Attach any additional information required and send to the service provider for signature, requesting the return of one signed copy.
- Provide the guardian with a signed copy, if appropriate.

#### Situations Requiring Emergency Services

If the services are required on an emergency basis, before the R & E can be completed, an oral agreement with the service provider may be made. Negotiate all terms of the oral agreement with child or youth, guardian, caregiver, support network and service provider.

An R & E must be completed **within 3 business days** to cover the emergency services.

#### Review and Evaluation of Services

Review services at 90 day intervals in conjunction with the service plan. Complete the CS portion of the R & E, print and sign it, and have the casework supervisor sign it. The casework supervisor then sends the signed form to the service provider for their signature.

At the end of the R & E term complete the evaluation section in the electronic information system and provide a copy to the service provider.

If services are required for longer than the maximum contract period, or if the terms of the services change:

- Consult with and obtain approval from a casework supervisor.
- Complete a new R & E. Follow the same procedures as when completing the first R & E for these services.

#### **Payment of Purchased Services**

Each region and DFNA determines how they will authorize expenditures and ensure that service providers are paid within a reasonable amount of time.

If the guardian is paying for the service and the caseworker requires a report from the service provider, obtain a Consent to Release Information [CS0470] from the guardian.

#### Child Maintenance Invoice

Caregivers may submit allowable expenses for a child or youth in their care on a Child Maintenance Invoice [CS0011]. A youth living independently may also use this form to obtain funds.

- For authorized maintenance, the form is completed without further documentation.
- For special rates, a copy of the approved Special Rate Schedule [FC0246] must be submitted with the first child maintenance invoice.
- Extraordinary expenses require a receipt and prior approval from a casework supervisor authorizing the expenditure.

#### Purchase Authorization and Invoice (Voucher)

Vendors, who have provided goods or services, claim payments on a Purchase Authorization and Invoice (Voucher) [CS0018C]. Complete the following if using a voucher:

- Obtain approval from a casework supervisor or designated expenditure officer.
- Provide the vendor with a completed voucher describing the goods or services authorizing the maximum amount.
- Have the vendor submit the voucher by following the instructions on the back of the voucher.

Drivers and taxis may also be paid using a voucher. If the service will continue for an extended period, a voucher may be issued every two weeks or once a month. The driver or taxi driver completes the invoice section of the voucher and then submits for payment on an ongoing basis as services are provided.

#### Fee for Service Invoice

Many service providers will submit an invoice requesting payment for a service provided. Upon receiving an invoice, ensure the invoice includes the following information:

- the child or youth's name, ID number and date of birth,
- the service provided, dates, hours, rates and total cost,

- a description and the cost of any extra expenses, and
- receipts to justify extra expenses.

Follow regional procedures upon receiving the invoice.

### Documentation

Document all consultations and discussions on a contact log on the electronic information system.

### Payment of Purchased Contract Services

For payment of purchased services, where approval is required, obtain and document approval from the casework supervisor or designated expenditure officer on a contact log in the electronic information system.

### Referral and Evaluation of Services

Complete the R & E in the electronic information system.

At the end of the R & E term, complete the evaluation section in the electronic information system.

## Related Information



[9.1.11 Medical Services Coverage](#)

[9.5.1 Purchasing Contracted Support Services](#)

[9.5.2 Payment of Purchased Services](#)

[9.5.3 Referral and Evaluation of Services](#)



[Fees and Expenses for Witnesses and Interpreters Regulation](#)



[Consent to Release Information \[CS0470\]](#)

[Child Maintenance Invoice \[CS0011\]](#) – paper form only

[Purchase Authorization and Invoice \[CS0018C\]](#) – (voucher) paper form only

[Special Rate Schedule \[FC0246\]](#)

[CICIO User Guide](#)



Alberta Blue Cross

Alberta Works

Health care services for First Nations and Inuit

Indigenous Health

Translation Bureau

Travel, Meal and Hospitality Expenses Policy

To report a broken link click [here](#).

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# Practice Supports

Practice Support: <b>Court Procedures</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">5.5 Court Procedures</a>	Revision Date: October 19, 2021
	Page 1 of 12

## Child Intervention Practice Framework Principals

CS and DFNA staff are responsible for court forms and ensure court requirements are met to support the director's position. Collaboration occurs between CS and all relevant parties to share information on the court procedures, requirements, and legal rights of the relevant parties to ensure all relevant parties are prepared for court. Through collaboration, relationships are built between CS and all relevant parties to ensure they are aware and provided the necessary notice, service and documentation to support any application made under CYFEA to the court.

To ensure court forms and requirements are met to support the director's position, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Arrange a Family/Natural Supports meeting to discuss with the child or youth, guardian, caregiver and support network any relevant court procedures, requirements and their legal rights so they are aware of the plan on which court applications will be made.

### Required Activities

- Complete forms from the Government of Alberta (GoA) Repository to ensure most current version of notice and application appropriate to the hearing.
- Ensure that every person required to be served under CYFEA is served within the timelines and criteria per the legislation.
- Complete the affidavit of service for each notice served; prepare proof of any alternate service authorized by the court. Refer to the "Handy Hints" section of the Checklist for Court Documents for guidance regarding how to prepare the affidavit of service.

- Complete the appropriate consent form if the guardian or a child/youth over the age of 12 is consenting to the application.
- If, after reviewing the file, and discussing with the child or youth, guardian, caregiver and support network, it is believed that a child or youth would benefit from independent representation, make a referral to the Legal Representation for Children and Youth (LRCY).
- Ensure that the child or youth, guardian and caregiver are aware of the hearing and are informed about the purpose, nature and potential outcomes of the hearing.
- Prepare evidence (including a court report and the appropriate planning document) and make arrangements for necessary witnesses and/or interpreters.
- Obtain a lawyer for the director and/or the child or youth as necessary.
- Prepare to request the exclusion of a person from the hearing, if necessary.
- Address adjournment issues, including making recommendations regarding custody, interim access and/or guardianship for the duration of the adjournment.

### **Notice and Service**

An application must be filed with the court prior to being served. All service requirements must be met prior to the court hearing of the application. Refer to the “Handy Hints” section of the Checklist for Court Documents for guidance and instruction.

### **Personal Service**

Unless CYFEA specifies otherwise or the Judge allows for a shorter period of service, notice of the nature, date, time and place of a hearing for any application made under CYFEA must be personally served to the following persons at least 5 days prior to a hearing per s.23:

- each guardian, including any who do not have custody,
- any child or youth 12 years of age or older,
- any caregiver who has continuously cared for the child for the 6 months prior to the hearing,
- any person who was caring for the child or youth when the child or youth was apprehended, if the child or youth was in the continuous care of that person for more than 6 months immediately preceding the application.

As well as,

- a putative father, and

- any other person that is required in CYFEA or that the court indicates the director must serve.

### Putative Father

A putative father is anyone who

- acknowledges paternity,
- has voluntarily provided care and support to the child or youth, or
- has demonstrated an intention to treat the child or youth as his.

Review the child or youth's file information to assess the involvement of the putative father in the child or youth's life. Also, discuss with the birth mother and other significant support members to determine if the putative father meets the criteria for personal service.

If unsure, consult with casework supervisor prior to personal service on the putative father.

If a putative father cannot be served, explain the reasons why and request that the court dispense with service on him.

### Persons Entitled to Make Representation

The following persons have the right to make representation to the court, per s.111(1):

- any current caregiver who has provided at least 6 months continuous care to the child or youth,
- another person who has provided at least 6 months continuous care, and
- any other person who has the court's consent.

**NOTE:** Although these persons may appear and make representations to the court, they are not parties to a proceeding under Part 1, Division 3 or 4 or an appeal from that proceeding. Only the child or youth, the guardian, the director and the Minister are parties to these proceedings per s.111(2).

### Alternate Service

If the director has demonstrated that efforts at personal service have been made, and the court is satisfied that it is proper to do so, the court may grant per s.23(5):

- an order for service ex-juris, which allows the director to serve a person outside the province of Alberta,
- an order for service by registered mail, or



- an order for another form of substitutional service, such as advertising.

### Dispensing with Service

If it is not possible to serve the person at all, because the person cannot be located, a request may be made to the court to dispense with service on that person.

The court has the ability to dispense with service on any party except the director per s.23(5)(f) or s.23(6)(c).

### **Consent**

If the guardian or a child or youth 12 years of age or older is consenting to the court application, complete the appropriate consent form:

- Consent by a Child 12 Years of Age or Older [CS1612]
- Consent by a Guardian [CS1613]

**NOTE:** If a guardian indicates a desire to consent to an application for a court order, and the guardian has retained a lawyer, advise the guardian to consult with their lawyer prior to signing a consent form. If the guardian insists on signing without their lawyer, the consent may still be accepted.

Collaborate with the child or youth and guardian to share information regarding the court application, rights to legal representation and to obtain consent.

Even if a guardian signs consent with respect to a court application, it is ultimately for the court to decide whether to accept the consent. Sometimes the court will require the guardian to attend in person to provide their consent on the court record notwithstanding that the guardian has signed a written consent.

When dealing with a guardian who is transient and difficult to locate, caseworkers should be prepared to speak to these facts if the court asks as to the circumstances under which the consent was executed. Caseworkers should always be in a position to speak to the circumstances surrounding the execution of the written consent.

### **Preparing Others for the Hearing**

The child or youth, the guardian and the caregiver or caregiver all need to be prepared for the hearing. The following discussions can occur at a Family/Natural Supports meetings:

- discuss the information included in the notice,
- discuss the proposed plans that have been created with the child or youth and guardian which addresses their worries, the family's strengths and the

next steps which are included in the recommendations that will be presented in court,

- describe the purpose, nature and possible results of the hearing,
- explain the legal effects of the proposed order, and
- explain that the court may make a different order from the one that has been requested.

**NOTE:** Ensure that the child or youth is aware of their procedural right to request the advocacy services of the OCYA.

Discuss with the child or youth or the guardian to provide information on the importance of attending the hearing:

- Ensure that the child or youth or guardian is aware of the right to lawyer.
  - Make the appropriate referral for a child or youth to the LRCY service.
  - Provide the guardian with the contact information for the closest Legal Aid Society office.
- If the child or youth or guardian requires an interpreter but cannot supply one, make a request to the clerk of the court as far in advance of the hearing as possible, to arrange for an appropriate interpreter.

### Interested Persons

A person who expresses interest in proceedings or disposition may request the court's consent to appear and make representation under s.111(b).

### Evidence

#### Disclosure

When the director files a court application, the guardians, the child or youth, or any other person who is granted party status, is entitled to receive a copy of the entire child or youth's file.

The file must be vetted by a Family Services and Surrogate Court Litigation (FASCL) prior to sending anything out. The files are vetted to ensure the privacy provisions of both CYFEA and the *Freedom of Information and Protection of Privacy Act* are met. To protect from inadvertently breaching the privacy provisions of either Act remember the following:

- Always have FASCL vet the file
- Never provide disclosure directly to any party or that party's lawyer
- All disclosure should be provided through FASCL.

Never reveal a reporting source. A reporting source is someone who reports to the director that a child or youth may be in need of intervention, regardless if they are the original reporting source or a collateral contact. If you are asked by anyone to reveal a reporting source (even a judge or a police officer), you must refuse and refer the person to s.126.1. If they insist, advise them that you need to consult with FASCL.

If you receive a request for file information for a criminal matter or a civil matter other than an application under CYFEA, do not release any information and contact FASCL immediately.

### Preparing Evidence

- Consider what information, including documents and records, could be provided by:
  - each person who has knowledge of the matter,
  - each person who has provided a service to the child or youth, and
  - any other person who could contribute to the disposition.
- Ensure that all necessary documents, including affidavits and consents are accurate and ready for the court and have been appropriately vetted for disclosure.
- Ensure the document includes information on the family's strengths, their support network and how it can be used to help build on the family's capacity to preserve the family unit or reunified the family.
- Ensure the documents speaks to how the child or youth's cultural and spiritual connection is maintained.
- Ensure that a court report is completed, as regionally required, for submission to the court as an exhibit.

### Confidential Evidence

S.109 provides for the court to subpoena confidential information from

- a board under the *Hospitals Act*,
- a board, under the *Mental Health Act*, or the board's designate, or
- the Chief Medical Officer under the *Public Health Act*, or the Chief Medical Officer's designate

In the form of documents, records or other information that the person has in the person's possession or control that may relate to the proceedings with regard to a child or youth.

A subpoena is necessary when the evidence is deemed confidential information under another Act and the person having the information is restricted from disclosing it. If confidential evidence is required:

- Apply to the clerk of the court for a subpoena. Describe to the clerk the nature of the confidential information.
- Examine, or have FASCL examine, the information prior to the hearing.
- If any of the information will assist a disposition, apply to the court to have it admitted as evidence.

### Presenting Evidence at the Hearing

When called to present a case to the court, several types of information must be shared with the court:

- Provide the court with your name and position of employment.
- Provide the court with evidence of having delegated duties and powers from the director.
- Identify for the court:
  - the child or youth's name and date of birth,
  - the full name (including maiden name) and date of birth for each guardian,
  - any parties to the hearing that are not present in the court room, and
  - what application is being addressed by the hearing.
- If the child or youth is over 12 years of age and not present, explain the reasons to the court.
- If any witness is not present, request an adjournment or a subpoena.
- Ensure that any request to exclude a person from the hearing has been made.
- Present all documents and exhibits in the format accepted by the court.
- Present all the evidence to support the application.
- If relevant, present recommendations for the terms of the requested order.
- Answer questions asked by the judge, the party's lawyer or the guardian.

### Witnesses

- Determine which witnesses will assist in presenting the position of the director. Ensure that every needed witness is available for the hearing.
- Have any witness subpoenaed if requested by FASCL or if the witness indicates that appearing will not be possible otherwise.

- If a witness needs an interpreter but cannot supply one, make a request to the clerk of the court as far in advance of the hearing as possible, to arrange for an appropriate interpreter.

### Expert Witnesses

An expert witness gives evidence based on skill or knowledge obtained through training and experience in a field. When calling an expert witness,

- If the director engaged the witness, negotiate the witness fee according to the rates for that profession set by the director.
- If the director did not involve the witness in the matter, pay according to the Fees and Expenses for Witnesses and Interpreters Regulation.

### Evidence of Age

If the court requires evidence other than the guardian's testimony regarding the age of the child or youth, obtain the child or youth's registration of live birth.

### **Exclusion from Hearing**

Hearings are open to the public; s.24 allows the court to exclude any or all persons except a director and the representing lawyers. Any party (including the caseworker, the child or youth, or the child or youth's guardian) may make an application to the court to exclude the child or youth, the guardian or the public from hearings under Division 1 of CYFEA. The court determines whether to grant the application. At the outset of each hearing, the judge will inform all parties about their right to apply to have any person excluded.

Prior to the hearing consider whether any person should be excluded because:

- The information presented may be seriously injurious or seriously prejudicial to the child or youth, or
- It would be in the interests of
  - public morals,
  - the maintenance of order, or
  - the proper administration of justice.

Where the director is of the opinion that a person should be excluded have a discussion with the child or youth (if appropriate) and guardian to include them in the planning and decision-making. The director is required to provide evidence to support the application and must demonstrate how the information presented may be seriously injurious or seriously prejudicial to the child or youth, or contrary to public interest. If applying to exclude:

- Make a request that the court exclude that person.
- Provide evidence to support the request.

- Explain why that person is unnecessary to the proceedings.

If the director is of the opinion that the child or youth should not be present, recommend to the court that a lawyer be appointed for the child or youth under s.112.

### **First Nation Child or Youth**

If the director has reason to believe that a child or youth is a First Nation Individual and a member of a band, involve the First Nations designate per s.67, s.107 and Policy 2.1.1 (Intervention).

If an Indigenous child or youth or guardian could be assisted by a legal representative, spokesperson, interpreter or counsellor, assist the child or youth or guardian to obtain such a resource, if they are interested. If such a resource is not available, obtain a resource recognized by the Indigenous community.

### **After the Hearing**

#### Order

If the court makes an order:

- Obtain copies of the order (court form).
- Provide a copy to the guardian.
- Provide a copy of any supervision or guardianship order to the First Nations designate within 20 days per s.107(3) and 107(4), if applicable.

**NOTE:** Per s.107(4), a copy of a supervision order shall not be provided to the person designated by the band with respect to a First Nation Individual if the guardian of the child or youth has not first consented to the involvement of the designate.

- Carry out the terms of the order immediately. Full compliance with court orders is mandatory and must occur promptly.

#### Child or Youth and Guardian

If the child/youth or guardian does not have a lawyer, and is able to understand, as soon as possible after the hearing:

- explain the effect of the court order or outcome of the hearing, and ensure that each understands the decision of the court,
- advise each about the right to appeal under s.114 or to apply for a stay of execution of an order under s.115, if applicable.
- if the court granted a SO or TGO, advise each about the right to apply for a review of an order after the 30 day appeal period expires,

- ensure that each knows the roles and rights of each party under the order,
- assist the child or youth in accessing LRCY and provide the guardian with the contact information for the nearest Legal Aid office or the toll free telephone number for the Law Society to answer legal questions regarding the order.
- Do not provide legal advice to the child or the guardian.

### Decision

If the decision of the court conflicts with CYFEA or the regulation, immediately notify and consult with FASCL.

### **Placement**

If the child or youth's placement changes as a result of an order, ensure the child or youth, guardian and caregiver is aware to make the necessary arrangements to move the child or youth as soon as possible.

### **Court Etiquette**

The courtroom is a formal environment with some basic rules of etiquette to follow as a representative of the director and the Ministry.

- Dress professionally. This means no jeans, shorts, tee-shirts, hats or flip-flops.
- Stand up when the judge enters and exits the courtroom, and remain standing until given leave to sit by the judge or clerk of the court.
- When entering or leaving the courtroom while it is in session (i.e. the judge is on the bench), face and bow to the judge.
- Always request your testimony be sworn/affirmed or submit documentary evidence as an Exhibit before the court, even if the guardian consents to the application.
- When on the witness stand:
  - Be prepared to swear an oath or give an affirmation prior to giving testimony.
    - If addressing in Provincial Court, call the judge "Your Honour".
  - Speak slowly, clearly and loudly enough to be heard.
  - Refer to adult parties by their last name, preceded by Mr., Mrs., Ms or Miss.
  - Think carefully about responses to questions by representing lawyers or the Judge, and answer factually.



- Reply with “yes” or “no.”
  - Ask for a break or water if it is necessary.
  - Do not eat or chew gum.
  - Do not swear.
  - Do not express an opinion unless directly asked by the Judge.
- Ensure cell phones are turned off, not just on vibration or silent mode.
  - Discuss and advise children, youth and guardians who may attend court about appropriate attire and etiquette. If they do not have business or “dressy” attire, indicate that clothing should be clean with no visible tears or holes, that hats are not acceptable, and that their cell phones must be turned off. Let families know that they do not need to bow to the judge.

### Documentation

Record the following on a contact log in the electronic information system:

- the result of the hearing,
- any conversations with the child or youth and/or guardian regarding the results of the hearing and the effect of any order that is granted, and
- any placement change that is necessary and planning to accomplish the move.

Ensure to document when a guardian has retained a lawyer and insists on signing without their lawyer the consent may still be accepted on a contact log in the electronic information system.

Ensure that all decisions, consultation, rationale for decisions regarding putative father documented on a contact log in the electronic information system.

Update the legal authority and any placement changes in the electronic information system.

### Related Information



[1.4.3 Appeals to the Court of Queen’s Bench – Director as Respondent](#)

[1.4.4 Appeals to the Court of Queen’s Bench – Director as Appellant](#)

[2.1.1 First Nations Designate](#)

[5.3.1 Apprehensions](#)

[5.3.2 Supervision Orders](#)

[5.3.3 Temporary Guardianship Orders](#)



[5.3.4 Permanent Guardianship Orders](#)

[5.4.1 Accessing Secure Services via a Secure Services Order](#)

[8.1.0 Legal Representation Overview](#)

[8.1.1 Legal Representation for the Director](#)

[8.1.2 Legal Representation for Children and Youth](#)

[8.1.3 Legal Representation for a Guardian](#)



[Fees and Expenses for Witnesses and Interpreters Regulation](#)



[Affidavit of Service \[CS0508\]](#)

[Affidavit of Service by Registered Mail \[CS1638\]](#)

[Affidavit of Caseworker \[CS2648\]](#)

[Consent by a Child 12 Years of Age or Older \[CS1612\]](#)

[Consent by Guardian \[CS1613\]](#)



[Checklist for Court Documents](#)

[Youth Have Rights \(12 years and older\)](#)

[Children Have Rights \(11 years and younger\)](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Cultural Connection Planning</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">2.3 Cultural Connection Planning</a>	Revision Date: May 13, 2021
		Page 1 of 4

## Child Intervention Practice Framework Principles

Connection to culture and cultural communities is essential to supporting the identity and lifelong well-being of a child or youth. CS recognizes the importance of cultural identity of the child or youth and caseworkers assist with facilitating cultural connections and key relationships. It is critical to work with the child or youth and their family in establishing a lasting relationship with their communities especially where connections are lacking. When an Indigenous child or youth is receiving intervention services, a meaningful plan must be created to outline how their cultural connection will be maintained. CS, the child or youth, their guardian, family and support network work collaboratively to involve a First Nations designate, Métis, or Inuit Resource person to develop a plan that identifies how the child or youth's culture, heritage, spirituality and traditions will be fostered and their Indigenous identity preserved.

When creating a plan for cultural connection ensure that consideration is given to each one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Cultural Connections

When working with an Indigenous child or youth, caseworkers must follow the requirements under the Federal Act and CYFEA to support them in preserving their cultural connections while receiving intervention services. From the first contact, immediately start planning for an Indigenous child or youth to maintain their language, culture, spirituality, heritage, traditions, ceremonies, and knowledge. Cultural continuity is an integral part of Indigenous communities and Indigenous peoples have always had their own ways of caring, nurturing and parenting their children.

### **Cultural Planning during Child Intervention Involvement**

When working with a child or youth receiving intervention services, support the child, youth, guardian and their support network to develop and review the Family Enhancement Plan, Supervision Order Plan, Tempcare Plan, Ongoing Connections Plan or Transition to Independence Plan to identify and build on the goals of each of the 4 the Areas of Connection. See Policies 4.2.1, 4.2.2, 4.2.3 and 4.2.4 (Intervention).

If the child or youth is, may be, or self-identifies as Indigenous, a plan must be developed in order to detail how cultural connections are maintained within the 4 Areas of Connection. This planning requires involvement and support from a First Nations designate (designate), Métis or Inuit Resource person. See Policies 4.2.1, 4.2.2, 4.2.3 and 4.2.4 (Intervention).

For a child or youth who is self-identified as Indigenous and is not receiving support from a designate, Métis or Inuit Resource person, support the child or youth, their family and support network to connect to cultural community resources.

Ensure the child or youth's voice as well as the voice of their family and communities are heard throughout cultural planning.

Engage with the child or youth, family and their support network in planning and decision making to ensure strong cultural connections are supported by:

- Intentionally involving caregivers in planning discussions and providing them with support regarding specific tasks related to maintaining cultural connections.
- Regularly using the genogram, kinship mapping and any other connection mapping tools.
- Keeping mementos and helping to create a memory book for the child or youth.
- Ensuring all cultural planning is reflective of any unique needs and is developmentally appropriate.
- Keeping mementos and helping to create a memory book for the child or youth.

### **Maintaining an Indigenous Child or Youth's Culture in Placement**

If the child or youth is in the director's care, caseworkers are required to work with the child, youth, guardian, their support network and caregiver to ensure the child or youth in a placement is aware of, and provided with supports to maintain connections to their cultural, familial, and religious heritage and tradition. See Policy 7.3.5 (Intervention).

### **Cultural Connection Planning for Adoption or Private Guardianship Applications**

Inform the prospective adoptive parents or prospective private guardians that they must complete the Plan [CS4028] or any similar plan in collaboration with the child or youth, their family, designate or Métis or Inuit Resource person and community that addresses how the child or youth's Indigenous identity, culture, heritage, spirituality, language and traditions will be respected, supported and preserved. The Plan [CS4028] or any similar plan must be submitted to the court at the same time that the adoption petition or private guardianship application is filed, as per s. 52 (1.3) and 63(1) (f). See Policies 10 and 11 (Adoption).

Assist the prospective adoptive parents or private guardians by providing suggestions in collaboration with the child or youth, their family, designate or Métis or Inuit Resource person and community on how to incorporate daily activities to further an Indigenous child or youth's understanding of their heritage and identity. Planning for cultural connections is not a once a year event, it is a daily lifelong practice and should be demonstrated over time.

Engage in collaborative discussions with the prospective adoptive parents or prospective private guardians so they are aware that they must take reasonable steps to comply with the Plan [CS4028] or any similar plan. The court and/or the caseworker will inform adoptive parents or private guardians of this obligation.

Throughout the period a child or youth is receiving intervention services, work with the child or youth's family and Indigenous communities to facilitate cultural connections and key relationships to honor and respect an Indigenous child or youth's cultural identity. It is imperative that the caseworker supports the child or youth to establish or strengthen their cultural connections.

### **Documentation**

Document discussions, decisions and rationale for decisions on a contact log in the electronic information system.

Ensure the Family Enhancement Plan, Supervision Order Plan, Tempcare Plan, Ongoing Connections Plan or Transition to Independence Plan is reviewed and attached in the electronic information system. Within these plans, document any supports to the child or youth where cultural connections is lacking and identify who is willing to help strengthen the child or youth's cultural connections.

Maintain a copy of the Plan [CS4028] or any similar plan on the child or youth's physical file and attached the plan in the electronic information system.

## Related Information



[2.1.1 First Nations Designate](#)

[2.2.1 Métis Child](#)

[2.4 Requirements under An Act Respecting First Nations, Inuit and Métis children, youth and families \(Federal Act\)](#)

[2.5 Caseworker's Responsibilities for an Indigenous Child](#)

[4.2.1 Family Enhancement Plan](#)

[4.2.2 Supervision Order Plan](#)

[4.2.3 Tempcare Plan and Ongoing Connections Plan](#)

[4.2.4 Transition to Independence Plan](#)

[7.3.5 Maintaining a Child's Culture in Placements](#)

[10 Adoption Finalization \(Adoption\)](#)

[11 Private Guardianship for a Child or Youth](#)



[Children's Services Planning Form \[CS11680\]](#)

[Plan \[CS4028\]](#)

[Transition to Independence Plan \[CS3476\]](#)

[CICIO User Guide](#)

[Delegated First Nation Agencies](#)

[Practice Strategies for Lifelong Connections Booklet – Tab 7 Cultural and Spiritual Connection](#)

*To report a broken link click [here](#).*

# Practice Supports

Practice Support: <b>Cumulative Time in Care</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">5.1 Cumulative Time in Care</a>	Revision Date: January 13, 2020
	Page 1 of 2

## Child Intervention Practice Framework Principles

CS calculates the time that a child or youth is in the care of the director to ensure the legislated rights for children or youth and their families are maintained. Informing the family of the time in care keeps the family aware of the time remaining to address concerns for the child or youth's safety and well-being.

When working with a child, youth or their family, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Counting Cumulative Time in Care

Manually calculate the total cumulative time in care to ensure an accurate count of a child or youth's cumulative time in care. Do not rely on the days in care number on the electronic information system.

#### Include

Begin counting with, and include the following, when calculating cumulative time in care:

- The day that a custody agreement is signed.
- The day that an initial custody order is granted.
- The day that a TGO or PGO is granted.

#### Exclude

Exclude the following when calculating cumulative time in care:

- Under s.21(3) and s.22 up to 10 days upon apprehension prior to an application under s.21.1 being heard in court. (The exemption excludes the day of apprehension and includes the day the subsequent application is heard.)

- Up to 42 days of adjournment time prior to the court disposing of an application for an initial custody order under s.21.1.

Exclude previous time in care if:

- 5 years have elapsed since the child or youth was last in the custody of the director or the subject of a PGO or PGA as per s.33(4)(a).
- A child or youth is the subject of an adoption order or private guardianship order and returns to the custody of the director as per s.33(4)(b).

### Timeframes for Siblings

If the intent is to have siblings returned home together, remain together in an alternate placement, or other similar circumstance, **only** the legislated timeframe for the youngest child or youth may be used for all siblings. Using the timeline for the oldest child or youth is **not** an option.

### Children or Youth Coming Back into Care

If a child or youth must come back into the care of the director and:

- the maximum total cumulative time in care has been exhausted, **and**
- less than five years have elapsed since the child or youth was in the custody of the director.

Apprehend the child or youth and make a direct application for PGO.

## Related Information



[5.2.3 Custody Agreement with Guardian](#)

[5.2.4 Custody Agreement with Youth](#)

[5.3.1 Apprehensions](#)

[5.3.3 Temporary Guardianship Orders](#)

[5.3.4 Permanent Guardianship Orders](#)

[5.3.7 Treatment Orders](#)



[Checklist for Court Documents](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Custody Agreement with Guardian</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">5.2.3 Custody Agreement with Guardian</a>	Revision Date: October 15, 2020
		Page 1 of 8

## Child Intervention Practice Framework Principles

CS collaborates with the child or youth, guardian, and support network, when entering into a CAG. Through sharing information, everyone involved can foster their safety, security and development, ensuring their needs are met, and their relational and cultural connections are maintained. This approach fosters shared decision-making, relationship-building and can help preserve the family. Through working together, CS and all relevant stakeholders aim toward alleviating the intervention concerns so that the family can be reunited and preserved.

When providing intervention services to a child or youth under a CAG, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Consult with a casework supervisor to determine whether a CAG, TGO or PGO is most appropriate for a child or youth.

Also consider the following:

- The ability and willingness of the guardian to participate in planning and to comply with the terms of the agreement.
- The views of the child or youth.
- The views of a non-custodial guardian, if applicable.
- The value of placing evidence of serious neglect or abuse before a judge.

If application for a PGO has been made, and the guardian wants to enter into a CAG instead:

- If the guardian has obtained legal representation, advise the guardian to consult with their lawyer before signing the CAG.



- If the guardian insists on signing the CAG without consulting their lawyer, the CAG may be accepted upon consultation with a casework supervisor.
- Document clearly that the guardian is entering the CAG voluntarily without the benefit of their legal representative.
- Withdraw the application for a PGO, if the director and guardian enter into a CAG.

Under a CAG, a child or youth is eligible for all services available to any child or youth in care.

**NOTE:** Under a CAG, the director is not the guardian.

### Negotiating a CAG

The director may sign a CAG for periods up to a maximum of 6 months at a time per s.9.

The director may sign any number of subsequent CAGs up to the total cumulative time in care per s.33. Refer to Policy 5.1 (Intervention).

Collaborate with the child or youth and guardian to review the child or youth's assessment information, to ensure accuracy of, and agreement with, the information gathered. This fosters transparency, open discussion, and shared planning and decision-making.

In collaboration with the guardian:

- Choose an appropriate duration for the CAG, up to the 6 month maximum.
- Complete the CAG [CS1642].
- Complete the Children's Services Planning Form [CS11680].
  - Enter CAG as the legal status.
- Discuss with the guardian the benefits of involving a First Nations designate or Métis resource person.
  - Obtain the guardian's consent for involvement.

If the family arranges, or pays, for a service, have the guardian sign the Consent to Release Information [CS0470] so information may be obtained from the service provider.

- Ensure the guardian or custodian clearly understands:
  - what it means to sign the Consent to Release Information,
  - their consent can be revoked at any time.

The CAG **must include** the following, per s.10:

- The plan for the care of the child or youth, including the services to be provided.
- The terms of family time.
- The extent of the delegation of the authority of the guardian to the director (this is identified on the Custody Agreement with a Guardian [CS1642]).

#### Tempcare Plan

The Tempcare Plan must be completed at the time the CAG is signed, in collaboration with the child or youth, guardian and support network.

The Tempcare Plan may be altered upon review, to ensure that the services provided to the child or youth and guardian are appropriate to meet the identified needs.

#### Family Time

Work collaboratively with the guardian to determine a reasonable schedule of family time that enables the child or youth to maintain contact with the guardian and individuals with whom the child or youth has a significant, positive relationship.

Determine the frequency, location of the visits for family time, and if there is any need for supervision.

#### Health Care

Determine whether the guardian has health insurance, in case the child or youth requires medical services not covered by Alberta Health Care.

Obtain the Alberta Health Care number from the guardian.

- If the guardian does not have the number, contact Alberta Health Care to obtain the number.
- If the child or youth is a First Nation Individual registered under the *Indian Act*, it may also be possible to obtain the number from the First Nations and Inuit Health Branch, Health Canada.
  - Support the child or youth to obtain a copy of an Indian Status card, if they do not have one, to ensure they have medical services coverage.

If the child or youth does not have full dental and extended health care coverage from another source, issue a Treatment Services Card as per Policy 9.1.11 (Intervention).

A child or youth who is a First Nation Individual registered under the *Indian Act* is not eligible for a Treatment Services Card.

### Financing

Consider the feasibility of the guardian providing financial support for the child or youth, when negotiating the CAG.

- Complete a Child Support Agreement, or apply for a Child Support Order, as appropriate. See Policy 5.6 (Intervention).

Apply for the Special Allowance on behalf of the child or youth. See Policy 9.4 (Intervention).

### Consent for Services

Under a CAG, the guardian provides consent to the director to provide specific services and carry out identified responsibilities, as negotiated and indicated in the CAG.

If a service requires consent, obtain it from:

- the child or youth, if accepted by the service provider (e.g. hospital, school), or
- the guardian, if required by the service provider.

If the child or youth requires medical treatment, have the guardian attend medical appointments to provide medical history regarding the child or youth. This also provides the guardian with knowledge of the child or youth's medical needs and required supports.

### **Determining Placement for a Child or Youth**

A kinship placement with the child or youth's extended family and community should be fully explored prior to considering any other placement alternatives.

Place the child or youth in an approved placement resource that will meet the needs of the child.

Delegate to the caregiver only the authorities delegated to the director by the guardian.

Engage the child or youth and caregiver in a face-to-face at a Family/Natural Supports meeting to discuss and agree upon routines, rules and discipline

### **Changing the CAG**

A CAG may be varied, extended, replaced, terminated or allowed to expire.

A 3<sup>rd</sup> Party Consult is required if there is a change in the child or youth's legal status.

#### Varying a CAG

Determine that the circumstances have changed and there is a need to vary the CAG.

Review the CAG and Tempcare Plan with the child or youth and guardian.

Negotiate a revised CAG and updated Tempcare Plan with the child or youth and guardian, which reflects current circumstances and needs.

If the child or youth's needs have changed, and varying the CAG is not sufficient to meet these needs, review the situation with a casework supervisor to determine which intervention services are required.

#### Extending a CAG

When it is determined the goals of the Tempcare Plan will not be reached during the term of the existing CAG:

- Review the CAG, Tempcare Plan, and updated assessment information with the guardian.
- Ensure that the review supports extending the CAG.
- Ensure the extension will not exceed the 9 month maximum period for a CAG, or the maximum cumulative time in care for the child or youth depending on their age, per s.33(2).
- Obtain approval from a casework supervisor or manager/DFNA Director, as appropriate, to extend services.
- Revise the Tempcare Plan with the child or youth, guardian and their support network to reflect the continued need for intervention.

If agreement on extending the CAG cannot be reached, and the level of required intervention remains the same, consult with a casework supervisor to determine the most appropriate intervention.

#### Replacing a CAG

If a CAG is no longer adequate to meet the child or youth's needs, and more intrusive intervention services are required, discuss the concern with the guardian and support network so they are included in the planning prior to applying for a guardianship order.

- If making application for a PGO, ensure the child or youth has not reached their maximum cumulative time in care per s.33.

When it is determined that a CAG is no longer necessary to protect the child or youth, but intervention services are still necessary, negotiate a FEA. See policy 5.2.1 (Intervention).

#### Terminating, or Allowing a CAG to Expire

The guardian and the director may terminate the CAG at any time, or an agreement may be allowed to expire on the agreed upon end date.

Complete the following steps:

- Review terms of the CAG, and the Tempcare Plan, with the guardian.
- Establish that the child or youth is no longer in need of intervention per s.1(2).
- Provide the guardian with information from the child or youth's record related to:
  - Family background. If releasing information that may be harmful information, consult with a casework supervisor on how best to support the youth.
  - Third party information cannot be released per s.1(r) of FOIP.
  - Developmental history and significant milestones.
  - School history with names of schools and for what grades.
  - Medical history with details of procedures, childhood diseases and immunizations.
- Provide the guardian any of the child or youth's personal items, including original identification documents, report cards, pictures or baptismal certificates.
- Ensure the guardian is given any items purchased specifically for the child or youth by the caregiver.
- Collaborate with the child or youth, guardian, and support network on planning the withdrawal of services.
- Identify strategies to maintain changes, resources to provide ongoing supports and make community referrals as necessary.

If the guardian decides to terminate the CAG, review the situation with a casework supervisor to determine the next steps.

## Closure

All decisions to close a case must be made in consultation with a casework supervisor. A case may be closed in the following circumstances:

- when the director determines that the need for intervention no longer exists, or
- when either party to the CAG wishes to cancel the agreement, or
- at the expiry of the CAG.

## Documentation

Record all contacts, consultations, decisions and rationale for decisions on a contact log in the electronic information system, as appropriate.

Ensure that the ongoing assessment record is updated every 6 months as required.

Ensure all electronic entries are up to date, including the start and end date of each agreement.

## Related Information



- [1.1.1 Recording Contacts and Collection of Personal Information](#)
- [2.1.1 First Nations Designate](#)
- [2.1.3 Rights and Privileges of First Nation Children Registered under the \*Indian Act\*](#)
- [3.2 Case Movement](#)
  - [3.2.3 Case Closure](#)
  - [3.2.4 Leaving the Care and Custody of the Director](#)
- [4.1 Assessment Tools](#)
  - [4.2.3 Tempcare and Ongoing Connections Plan](#)
- [5.1 Cumulative Time in Care](#)
  - [5.2.1 Family Enhancement Agreement with Guardian or Custodian](#)
- [5.3.2 Supervision Orders](#)
- [5.3.3 Temporary Guardianship Orders](#)
- [5.3.4 Permanent Guardianship Orders](#)
- [5.5 Court Procedures](#)
- [5.6 Child Support Agreements and Orders](#)

- 7.1.2 Caseworker Contact
- 7.3.1 Arranging a Placement
- 7.3.2 Placing a Child
- 7.3.3 Casework Responsibilities During Placement
- 9.1.3 Medical Care
- 9.1.11 Medical Services Payment Coverage
- 9.4.2 Obtaining Funding to Maintain a Child in Care



*Family Support for Children with Disabilities Act*



Children's Services Planning Form [[CS11680](#)]

Consent to Release Information – CS [[CS0470](#)]

Custody Agreement with a Guardian [[CS1642](#)]



[A Cross-Ministry Protocol between Children's Services and Community and Social Services-Supporting Alberta's Children, Youth and Parents/Guardians with Disabilities \(2019\)](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support: <b>Custody Agreement with Youth</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">5.2.4 Custody Agreement with Youth</a>	Revision Date: October 15, 2020
	Page 1 of 9

## Child Intervention Practice Framework Principles

CS collaborates with a youth in need of intervention when entering into a CAY, and simultaneously works with them to potentially reunify them with their family. The CAY fosters the youth's safety and well-being, and their right and responsibility to share in making decisions about their life. CS works together with the youth, their family, and community agencies as necessary, to identify and explore supports and resources available to the youth well in advance of entering into a CAY. This assists the youth with challenges they may be experiencing, can build on their strengths, and supports preserving family.

CS works closely with the youth to help them build and use their support network. This promotes a system of interdependence and lifelong connections for the youth.

To ensure the youth under a CAY safety, security and developmental needs are met, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Assessing Youth Competency to Enter into a CAY

Prior to entering into any CAY with a youth, in consultation with a casework supervisor, assess the youth's competency to:

- make a rational and well-thought out decisions to enter into a CAY,
- understand the consequences of entering or not entering into a CAY,
- understand and complete the terms of the CAY with assistance from the support network and caregiver.



Discuss with the youth and their support network to identify the youth's strengths, supports, and any potential barriers to the youth's ability to comply with the terms of the CAY.

- If it is determined that the youth is capable, then enter into an agreement with the youth.
- If it is determined that the youth is not capable to enter into a CAY, make application to the court for a guardianship order to provide intervention services to the youth.

**NOTE:** Under a CAY, the director is not the guardian.

### Negotiating a CAY

The director may sign a CAY for periods up to a maximum of 6 months at a time per s. 57.2(2).

The director may sign any number of subsequent CAYs up to the total cumulative time in care per s.33. Refer to Policy 5.1 (Intervention).

Under a CAY, a youth is eligible for all services available to any youth in care.

Collaborate with the youth and their support network to review the youth's assessment information, to ensure accuracy of, and agreement with, the information gathered. This fosters transparency, open discussion, and shared planning and decision-making.

- The CAY must include a completed Transition to Independence Plan, per s.57.2(3). See Policy 4.2.4 (Intervention).
- Choose an appropriate duration for the CAY, up to the 6 month maximum per agreement.
- Complete the CAY [CS1641].
- Complete the Transition To Independence Plan [CS3476].

Explore with the youth what supports are needed from the director, and how the caseworker assist the youth in meeting their needs and transition to adulthood.

- Ensure the youth's thoughts and perspective are considered in all planning,

The CAY must include, per s.57.2(3):

- a schedule of the visits or other family time to be provided between the youth and the youth's guardian or any other person, and
- a completed Transition to Independence Plan [CS3476].

### Involvement of other parties

Make every effort to discuss the planning with the youth's guardian.

- If this is not possible or appropriate consult with a casework supervisor.

Provide the youth with the opportunity to consent to involve, a First Nation designate or Métis Resource person where appropriate.

Work collaboratively with the youth to establish, and build on, their support network.

- Involve the support network in planning with, and for, the youth, to create lifelong and lasting connections that will be in place for the youth after the youth leaves the care of the director.

Support the youth to maintain family connections and significant relationships, and ongoing connection to their culture and belief system as well as their community.

### Health Care

Determine if the youth's guardian has health insurance, and, if so, ensure the youth can access those benefits if they require medical services not covered by Alberta Health Care.

Determine if the youth has their Alberta Health Care card, or if it can be obtained from the guardian.

- If not, contact Alberta Health Care to obtain the number.
- If the youth is a First Nation Individual registered under the *Indian Act*, it may also be possible to obtain the number from the First Nations and Inuit Health Branch, Health Canada.
  - Support the youth to obtain a copy of an Indian Status card, if they do not have one, to ensure they have medical services coverage.

If the youth does not have full dental and extended health care coverage from another source, issue a Treatment Services Card as per Policy 9.1.11 (Intervention).

- A youth who is a First Nation Individual registered under the *Indian Act* is not eligible for a Treatment Services Card.

### Financing

Consider the feasibility of the guardian providing financial support for the child or youth, when negotiating the CAG.

- Complete a Child Support Agreement, or apply for a Child Support Order, as appropriate. See Policy 5.6 (Intervention).

Apply for the Special Allowance on behalf of the youth. See Policy 9.4 (Intervention).

### **Consent for Services**

Under a CAY, the youth provides consent to the director to provide specific services and carry out identified responsibilities, as negotiated and indicated in the CAY.

If a service requires consent, obtain it from:

- the youth, if accepted by the service provider (e.g. hospital, school),
- the guardian, if required by the service provider.

Work collaboratively with the youth to include the guardian at the youth's medical appointments. This helps the guardian understand the youth's needs and required supports, with respect to the treatment.

If consent for service or treatment is required from the youth or guardian, and cannot be obtained, it may be necessary to apply for an apprehension order or TGO, and a treatment order.

- The CAY must first be terminated in order to make application for an apprehension order or a TGO and treatment order.
  - Consult with a casework supervisor about terminating a CAY.
  - Ensure that a 3<sup>rd</sup> Person Consult occurs before the youth's legal status changes.

If applying for an apprehension order or TGO, and treatment order, ensure **all** of the following criteria are met:

- the service is necessary,
- the youth will not consent, or the service provider will not accept the youth's consent,
- the guardian has not delegated the authority to consent,
- the guardian will not consent, and their consent is required by the service provider.

If the youth or family arranges, or pays, for a service, ensure the youth signs a Consent to Release Information [CS0470] so that information may be obtained from the service provider.

- Ensure the youth clearly understands what it means to sign the Consent to Release Information.
- Ensure the youth knows their consent can be revoked at any time.

### **Emergency**

If the youth's safety or well-being is in jeopardy, make every effort to contact and notify the guardian to discuss safety planning and next steps.

If the guardian cannot be located in an emergency, consult with the casework supervisor or manager/DFNA Director for next steps.

### **Determining Placement for a Youth**

A kinship placement with the child or youth's extended family and community should be fully explored prior to considering any other placement alternatives.

Place the youth in an approved placement resource that will meet their needs.

Do not delegate any duties and powers to the caregiver, as the director has no guardianship authority.

Engage the youth and caregiver in a face-to-face at a Family/Natural Supports meeting to discuss and agree upon routines, rules and discipline.

### **Changing the CAY**

A CAY may be varied, extended, replaced, terminated or allowed to expire.

A 3<sup>rd</sup> Person Consult is required if there is a change in the youth's legal status.

### Varying an Agreement

Determine that the circumstances have changed and there is a need to vary the CAY.

Review the CAY and Transition to Independence Plan with the youth.

Negotiate a revised CAY and Transition to Independence Plan with the youth which reflects their current circumstances and needs.

If the youth's needs have changed, and varying the CAY is not sufficient to meet these needs, review the situation with a casework supervisor to determine which intervention services are required.

#### Extending a CAY

When it is determined the goals of the Transition to Independence Plan will not be reached during the term of the existing CAY:

- Review the agreement and Transition to Independence Plan with the youth.
- Ensure the review supports extending the agreement.
- Ensure the extension will not exceed the 6 month maximum period for a CAG, or the maximum cumulative time in care for the youth per s.33(2).
- Ensure the extension of the agreement will not exceed the 12 month maximum under a custody agreement or the maximum allowable cumulative time in care.
- Obtain approval from a casework supervisor or manager/DFNA Director, as appropriate, to extend services.
- If appropriate, renegotiate the CAY and update the Transition to Independence Plan goals with the youth.

If an agreement cannot be reached, and the level of required intervention remains the same, consult with a casework supervisor to determine the most appropriate intervention.

#### Replacing a CAY

If a CAY is no longer adequate to meet the youth's needs, and more intrusive intervention services are required, apply for a guardianship order.

- If making application for a TGO or PGO, identify on the youth's record if they have reached their maximum cumulative time in care per s.33(2).

When it is determined that a CAY is no longer necessary to protect the youth, but intervention services are still necessary, discuss an EAY with the youth. See Policy 5.2.2 (Intervention).

#### Terminating or Allowing a CAY to Expire

The youth and the director may terminate the CAY at any time, or a CAY may be allowed to expire on the agreed upon end date.

Complete the following steps:

- Review terms of the CAY, and the Transition to Independence Plan, with the youth.
- Establish that the youth is no longer in need of intervention per s.1(2).
- Provide the youth with information from their record related to:
  - Family background. If releasing information that may be harmful information, consult with a casework supervisor on how best to support the youth.
  - Third party information cannot be released per s.1(r) of FOIP.
  - Developmental history and significant milestones.
  - School history with names of schools and for what grades.
  - Medical history with details of procedures, childhood diseases and immunizations.
- Provide the youth with any personal items, from the file, including any identification documents, report cards, pictures and baptismal certificates.
- Ensure that the youth is given any items purchased specifically for the youth by the caregiver.
- Collaborate with the youth, the guardian and the support network to plan for the youth when the CAY has ended, including referrals to community resources.
  - Ensure the youth and their support network are clear on what supports the youth are available to them and who they can turn to when needing support.
- Set an appropriate termination date, where applicable.
- Provide the youth with a written notice of termination and/or expiration date at least 1 month in advance and include the support network in planning for case closure.

#### Youth Involvement with the Criminal Justice System

If a youth is in custody under YCJA, services provided under their CAY are normally continued.

Vary or terminate the CAY, in consultation with the youth and a casework supervisor, only to better meet the needs of the youth.

#### **Closure**

All decisions to close a case must be made in consultation with a casework supervisor.

A case may be closed when it has been determined that the need for intervention no longer exists and:

- either party to the agreement wishes to terminate the agreement, or
- the agreement has expired.

### Dispute Resolution

Work collaboratively with the youth to address any worries, what's working well and the next steps, in order to resolve disputes or disagreements.

- Several informal and formal dispute resolution mechanisms exist, which the youth can access at any time, including the advocacy and support services provided by the OCYA.

### Documentation

Record on a contact log, the reasons for not discussing the planning with the guardian.

Document all contacts and efforts at contact on a contact log in the electronic information system, as appropriate.

Record all contacts, consultations, decision and the rationale for decision on a contact log in the electronic information system, as appropriate.

Ensure all electronic entries are up to date, including the start and end date of each agreement.

## Related Information



[1.1.1 Recording Contacts and Collection of Personal Information](#)

[1.3.0 Office of the Child and Youth Advocate Overview](#)

[1.3.1 Mandatory Notifications](#)

[1.4.1 Administrative Reviews](#)

[1.8 Children's Procedural Rights](#)

[2.1.1 First Nations Designate](#)

[2.1.3 Rights and Privileges of First Nation Children Registered under the \*Indian Act\*](#)

[3.2.3 Case Closure](#)

[3.2.4 Leaving the Care and Custody of the Director](#)

[4.2.4 Transition to Independence Plan](#)

- 5.1 Cumulative Time in Care
- 5.2.2 Enhancement Agreement with Youth
- 5.6 Child Support Agreements and Orders
- 7.1.2 Caseworker Contact
- 7.3.1 Arranging a Placement
- 7.3.2 Placing a Child
- 7.3.3 Casework Responsibilities During Placement
- 7.3.4 Placement Disruptions
- 9.1.3 Medical Care
- 9.1.11 Medical Services Payment Coverage
- 9.4.2 Obtaining Funding to Maintain a Child in Care



[Family Support for Children with Disabilities Act](#)



- [Agreement to Pay Child Support to a Director \[CS3679\]](#)
- [Consent to Release Information – CS \[CS0470\]](#)
- [Custody Agreement with a Youth \[CS1641\]](#)
- [Transition to Independence Plan \[CS3476\]](#)



[A Cross-Ministry Protocol between Children’s Services and Community and Social Services-Supporting Alberta’s Children, Youth and Parents/Guardians with Disabilities \(2019\)](#)

[First Nations and Inuit Health - Health Canada](#)

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# Practice Supports

Practice Support: <b>Custody Orders</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">5.3.8 Custody Orders</a>	Revision Date: January 13, 2020
	Page 1 of 4

## Child Intervention Practice Framework Principles

When a child or youth enters the care of the director after an apprehension and the director is applying for TGO or PGO, CS must address who has custody of the child or youth during this time by making an application for a CO. Involving the child or youth, guardian and support network to discuss COs and family time promotes the development of positive relationships. By collaborating with the child or youth and their support network, COs are granted that meet the need for the child or youth's safety and well-being as well as maintaining relational connections.

When applying for a CO, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Initial Custody

After an apprehension, an application for initial custody must be made if the director is applying for a TGO or PGO.

Initial custody may be granted after an apprehension if the director has made an application for a TGO or PGO.

**NOTE:** The Tempcare Plan must be initiated within 42 days of the date of an application for initial custody, a TGO or a PGO, and must be submitted to the court as evidence in the TGO or PGO hearing.

### Terms

Work collaboratively with the child or youth, guardian and support network to determine a reasonable schedule for family time that enables the child or youth to maintain relational connections with the guardian and/or any other person with whom the child or youth has significant relational connection.

Upon making an initial custody order, the court may:

- include terms for access to be provided between the child or youth and guardian and/or any other person with whom the child or youth has a significant relational connection, and
- require an assessment of the child or youth or the child or youth's guardian and any other person who may be given custody of the child or youth when the application for a TGO is disposed of.

### Adjournments

Per s.21.1(4)(b):

- An application for initial custody is summary in nature.
- Adjournments may be for no more than 14 days at a time unless the parties agree to a longer period of adjournment.
- The adjournment of an initial custody application shall not exceed 42 days per s.21.1(4)(b).

**NOTE:** If adjourned, the court must make an interim order providing for the custody of the child or youth per s.21.1(5). The order may also include terms respecting access to the child or youth.

Per s.21.1(5.1) the court may hear a motion for an adjournment of an initial custody application by videoconference if the court is satisfied that it is proper to do so.

To have a motion for an adjournment of an initial custody application heard via videoconference:

- Contact the clerk's office to arrange a time for the judge to hear the motion for an adjournment.
- Book a room where the caseworker can have the motion of adjournment heard. Present evidence supporting the motion for an adjournment.

### **Interim Custody**

If an application is made under Division 3, and the court adjourns the hearing, the court must make an interim order providing for the custody of or access to the child or youth during the adjournment.

If the court adjourns a hearing of an application for a PGO, the court must make an interim order granting custody to a director pending the disposition of the application unless the court is satisfied that it is in the best interests of the child or youth to do otherwise per s.33(5).

### Adjournments

Per s.26:

- The court may adjourn a hearing for not more than 42 days or any longer period that the court directs.
- If the court adjourns a hearing, the court must make an interim order providing for the custody of or access to the child or youth.

### **Applying for an Initial Custody Order**

Apply for, and file, an initial custody order after an apprehension at the same time as making an application for a TGO or PGO.

- Complete the Notice and Application for a Custody Order [CS3613].
- Indicate on the application:
  - If access to the child or youth is required and by whom.
  - If an assessment of the child or youth, the child or youth's guardian or any other person who may be given custody of the child or youth is required.
- File the application with the court within 7 days following the apprehension.

### Service

At least 5 days before the date set for the hearing, serve:

- all guardians,
- the child or youth if 12 years of age or over,
- the caregiver, if the child or youth has been in their care for 6 months immediately preceding the application, and
- any other person who had the care of the child or youth at the time of apprehension, if the child or youth was in their care for 6 months immediately preceding the application.

### **Documentation**

Ensure the electronic information system is updated under the legal, placement and plans tabs.

Record all contacts, consultations, decisions and rational on a contact log in the electronic information system.

Place a copy of the order(s) on the legal section of the child or youth's physical file.

## Related Information



[4.2.3 Concurrent Plan](#)

[5.3.1 Apprehensions](#)

[5.3.3 Temporary Guardianship Orders](#)

[5.3.4 Permanent Guardianship Orders](#)

[5.5 Court Procedures](#)



[Notice and Application for a Custody Order \[CS3613\]](#)

[Children's Services Planning Form \[CS11680\]](#)



[Checklist for Court Documents](#)

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# Practice Supports

Practice Support: <b>Daily Living Costs</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">9.4.1 Daily Living Costs</a>	Revision Date: January 13, 2020
	Page 1 of 5

## Child Intervention Practice Framework Principles

CS supports children and youth in the care of the director, and young adults receiving services from the director by providing daily living costs to ensure their basic needs are funded. Engaging the child, youth or young adult and their support network in discussions and planning helps everyone involved understand the child, youth or young adult's needs, desires and opinions. It also helps the support network to determine how to best meet the needs of the child, youth or young adults.

Ongoing collaboration with the child, youth or young adult, the guardian, caregiver and support network, fosters the development of stronger relationships, and will provide more opportunities for the child, youth or young adult to learn valuable life skills.

When planning and making decisions to ensure the child, youth or young adult's basic needs are funded consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Clothing

When placing a child or youth into the care of the director, ensure they have an acceptable wardrobe. If a child or youth needs clothing that is unavailable from the guardian, authorize the caregiver or other identified support network member to bring the wardrobe up to the approved standard. Shopping with the child or youth for new clothes is an opportunity to build a relationship and empowers them to voice their preference in who they shop with, and the clothes they want to wear.

### Payment for Clothing

Authorize payment on a Purchase Authorization and Invoice [CS00018C] or on an expenditure authorization letter that may be attached to a Child Maintenance Invoice [CS0011]. Itemize the authorization and have a casework supervisor sign it.

Advise the caregiver that once the wardrobe is brought up to standard, it is their responsibility to maintain the wardrobe using the basic maintenance provided.

### Maintaining the Child or Youth's Wardrobe

Work collaboratively and regularly with the child or youth, the caregiver and support network on how to ensure the child or youth's clothing is kept in good condition. Discussions with the child or youth, the guardian, caregiver and support network about what is working well to meet daily living needs, including wardrobe, and any worries that may be present will foster involvement in, and shared responsibility for the child or youth's daily life.

A facility that does not have wardrobe maintenance in its contract is exempt from this requirement. Such a facility may request a monthly clothing allowance.

### Exceptional Needs

If the child or youth has an exceptional need caused by a physical or emotional problem, which requires specialized or additional clothing the guardian cannot afford, work collaboratively with the support network to problem-solve. This encourages involvement in and shared responsibility for the child or youth's well-being.

If additional funding is still needed:

- obtain a casework supervisor's approval, and
- authorize the caregiver or identified support network member to purchase the specific items needed.

## **Independent Living**

### Room and Board

Room and board may be provided to a youth in the care of the director, to a youth who has entered into an EAY, or to a young adult who has entered into a SFAA, so that they can live on their own. Work collaboratively with the youth or young adult and their support network to make decisions about details of this independent living arrangement.

Send a copy of the signed lease agreement to the regional finance area. Also provide a copy to the landlord and to the youth.

Obtain approval from a casework supervisor to pay for a youth or young adult's room and board.

If the costs of room and board exceed the maximum set by regional financial procedures, work collaboratively with the youth or young adult to who is going to cover the additional cost, and obtain the casework supervisor's approval for this arrangement.

Decide whether payment will be made to the youth or young adult or directly to the individual providing room and board.

Enter into a three-party agreement with the individual providing room and board and the youth or young adult, and ensure it describes the responsibilities of each.

Direct the landlord, or the youth or young adult if they are receiving funds directly from CS to pay for their room and board, to submit a Child Maintenance Invoice [CS0011] prior to the beginning of each month for each of the following needs, if they are not being provided by the guardian:

- room and board,
- spending money,
- personal incidentals, and
- clothing allowance.

### Rent

To pay for a youth or young adult in an apartment:

- Obtain the approval of a casework supervisor.
- Ensure that the youth is over 16 and has demonstrated responsibility.
- Encourage the youth or young adult to share the apartment.
- View the accommodations and approve payment only if it is appropriate.

If a damage deposit is needed:

- Pay the youth or young adult's share.
- When the youth leaves, obtain a refund from the landlord payable to the Provincial Treasurer. Send the refund with an explanatory memo to the regional finance area.

**NOTE:** Do not co-sign the tenancy agreement.

Work collaboratively with the support network to provide furniture, bedding, initial groceries or other items the youth or young adult needs for their new home. If the

guardian or other support network members are unable to provide the items needed:

- Obtain the approval of a casework supervisor.
- Purchase the items for no more than the maximums set by regional financial procedures.
- Ensure the vendor deducts the Goods and Services Tax (GST) from the price.
- If further items are needed within 12 months, have a casework supervisor review the circumstances.

### Payment

Arrange to pay the youth or young adult directly, using a Child Maintenance Invoice [CS0011], prior to the beginning of each month, for the following needs not provided directly by the guardian:

- rent, groceries and household incidentals according to the rates set by the regional financial procedures,
- spending money,
- personal incidentals, and
- clothing allowance.

### **Documentation**

Ensure all entries are made in the electronic information system. Document consultations and decisions on a contact log in the electronic information system.

Retain a copy of the signed lease (for room and board or an apartment) on the youth or young adult's physical file.

## **Related Information**



[5.2.2 Enhancement Agreement with Youth](#)

[5.2.6 Support and Financial Assistance Agreement](#)

[5.6 Child Support Agreements and Orders](#)

[7.5 Minor Parent](#)



Child Maintenance Invoice [CS0011] – paper form only

Purchase Authorization and Invoice [CS0018C] – (voucher) paper form only

[CICIO User Guide](#)



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## Practice Supports

Practice Support:	<b>Disclosure and Release of Information</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.2.3 Releasing Information for a Law Enforcement Request</a> <a href="#">1.2.4 Disclosure of Information for a Civil Proceeding</a> <a href="#">1.2.5 Releasing Information for a Criminal Proceeding</a>	Revision Date: October 15, 2020
		Page 1 of 5

### Child Intervention Practice Framework Principles

CS works collaboratively with all stakeholders involved to disclose and/or release information required for a law enforcement request, or for civil or criminal proceeding, CS works together with all relevant agencies to ensure legal advice is obtained, consent to release is provided and information is vetted or removed as required. This approach fosters relationship building with stakeholders, and supports CS's commitment to fostering the safety and best interests of children and youth receiving intervention services.

When disclosing and/or releasing information for a law enforcement request, or for civil or criminal proceeding, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

### Practice Process

#### Releasing Information for a Law Enforcement Request

##### Receiving a Request for Information

When a request for information is received from a law enforcement agency, determine:

- Who is making the request?
- What is the reason for the request?
- What information is being requested (e.g. a particular document)?

##### Responding to a Request for Information

When responding to a request for general information such as work or home address, phone numbers, or date of birth:

- Consult with the casework supervisor regarding the request.

- Release the general information requested to law enforcement.

When a law enforcement agency makes a request for file information or a copy of the file, immediately:

- Consult with a casework supervisor regarding the request.
- Notify LASU by email at [CS.Disclosure@gov.ab.ca](mailto:CS.Disclosure@gov.ab.ca). LASU will obtain legal advice if necessary.

The worksite office must send physical copies of all file information required by LASU within 5 business days.

LASU will ensure that all information has been vetted prior to release.

LASU will release the information directly to the requesting law enforcement agency and will ensure that a copy of the letter of the release is sent to the originating office.

### **Disclosure of Information for a Civil Proceeding**

#### Responding to a Request for Information

Involve the child or youth and guardian in discussion around the request to release information.

When notice of a civil action or request for information for a civil action is received:

- Consult with a casework supervisor regarding the request.
- Notify LASU by email at [CS.Disclosure@gov.ab.ca](mailto:CS.Disclosure@gov.ab.ca). LASU will obtain legal advice if necessary.

LASU will request all documents that will be required for legal counsel to defend the claim.

The worksite office must send physical copies of all file information required by LASU within 5 business days.

LASU will ensure that all information has been vetted prior to release.

LASU will release the information directly to the requestor and will ensure that a copy of the letter of the release is sent to the worksite office.

If served with notice for a court application regarding the release of information, a court order directing the release of information, or a subpoena directing the release of information, immediately:

- notify the casework supervisor of the request,
- seek a lawyer, and
- provide all documents to the lawyer.

If a request for information is received verbally:

- determine who is making the request,
- ask what specific information is being requested,
- ask the purpose for requesting the information, and
- immediately advise the casework supervisor and seek the advice of a lawyer.

### **Releasing Information for a Criminal Proceeding**

#### Responding to a Request for Information

A request may be received for information for a criminal proceeding by any of the following means:

- verbal request,
- written request,
- court application,
- court order,
- subpoena, or
- any other document that requires the production and/or release of child intervention information.

Requests for information may be received when a child or youth in care is a criminal defendant and the defence lawyer has made a request for information, or a crown prosecutor may request information from an intervention record.

Involve the child or youth and guardian in discussion around the request to release information.

When file information is requested for criminal proceedings immediately:

- Consult with a casework supervisor regarding the request.
- Notify LASU by email at [CS.Disclosure@gov.ab.ca](mailto:CS.Disclosure@gov.ab.ca).

LASU will obtain legal advice if necessary.

The worksite office must send physical copies of all file information required by LASU within 5 business days.

LASU will ensure that all information has been vetted prior to release.

LASU will release the information directly to the requestor and will ensure that a copy of the letter of the release is sent to the worksite office.

### **Documentation**

Document all requests for release of information on the contact log in the electronic information system.

Where possible, file copies of all documentation in the physical file, into the electronic information system.

#### Releasing Information for a Law Enforcement Request

Document, on the contact log in the electronic information system:

- All discussion relating to the release and the release of information on a contact log in the electronic information system.

Place copies of requests for information and any consent to release information or law enforcement disclosure forms in the physical file.

Document the date the request was made and the date the information was sent to LASU.

Place copies of the information released in the child or youth's physical file.

#### Disclosure of Information for a Civil Proceeding

Place any service documents received, or signed consents in the child or youth's physical file.

Record on a contact log in the electronic information system, the receipt of any information requests or notices, any discussions related to the request.

#### Releasing Information for a Criminal Proceeding

Record on a contact log in the electronic information system, the receipt of any information requests, and the response to those requests and the date that the response was completed.

Place any documents related to a request for information on the physical file.

## **Related Information**



[1.2.3 Releasing Information for a Law Enforcement Request Policy](#)

[1.2.4 Disclosure of Information for a Civil Proceeding Policy](#)

[1.2.5 Releasing Information for a Criminal Proceeding Policy](#)

### 8.5 Receiving or Being Served with Court Documents



*Freedom of Information and Protection of Privacy Act (FOIP)*

*Child and Youth Advocate Act*

*Legislative Accountabilities and Supports Unit (LASU)*

[CS.Disclosure@gov.ab.ca](mailto:CS.Disclosure@gov.ab.ca)



Consent to Release Information [[CS0470](#)]

To report a broken link click [here](#).

Superseded

# Practice Supports

Practice Support:	<b>Disclosure of Information for a Court Proceeding</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.2.2 Disclosure of Information for a Court Proceeding</a>	Revision Date: January 13, 2020
		Page 1 of 3

## Child Intervention Practice Framework Principles

Providing full disclosure of relevant information in a CYFEA court proceeding ensures the court has information required to make decisions in the best interests of the child or youth. It also helps parties to the hearing to understand the reasons for court decisions involving CS matters, because they have access information used by the court to reach decisions.

Collaboration with legal council and all relevant stakeholders is important to facilitate appropriate information sharing for court decision-making processes. This positive and open relationship with all relevant stakeholders assists in determining the best methods for sharing required relevant information, and doing so in a timely manner.

When disclosing information for a court proceeding consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Discuss with the child or youth, guardian, and support network to ensure they are aware that, when required, CS provides disclosure of information regarding the child or youth for court proceedings when the director is or is not represented by a lawyer

All communications, written or verbal, with a lawyer are privileged information and should never be disclosed.

The recording of communications with a lawyer should be clearly identified as solicitor-client privileged information.

### **Disclosure of Information for a Court Proceeding when the Director is Represented by a Lawyer**

Involve a lawyer on all issues in relation to disclosure of information.

Ensure that a lawyer is provided with all documents from the file that are requested in a complete and timely manner.

### **Disclosure of Information for a Court Proceeding when the Director is not Represented by a Lawyer**

A director may be unrepresented by a lawyer at a hearing in instances such as a secure services application, or an application that is proceeding by consent.

When proceeding without a lawyer:

- Review all documents before disclosing them to ensure there is no third party personal information, information that is subject to solicitor-client privilege, or reporter information contained in the documents. Such information must be vetted and removed from any document prior to being disclosed.
- Consult with the casework supervisor, and CS/CSS Legal Team if required, if there are any questions about the disclosure of information.

If there are any questions about the release of information, consult with a casework supervisor, FASCL, DFNA lawyer, CS/CSS Legal Team, or the PFCS FOIP Office responsible for CS.

### **Documentation**

Place all written requests for information for disclosure purposes in the child or youth's physical file.

Document on the contact log in the electronic information system:

- all verbal requests for information for disclosure purposes,
- all documents that have been disclosed, to whom, on what day, and for what type of court proceeding,
- all discussions and decisions relating to the disclosure of information.

## **Related Information**



[5.5 Court Procedures](#)

[8.1.1 Legal Representation for the Director](#)



[Freedom of Information and Protection of Privacy Act \(FOIP\)](#)





FOIP Office - People, Families and Communities Sector (PFCS)

Phone: 780-427-2805

Email: [css.csfoipoffice@gov.ab.ca](mailto:css.csfoipoffice@gov.ab.ca)

To report a broken link click [here](#).

Superseded

# Practice Supports

Practice Support:	<b>Drug-endangered Children Act (DECA)</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">6.3 Drug-endangered Children Act (DECA)</a>	Revision Date: January 13, 2020
		Page 1 of 8

## Child Intervention Practice Framework Principles

DECA permits CS to assess and apprehend a child or youth to protect them from being exposed to chemicals or other harmful substances by a guardian who uses or illegally manufactures drugs. CS coordinates the response to a child or youth who is at risk of exposure to drugs or other harmful substances with the police and AHS to ensure that a child or youth is safe. CS collaborates with their community partners to keep children or youth from being harmed when their guardians are involved with the trafficking or production of drugs.

Utilizing DECA to ensure the safety and well-being of a child or youth needs to be done while considering every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Criteria

A child is drug-endangered per DECA s.1(2)(a-f) if:

- a) the guardian exposes the child or allows the child to be exposed to, ingest, inhale or have any contact with, a chemical or other substance that the guardian uses to illegally manufacture a drug,
- b) the guardian illegally manufactures a drug in the presence of the child, or causes or allows the child to enter or remain in any place or premises where a drug is illegally manufactured or stored,
- c) the guardian possesses a chemical or other substance with which the guardian intends to illegally manufacture a drug in a place or premises where a child resides,
- d) the guardian exposes or allows the child to be exposed to an indoor cannabis grow operation other than in accordance with an Act of Alberta or Canada, or to the process of extracting oil or resins from cannabis plants,

- e) the guardian involves the child in or exposes the child to trafficking, or
- f) the child has been, is being, or there is a substantial risk that the child will be, physically injured, emotionally injured or sexually abused because the guardian is exposing the child to other forms of illegal drug activity.

### **Intake**

All reports of drug-endangered children or youth are received and assessed under CYFEA during intake and recorded on an Intake [CS11191] within 5 business days from the date of referral.

Where DECA concerns are indicated at intake:

- Record the DECA reason for referral on the intake.
- Determine if an immediate response is required.
- Assess whether the situation may pose a threat to the assessing caseworker.
- Consult with a casework supervisor and complete a thorough review of the information gathered at intake and the analysis of safety factors.

Determine what action to take in consultation with a casework supervisor:

- Close the intake if the information does not provide reasonable and probable grounds to believe that the child or youth may be drug-endangered per DECA or may be in need of intervention per CYFEA.
- Refer the matter for further assessment if the intake information provides reasonable and probable grounds to believe that the child or youth may be drug-endangered.
- Refer the matter for further assessment if the information indicates that the child or youth is not drug-endangered per DECA however provides grounds to believe that a child or youth may be in need of intervention per CYFEA.
- Obtain casework supervisor approval of the completed intake.

For further information on intake phase, refer to Policy 3.1.2 (Intervention).

### **Consultation During Investigation**

If during the safety phase, the information indicates that the child or youth may be drug-endangered:

- Consult with a casework supervisor to determine what action to take and plan an appropriate response.

- Contact the police to coordinate a joint response. A residence where a drug-endangered child or youth may be located has the potential to be a crime scene and may pose a threat to the caseworker.
- Have face-to-face contact with the child or youth, siblings, the child or youth's guardian and other caregivers, separate and alone as determined by the joint response plan with the police

### **Safety Phase**

The investigation of a drug-endangered child or youth is completed within 10 business days from the date of referral from intake. Under s.6(1) of CYFEA, the director must investigate the child or youth's need for intervention unless the director is satisfied that the information was provided maliciously or is unfounded or that the report or allegation was made without reasonable and probable grounds.

If the assessment information provides reasonable and probable grounds to believe that a child or youth is not drug-endangered and is not in need of intervention:

- Make community referrals if appropriate or requested.
- End the safety phase.

If the assessment information provides reasonable and probable grounds to believe that a child or youth is not drug-endangered however provides grounds to believe that a child or youth may be in need of intervention:

- Proceed under CYFEA.
- Develop a safety plan with the child or youth and support network to address the situation.
- Determine the new legal authority being pursued.
- End the safety phase, close the assessment and proceed to the ongoing case in the intervention phase.

If the assessment information indicates the child or youth is drug-endangered:

- Make an application for a DECA apprehension order or, if the child or youth is at immediate risk, complete a DECA emergency apprehension.
- Complete the safety phase.
- Document the reason for the DECA apprehension per s.1(2)(a-f) of DECA in the Safety Assessment [CS3701].
- Proceed to the intervention services phase.
- Determine the subsequent legal authority being pursued.

For further information on the safety phase refer to Policy 3.1.3 (Intervention).

### DECA Apprehension Procedures

Apprehending is an intrusive measure that sets in place a series of events requiring legal and casework attention:

- Ensure the child or youth meets the criteria per s.1(2)(a-f) of DECA.
- Obtain approval from a casework supervisor prior to apprehending a child or youth under DECA.
- Consider whether to include a request for entry by force.

In consultation with a casework supervisor determine:

- which section of DECA the apprehension will be executed under, and
- which type of apprehension will be used:
  - **Apprehension Order via court** – Apply in court for an apprehension order where possible. This method is reflective of best practice.
  - **Apprehension Order via telecommunication** – If it is impractical to appear in court, apply by telecommunication for an apprehension order.
  - **Emergency Apprehension** – If the director has reasonable and probable grounds to believe that the child or youth's life, health or safety is seriously and imminently endangered because the child or youth is drug endangered, apprehend the child or youth under s. 2 (9) of DECA. (If there is opportunity to apply for an apprehension order via court or telecommunication, then the criteria for an emergency apprehension are not met.)

If the risk is such that calling a casework supervisor prior to the apprehension is not practical or the police have executed an apprehension prior to the director's involvement, consult with a casework supervisor as soon as possible following the apprehension.

For further information on how to make an application for an apprehension order or complete an emergency apprehension, refer to Policy 5.3.1 (Intervention).

- Complete the appropriate DECA forms, Application for Apprehension Order [DECA0001] or Facsimile of Apprehension Order [DECA0003].
- Provide evidence to the court per s.1(2)(a-f) of DECA.
- For further information on how to make court applications and court processes, refer to Policy 5.5 (Intervention).

### Executing a DECA Apprehension and Safety Precautions

It is essential to coordinate the response with police as apprehending from a residence where serious drug activity is taking place is potentially dangerous and the residence may be considered a crime scene.

When apprehending a drug-endangered child or youth:

- Collaborate to develop a safety plan with the child or youth, family, and safety network in consultation with a casework supervisor prior to executing the order. The safety plan should provide for the safety of those involved in the apprehension including the child or youth and any other persons who may be present.
- Request police assistance in the execution of the apprehension if safety concerns are present.
- Have the police execute the apprehension in cases where the drug-endangered child or youth is in a residence where it may be unsafe to enter. For example, a residence where methamphetamines are being produced.
- Do not gather any of the child or youth's belongings if a child or youth is apprehended from a residence used to manufacture drugs as there may be a risk of contamination.
- Take physical custody of the child or youth.
- Ensure the child or youth is provided with a change of clothing as soon as possible if the child or youth is apprehended from a residence used to manufacture drugs.
- Bag and label the child or youth's clothing using universal precautions.
- Contact the appropriate policing agency to request assistance with disposal of the clothing after the child or youth has been placed. Provide the clothing to the police if requested; analysis of the clothing may be necessary for use in evidence in either child or youth protection proceedings or a criminal prosecution.

### Notice of Apprehension

Notify the guardian of the apprehension orally or in writing as soon as possible after the apprehension has been executed. All notices **must** include a statement of the reasons for the apprehension and the telephone number of the nearest Legal Aid Alberta office.

- Wherever possible, notify all guardians using a Notice of Apprehension [CS1629].
- Place a copy of the notice of apprehension on the child or youth's physical file.

- Inform the guardian that if the child or youth is not returned within 2 days from the date of apprehension, the child or youth is deemed to have been apprehended under s.19 of CYFEA.

### **Medical Need**

Children and youth exposed to chemicals used in manufacturing drugs must receive a medical examination as the toxicity of the chemicals poses a health risk to them.

If the child or youth requires medical care, seek care as soon as possible. Complete the Letter to Doctor from Caseworker re: Child's Exam [CS2825] identifying the environment the child or youth has been exposed to and whether or not toxicity screens are necessary.

### **Placement**

In addition to the placement procedures outlined in Policy 7.3 (Intervention), advise the caregiver:

- the child or youth should be bathed or showered immediately, and
- of the need for medical care and follow-up. If the child or youth did not receive a medical examination prior to placement, provide the caregiver with the completed medical referral to ensure communication of the child or youth's drug endangerment to medical personnel.

### **Return of the Child or Youth**

If the child or youth may be safely returned to the guardian within 2 days after the DECA apprehension, discuss the circumstances with a casework supervisor including:

- the current situation of the guardian and their involvement in the events leading to the apprehension,
- the rationale for determining that the child or youth is no longer drug-endangered, and
- the safety plan established with the guardian and support network to reduce the likelihood of further endangerment and any need for continued involvement under CYFEA.

If the plan to return is supported by a casework supervisor:

- Return the child or youth to the guardian.
- Advise the guardian of any medical follow-up or other appointments that are required.
- Advise the guardian of further CYFEA involvement or community referrals as necessary.

**NOTE:** A court application is not required if the child or youth is returned within 2 days.

### **Deemed Apprehended**

If a child or youth is apprehended under DECA and is not returned to their guardian within 2 days from the date of apprehension, the child or youth is deemed to have been apprehended under s.19 of CYFEA.

Ensure that:

- the legal status in the electronic information system is a DECA Apprehension or Emergency Apprehension,
- the start date of the apprehension under CYFEA is the same as the start date of the DECA apprehension,
- all subsequent activities are completed under CYFEA, and
- all subsequent court applications are made under s.21(1) of CYFEA.

### **Counting Days**

Calculating the number of days that a child is apprehended is the same as under CYFEA:

- If you return the child or youth within 2 days, exclude only the day of apprehension and include all other days. Include the day the child or youth is returned.
- Calculating the number of days that an application after apprehension must be heard in court is the same as CYFEA.
- If the child or youth is not returned within 2 days, exclude the day of apprehension and include all other days.

### **Documentation**

The caseworker, casework supervisor and/or manager must record all the activities involved with the apprehension.

Ensure that all contacts, points of consultation, decisions and rationale for decisions are documented on the appropriate assessment records and on a contact log in the electronic information system.

The casework supervisor must document any consultation or change in circumstances that made the child or youth's return possible.



## Related Information



- [3.1.2 Intake](#)
- [3.1.3 Safety Phase](#)
- [5.3.1 Apprehensions](#)
- [5.5 Court Procedures](#)
- [7.3 Placement](#)
- [9.1.3 Medical Care](#)
- [Appendix A-2 Delegation Schedule](#)



- [Controlled Drugs and Substances Act](#)
- [Drug-endangered Children Act](#)
- [Drug-endangered Children Regulation](#)



- [Application for Apprehension Order \[DECA0001\]](#)
- [Facsimile of Apprehension Order \[DECA0003\]](#)
- [Letter to Doctor from Caseworker re: Child's Exam \[CS2825\]](#)
- [Notice of Apprehension \[CS1629\]](#)
- [Safety Assessment \[CS3701\]](#)
- [Intake \[CS11191\]](#)



[CICIO User Guide](#)

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# Practice Supports

Practice Support: <b>Eco-map</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">4.1.1 Eco-map</a>	Revision Date: January 13, 2020
	Page 1 of 3

## Child Intervention Practice Framework Principles

CS collaborates with the child or youth and their family to create an eco-map; a diagram showing the strength of connections between a child or youth receiving intervention services, their family, friends and community. The eco-map creates a shared awareness of significant connections and their possible positive or negative influences, between everyone involved in fostering the child or youth's safety and best interests. It can also help the child or youth and their family maintain connections to their culture and heritage.

When creating an eco-map consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Position the child or youth or family unit at the centre of the diagram.

Collaborate with the child or youth, their family, and support network to identify the connections that they have with individuals or organizations in their community.

When the child or youth is, may be, or self-identifies as Indigenous, collaborate with the First Nations designate or Métis Resource person to identify additional family members and supports.

Review and update the eco-map annually or more often if significant changes occur, to ensure that it provides a current representation of the child or youth, or family's ecosystem.

### Connections to Illustrate on an eco-map

Each person and organization, with whom the child or youth or their family has a connection, is named in a separate circle.

Connections to illustrate may include but are not limited to:

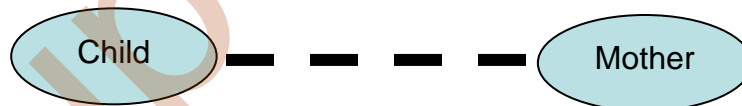
- significant personal relationships (friends and extended family),
- neighbourhood: how the child or youth feels about the area where they live,
- community services: includes medical, mental health, substance abuse, family violence, CS, legal, court, etc.,
- social groups: church, civic, faith, spirituality, culture, sports, etc.,
- schools,
- employment/income support,
- First Nations designate, Métis Resource person, or appropriate cultural resource.

The connection between the child or youth, their family and an individual or organization is indicated by a line drawn between them:

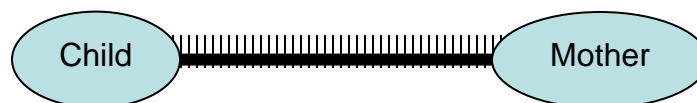
- An unbroken bold line illustrates a strong or close relationship



- A line of dashes illustrates a weak or tenuous relationship.



- A broken line illustrates a stressful relationship.



To illustrate the impact of the connection, place an arrow on the end of the line indicating whether resources and energy are flowing to a person or away from a person.

- No arrow indicates no impact, no flow of energy or resources.
- Arrows at both ends indicates a reciprocal flow of energy or resources.



Give copies of the eco-map to the child or youth and family members, as requested.

### Documentation

Document and attach the eco-map template [CS1894] in the electronic information system.

### Related Information



Eco-map [CS1894] – paper form only



[CICIO User Guide](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support: <b>Education</b>	Issue Date: January 13, 2020
Policy Reference: <b>9.2 Education</b>	Revision Date: January 13, 2020
	Page 1 of 8

## Child Intervention Practice Framework Principles

The responsible school board determines the educational program for a child or youth; however CS advocates for the child, youth or young adult to ensure they receive appropriate school programming that meets their individual educational needs. Continuous collaboration, with open and transparent discussions involving the child, youth or young adult, guardian, caregiver, support network and school personnel will foster meaningful decisions that are made in a timely manner. Individualized plans should be developed to support the child, youth or young adult to realize their educational goals, aspirations and dreams.

When planning for a child, youth or young adult's education, consideration should be given to every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Communication with the School

Encourage the caregiver to accept joint responsibility for the child or youth's educational experience, and to be involved in ongoing collaboration with the school, guardian and support network.

Encourage the guardian to participate in school meetings and planning for the child or youth's education.

Participate in communication and attend collaborative meetings regarding the educational success of the child or youth in care, as a member of the core team as per the joint Ministry "Success in School for Children and Youth in Care: Provincial Protocol Framework" (PPF):

- Ensure the child or youth's voice is heard.
- Celebrate school successes with the child or youth.
- Assist the school point person with facilitating the strengths-based meetings.

- Invite school personnel to any additional Family/Natural Supports meetings that may be relevant to the child or youth's education.

**NOTE:** The Success in School for Children and Youth in Care: Provincial Protocol Framework identifies the core team as a composition of appropriate school staff, caseworker, caregiver(s), child or youth in care, any other guardian of the child or youth and other identified partners that will support and promote the educational achievement of the child or youth.

At registration, inform the school point person of the child or youth in care who will be coming and provide as much information as possible regarding:

- grade/placement information
- assessment information, and
- any special needs the child or youth may have which may be useful to the school in determining placement and programs/services.

When sharing information be sure to respect the child or youth's right to privacy related to information about abuse or trauma.

Communicate with the school point person and the child or youth's core teacher(s) at least twice each school year to discuss the child or youth's progress, successes and any challenges that the child or youth is experiencing.

Request that the caregiver report any emergent concerns to the caseworker immediately as well as any successes that the child or youth may have attained.

Advocate to the school for any needed services.

- Inform a casework supervisor if an educational service is required but currently not provided.
- The manager or manager's point person may use the conflict-resolution process outlined in the *Education Act* or in the PPF Regional Agreement to advocate for the appropriate educational services.
- Consider a mandatory referral to the OCYA if a necessary educational service persists to be inaccessible.

As required, consult with the child or youth's school point person regarding:

- special education programs,
- early childhood services programs,
- religious and patriotic instruction,
- work experience programs,
- student records, and

- appeals concerning student matters.

Consult with the Director of Special Education, as required, regarding the school district policies related to specialized education related services, such as transportation.

Consult with the Children and Youth Complex Needs program if the child or youth's needs are extraordinary and are beyond the school's program mandate.

Do not enter an agreement to pay for educational services for a child or youth in the care of the director. The Department of Education provides funding to the school board for education.

### **School Moves**

Avoid school moves whenever possible.

Ensure collaborative discussions and planning occurs with the child or youth, guardian, caregiver, and support network on how to prevent school moves and, when unavoidable, how to support the child or youth with the school move.

When a school move must occur:

- Consult a casework supervisor.
- Make plans with the school point person or core team to arrange for the child or youth to move at a natural school break.
- Ensure ongoing relational connections are maintained and farewell arrangements are made for the child or youth with teachers and classmates to support lifelong connections.
- Ensure that the Success in School Plan follows the child or youth.

### **Student Records**

If deemed necessary to view a student's school record, request to review the information under s.38.1 of the *Education Act*.

A child or youth, or guardian who is not the director, may also request to view the child or youth's student records. Inform the school that when providing information to these parties, the record must not contain information regarding intervention services or caregiver's contact information.

### **School Attendance**

The *Education Act* mandates that all children and youth aged 6 through 16 must attend school and sanctions the use of a multi-disciplinary attendance board or an attendance officer to address truancy issues.

If a child or youth is not attending school, participate in the process necessary to reengage the child or youth with the educational environment:

- Work with the core team to address worries, strengths and the next steps to develop strategies to assist the child or youth, the school, and the caregiver in improving the child or youth's attendance.
- Participate in the attendance board hearing if one is convened.

### **Suspension and Expulsion from School**

If consideration is being given to suspend or expel a child or youth in care under the *Education Act*, the director must be notified.

Once informed of a child or youth being suspended or expelled from school:

- Discuss the suspension/expulsion with the child or youth to understand their experience and point of view.
- Discuss the rationale for suspension/expulsion with the school point person.
- Consult with a casework supervisor.
- Determine whether to request a review of the decision by the school, school board, or the Minister of Education.
- Meet with the core team to discuss alternatives to suspension or expulsion.
- Work with the school point person and core team to ensure the child or youth's ongoing educational needs are met.

### **Vandalism**

The *Education Act* holds a student and guardian liable for intentional or negligent property damage caused by a child or youth.

If a school submits a financial claim for damage caused by a child or youth in care, see Policies 2.4 and 3.3.6 (Placement Resources).

### **Educational Expenses**

Provide funding for school supplies according to the regional procedure, unless the guardian (who is not the director) is able to provide financial assistance.

In addition to basic educational supplies, obtain approval from a casework supervisor to provide payment for the following:

- bus passes/fees,



- school pictures,
- examination fees,
- student union fees,
- locker fees,
- specialized or course specific supplies, or
- recreational or cultural courses if the student also takes credit courses.

### Graduation

Pay graduation costs for a child or youth in the care of the director graduating from junior or senior high school according to regional and DFNA practices.

Discuss with the child or youth and the guardian and support network who will attend and support the child or youth at graduation, considering all relational connections.

### School Trips

Obtain the guardian's consent for a school trip outside of regular school hours and any exceptional expenses.

Discuss the school trip with the child or youth, guardian, caregiver and support network to ensure the child or youth's voice is heard and address any strengths or worries the people involved may have.

Consult with the casework supervisor for approval to cover the cost of the field trip.

- The casework supervisor considers:
  - the cost,
  - whether the child or youth will participate in organized fund-raising projects,
  - contributions by the child or youth,
  - contributions by the guardian if other than the director, and
  - if the requested school trip is consistent with the child or youth's case plan.

If the school trip involves out of province or country travel, obtain approval from the required authorities according to Policy 7.4.2 (Intervention).

Ensure that all fees and approvals are completed by the timelines indicated by the school.

### Tutor

Obtain approval from the casework supervisor to pay for tutorial services.

Provide payment of a tutor according to regional procedures.

### **Pre-school/daycare**

Obtain the manager's approval for payment of pre-school or day care fees if it is determined that attendance to this programming will assist the child with school readiness and success.

Arrange registration and authorize payment according to regional procedures.

### **Alternate Educational Options**

Alternate educational initiatives must meet the child or youth's educational needs and be consistent with the child or youth's case plan.

Discuss alternate educational options with the child, youth or young adult and the support network to understand their worries, what is working well and the possible next steps.

Obtain approval from the casework supervisor to enrol a child or youth in alternate educational options.

#### Distance/Correspondence Learning

- If the child or youth is under 16 years old, obtain approval from the principal of the child's school.
- If the child or youth is under 16 years old and not enrolled in school, contact Alberta Distance Learning.

### **Post-Secondary Education**

Provide information and support youth and young adults in post-secondary educational planning. Utilize the Transition to Independence Plan and Success In School Plan as tools to identify educational plans, career aspirations and training needs.

Provide information about the Advancing Futures Program and Registered Education Savings Plan (RESP).

- Refer to Policy 9.4.6 (Intervention) and the program website for eligibility criteria.

- Contact the First Nations designate for information on post secondary funding available for Indigenous youth and young adults.

Work collaboratively with the guardian and support network to assist and encourage the youth or young adult with all planning for post secondary education.

### Transition from School to Work

Work collaboratively with the support network to help youth and young adults who are entering the work force, are underemployed or leave school early. Encourage career counselling and provide assistance by contacting Employment and Immigration regarding support and work training programs.

### Documentation

Place all school documentation on the child, youth or young adult's file.

- Include copies of report cards, Success in School Plans and school progress reports.

Document all contact with the school on a contact log in the electronic information system.

Update school information on the electronic information system. Ensure that the school code, school name, current year, and the child's grade level is entered. Update the school status whenever a change occurs and ensure that the school code is updated.

Document approval by the manager for payment of pre-school or day care fees on a contact log in the electronic information system.

Document all consultation regarding the child, youth or young adult's educational needs and experience on a contact log on the electronic information system.

**NOTE:** Every school in Alberta (including public, private, institutional, and on reserve schools) has a unique 4-digit school code. All Alberta Education 4-digit school codes and the name of the school must be entered in the electronic information system for all open child-in-care files.

To obtain the school code, call the school to ask for the school code or look up the code on line ([link below](#)).

## Related Information



### 4.2.4 Transition to Independence Plan

[7.4.2 Approving Travel](#)

[9.4.6 Advancing Futures Program](#)

[9.4.7 Registered Education Savings Plan Program for Children in Permanent Care](#)



[Education Act](#)



[Child Maintenance Invoice \[CS0011\] – paper form only](#)

[Purchase Authorization and Invoice \[CS0018C\] – \(voucher\) paper form only](#)

[Transition to Independence Plan \[\[CS3476\]\(#\)\]](#)



[Advancing Futures Bursary Program](#)

[Alberta Distance Learning](#)

[Alberta Education](#)

[Alberta Education Authorities and Schools Directory](#)

[Alberta Employment and Immigration](#)

[Success in School for Children and Youth in Care Provincial Protocol Framework](#)

[Success in Schools Tip Sheets and Forms](#)

[CICIO User Guide](#)

To report a broken link click [here](#).

## Practice Supports

Practice Support:	<b>Education Benefits and Resource Rebate</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">9.4.6 Advancing Futures Program</a> <a href="#">9.4.7 Registered Education Savings Plan Program for Children In Care</a> <a href="#">9.4.8 Resource Rebate</a>	Revision Date: October 19, 2021
		Page 1 of 8

### Child Intervention Practice Framework Principles

CS is committed to supporting children and youth in the care of the director, and young adults who have been in the care of the director, to pursue post-secondary education. Early planning and collaboration with the child or youth and their support network will assist the child or youth to make decisions on their education and career choice.

Through sharing information and working together, supports including education benefits and rebate funds can be accessed to help the child, youth or young adult plan for their future. This collaborative approach between the child, youth or young adult and their support network also fosters relationship building and connection, which are building blocks in the child, youth or young adult's future success.

To ensure a child or youth in care who is eligible to have access to education benefits and resource rebate, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

### Practice Process

#### **Advancing Futures Program**

##### Determining Eligibility

Determine eligibility for youth using the following eligibility criteria:

- The youth must be a resident of Alberta.
- The youth meets one of the following child intervention status criteria:
  - was under permanent guardianship status (PGO or PGA) between the ages of 13 and 18 years old **or**

- was in the care or custody of CS for at least **546** days (approximately 18 months) between 13 and 22 years of age, under one of the following legal statuses:
  - TGO
  - Order to Extend Custody/TGO to 3 Years
  - CAG
  - CAY
  - EAY
  - CO
  - Emergency Apprehension
  - Apprehension Order
  - Interim Custody Order
  - SFAA
- At the time of application, the young person must be between 18 and 24 years of age.
- Youth who have been adopted or who are the subject of a private guardianship order and meet the program criteria **are** eligible for the program.

**NOTE:** A youth who has a Registered Education Savings Plan (RESP) established by the Government of Alberta is not required to use it before accessing the Advancing Futures program.

#### Planning with the Youth

The Advancing Futures application procedures must be reviewed with the eligible youth.

Ensure that the Tempcare Plan, Ongoing Connections Plan or the Transition to Independence Plan, whichever is applicable, identifies that the Advancing Futures information will be reviewed with the youth, guardian, caregiver and support network.

Arrange to review the Advancing Futures information in person with the youth and youth's guardian.

For a child or youth exiting care before their 18<sup>th</sup> birthday and who will be eligible after their 18<sup>th</sup> birthday, advise the child or youth and their guardian of the opportunity to apply to Advancing Futures any time between 18 and 24 years of age.

## **RESP Program for Children and Youth in Permanent Care**

### Establishing an RESP Account

The RESP program is responsible for establishing an RESP account for a child or youth under a PGO or PGA. The RESP program is managed by the Prevention, Early Intervention and Youth (PEIY) Branch.

### Responsibilities of the RESP Program

The CS RESP program Advisor will:

- Engage in dispute resolution between the caseworker and financial institution when necessary.
- Compile a monthly report identifying all children and youth who have entered a PGO or PGA legal authority that month and take the necessary steps to open an RESP account.
- Reach out to administrative contacts at each worksite to request a scanned copy of a child or youth's birth certificate and copy of PGO or PGA as needed.
  - Apply for SIN and an RESP account.
- Maintain RESP account information.
- Document all actions taken related to a child, youth or young adult's RESP account in the electronic information system.
- Complete requests for withdrawal from RESP accounts for the purposes of pursuing a post-secondary education.
  - Provide a Letter of Authorization to the financial institution for funds to be withdrawn.

### Contact Information for the RESP Program

RESP program Advisor  
Prevention, Early Intervention and Youth Branch, Children's Services  
11<sup>th</sup> Floor, 9940-106 Street  
Edmonton, AB, T5K 2N2  
[CS.RESPProgram@gov.ab.ca](mailto:CS.RESPProgram@gov.ab.ca)

### Child or Youth with a Change of Name

Notify the RESP program Advisor when the child or youth has a change of name and provide the required documentation(s) to update the RESP account. At that time, the RESP program Advisor is responsible for updating the child or youth's RESP account by contacting the financial institution.

### Transition Planning

If a youth in care has an RESP account established for them by CS, ensure the funds are taken into account in transition planning for the youth. Discuss the following with the youth, guardian, caregiver and the support network:

- the youth's RESP account information and current funds,
- steps required to access and utilize the RESP funds for the youth, so they can pursue their post-secondary education, and
- that the RESP account will be automatically closed if the youth does not access or transfer the RESP funds by age 30.

Information about the youth's RESP account and how to access the funds can be accessed by contacting the RESP program Advisor.

### Child or Youth's File Closure

If a child or youth is leaving the care of the director and has an established RESP account, ensure their guardian is aware of the process to transfer ownership of the RESP account from CS to the guardian before the child or youth turns 18. Provide the guardian with the CS RESP program contact email to work through the RESP account transfer process.

When a file closes for a child or youth in the permanent care of the director, for any reason other than the death of the child or youth, ensure that the child or youth is aware of the existing RESP account and how to access the investment for post-secondary education.

Notify the RESP program Advisor if a child or youth for whom an RESP account has been established has passed away. The RESP program Advisor will close the RESP account with the financial institution.

### If the Young Adult Does Not Access Post-Secondary Education

If a young adult who was previously in the care of the director chooses not to access or transfer the RESP funds by age 30, all monies shall be returned to the provincial and federal programs from which they originated, as per the regulations of those programs. Have a discussion with the young adult and their support network so they are aware of this information.

### Ownership Transfer of an RESP

The subscriber of a child or youth's RESP account may be changed from CS to a different legal guardian in the following circumstances:

- a child or youth becomes the subject of an adoption order
- a child or youth becomes the subject of a private guardianship order
- a child or youth is returned to the biological parent and the permanent guardianship status is rescinded by the court.



- when the individual from care is between the ages of 18 to 30 years, and only with the approval from the CS RESP program management.

The caseworker will provide notice to the RESP program Advisor advising of a request to transfer ownership of an RESP account from CS to a different legal guardian or adult client.

The RESP program Advisor is responsible for providing ministry approval, by signing the Ownership Change for Registered Education Savings Plan [CS4012] and returning signed [CS4012] to the caseworker. The RESP program Advisor's approval allows the new legal guardian or adult client to complete steps to transfer ownership of an RESP account. The new guardian or adult client then has options to transfer the RESP funds with any financial institution of their choice.

The original RESP account established for the child or youth by CS will be closed, as the new legal guardian, or adult client, becomes the subscriber.

## **Resource Rebate**

### Eligibility Reports

CS and DFNA each have an electronic information system report listing the children and youth who are eligible for the resource rebate.

### Resource Rebate Application

The resource rebate must be used to purchase items over and above what is normally provided and cannot be used to purchase necessities or regular provisions or entitlements for children and youth in care.

Once a plan has been made for how the child or youth will spend the resource rebate, complete the Resource Rebate for Children in Care Application [CS4053].

- For children or youth returned to their guardian, or who have been adopted or become the subject of a private guardianship order, complete the application form on behalf of the child or youth's guardian, adoptive parent or private guardian and ensure that the resource rebate cheque is made payable to the guardian.
- For children and youth whose cheque will be made payable to a caregiver, ensure the caregiver has read and signed the application form, acknowledging that they will provide receipts for any purchases and that unused funds will be provided to the child or youth or deposited into a bank account for the child or youth.
- For children and youth registered under the *Indian Act* who are living off reserve, and whose case is being managed through courtesy supervision

by a DFNA caseworker, the DFNA caseworker completes the application and forwards it to the CS caseworker for processing.

- For children or youth registered under the *Indian Act* living off-reserve, and whose case is being managed by a CS caseworker, the caseworker completes the application form and forwards it to the Aboriginal Agreements Development and Support Unit. The CS caseworker sends a copy of the application and supporting expenditure documentation to the DFNA for their records.

Forward the completed forms to the designated regional expenditure officer.

DFNA staff forward the completed form to the Aboriginal Agreement Development and Support Unit.

The resource rebate cheques must be issued for the full amount of \$400 plus the interest accumulated up to the date of issuance.

#### Resource Rebate Held in Trust

The resource rebate is held in trust until the child or youth turns 18 years of age if:

- no agreement could be reached on how the resource rebate will be spent for the child or youth and the decision was made to have the child or youth's benefit held in trust,
- it was determined that nothing could be purchased to benefit the child or youth at that time and the decision was made to have the child or youth's benefit held in trust, or
- if a child or youth was AWOL.

A resource rebate being held in trust will be available to the child, youth or young adult up until two years after their 18<sup>th</sup> birthday.

Ensure the child, youth or young adult, the caregiver and support network understand that the resource rebate is being held in trust, and discuss the information they'll need to access the resource rebate when the child or youth leaves the director's care.

For a young adult under a SFAA, discuss with the young adult and their support network the resource rebate held in trust for them and ensure they have the information they need to access the resource rebate.

#### Move to a New Region

If a child or youth's file is re-opened in, or transferred to, a different region or DFNA, and a request is made to access the resource rebate for the child or youth, contact the region or DFNA where the file was held in 2005 to determine if

the child or youth was eligible or if the child or youth has received the resource rebate.

#### Children or Youth No Longer in the Care of the Director

Before closing a file, review the file to determine if a resource rebate cheque was issued. If not, complete the resource rebate application form and have the cheque made payable to the guardian or the child or youth based on the individual circumstances at the time of the payment.

If the child or youth is deceased, the caseworker must fill out the resource rebate application form and ensure that the cheque is made payable to the executor of the child or youth's estate.

#### **Documentation**

##### Advancing Futures Documentation

Document all discussions about the Advancing Futures Program with the child or youth, guardian, caregiver and the support network on a contact log in the electronic information system.

##### RESP Documentation

The RESP program Advisor is responsible for any RESP documentation on the child or youth in the electronic information system and on the physical file. The RESP program Advisor is also responsible to record updates regarding a child or youth's RESP account in the electronic information system in the "flags" tab under "RESP".

The RESP program Advisor will receive investment statements issued by the financial institution and will enter the information in the electronic information system.

The caseworker will document discussions with the youth or young adult, guardian, caregiver and support network about how to access a client's RESP funds and that the RESP account will be closed if the funds are not accessed or transferred by the youth or young adult by age 30, on the Transition to Independence plan [CS3476] and attach it in the electronic information system.

##### Resource Rebate Documentation

Keep a copy of the resource rebate application form in the child or youth's file. Keep copies of receipts from any purchases made by the caregiver using the resource rebate, and documentation regarding any remaining money deposited into the child or youth's bank account.

Document the following on the contact log in the electronic information system:

- the plan for how the resource rebate is to be spent for the child or youth,

- the decision and rationale for having a child or youth's resource rebate benefit held in trust, and
- the issuance of any resource rebate cheque to a child or youth, including the date and the amount of the cheque (including interest).

Ensure that the electronic information system eligibility report is manually updated once a cheque is issued for a child or youth, and update any special caution that was recorded into the electronic information system.

## Related Information



[3.2.3 Case Closure](#)

[3.2.4 Leaving the Care and Custody of the Director](#)

[4.2.3 Tempcare Plan and Ongoing Connections Plan](#)

[4.2.4 Transition to Independence Plan](#)

[9.3.1 Birth Registration](#)

[9.3.2 Social Insurance Number](#)

[9.4.7 Registered Education Savings Plan Program for Children in Permanent Care](#)



[Children's Services Planning Form \[CS11680\]](#)

[Ownership Change for Registered Education Savings Plan \(RESP\) \[CS4012\]](#)

[Transition to Independence Plan \[CS3476\]](#)



[Advancing Futures](#)

[Advancing Futures Program Guidelines, Application Form and Information Sheet](#)

[CICIO User Guide](#)

[Registered Educational Savings Plan \(RESP\) Program](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Emergency Care</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">3.3 Emergency Care</a>	Revision Date: January 13, 2020
		Page 1 of 4

## Child Intervention Practice Framework Principles

CS makes every effort to ensure that a child or youth is not brought into care when their safety and well-being can be temporarily maintained by a member of their family or community, acting as an emergency caregiver. Collaborating with the child or youth, guardian, family, support network and emergency caregiver to create a safety plan for the emergency care period, fosters relationship building, and empowers everyone involved to play an active role in shared-decision making. Building the support network's capacity to provide care also preserves family, as it supports the child or youth to remain or return home.

When arranging for the emergency care of a child or youth consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### **Circumstances When an Emergency Caregiver can be Appointed**

An emergency caregiver may be appointed during the intake or safety phase, or with an open case under enhancement or supervision order status.

An emergency caregiver can be appointed when, per s.7:

- the guardian cannot be located after a reasonable search,
- the guardian is incapacitated (such as being hospitalized), or
- the guardian has died.

Emergency care is intended to last for a maximum of 10 days. Consult with a manager if an additional 10 days is required, when the care is being provided in the child or youth's home.

If the child or youth is being cared for in the emergency caregiver's home a further period of 10 days is not possible.

### **Appointing an emergency caregiver**

All decisions to appoint an emergency caregiver must be made in consultation with a casework supervisor and may require legal consultation.

Arrange a Family/Natural Supports meeting alongside the consultation to explore all options prior to making decisions.

If the child or youth is, may be or self-identifies as Indigenous, make a collateral contact to gather information and invite the First Nations designate or Métis Resource person to attend the Family/Natural Supports meeting before decisions are made. This can help locate family members willing to provide emergency care to their younger relatives.

- Working closely with the First Nations designate, or Métis Resource person can help the caseworker locate family members who may also provide support, possible cultural connections and resources not just emergency care.

Locate an adult, 18 years or over, if possible from the child or youth's extended family or support network, who is capable of providing appropriate emergency care and supervision to the child or youth.

- Ensure the emergency care provider understands expectations and addresses any concerns the child or youth may have.
- Tell the child or youth, family and support network who the emergency caregiver will be.

Collaborate with the child or youth, guardian, family, support network and emergency caregiver to create a safety plan outlining who will be the emergency caregiver and what their responsibilities will be.

Check the electronic information systems records to determine whether the proposed emergency caregiver or any other resident of the home might have caused a child or youth to be in need of intervention before appointing the caregiver.

- After-hours electronic information system record checks may be obtained from the Northern Alberta Afterhours or the Southern Alberta Afterhours.

Use the emergency caregiver only if you are satisfied that the proposed caregiver presents no risk to the child or youth.

Determine the most appropriate residence to have the emergency caregiver provide care (i.e. in the child or youth's home or the caregiver's home).

Transport the child or youth to the chosen residence, if necessary.

Complete an Appointment of an Emergency Care Provider [CS1628] and provide a copy to the caregiver.

### **Authority of emergency caregiver**

The emergency caregiver is authorized to, per s.7:

- enter and live in the residence (if other than their own), and carry out normal housekeeping activities in the residence, and
- exercise reasonable control over all children and youth residing in the residence,
- care for the child or youth, for up to 10 days, in the care provider's own residence.

**NOTE:** Since the child or youth does not have an in care status, the 10 days are not included in cumulative time in care. The caseworker must assess the ongoing safety and care needs of the child or youth during this period

### **Caseworker responsibilities during appointment of an emergency caregiver:**

Make all efforts, within 10 days, to locate the guardian, or determine if the guardian will be able to resume parenting the child.

Assess if a further period of up to 10 days is appropriate only if the child or youth is being cared for in the child or youth's home and it is believed that a guardian will be available before the end of the time period.

Assess if the child or youth is in need of intervention at the end of the emergency care period. Refer to Policy 3.1.2 and 3.1.3 (Intervention).

### **Documentation**

Complete all electronic entries in the electronic information system.

Document all consultations, decisions and rationale for the decisions on a contact log in the electronic information system.

Complete the Appointment of an Emergency Care Provider [CS1628] and place a copy in the physical file.

## Related Information



[3.1.2 Intake](#)

[3.1.3 Safety Phase](#)



[CICIO User Guide](#)



[Appointment of an Emergency Care Provider \[CS1628\]](#)

To report a broken link click [here](#).

Superseded



# Practice Supports

Practice Support: <b>Enhancement Agreement with Youth</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">5.2.2 Enhancement Agreement with Youth</a>	Revision Date: January 13, 2020
	Page 1 of 8

## Child Intervention Practice Framework Principles

CS collaborates with a youth in need of intervention, who is living independently of their guardian, when entering into an EAY. The EAY fosters their safety and well-being, and their right and responsibility to share in making decisions about their life. CS works together with the youth to establish, or build on, their support network and involves the support network in assisting the youth to create lifelong and lasting connections. CS, the youth, support network, family, and other stakeholders cooperate to ensure services provided under an EAY are timely, supportive and facilitate the youth in healthy transitioning to adulthood.

When entering into an EAY with a youth, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

A youth under an EAY is not in care, therefore a youth with an EAY cannot be placed with an approved caregiver or in an approved placement on the electronic information system (i.e. foster care, kinship care, group care or residential treatment), as this requires a CAY at minimum.

**NOTE:** Under an EAY, the director is not the guardian.

The youth must be living independently, for example, in a room and board setting, in a shelter program, a supported independent living (SIL) program or independently in a private residence.

### Assessing Youth Competency to Enter into an EAY

Prior to entering into an EAY with a youth, assess their competency to:

- Make a rational and well-thought out decision to enter into the EAY.
- Understand the consequences of entering or not entering into the EAY.

- Comply with the EAY's terms, with support from the caseworker and support network.
  - Identify any potential barriers to the youth's ability to comply with the terms of the agreement.

Determine, in consultation with a casework supervisor, if the youth has the competency to enter into an agreement.

- If the youth is capable, enter into an EAY with the youth.
- If the youth is not capable to enter into an EAY, discuss the concerns with the youth and their support network. Ensure they are included in the planning prior to providing intervention services to the youth.

### **Negotiating an EAY**

Collaborate with the youth to review their assessment information to ensure accuracy of, and agreement with, the information gathered. This fosters transparency, open discussion, and shared planning and decision-making.

The director may sign an EAY with a youth, for periods up to a maximum of 9 months at a time,

The EAY must include a completed Transition to Independence Plan, per s.57.2 (3). See Policy 4.2.4 (Intervention).

In collaboration with the youth,

- Choose an appropriate duration for the agreement, up to the 9 month maximum.
- Complete the Enhancement Agreement With Youth [CS1617].
- Complete the Transition To Independence Plan [CS3476]. Explore, with the youth, what supports are needed from the director and how the caseworker can assist the youth in meeting their needs.
- Ensure the youth's opinions and perspective are considered in all planning.

The director may continue to enter into subsequent EAYs with a youth until the youth's 18<sup>th</sup> birthday.

### Involvement of other parties

Make every effort to discuss the planning with the youth's guardian.

- If this is not possible or appropriate, consult with a casework supervisor to discuss next steps.

Provide the youth with the opportunity to consent to involve a First Nations designate or Métis Resource person involvement where appropriate.

Work collaboratively with the youth to establish, or build on, their support network.

- Involve the support network in planning with, and for, the youth, to create lifelong and lasting connections that will be in place for the youth after the youth leaves the care of the director.

Support the youth to maintain family connections and significant relationships, and ongoing connection to their culture, belief system, and community.

### Health Care

Determine if the youth's guardian has health insurance, and, if so, ensure the youth can access those benefits if they require medical services not covered by Alberta Health Care Insurance Plan.

Determine if the youth has their Alberta Health Care card, or if it can be obtained from the guardian.

- If not, contact Alberta Health Care to secure the number.
- If the youth is a First Nation Individual registered under the *Indian Act*, it may also be possible to obtain the number from First Nations and Inuit Health Branch, Health Canada.
  - Support the youth to obtain a copy of the Indian Status card if they do not have one to ensure they have medical services coverage.

### Financing

Consider the feasibility of the guardian providing financial support for the child or youth, when negotiating the EAY.

- Complete a Child Support Agreement, or apply for a Child Support Order, as appropriate. See Policy 5.6 (Intervention).

Under an EAY, the director may assume the following financial responsibilities for the youth, depending on their needs and the negotiated terms of the agreement:

- rent,
- room and board,
- SIL placement fees, and
- basic maintenance (including groceries, clothing and personal incidentals).

See Policy 9.4.1 (Intervention) on daily living costs for more specific detail.

### Consent for Services

The youth provides consent to the director to provide specific services and carry out identified responsibilities, as negotiated and indicated in the EAY.

If a service requires consent, obtain it from:

- the youth, if accepted by the service provider (e.g. hospital, school),
- the guardian, if required by the service provider.

Work collaboratively with youth to include the guardian at the youth's medical appointments. This helps the guardian understand the youth's needs and required supports, with respect to the treatment.

If consent for service or treatment is required from the youth or guardian, and cannot be obtained, it may be necessary to apply for an apprehension order or TGO, and a treatment order.

- The EAY must first be terminated in order to make application for an apprehension order or a TGO and treatment order.
  - Consult with a casework supervisor about terminating n EAY.
  - Ensure that a 3<sup>rd</sup> Person Consult occurs before the youth's legal status changes.

If applying for an apprehension order or TGO, and treatment order, ensure all of the following criteria are met:

- the service is necessary,
- the youth will not consent, or the service provider will not accept the youth's consent,
- the guardian has not delegated the authority to consent,
- the guardian will not consent, and their consent is required by the service provider.

If the youth or their family arranges or pays for a service, ensure the youth signs a Consent to Release Information [CS0470] so that information may be obtained from the service provider.

- Ensure the youth clearly understands what it means to sign the Consent to Release Information.
- Ensure the youth knows their consent can be revoked at any time.

### Emergency

If the youth's safety or well-being is in jeopardy, make every effort to contact and notify the guardian to discuss safety planning and next steps.

If the guardian cannot be located in an emergency, consult with the casework supervisor or manager/DFNA Director for next steps.

### **Changing the EAY**

An EAY may be varied, extended, replaced, terminated or allowed to expire.

A 3<sup>rd</sup> Person Consult is required if there is a change to the youth's legal status.

### Varying an Agreement

Determine that the circumstances have changed and there is a need to vary the EAY.

Review the existing agreement and Transition to Independence Plan with the youth.

Negotiate a revised EAY and an updated Transition to Independence Plan with the youth, which reflects their current circumstances and needs.

If the youth's needs have changed, and varying the EAY is not sufficient to meet these needs, review the situation with a casework supervisor to determine which intervention services are required.

### Extending an EAY

When it is determined that the goals in the Transition to Independence Plan cannot be attained during the term of the existing EAY:

- Review the EAY and Transition to Independence Plan with the youth.
- Ensure that the review supports extending the EAY.
- Obtain approval from a casework supervisor or manager/DFNA Director, as appropriate, to extend services.

The EAY and Transition to Independence Plan goals may be extended, in collaboration with the youth, for a period of up to 9 months.

### Replacing an EAY

When it is determined that an EAY is no longer adequate to meet the youth's intervention needs:

- negotiate a CAY, or
- negotiate a CAG, or
- apply for a guardianship order.

### Terminating, or Allowing an EAY to Expire

The youth, or the director, may terminate the EAY at any time, or an EAY may be allowed to expire on the agreed upon end date.

Complete the following steps:

- Review the EAY terms, and the Transition to Independence Plan, with the youth.
- Ensure youth is no longer in need of intervention.
- Provide the youth with information from their record related to:
  - Family background, if releasing information that may be harmful information, consult with a casework supervisor on how best to support the youth,
  - Third party information cannot be released per s.1(r) of FOIP.
  - Developmental history and significant milestones.
  - School history with names of schools and for what grades.
  - Medical history with details of procedures, childhood diseases and immunizations.
- Provide the youth any personal items from their record, including identification documents, report cards, pictures and baptismal certificates.
- Work with the youth, and their support network, to plan for the withdrawal of services, including referrals to community resources.
  - Ensure the youth and their support network understand the CS supports available to them, who they can turn to when needing support.
- Set an appropriate termination date, where applicable.
- Provide the youth with a written notice of termination and/or expiration date at least 1 month in advance and include the support network in planning for case closure.

### Youth Involvement with the Criminal Justice System

If a youth is in custody under YCJA, services provided under their EAY are normally continued.

Vary or terminate the agreement, in consultation with the youth and a casework supervisor, only to better meet the needs of the youth.

### **Closure**

All decisions to close a case must be made in consultation with a casework supervisor.

A case may be closed when it has been determined that the need for intervention no longer exists and:

- either party to the agreement wishes to terminate the agreement, or
- the agreement has expired.

### **Dispute Resolution**

Work collaboratively with the youth to address worries, what is working well and next steps, in order to resolve disputes or disagreements.

- Several informal and formal dispute resolution mechanisms exist, which the youth can access at any time, including the advocacy and support services provided by the OCYA. See Policy 1.4.1 (Intervention).

### **Documentation**

Record on a contact log, the reasons for not discussing the planning with the guardian.

Document all contacts and efforts to contact and notify the guardian if the youth's safety or well-being is at risk, on a contact log in the electronic information system.

Record all contacts, consultations, decision and the rationale for decision on contact log in the electronic information system.

Ensure all electronic entries are up to date, including the start and end date of each agreement.

## **Related Information**



- [1.1.1 Recording Contacts and Collection of Personal Information](#)
- [1.2.6 Releasing Historical Information from an Intervention Record](#)
- [1.3.0 Office of the Child and Youth Advocate Overview](#)
- [1.3.1 Mandatory Notifications](#)
- [1.4.1 Administrative Reviews](#)
- [1.8 Children's Procedural Rights](#)
- [3.2.3 Case Closure](#)
- [4.2.4 Transition to Independence Plan](#)
- [5.2.4 Custody Agreement with Youth](#)

5.6 Child Support Agreements and Orders

7.1.2 Caseworker Contact

9.4.1 Daily Living Costs

9.4.2 Obtaining Funding to Maintain a Child in Care

3<sup>rd</sup> Person Consults



Agreement to Pay Child Support to a Director [[CS3679](#)]

Child Maintenance Invoice [CS0011] – paper form only

Consent to Release Information -CS [[CS0470](#)]

Enhancement Agreement with a Youth [[CS1617](#)]

Transition to Independence Plan [[CS3476](#)]



[First Nations and Inuit Health - Health Canada](#)

[Youth have Rights](#)

[Children Have Rights](#)

To report a broken link click [here](#).

Superseded



# Practice Supports

Practice Support:	<b>Enter and Search to Return a Child to the Director's Custody</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">5.3.9 Enter and Search to Return a Child to the Director's Custody</a>	Revision Date: January 13, 2020
		Page 1 of 4

## Child Intervention Practice Framework Principles

Safety of children and youth is paramount within CS. In circumstances where a child or youth in the director's care is determined to be in imminent danger, apply and execute an order to allow CS to enter, search, and remove the child or youth for the purpose of returning them to the director's custody. Involving and sharing information amongst members of the support network and other stakeholders will assist in creating an individualized plan for the child or youth in danger. An order to enter and search to return a child or youth to the director's custody requires collaboration between CS, the support network, the Court, and law enforcement agencies to ensure the safety and well-being of the child or youth.

When making decisions to enter and search for a child or youth with or without an order, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Work collaboratively with the child or youth and their support network to gather information to assist in determining if the child or youth's life or health is in imminent danger. Discuss any worries, if there is any existing safety and what needs to happen next.

Make all decisions relating to an application to enter, search for and return a child or youth to the custody of the director, in consultation with a caseworker supervisor. Determine if:

- an order to enter, search and remove is necessary and appropriate to access the child or youth,
- it is impracticable to appear in court in person, and make an application for the order by telephone or teleconference, or

- the child or youth's life or health may be imminently endangered as a result of the time required to obtain an order, and proceed to enter and search a premises for the child or youth without an order per s.19(4).

Complete a 3rd Person Consult if it is determined that the life or health of the child would not be imminently endangered as a result of the time required to complete the 3rd Person Consult.

Determine the best method for applying for the order. Whenever possible make the application in court before a judge. If that is not practical make the application by telephone or videoconference.

Follow the procedures for preparing a court application, in person, or by telephone or teleconference, as outlined in the Policy 5.5 (Intervention) and the Checklist for Court Documents.

**NOTE:** When making a decision to return a child or youth with PSECA status refer to Policy 3.4 (PSECA Policy Manual).

## **Making a Court Application**

### Applying in Court

Complete and file Notice and Application for an Apprehension Order [CS1602] and make an ex parte application before a judge for an order to enter and search under s.19(3). Check the appropriate box in the 'Application' section for an order to enter, search and remove a child or youth for the purposes to returning the child or youth to the custody of the director.

If an enter and search order is granted, obtain a copy of the order and execute the order.

### Applying by Telephone

To apply for an order by telephone:

- Assemble the information necessary for an application for an order to enter search and return a child or youth to the director's care and the Facsimile of Apprehension Order [CS1636].
- Phone the court administrator in the nearest court and ask to make an application to a judge. This application is made ex parte and service of the application is not required. Courts are located in Calgary, Edmonton, Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat and Red Deer.
- If the nearest court cannot provide a judge, phone the Edmonton or Calgary Courthouse and ask to make an application to a judge or, if not available, to a justice of the peace.

- If it is outside of business hours (8:30 AM to 4:00 PM business days), call 1-800-661-1907.

If an enter and search order is granted, complete a Facsimile of Apprehension Order [CS1636] and execute the order.

### **Entering a Premises Without an Order for Purposes of Returning the Child or Youth to the Director.**

If it is determined that the life or health of the child or youth would be imminently endangered as a result of the time required to obtain an order before a judge or by telecommunications, s.19(4) authorizes the director to; without an order, enter, by force if necessary and search and remove a child or youth to return the child or youth to the director's custody.

If there is opportunity to apply for an order to search, enter and return a child or youth to the director via court or telecommunication, then the criteria for proceeding without an order are not met.

### **Peace Officer Assistance**

When it is necessary to enter the premises by force, ensure the safety of the child or youth and caseworker is taken into consideration prior to entering the premises.

Obtain peace officer assistance to enter the premises by force and recover the child or youth, if necessary.

### **Documentation**

Record all contacts, information gathered, decisions made and rationale for decisions on contact logs in the electronic information system.

The 3<sup>rd</sup> Person Consult will be documented by the casework supervisor on a contact log in the electronic information system by selecting the purpose as "Case Consultation/Decision" and the type as "Case Management Contact."

## **Related Information**



[5.3.1 Apprehensions](#)

[5.5 Court Procedures](#)



Notice and Application for an Apprehension Order [[CS1602](#)]

Facsimile of Apprehension Order [[CS1636](#)]



Checklist for Court Documents

To report a broken link click [here](#).

Superseded

# Practice Supports

Practice Support:	<b>Family Enhancement Agreement with Guardian or Custodian</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">5.2.1 Family Enhancement Agreement with Guardian or Custodian</a>	Revision Date: January 13, 2020
		Page 1 of 5

## Child Intervention Practice Framework Principles

CS enters into an FEA with guardians or custodians and works collaboratively to ensure the safety and well-being of the children or youth in their home. The FEA is the least disruptive type of intervention service, and can foster preserving family. It is created by building on the family's existing strengths and resources to support their responsibility to make decisions in the best interest of their children or youth. CS works together with guardians or custodians and their support network, to help them identify and own solutions for shared decision-making on how to address concerns that requires CS involvement.

When providing intervention services to families under a FEA to ensure children and youth's safety and well-being, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Negotiating an FEA

In collaboration with the guardian or custodian, review the assessment information to ensure accuracy of, and agreement with, the information gathered. This fosters transparency, open discussion, and shared planning and decision-making.

Identify all siblings who are in need of intervention in the agreement and include them in the planning.

- Do not include siblings who are not in need of intervention in the agreement and planning.

When negotiating the agreement and determining what services and supports will be provided:

- Ensure that the guardian or custodian has a full understanding of the purpose of the agreement.

- Ensure that the guardian or custodian understand the services and supports provided under a FEA.
- Make every effort to engage the guardian or custodian in a collaborative and cooperative working relationship.
- Build on the family's strengths and address the intervention concerns.
- Explore the family's ability to access community resources.
- Explore the family's ability to contribute to the cost of services through financial or in kind contributions.

Discuss with the child or youth, and guardian or custodian, how best to include their support network when planning services under a FEA.

### Entering into the FEA

The director may sign an FEA for periods up to a maximum of 90 days at a time.

**Note:** Under an FEA, the director is not the guardian.

In collaboration with the guardian or custodian,

- Choose an appropriate duration for the agreement, up to the 90 days maximum.
- Complete the FEA [CS1616].with a guardian or custodian
  - Complete the Children's Services Planning Form [CS11680], selecting FEA as the legal status.
- Discuss with the guardian or custodian the benefits of involving a First Nations designate or Métis resource person.
  - Obtain the guardian or custodian's consent for involvement.
- If the family arranges, or pays, for a service, ensure the guardian or custodian signs a Consent to Release Information [CS0470] so that information may be obtained from the service provider.
- Ensure the guardian or custodian clearly understands:
  - what it means to sign the Consent to Release Information,
  - their consent can be revoked at any time.

### Family Enhancement Plan

The Family Enhancement Plan must be developed at the time that the FEA is signed, in collaboration with the child or youth, guardian or custodian, and their support network. See Policy 4.2.1 (Intervention).

Ensure the plan includes what needs to happen to improve the child or youth's

situation, and what CS can or will do to help support and monitor the family's progress.

### **Changing the FEA**

#### Varying the FEA

Determine that the circumstances have changed and there is a need to vary the FEA.

Review the existing FEA and the Family Enhancement Plan with the guardian or custodian.

Negotiate a revised FEA and the Family Enhancement Plan that reflects the current circumstances and needs of the family.

If the child or youth's needs have changed, and varying the FEA is not sufficient to meet these needs, review the situation with a casework supervisor to determine which intervention services are required.

#### Extending an FEA

Ensure that the case assessment supports extending the agreement.

Obtain approval from the casework supervisor or manager/DFNA Director to extend services.

Revise the Family Enhancement Plan with the child or youth, guardian or custodian, and their support network to reflect the continued need for intervention.

#### Replacing an FEA

If an FEA is no longer adequate to meet the child or youth's intervention needs, determine which type of intervention is required, such as the provision of protective services (i.e. SO, custody agreement, apprehension). See Policy 3.2.1 (Intervention).

A 3<sup>rd</sup> Person Consult is required if there is a change to a child or youth's legal status.

#### Terminating, or Allowing an FEA to Expire

The guardian or custodian, and the director, may terminate an FEA at any time, or an FEA may be allowed to expire on the agreed upon end-date.

Review the terms of the FEA and the Family Enhancement Plan with the guardian or custodian.

Ensure the child or youth is no longer in need of intervention.

Collaborate with the child or youth, guardian or custodian, and support network on planning for the withdrawal of services.

- Identify strategies to maintain changes, resources available to provide ongoing supports, and make appropriate community referrals, if appropriate.

If a guardian or custodian decides to terminate an agreement, review the situation with a casework supervisor to determine if the child or youth continues to be in need of intervention.

### **Closure**

All decisions to close a case must be made in consultation with a casework supervisor.

A case may be closed in the following circumstances:

- when it is mutually agreed that the need for intervention no longer exists,
- when either party to the agreement wishes to terminate the FEA, or
- at the expiry of the FEA.

### **Documentation**

Create and maintain a separate file for every child or youth who is identified in the FEA as being in need of intervention.

Record all contacts, consultations, decisions and rationale for decisions on a contact log in the electronic information system, as appropriate.

Ensure all electronic entries are up to date, including the start and end date of each agreement.

## **Related Information**



[1.1.1 Recording Contacts and Collection of Personal Information](#)

[3.2.1 Case Transition between Enhancement and Protective Services](#)

[3.2.3 Case Closure](#)

[4.2.1 Family Enhancement Plan](#)



7.1.2 Caseworker Contact

3<sup>rd</sup> Person Consults



Consent to Release Information [[CS0470](#)]

Family Enhancement Agreement with a Guardian or Custodian [[CS1616](#)]

Children's Services Planning Form [[CS11680](#)]

To report a broken link click [here](#).

Superseded

# Practice Supports

Practice Support: <b>Family Enhancement Plan</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">4.2.1 Family Enhancement Plan</a>	Revision Date: January 13, 2020
	Page 1 of 4

## Child Intervention Practice Framework Principles

The child or youth's safety is paramount in intervention work. Developing a Family Enhancement Plan identifies goals and objectives, significant relational and cultural connections, tasks and services required and who is responsible for each of these. Together, these elements of the Family Enhancement Plan are intended to maintain the safety and best interests of the child or youth. The Family Enhancement Plan is one of several service plans CS uses for a consistent approach to provide services to a child or youth.

Collaboration with the child or youth and family under a FEA, and their support network, addresses worries anyone involved might have, and supports them to build on existing strengths and preserve the family. Working together with the child or youth, their family and support network facilitates the development of positive relationships and shared decision-making in a timely manner, to ensure the child or youth's safety and well-being.

When creating a Family Enhancement Plan consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Developing the Family Enhancement Plan

The Family Enhancement Plan is based on assessment information and is intended to address the need for intervention.

- Review the assessment information with the family in relation to the need for intervention services.

Engage the family and their support network in planning and shared-decision making to develop the Family Enhancement Plan.

If the child or youth is, may be, or self-identifies as a First Nation Individual and a member of a band, involve the First Nations designate per s.107. Refer to Policy 2.1.1 (Intervention).

If a child or youth is, may be or self-identifies as, Métis, involve a Métis Resource person. Refer to Policy 2.2.1 (Intervention).

The key goals of the Family Enhancement Plan foster preserving the safety and well-being of the child or youth.

- Discuss the Family Enhancement Plan's goals with the child or youth, family, support network, First Nations designate or Métis Resource person where appropriate, and any external service providers.

Take responsibility for the negotiation of the agreement and ensure that lack of agreement or engagement on components of the Family Enhancement Plan must not compromise the well-being of the child or youth.

Work with everyone involved in the Family Enhancement Plan to ensure all tasks are being completed.

- Work with any person who is reluctant to agree with or participate, to understand their concerns, and find shared solutions.

Complete the Children's Services Planning Form [CS11680].

- Enter FEA as the Legal Status.

The completed Family Enhancement Plan will include:

- A safety plan detailing how safety goals will be achieved including worries, what is working well, and next steps.
- A safety scale with the child or youth, guardian and support network members involved.
  - Update the safety scale regularly as file progresses.
- Clear identification of the frequency of contact between the director and the family.
- Names, roles and contact information of the support network.
- A clear description of the responsibilities and safety actions of the family and support network which will ensure the safety and well-being of the child or youth.

Support the family and support network to build on the 4 Areas of Connection, and to undertake their responsibilities which address the need for intervention.

Provide a copy of the Family Enhancement Plan to everyone involved in its implementation.

### **Monitoring the Family Enhancement Plan**

The Family Enhancement Plan is in effect for a period not exceeding 90 days.

- After the maximum 90-day period, review the child or youth's circumstances and complete another plan if required.

Review and record on the Family Enhancement Plan whether tasks are completed within timeframes indicated on the Plan.

### **Plan Participants**

All parties listed on the FEA must be included in the Family Enhancement Plan.

Request all members of the support network sign the Family Enhancement Plan.

- Note on the plan reluctance by any of the parties to sign the plan. This applies to reluctance to agree with either a specific goal, task, or to the entire plan.

### **Documentation**

Enter and attach the Family Enhancement Plan in the electronic information system.

Document whether anyone involved in the planning process cannot attend the Family/Natural Supports meeting and the reasons for their absence on a contact log in the electronic information system.

Document reluctance by any of the people involved to sign the Family Enhancement Plan, including reluctance to agree with a specific goal, responsibility, or any other item, on a contact log in the electronic information system.

Document all contacts, discussions, consultations, decisions and rationale for decisions on a contact log in the electronic information system and complete all electronic record entries.

Ensure signed copies of the Family Enhancement Plan are placed in the child or youth's physical file.

Update the Family Enhancement Plan on the electronic information system each time it is reviewed.

## Related Information



[2.1.1 First Nations Designate](#)

[2.2.1 Métis Resource](#)

[5.2.1 Family Enhancement Agreement with Guardian or Custodian](#)



[Family Enhancement Agreement with Guardian or Custodian \[CS1616\]](#)

[Children's Services Planning Form \[CS11680\]](#)



[CICIO User Guide](#)

To report a broken link click [here](#)

Superseded

# Practice Supports

Practice Support:	<b>Family/Natural Supports Meeting</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">7.1.1 Family/Natural Supports Meeting</a>	Revision Date: October 15, 2020
		Page 1 of 4

## Child Intervention Practice Framework Principles

Family/Natural Supports meetings are joint meetings between the family, guardian, caregivers, support network, child or youth, service providers, and CS, to plan for the safety and well-being of the child or youth. These meetings are collaborative, use shared-decision making, and work with the strengths of those involved, to address the needs of the child or youth and provide opportunities to foster preserving family. Through using this approach, relationships are built to support the child or youth and their family, to ensure the child or youth is safe and connected to those important to them.

When CS conducts Family/Natural Supports meeting consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

A Family/Natural Supports meeting must occur before bringing a child or youth into care, or within 48 hours of them coming into care on an emergency basis.

Family/Natural Supports meetings must be held throughout the child or youth's involvement with CS.

The voice of the child or youth must be recognized throughout the planning and decision-making process.

Family/Natural Supports meetings can be convened at any stage of the intervention spectrum and for a variety of purposes, including:

- at an intake to gather information and identify supports that may prevent a family from needing further involvement,
- at the safety assessment phase to draw on a family's existing supports to create a safe environment, ensuring a child or youth can remain in the care of their parents or extended family,
- when developing, testing, adjusting and maintaining a safety plan,

- locating connections and maintaining relationships in all 4 Areas of Connection throughout CS involvement with a child or youth,
- bringing together the support network on an ongoing basis to review plans, address concerns, assess safety, and celebrate success,
- when there are changes in service provision or other circumstances,
- a child or youth's removal from placement,
- transfer or closure of a file.

### Preparation

Preparation is critical prior to the Family/Natural Supports meeting to ensure it is focused, and participants are prepared for what to expect, including what their participation may entail.

Different formats for meetings, including those found in Signs of Safety and Practice Strategies for Lifelong Connections, or other approaches, are available to address the Family/Natural Supports meeting requirement.

Work with the guardian, family and support network (where appropriate) in identifying who to invite to the Family/Natural Supports meeting:

- child or youth, if age and developmentally appropriate,
- guardian including non-custodial guardian,
- kinship caregiver or extended family, if supportive to the child or youth or their guardian,
- assessor, caseworker, casework supervisor,
- current caregiver for the child or youth,
- individual(s) who have a significant relationship with the child or youth,
- current and past service providers,
- First Nations designate, Métis Resource person, an Elder, if applicable
- an Advocate from the Office of the Child Youth Advocate (OCYA), if applicable. See Policy 1.3.0 (Intervention).

**Note:** The caregiver may be excluded from a Family/Natural Supports meeting only with the casework supervisor's approval.

Critically think through, and discuss with a casework supervisor, which meeting tool will best achieve the outcome desired at that point in the intervention.

Collaborate with the family and support network to understand how they would like the meeting structured, and whether there are additional components that will assist in creating safety and comfort such as an opening prayer or ceremony.

The following considerations are recommended for a Family/Natural supports meeting:

- Prior to the meeting, help everyone involved to understand the purpose of the meeting, and to be prepared for it.
- Consider logistics that may contribute to the success of the meeting.
- The inclusion of culture, spirituality, or traditions specific to the family or support network is an important step to consider in planning meetings.

#### **At the Family/Natural Supports Meeting**

- Provide and review the agenda with all participants.
- Once all participants agree on the agenda, select a chairperson for the meeting.
- Ensure all participants have opportunity to contribute.
- Review the current case plan.
- Review, with all participants, on the agreed next steps to be taken.
- Provide a copy of the Children's Service Planning form [CS11680] to everyone who signed it.

#### **Differences and Disagreements**

When differences arise, use informal resolution processes, for example, talking circles, to resolve differences and to find opportunities for learning and making improvements.

Caseworkers and casework supervisors can meet with the person who disagrees with any aspect of the safety plan, case plan or the meeting outcome to find a mutually agreeable solution.

If a mutual agreement cannot be reached, a worksite manager may be asked to meet with the person in disagreement.

If informal resolution processes are not successful, consider more formal methods of conflict resolution, for example, mediation or Family Group Conferences.

When a child or youth disagrees with the plans or decisions, they may require assistance from their support network or a Child and Youth Advocate.



### **Involving the Caregiver in the Family/Natural Supports Meeting and Planning.**

Invite the caregiver to share information regarding the how the child or youth is doing in the placement.

Ensure that the responsibilities of the caregiver are outlined in the Children's Services Planning Form and provide them with a copy.

Provide support to complete any tasks assigned to them in the Children's Services Planning Form.

Review the caregiver's tasks, to ensure problem solving if they are struggling to complete a task(s). Include review of how the task relates to the safety and well-being of the child or youth, and how it can be completed.

### **Documentation**

Document in a contact log who participated in the Family/Natural Supports meeting, their basic contact information, the intent of the meeting, the summary or outcome of the meeting and the identified next steps.

Enter and attach the regularly updated Children's Services Planning Form in the electronic information system, under the plans tab and update accordingly.

Place a signed copy of the Children's Services Planning Form in the child or youth's physical file.

Ensure that the details and outcome of the Family/Natural Supports meeting are documented in the electronic information system on a contact log.

## **Related Information**



[2.1.1 First Nations Designate](#)

[2.2.1 Métis Resource](#)

[CICIO User Guide](#)



[Children's Service Planning Form \[CS11680\]](#)



[Forging a Path for the Future: Family Group Conferencing Guidelines](#)  
[Mediation Program Guidelines](#)

*To report a broken link click [here](#).*

## Practice Supports

Practice Support: <b>Firearms Licence</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">7.4.3 Firearms Licence</a>	Revision Date: January 13, 2020
	Page 1 of 3

### Child Intervention Practice Framework Principles

When a child or youth in the care of the director requests consent to obtain a firearms license, CS collaborates with them, their guardian, family and caregiver to review the reasons for the request. CS supports everyone involved in shared decision-making around a child or youth using a firearm, while preserving the child or youth's culture, safety and best interests.

When deciding on approval for a firearms licence for children or youth, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

### Practice Process

#### When A Request Is Received

It is important to remember the following information whenever a child or youth requests consent to obtain a firearm licence.

- The *Firearms Act* requires that a person must be 18 years or older to own a firearm, and must have a Possession and Acquisition Licence.
- A child or youth aged 12-17 years must have a Minor's Licence in order to borrow a non-restricted shotgun or rifle for an approved purpose such as hunting or target shooting.
  - When the youth turns 18 years, they must obtain a Possession and Acquisition Licence to use a firearm.

Discuss the request with the child or youth and caregiver and obtain information regarding the:

- motivation for the request,
- child or youth's maturity level and understanding of safety,
- level of the child or youth's interest,

- cultural factors impacting the request,
- safety precautions that will be taken,
- completion of the Canadian Firearms Safety Course,
- regulations governing residential facilities specifically pertaining to firearms and their safe storage and handling.

### Providing Consent

If the director has sole guardianship of the child or youth, the manager's consent is required for child or youth to obtain a Minor's License.

If the director is not the sole guardian of the child or youth, the manager's consent and the guardian's consent are required for the child or youth to obtain a Minor's License.

**NOTE:** If the child or youth is subject to a CAG, CAY, or EAY, the director cannot provide consent for obtaining a firearms licence, as the consent must come from the guardian. Under these legal statuses, discuss with the caregiver and guardian the appropriateness of request and consent.

Consult with the casework supervisor and manager regarding the request.

If it is determined that the consent is appropriate, the manager completes the Consent by a Delegated Director and/or Biological Parent or Guardian [CS2047].

Provide the consent by a director or authorized delegate to the caregiver.

Assist the child or youth and caregiver in obtaining information about obtaining a firearms licence. This information may be accessed online.

### Documentation

Document all contacts, consultations, decisions and rationale in a contact log, and indicate if a firearms licence is obtained.

Place a copy of any consent completed on the child or youth's physical file.

## Related Information



Consent by a Director or Authorized Delegate [CS2047]



*Firearms Act*



[Alberta Hunter Education Instructor Association](#)  
[Canadian Firearms Program \(1-800-731-4000\)](#)  
[Firearms Licence Information](#)

To report a broken link click [here](#).

Superseded

# Practice Supports

Practice Support:	<b>First Nation Individual Registered under the <i>Indian Act</i></b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">2.1.2 First Nation Individual Registered under the <i>Indian Act</i></a>	Revision Date: October 19, 2021
		Page 1 of 9

## Child Intervention Practice Framework Principles

Indigenous peoples have always had their own ways of ensuring that vulnerable members, including children or youth, are safe, protected and nurtured. CS honours Indigenous peoples by recognizing their expertise in matters concerning their children, youth and families. Collaborating early and often with parents, extended families and community partners, we work together to better serve children and youth. By working together with families, community agencies and service providers to tailor services to the needs of children, youth and families, we are supporting Indigenous children and youth to access additional services, resources and benefits to which they are entitled.

When collaborating with the First Nations communities and families in planning and making decisions for children and youth, consider each one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Early Identification

During intake and assessment gather information from the child or youth, guardians, and support network to identify as soon as possible if the child or youth is, may be, or self-identifies as Indigenous. Ask questions to determine:

- the child or youth and guardian's racial origin,
- the child or youth and guardian's ethnic background,
- registration numbers of the child or youth,
- registration numbers of the guardian(s) or siblings,
- affiliation to a band, Metis Settlement or Inuit land agreement membership,
- band membership information.

**NOTE:** Canadian is a nationality representing an individual's citizenship. Canadian is not a racial origin or ethnic background.

If the child or youth is Indigenous and all of the questions above have been explored and it is unknown if the child or youth is registered under the *Indian Act*:

- Submit an ISC Inquiry via email to the Regional ISC Lead including the following: child or youth's full legal name, DOB, and information that identifies the child or youth as Indigenous.
  - ISC will only disclose if the child or youth is or is not registered, the registration number will not be provided.

The Office of the Indian Registrar determines whether a child or youth is entitled to be registered under the Indian Act.

If the child or youth is already registered under the *Indian Act*, obtain the 10 digit registration number and band membership information. Each registration number has 10 digits. Interpret the numbers as follows:

- The first three numbers represent the band number.
- The next five numbers represent:
  - the family number (Pre-2003), or
  - an ascending numerical number (Post-2003).
- The last two numbers represent a unique number.

**NOTE:** When a First Nation individual is adopted, a new registration number is issued, replacing the previous registration number.

Complete a genogram, making note of information obtained regarding the child or youth's Indigenous heritage including all family members who have registration under the *Indian Act*, band membership, Metis Settlement membership, Inuit land agreement membership or MNA citizenship. Refer to Policy 4.1.2 (Intervention).

Complete collateral calls with a First Nations designate (designate), Métis or Inuit Resource person to seek additional information on the Indigenous child or youth's identity.

**NOTE:** When making a collateral call to band representatives in territories and provinces outside of Alberta, request to speak to the appointed representatives for child intervention services. The terms DFNA, First Nations designate, Métis or Inuit Resource person are unique to Alberta.

Ongoing information gathering throughout intervention services is required to support the child or youth to obtain their Indigenous identity. Arrange Family/Natural Supports meetings with the child or youth, guardians, DFNA staff, designate, Métis or Inuit Resource person and support network to address how to support early identification. Refer to Policy 7.1.1 (Intervention).

If the child or youth has siblings in care, consult with the sibling's caseworker and/or review the siblings file information that will assist in determining the child or youth's indigenous identity.

Review and update the genogram as needed. Ensure to gather names of other registered extended family members such as grandparents, aunts, uncles, or cousins.

- Explore and gather information regarding grandparent's names, dates of birth, registration numbers and band membership.

### **Eligibility and Registration under the *Indian Act***

#### Eligibility Criteria for Requesting Registration

One or more of following criteria must be identified prior to completing an application for registration to ISC:

- The child or youth's racial origin is identified as: Indigenous or unknown,
- The child or youth's ethnic background is identified as: Indigenous, Canadian, French Canadian, English Canadian, or unknown,
- The child or youth's background may include a parent or grandparent who is entitled to or has registered Indian Status under category 6(2).

**NOTE:** If a child or youth has registered Indian Status and a Registration Number, do not complete an application for registration.

#### Registration

If Indigenous heritage is identified for the child or youth, discuss with the guardian the importance of determining eligibility and completing the registration process to ensure the child or youth can exercise their constitutionally protected rights under the *Indian Act*. Ask questions to determine:

- The guardian's knowledge and understanding of registration under the *Indian Act* and how to complete the registration process.
- The guardian's knowledge and understanding of the rights of First Nation children registered under the *Indian Act* and/or the rights of membership to a Metis Settlement or MNA citizenship. Refer to Policy 2.1.3 and 2.2.1 (Intervention).
- The guardian's choice for registration and membership if a child or youth has the potential to be registered:
  - with more than one band or,

- with a band and is affiliated with a Metis Settlement or,
- with a band and is eligible for MNA citizenship and/or affiliated with a Metis Settlement.
- If the guardian has started the registration process, identify what has been completed and what assistance can be provided to complete the application.

When the director is not the sole guardian of the child or youth, the guardian must provide consent to registering the child or youth under the *Indian Act*.

Support the child or youth's guardian to complete the ISC registration process.

Inform the guardian that brief services may be provided to purchase documents such as birth certificates to assist with registration. Refer to Policy 3.1.2 (Intervention).

Written consent must be obtained from the child or youth's guardian to assist with completing and processing the application and supporting documentation through the Ministry's ISC Centralization Process.

- Submit the child or youth's ISC application for Registration form ([ISC Form](#)) and supporting documents to the designated Regional ISC Lead.
- Inform the guardian when the ISC application has been submitted and the outcome.

If the guardian does not consent to registering the child or youth under the *Indian Act*, continue to engage and gather information about the child or youth's Indigenous identity, racial origin, ethnic background, registration, membership or affiliation.

Youth, 16 years old and older, must provide consent to being registered under the *Indian Act* when the director is, and is not, the sole guardian of the youth.

When the child or youth is in permanent care, involve the child or youth, their family, support network, and all bands, Metis and/or Inuit Settlements in decision making, if the child or youth is eligible to be registered and affiliated with:

- one band only, complete the registration.
- more than one band, consult with the child or youth, their family and support network and complete the registration based on the family and support network's consensus.
- one or more bands and affiliated with a Metis Settlement, consult with the child or youth, their family and support network and proceed based on the family and support network's consensus.



- one or more bands, a Metis Settlement and/or is eligible for MNA citizenship, consult with the child or youth, their family and support network and proceed based on the family and support network's consensus.

If consensus cannot be reached with the family and support network, or family cannot be located, a 3rd Person Consult must occur with the manager or DFNA Director and their approval must be obtained to proceed with registration under the *Indian Act*, potential Metis settlement membership or MNA citizenship using the Consent by Delegated Director, Biological Parent and/or Legal Guardian [CS2047].

For a child or youth in permanent care, complete the ISC registration process as follows:

- Complete the Registered Indian Status Request for a Child/Youth under Permanent Guardianship Order or Permanent Guardianship Agreement [CS12881]. Identify the designated Regional ISC Lead as the requesting caseworker and provide their contact information.
  - Review the child or youth's file including the electronic information system, physical file and genograms to gather the child and family's information.
- Gather and scan the following ISC registration application supporting documentation to be submitted to ISC in Ottawa:
  - Permanent Guardianship Order/Agreement
  - Registration of Live birth, front page
  - Registration of Live birth, back page (must include the Vital Statistics stamp)

**NOTE:** If the child or youth is born outside of Alberta and a Registration of Live birth is not available, a birth certificate that includes the biological parents' information must be submitted.

- ISC response letters previously received (if applicable)
- Documentation to confirm or deny paternity (if applicable)
- Email the completed Registered Indian Status Request for a Child/Youth under Permanent Guardianship Order or Permanent Guardianship Agreement [CS12881] and supporting documents to the designated Regional ISC Lead who will forward them for processing.

Discuss unique or complex cases with the casework supervisor and the designated Regional ISC Lead.

The designated Regional ISC Lead will forward the ISC response letter to the caseworker.

For a young adult under a SFAA that is, may be, or self-identifies as Indigenous, discuss with the young adult and their support network the importance of determining eligibility and completing the registration process.

Support the young adult to complete the ISC registration process.

Written consent must be obtained from the young adult to assist in completing and processing the application and supporting documentation through the Ministry's ISC Centralization Process.

- Submit the young adult's ISC application for Registration form (ISC Form) and supporting documents to the designated Regional ISC Lead.
- Inform the young adult when the ISC application has been submitted and the outcome.

If the young adult does not consent to registration under the *Indian Act*, continue to engage and connect the young adult to their Indigenous identity.

### **Band Membership**

A child, youth, or young adult may be registered under the *Indian Act*, but not a member of a band nor eligible for band membership.

The *Indian Act* sets out the criteria and processes for determining band membership and band membership codes, and whether an individual band or the Registrar of the *Indian Act* is responsible for maintaining the membership list for that band. Band membership is granted by the Indian Registrar or by bands to a child or youth in accordance with the band membership code.

Each membership code identifies a specific process for applying for membership. If a registered child, youth, or young adult is not a band member, the membership code will identify who can apply to the band for membership for the child, youth, or young adult.

### **Section 10 and 11 Bands under the *Indian Act***

Section 10 bands under the *Indian Act* maintain their own membership codes. A band membership application must be completed for the child, youth, or young adult to become a member.

- If the director is not the sole guardian of a registered child or youth who is not a band member, involve the guardian and request that they apply for membership on behalf of the child or youth.
- If the director is the sole guardian of a registered child or youth who is not a band member, contact the band's membership clerk to make an application. Ensure the band receives a copy of the letter from ISC with the registration information.

- If a young adult is registered and not a band member, involve the young adult and support the young adult to contact the band's membership clerk to make an application.

Section 11 bands under the *Indian Act* are maintained by the Registrar of the *Indian Act*. The Registrar is responsible for maintaining the membership list for these bands and the registered child, youth, or young adult automatically becomes a member of that band.

If the child, youth, or young adult is eligible to be registered for more than one band, ISC will provide the necessary forms to be completed for band choice which will determine membership.

- If the director is not the sole guardian of a child or youth who is not a band member, collaborate with the child or youth, guardian and support network to determine membership on behalf of the child or youth. The guardian must complete the ISC band choice form.
- If the director is the sole guardian of a child or youth who is not a band member, collaborate with the child or youth, their family and support network to determine band membership for the child and youth and proceed based on the family and support network's consensus.
  - If consensus cannot be reached or family cannot be located, a 3<sup>rd</sup> Person Consult must occur with the manager or DFNA Director, and their approval must be obtained prior completing the ISC band choice form.
  - The Consent by Delegated Director, Biological Parent and/or Legal Guardian [CS2047] must be completed by the manager or DFNA Director.
- If a young adult is not a band member, involve the young adult to determine membership. The young adult must complete the ISC band choice form.

If it is unknown whether the band falls under s. 10 or 11 of the *Indian Act*, review the ISC response letter to determine if membership has been identified and/or contact the designate and/or band membership clerk to ensure membership is confirmed.

### **Documentation**

Ensure all information gathered on early identification, eligibility for registration, registration and membership and all consultations, decisions and rationale for decisions are documented in a contact log in the electronic information system.

Document in a contact log in the electronic information system, the guardian's choice if the child or youth may be eligible for registration with Metis Settlement or MNA prior to determining registration for a First Nation child or youth.

Ensure the involvement with the designate, Métis or Inuit Resource person is documented in a contact log in the electronic information system.

Record and update the child or youth's Indigenous identity, racial origins, ethnic backgrounds, eligibility for registration, registration, membership, affiliation, and ISC reference number on the Person home page in the electronic information system.

Place the written response of the child or youth's registration from ISC in the child or youth's physical file, if a hard copy was received. If an electronic response was received, attach it in the electronic information system.

## Related Information



[2.1.1 First Nations Designate](#)

[2.1.3 Rights of First Nation Children Registered under the \*Indian Act\*](#)

[2.5 Caseworker's Responsibilities for an Indigenous Child](#)

[3rd Person Consult](#)



[Indian Act](#)



[Consent by Delegated Director, Biological Parent and/or Legal Guardian \[CS2047\]](#)

[Registered Indian Status Request for a Child/Youth under Permanent Guardianship Order or Permanent Guardianship Agreement \[CS12881\]](#)

[ISC Forms](#) (Federal Government)



[Indigenous Services Canada](#)

[Roles and Responsibilities for ISC Centralization](#)

[Indigenous Services Canada \(ISC\) Requests for PGO/PGA Children Tip Sheet](#)

[Early Identification and Indigenous Services Canada \(ISC\) Requests for Non-PGO Children Tip Sheet](#)

[Regional ISC Lead Contact List](#)

[CICIO User Guide](#)

[CICIO Document Management](#)

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# Practice Supports

Practice Support:	<b>First Nations Designate</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">2.1.1 First Nations Designate</a>	Revision Date: October 19, 2021
		Page 1 of 8

## Child Intervention Practice Framework Principles

Involving a First Nations designate (designate) in CS planning helps to make informed decisions related to the child or youth's identity as a First Nation individual. This provides opportunities to maintain cultural and familial ties to their Indigenous communities and to preserve the child or youth's cultural identity while in the care of the director including children and youth who may not be registered First Nation members but have cultural and familial ties to the band. Through continuous collaboration with the designate and the child or youth's support network, CS works with the child or youth to maintain connections to their Indigenous heritage, and acknowledging the importance of cultural and family connections.

While working in collaboration with the designate in planning and making decisions for children and youth, consider each one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Appointing a Designate

Chief and Council decides who the designate is, and for how long they will be in the role. Each First Nation decides how the designate will work with the community members, CS, and the designate's scope of involvement. Designates are not employees of CS, but key partners in important planning.

The person appointed as a designate is required to:

- complete a criminal record check,
- complete an intervention record check,
- be familiar with CYFEA,

- sign an oath of confidentiality through the DFNA (where one exists), the nearest CS worksite geographically, or the Ministry's Field Operations Unit, and
- carry out the roles and responsibilities of the designate in accordance with the guidelines established by the First Nation.

#### Designate Related to a Child or Youth Receiving Services – Conflict of Interest

A designate that is related to the child or youth or family member receiving services will need to take the issue to the Chief and Council for discussion. Chief and Council will decide if other potential individuals could act in the stead of the designate on the particular case in order to mitigate any conflict of interest or potential conflict of interest that may exist. This will highlight the importance of protecting the privacy of those involved and identify the potential consequences of inappropriately disclosing information.

#### **Roles and Responsibilities**

The First Nation in collaboration with CS decides the roles and responsibilities of designates and CS does not determine on its own, what the designate can or cannot do when working with First Nation families and communities.

The roles and responsibilities of a designate includes, but is not limited to, direction as per s.67(1) and s.107(1):

- Providing information to share knowledge about a family, Nation of origin, and cultural resources to support a variety of activities such as:
  - identifying potential family placement,
  - ongoing relationship and meaningful connections, and
  - involvement in the development of a child or youth's cultural connections plan.
- Providing recommendations, advise, preferences and guidance on family and cultural connections.
- Planning for services, providing support and advocacy on behalf of the Nation's children, youth and families.
- Engaging families, communities, and DFNAs in case planning and mediating between families and CS for the best outcome of the child.
- Consulting with Chief and Council on matters related to private guardianship and adoption of a First Nation child or youth in permanent care.
- Fostering relationships with children, families and communities for achieving positive outcomes.
- Encouraging families to ask questions and supporting parents and children to ensure their voices are heard.



**Note:** When performing the roles and responsibilities of a designate, designate cannot make delegated decisions for a child or youth receiving intervention services.

Whenever working with a First Nation child or youth, caseworkers collaborate with the designate on an ongoing basis to facilitate connection to language, culture and community in supporting the best interests of the child. Caseworkers are required to work with designates to ensure the views and recommendations of the designate are considered and included in decision-making and planning for services for First Nation children and families.

### Obtaining and Documenting Consent

Work collaboratively with parents and families, to explain the benefits of involving a designate early. The guardian's written consent is required to involve the designate.

When completing a collateral call to a designate at intake and throughout the casework process, the guardian's written consent is not required. See Policy 3.1.2 (Intervention).

**Note:** The term First Nations designate is unique to Alberta. When making collateral calls to band representatives to territories and in provinces outside of Alberta, request to speak to the appointed representative for child intervention services.

Inform the guardian that their consent is not required:

- if a TGO or PGO is granted, the legislation requires that a copy of the court order be provided to the designate regardless of their consent, and
- if an application is made for a PGO, the legislation requires the involvement of the designate regardless of the guardian's consent.

If the guardian of a child or youth **consents** to the involvement of a designate,

- complete the Consent to Involve a First Nations Designate, Métis or Inuit Resource Person [CS1634],
- mark the box that indicates consent,
- have the guardian sign the form, and
- a copy must be given to the parent to ensure transparency

If the guardian does **not consent** to the involvement of a designate,

- complete the Consent to Involve a First Nations Designate, Métis or Inuit Resource Person [CS1634],



- mark the box that indicates that the guardian does not consent to involving a designate at that point in time,
- have the guardian sign the form, and
- a copy must be given to the parent to ensure transparency.

To determine if a guardian has changed their decision regarding providing consent, discuss the Consent to Involve a First Nations Designate, Métis or Inuit Resource Person [CS1634] at least every 90 days with the guardian when reviewing the Family Enhancement Plan, Supervision Order, or Tempcare Plan.

**NOTE:** If the guardian refuses to sign the form, document the guardian's choice.

### Notification Requirements and Timeframes

The designate must be provided with information within specific timeframes in certain circumstances. It is good practice to communicate directly and regularly with the designate.

For a child or youth that **lives on-reserve**:

- Notify the designate on the day that an apprehension order is executed.
- Provide a copy of a SO, TGO or PGO to the designate not more than 20 days after the date of the order, per s.107(3).

For a child or youth that **does not live on-reserve**:

- Provide a copy of a TGO, or PGO to the designate not more than 20 days after the date of the order, per s.107(3).
- Provide a copy of a SO to a designate **only** if the consent of the guardian to involve the designate has been obtained, not more than 20 days after date of the order, per s.107(4).

### Working with the Designate

It is important to remember that each designate will have their own style or system of working with CS and this must be respected.

CS staff apply a collaborative approach to request information from designates regarding extended family members, potential community placements and life-long connection planning for a lasting and stable home for the child or youth.

Working with the designate can often facilitate cultural connection to a child, youth and family's band. Establishing an ongoing and culturally respectful relationship with the designate is beneficial to Indigenous children, youth and families that CS staff work with and represent. In times of crisis and challenge,

designates can provide information and knowledge about family systems which may lead to emergency caregivers being identified as well as extended or kinship opportunities and supports for the child or youth.

**Note:** Involvement with a designate for a child or youth may also include a child or youth who is not registered and member of a band but has cultural and connection to the band.

### Contact

- Ensure that contact with the designate occurs at least every 90 days, unless the need for more frequent contact is identified and agreed upon.
- Face-to-face contact with the designate is preferable, where possible. Work with the designate to identify their preferred method of contact and communication.
- Where face-to-face contact is not possible, alternate means of contact may be agreed upon between the caseworker and the designate, including telephone, video conferencing, email, or other written correspondence.
- Contact the designate in the event of a placement breakdown to explore any potential appropriate placement options the designate may be aware of within the extended family or community.

## **Confidentiality Requirements and Information Sharing**

### Confidentiality

Maintain, respect and protect the confidential information received from the other parties. Only release confidential information that is authorized for release. See Policy 1.2.1 (Intervention).

Ensure the confidentiality and integrity of information disclosed to other parties.

Safeguard the information received against accidental or unauthorized access, disclosure, use, modification, or deletion by staff.

In the event of unauthorized disclosure or use, immediately notify the other party in writing of the details of the unauthorized disclosure or use.

### Sharing information with the designate

Information is shared with the designate as per s. 126(1)(a) of CYFEA.

Information provided to the designate must be limited to the personal information that is required to provide services to a child or youth or family or as otherwise required to carry out the responsibilities of the position. This information may

include, but is not limited to, providing copies of court orders and notification(s) as required as well as copies of Tempcare or Ongoing Connection Plans or Transition to Independence Plans.

The designate shall ensure that any information identifying a client is used and disclosed only with the consent of the director.

#### Information security

The designate is responsible for:

- safeguarding the confidentiality of all personal information obtained during the course of fulfilling their role,
- ensuring all personal information is kept separate from all other records, and
- ensuring that any other person cannot access personal information.

All information forwarded to the designate **must** be clearly marked as “confidential.”

#### Information from the Designate

The designate will provide information regarding appropriate prospective placements with extended family members or within the community, or lack thereof, to the caseworker.

The designate will provide a calendar of community/cultural events and activities, and identify potential opportunities for the child or youth’s involvement in the community.

The designate may also provide information regarding cultural resources, such as community Elders, Traditionalists, Healers, and others.

### **Access to Information**

#### Limits on the designate accessing and disclosing information

Most designates are appointed to their position by Chief and Council, and have not been delegated by the Director to provide child intervention services. A designate has **no authority** to access or disclose any information contained in Ministry documents or electronic files.

Only staff members of a CS or DFNA who are duly delegated under CYFEA have the legislative authority to access, use, and disclose information contained in Ministry documents and electronic files.

The designate only has access to information provided by the caseworker.

### Designate with Dual Roles

As Ministry file information is not normally accessible to a designate, when an individual who is appointed as the designate is also a staff member of a DFNA, steps must be taken to ensure that Ministry file information is not accessed or disclosed inappropriately. Ensure that the information being shared is consistent with what would be allowable for the particular role the individual is performing at the given time pertaining to a given child or youth.

In this circumstance, the designate is responsible for clearly documenting in the file what information is shared, with whom, for what purposes and what role they were performing (i.e. designate or delegated caseworker) at the time of the disclosure.

### **Documentation**

Record all activities, contacts, consultations, decisions and rationale for decisions regarding involvement with a designate on the contact log in the electronic information system. Reference the contacts in the assessment record.

Ensure any plans or copies of documentation provided to the designate is recorded in the electronic information system.

File the original signed copy of the consent form in the child or youth's file.

## **Related Information**



[1.1.1 Recording Contacts and Collection of Personal Information](#)

[1.2.1 Releasing Information for Providing Intervention Services](#)

[2.4 Requirements under \*An Act respecting First Nations, Inuit and Métis children, youth and families\* \(Federal Act\) and CYFEA](#)

[2.3 Cultural Connection Planning](#)

[2.5 Caseworker's Responsibilities for an Indigenous Child](#)

[3.1.2 Intake](#)

[5.3.2 Supervision Orders](#)

[5.3.3 Temporary Guardianship Orders](#)

[5.3.4 Permanent Guardianship Orders](#)

[5.4 Registered Indian and Métis Child \(Adoption\)](#)

[OLE – Managing Information in the Workplace Training](#)

[Information Sharing and Education Resources](#)



[Freedom of Information and Protection of Privacy Act](#)  
[Children's First Act](#)



[Consent to Involve a First Nations Designate, Métis or Inuit Resource Person \[CS1634\]](#)

[Children's Services Planning \[CS11680\]](#)

[Transition to Independence Plan \[CS3476\]](#)

[CICIO User Guide](#)

[Indigenous Protocols and Gifting](#)

[Delegated First Nation Agencies](#)

[Out of Province First Nations Contact List](#)

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# Practice Supports

Practice Support:	<b>Gender Affirming Health Supports and Services</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">3.5 Gender Affirming Health Supports and Services</a>	Revision Date: October 19, 2021
		Page 1 of 6

## Child Intervention Practice Framework Principles

CS ensures that a child or youth in the care of the director who identifies as transgender or gender diverse is provided with gender-affirming supports and services, to help them feel safe to explore and indicate their gender identity and to foster their healthy development. Collaboration with the child or youth, an identified safe individual, the guardian, support network, and medical professionals facilitates shared planning and decision-making. It fosters healthy relationships with people who will support the child or youth emotionally, in practical matters such as attending medical appointments, and in obtaining the required consent regarding their social transitioning (i.e. altering appearance and personal information) and medical transitioning (i.e. hormone therapy, and medical services leading to gender affirming surgery).

To ensure gender affirming health supports and services are provided to a child or youth who identifies as transgender or gender diverse, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Support

Gender identity is about how a child or youth names and affirms their gender as male, female, or non-binary. Gender expression includes complementary gestures, movement and ways of dressing.

### Recognizing a transgender child or youth and their needs

Only the child or youth can assert their gender identity and it can be expressed definitively or with fluidity. Look for:

- persistence,
- insistence,
- consistence,
- language.

- Ask what they need, as not every child or youth will persist, or insist.

Recognize that some children and youth may not express their gender identity to others due to factors such as:

- social pressure of cisgender (typical male and female) stereotypes,
- cultural expectations,
- societal stigmas,
- fear of discrimination, bullying and/or rejection, or
- threat(s) of violence.

Discuss gender identity and gender expression with the child or youth, and ensure they feel safe and supported in their decision.

If a child or youth is not open to expressing their gender identity, find ways to help them feel safe and supported in making a decision about their gender identity.

Support the child or youth to explore and advocate for medical health supports and services they require.

### **Planning and Referral Process for Medical Transition and Support Services**

Consider the safety factors for the child or youth when they identify as transgender or gender diverse.

- Ensure the child or youth is not outed as part of the planning process.
- Ensure the child or youth is not pressured to out themselves to serve organization processes.
- Work with the child or youth to help them identify their safe individual: a person who they feel safe with, who can assist them to plan, and with things such as medical appointments.

Once a safe individual is identified and the safety plan is established with the child or youth, arrange a Family/Natural Supports meeting with people who are supporting the youth.

- Clarify the roles and responsibilities of everyone involved.
- Ensure the network can support the child or youth in addressing their worries.
- Ensure everyone's concerns, questions and worries are addressed.

### For an Indigenous Child or Youth

Discuss with the child or youth to ensure the child or youth feels safe and is supported when making a determination to include the DFNA, First Nations designate or Métis Resource person to be a part of the discussions and planning required to support the child or youth in decision-making.

It is important to work collaboratively with the DFNA, First Nations designate or Métis Resource person to ensure they have the knowledge of the transgender or gender-diverse child or youth and their cultural needs.

### Medical Transition and Support Services

When a child or youth is requesting gender affirming surgical options, support them to connect with a physician who has knowledge and experience in gender affirming health supports and services. This physician could be the child or youth's current physician.

The caseworker, or the child or youth's safe individual, must attend the medical appointments with the child or youth, including appointments with a licensed psychiatrist who is registered with the College of Physicians and Surgeons of Alberta.

The caseworker, or the child or youth's safe individual, will ensure the child or youth's voice and choices are heard and respected in planning next steps, so the child or youth is connected to appropriate support services to meet their needs.

If the caseworker is not attending the medical appointments with the child or youth, follow up with the child or youth, and their safe individual, to be informed on the discussion and recommendations from medical appointments.

If the child or youth has a diagnosis of gender dysphoria, their medical professionals will create a medical services plan with the child or youth which may include, but is not limited to:

- counselling,
- prescribed hormone treatment,
- referrals to Sexual and Gender Diverse and community agencies who can guide the child or youth's choices for gender affirming equipment or supplies.

Regardless of whether the child or youth does or does not have a diagnosis of gender dysphoria, a child or youth who describes or exhibits a preference for the opposite sex/gender, may still require and benefit from the support and services for social transitioning.



## Required Consent for Child or Youth in Care

### Child or Youth under CAG or CAY

The guardian's consent is required for medical services.

Work collaboratively with the guardian when arranging medical appointments with the child or youth.

Provide the guardian with knowledge of the child or youth's needs and required supports with respect to gender affirmation.

If the guardian does not consent to the medical services, do not arrange for the treatment.

- If the guardian has concerns and does not provide consent, arrange an appointment for the guardian to discuss their concerns directly with a medical professional.

If the guardian does not provide consent regarding essential medical services recommended by medical professionals for the child or youth, as per Matters to be Considered s.2(f), refer to Policy 5.3.7 (Intervention).

### Child or Youth under an Interim CO, an Application for TGO, a TGO, or an Application for PGO

The guardian's consent is required for medical services.

Work collaboratively with the guardian when arranging medical appointments with the child or youth.

Provide the guardian with knowledge of the child or youth's needs and required supports with respect to gender affirmation.

If the guardian does not consent to the medical services, do not arrange for the treatment.

- If the guardian has concerns and does not provide consent, arrange an appointment for the guardian to discuss the concerns directly with a medical professional.

If the guardian does not provide consent regarding essential medical services recommended by medical professionals for the child or youth, as per matters to be considered s.2(f), refer to Policy 5.3.7 Treatment Orders (Intervention).

### Child or youth under PGO or PGA

Prior to the manager providing consent for the required medical services such as hormone therapy for the child or youth, the manager consults with the Category 4 Director or DFNA Director.

Refer to Policy 9.1.1 (Intervention).

For cost associated with required medical services, refer to Policy 9.1.4 and Policy 9.1.11 (Intervention) for approval.

For cost associated with social transitioning such as equipment or supplies, consult with a casework supervisor for approval.

**NOTE:** These costs cannot come from the child or youth's recreation or vacation allowance.

**NOTE:** The Final Stage Gender Reassignment Surgery (GRS) Program requires that the patient must be 18 years of age or older per World Professional Association of Transgender Health. Therefore, the young adult will provide consent for the surgery.

### **Services and Supports for Young Adults**

Gender affirming health supports and services can be provided to young adults between 18 and 22 years per s. 57.3, by entering a Support and Financial Assistance Agreement. Refer to Policy 5.2.6 (Intervention).

**NOTE:** The Final Stage Gender Reassignment Surgery Program (GRS) offered by Alberta Health provides funding for Alberta residents to obtain gender affirming surgeries. See Alberta Health Insurance Plan Med 166A for summary of GRS program criteria and the cost covered under the GRS program.

### **Documentation**

All points of consultation, decision-making and rationale for decisions must be documented on a contact log and on the medical tab in the electronic information system.

Enter the child or youth's sexual and gender diversity information under the Identity tab in the SGD page in the electronic information system.

Ensure the child or youth's goals, progress and status of gender-affirming health and support services are recorded in the Ongoing Assessment, Children's Services Planning Form [CS11680] or Transition to Independence Plan [CS3476] under the cultural connection section and attach the plan in the electronic information system.

Ensure medical appointments, assessments, diagnosis and recommendations are documented under the medical tab in the electronic information system.

## Related Information



- [4.2.3 Tempcare and Ongoing Connections Plan](#)
- [4.2.4 Transition to Independence Plan](#)
- [5.2.3 Custody Agreement with Guardian](#)
- [5.2.4 Custody Agreement with Youth](#)
- [5.2.6 Support and Financial Assistance Agreement](#)
- [5.3.3 Temporary Guardianship Orders](#)
- [5.3.4 Permanent Guardianship Orders](#)
- [5.3.7 Treatment Orders](#)
- [5.3.8 Custody Orders](#)
- [7.4.1 Child Requests Requiring the Director's Consent](#)
- [9.1.1 Medical/Dental/Consent](#)
- [9.1.4 Medical Services Payment](#)
- [9.5.3 Referral and Evaluation of Services](#)
- [9.1.11 Medical Services Coverage](#)



Ongoing Assessment for EAY, CAY, PGO, PGA and SFAA Legal Status [[CS11599](#)]

Ongoing Assessment for FEA, SO, CAG, CO and TGO Legal Status [[CS11598](#)]

Children's Services Planning Form [[CS11680](#)]

Transition to Independence Plan [[CS3476](#)]



[Final Stage Gender Reassignment Surgery](#)

[Alberta Health Insurance Plan Med 166A](#)

[Alberta Health Insurance Plan Gen 111](#)

[Alberta Health Services Find Health Care](#)

[World Professional Association of Transgender Health](#)

[CICIO User Guide](#)

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# Practice Supports

Practice Support: <b>Genogram</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">4.1.2 Genogram</a>	Revision Date: October 19, 2021
	Page 1 of 3

## Child Intervention Practice Framework Principles

CS collaborates with the child or youth, their family, and support network members to create a genogram: a diagram showing family members, significant family changes and the relational connections between family members. A current and detailed genogram fosters awareness of important relationships, of heritage and a context for the family's history. It also provides CS and the family with potential support network members, who can work collaboratively with the child or youth, family, guardian and CS to foster the child or youth's safety and best interests.

When creating a genogram consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

The genogram must be completed during the safety assessment (see Policy 3.1.3 (Intervention)), in collaboration with the family and child or youth (where age and developmentally appropriate).

- Consider arranging a Family/Natural Supports meeting or family circle meeting to complete the genogram.

Chart three generations at minimum, including the child or youth's siblings, parents, grandparents, and other children and relationships within the family.

- If less than three generations are illustrated, a brief explanation must be provided.

When the child or youth is, may be, or self-identifies as Indigenous, collaborate with a First Nations designate or Métis Resource person to develop a genogram to identify additional family members and supports not previously considered.

- The Métis Nation of Alberta often has genealogy that reaches back seven generations. This can be used to create a robust genogram that benefits the child or youth and their family.

It is important to update the genogram every year as it is a living document that records new family members born and new relationships joining the family system. Thus there are always new opportunities to provide stability to a child or youth through the process of finding family.

Genograms are preferably completed using the approved genogram software (i.e. Genopro). They can also be completed using the Genogram form [CS1895], or may be hand drawn on blank paper.

Review and update the genogram annually, or more often if significant changes occur, to ensure that it provides a current representation of the child or youth's family and to be aware of new opportunities to provide stability to a child or youth, through the process of finding family.

### Completing the genogram

Use circles for females, squares for males and triangles for people of unknown gender.

Indicate birth order of children or youth by placing the oldest child or youth to the left.

Identify deceased individuals with an "X" over the circle, square or triangle.

Draw a line around the family members of the child or youth's household.

Indicate the quality of relationships by the types of lines used:

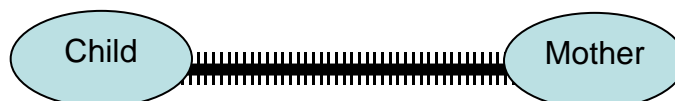
- An **unbroken bold line** illustrates a strong or close relationship



- A **line of dashes** illustrates a weak or tenuous relationship.



- A **broken line** illustrates a stressful relationship.



Include any family members, aunts, uncles, cousins, etc. who are important to the child or youth or their family.

Family systems may include individuals who are not blood relatives, thus, it is important to be open to individuals that a family identifies as family members.

Include the geographical location of members, dates of birth and death, cause of death, adoption, major personal attributes, significant medical issues and other life cycle events.

Include substance abuse, family violence, suicide, criminal behaviours, occupation, and education, where appropriate.

Provide copies of the genogram to the child or youth and family members, as requested.

### Documentation

Attach the completed genogram (created using approved genogram software) in the electronic information system.

File paper versions of the genogram in the child or youth's physical file.

## Related Information



Genogram [CS1895] – paper form only



[CICIO User Guide](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>HIV/AIDS and Hepatitis C Infection</b>	Issue Date: October 1, 2011
Policy Reference:	<a href="#">5.3.7 Treatment Orders</a> <a href="#">7.1.4 Infectious and Communicable Diseases</a>	Revision Date: January 13, 2020
		Page 1 of 5

## Child Intervention Practice Framework Principles

CS collaborates with the child or youth, guardian, family, caregiver, and AHS to ensure that all reasonable steps are taken to safeguard the health of a child or youth. There is opportunity for continuous improvement, when working with everyone involved, to foster the child or youth's health and well-being.

When providing services to a child or youth who may have HIV/AIDS and Hepatitis C infection consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### HIV Testing

Arrange a Family Natural supports meeting with the child or youth, guardian, caregiver and support network if a child or youth displays symptoms or has risk factors of HIV/AIDS or Hepatitis C infection:

- to discuss the need for testing with the child or youth (if appropriate) and/or
- plan and arrange who can support the child or youth for testing with a physician or the Sexually Transmitted Infections Clinic Clinics in Edmonton or Calgary.

### Consent for Testing

Always attempt to obtain consent from the guardian when arranging testing for HIV/AIDS or Hepatitis C. **Under certain legal authorities, the director cannot provide consent for testing.**

For a youth under a CAY or EAY, consult with the youth and assist in arranging for testing.

- If the youth has questions regarding HIV/AIDS or Hepatitis C testing, ensure they receive current and accurate information.

For a child or youth under a CAG, interim CO, application for TGO or PGO or, TGO:

- the guardian supports the request and has provided written consent,
- if the guardian does not provide consent to the testing, then the testing cannot be administered, and
- the director may consent to the testing if a child or youth is under a TGO.

For a child or youth under a PGA or PGO, the director may provide consent for testing.

If testing is deemed necessary by a physician and the guardian refuses to provide mandatory consent, consider obtaining a treatment order. Refer to Policy 5.3.7 (Intervention).

**NOTE:** The child or youth may obtain testing alone if the physician believes the child or youth can provide informed consent.

#### Providing Support Through Testing

Support to the child or youth may involve:

- discussion with the child or youth, guardian and their support network on their roles to support the child or youth and who to accompany the child or youth to the test and to receive the results,
- requesting the physician to provide pre and post test counselling or access counselling from a specialized agency.

#### **Case Planning Team**

Construct a multi-disciplinary team to case plan for a child or youth infected with HIV/AIDS or Hepatitis C. The team is led by the caseworker and includes, as appropriate:

- the child or youth,
- the parent/guardian,
- the child or youth, and guardian's support network,
- the physician,
- the caregiver, and
- any other person relevant to the child youth's situation.



### Releasing Information

For information regarding releasing of information, please refer to Policy 7.1.4 (Intervention).

### Day Care and Educational Services

Children and youth in the care of the director who have HIV/AIDS or Hepatitis C must have all of their educational and developmental needs met. Safe management of the child or youth's health and the health of others must be considered when making choices regarding educational and day care services.

HIV/AIDS or Hepatitis C does not prevent a child or youth from attending a day care, family day home, or school. When making decisions about enrolling a child or youth who has HIV/AIDS or Hepatitis C in school or day care, consider:

- the hygiene practices of the day care or school,
- the child or youth's health and risk of acquiring illness from other children and youth due to a suppressed immune system,
- the child or youth's ability to participate in regular daily activities without placing others at risk,
- behavioural issues such as biting/scratching by either the child or youth with HIV/AIDS or Hepatitis C or another child or youth, and
- the child or youth's ability to control bowel functions or the presence of open oozing sores.

If a school refuses or expels a student with HIV/AIDS, follow the conflict resolution procedure in the *School Act*.

### Placement Planning

When planning for the placement of a child or youth with HIV/AIDS or Hepatitis C, consider:

- the child or youth's behaviour and specific health care needs,
- whether the child or youth poses risk to others, and
- the caregiver's ability to provide optimal physical and medical care and emotional support while minimizing social isolation.

Ensure that the caregiver is aware of everyday steps and universal precautions to protect their health and the health of all the children and youth in their care.

- Prior to providing any identifying information to a prospective caregiver, inform the caregiver about the child or youth's infection. Once a prospective caregiver is chosen, explain to the caregiver with the physician:

- the nature of the infection,
- how regular medical care and hospital care will be coordinated,
- how to prevent transmission of the infection,
- symptoms that require immediate medical attention,
- the effect on the caregiver's routine and child or youth's care,
- the prognosis for the child or youth, and
- the supports that will be provided.

Consider providing the following extra supports to a caregiver caring for a child with HIV/AIDS or Hepatitis C:

- information on minimizing risks to the child or youth and others,
- information on community resources,
- referral to any needed education or training on HIV/AIDS, and
- counselling to deal with stress, isolation and grief.

Consult with the casework supervisor regarding providing the following extra supports:

- extra respite care, and
- financial support for the extra care required for the child or youth.

### **Additional Considerations**

- Protect the child or youth from exposure to other infections. Ask the physician for advice regarding precautions and any special procedures.
- Do not consent to immunizations without consulting the child's physician.
- Provide any needed counselling and social support services. Ensure that any grief and dying issues experienced by the child or youth, guardian and caregiver are addressed at all stages of the disease.

### **Documentation**

Document all contacts, consultations, decisions and rationale for decisions on a contact log, in the electronic information system.

Document medical information in the electronic information system.

## **Related Information**



### [5.3.7 Treatment Orders](#)

#### 7.1.4 Infectious or Communicable Diseases



[Education Act](#)



[Sexually Transmitted Infection Clinic \(Edmonton\)](#)

[Sexually Transmitted Infection Clinic \(Calgary\)](#)

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Superseded

# Practice Supports

Practice Support:	<b>Identification Documents</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">9.3.1 Birth Documentation</a> <a href="#">9.3.2 Social Insurance Number</a> <a href="#">9.3.3 Driver's Licence</a> <a href="#">9.3.4 Passport</a>	Revision Date: October 19, 2021
		Page 1 of 8

## Child Intervention Practice Framework Principles

CS is responsible to ensure that children and youth in the care of the director have necessary identification documents. These documents facilitate processes such as confirming legal identity, obtaining appropriate legal records, and maintaining important relationship connections with family and significant others in and outside Canada. CS also fosters children and youth in its care to transition to independence and adulthood, and in doing so works with them to obtain a driver's license if they so choose.

Working collaboratively with the child or youth, the guardian, caregiver and support network fosters information sharing, opportunities for answering questions as to why the documents are required, and to assist in completing the applications.

When applying for and obtaining necessary identification documents for a child or youth in care consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Birth Documentation

#### Registration of Live Birth

Gather any existing identification documents that a parent may have for their children. Ensure copies are made where needed. If no documents are available, collaborate with the child or youth, guardian, caregiver and the support network to gather the necessary information to obtain the Registration of Live Birth and discuss how it can be used to help the child or youth in the future.

Obtain the Registration of Live Birth according to the following procedures, depending on where the child was born.

#### Child or Youth Born in Alberta

- Complete the Restricted Application for Vital Statistic Documents – Section 41 [DVS0003].
  - Request the “Photocopy of Registration”.
- Submit the form to an Alberta Registries office.
- Use regional procedures to pay for the Registration of Live Birth.

#### Child or Youth Born Outside Alberta (Within Canada)

- Complete the application form from the Vital Statistics office in the appropriate province or territory.
- Send the application and payment to the appropriate jurisdiction, according to their provincial/territorial procedure.

#### Child or Youth Born Outside of Canada

- Send a memo to the regional interprovincial coordinator requesting a Registration of Live Birth.
- Include the following information:
  - name of the child or youth,
  - date of birth,
  - parents’ names,
  - mother’s maiden name,
  - place of birth (including address),
  - name of hospital where child or youth was born, and
  - place of baptism if available.
- The regional interprovincial coordinator will:
  - Request the document from the appropriate jurisdiction.
  - Arrange for payment according to regional financial procedure.
  - Recover any cost expended from the child or youth’s file.
  - Send any document received to the worksite.
- The interprovincial coordinator may be able to locate the country’s consulate representative in Canada by searching the Government of Canada’s Foreign Affairs website.
  - If the interprovincial coordinator is having trouble locating the appropriate resource, the interprovincial coordinator may contact the Government of Canada Office of Protocol.

- The interprovincial coordinator may request the assistance of International Social Service Canada (ISSC) if unable to locate the appropriate country's registry or obtain the necessary document.

### Birth Certificate

Collaborate with the guardian, caregiver and the support network to gather the necessary information to obtain the Birth Certificate and discuss how it can be used to help the child or youth in the future.

Apply for a Birth Certificate immediately after obtaining a PGO, and after the signing of a PGA.

Obtain the Birth Certificate according to the following procedures, depending on where the child was born.

#### Child or Youth Born in Alberta

- Complete the Application for Birth Documents [DV11163B].
- Submit the form to the nearest Registry Agent according to regional procedure.

#### Child or Youth Born Outside of Alberta (Within Canada)

- Complete the same procedure as required for obtaining Registration of Live Birth, except indicate the requested document is a Birth Certificate.

#### Child or Youth Born Outside of Canada

- Complete the same procedure as required for obtaining a Registration of Live Birth, except indicate the requested document is a Birth Certificate.

### **Social Insurance Number (SIN)**

#### Applying for a SIN Card

Apply for a SIN card for a child or youth under a PGO or PGA as soon as possible after receiving a birth certificate. The following documentation needs to be provided by the director:

- Government issued identification confirming identity of the caseworker. An original or certified copy of the caseworker's Delegation of Authority [CS0007] is required for this purpose. This proves legal representation for the child or youth.

- An original letter of authorization issued by the Category 4 Director or DFNA Director, authorizing the caseworker to apply for a SIN card on behalf of the director; this letter must be on CS letterhead.

For children and youth who are not under a PGO or PGA, collaborate with the guardians, caregivers and support network to determine who will apply for the SIN card on behalf of the child or youth and how it can be used to meet the child or youth's future needs.

#### Application Form

Social Insurance Number Application [NAS 2120-05-04] forms are available at local Service Canada offices or through the Service Canada website.

The form can either be completed on-line and then printed or printed and then completed by hand.

Sign the application form on behalf of a child under the age of 12  
A child or youth between the ages of 12 and 18 can sign the form on their own behalf.

Apply in-person at a local Service Canada Centre, where the application can be certified and original documentation can be returned immediately.

Applications for SIN cards can also be submitted by mail if you live more than 100 kilometers from a Service Canada centre.

If you are in another situation that makes it difficult to apply in person, you should call Service Canada to see if you are eligible to apply by mail.

#### Primary Documents

A "primary document", according to Service Canada, is a document that proves the identity and status of a person in Canada, and can include:

- For Canadian citizens, a birth certificate issued in Canada by the vital statistics branch of a province or territory of birth, a Certificate of Canadian Citizenship, or a Certificate of Registration of Birth Abroad.
- For permanent residents, a Permanent Resident Card, confirmation of permanent residence and a visa counterfoil, or a Record of Landing.
- For a child or youth registered under the *Indian Act*, who wish to have their status reflected in SIN records, a Certificate of Indian Status.

**NOTE:** Service Canada may require other documentation where a child or youth is born outside of Canada.

All primary documents must be originals and written in English or French. Photocopies will not be accepted by Service Canada.

### Proof of Guardianship

Service Canada requires proof of guardianship documents. The original PGO or PGA must be presented at the time of application.

### Proof of Identity Requirements for Caseworkers

Service Canada requires proof of identity for those individuals applying on behalf of a child or youth. For a caseworker this would include an original or certified copy of the caseworker's Delegation of Authority [CS0007] and government issued photo identification along with an original letter of authorization signed by a Category 4 or DFNA Director.

When applying for the SIN on behalf of a child or youth:

- Provide the required documentation at a Service Canada Centre.
- Request that the SIN be mailed to the office responsible for the child or youth's file.

Generally the SIN will be issued within 5 business days, although in some circumstances the number may be provided immediately.

No fee is charged for a first-time application for a SIN.

## Driver's License

### Class Seven Learner's Licence

Facilitate a discussion with the child or youth, guardian, caregiver and support network about any strengths, worries, and next steps that are required for obtaining a learner's licence for the child or youth.

If the director is not the sole guardian of the child or youth, obtain consent from the guardian.

- Discuss and make arrangements with the guardian who is not the director to accompany the child or youth to obtain the learner's licence.

If the child or youth is subject to a CAG, CAY, EAY or an EAG, the director cannot provide consent for obtaining a learner's licence. Consent must come from the child or youth's guardian.

Complete the following procedures to consent to a child or youth obtaining a learner's licence:

- Consult with a casework supervisor.
- Discuss the request with the child or youth ensuring their voice is understood.
  - Identify any worries, strengths and next steps associated with obtaining a learner's licence.



- Explain the responsibilities of obtaining a driver's license, including costs associated with driving and maintaining a vehicle.

Explain the director's consent can be withdrawn at anytime and effectively suspend the learner's licence.

Inform the child or youth of the responsibility to pay for a learner's licence. If the director is not the sole guardian of the child or youth, have a discussion with the guardian and support network regarding the guardian's responsibility to pay for the learner's licence or how the support network may assist.

- If the child or youth has no other resource, the recreation allowance may be accessed to pay for a learner's licence.

Accompany the child or youth to an Alberta Registries office to apply for a learner's licence.

#### Class Five Graduated Driver's Licence (GDL)

Consent of the guardian who is not the director, or consent of the director is required for a class five graduated driver's license. Follow the above procedure as outlined for Learner's License for obtaining consent for GDL.

#### Driver Education Programs

If a child or youth requests enrolment into a driver-training program, complete the following:

- Ensure the driver-training program is accredited.
- Discuss any worries, strengths or next steps with the child or youth and their support network at a Family/Natural Supports meeting.
- If the director is not the sole guardian of the child or youth, request payment for the accredited driver-training course from the guardian who is not the director.

If there is no other means to fund the driver-training course, obtain approval from a casework supervisor to pay for the accredited driver-training course.

#### **Passport**

Obtain a passport application at the Canada Passport website.

- Carefully review the guidelines as outlined on the web page for "Apply for a passport for an adopted or foster child".
- Determine the most expedient way of applying for the passport (e.g. by mail or in person).
- If the child or youth is over 16, collaborate with the child or youth and their support network about the child or youth's ability to complete the passport

application or if they would like a member of the network to support them with the application.

- If the child or youth is under 16, discuss the passport application process with the child or youth, caregiver and support network and determine who will complete the passport application form for the child or youth.
- Submit the application to a Passport Canada office.
- Use regional procedures to pay for the passport.

When a passport has been issued:

- provide the passport to the child or youth or their caregiver, and
- advise them that the passport must be kept in a secure place.

### Documentation

Document all discussions with the child or youth, their guardian, caregiver and support network.

Update the Identity tab for Alternative IDs on the electronic information system. Document all consultations with a casework supervisor on a contact log on the electronic information system. Place the child or youth's proof of SIN in the current volume of their physical file.

For passport documentation, record on a contact log in the electronic information system that a passport application has been completed and when it has been issued. Place a photocopy of the first page of the passport on the file.

## Related Information

[9.3.1 Birth Documentation](#)

[9.3.2 Social Insurance Number](#)

[9.3.3 Driver's Licence](#)

[9.3.4 Obtaining a Passport](#)

[9.4.7 Registered Education Savings Plan Program for Children in Permanent Care](#)



Application for Birth Documents [[DVS11163B](#)]

Restricted Application for Vital Statistics Documents – Section 41 [[DVS0003](#)]

International Social Service Canada Request for Services [[ADOP12822](#)]



[Canada Passport](#)  
[Canadian Vital Statistics Office](#)  
[Government of Canada Foreign Affairs](#)  
[Government of Canada Office of Protocol](#)  
[protocol.leprotocole@dfait-maeci.gc.ca](mailto:protocol.leprotocole@dfait-maeci.gc.ca)  
[International Social Services Canada](#)  
[Service Alberta – Application for Certificate/Documents](#)  
[Service Canada](#)  
[Service Alberta Driver’s Licence Information](#)  
[Statistics Canada –Vital Statistics Contacts](#)  
[Apply for a passport for an adopted or foster child](#)  
[Canada-US border crossing for children and youth registered under the \*Indian Act\*](#)



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# Practice Supports

Practice Support: <b>Immunizations</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">9.1.7 Immunizations</a>	Revision Date: October 15, 2020
	Page 1 of 7

## Child Intervention Practice Framework Principles

CS recognizes that immunizations and the need for guardians to provide their consent for immunizations is essential to protect children and youth in the director's care from childhood communicable diseases.

CS ensures that the guardian and the support network for a child or youth in the care of the director participate fully in sharing information and opinions about the child or youth's immunization. Working collaboratively with the guardian and support network in arranging the child or youth's medical appointments, including immunizations, facilitates the development of positive relationships, enables the support network to make informed decisions, and allows the child or youth to receive the appropriate immunizations that will meet their specific health needs in a timely manner.

When planning and making decisions to ensure children and youth are immunized consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Discuss immunizations with the guardian in a collaborative manner and explain the expectation that the guardian attend all of their child or youth's medical appointments, including routine immunizations.

If the guardian consents to the child or youth's immunizations, have the guardian sign the Immunization Consent Form and Information Sheet [CS11584] before the child or youth's immunization appointment. This enables the child or youth to receive their immunizations in the event that the guardian(s) does not attend the appointment in person.

When the guardian is not able to attend in person, obtain consent from the guardian to proceed with immunizations if the child or youth is under one of the following statuses:

- CAG

- Interim CO
- application for a TGO
- TGO
- application for a PGO

Obtain consent from the youth to proceed with immunizations if the youth is under one of the following statuses:

- CAY
- EAY

If the guardian is not able to attend in person, ensure they are fully updated on the appointment, any immunizations administered, and the dates of follow-up appointments, if applicable.

### Required Consent

If the child or youth is under a **CAG** and the guardian does not consent to the immunization, do not arrange for the immunization to be administered. To resolve concerns or worries in regards to immunizations:

- Provide the guardian with the Immunization Consent Form and Information Sheet [CS11584].
- If the guardian still has concerns and does not provide consent, then arrange an appointment for the guardian to discuss the concerns directly with a health professional.
- If the guardian agrees to the immunization while at the appointment, the health professional may choose to administer the immunization during the appointment.
- If the guardian cannot be located to provide consent, but has sub-delegated the director to obtain ordinary medical care on the CAG, the Category 4 Director or DFNA Director or their designate may consent to the immunizations.

If the child or youth is under an **interim CO** or an **application for TGO or application for PGO** and the guardian does not consent to the immunization, do not arrange for the immunization to be administered. Using a collaborative approach:

- Provide the guardian with the Immunization Consent Form and Information Sheet [CS11584].
- If the guardian still has concerns and does not provide consent, then arrange an appointment with a health professional where the caseworker, child or youth, and guardian can discuss the benefits and concerns of immunization with the health professional.

- If the guardian agrees to immunization the health professional may decide to administer the immunization during the appointment.

If the guardian cannot be located to provide consent, the immunization is not to be administered; the immunization requirement can be reviewed once the **interim CO, TGO, PGO** is granted. The situation should be explained to the caregiver and the health professional.

If the child or youth is under a **TGO** and the guardian does not consent to the immunization, the immunization is not to be administered. Work collaboratively with the guardian to discuss concerns or worries. Provide the guardian with the Immunization Consent Form and Information Sheet [CS11584].

If the guardian still has concerns and does not provide consent, arrange an appointment with the health professional where the caseworker, child or youth, and guardian can discuss the benefits and concerns of immunization with the health professional. The situation should be explained to the caregiver.

**NOTE:** If the guardian cannot be located to provide consent, the Category 4 Director or DFNA Director or their designate may consent to the immunizations.

If the child or youth is under a **PGO** or **PGA**, the director will provide consent for immunizations unless a medical reason exists to not proceed.

If the youth is under a **CAY** or **EAY**, consult with the youth and obtain consent for the administration of the immunization. If the youth has questions regarding immunizations, ensure they receive current and accurate information by arranging an appointment with health professional or health clinic.

If the youth does not provide consent, the immunization is not to be administered. In this case, work collaboratively with the youth by arranging an appointment with the health professional or health clinic to discuss concerns or worries.

**Summary Table: Required Consents for Immunizations**

	<b>Consent of Guardian</b>	<b>If unable to locate guardian</b>	<b>Consent of Youth</b>
<b>CAG</b>	required	immunize only if ordinary medical care has been sub-delegated to director	not applicable
<b>Interim CO</b>	required	do not immunize	not applicable
<b>Application for TGO</b>	required	do not immunize	not applicable
<b>Application PGO</b>	required	do not immunize	not applicable
<b>TGO</b>	required	Category 4 Director or DFNA Director may consent to immunizations	required when Director consents
<b>PGO</b>	not required	not applicable	required
<b>PGA</b>	not required	not applicable	required
<b>CAY</b>	not required	not applicable	required
<b>EAY</b>	not required	not applicable	required

**Process for Arranging Immunizations**

To have a child or youth immunized:

- If the child or youth is under any status other than a PGO or PGA, ensure that the guardian is aware of the immunization schedule for the child or youth and given the opportunity to participate in the process as much as possible and as is appropriate.
- Determine if the child or youth's immunizations are up to date. If the child or youth's immunizations are not up to date, request to schedule the child or youth's immunizations to be updated and completed. There is a standard process the immunizer follows to determine immunization recommendations.
- If the guardian or caregiver does not have the child or youth's immunization records, contact the child or youth's local public health clinic (Alberta Health Services/ Indigenous health centres) to determine if the

child or youth's immunizations are up to date. If the child or youth has moved from a different health district, contact HealthLink at 811.

- Provide consent for immunizations on behalf of the director and/or guardian as per the Summary Table above. Consent is provided directly to Alberta Health Services. If consent is being provided by the guardian use the Immunization Consent Form and Information Sheet [CS11584]. If consent is being given by the director, use the Consent by a Delegated Director, Biological Parent and/or Legal Guardian form [CS2047].
- Discuss the child or youth's medical condition with the guardian and/or caregiver and consult with the child or youth's physician to determine if the child or youth is at risk of having a severe reaction to the immunization, for example because of a medical condition or allergy.
- Ensure that the caregiver and public health clinic is aware of any significant medical conditions or allergies the child or youth may have. The public health clinic has a standard set of questions that they will ask to screen for high risk situations prior to administering the immunization.
- Immunizations are not part of ordinary medical care;
  - The caregiver cannot refuse or consent to immunizations.
  - The caseworker will work collaboratively with the caregiver by affording them the ability to take the lead as much as possible for arranging for the immunizations.

For more information about immunizations, contact HealthLink Alberta where nurses are available 24-7 to provide health advice and information. Call 811 or visit [Immunize Alberta](#).

### Preferred Locations

Immunizations for all children and youth (including children and youth in care) are available free of charge at a public health clinic or in a school setting as conducted by a Public Health Nurse.

Currently pharmacies do not have access to the HealthCare database (NetCare). However, a letter confirming the immunization can be generated for recording purposes only. This is NOT an official record and the child or youth may appear not to have received the immunizations. Alberta Health (AH) policy on immunization stipulates that all immunizers must record the immunization.

By accessing Public Health, children and youth will receive publically funded immunizations.



**Outbreak**

An outbreak is a sudden increase in occurrences of a disease above what is normally expected in a particular time and place. It may affect a small and localized group or impact upon thousands of people across a geographic area.

Although immunization is not mandatory in Alberta, there is legislation (Public Health Act) in place in the event of an outbreak of a vaccine preventable disease, such as measles. The Medical Officer of Health has the authority to exclude an unimmunized child or youth from school until two weeks after the last case of measles disease has occurred.

**Pandemic**

A pandemic is an epidemic of an infectious disease that is spreading through human populations across a large region, for instance a continent or even worldwide. In a pandemic situation, children and youth in the care of the director should receive the recommended immunization in accordance with the Summary Table above regarding consents. AH determines what constitutes a pandemic and when to declare a pandemic. This applies to Indigenous health centres as well.

**Travel Immunizations**

If children and youth in the care of the director are travelling outside of Canada, they may require additional immunizations other than those that are scheduled throughout childhood. For information on recommended immunizations for travel, contact Health Link by dialing 811 or visit [AHS Travel Health Services](#). Children and youth in the care of the director should receive recommended immunizations in accordance with the Summary Table above regarding consents.

AH travel immunizations are not publicly funded and there may be a cost associated. Treatment Services do not cover the cost of travel immunizations, CS will reimburse the caregiver if there is pre-approval of the travel.

**Documentation**

Document the conversation with the guardian or youth regarding immunization consent and the results on a contact log in the electronic information system. Document the name of the person consenting to the immunization, the guardian's attendance (or not), the specific immunization being consented to, and the date consent was provided. If the guardian or youth does not consent to the immunization document this information as well.

Document the immunizations in the electronic information system in the Medical tab, under Immunizations and Medical Appointments. Place relevant supplementary information on the child or youth's paper file.

Document when the next immunization is due and if the child or youth had any adverse reaction to the immunization. Arrange a task in the electronic system to provide a yearly reminder (if needed) for renewing the guardian's consent and immunization and vaccination schedule.

## Related Information



### 9.1.7 Immunizations

Immunization Consent Form and Information Sheet [[CS11584](#)]  
Consent by a Delegated Director, Biological Parent and/or Legal Guardian [[CS2047](#)]



[Alberta Health Services](#)

[Immunize Alberta](#)

[Alberta Health Services Travel Health Services](#)

[Immunization and CICIO Tip sheet](#)

[CICIO User Guide](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support: <b>Infant Formula</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">9.1.8 Infant Formula</a>	Revision Date: January 13, 2020
	Page 1 of 2

## Child Intervention Practice Framework Principles

CS covers the cost of prescription formula for infants in care of the director, to foster their healthy growth and development. Working collaboratively with the infant's guardian, caregiver and support network to share information and discuss the infant's health facilitates open communication and timely decisions regarding the infant's health and wellbeing.

Decisions related to prescription formula should consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Ensure that:

- a physician is prescribing special infant formula,
- the child requires the use of special infant formula for medical purposes,
- the guardian and caregiver are aware of why the special infant formula is required, discuss the benefits and worries that are brought forward, and what needs to happen to address the worries,
- a casework supervisor is aware of the circumstances and the associated costs.

### Payment

If the Treatment Services Card or Health Canada does not cover the cost of the formula then the manager must approve an over and above request.

The caregiver will submit a Child Maintenance Invoice Form [CS0011] and be reimbursed for the cost of the formula.

### Documentation

Record on a contact log in the electronic information system:

- the name of the physician prescribing the formula,

- the name of formula being prescribed,
- why the prescription formula is required for the infant,
- the cost of the formula, and
- confirmation of authorization of payment.

Update the medical information in the electronic information system.

## Related Information



Child Maintenance Form [CS0011] – paper form only

[CICIO User Guide](#)

To report a broken link click [here](#).

Superseded

# Practice Supports

Practice Support:	<b>Infectious or Communicable Diseases</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">7.1.4 Infectious or Communicable Diseases</a>	Revision Date: January 13, 2020
		Page 1 of 3

## Child Intervention Practice Framework Principles

CS collaborates with the child or youth, guardian, family, caregiver, and AHS to ensure that all reasonable steps are taken to safeguard the health of a child or youth. There is opportunity for continuous improvement, when working with everyone involved, to foster the child or youth's health and well-being.

When providing services to a child or youth who has been exposed to or contracted an infectious or communicable disease consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### **If a Child or Youth Contracts or is Exposed to an Infectious or Communicable Disease**

Consult with the casework supervisor to determine:

- who needs to be informed,
- when to inform them,
- what information needs to be disclosed, and
- how the information will be disclosed.

Inform the following:

- the caseworker of every child or youth in the placement,
- the caregiver, family and guardian,
- the support worker of the caregiver,
- the school if the disease may be passed to other students.

**If the Caregiver Contracts or is Exposed to an Infectious or Communicable Disease**

Inform:

- the casework supervisor
- the caseworker of every child or youth in the placement, and
- the support worker of the caregiver.

Consult with the casework supervisor to determine whether the school, guardian or others may need to be informed that the child or youth may have been exposed to an infectious or communicable disease.

**Releasing Information**

The decision to release information must balance the child or youth or caregiver's right to privacy with public interest per s.126(1)(a). When determining whether to release information, consider:

- the infected person's right to privacy,
- the nature of the infection,
- the risk of transmission to others,
- the section of legislation that would support the release of this personal information, and
- what information would be released.

**Precautions**

Support, education and training may be required to manage the health risk to the child or youth, caregiver or other children in the placement.

When working with a child or youth, or caregiver, who is or may be exposed to an infectious or communicable disease, carry out responsibilities respectfully while following safety procedures to ensure anyone who may have had contact is protected from any health risk.

Ensure that caregivers are aware of everyday steps and universal precautions to protect their health and the health of children or youth in their care.

Ensure caregivers are aware that they may also contact Health Link Alberta toll-free at 1-866-408-LINK (5465) or dialing 811 or access the public Alberta Health and Wellness website [www.MyHealth.Alberta.ca](http://www.MyHealth.Alberta.ca) for additional health related information.

## Support

Alberta Health Services or a Medical Officer of Health may be contacted for consultation or additional information.

Provide the child or youth, and caregiver, any needed counselling and supports in collaboration with the guardian and healthcare professionals.

A caregiver caring for a child or youth with an infectious disease may require:

- financial support
- information on the disease, community and/or health resources
- extra respite care

## Documentation

Document all contacts and discussions on a contact log in the electronic information system.

The casework supervisor must document any consultations and decisions that are made on a contact log in the electronic information system.

If information is disclosed, document what was disclosed, to whom, and the rationale for disclosure, on a contact log in the electronic information system,

Document medical information in the electronic information system.

## Related Information



[HIV or AIDS and Hepatitis C Infection](#)



[Alberta Health](#)

[Alberta Health Services](#)

[Alberta Health Services – Notifiable Disease Guidelines and Related Documents Health Link](#)

[Public Health Agency of Canada](#)

[CICIO User Guide](#)

[Freedom of Information and Privacy Act](#)

[Health Information Act](#)

*To report a broken link click [here](#).*

## Practice Supports

Practice Support:	<b>Information Security</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.2.9 Information Security</a>	Revision Date: January 13, 2020
		Page 1 of 4

### Child Intervention Practice Framework Principles

CS is committed to protecting the privacy of children and youth receiving intervention services, and the privacy of their guardian, support network, family and any community members who are involved in fostering the child or youth's safety and best interests. CS staff handle people's personal, detailed and complex information every day, while providing intervention services. In order to ensure this information is protected and securely stored, CS staff are informed about:

- what information needs protection,
- how to make sure legislative requirements are maintained in the storage of information, and
- how to protect a breach of information.

CS strives for continuous improvement through ensuring staff understand the different types of risk involved, and how to mitigate those risks, when using social media or other mobile applications to provide intervention services.

When ensuring the security of information consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

### Practice Process

Adhere to the [GoA Code of Conduct and Ethics](#) when working with a child or youth's information, and information involving their guardian, support network, family and community members.

Follow all CS policies and procedures to maintain the security of information:

- when providing intervention services,



- in the electronic information system.

The Government of Alberta retains the right to investigate and monitor the use of its devices and systems as warranted.

- Any “gov.ab.ca” email messages and all internet activity from a government computer or address can be tracked and will generally be attributed to the GoA and an individual user.

### **Personal Information**

CS is required to protect personal information by making reasonable security arrangements against risks such as its unauthorized access, collection, use, disclosure, or destruction per s.38 of FOIP.

Personal information and personally identifying information, as defined by s.1(n) (l - ix ) of FOIP includes but is not limited to:

- an individual’s full name, address and phone number,
- identifying numbers (SIN, Alberta Health Care),
- information about an individual’s health care, disabilities and employment.

### **Data Storage in the Cloud**

CS information may not be stored on the Cloud.

- CS information has a security classification of Protected B, which is defined as “information assets that, if compromised, could cause serious injury to an individual, organization or government” by the GoA IMT Standards.
- GoA Data Security Standards forbids the storage of Protected A and Protected B information on cloud servers outside of Canada. Mobile devices which are cloud activated, such as iCloud on an iPhone, or applications like Facebook, use servers that are located in the United States of America.

When using GoA-issued mobile devices, ensure the cloud service is not active.

If using a professional Facebook account to communicate with individuals, ensure that no personal or personally-identifying information is being communicated.

### **Applications**

When using a GoA-issued device such as a phone or laptop, only GoA approved applications have permission to be installed as per Policy 1.1.7 (Intervention).

Facebook and Facebook Messenger applications should not be installed on GoA issued devices to conduct CS/DFNA business.

**NOTE:** Third party applications may have the added security risk of taking personal/personally identifying information and storing it on servers outside of Canada.

### Photos

Photos should be taken and accessed through Case Connect, so that they are not uploaded onto the Cloud. This protects the photos, and the privacy of children and youth receiving intervention services.

Photos can be taken for safety assessment purposes, for Signs of Safety maps, plans created with a child/youth or family, family events, as well as family and sibling visits.

Photos taken of family events and sibling visits may be shared with the guardian. If the guardian is requesting photos that were taken for safety assessment purposes, the guardian will have to make a request through the FOIP Act.

Photos of personal information, such as birth certificates, Social Insurance Numbers, etc. cannot be sent over Facebook Messenger as this could constitute a violation of s.38 of FOIP.

**NOTE:** Photos are only to be taken with a GoA-issued device, such as a mobile phone or tablet. Photos taken for child intervention purposes should not be taken on personal cellphone.

### Security and Privacy Breach

Report any information or security breach, such as disclosing personal or personally identifying information, lost or stolen children intervention records or a lost or stolen device such as a GoA/DFNA-issued phone, tablet or laptop computer, to the following persons.

- In the case of an information breach:
  - Casework supervisor,
  - Statutory Director,
  - Information Management team,
  - Sector Information Security Officer,
  - Privacy Management team (if information may become accessible to unauthorized persons).
- In the case of a lost or stolen device:
  - casework supervisor,

- contact the GoA Service Desk to wipe the device of all data (email, calendar, application etc.) and discontinue any system or data access,
- contact the device's wireless provider to have the wireless network access cancelled to prevent ongoing use, if the device is still connected to the wireless provider's network.

## Related Information



[1.1.1 Recording Contacts and Collection of Personal Information](#)

[1.1.5 Lost or Damaged Child's Record in a Physical File](#)

[1.1.6 Mobile Devices](#)

[1.1.7 Mobile Applications](#)

[Technology and Social Media](#)



[Freedom of Information and Protection of Privacy Act](#)



[Corporate Information Security Office](#)

[Data Security in the Cloud](#)

[Enterprise Information Management](#)

[Data and Information Security Classification](#)

[Government of Alberta Social media-Web 2.0 Policy](#)

[Government of Alberta IMT Standards](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Intake – Receiving Referrals</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">3.1.2 Intake – Receiving Referrals</a>	Revision Date: October 19, 2021
		Page 1 of 12

## Child Intervention Practice Framework Principles

When a referral is received, CS assesses the information to determine if the child or youth is safe, and considers the next steps to be taken.

This process requires:

- Information to be gathered in a respectful and timely manner.
- Collaboration with community partners to understand circumstances affecting the child or youth and their family.
- Critical thinking about the child or youth's situation, their relationships and connections and the affect on everyone involved when a child or youth becomes involved with CS intervention services.

Establishing a child or youth's existing connections and a plan for how to maintain them is an essential part of the intake phase. It respects family's strengths, and lays the groundwork for preserving family relationships and for the support network to play an ongoing role in fostering the child or youth's safety and best interests.

When receiving a referral and determining if an intake is necessary, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Intake

The intake phase is the first of a series of assessment activities. Intake must be completed within 15 business days.

- The majority of intakes should be completed within 5 to 10 business days.

The intent of the 15 day intake period is to allow for exceptional circumstances such as, but not limited to:

- conducting Family/Natural Support meetings,
- out-of-town parent or caregiver,
- travel arrangements.

While these exceptions are occurring, information gathering and critical thinking processes should continue and inform a timely conclusion at the 15-day mark.

### **Receiving Information**

On receiving a referral from the community establish:

- what incident precipitated the referral (facts, dates and descriptions),
- what prompted the reporter to make the referral today,
- the current circumstances of, and if there is immediate danger to, the child or youth,
- what are the strengths of the child or youth and the family, and
- what safety exists within the family.

### **Intake Categories**

Upon receiving information determine which category of intake is required:

- Intervention (CYFEA and DECA)
- PSECA
- Provider
- Inter-jurisdictional; refer to Chapter 10 (Intervention)
- SFAA

### **Determining Whether the Information Constitutes a Report**

Information constitutes a report when the director is satisfied that the information is not provided maliciously, is not unfounded, is provided on reasonable and probable grounds and discloses that a child or youth is in need of intervention as defined in s.1(2).

If the information does not provide reasonable and probable grounds to believe that a child or youth may be in need of intervention, the referral is not a report. Do not document information if it is deemed that it does not constitute a report.

- Refer the reporter to a community resource or peace officer if appropriate.

If the information received during working hours, or after hours, is deemed to be case-related information in an open file, inform the caseworker and the casework supervisor.

If the information received constitutes a report

Gather as much further information as possible.

Complete the call or visit by notifying the reporter that the report will be assessed in accordance with the legislative requirements.

When the reporter is a professional working with the family, such as school or peace officer, inform them that they will receive a call back once the report has been assessed.

When sharing the outcome of a report with the reporter who is a professional working with the family, assess whether sharing information is consistent with the planning for, or the provision of, services to the child or youth and family per s.126 and FOIP.

- E.g. in the case of a physician who engages in an ongoing relationship with a family, information is shared per s.126(1), or in the case of a law enforcement agency that is involved in an ongoing criminal investigation, information is shared per section 40(1)(q) of FOIP.

If sharing information is not consistent with the provisions of either s.126 or FOIP, advise the reporter that all allegations are assessed in accordance with the requirements of CYFEA.

- Use the Letter to Reporter [CS4038] to convey this information.

Consult with LASU via email at [CS.Disclosure@gov.ab.ca](mailto:CS.Disclosure@gov.ab.ca) if a question or concern arises related to the sharing of information. LASU will obtain legal advice if necessary.

The following information cannot be disclosed:

- Referral source (If different than the reporter).
- Third party information (information not directly related to the child or youth).
- Privileged legal information.
- Child or youth's interview with the caseworker (due to any disclosure provided in confidence).

**New Report**

If, during an intake, assessment or an open intervention file there is a birth of a child to the guardian(s) and, information is received that would constitute a new report under s.4, a separate Intake Template [CS11191] must be completed and the information assessed.

### **Custody Disputes**

If the child or youth is the subject of a custody dispute, determine the need for intervention independent of the custody dispute per s.39.

The child or youth's safety and intervention needs must take precedence over any custody or access dispute between the guardians. Information received must be assessed against the criteria of s.1(2). If evidence for a custody hearing is requested, refer to Policy 1.2.4 (Intervention).

### **Determining if the Report Requires Assessment**

Once a determination has been made that the referral constitutes a report, gather further information to assist in determining if the report requires assessment under CYFEA.

#### A Child or Youth Self-Identifying as, or Who May Be, Indigenous

A collateral call must occur during intake to DFNA staff, a First Nations designate, or a Métis Resource person when a child or youth self-identifies, or may be, Indigenous.

- When a child or youth is a First Nations Individual and there is confirmation of affiliation to a Band, contact the DFNA partner through a collateral call.
- Where there is no DFNA partner or affiliation, contact the First Nations designate as a collateral.
- When a child or youth is Métis, the Métis Resource person may offer information about family supports, cultural connections and safety options during a collateral call.

Information gathered from this collateral call informs safety planning, potential placement, cultural connections, the support network and other significant relationships that need to be maintained.

If, during an intake, a child or youth may have the Potential to be Registered, Status registration with CIRNAC/ISC must be pursued.

- If the barrier is cost, assist the family to obtain legal documents such as birth certificates for the child or youth to apply for registration. Consult with the casework supervisor and obtain approval for all expenditures.

#### Gathering Information

Gather information from collateral sources to assist in determining the need for intervention. Explore whether collateral sources are, or may be, a support to the

child or youth and family. This will help identify the child or youth's connections and support network, who may assist in safety planning.

If indicators of parental involvement in drug activity exist refer to Policy 6.3 (Intervention) and DECA.

If indicators of family violence exist refer to Policy 6.2 (Intervention) and PAFVA.

Assess if there is a need for protective services under PSECA by considering:

- Is the child or youth sexually exploited because they are engaged in prostitution?
  - Is the child or youth sexually exploited because they are attempting to engage in prostitution?
    - If yes to any of these questions refer to s.1(2) of PSECA for the definition of a child or youth in need of protection services. Complete a PSECA Intake if appropriate, referring to the PSECA Policy Manual. Note that legal status under both CYFEA and PSECA is possible if this meets the intervention needs of the child or youth.

Refer to Policy 1.1.1 (Intervention) for clarification on information that can be collected.

1. Information from the reporter regarding the situation.

- Clarify the nature of the report (why the report is being made, the incident that prompted the report, details of the abuse or neglect allegation, information regarding the guardian who may have caused harm [through their action or inaction] to a child or youth and any previous incidents).
- Enquire whether the situation is recent, historical or ongoing.
- Using strengths-based approach, identify protective factors and the family's ability to protect the child or youth.
- Collect as much identifying information as possible on all people involved.
- When the child or youth is identified as Indigenous, seek confirmation of Treaty Status and of Band Affiliation(s), Métis Settlement Affiliation or Inuit land agreement membership.
- Determine whether the family is aware of the report.
- Identify the reporter's relationship to the family.
- Assess the reporter's willingness and ability to be part of the solution.



- Document the name, address and telephone number of the reporter unless they choose to remain anonymous.
  - Reaffirm to the reporter that legislation provides protection and privacy of their identity.
  - Document if there are any risks to a caseworker who may respond to the situation.
2. Information regarding the child or youth.
- Gather identifying information including name, date of birth, gender, distinct physical features, where they reside and where they attend school.
  - Establish the current circumstance of the child or youth (e.g. is the child or youth injured, alone or in potential immediate danger?).
  - Note the date the reporter last saw the child or youth.
  - Gather information regarding the child or youth's background, medical conditions, culture and lifestyle, including Indigenous status or Potential to be Registered, Métis Status and language spoken.
  - Document details of immediate and extended family and any significant persons in the child or youth's life including contact information.
  - Document details of other persons or agencies having knowledge of or contact with the child or youth.
  - If there are other children or youth living in the home document their names, dates of birth, gender, distinct physical features and where they attend school.
3. Information regarding the adults involved.
- Gather identifying information including name, date of birth, gender, distinct physical features and where they can be located.
  - Identify the guardian(s) who may have caused harm (through their action or inaction) to a child or youth.
  - Clarify whether the reporter knows the guardian's explanation of the condition or injury.
  - Establish the guardian's ability and willingness to protect the child or youth.
  - Identify any parenting and/or custody orders currently in place.
  - Identify the strengths of each guardian including their individual ability to protect the child or youth and provide the basic needs of the child or youth.

- Identify natural supports, community resources and cultural connections like an Elder, Métis Resource person or cultural resource agency.
- Establish current or previous resources available to, or accessed by, the family.

#### Information from previous records

Review electronic and physical file records to determine whether there is prior involvement with CS, and for information about the child or youth, or guardian who may have caused harm (through their action or inaction) to a child or youth or persons residing in the home.

- Identify and document themes or patterns emerging from the record reviews.
- Identify the following from the record reviews and/or contacting the previous caseworker:
  - date and location of last involvement with the family,
  - previous concerns,
  - previous safety plans and support networks,
  - services provided to the family, and
  - the outcome of prior intervention.

#### **Brief Services**

Brief services are goods and/or services that can be used to address a family's immediate needs, and support the child or youth to stay in their family home.

Brief services are provided to the child or youth or family during the 15 day intake process. They can include, but are not limited to:

- repatriation,
- accommodations/rent/damage deposit,
- utilities,
- groceries,
- emergency clothing,
- medical/dental/optical: one-time assistance with medical, dental or optical costs not covered by any other program,
- support services, e.g. respite, cleaning services,
- referral to a contracted agency,
- applying for Treaty Status,

- obtaining birth certificates.

**NOTE:** If making a referral to a contracted agency, complete the Referral and Evaluation of Services [CS1839] form, detailing the rationale for the referral.

### **Safe Sleep Surface**

If during an intake, it comes to the attention of CS or the DFNA that the family does not have a Canadian Standards Association (CSA) approved safe sleep surface for their infant, CS or the DFNA will purchase a safe sleep surface for the infant, even if the intake is closing with no further involvement. This purchase can be completed under Brief Services.

Playpens, strollers, car seats and similar surfaces are not intended for sleep and do not meet the safety requirements for safe sleep.

### **Emergency Care**

Emergency care provides short term care, no longer than 10 days, to a child or youth in the least disruptive manner possible.

It may be used in situations where the child or youth would be in need of intervention services (i.e. apprehension) if an emergency caregiver is not provided (i.e. the guardian cannot be located, is incapacitated, or has died).

Emergency care enables the child or youth to remain in familiar surroundings while the guardian is being located or other plans are made without bringing the child or youth into the care of the director. Refer to the Policy 3.3 (Intervention) if emergency care is appropriate.

For children or youth with a band affiliation or Métis Settlement affiliation, completing a collateral contact with the First Nations designate or Métis Resource person may provide information about a known family member willing and able to care for the child or youth.

### **Allegations**

Allegations are specific to each child or youth, and to an associated guardian who may have caused harm (through their action or inaction) to a child or youth. Allegations are the grounds for believing that a child or youth is in need of intervention because the safety, security or development of the child or youth is endangered per s.1(2).

Allegations are noted during the intake phase. Additional allegations can also be added during the safety phase.

### Decision Points with the Casework Supervisor

The completion of intake represents an important decision point requiring critical thinking, casework supervisor consultation and approval.

- Review the intake information and analyze the allegations, strengths of the family, safety factors and intervention needs with the casework supervisor.
- Complete a Safety Decision Consult for high-risk and vulnerable children as per Practice Support 3<sup>rd</sup> Person Consult.
- Determine the recommendation to be made for the intake.
- Submit completed intake to the casework supervisor for approval and documentation of the consultation and decision making process.

Mandatory decision point consults with the casework supervisor must occur at 5, 10, and 15 day intervals during the 15-day intake phase.

At day 15, if a decision has not been reached then a mandatory consult with a worksite manager or DFNA Director must occur, who can then approve a further 5 day extension.

Final determination must occur at the conclusion of the 5 day extension.

### Recommendations

#### Information Does Not Constitute a Report

If the intake determines that the report is malicious, unfounded or does not provide reasonable and probable grounds to believe that the child or youth is in need of intervention, make one of the following recommendations:

- Closure, or
- Closure with referral.
  - Indicate this recommendation when the family is referred to a community resource as a preventative or protective measure.
  - Assist the family by calling the referral resource and establishing for them a point-person to follow up with.

#### Intake Constitutes a Report

If the intake provides reasonable and probable grounds to believe that the child or youth may be in need of intervention services, and brief services or emergency care will not be sufficient in alleviating the need:

- Forward the Intake Template [CS11191] for assessment.
- Indicate whether the assessment requires an immediate response, a 1-day response or a standard response.

- An immediate response is to be initiated within an hour of the notification of need for Assessment.
- A 1 day response is to be initiated within 24 hours.
- A standard response is to be initiated within 5 days of the notification of need for Assessment.
- Proceed to safety phase assessment per Policy 3.1.3 (Intervention).

### Documentation

Complete all electronic entries and update the contact log.

If the information received is determined to be a report, record the information on an intake in the electronic information system.

- An intake in the electronic information system requires at least 1 allegation per child or youth be identified to open an intake.

Record the intake information within 15 business days from the date of the referral.

Enter the following information in the intake narrative:

- Contact with child or youth (date and name/role of who had the most recent contact).
- Harm and danger as per s.1 (2)(a)-(h).
- Presenting problem/reason for the report.
- Strengths/resources.
- Family and relational connections.
- Community connections.
- Cultural connections.
- Legal connections.
- Family violence history.
- Criminal history.
- Addiction issues.
- Mental health issues.
- Employment.
- Summary of electronic/physical file record review.
- Emergency care provided.

- Recommendation.
- Safety (risk to caseworker, weapons, drugs, animals).

Refer to the reporter in the intake narrative and in a contact log on the electronic information system by name on one (1) occasion and then as reporter in subsequent references unless anonymous.

Where DECA concerns are indicated at intake, record the DECA reason for referral on the intake.

If the information received is determined not to be a report, record on a contact log in the electronic information system and forward to assigned caseworker.

Retain records according to Policy 1.1.3 (Intervention).

If the information received is deemed to be case-related information in an open file, then it should be documented in a contact log on the electronic information system and the caseworker and casework supervisor needs to be informed.

All points of consultation, decision-making and rationale for the decision must be documented in the intake.

Mandatory decision-point consults must be recorded by the casework supervisor on a contact log in the electronic information system.

## Related Information



[1.1.3 Retention of Records](#)

[1.2 Releasing Information](#)

[2.1.2 First Nation Individual Registered under the \*Indian Act\*](#)

[2.1.4 On / Off Reserve Verification](#)

[2.3 Cultural Connection Planning](#)

[3.3 Emergency Care](#)

[4.1.2 Genogram](#)

[5.2.6 Support and Financial Assistance Agreement](#)

[6.2 Protection Against Family Violence Act](#)

[6.3 Drug-endangered Children Act](#)

[7.2.3 Suicidal Child](#)

[10. Inter-jurisdiction](#)

## 6.0 Assessment Provider Concerns (Placement Resources)

PSECA Policy Manual



*Drug-endangered Children Act*

*Freedom of Information and Protection of Privacy Act*

*Protection Against Family Violence Act*

*Protection of Sexually Exploited Children Act*



Duty Report [[CS0113](#)]

Intake Template [[CS11191](#)]

Letter to Reporter [[CS4038](#)]

Consent to Involve a First Nations Designate or Metis Resource [[CS1634](#)]

On/Off Reserve Verification [[CDEV3018](#)]

Referral and Evaluation of Services [[CS1839](#)]



[Alberta Health Services Safe Sleep for baby's first year](#)

[Is Your Child Safe? Sleep Time](#)

[Health Canada Cribs, Cradles and Bassinets Regulations](#)

[Tip Sheet: Creating an Intake](#)

[Tip Sheet: Intake Timelines](#)

[Tip Sheet: Intake Timeline Process Tip Sheet](#)

[CIRNAC/ISC](#)

[CICIO User Guide](#)

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# Practice Supports

Practice Support: <b>Inter-Provincial Placements</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">10.2 Inter-Provincial Placements</a>	Revision Date: October 19, 2021
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## Child Intervention Practice Framework Principles

Inter-provincial placements may be necessary for a child or youth in care of the director. When an inter-provincial placement request is made, there will need to be open and transparent discussion, planning, and cooperation with the child or youth, guardian, caregiver and support network, and with those involved from the new jurisdiction.

Working collaboratively with everyone involved will ensure information is shared and the process of transferring the child or youth's placement is clearly understood. The child or youth should be supported to preserve existing positive relationships with their family and support network, but also be encouraged to create new cultural and familial connections.

When planning an inter-provincial placement for children and youth, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

**Note:** Each province and territory has a central inter-provincial contact person who coordinates inter-provincial placements and requests. The contact people are identified in the AB Inter-Provincial Contacts document (see Related Information).

In Alberta, there is a lead Ministry inter-provincial (IP) coordinator and each CS region has a regional IP coordinator. Inter-provincial activities are managed primarily by the regional IP coordinators and DFNA Directors.

### Child Moving out of Alberta

If a child or youth is being considered for a move out of Alberta, involve the child or youth, guardian, caregiver, and support network in the planning and decision-making process.



Contact the regional IP coordinator or DFNA Director to alert them that this move is being considered.

Submit a transfer request to the manager or DFNA Director, well before the planned move date. Include in the request:

- the legal status of the child or youth,
- the birth registration,
- the guardianship order and any directly related orders,
- an up-to-date assessment record, with referral source and third party information removed,
- an up-to-date medical report completed within the last year,
- the views of the guardian if the child or youth is under temporary guardianship,
- an explanation of the exceptional circumstances that require the move, if the child or youth is under temporary guardianship,
- the views of the child or youth,
- how the child or youth's relationships with family and community connections will be maintained,
- how the move supports the child or youth's permanency plan,
- how the goals of the Children's Services Planning Form [CS11680] and cultural connections can be met in the new location, and
- for First Nations children and youth, the views of the band or First Nation, as determined by consultation with the First Nations designate per s.107.

If the child or youth is moving with their current foster or kinship caregiver discuss the move with the child or youth, guardian, and support network to involve them in the process and plans concerning preserving family, 4 Areas of Connection and other considerations.

In this case, also include in the transfer request:

- a home study report and a recent review of the caregiver,
- a description of the child or youth's relationship with their current foster or kinship caregiver (caregiver), and
- information about why adoption or private guardianship is not being pursued by the caregiver.

If the child or youth is moving without their caregiver, also include in the transfer request:

- the placement plan or needs,
- a home study request regarding the proposed caregiver or a placement request that describes placement characteristics required to meet the needs of the child or youth, and
- the ongoing services required to integrate the child or youth into the proposed placement.

The manager or DFNA Director shall provide the caseworkers with a written response within 10 business days of receiving the transfer request. If they agree with the transfer:

- Submit an Interprovincial Request for Service form and request package to the regional IP coordinator or DFNA Director who forwards the request to the receiving province according to the Inter-provincial Protocol.
- Plan the move and complete the transfer in accordance with the Inter-provincial Protocol and the involvement of the IP coordinators in the sending and receiving provinces or territories.
- The Alberta regional IP coordinator or DFNA Director will provide a completed Consent by a Director or Authorized Delegate [CS2047] to the receiving province.
- Refer to the Provincial/Territorial Protocol to determine which province or territory is responsible for payment of which costs associated with the child or youth's potential move.

If the child or youth is moving with a caregiver:

- Advise the caregiver that the move will not officially be considered final until their home is approved in the receiving province.
- Advise the caregiver that maintenance and support will be set according to the receiving province's criteria.
- Once the caregiver is approved in the new jurisdiction, provide pertinent file information to the caseworker in the receiving province.

**Upon transfer of the child or youth out of Alberta:**

- maintain an open file for the child or youth,
- cancel the special allowance, and
- review and respond to any reports from the supervising province.

### Child Moving to Alberta

If a child or youth in care, who is from another province or territory, is moving to Alberta, discuss with the child or youth, guardian, caregiver and the support network to involve them in the planning and decision-making process.

- The sending province/territory sends a request to monitor and supervise the placement to the regional IP coordinator or DFNA Director in Alberta.

The receiving office will provide written response affirming the child or youth's move to Alberta, to the sending province/territory IP coordinator within 30 business days.

If the child or youth is to move to a family not currently approved as a caregiver:

- complete a home study report of the family, as outlined in the Placement Resource section of the Enhancement Policy Manual.
- make a recommendation about the suitability of the placement, and
- forward the home study report and recommendation to the IP coordinator in the sending province/territory.

Only consider a home for the child or youth as per licensing or approval requirements outlined in the Placement Resources section of the Enhancement Policy Manual.

If the child or youth requires a placement:

- locate the most suitable placement, and
- inform the regional IP coordinator or DFNA Director of the placement.

The regional IP coordinator or DFNA Director decides whether to accept the transfer, discusses this decision with the requesting province and informs the office of the decision.

Once the child or youth has been placed in Alberta, provide the same services as are provided to all children or youth in care of the director, and:

- apply for the special allowance,
- make major case plan or non-emergency placement changes only in consultation with the guardian province, and
- send correspondence to the originating province via the regional IP coordinator or DFNA Director, or directly to the caseworker in the originating province, as appropriate.

Provide care and maintenance until:

- the guardianship or custody expires,
- the child or youth reaches the age of 18 years, or
- when the two provinces mutually agree to terminate support.

### Documentation

- Document all consultations and discussions regarding the child or youth's placement in the contact log in the electronic information system.
- Document all correspondence in the contact log in the electronic information system.
- Maintain written responses and all paper forms on the child or youth's physical file. Attach electronic documents in the electronic information system.
- Update the electronic information system as required.

## Related Information



[9.4.2 Obtaining Funding to Maintain a Child in Care](#)  
[Adoption](#)  
[Placement Resources](#)



[Children's Services Planning Form \[CS11680\]](#)  
[Consent by a Director or Authorized Delegate \[CS2047\]](#)



[Provincial/Territorial Protocol on Children and Families Moving between Provinces and Territories](#)  
[Interprovincial Request for Services](#)  
[Interprovincial Placement Agreement \(IPPA Form\)](#)  
[AB-Interprovincial- Contacts](#)  
[CICIO User Guide](#)

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# Practice Supports

Practice Support:	<b>Inter-Regional/DFNA</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">10.5 Inter-Regional/DFNA</a>	Revision Date: October 19, 2021
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## Child Intervention Practice Framework Principles

Regions and DFNAs work together to provide services to children or youth in the care of the director and their families, who relocate between regions and/or DFNAs. The first priority is the safety, healthy development and overall best interests of the child or youth. Indigenous experience and the importance of cultural connections are honored as CS and DFNAs work collaboratively during the transfer process:

- to integrate service delivery in a culturally sensitive manner, and
- to support children and youth to maintain existing, healthy connections, and to help them create new cultural and familial connections in the receiving region or DFNA.

Regions and DFNAs work collaboratively with the child or youth, guardian, caregiver and support network to ensure there is opportunity to share information, voice opinions, concerns and desires regarding the relocation and transfer process.

When transferring a child and youth between regions or DFNAs, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Guidelines

All decisions support life-long connections for the child or youth and meeting the needs of the family as best as possible.

Every effort is made to maintain continuity of supports and services to children or youth and families.

The sending and receiving region and/or DFNA will negotiate in advance, as much as possible, the details for transferring services, to ease the changes a child or youth and their family will face when relocating.

### Definitions

Inter-regional or DFNA	Interactions between: <ul style="list-style-type: none"> <li>- CS regions</li> <li>- CS regions and DFNAs or</li> <li>- DFNAs</li> </ul>
Sending region or DFNA	The region or DFNA requesting services be provided by another region or DFNA.
Receiving region or DFNA	The region or DFNA that has been requested to provide or is providing services to another region or DFNA.
Residency	A person resides in the region or on the DFNA-served reserved where they ordinarily live. (Not applicable to on/off reserve verification. For on/off –reserve verification process see Policy 2.1.4 (Intervention)).
Change of Residency	A person changes residency when they leave one region or reserve and establishes residency in another. This does not effect a child or youth's ordinarily on/off reserve status pursuant to Policy 2.1.4 (Intervention).
Non-Resident Service User	The region or DFNA that uses services within another region's or DFNA's geographic boundary.
Days	Calendar days, unless otherwise noted.

### Partners

- CS
- DFNAs
- Métis Nation of Alberta
- Métis communities and families

### Transfer Considerations

Consider the following when determining if transfer of a file to another region or DFNA is appropriate:

- the best interests of the child or youth and family,

- the cultural connections of an Indigenous child or youth and the family,
- the level of supports and services required to meet the needs of the child or youth and family,
- that there is a minimum of 1 month remaining in an agreement and at least two months remaining in a court order for a temporary status,
- the child or youth has been in the receiving region or DFNA for at least 30 days and no court action is pending, and
- the family has lived in the new location for at least 30 days,
- there is a planned move by the caregiver.

### **Key Transfer Activities**

The safety and well-being of the child or youth must be of the highest importance and face-to-face with the child or youth must occur within 5 business days of the family leaving the sending region or DFNA.

Whether the move was planned or not, the sending region or DFNA will contact the receiving region or DFNA and share all information pertinent and critical for continuation of services and the safety of the child, youth and guardians. This includes sharing long-term and permanency plans for the child or youth.

The manager of the receiving office or the DFNA Director or their designate will ensure that coordination occurs with the appropriate worksite and casework supervisor.

The receiving casework supervisor will review the current assessment information, the service plan and any interim plan that was developed.

If there is agreement between the sending and receiving casework supervisors to transfer the case, the sending and receiving caseworkers will discuss:

- Any questions arising from the review of the assessment records and any other pertinent documents.
- The case plan for the family.
- Whether and how resources and alternatives used in the sending region or DFNA can be used in the receiving region or DFNA, or how these services will be accessed if they are not available in the receiving region or DFNA.
- Arrangements for the child or youth, family and/or caregiver to attend the transfer conference.

## Home Study Report/Home Assessment Report

**Note:** Some DFNA's have chosen to use a Home Assessment Report in place of a Structured Analysis Family Evaluation (SAFE) Home Study.

When a potential placement has been identified for a child or youth in another region or DFNA, the sending region or DFNA will have a preliminary conversation with the potential caregiver to:

- explain the circumstances regarding the child or youth,
- explore any interest in providing care for the child or youth,
- if an interest is expressed, obtain verbal consent to proceed with an intervention record check,
- follow up with written consent, and
- request that the receiving region or DFNA complete the home study report.

The sending casework supervisor will request to the receiving casework supervisor to have a Home Study/Home Assessment completed.

- Where the sending region or DFNA requests Home Studies/Home Assessments on more than one home, the receiving region or DFNA will complete a preliminary environmental safety check on all potential placements and recommend the most appropriate placement, if any.

If there is agreement to proceed with the Home Study/Home Assessment, the receiving region or DFNA will arrange for its completion within 60 days unless otherwise negotiated.

The sending region or DFNA will pay for the Home Study/Home Assessment, according to the established rates of the receiving region or DFNA, including subsistence and mileage, unless otherwise negotiated.

The receiving region or DFNA will collaborate with the Home Study/Home Assessment writer so that it reflects the regional, community and cultural norms. The receiving region or DFNA will engage with the potential caregivers as it would any other local applicant.

If concerns arise about the history of the applicants, these concerns must be reported to the sending region or DFNA.

- Arrange a meeting to discuss and mitigate the concerns, with the applicants, the sending and the receiving regions or DFNAs.



If the Home Study/Home Assessment supports the placement, the receiving region or DFNA will complete all of the remaining approval requirements. Both regions and DFNAs should have input into the decision regarding placement. If there is disagreement, follow Alberta's Administrative Review Process (see Policy 1.4.1 (Intervention)) but the final decision rests with the sending region or DFNA.

If the child or youth has moved before a Home Study/Home Assessment is completed, develop a mitigation plan as soon as possible.

### **Family/Natural Supports Meeting**

A Family/Natural Supports meeting must occur before the move or as soon as possible after the move. The purpose is to introduce the child or youth and family to the receiving region or DFNA staff, for everyone involved to discuss the transfer and service plans, to answer questions, address concerns and resolve any issues.

The sending and receiving region and/or DFNA will arrange this meeting. The child or youth, guardian, caregiver and support network should be included in the meeting, along with the sending and receiving caseworkers.

An in-person Family/Natural Supports meeting is preferable. However if not possible, video or teleconferencing are acceptable.

### **Transferring the File**

The physical file should be transferred within 10 business days after agreement to transfer the file is reached, or by an alternate, mutually agreeable date negotiated by the sending and receiving casework supervisors.

If there is a delay in transferring the file, the sending caseworker will document an interim plan for services that is agreed upon during the transfer conference. Ensure that all participants, including the child or youth, guardian and caregiver, have input into and are provided with a copy of the case plan. This case plan will be in place until the file is transferred.

### **File Standards**

All files must adhere to the Child Intervention File Standards to ensure the timely and effective flow of information for a child or youth and their family who move between regions and DFNAs.

The sending casework supervisor will ensure that current assessment information is on the file, including:

- a current genogram (a minimum of three generations),

- an up-to-date case plan, and
- a completed case transfer.

Case management responsibilities are transferred to the receiving region when the receiving casework supervisor accepts the child or youth's file on the electronic information system.

### **Considerations for the Transfer of Intervention Files:**

#### Safety Assessment Phase

Follow procedures outlined in Policy 3.1.3 (Intervention).

- Work from a strengths-based approach to preserve family connections and relationship building with DFNA partners and First Nations designates to ease the file transfer process.
- Have face-to-face contact with, and interview, every child or youth in the family's home who may be at risk, as well as the guardian and caregivers.
- A decision to interview the child or youth alone and prior to meeting with guardians and other caregivers should be discussed with a casework supervisor and undertaken only when the child or youth's safety may be put at risk by speaking with guardians first.

If a family moves during either phase of the safety assessment, the sending and receiving region or DFNA will collaborate to ensure the safety assessment is completed and the child or youth is not re-interviewed unnecessarily.

If either region/DFNA determines the child or youth is at heightened risk because of the move, or new allegations, review the case with the casework supervisor and refer for a new assessment.

#### Family Enhancement Agreement (FEA)

The receiving region or DFNA will honour the terms of the sending region or DFNA's original agreement and review the Family Enhancement Plan with the family.

#### Enhancement Agreement with Youth (EAY)

If a youth who has entered into an EAY intends to move to another region, or DFNA, or when planning for a youth to reside in another region or DFNA, the sending casework supervisor must notify the manager of the receiving office or the DFNA Director or their designate in advance.

The receiving casework supervisor will review the assessment information, the expectations, the needs of the youth and the appropriate plans, and will consent to the transfer where appropriate.

The sending and receiving casework supervisors or DFNA Director will determine the supports and resources required and available.

An in-person transfer conference and Family/Natural Supports meeting must occur (preferably simultaneously), including the youth and the sending and receiving caseworkers, to review the Transition to Independence Plan, place of residence, services, supports and funding. If in-person is not possible, a video or teleconferencing are acceptable.

A face-to-face with the youth in their new residence should be conducted to ensure the location's safety and the emotional well-being of the youth.

Significant relocations can cause emotions of loss and grief to resurface in the youth. Connection to culture and family is important and should be supported wherever possible for the benefit of the youth.

#### Supervision Orders (SO)

If a family moves while under a SO, the receiving region or DFNA must ensure that the terms required of the director in the SO are met.

If the receiving community does not have the supports and resources required to meet the terms of the order, the sending casework supervisor will negotiate alternatives with the receiving region or DFNA and family. This may include returning to court to have the terms of the order reviewed. The sooner this is identified the better as some jurisdictions have judicial wait times which may cause delays in services.

The sending region or DFNA should consult with their lawyer when a move is identified, to review terms of the SO in consideration of the move.

If either region or DFNA determines that the child or youth is at heightened risk because of the proposed move, review the case with the casework supervisor to determine the most appropriate action.

#### Temporary Guardianship Order (TGO)

Prior to deciding to transfer a file when a child or youth is under a TGO, give careful consideration to the permanency plan, including education, access/family time, parents and siblings as well as the length of the order, the 4 Areas of Connection, and cultural resources.

### Permanent Guardianship Order (PGO)

Give careful consideration to the permanency plan, including education and access/visits to family, parents and siblings. The importance of the 4 Areas of Connection and cultural resources is very significant at this stage.

When an application for PGO is before the court, the sending region or DFNA will complete the court process before transferring the file, unless otherwise negotiated by the sending and receiving casework supervisors.

### Support and Financial Assistance Agreements (SFAA)

The region or DFNA where a young adult resides is responsible for the support and financial assistance file. The relationship is adult to adult; therefore, all components of services provided must be negotiated with the receiving region or DFNA.

Young adults aging out of the care of the director have experienced trauma throughout their lives and transitioning to independence may present challenges requiring additional supports. Collaborate with the young adult and their support network to work together to assist the young adult to meet their needs in maintaining lifelong relationships.

If the young adult frequently resides between two regions:

- determine which region will assume primary responsibility for the file,
- negotiate a plan for supports with the other region and the young adult, and
- ensure the young adult and their support network are part of planning, including how the young adult will access and maintain regular connection with support network members from both regions.

**Note:** When a young adult under a SFAA who is, maybe or self-identifies as Indigenous, moves between the DFNA and the region, a collateral call must be made to the DFNA or the region. The DFNA or the region may have important information regarding the young adult's well-being, and information pertaining to any previously signed SFAAs. See Policy 5.2.6 (Intervention).

### **Considerations for File Transfers from CS to DFNAs**

DFNAs operate under a governance structure in which a Board of Directors is responsible to oversee the administration and operations of the DFNA. The boards are appointed by and accountable to their respective Chief and Council. Jurisdictional and delegation considerations may arise when a file is transferred from a region to a DFNA. Unique funding arrangements, resource limitations and cultural implications may affect the file transfer process.

Consultation with the DFNA Director or their designate must occur prior to placing a child or youth within a DFNA's geographic boundary or transferring a file. This helps to ensure the DFNA can meet the needs of the child or youth and family. Field Operations Liaison Branch staff may assist in facilitating case transfers involving DFNAs.

**Note:** A non-delegated First Nation is a First Nation that does not have a service delivery agreement with the Province of Alberta to deliver child intervention services. Services to these children or youth and their families are provided by the region in which the reserve (or specified community) is located.

### Cultural Importance

Understanding and respecting the value of Indigenous experience must guide the working relationship between CS and DFNAs. Each First Nation is unique and independent with its own organizational structure. There is diversity of protocol, ceremony, history, experiences, traditions, culture, languages, spirituality and beliefs.

CS staff work collaboratively with the DFNA Director or their designate to review and understand that DFNAs protocol, cultural practices, operating procedures and expectations before negotiating the transfer agreement for the child or youth to relocate to the DFNA.

The Métis people have a unique cultural, familial, social and spiritual heritage. When an individual identifies themselves as Métis, it is important that regions and DFNAs promote the involvement (with guardian consent) of a Métis Resource person to assist in planning for the child or youth and family.

If the child or youth is affiliated with a Settlement, then staff from the Métis Settlement region can be a resource for the caseworker. In Alberta, there are many Métis agencies that can provide resources and supports.

### Funding

CS provides funding for delivery of intervention services to all children and youth registered under the *Indian Act*, who are deemed "ordinarily resident off-reserve" in Alberta.

CIRNAC/ISC provides funding for the delivery of intervention services to children and youth registered under the *Indian Act* and deemed "ordinarily resident on-reserve", comparable services to Provincial social services available to all other Albertans.

### Billing Procedures and Protocols

Ensure permanency-planning discussions include consideration of the funding arrangements unique to the funding agreement of a specific DFNA.

Inquire regarding the DFNA's capacity to provide Supports for Permanency funding.

The region, the DFNA and CIRNAC/ISC work collaboratively to make the DFNA arrangements for billing costs for services, in accordance with Arrangement for the Funding and Administration of Social Services (the Admin Reform Arrangement) between Canada and Alberta.

### **Courtesy Services and Activities**

Regions and DFNAs are encouraged to negotiate, in advance, courtesy services in the best interests of a child or youth.

The sending region or DFNA casework supervisor contacts the receiving region or DFNA casework supervisor to make the formal request and negotiate financial arrangements on a cost recovery basis. Regions or DFNAs may determine in advance that reimbursement is not required.

When a receiving region or DFNA agrees to provide courtesy services on behalf of a sending region or DFNA, both will sign the negotiated Agreement for the Purchase of Services [CS4054].

Courtesy services and activities include but are not limited to:

- provision of supervision or repatriation of an AWOL child or youth,
- service of documents,
- witnessing consents,
- face-to-face meeting with children or youth, and guardians,
- supervising transitions during transportation,
- home safety walk through which may include completing an Environmental Safety Assessment for Caregivers [FC3606] to ensure the safety of the child or youth, and
- any other after-hours response and supports.

In cases of crisis or where there may be a quality of care concern in a DFNA licensed foster home outside their geographic boundary, courtesy services may be required and should be discussed with the region as soon as a need is determined by the caseworker and their casework supervisor.

Courtesy services and supervision in the cases listed below involve general caseworker responsibilities appropriate to the child or youth's needs and intervention status:

- courtesy supervision on a longer-term basis when the child or youth is residing in another region or DFNA and the criteria for file transfer has not been met (e.g. the child or youth is under a temporary in care status and placed in the receiving region or DFNA while the child or youth's family lives in the sending region or DFNA), or
- courtesy service to and supervision of a child or youth placed in a specialized facility where distance prevents adequate intervention supports by the responsible caseworker.

The receiving region or DFNA will bill back the sending region or DFNA on a quarterly basis unless otherwise negotiated.

### **Family Violence and Safety Plan**

Timely, consistent and ongoing collaboration between regions or DFNAs is essential in working with children or youth who are victims of family violence, in order to provide seamless services and coordinated supports.

The sending region or DFNA will inform the receiving region or DFNA of all safety plans, custody issues, conditions on court orders and plans supporting safe access to children or youth.

The sending region or DFNA is responsible for communication with law enforcement agencies and the justice system to ensure safety of the child(ren) and youth.

If the safety plan specifically includes a decision to relocate, ensure the receiving region or DFNA is involved in the planning process from the beginning. When relocation has already occurred, the above information must be communicated immediately to the receiving region or DFNA.

### **Temporary Family Time in a Receiving Region or DFNA**

When a child or youth in care will be visiting another region or DFNA, and the receiving region or DFNA is asked to assume some responsibility during the visit, the sending region or DFNA will request services at least 30 days prior to the visit.

In the event of an emergency or for compassionate reasons (e.g. death of a family member), a sending region or DFNA may request services at the time a child or youth is visiting in the receiving region or DFNA.

The sending region or DFNA will provide the following information to the receiving region:

- name, date of birth, address and legal status of the child or youth,



- name, address and phone number of the caregiver/contact in the receiving region,
- name, address and phone number of the CS or DFNA contact person in the sending region,
- specific requests for services, and
- particular circumstances or issues that will help the receiving region foster the child or youth's safety and well-being.

### **Temporary Placement in a Residential Care Facility**

Prior to placing child or youth in a residential care facility in another region or DFNA, the sending region or DFNA shall consult with the receiving region to determine:

- if the facility is licensed and which region or DFNA has a contract,
- if the receiving region or DFNA has any concerns about the use of the facility by another region or DFNA,
- the availability in the receiving region or DFNA of appropriate community services and resources for the child or youth,
- the availability of the receiving region or DFNA to adequately provide courtesy supervision, and
- if there are any extended family or cultural connections for the child in the receiving region.

When a child or youth is placed in a residential care facility in a receiving region or DFNA:

- The sending region or DFNA shall notify the receiving region or DFNA of the placement in advance.
  - Where advance notice is not possible, the sending region or DFNA will provide written confirmation of the placement to the receiving region or DFNA, within 7 business days of the placement.
- Regardless of the length of stay or status, the placement shall be considered temporary and the sending region or DFNA will retain financial and casework responsibilities.
- The sending region or DFNA will negotiate the level of courtesy supervision required with the region or DFNA where the facility is located, considering distance.
- The sending caseworker will participate in facility conferences regarding the child or youth's care, i.e. placement, review and discharge. Video and teleconferencing may be used for these meetings.



### **Placement Disruptions in a Receiving Region or DFNA**

Children and youth who must leave their home often experience turmoil. This is a highly emotional time for the child or youth and their feelings should be honoured and supported as best as possible.

Connection to cultural supports and extended family are very important to the stability of the child or youth during this transition time, as they will experience mixed feelings dependent on the situation.

A caseworker (the original sending caseworker is preferable) will connect with the child or youth in a face-to-face meeting prior to the move, to explain why it's happening, to hear their opinions, and address concerns per Policy 7.3.2 (Intervention).

In the event of an emergency, the receiving region or DFNA will address the placement needs and notify the sending region or DFNA of any emergency placements by the next business day.

#### Foster Care and Kinship Care

When the placement of a child or youth in a foster home, or in the home of a parent, relative or significant individual in a receiving region or DFNA is disrupted, the sending and receiving regions or DFNAs will renegotiate the case plan. Involve the child or youth, guardian, caregiver and support network in the planning process and decision-making for the new case plan.

#### Residential Care Facility

In the event of a placement disruption in a residential care facility, the sending region or DFNA may request that the receiving region or DFNA:

- provide or arrange emergency care until the child or youth is returned to the sending region or DFNA, or moved to a facility approved by the sending region or DFNA, and
- assist with the repatriation to the sending region or DFNA.

Costs directly related to repatriating the child or youth are the responsibility of the sending region or DFNA. These costs do not include salaries and operating costs in the receiving region or DFNA.

### **Decisions Regarding a Child or Youth Returning to the Sending Region or DFNA**

Consider the following in determining whether a child or youth should remain in the receiving region or DFNA, or be returned to the sending region or DFNA:

- The length of time in the receiving region or DFNA.
- Where parents, guardians, family members or significant others reside.

- The opinion of the child or youth, where age and developmentally appropriate.
- A child or youth has the right to enlist the aid of an informal advocate or a formal Children's Advocate, to provide an adult voice at a Family/Natural Supports meeting or key decision-making situations.
- The opinions of the guardians, caregivers and the support network, where appropriate.
- The needs of the child or youth and the ability of each region or DFNA to meet them.
- Access the child or youth will have to their cultural heritage.
- Confirmation that the sending region or DFNA has involved the appropriate First Nation, Métis Settlement or Indigenous organization as required.

The receiving region or DFNA will make all non-emergency placement changes in consultation with the sending region or DFNA.

### **Returning the Child or Youth to the Sending Region or DFNA**

Requests to facilitate the return of the child or youth to the sending region or DFNA must be based on the best interests of the child or youth and a review of the factors listed above.

The sending region or DFNA shall facilitate the return of a child or youth.

### **Kinship or Foster Caregiver(s) Move with Child or Youth in Care**

When planning for a child or youth to move with a foster care or kinship caregiver, the sending region or DFNA shall, as per Policy 1.4 (Placement Resources):

- notify the receiving region or DFNA in writing at least 30 days prior to the move,
- obtain general information from the receiving region or DFNA regarding the services available to support the child or youth and the caregiver, and
- inform the caregiver of the available services.

### **Supports to the regions and DFNAs**

#### Inter-Regional Contact

The inter-regional contact is the manager of the receiving office or the DFNA Director or their designate. Any issues that arise regarding inter-regional matters can be brought forward to the worksite manager and escalated to the Category 4 Director or the DFNA Director for resolution.

### Field Operations Liaison Branch

The Field Operations Liaison Branch provides support to strengthen the capacity of the DFNAs and to promote collaboration and facilitate the relationship between the DFNAs and CS.

### **Documentation**

The casework supervisor in the sending region or DFNA will ensure the child or youth's physical file is complete as per provincial file standard requirements, and will send the physical file and release the electronic file to the receiving region or DFNA.

- All original documents such as contact notes, service plans and medicals shall be sent to the receiving region or DFNA caseworker.

Once the child or youth's file has been transferred, the receiving region or DFNA is responsible for updating the physical file, and consults, meetings, activities and documentation in the electronic information system.

- Safety plans and special cautions addressing custody and access issues must be documented in the electronic information system.

### Home Study/Home Assessment

If the child or youth moves before a Home Study/Home Assessment is completed, complete the appropriate regional or DFNA documentation on a contact log in the electronic information system.

### Courtesy Requests

The sending region or DFNA will create a skeleton physical file containing documents required by the receiving region or DFNA while they are responsible for the child or youth's care.

### Temporary Family Time

The sending region or DFNA ensures all information concerning temporary family time in a receiving region is updated on the electronic information system.

### Kinship Caregiver and Foster Caregiver Move

The sending region or DFNA documents the new address and the effective date relating to kinship or foster caregiver(s) moves with a child or youth in care in the electronic information system.

## **Related Information**



[2.1.1 First Nations Designate](#)

[2.1.4 On/Off Reserve Verification](#)

- [2.2.1 Métis Resource](#)
- [3.1.3 Safety Phase](#)
- [3.2.2 Case Transfer](#)
- [4.2.6 Planning for Connections and Permanency](#)
- [5.2.6 Support and Financial Assistance Agreement \(SFAA\)](#)
- [1.4 Inter-Regional/DFNA \(Placement Resources\)](#)



- [Drug-endangered Children Act](#)
- [Family Support for Children with Disabilities Act](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [Métis Settlement Act](#)
- [Protection Against Family Violence Act](#)
- [Protection for Persons in Care Act](#)
- [Protection of Sexually Exploited Children Act](#)



- [Agreement for the Purchase of Services \[CS4054\]](#)
- [Environmental Safety Assessment for Caregivers \[FC3606\]](#)
- [Transition to Independence Plan \[CS3476\]](#)



- [Child Intervention File Standards](#)
- [Delegated First Nations and non-delegated First Nations](#)
- [Field Operations Liaison Branch- DFNAs](#)
- [Crown-Indigenous Relations and Northern Affairs \(CIRNAC\) and Indigenous Services Canada \(ISC\)](#)
- [Métis Nation of Alberta](#)
- [The Arrangement for the Funding and Administration of Social Services](#)
- [CICIO User Guide](#)
- [Child Intervention Standards](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Intervention Involvement with Employees and Individuals in Governance Positions</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.5 Intervention Involvement with Employees and Individuals in Governance Positions</a>	Revision Date: January 13, 2020
		Page 1 of 4

## Child Intervention Practice Framework Principles

CS employees will work transparently, maintaining neutrality (with no conflict of interest) and following intervention resolution processes, in situations where a CS employee, or a person in a CS governance position is receiving intervention services. The confidentiality of information belonging to the person(s) receiving interventions services is respected and protected. Intervention involvement must in all cases:

- remain child or youth centered,
- proceed in a neutral and sensitive manner, and
- be completed in a timely manner.

CS strives for continuous improvement and to ensure that services are provided equally to everyone and in the best manner possible.

When intervention involvement with employees and individuals in governance positions is required, consider every one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### **Intervention Involvement with Employees/Individuals in Governance Positions**

Upon determining at intake that a report concerns a CS employee or individual in a CS governance position, continue to collect information from the reporter.

Consult with the casework supervisor, who notifies the manager or DFNA Director.

The manager or DFNA Director considers the following when determining which receiving worksite should manage the case:

- Will anyone in the worksite likely know the employee or individual?
- Will the worksite be able to maintain neutrality?
- How quickly will the worksite be able to respond?
- Will the family's ability to access services be impacted by geography?
- What are the child, youth, or family's wishes?

In situations where following these guidelines would place a child or youth at undue risk, an urgent response may be required by the worksite of the employee/individual. The file must be transferred to the receiving worksite as soon as it is safe and practical to do so.

Restrict access to the file as per Policy 1.1.4 (Intervention).

In consultation with the casework supervisor and manager, the receiving worksite determines:

- the disposition of the intake,
- whether an investigation is required,
- the disposition of the investigation, and
- whether intervention services are required.

Make all intervention decisions in the same manner as with any other case.

Staff assigned to deliver intervention services must be experienced and current in the function (e.g. assessor) that they are being asked to perform.

If approached to become involved in delivering intervention services to a CS employee or individual in a CS governance position, declare any conflict of interest or dual role that may exist.

If the child or youth of an employee/individual in a governance position requires placement with a placement provider, the staff member supporting the placement must be from a different worksite, CS or DFNA than the employee/individual.

No one from the employee's worksite may be involved in any case decision or in providing support services regarding the case.

No one with whom the employee has a supervisory relationship may be involved in any case decision or in providing other support services regarding the case, including an employee's direct casework supervisor, manager or supervisee.

### **Allegation Against Staff of Government-Run Residential Facilities**

When an allegation is made against a staff member of a government-run or residential facility, follow the process for assessing concerns about the placement provider, outlined in Chapter 6 (Placement Resources).

### **Human Resource Issues**

Where human resource issues arise, the casework supervisor or manager involves a Human Resources Consultant to assist in the management of the human resource issues.

If an employee/individual in a governance position believes that their ability to perform their duties may be impacted by personal involvement with CS:

- The employee is obligated to advise their immediate casework supervisor. The casework supervisor advises the manager who determines the next steps.
- The individual in a governance position is obligated to advise the chairperson of their board, committee or council.

If the manager of the receiving worksite determines that the employee/individual in a governance position's ability to competently perform their duties may be impacted, the manager in consultation with the Human Resources Consultant, and a lawyer if necessary, notifies:

- The manager of the employee.
- The chairperson of the board, committee or council of the person in the governance position.

### **Documentation**

Document all discussions, consultations, decisions, and rationale for decisions in a contact log in the electronic information system.

Complete all necessary documentation to restrict the case as per Policy 1.1.4 (Intervention).

## **Related Information**



[1.1.4 Restricting Access to Intervention Records](#)

[3.1.2 Intake](#)

[3.1.3 Safety Phase](#)

[3.1.4 Intervention Services Phase](#)

[Assessment of Care Concerns Involving a Placement \(Placement Resources\)](#)

*To report a broken link click [here](#).*

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# Practice Supports

Practice Support:	<b>Intervention Services Phase</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">3.1.4 Intervention Services Phase</a>	Revision Date: January 13, 2020
		Page 1 of 3

## Child Intervention Practice Framework Principles

CS works with the child, youth, their family, and support network to continually assess, and plan how to ensure, the child or youth's safety and best interests while they are receiving intervention services. The intervention services phase constitutes the child or youth's ongoing case. It begins when the assessment has determined that the child or youth is in need of intervention.

Working collaboratively with the family and support network to address safety concerns builds on their existing strengths. It helps maintain and foster supportive relationships and connections, and identifies resources for building long-term safety for the child or youth.

When providing intervention services consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Intervention Services Phase

Intervention services are provided to the child or youth and family, as their needs require, and in alignment with their case plan and agreement or order.

Assessment of need is ongoing throughout the period of CS involvement with the child or youth (Ongoing Assessment [CS11598 and CS11599]).

There are two (2) possible outcomes of these Ongoing Assessments:

- Continued intervention is not required.
- Continued intervention is required.

**Requirements**

The first Ongoing Assessment must be completed within 60 days of the completion of the safety phase.

Subsequent Ongoing Assessments are to be completed every six (6) months thereafter, or yearly for a child or youth with PGO or PGA status.

Review and update the Children's Services Planning Form [CS11680] or Transition to Independence Plan [CS3476] every 90 days.

Involvement with the DFNA, First Nations designate or Métis Resource person must occur throughout the intervention services phase for a child or youth who is Indigenous or self-identifies as Indigenous, with a guardian's consent as per Policy 2.1.1 and 2.2.1 (Intervention). The involvement of a First Nations designate or Métis Resource person may help in completing the goals and tasks of the required Plans.

Arrange for a Family/Natural Supports meeting through out the assessment phases to explore and identify additional resources within the family, extended family, cultural connections, community or other support systems that may be available to support the child or youth on a long-term basis.

Review the assessment information with the child or youth, if age and/or developmentally appropriate, their guardians and caregivers.

Arrange for a 3<sup>rd</sup> Person Consult if more intrusive measures are required, based on the safety and well-being needs of the child or youth.

Complete a Safety Decision Consult for high-risk and vulnerable children as per Practice Supports 3rd Person Consult.

**Documentation**

Complete all electronic record entries and update the contact log in the electronic information system.

Enter and attach the Ongoing Assessment [CS1159] and [CS11599] and the Transition to Independence Plan [CS3476] in the electronic information system.

Record all contacts, information gathered and services provided to the family on contact logs in the electronic information system.

Ensure that all points of consultation, decisions and rationale for decisions are documented on contact logs in the electronic information system.

Document, in the electronic information system, the participation by a First Nations designate or Métis Resource person on the Children's Services Planning Form [CS11680] or Transition to Independence Plan [CS3476].

## Related Information



- [2.1.1 First Nations Designate](#)
- [2.2.1 Métis Resource](#)
- [2.3 Cultural Connection Planning](#)
- [3.1.3 Safety Phase](#)
- [4.1 Assessment Tools](#)
- [4.2 Planning Tools](#)



- [Ongoing Assessment for FEA, SO, CAG, CO, and TGO Legal Status \[CS11598\]](#)
- [Ongoing Assessment for EA, CAY, PGO, PGA, SFAA Legal Status \[CS11599\]](#)
- [Children's Services Planning Form \[CS11680\]](#)
- [Transition to Independence Plan \[CS3476\]](#)
- [Secure Services Plan \[CS3511\]](#)



- [CICIO User Guide](#)
- [Signs of Safety Booklet](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Intrusive Measures</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">11.2 Intrusive Measures</a>	Revision Date: October 19, 2021
		Page 1 of 7

## Child Intervention Practice Framework Principles

CS makes every attempt to respect the privacy, and support and uphold the individual rights of children in youth in the director's care. The director is responsible for their care, safety and well-being. Pursuant to this legal authority, the director must decide when, or if, it is appropriate to use an intrusive measure.

CS will work collaboratively with the child or youth, guardian, caregiver and support network to ensure everyone clearly understands why an intrusive measure(s) might be used, to hear their opinions and address their concerns.

The use of intrusive measures should be done with consideration every one of the principles whenever possible: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Definitions

Intrusive measures: interventions that limit the child or youth's access to events, relationships, privileges or objects normally available to them or that in some way restrict the child or youth's use of or access to a particular expectation of privacy or entitlement. This includes, but is not limited to:

- monitoring or restricting private communication,
- surveillance,
- room searches,
- personal searches, and
- restricting access to or confiscating personal property.

Professional judgment: A process of informed decision making which draws on relevant experience and an accepted body of knowledge relating to practice which includes an understanding of current policy, practice and accreditation standards.

Duty of care: the legal principle that identifies the obligation an individual or organization owes to others with whom they have a relationship. Negligence is the failure to use reasonable care, which is the amount of care that would be taken by a reasonable person in the same circumstances.

### **Intrusive Measures**

Intrusive measures are approved intervention strategies used **only** when positive behaviour intervention alone is not sufficient to ensure the immediate physical safety of the child, youth or others, or when it is determined the benefits of intrusive measures outweigh the detriment of infringing on the child or youth's individual right to privacy.

Discuss intrusive measures at a Family/Natural Supports meeting if deemed these might be required in the future. Involve the child or youth, guardian, caregiver and the support network in planning for this circumstance if possible, to ensure that the safety and well-being of the child or youth is preserved.

### Principles Underlying the Use of Intrusive Measures

The safety and well-being of children and youth are of paramount importance. CS uses a trauma-informed approach at all times. All interventions include an analysis of the child or youth's personal history (both social and medical) and its impact on challenging behaviours. Children and youth who have experienced trauma may experience fear, anger, pain, and loss of self-control. This may lead them to act aggressively or violently.

The rights of children or youth are respected. The use of intrusive measures may affect these rights, to ensure the child or youth's safety and well-being, and to ensure their safety of others.

Children or youth, their guardian, caregiver and support network have opportunity to participate in planning and decision-making, and have the information and support necessary to express their views.

All interventions used must be appropriate to the child or youth's age and developmental capacity.

All interventions must be time-limited and fully reviewed once used.

A child or youth is entitled to a reasonable amount of privacy consistent with prudent parenting and the need to protect the child or youth.

### Private Communication

A child or youth is entitled to maintain contact with parents, relatives, friends, and significant individuals where it is safe to do so, subject to the arrangements set out in the child's case plan and any access provisions imposed by the courts.

Where possible, under ordinary circumstances:

- Suitable facilities will be provided in the child or youth's placement for the child or youth to meet privately with any person listed above as well as the child or youth's lawyer or a child and youth advocate.
- The child or youth will have access to a telephone on which to make and receive calls in private.
- The child or youth will be allowed to send and receive private mail by post.
- The child or youth will be allowed to receive electronic mail privately, if the facility is so equipped.

Restrictions, conditions, or prohibitions may be placed on all forms of private communication if it is reasonable to believe that doing so is necessary to protect and promote the safety and well-being of the child or youth.

Restrictions, conditions or prohibitions cannot be initiated without the prior consent of the child or youth's caseworker, unless the measure is imposed in an emergency.

- In these cases, full details are provided to the child or youth's caseworker within 24 hours.

Children and youth are always entitled to private, unrestricted access to the following persons, despite any restrictions, conditions or prohibitions:

- the caseworker assigned to the child or youth,
- any lawyer assigned to represent the child or youth, and
- any person representing the OCYA,
- any person defined as a spiritual or cultural support.

### Surveillance

The level of supervision provided by caregivers should be commensurate with the age and capacity of the child or youth and with respect for their right to privacy.

The use of video surveillance for the purposes of general security is restricted to the general common areas of child or youth serving facilities.

- Any video recordings made of such surveillance will be for the sole purpose of documenting allegations.
- Children or youth and guardians will be informed of the use of such video surveillance upon admission, and that the video recordings may be made and kept as a record.

Caregivers should not enter bedrooms or bathrooms when the door is closed, without knocking first, unless it is necessary to do so for safety or emergency reasons.

- Whenever possible, a caregiver should not enter a bedroom or bathroom unaccompanied.

### **Room Searches**

A child or youth's personal space including their bedroom will not normally be subject to search.

Room searches will only occur when it is reasonable to believe that:

- failure to carry out the search would put the child or youth, or others in danger,
- illegal or stolen property will be found as a result of the search, or
- a search is necessary due to odours emanating from the room (due to drugs or alcohol or other reasons), suggesting valid concerns about health, safety, personal hygiene, rotting perishables, soiled clothing, bedding or flooring.

Wherever possible, the child or youth will be given notice of the intended search and be permitted to be present.

Wherever possible, room searches will be conducted by two or more caregivers.

Wherever possible, the caregivers conducting the search will be of the same gender as the child or youth.

Caregivers will be respectful of the child or youth's possessions and the room should be left in the same condition it was found.

During the search, other children or youth will be removed from the area in order to protect the privacy of the child or youth whose room is being searched.

**Personal Searches**

Personal searches will occur only when there is reasonable proof that failure to conduct the search will put the child or youth, or others, in danger, or that the child or youth is carrying illegal or stolen property.

The child or youth will be informed of the intention to conduct the search and be given the opportunity to voluntarily surrender any dangerous, illegal or stolen property.

Personal searches take place in privacy.

Whenever possible, the caregivers conducting the search are the same gender as the child or youth.

A personal search may involve:

- the removal of shoes, socks, hat, and any other layers of clothing that may be removed without violating privacy for examination
- the examination of wallets, purses, handbags, backpacks, etc. and
- the child or youth being asked to empty pockets and open their hands and mouth.

Personal searches will not involve physical contact between the child or youth and the caregiver.

Strip searches and body cavity searches are prohibited interventions.

**Personal Possessions**

Children and youth are entitled to control of their personal possessions. Caring for and maintaining such possessions may empower children and youth, give them a sense of responsibility, and provide them with important links to their personal histories.

A written inventory of the child or youth's possessions will be completed at intake and signed by the child or youth where appropriate.

The child or youth will be provided with secure, lockable storage in which to keep possessions.

Any possessions which the child or youth is not allowed access to will be noted on the inventory, securely stored and returned upon discharge unless a weapon or illegal or controlled substance.

At discharge, an accounting will be made of this inventory and signed by the child or youth where appropriate.



## Documentation

Record all consultations, discussions and activities on the contact log in the electronic information system.

Caseworkers and/or supervisors must document reports of intrusive measures and any follow-ups in a contact log in the electronic information system.

Place paper copies of any documentation received from the caregiver in the child or youth's physical file. Attach electronic documents in the electronic information system.

## Room Search

The results of the room search will be documented and include:

- the time and date of the search
- the reason for the search
- who carried out the search and who was present
- what was found, and
- signatures of those who conducted the search and of the child or youth where appropriate.

## Personal Search

The results of the personal search will be documented and include:

- the time and date of the search
- the reason for the search
- who carried out the search and who was present
- what was found, and
- signatures of those who conducted the search and of the child or youth where appropriate.

## Related Information



[Canadian Charter of Rights and Freedoms](#)

[UN Convention on the Rights of the Child](#)



[1.3.0 OCYA Overview](#)

[1.3.1 Mandatory Notification](#)

[1.8 Children's Procedural Rights](#)

## 11.2 Intrusive Measures Policy

To report a broken link click [here](#).

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# Practice Supports

Practice Support:	<b>Legal Representation</b>	Issue Date: January 13, 2020
Policy Reference:	8.1.1 Legal Representation for the Director	Revision Date: October 19, 2021
	8.1.2 Legal Representation for Children and Youth	Page 1 of 10
8.1.3 Legal Representation for a Guardian		
8.2 Legal Representation for a Child in a Civil Claim		
8.3 Legal Representation for a Child in a Criminal Matter		

## Child Intervention Practice Framework Principles

Legal representation is essential for children and youth, guardians, and CS to ensure everyone’s rights are represented when making decisions on matters under CYFEA or PSECA. CS collaborates with the child or youth, guardian, and caregiver to discuss their right to legal representation and the conditions where information can be shared. Continuous improvement in this process is achieved through open and transparent communication with everyone involved to provide the most up-to-date information about the legal process, and referral to legal representation.

To ensure adequate legal representation of the director’s position, CS will collaborate with a legal representative regarding matters under CYFEA or PSECA.

While working to ensure all parties involved have legal representation when making decisions on matters under CYFEA or PSECA, consider each of the six principles: Indigenous Experience, Preserve Families, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Legal Representation for the Director

**NOTE:** This practice process only applies to CS in matters under CYFEA or PSECA and does not apply to DFNAs.

### Retaining a Lawyer

Contact FASCL of Alberta Justice to have a lawyer assigned to represent the director.

Contact FASCL as soon as possible to ensure a lawyer is retained in time for court.

FASCL will send a retainer letter to the selected lawyer, to represent the worksite office for the matter for which the lawyer is retained. In certain situations, a lawyer is retained to represent CS on all routine child intervention matters.

If CS is not satisfied with the lawyer retained for their region CS is to advise FASCL, who will locate a new lawyer within the region.

#### Terms of Retainer Letter

The retainer letter authorizes the lawyer to provide legal services to CS on routine child intervention matters, as requested by CS and in accordance with the instructions of CS.

Routine child intervention matters include:

- court applications, hearings and trials under CYFEA,
- case-specific advice on CYFEA matters, and
- applications and hearings under PSECA.

The retainer letter does not authorize the lawyer to handle:

- statements of claim,
- appeals,
- charter or constitutional challenges, or
- novel or complex issues of law or procedure.
- legal issues unrelated to an open file.

Additionally, the retainer letter does not authorize the lawyer to provide general legal advice not connected with a specific court matter. General legal advice includes:

- statutory interpretation,
- contract review and drafting,
- legal opinions on matters that are not case specific or that have a policy component,
- advise Category 4 Directors in the execution of their responsibilities.

Refer requests for general legal advice to the CS/CSS Legal Team.

#### Payment of Legal Fees

A lawyer retained by FASCL submits their statements of account to the CS Regional Finance Manager for payment.

Copies of all statements of account are sent by the lawyer to CS staff who retained the lawyer through FASCL, **for information only**. CS staff should review these statements and notify FASCL and the Regional Finance Manager immediately if any irregularities in the statement of account are noted.

#### Expectations and Performance Standards

Government accountability standards require all services paid for by the government be monitored. Therefore, the services provided by FASCL to CS are, from time to time, subject to a routine client satisfaction survey or other reviews conducted by FASCL.

Use the following expectations and standards in monitoring the performance of FASCL lawyers:

- demonstrates a clear understanding of the work required,
- clearly explains issues, procedures and options,
- reports to client in a timely manner,
- advice and communications are clear, understandable and practical,
- follows instructions and provides services when needed,
- outcome is appropriate to circumstances,
- overall services are satisfactory or better, and
- provides services in a courteous manner.

If, at any time, CS has concerns with their FASCL lawyer, they may contact FASCL in Calgary or Edmonton to discuss an appropriate resolution.

#### Contact Information

Civil Law Branch – Family and Surrogate Court Litigation – Edmonton  
Alberta Justice  
13th Floor, Oxford Tower  
10025-102A Avenue  
Edmonton, AB T5K 3W7  
Phone: 780 422-3715  
Fax: 780 427-5914

Civil Law Branch – Family and Surrogate Court Litigation – Calgary  
Alberta Justice  
16th Floor, Standard Life Building  
639-5 Avenue SW  
Calgary, AB T2P 0M9  
Phone: 403 297-3360  
Fax: 403 297-6381

Children's Services/Community Social Services Legal Team  
5<sup>th</sup>, Floor, Sterling Place  
9940-106 Street  
Edmonton, AB T5K 2N2  
Phone: 780 427-7267  
Fax: 780 422-0912

## Legal Representation for Children and Youth (LRCY)

### LRCY Eligibility

Legal services are available through LRCY to all children and youth who meet LRCY's eligibility criteria, regardless of whether they are receiving services through a CS or DFNA. Refer to Policy 1.3.0 (Intervention).

In cases where the child, youth or young adult does not meet LRCY eligibility criteria, work with the child, youth or young adult to ensure their voice is heard and support them to access Legal Aid Alberta to request a lawyer.

**NOTE:** Children and youth receiving services under Part 2 of CYFEA (Adoptions), young adults 18 years of age or older receiving services under CYFEA or PSECA, and children and youth involved in a civil or criminal matter are not eligible for services from LRCY.

The following situations require a caseworker to assist the child or youth in accessing a lawyer:

- the legal interests of a child or youth under permanent guardianship requires protection,
- a child or youth requires legal representation in a civil or criminal matter.

### Requesting a lawyer through LRCY

If, after discussing with the child or youth and their support network, reviewing the file and consulting the casework supervisor, it is believed that a child or youth would benefit from a lawyer, make a referral to LRCY.

It is not necessary to wait for an application to be before the court, or a court order to be granted, to request a lawyer from LRCY for a child or youth.

A request for a lawyer for a child or youth can be made by:

- the caseworker,
- the child or youth making a direct request to the caseworker, who in turn makes a referral,
- the child or youth making a self-referral,

- the court may order the matter be referred to LRCY for an appointment of legal representation, under s.112(1) (if the child or youth is not already represented by a lawyer), or
- the guardian, caregiver, Child and Advocate, or other significant person in the child or youth's life.

#### Process for Referring to LRCY

Call LRCY at 780-644-6951 (North Office), 403-297-8435 (South Office) or toll free at 1-800-661-3446

Address for LRCY:

North Office  
Legal Representation & Intake Services  
Office of the Child and Youth Advocate  
#600, 9925 - 109 Street  
Edmonton, AB T5J 3M9

South Office  
Legal Representation & Intake Services  
Office of the Child and Youth Advocate  
#406, 301-14 Street NW  
Calgary, AB T2N 2A1

#### If LRCY Denies a Request for a Lawyer

The child, youth or the referral source may request a review of the decision by contacting the LRCY Manager.

The caseworker, child, youth or guardian may request the court to order legal representation under s.112. If a caseworker makes a request to the court, it is incumbent on the caseworker to advise the court that LRCY has declined a request for representation for the child or youth.

If LRCY has denied service and has provided a letter of denial, a request may be made to Legal Aid Alberta.

#### Appointing a Lawyer

A child or youth can request a specific lawyer.

To ensure the independence of the appointment process, LRCY is not able to accept recommendations from third parties, such as caregivers, caseworkers or judges, for specific lawyers to be appointed to act on behalf of a child or youth.

If the child or youth does not request a specific lawyer, LRCY will appoint a lawyer from the LRCY roster.

Once a lawyer has been assigned to a case:

- the **caseworker** receives an email notifying them of the lawyer appointed to represent a child or youth on their caseload, and
- LRCY notifies the caregiver and caseworker and provides them with the name and contact information for the lawyer for **children 11 years and younger**, or
- LRCY notifies a child or youth directly if they are **12 years or older** and provides them with the contact information of the lawyer.

#### Information Sharing with LRCY and the Child or Youth's Lawyer

Caseworkers can share identifying information with LRCY as authorized by s. 126, as well as under FOIP.

LRCY needs the following information to ensure that children and youth receive legal representation in a timely manner:

- identifying information related to the child or youth for contact purposes and to assist the lawyer in determining if a conflict of interest exists,
- current legal status and the application before the court,
- name of counsel for the director or other parties, and
- any special needs that the child or youth has that would help the lawyer represent the child or youth.

The child or youth's lawyer may contact the caseworker directly to assist with arranging a meeting with the child or youth.

Discuss with the child or youth, prior to their meeting with a lawyer, any worries they have as well as the benefits of having a lawyer to support them. Ensure the child or youth is informed their personal information will be shared with the lawyer and that they understand the reason why.

#### Costs of a Lawyer

The cost is not the responsibility of the child or youth.

#### **Legal Representation for a Guardian**

Prior to a hearing, inform the child or youth's guardian that they have a right to consult legal representation and provide them with the contact information for the nearest Legal Aid Alberta office as we strive for continuous improvement. Encourage the guardian to collaborate with legal representation so they can receive individualized and timely support.



### Ex Gratia Requests

When CS is involved in complex court cases that include contested legal applications and custody matters, the following must occur to mitigate financial risks to CS:

- CS Regional Directors will alert the Child Intervention Division ADM and the CS Executive Team as soon as possible about any case with potential high cost ex gratia requests.
- When CS Regional Directors and the ADM become aware of potential high cost cases, CS will work with Alberta Justice and the Solicitor General to identify other sources of funding such as legal aid.
- Regions and caseworkers will inform families that they are primarily responsible for legal costs in custody matters and that they cannot rely on government to pay for costs.

### **Legal Representation for a Child or Youth in a Civil Claim**

#### Child or Youth as a Defendant in a Civil Claim

If the child or youth is under a PGO or PGA and served with a statement of claim, refer the matter to the Office of the Public Guardian and Trustee.

If the child or youth is under a TGO and served with a statement of claim, arrange a Family/Natural Supports meeting to discuss with the child or youth and guardian to determine whether the director or the guardian will obtain a lawyer for the child or youth.

In cases where the director is to obtain a lawyer for the child or youth, assist the child or youth in contacting Legal Aid Alberta and applying for legal aid coverage.

If coverage is approved, Legal Aid Alberta will appoint a lawyer to represent the child or youth and make the necessary retainer arrangements.

If the child or youth does not qualify for coverage from Legal Aid Alberta, consult with the casework supervisor, manager/DFNA Director, the Office of the Statutory Director, and the CS/CSS Legal Team or the DFNA's lawyer on how to proceed.

- Discuss with the family and their support network to explore if anyone is aware of other options to retain a lawyer for the child or youth.
- On a case by case basis, the director may retain a lawyer for the child or youth and cover all of the costs.
- When determining whether to provide this coverage, review:

- the age of the child or youth, and
- other available avenues for a lawyer (e.g. if the child or youth is in a car collision, the insurance company may hire a lawyer).

**NOTE:** If any questions or concerns arise regarding the advice provided by the child or youth's lawyer, contact the CS/CSS Legal Team or the DFNA's lawyer.

#### Child or Youth as a Plaintiff in a Civil Matter

Refer to Policy 8.4 (Intervention).

#### Child or Youth as a Witness in a Civil Matter

A child or youth that has been called as a witness in a civil matter does not require a lawyer.

Discuss with the child or youth their worries, what is working well, and help them to feel comfortable through the process. Involve the child or youth's support network on how best to assist the child or youth.

If a lawyer requests the disclosure of information, contact LASU, or the DFNA's lawyer for direction. Do not provide disclosure of information without contacting LASU or the DFNA's lawyer.

#### Contact Information

Legislative Accountabilities and Support Unit  
Alberta Children's Services  
11<sup>th</sup> Floor, Sterling Place  
9940-106 Street  
Edmonton, AB T5K 2N2  
[CS.Disclosure@gov.ab.ca](mailto:CS.Disclosure@gov.ab.ca)

### **Legal Representation for a Child or Youth in a Criminal Matter**

#### Child or Youth as an Accused in a Criminal Matter

Assist the child or youth in contacting Legal Aid Alberta to apply for legal aid coverage when the child or youth is being questioned or is charged with an offence.

Discuss with the child or youth and their support network their worries, whether the process is working well for them, what they can expect, what is working well in the legal process and the next steps. Support the child or youth during the legal process. Determine who, from the support network, will attend court proceedings with the child or youth.

Maintain contact with the lawyer appointed to represent the child or youth to remain apprised of what is happening in the case.

Direct any questions or concerns regarding the advice provided by the child or youth's lawyer to the CS/CSS Legal Team or the DFNA's lawyer.

#### Requests for Disclosure of Information from the Child or Youth's Lawyer

Upon being asked to disclose information to the child or youth's lawyer, refer to LASU or the DFNA's lawyer for directions and for the information to be vetted.

#### Request from Police/RCMP to Question a Child or Youth

Upon receiving a request from police/RCMP to question a child or youth related to a criminal matter, immediately advise the casework supervisor, and determine if a lawyer's direction is required.

#### Requests for Information from Police/RCMP Authorities

Upon being asked to disclose information to the police/RCMP, consult with LASU or the DFNA's lawyer for direction.

#### Requests for Information from the Crown Prosecutor

Upon being asked to disclose information to the Crown Prosecutor, consult with LASU or the DFNA's lawyer for direction.

#### Child or Youth as a Victim in a Criminal Matter

Upon being advised that child or youth is a victim in a criminal matter, consult with the casework supervisor and the CS/CSS Legal Team or the DFNA's lawyer for direction.

#### Child or Youth as a Witness in a Criminal Matter

A child or youth that has been called as a witness in a criminal matter does not require a lawyer. The Crown Prosecutor will take the lead in the prosecution of the case.

Provide support for the child or youth to understand and feel comfortable through the process and ensure their voice is heard. This could include contacting the Crown Prosecutor to discuss the need for pre-trial preparation or special arrangements to hear the child or youth's testimony.

If a lawyer requests the disclosure of information, contact LASU or the DFNA's lawyer for direction. Do not disclose information without doing so.

## Documentation

When making a referral to FASCL or a DFNA lawyer, LRCY, LASU or Legal Aid Alberta document the referral and reason for referral on a contact log in the electronic information system.

File a copy of the referral form in the legal section of the child or youth's physical file.

Document all contacts, consultations, decisions and rationale for decisions made on a contact log in the electronic information system.

## Related Information



[1.2.5 Releasing Information for a Criminal Proceeding](#)

[1.3.0 OCYA Overview](#)

[5.3.4 Permanent Guardianship Orders](#)

[8.1.0 Legal Representation in a CYFEA or PSECA Matter Overview](#)

[8.1.1 Legal Representation for the Director](#)

[8.1.2 Legal Representation for Children and Youth](#)

[8.1.3 Legal Representation for a Guardian](#)

[8.2 Legal Representation for a Child in a Civil Claim](#)

[8.3 Legal Representation for a Child in a Criminal Matter](#)

[8.4 Protecting the Legal Interests of Children under Permanent Guardianship Matters to be Considered](#)

[11.0 Private Guardianship for a Child or Youth – Direct Application \(Adoption\)](#)

[PSECA Policy Manual](#)

[CICIO User Guide](#)



[Child and Youth Advocate Act](#)



[Request for a Lawyer \[CS3849\]](#)



[Legal Aid Alberta](#)

[Legal Representation for Children and Youth](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Lost or Damaged Child's Record in a Physical File</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.1.5 Lost or Damaged Child's Record in a Physical File</a>	Revision Date: October 19, 2021
		Page 1 of 4

## Child Intervention Practice Framework Principles

CS makes every attempt to locate lost or damaged physical files, or lost contents within a file. If unable to do so, CS re-creates the file, as best possible, and acknowledges the file has been re-created.

Working collaboratively with casework supervisors, managers, appropriate security and records officers in reporting the missing file or contents, and in making all attempts to locate or re-create the missing information are outcome-oriented approaches. They support CS's commitment to foster the safety and best interests of children receiving intervention services, and they promote continuous improvement with respect to records management.

When a record is lost or damaged consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Search for a Missing File

If a physical file that is active or has been closed for less than two years or contents of that file cannot be located, complete a thorough search for the file prior to reporting the file or content as lost or damaged.

- Check all areas within the office including the caseworker, casework supervisor and manager's offices.
- Check all active and semi-active records areas; e.g. file room, unit records areas, boxed files to be inventoried, etc.
- Check for misfiling, particularly around the areas where the file should be located.
- Check charge-out systems to determine if the file was borrowed by another body such as FOIP.

- Check the electronic information systems to determine if there was a file request and the file transferred.
- Determine if the client had involvement with another office and whether the files may have been combined.
- If a certain volume is missing, check with the previous office to determine that all of the volumes were transferred.
- Check the last records inventory to determine if the file was inadvertently boxed with other files.
- Check alias or aka names to determine if the file is filed under a different name.

If a file that has been closed for more than two years or contents of that file cannot be located, check the following possible locations prior to reporting the file as lost or damaged.

- Review previous inventories, especially those that were completed two years after the closure date of the missing file.
- If the missing file is listed on an inventory and the Alberta Records Centre reports that the file is not in the box, request the entire box. The file may have been misfiled in the box.
- If the file is listed on the inventory and Alberta Records Centre reports that it cannot be located in the box, check the file request log to determine if the file had been previously requested and whether the file has been returned for re-filing, and request the Alberta Records Centre to determine if the file is waiting to be re-filed.
- Check the areas noted above where files were closed less than 2 years.

### **Reporting a Lost or Damaged Child or Youth's Record**

When it becomes known that a physical file or contents of that file have are lost or damaged, and the above steps have not located the file, immediately report this to the casework supervisor.

The casework supervisor is responsible to document the circumstances leading to the loss or damage of the record and prepare a report to:

- the Statutory Director,
- the Information Management team,
- the Sector Information Security Office,
- the privacy officer for CS.

To complete this report use the Privacy or Security Breach Report.

### Re-creating a Lost or Damaged File

Make every reasonable effort to re-create the file, or contents of the file with as much of the original information as is possible and using any possible means, such as:

- reproducing documents from the electronic information system,
- obtaining copies of legal documents from the court,
- obtaining copies of documents from other parties in possession of the documents, and
- having the current or past caseworkers, where possible, provide information about activities and events on the case.

### Notation on a Re-created File

Once the assembly of all possible documents and information is complete, prepare a new file and place the Notice and Acknowledgment of a Re-created File form, [CS0021] in Section 1 of the file. This form must be signed by a manager.

If at a later time the file is located or repaired, the re-created file continues to form part of the child or youth's record and must be retained.

### Documentation

A lost or damaged file is reported and recorded by completing a Privacy Incident Investigation Report [IPO11123].

## Related Information



[1.1.0 Records Overview](#)  
[1.1.1 Recording Contacts](#)



[Notice and Acknowledgment of a Lost or Damaged Child's Record \[CS0021\]](#)  
[Privacy Incident Investigation Report \[IPO11123\]](#)



[Freedom of Information and Protection of Privacy Act](#)



[Child Intervention File Standards](#)  
[Records Management Regulation](#)  
[Official and Transitory Records: A Guide for Government of Alberta Employees](#)

To report a broken link click [here](#).

Superseded



# Practice Supports

Practice Support:	<b>Situations to Consider Making a Referral to LRCY</b>	Issue Date: October 1, 2011
Policy Reference:	<a href="#">8.1.2 Legal Representation for Children and Youth</a>	Revision Date: January 13, 2020
		Page 1 of 2

## Overview

A child or youth may be represented by a lawyer through LRCY when receiving services under CYFEA or PSECA. There are many situations that arise where a child or youth would benefit from obtaining legal representation.

## Practice Process

### Situations Where Referrals Should be Considered

Obtaining legal representation for a child or youth should be considered in the following situations:

- A child or youth disagrees with the director's application (including an application for Private Guardianship under s.52.).
- A child or youth is appealing a decision of the director to the Appeal Panel.
- A child or youth is confined under CYFEA or PSECA and disagrees with the confinement.
- A pregnant child or youth with PGO status desires to relinquish her child for adoption. (Consider having a lawyer obtain her consent to adoption).
- The interests or views of the child or youth are not being adequately taken into consideration in an application or appeal and there is significant conflict between the guardians, or between the guardian and the director.
- A child or youth is at a developmental level, and has demonstrated a capacity, to form an opinion that should be independently represented.
- Other adult parties and the director involved in an application have legal representation, and legal counsel would ensure the child or youth's interests are heard.
- A significant change in the child or youth's status is being considered (e.g. an application for PGO) and legal representation may be required to ensure that the child or youth's interests and views are heard.
- The child or youth wishes to apply for an order under PAFVA.

For children and youth under permanent guardianship, LRCY may appoint a lawyer to act on their behalf if they are subject to:

- a guardianship application under FLA,
- a guardianship and/or trustee application under the *Adult Guardianship and Trusteeship Act*, or
- a matter regarding their immigration or citizenship status.

Superseded

# Practice Supports

Practice Support:	<b>Maintaining a Child's Culture in Placements</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">7.3.5 Maintaining a Child's Culture in Placements</a>	Revision Date: January 13, 2020
		Page 1 of 3

## Child Intervention Practice Framework Principles

CS is committed to a child or youth's right to know their familial, cultural, social and religious heritage, and the importance of maintaining their culture when they are receiving intervention services. Supporting a child or youth to maintain relationships and connections with their family, community and cultural resources, can foster belonging, and a sense of cultural identity. Through collaborating with the child or youth, guardian and family, everyone involved can encourage the child or youth to more deeply understand their culture, and to practice their religious or spiritual beliefs.

When case planning and making decisions on how to maintain a child or youth's culture while placed in the director's care, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Prior to placing a child or youth, discuss family traditions and culture with the child or youth, guardian, family, and caregiver to ensure the child or youth will be aware of their cultural, familial and religious heritage.

- When this discussion is not possible with the guardian, seek extended family or cultural resources, such as a First Nations designate or Métis Resource person, to help plan the child or youth's cultural development.

Make every effort to locate a placement within the child or youth's community or culture.

If a placement within the child or youth's family, community, or with a caregiver within the same culture is not available, select a placement that is open to working with the child or youth's family and is willing to give the child or youth the opportunity to maintain their cultural heritage.

Inquire with the child or youth, guardian, and siblings about cultural traditions that are practiced in the home, to ensure continuity for the child or youth. Extended family may also be a source of information and support.

Explore activities that can meaningfully connect the child or youth to their family and community, focusing on language, spirituality, history and traditions.

- Incorporate a child or youth's traditional foods, music, cultural images and celebrations into the daily placement environment whenever possible.
- Attendance at cultural events must be consistent and throughout the year, not a once a year event.

When case planning for an Indigenous child or youth:

- Arrange a Family/Natural Supports meeting which involves a First Nations designate, Métis Resource person with guardian consent, cultural resource, the caregiver, guardian, extended family, and other support network members in determining a plan to maintain the child or youth's culture.
- Ensure the Tempcare Plan, Ongoing Connections Plan or Transition to Independence Plan addresses strengths, worries, and next steps on how cultural connections will be maintained.

Monitor and review progress on the identified tasks, activities and goals with the support network, to ensure the child or youth remains connected to their culture.

Consult with the caregiver support workers, contract managers and casework supervisor if there are challenges in following through with the tasks, activities and goals.

### **Documentation**

Document all contacts and information gathered on a contact log in the electronic information system.

Document whether anyone involved in the planning process cannot attend a planning meeting and the reasons for their absence on a contact log in the electronic information system

## **Related Information**



[4.2.3 Concurrent Plan](#)

[4.2.4 Transition to Independence Plan](#)



Children's Services Planning Form [[CS11680](#)]

Transition to Independence Plan [[CS3476](#)]

To report a broken link click [here](#).

Superseded

# Practice Supports

Practice Support: <b>Mandatory Notifications</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">1.3.1 Mandatory Notifications</a>	Revision Date: October 19, 2021
	Page 1 of 5

## Child Intervention Practice Framework Principles

CS works together with the OCYA, in part through mandatory notifications to the OCYA, to ensure young people receiving intervention services have access to additional advocacy at critical points in their lives, to protect their rights and support their safety and best interests. Mandatory notifications provide enhanced opportunity to ensure the child or youth's perspective is understood, and their voice heard in decisions affecting their life.

Mandatory notifications also provide opportunities for continuous improvement of practice, and foster collaboration by involving the child or youth's support network, and, when appropriate, the First Nations designate or a Métis Resource person, to discuss issues, plan and make decisions which take into consideration the young person's views and wishes.

When sending a mandatory notification to the OCYA and the Statutory Director, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Reporting Categories and Definitions

The director has a responsibility to submit a mandatory notification to the OCYA and the Statutory Director when the circumstances for the young person fall under the following four categories:

#### A. Disagreement with a Significant Decision

A young person may disagree with a significant decision that pertains to them, such as, but not limited to:

- Planning decisions related to supports or services, family time, education, legal connection or transitioning for a child or youth. These decisions may be a part of a Family Enhancement Plan, Supervision Order Plan,

Tempcare Plan, Ongoing Connection Plan or Transition to Independence Plan.

- Decisions about an agreement with a 16 or 17-year-old youth related to either an EAY or a CAY.
- Placement decision such as the type of placement, a move or a respite placement.
- SFAA decisions regarding a young adult between 18 and 22 years old, to terminate an agreement or the services negotiated under the agreement.

**NOTE:** Young adults 18-22 years of age receiving support and financial assistance under CYFEA are eligible to receive advocacy services from the OCYA under the *Child and Youth Advocate Act*.

### B. Unmet Needs

Situations may arise where it is believed that the needs of the child or youth, in a variety of areas, are not being met by the director, such as, but not limited to:

- medical, dental or optical needs
- placement needs (e.g. the child or youth is not in a suitable placement to meet the level of need)
- education needs (e.g. tutoring, educational tools, transportation to school)
- services for a vulnerable 16 or 17-year-old youth who will require special programming as an adult
- services or resources are unavailable (e.g. mental health or addiction services)
- available services or resources are denied (e.g. counselling, youth worker)
- needed cultural/religious/spiritual connections (e.g. appropriate activities or involvement not maintained or supported)

### C. Competing Points of View

In some circumstances, significant people involved with the child or youth may have opposing points of view regarding a proposed decision or plan for the child or youth.

The following may occur because of the competing priorities:

- the child or youth believes that they are not being heard,
- the procedural rights of the child or youth may not be respected,
- the focus may not be on the child or youth's development or well-being, or
- the caseworker may believe that the child or youth's voice and choice were not considered.

Examples may include disagreements between:

- the caregiver and the caseworker
- the caregiver and the guardian
- the guardian and the caseworker

**NOTE:** Advocacy under this category in no way replaces legal representation in court matters.

#### D. Allegations of Abuse or Neglect of a Child or Youth in Care

Allegations that a child or youth has been abused or neglected while in care may include:

- Allegations that a child or youth has been subjected to neglect, emotional injury, physical, or sexual abuse by the caregiver.
  - neglect – including, but not limited to, inadequate supervision, or failure to provide basic needs or medical attention;
  - emotional injury – including, but not limited to, inappropriate exposure to drug or alcohol use in the home, exposure to family violence, differential treatment, inappropriate disciplinary measures, name calling, threats or derogatory statements aimed at a child or youth.
    - “differential treatment” covers a broad range of unacceptable parenting practices and may include such things as the child or youth being excluded from family activities, being held to unreasonable expectations of behaviour, or other actions that result in the child or youth feeling unaccepted as a member of the family
    - “inappropriate discipline” covers a wide range of unacceptable parenting practices. Examples include, but are not limited to, the use of corporal punishment to isolating a child or youth in their room for an extended period of time
  - physical abuse – including, but not limited to abusive or inappropriate disciplinary measures, observable injury during restraint or the non-accidental application of force to a child or youth; or
  - sexual abuse – including, but not limited to inappropriate exposure to sexual contact, activity or behaviour.
- Allegations that a child or youth has been abused by someone other than the caregiver, including, but not limited to, another young person or adult who is not the child’s caregiver.

**NOTE:** If a young adult (age 18-22) has been assaulted or abused while receiving services, a mandatory notification will not be submitted.



The young adult should be provided with information on how to contact the OCYA if they would like the support of an advocate.

## Mandatory Notifications

Consult with the casework supervisor and the OCYA if it is unclear whether a young person is in a situation that may fall within one of the category areas.

### Submission

Submission of a mandatory notification to the OCYA and the Statutory Director for circumstances that fall under categories A through C above will be determined on a case by case basis. The young person must be notified about their right to contact the OCYA for supports when they indicate that they disagree or have worries with a decision or direction.

- Reasonable efforts at dispute resolution should be made prior to submitting a mandatory notification.
  - “Reasonable efforts at dispute resolution” may include, but are not limited to, Family/Natural Supports meeting or discussions between the young person and the casework supervisor or manager, for instance.
- If after reasonable efforts at dispute resolution, the director and the young person have reached an impasse, submit a mandatory notification.

An allegation of abuse or neglect of a child in care (Category D) requires immediate submission of a mandatory notification to the OCYA and the Statutory Director.

- Ensure that the caseworker ordinarily responsible for the young person’s file is aware of the mandatory notification, if applicable.
- A mandatory notification must be created individually for each child whom an allegation of abuse or neglect in care pertains to.

### Outcome/Resolution

When the resolution of the circumstances that led to the mandatory notification is reached, the outcome needs to be added to the existing mandatory notification and submitted to only the Statutory Director.

**NOTE:** Only the Statutory Director can substantiate an allegation of abuse or neglect in care (Category D).

## Documentation

Mandatory Notifications are required to be created in the electronic information system and will be automatically submitted to the OCYA and the Statutory Director.

The outcome/resolution of a mandatory notification is required to be added in the electronic information system, when the circumstances that led to the mandatory notification reached a resolution. The outcome/resolution will be automatically submitted to the Statutory Director.

Ensure that all points of consultation, decisions, and rationale for decisions are documented in the electronic information system.

## Related Information



[1.3.0 OCYA Overview](#)

[1.4.1 Administrative Review](#)

[1.4.2 Appeal to an Appeal Panel](#)

[1.8 Children's Procedural Rights](#)



[Child and Youth Advocate Act](#)



[CICIO User Guide](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support No: <b>Matters To Be Considered</b>	Issue Date: October 1, 2011
Policy Reference:	Revision Date: October 19, 2021
	Page 1 of 6

## Overview

The *matters to be considered* in s.2 (a)-(m) are legislated decision making criteria that support the vision and mission of Children’s Services (CS). These criteria align with the CYFEA guiding principles of protection from harm, the importance of family and community, connections, and Indigenous involvement, as well as the Child Intervention Practice Framework. The exercise of any authority and all decisions made under CYFEA **must** address all of the *matters to be considered*, as well as any other relevant matters, to ensure decision making occurs in the best interests of children and youth.

Listed below is each *matter to be considered* in order of legislative listing. A brief explanation of that *matter* is given, along with some of the related implications for practice. To read each subsection in full, refer to the CYFEA.

## Matters to Be Considered

### Family is Primary

S.2(a) emphasizes the primary responsibility of a child or youth’s family in ensuring the safety and well-being of the child or youth and the importance of supporting and preserving the family’s well-being.

- Collaborate with families and their support networks to provide intervention services and community supports that are strengths-based and that recognize and support the rights and responsibilities of parents.
- Focus on preserving and reuniting families and building on the capacity of extended family and communities to support children, youth, and families.
- If a child or youth must be removed from their family, ensure that the child or youth remains connected with their family while efforts are made to reunite the child or youth and family if safe to do so. Make every effort to engage the family in planning and decision making for the child or youth.

**Child or Youth's Opinion**

S.2(b) stresses the importance of taking into account a child or youth's opinion, regardless of their age, if a child or youth is capable of forming an opinion.

- Help the child or youth to understand why they are involved with CS and ensure they know the importance of their own voice.
- Engage the child or youth in discussions to obtain their opinion and involve them in planning directly when appropriate.
- When collaborating with guardians, caregivers and other members of the support network, ensure the child or youth's voice is heard and their opinions considered in planning and decision-making.

**Indigenous Identity**

S.2(c) stresses the importance of respecting, supporting and preserving an Indigenous child or youth's identity, culture, heritage, spirituality, language and traditions.

- Be aware and informed of the Indigenous child or youth's identity, culture, heritage, spirituality, and language and respectfully consider that in planning and decision making.
- Ensure all members of the support network have a clear understanding of the child or youth's Indigenous identity, culture, heritage, spirituality, and language.
- Collaborate with Indigenous families and communities to provide safety and nurturing care for their children and youth.
- Facilitate and maintain connections to culture and community while working with Indigenous children or youth, their family, and community.
- Explore the most important people to a child or youth that will assist them in maintaining cultural and spiritual connections.

**Enduring Connections**

S.2(d) underscores the benefit of lasting relationships that a child or youth has with people whom the child or youth is connected, including their family, friends, caregivers and other significant individuals.

- Explore who may have a connection and are the most important people to a child or youth.
- Discuss which relationships are significant to a child or youth and how these relationships can continue in a safe and positive manner.
- Collaborate with the child or youth's relational connections to ensure ongoing safety has been created for the child or youth.

- Find opportunities for a child or youth to stay connected with family, friends, caregivers, and those who have a significant connection with them.

### **Cultural Connections**

S.2(e) emphasizes the benefit of a child or youth's connection to their culture and communities and opportunities to form those connections.

- Continually engage in meaningful and ongoing conversations with individuals familiar with the child or youth's culture or significant community cultural leaders to assist in decision-making that will build lasting safety and cultural connections.
- Explore a child or youth's connection to their culture and community with the child or youth, guardians, and support network.
- Discuss having family time within the child or youth's community.
- Consider the cultural needs of a child or youth in a way that is appropriate for their age and understanding.

### **Child or Youth's Identity**

S.2(f) affirms that considerations for the child or youth's race, spiritual beliefs, colour, gender, gender identity, gender expression, age, ancestry, place of origin, family status, sexual orientation, and any disability of the child or youth must be made when planning for and making decisions regarding the child or youth.

- Be aware and informed of the child or youth's identity and respectfully consider that in planning and decision making.
- Support the child or youth in preserving their identity.
- Provide opportunities for the child or youth to learn about and form their identity.
- Intervention services should be child-focused, strength-based, and responsive to the needs of the child or youth.

### **Stability and Continuity**

S.2(g) emphasizes the importance of stability, permanence and continuity of care and relationships to a child or youth's long-term safety and well-being.

- Plan for the child or youth with consideration of the 4 areas of connection (relational, cultural, physical and legal) throughout involvement with the child or youth.
- Focus on preserving and reuniting families. If this is not possible, make every effort to engage the family and support network in identifying potential caregivers for the child or youth.

- Support children and youth in maintaining relationships that are important to them.

### **Impact of Removal**

S.2(h) articulates that any decision concerning the removal of the child or youth from their family must take into account the risk to the child or youth's safety, security, or development if they are removed from their family, allowed to remain with their family, or returned to their family.

- Continually assess the safety and well-being of the child or youth to determine if the removal of a child or youth is necessary. Involve the family in planning and decision making.
- Collaborate with the child or youth, guardians and the support network to identify caregivers for a child or youth if they are unable to remain at home.
- Consider the traumatic impact to a child or youth if they must be removed from their home.
- Minimize the trauma to a child or youth who is being removed from or returned to their home by using a trauma-informed approach.

### **Family Violence**

S.2(i) emphasizes that if a child or youth is exposed to family violence in the home, intervention services should be provided to the family in a manner that supports family members and prevents the need to remove the child or youth from the custody of an abused family member.

- Continually assess safety and well-being of the child or youth and any abused family member.
- Understand the impact that exposure to family violence can have on a child or youth.
- Discuss services that support families exposed to family violence with the abused family member, their child or youth, and the abuser.
- Work with the family to plan for the safety and well-being of the child or youth and all of their family members.

### **Placement Considerations**

S.2(j) states that if a child or youth is placed outside of their family, there must be a plan to address the child or youth's need for permanent, formalized ties to people who care about the child or youth. Considerations must be made regarding how different placements could affect the child or youth and which placement options meet the child or youth's individual needs.

- Determine if the placement will ensure the child or youth is able to explore and maintain all 4 areas of connection (relational, cultural, physical and legal).
- Consider the benefits to an Indigenous child or youth of a placement where the child or youth's Indigenous identity, culture, heritage, spirituality, language and traditions will be respected, supported and preserved.
- Explore placement options that are physically close to the family, their support network and those that keep them connected to their family and community.
- Discuss how a potential placement values the child or youth's family cultural, linguistic and spiritual heritage.
- Evaluate if a placement option will meet the child or youth's current mental, emotional and physical needs.
- Encourage having a placement where a child or youth is connected to people who care about them.

### **Support Those with Disabilities**

S.2(k) identifies that children and youth with disabilities have unique needs and planning for their care should include resources and supports that adequately address their unique needs.

- Ensure all members of the child or youth's support network have a clear understanding of the child or youth's unique needs.
- Collaborate with all members of the child or youth's support network and the appropriate community and disability service agencies to determine which resources and supports are appropriate and available for the child or youth.
- Assist in building the family's capacity to care for the child or youth with the appropriate supports and resources.

### **Support Transitions to Adulthood**

S.2(l) emphasizes the need to ensure plans for care are in place for youths to help them prepare for their transition to independence and adulthood.

- Ensure the youth has a healthy and engaged support network that is committed to the youth beyond 18 years of age.
- Assist the youth or young adults and their engaged support network in planning and decision making regarding supports that are available until 22 years of age.

- Collaborate early and on an ongoing basis with the youth, guardian, caregiver and support network to identify and explore supports and resources available well in advance of the youth becoming an adult.
- Work with the youth and their support network to provide opportunities to develop life, education and employment skills.
- Use a trauma-informed approach, taking into consideration the youth's age, developmental level, past trauma, diagnoses and other needs they may have.

### Prevent Unnecessary Delays

S.2(m) stresses that decisions affecting a child or youth should be made and implemented without unreasonable delay.

- Collaborate with the child or youth, guardians, caregivers, the support network and other stakeholders in building positive, respectful relationships in order to make decisions and provide services in a timely manner.

### Related Information



[Child Intervention Practice Framework  
Practice Strategies for Lifelong Connections](#)

To report a broken link click [here](#).



# Practice Supports

Practice Support:	<b>Medical Services Coverage and Payment</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">9.1.4 Medical Services Payment</a> <a href="#">9.1.11 Medical Services Payment Coverage</a>	Revision Date: October 15, 2020
		Page 1 of 5

## Child Intervention Practice Framework Principles

CS ensures that children and youth in care have appropriate medical services coverage and receive appropriate medical services in circumstances when they do not have coverage, to attend to their overall health and development.

Collaborative conversations with the child or youth's guardian, caregiver and support network ensure clear information is shared about medical services recommended for a child or youth, existing benefit coverage and approvals for costs that are not covered. This facilitates the support network's involvement in planning for the child or youth's health and wellbeing.

Decisions related to medical services coverage and payment should consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Discuss any medical benefit coverage and payments with the child or youth, guardian, caregiver and support network. Ensure the support network and community stakeholders are aware of why the medical service is required, the costs of services and who will cover these costs.

### Medical Services Coverage

#### Alberta Health Care Insurance Plan (AHCIP)

Medical services provided that are covered under the AHCIP are claimed against the child or youth's personal health number.

If a child or youth does not have AHCIP coverage, complete and submit to Alberta Health an Application for Alberta Health Care Insurance Plan Coverage [AHC0102].

Plan Coverage [AHC0102] and Employee Group Commencement and Termination [AHC0199].

#### Treatment Services Card (TSC)

Issue a TSC to each child or youth in the care of the director, unless they are covered under their guardian's coverage or are registered under the *Indian Act*.

Extended medical benefits for First Nations children or youth registered under the *Indian Act* are covered by Health Canada. See Policy 2.1.3 (Intervention).

The service provider claims payment against the TSC. The TSC covers:

- Prescription drugs.
- Ophthalmic services: glasses prescribed by an ophthalmologist according to an agreement with the ophthalmic dispensers. Contact lenses are covered if the ophthalmologist provides a written explanation of the need and cost, and a casework supervisor approves.
- Optometric services: glasses prescribed by an optometrist according to an agreement with the optometrists.
- Dental services: benefits as defined in the agreement between the department and the Alberta Dental Association.
- Orthodontic services: If orthodontic services are needed, the dentist refers the child or youth to an orthodontist:
  - The orthodontist diagnoses the condition and sends an estimate of the services needed to the Alberta Dental Services Corporation (ADSC).
  - The ADSC notifies the orthodontist whether the treatment plan is approved or rejected. If approved, the ADSC attaches a cost for the services planned.
  - This approval is valid until the treatment is completed; even after the file is closed.
- ground ambulance services, for transportation to the nearest appropriate hospital.

#### Issuing a TSC

To issue a TSC:

- Enter the information in the electronic information system. A valid combination of child or youth's legal authority and placement must exist prior to issuing a TSC. TSC information must be entered electronically for costs to be covered.

- Indicate the services covered. Provide a service only if it is not covered by someone else.
- Verify the expiry date is the legal authority end date. One year for a PGO/PGA child or youth.
- Complete and print the Treatment Services Card from the electronic information system.
- Provide the TSC to the child or youth's caregiver.

### Medical Services Payment

#### Services not covered by an insurance plan or Health Canada:

Direct payment may be made for services or treatments recommended by medical professionals, in circumstances where the service or treatment is not covered by:

- AHCIP,
- TSC,
- Alberta Aids to Daily Living (AADL),
- the parent, according to the terms of the case plan, when there is a CAG/CAY/TGO or child support order in place,
- First Nations and Inuit Health Branch, Health Canada.

Direct payment for services may also be made in situations where:

- the child or youth does not yet have coverage,
- the costs exceeds the fee schedule,
- the hospital has an admission fee,
- the service provider refuses a TSC,
- special infant formula is prescribed by a physician,
- prosthetic equipment, appliances and wheelchairs are not covered by AADL,
- a physician completes a Medical Report [CS0006] – a charge for filling out the form may be paid in addition to the charge for the examination,
- the child or youth does not have a TSC but requires dental work, issue a TSC.
- If the TSC does not cover the dental work required, pay for the dental work by issuing a Purchase Authorization and Invoice [CS0018C].
  - When using this form of direct payment, do not enter an amount; enter the following phrases:

- “Standard dental services during the period     (insert date)     as per the applicable fee schedule”.

If a child or youth ceases being under the care of the director before their orthodontic treatment is complete, CS will continue to pay for the treatment until it is complete.

Seek approval for the expenditure from the designated expenditure officer.

Once a decision has been received from the designated expenditure officer, advise the child or youth, guardian, caregiver, support worker and medical professional providing the service or treatment of the decision.

#### Payment for Medical Procedures

Follow regional procedures to pay for medical expenses.

#### Payment for Dental Procedures

Use a dentist who honours the applicable fee schedule when obtaining services for a child or youth. Follow regional procedures to pay for dental expenses.

#### Payment for Services Received by a Child or Youth registered under the *Indian Act*

When obtaining services for a child or youth registered under the *Indian Act*, give the service provider the child or youth’s registration number and advise the service provider to bill Health Canada.

#### **Documentation**

Document consultations with expenditure officers for medical services payment on a contact log in the electronic information system, including the following:

- name and position of person approving expenditure,
- date that approval for expenditure was given,
- details of the service or treatment being approved,
- timeframe in which the service or treatment will occur,
- name and contact information of medical professional providing the service or treatment,
- cost of the service or treatment,
- the rationale for declining the expenditure, should the expenditure not be approved.

Document the child or youth’s medical services coverage on a contact log in the electronic information system.

Update the Treatment Services tab in the electronic information system.

## Related Information



[2.1.3 Rights and Privileges of First Nation Children Registered under the \*Indian Act\*](#)

[9.1.4 Medical Services Payment](#)

[9.1.11 Medical Services Payment Coverage](#)

[9.5.2 Payment of Purchased Services](#)

[CICIO User Guide](#)



[Application for AB Health Care Insurance Plan \[AHC102\]](#)

[Consent by a Director of Delegate \[CS2047\]](#)

[Medical Report \[CS0006\]](#)

[Purchase Authorization and Invoice \[CS0018C\] – \(voucher\) paper form only](#)



[Alberta Aids to Daily Living](#)

[Alberta Dental Association](#)

[Alberta Health Care Insurance Plan](#)

[Health Care Services Covered in Alberta](#)

[Health Canada](#)

[Agreement between the Minister and the Dental Association and College \(fee schedule\)](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Medical, Dental and Optical Care</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">9.1.3 Medical Care</a>	Revision Date: October 19, 2021
	<a href="#">9.1.5 Dental</a>	Page 1 of 6
	<a href="#">9.1.6 Optical Care</a>	

## Child Intervention Practice Framework Principles

CS ensures the child or youth and their support network have opportunities to participate fully in discussions involving medical, dental and optical care for the child or youth, and that their voices are heard as decisions are made. The child or youth and their support network have critical knowledge of the child or youth's prenatal, historical and current medical, dental and optical information.

Working collaboratively, with open communication between all involved, helps each person to feel valued and included in decisions, and lead to more informed decisions better outcomes for the child or youth.

When planning for medical, dental and optical examinations consideration should be given to every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Medical Care

It is preferable for children or youth to see their regular primary care physician.

Involve the guardian, caregiver and support network in collaborative discussions to share information regarding the child or youth's medication history and current physicians.

Advise the caregiver to maintain the child or youth's current physician, and address any worries, benefits and next steps to supporting the continuation of these relationships when possible.

If the physician does not know the child or youth, or doesn't have background information, provide as much of the following information as possible:

- medical history including any medical records on the child or youth's file,
- significant illnesses (e.g. asthma, diabetes),
- hospitalizations (the reason and the name of the hospital),
- development of speech, vision, hearing, and other milestones,

- immunization records and reactions to immunizations,
- allergies and type of reactions,
- mother's health during pregnancy including use of medications, alcohol and/or drugs,
- birth information including gestation period, weight, Apgar Scores, general health and any concerns such as feeding problems, or the requirement of medical interventions,
- family of origin information including age and health of parents, siblings and grandparents. Include other relevant information about family members such as occupation, living arrangements, etc., and
- any other information pertinent to the examination of the child or youth.

Ask the guardian or caregiver to provide any missing information regarding the child or youth's medical history.

Encourage and support the guardian to attend the child or youth's medical appointment to share their knowledge of the child or youth's health, and address any worries or recommendations.

#### Emergency Medical Examination

Ensure that a medical examination is completed prior to placing the child or youth in the care of the director, if the child or youth:

- has a physical injury,
- has an apparent medical condition, or
- is thought to have been physically or sexually abused.

If the child or youth is in need of immediate medical treatment:

- Make every reasonable effort to contact and obtain consent of a guardian. The guardian can attend the medical appointment with the caseworker and child or youth.
- Fill out the form entitled, Letter to Doctor from Caseworker Re: Child's Exam [CS2825], and request a written report outlining the findings of the examination.
- Request that the physician fill out the Medical Report form [CS0006] as part of the process for all children and youth coming in to the care of the director.
- Provide the physician and/or nursing staff with as much information as possible, including:
  - medical history of child or youth,
  - prenatal history of mother,

- familial medical history,
- presenting concerns,
- known allergies, and
- any specific requests.

#### Routine Medical Examination

If the condition of the child or youth does not require the medical examination to occur prior to placement, ensure that a medical examination is completed as required:

- Book a medical examination **within 2 business days** of the child or youth entering the care of the director. The child or youth should be seen by the physician as soon as possible.
- A child or youth moving to Alberta from another jurisdiction must have a medical examination completed if one was not done in the preceding year. The appointment must be scheduled **within 2 business days** of the child or youth being in the care of the director. The child or youth should be seen by the physician as soon as possible.
- If at any time the child or youth's medical health is in question, they must be examined by a physician.
- A child or youth who has been in the continuous care of the director for more than one year must see a physician **annually** for a routine examination.

Ensure the child or youth's guardian and caregiver are involved in attending medical examinations and sharing information related to the child or youth's medical health.

Have the caregiver take as much responsibility as possible for arranging the examination. Include the guardian in the scheduling of medical appointments so that they may also be in attendance at the appointment.

When a child or youth first comes in to the care of the director, and annually thereafter, ask the physician to fill out the Medical Report [CS0006] to document information regarding the child or youth's health and any medical findings. The basic information about the child or youth on the front of the form is filled out by the caseworker prior to providing the form to the physician.

#### Out of Region Medical Care

If a child or youth has to travel out of the region in which they live in order to receive essential medical treatment:

- Collaborate and involve the child or youth and their support network in decision making related to medical treatment.
- Ensure consent is obtained by the appropriate persons.



- Request that the child or youth's physician make arrangements for the out of region medical treatment.
- Determine, if travel, lodging and meal expenses that relate to the medical treatment can be reimbursed to the caregiver.

### Dental Care

Determine whether the child or youth has dental benefits through their guardian, custodian or Health Canada. If they do not have benefits, issue a Treatment Services Card (TSC).

#### Routine Dental Examination

Ensure a dental examination is completed for a child or youth in care of the director:

- within **2 months** of a child or youth entering care if one was not completed in the preceding year,
- within **2 months** upon moving to Alberta from another jurisdiction if one was not completed in the preceding year,
- as the child or youth's oral health dictates, or
- **annually** for a child or youth who has been in the continuous care of the director for more than one year.

Have the caregiver take as much responsibility as possible for arranging the examination. Include the guardian in the scheduling of dental appointments so that they may also be in attendance at the appointment.

Work collaboratively with the guardian and support network so that the guardian can attend the child or youth's dental appointments, and to foster information sharing about the child or youth's dental health and care.

### Optical Care

#### Routine Optical Exams

Ensure for a child or youth in care that an optical exam is completed:

- within **2 months** of a child or youth entering care if one was not completed in the preceding year,
- within **2 months** upon moving to Alberta from another jurisdiction if one was not completed in the preceding year,
- as the child or youth's vision health dictates, or
- **annually** for a child or youth who has been in the continuous care of the director for more than one year.

Have the caregiver take as much responsibility as possible for arranging the examination. Include the guardian in the scheduling of eye appointments so that they may also be in attendance at the appointment.

Work collaboratively with the guardian and support network so that the guardian can attend the child or youth's dental appointments, and to foster information sharing about the child or youth's optical health and care.

### **Recommended Tests and Treatment**

If the physician, dentist or optometrist/ophthalmologist recommends further tests or treatment:

- Collaborate and involve the child or youth and their support network in decision making related to medical, dental or optical tests or treatment. If the treatment is beyond ordinary medical treatment. See Policies 9.1.1 and 9.1.2 (Intervention).
- Ensure consent is obtained by the appropriate persons.
- Ensure that guardians who are involved with the child or youth are aware of and have provided their input in regards to the treatment.
- Ensure that where a CAG, CAY or TGO is in place and the child or youth is covered by the parental benefit plan that the appropriate consent is received to proceed.

### **Payment**

For detailed information regarding the payment of service providers, see Policy 9.1.4 and 9.1.11 (Intervention).

### **Documentation**

Document all appointments, details of treatments, consultations and decisions in a contact log in the electronic information system.

Ensure that the outcome of the examination, whether any further follow up is required, and the name and contact information for the physician is documented in a contact log and under the medical tab in the electronic information system.

If a child or youth has had a medical, dental or optical examination, obtain the results from the caregiver and record the results in a contact log and under the medical tab in the electronic information system.

If a child or youth is receiving out of region medical care, stay informed of and document all developments regarding the child or youth in a contact log in the electronic information system.

If the physician, dentist or optometrist/ophthalmologist recommends further tests or treatment for the child or youth, stay informed and document any development in a contact log in the electronic information system.

Update the medical tab in the electronic information system.

Place paper copies of medical, dental or optical reports or related documents on the child or youth's physical file. Attach electronic documents in the electronic information system.

## Related Information

[3.1.3 Safety Phase](#)

[5.3.7 Treatment Orders](#)

[7.3.0 Placement Overview](#)

[7.3.3 Casework Responsibilities During Placement](#)

[9.1.1 Medical/Dental Consent](#)

[9.1.3 Medical Care](#)

[9.1.4 Medical Services Payment](#)

[9.1.5 Dental](#)

[9.1.6 Optical Care](#)

[9.5.2 Payment of Purchased Services](#)

[Appendix A: A-2 Delegation Schedule](#)

[CICIO User Guide](#)



[Consent of a Director or Authorized Delegate \[CS2047\]](#)

[Letter to Doctor from Caseworker Re: Child's Exam \[CS2825\]](#)

[Medical Report \[CS0006\]](#)



[Special Considerations for the Health Supervision of Children and Youth in Foster Care](#)

[Agreement between the Minister and the Dental Association and College](#)

[Dental and Denturist Benefits Administration Agreement](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Medical, Dental, Medication and Therapy Requiring Consent</b>	Issue Date: January 13, 2020
Policy Reference	<a href="#">9.1.1 Medical/Dental Consent</a> <a href="#">9.1.2 Medication and Therapy Requiring Consent</a>	Revision Date: May 13, 2021
		Page 1 of 6

## Child Intervention Practice Framework Principles

CS ensures that the child or youth and their support network are involved in discussions with their caseworkers and medical professionals about medical, dental or other therapeutic health care that is deemed out of the ordinary or intrusive, prior to consent being given to proceed with treatment, and that their voices are heard as decisions are made.

Working collaboratively, with full opportunity for all involved to share opinions on the recommended treatment, fosters the development of inclusive and respectful partnerships.

When working with children and youth in care who require consent for out of the ordinary medical or dental procedures, or medication or therapy, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Prior to requesting consent, collaboratively discuss the recommended medical procedure, dental procedure, medication or therapy with the child or youth, guardian, caregiver, medical professionals and support network members and consider their opinions when requesting consent

### Medical and Dental Consent

Before providing consent, the manager, Category 4 Director or DFNA Director, or their designate will consider:

- the presenting problem,
- the recommended treatment,
- the qualifications of the service provider,
- the intended date and place of the proposed service,

- the risks and expected benefits of the proposed service,
- the possible effect of withholding the service,
- any beliefs or practices specific to the child or youth's religion or culture and any alternative suggested by a consultant (e.g. for a Jehovah's Witness child or youth, if capable and willing, a guardian may wish to consult with the Hospital Liaison Committee of Jehovah's Witnesses),
- the voices and choices of the child or youth, the guardian, caregiver, cultural connectors and any other member of the support network, and
- any other consultation considered helpful.

If the proposed service includes abortion or cessation of life supports, the casework supervisor is required to forward the request for consent, and all supporting information, to the Category 4 Director or DFNA Director or their designate, who decides whether or not to consent. The casework supervisor will provide the manager with a copy of the request.

**NOTE:** A physician may determine that a child or youth is a mature minor and complete an abortion procedure without the consent of the guardian.

Unless otherwise requested, the manager provides a decision on whether to proceed with the treatment within:

- 5 days if not consulting with the Category 4 Director/DFNA Director or their designate, or
- 10 days if consulting with Category 4 Director/DFNA Director or their designate.

The manager completes the Consent by a Director or Authorized Delegate [CS2047] to indicate whether or not consent is given.

If written consent is provided, verbal consent may be given to the service provider.

**NOTE:** If a child or youth, or their guardian (other than the director) refuses to consent to essential treatment recommended by a physician or dentist, an application for a treatment order under s.22.1(1) or 22.2(1) may be necessary to obtain the treatment. See Policy 5.3.7 (Intervention).

### Emergency Situations

For a child or youth under guardianship, a caregiver may provide consent for emergency medical services **only** when the following criteria are met:

- in the expert opinion of a medical professional, a child or youth needs emergency medical services in order to:
  - prevent death,

- prevent further injury, or
- prevent disability of the child or youth,

and

- contacting the director will delay emergency treatment enough to endanger the child or youth's life, cause further injury or disability.

A director must be contacted as soon as the emergency situation has stabilized.

## **Medication and Therapy Consent**

### Prior to Consent

Upon receiving a request to use an intrusive treatment for a child or youth, and prior to requesting consent:

- Obtain in writing the recommending medical professional's proposed treatment and their rationale for the intrusive treatment.
- Gather information from the recommending medical professional on why less intrusive treatments are considered insufficient or ineffective and the professional's assessment of potential emotional or physical risk to the child or youth posed by the intrusive treatment.
- Discuss the recommended intrusive treatment with the child or youth, guardian and support network to ensure they understand why it is recommended, the possible side effects, why conventional treatment is not adequate, and to hear their opinions.
- Support the child or youth, guardian and support network in addressing any worries about the recommended intrusive treatment, and in making a decision on whether to proceed with the treatment.
- Ensure the voices of the child or youth, guardian and support network are considered in final decision making regarding use of the recommended intrusive treatment.

If the child or youth refuses consent to the recommended intrusive treatment:

- discuss the child or youth's worries and assist them in planning for the necessary next steps,
  - contact the Office of the Child and Youth Advocate, and
  - arrange a mediation or other dispute resolution process.

If a child or youth over 12 years old, or a mature minor under 12 years old, refuses consent to medical treatment, a Treatment Order is necessary to proceed with the treatment. See Policy 5.3.7 (Intervention).

If a child or youth over 12 years old, or a mature minor less than 12 years old consents to the intrusive treatment, have them complete the consent form provided by the medical professional.

#### Consent from the Category 4 Director or DFNA Director or their Designate

If the casework supervisor and manager are in agreement with the recommended intrusive treatment, the manager requests the consent of the Category 4 Director/DFNA Director or their designate. Utilize the Medication and Therapy Information [CS12723] form to provide the necessary information to the Category 4 Director/DFNA Director or their designate. This form is used to request approval for medication prescribed outside of hospital admission.

The Category 4 Director or DFNA Director or their designate considers:

- The child or youth's clinical status.
- Why conventional treatment has not been adequate.
- The qualifications of the professional recommending the intrusive treatment.
- The professional's assessment of potential emotional or physical risk to the child or youth.
- The opinions of the child or youth, the guardian, caregiver and other members of the support network.
- Whether or not the guardian has provided written consent.
  - If the guardian does not consent, the rationale for this decision and details of any discussions around worries they have and the next steps in planning for the child or youth's health and wellbeing.
- Any other consultations required.

The Category 4 Director/DFNA Director or their designate provides a decision within 10 business days by completing the Consent by a Director or Authorized Delegate [CS2047].

If written consent is provided, verbal consent may be given to the service provider.

#### Review and Monitoring

If written consent is provided approving the intrusive treatment for a child or youth:

- Review the treatment with the child or youth and the support network along with the plan every 90 days.



- Review the treatment plan with the professional prescribing the treatment at least every 90 days ensuring that the treatment is effective, remains necessary and does not adversely affect the child or youth.

**NOTE:** If a new intrusive treatment is recommended, a new consent by director or authorized delegate must be obtained for the new treatment.

### Documentation

All consultations, information gathered, rational and decisions are to be documented on a contact log on the electronic information system.

Record on a contact log in the electronic information system the reason for the child or youth not consenting to the medical procedure, dental procedure, medication or intrusive treatment.

Place completed consent forms, the Medication and Therapy Information [CS12723] form and any assessments for medication prescribed to a child or youth outside of hospital admission on the child or youth's physical file.

Place a copy of the signed consent form provided by the medical professional, signed by the child or youth over 12 years old, or a mature minor less than 12 years old to the intrusive treatment on the child or youth's physical file.

Record the following information on a contact log in the electronic information system if a child or youth is approved for intrusive treatment:

- the child or youth's diagnosis,
- the treatment to be used including the name of the medication or therapy,
- the medication dosage,
- frequency of treatment, and
- the date of approval of the treatment

Ensure ongoing reviews about the appropriateness and effectiveness of the treatment are documented on a contact log in the electronic information system. Update the medical tab on the electronic information system.



## Related Information



- [1.3.1 Mandatory Notifications](#)
- [5.3.7 Treatment Orders](#)
- [7.2.2 Reporting a Death](#)
- [9.1.1 Medical/Dental Consent](#)
- [9.1.2 Medication and Therapy Requiring Consent](#)
- [9.1.12 Medication Management](#)
- [Appendix A: A-2 Delegation Schedule](#)
- [Appendix B: B-2 Publication Ban](#)
- [CICIO User Guide](#)



- [Consent by a Director or Authorized Delegate \[CS2047\]](#)
- [Medication and Therapy Information \[CS12723\]](#)
- [Delegation of Powers and Duties to a Child Caregiver \[CS1631\]](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support: <b>MedicAlert Identification</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">9.1.9 MedicAlert Identification</a>	Revision Date: January 13, 2020
	Page 1 of 2

## Child Intervention Practice Framework Principles

CS recognizes that providing children and youth with MedicAlert™ identification when recommended by a physician will assist a child or youth with specialized needs.

CS ensures that the child or youth's guardian, caregiver and support network understand why the identification is necessary, and works collaboratively to share their opinions and take part in decision-making. This will reduce the impacts of a medical emergency or crisis on the child or youth and help keep them safe. At the same time, relationships are being built between the child or youth, their support network and CS, which will foster the child or youth's long-term wellbeing.

When providing a child or youth with MedicAlert identification, consideration should be given to every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Discuss with the child or youth, guardian, caregiver and support network the reasons for obtaining MedicAlert identification, what's working well, how it assists emergency responders and healthcare professionals in an emergency and any worries that are identified and how they can be resolved.

When recommended by a physician, obtain MedicAlert identification by completing the following:

- Register the child or youth in the MedicAlert data base. This data base is accessed online.
- Order the child or youth one piece of MedicAlert identification through an online application.

If the child or youth is age four through 13, verify their eligibility for the *No Child Without* program by reviewing the website. This program provides MedicAlert identification to students at certain schools, free of charge.

If the child or youth is 14 or older, or ineligible for the *No Child Without* program, verify their eligibility for the *Student's First* program online. This program provides MedicAlert identification at a reduced cost.

Follow regional procedures to pay for the MedicAlert identification.

### Documentation

Record all information on a contact log in the electronic information system. Record the type of MedicAlert identification obtained for the child or youth. Identify if the child or youth was eligible for the *No Child Without* or the *Student's First* program.

Update the medical information in the electronic information system.

## Related Information



[MedicAlert](#)

MedicAlert™ Information Line  
1-866-734-9423

[No Child Without](#)

[Student's First](#)

[CICIO User Guide](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support: <b>Medication Management</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">9.1.12 Medication Management</a>	Revision Date: May 13, 2021
	Page 1 of 3

## Child Intervention Practice Framework Principles

CS fosters the health and wellbeing of a child or youth in the care of the director, in part by ensuring their medications are managed appropriately.

Discussing the types of medications the child or youth is taking with the child or youth, the guardian, caregiver and support network facilitates open and clear communication regarding the child or youth's medical needs, and provides opportunity to address any questions or concerns. Working collaboratively creates a positive, inclusive environment in which everyone involved feels their opinions are valued and they are part of the decision-making team.

When planning for medication management, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

When the child or youth moves in with the caregiver:

- Work collaboratively with the caregiver, guardian and support network to share information regarding the child or youth's medication history, and to address any questions or concerns that arise.
- The caregiver receives a health record which should include a list of the child or youth's current medication, and previous medication if available. Advise the caregiver to keep the list up to date. The caregiver is required to update the caseworker about any changes in medication for a child or youth on a quarterly basis.

The caregiver must share medication information with any medical practitioners or treatment professionals and the child or youth's support network.

If there are concerns that the child or youth is ingesting illicit drugs or if the child or youth missed prescribed medication the caregiver should consult with the child

or youth's physician/pharmacist to determine if a child or youth should continue to take prescribed medication.

### **Self-Administration of Medications**

A child or youth may self-administer medication if the caseworker, the child or youth's caregiver and the child or youth's guardian (if appropriate) agree that the child or youth is capable of doing so appropriately.

If a child or youth is to self-administer medication, the child or youth must be taught to do so by a caregiver, pharmacist or physician. The caregiver will ensure the support network is aware of this decision.

The caregiver will monitor the child or youth to ensure that the child or youth is taking the medication appropriately.

### **Storage of Medications**

All over the counter and prescription medications are to be stored in a locked or secure space as per s.30 of the Residential Facilities Licensing Regulation (RFLR).

### **Documentation**

Maintain a complete list of the medication and dosage that the child or youth is taking in the medical tab on the electronic information system and on the child's Ongoing Assessment [CS11598] or [CS11599]. Update the list as required.

Document allergies to medication on the electronic information system in the medical tab and on the child or youth's Ongoing Assessment. Life-threatening allergies must be entered as a special caution on the electronic information system.

Document the caregiver's decision to allow the child or youth to self administer medication, and the training provided to the child or youth to do so.

## **Related Information**



[7.2.1 Special Cautions](#)

[7.3.2 Placing a Child](#)

[Placement Resources](#)

[CICIO User Guide](#)



[Residential Facilities Licensing Regulation](#)



Ongoing Assessment for FEA, SO, CAG, CO and TGO Legal Status [[CS11598](#)]  
Ongoing Assessment for EAY, CAY, PGO, PGA and SFAA Legal Status  
[[CS11599](#)]

To report a broken link click [here](#).

Superseded

# Practice Supports

Practice Support: <b>Memory Book</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">7.1.3 Memory Book</a>	Revision Date: October 19, 2021
	Page 1 of 2

## Child Intervention Practice Framework Principles

A memory book documents important moments, milestones and accomplishments of a child or youth while they are in the care of the director. Collaborate with the family, caregiver and the child or youth to gather documents, items, and memorabilia that capture information about the child or youth's life. Working with the people who play a key role in the life of a child or youth to create a memory book, gives the child or youth an additional connections to their family, culture and personal history.

When creating a memory book consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

When a child or youth has been in the care of the director for a period of 6 months, collaborate with the caregiver to start the child or youth's memory book. The memory book is memorabilia that is collected and stored by both caregivers and CS staff.

Memory books can take the format of, but are not limited to, a scrapbook or photo album.

Ask the caregiver to maintain a collection of materials to store in the memory book. The caregiver should include as many of the following materials as possible:

- pictures of family, caregivers, friends, places, special events,
- letters and cards from significant people,
- schoolwork and report cards,
- awards and certificates,
- descriptions of favourite foods, activities, friends, and

- dates of special events and milestones.

Involve the child or youth in the collection of materials and creation of the memory book.

Work with the caregiver to ensure the memory book is maintained and preserves the child or youth's journey through life, for example, from first smiles to the first day of school.

- The memory book should reflect relationships and activities in all 4 Areas of Connection.

Collaborate with the birth family and their support network to determine if they have any materials to add to the child or youth's memory book.

**NOTE: Photos and mementos gathered by caregivers can be shared with the birth family.**

Electronic memorabilia (ie. photographs, videos, electronic documents) can be collected by CS staff and stored on the electronic information system and incorporated with the memory book when needed.

Ensure the memory book is maintained as long as the child or youth is in the care of the director.

Ensure the memory book accompanies the child or youth through placement changes.

Ensure the memory book is provided to the child or youth when they leave the care of the director.

- If they are not old enough to keep the book, give the memory book to their guardian or caregiver.

### Documentation

Complete all electronic record entries and update the contact log.

Attach memorabilia in the electronic information system in the appropriate folder.

## Related Information



### 7.3.3 Casework Responsibilities During Placement

To report a broken link click [here](#).



# Practice Supports

Practice Support: <b>Métis Resources</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">2.2.1 Métis Resources</a>	Revision Date: January 13, 2020
	Page 1 of 3

## Child Intervention Practice Framework Principles

A Métis child or youth should be provided with the opportunity to involve a Métis Resource person in case planning, support and service provision. Collaboration with a Métis Resource person, the child or youth, their caregiver, and support network allows the use of culturally relevant resources and supports for the child or youth and their family. Supporting the culture, spiritual beliefs, background and expertise of the family and community members builds on the strengths and successes of the family to achieve successful outcomes for children. Involvement and collaboration with a Métis Resource person ensures that the child or youth is provided with the opportunities to maintain connections to their culture and community.

When involving a Métis Resource person for a Métis child or youth, ensure that consideration is given to every one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration, and Continuous Improvement.

## Practice Support

### Métis Resources

It is best practice to determine as early as possible if a child or youth is Métis, whether affiliated to a Metis Settlement or not, as part of comprehensive and purpose culturally appropriate planning.

Métis Resources **may** include:

- Metis Settlements CS (for settlement-affiliated Métis children and youth),
- The Métis Nation of Alberta (for Métis children and youth who are not affiliated to a settlement), or

**NOTE:** If a child or youth is not affiliated to a Metis settlement, then Metis Settlements CS will refer to the Métis Nation of Alberta to determine if the child or youth meets the criteria to be legally identified as a Métis person.

- Regional Métis Resources, which are identified through CS and may be a referral source.

**NOTE:** Metis Settlements CS staff are Métis Resource persons. Therefore, Metis Settlements CS staff **do not** need written consent in order to work with a family and provide cultural supports when Metis Settlements CS has an open file.

### Obtaining and Documenting Consent

When collaborating with the child or youth, the family support network and the Métis Resource person it is essential to address everyone's concerns and what is working well and the next steps to ensuring the child or youth is connected to their culture. Discuss the benefits of involving a Métis Resource person with the child or youth and the family support network when seeking the consent of the guardian.

Written consent must be obtained from the guardian of a child prior to involving a Métis Resource person.

If the guardian of a Métis child or youth **consents** to the involvement of a Métis Resource person,

- complete the Consent to Involve a First Nations designate or Métis Resource [CS1634] form,
- mark the box that indicates consent, and
- have the guardian sign the form.

If the guardian **does not consent** to the involvement of a Métis Resource person,

- complete the consent form,
- mark the box that indicates that the guardian is does not consent to involving a Métis Resource person, and
- have the guardian sign the form.

If the guardian is unwilling or prefers not to sign the consent form, make a note on the consent form and record a note of the refusal to sign in a contact note in the electronic information system.

### Plan [CS4028]

Section 57.01 and s.63(1)(f) require that the Plan [CS4028] be filed with the Court when an application for private guardianship or a petition for adoption of a child or youth who is, or who is believed to be, Métis. The Plan [CS4028] needs to address how the child or youth's Indigenous identity, culture, heritage, spirituality, language and traditions will be respected, supported and preserved.

## Documentation

Provide the guardian with a copy of the completed consent form. If the guardian consents to involve a Métis Resource person, provide a copy of the signed form to the resource. Place a copy of the completed consent form in the child or youth's file.

Document conversations with the Métis Resource person on a contact log in the electronic information system. Ensure the electronic information system reflects the child or youth's Métis status and their affiliation to a Metis settlement or First Nations band, if applicable.

## Related Information



[2.2 Métis Child](#)

[2.3 Cultural Connection Planning](#)

[4.2.6 Planning for Connections and Permanency](#)



Consent to Involve a First Nations Designate or Métis Resource [[CS1634](#)]

Métis Settlement Affiliation Request [[CS4014](#)]



Métis Resources Contact Information

Resource	Phone Number	Website
Métis Settlements CS	Edmonton: 780-427-1033 St. Paul: 780-645-6227 High Prairie: 780-523-6717 Paddle Prairie: 780-981-8000	<a href="https://www.alberta.ca/childrens-services-office-locations.aspx">https://www.alberta.ca/childrens-services-office-locations.aspx</a> <a href="http://www.humanservices.alberta.ca/services-near-you/metis-settlements-child-and-family-services.html">http://www.humanservices.alberta.ca/services-near-you/metis-settlements-child-and-family-services.html</a>  (The website also has a full listing of community offices for CS)
Métis Nation of Alberta	780-455-2200 1-800-252-7553	<a href="http://www.albertametis.com">www.albertametis.com</a>

[CICIO User Guide](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support: <b>Minor Parent</b>	Issue Date: January 13, 2020
Policy Reference: <b>7.5 Minor Parent</b>	Revision Date: January 13, 2020
	Page 1 of 4

## Child Intervention Practice Framework Principles

CS recognizes the minor parent’s rights and responsibility as the guardian in decision-making about their child, regardless of any involvement the parent has with CS. Minor parents require additional levels of emotional and physical support, based on their developmental needs and challenges. These supports are provided to ensure the safety and well-being of the child and the minor parent, and to foster a loving bond between them and their child, which can preserve family.

CS collaborates with the minor parent and their support network, in connecting the parent with community programs to strengthen their ability to nurture and provide for their child. This also fosters relationship-building between the parent, their extended family and other significant people in their life. CS shares information, and is transparent, when collaborating with a minor parent and their support network, to determine if their child is need of intervention services.

When making decisions regarding a minor parent of children, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

Work with a minor parent to help them access supports such as parenting classes, mentoring, or other necessary programs to build their parenting capacity.

Recognize that minor parents may have experienced trauma and provide appropriate supports.

Support a minor parent with staying connected to extended family and people important to them, who can provide a lifelong connection to them and their child. If the minor parent is, may be, or self-identifies as Indigenous, discuss with them the support, family, and cultural connections they can receive by involving a First

Nations designate or Métis Resource person in planning for themselves and their child.

- Connection to a First Nation designate can support the minor parent in determining their child's Treaty Status and Band Membership.
- Connection to the Métis Resource person can support the minor parent in determining their settlement affiliation and/or membership.
- Use supports as offered through Indigenous community agencies, especially those that provide the services of an Elder to teach and mentor traditional ways of parenting.

### **Minor parent in the Care of the Director**

If a minor parent is in the care of the director, and is capable of parenting the child, and where their child has no intervention needs:

- Provide basic maintenance for the child of the minor parent.
- Provide the minor parent with necessary parenting supports.
- Assist the minor parent in applying for the Child Tax Benefit on behalf of the child.
- Connect to the appropriate resources such as an Elder, a First Nation designate, or Métis Resource person.
  - Consent to involve a First Nations designate is required. See Policy 2.1.1.

If a minor parent is in the care of the director, and their child is in need of intervention:

- Ensure a separate caseworker is assigned to the minor parent, and to their child.
- Both caseworkers work together to foster the mother-child bond, and to foster connection to their extended family and support network.
- Provide appropriate intervention services to the child of the minor parent.
- Connect to the appropriate resources such as an Elder, a First Nation designate, or Métis Resource person.
  - Consent to involve a First Nations designate is required. See Policy 2.1.1 (Intervention).
- Assist the minor parent in applying for the Child Tax Benefit on behalf of the child.

### Paying maintenance for the child of the minor parent

If the minor parent is placed in foster care or kinship care with their child, the caregiver claims basic maintenance for the minor parent's child.

- Additional expenses related to caring for the child of the minor parent (i.e. transportation to appointments) are charged to the minor parent's file.

If the minor parent is in an independent living situation, they submit a Child Maintenance Invoice [CS0011] prior to the beginning of each month, for food, clothing, and personal incidentals, according to the Alberta Income Support guidelines.

- Assist the minor parent in completing the Child Maintenance Invoice as necessary.

Ensure that the child is registered for Alberta Health Care under the minor parent's number.

- Assist the minor parent in applying for Alberta Health Care as necessary.

### **Minor parent is Not in the Care of the Director**

If a minor parent is not in the care of the director and intervention services are needed for their child:

- Determine if the minor parent is also in need of intervention services.
- Provide the minor parent with necessary parenting supports.
- Provide appropriate intervention services to the child of the minor parent.
- Connect to the appropriate resources such as an Elder, a First Nation designate, or Metis Resource person.
  - Consent to involve a First Nation designate is required. See Policy 2.1.1(Intervention).
- Assist the minor parent in applying for the Child Tax Benefit and Alberta Health Care on behalf of the child.

### **Documentation**

Complete all electronic entries on the electronic information system, and update contact logs.

Ensure that the documentation for the minor parent and the child of the minor parent is filed appropriately, as the two are treated as separate cases.

When an intake is completed regarding the child of a minor parent, ensure the minor parent is identified as the guardian and the child as the child in need.

Information regarding the child of the minor parent is located in the physical file and electronic records of the child.

When a minor parent is receiving intervention services, their information is located in their physical file, and on their electronic record.

If both the minor parent and their child are receiving intervention services, ensure the two caseworkers are identified in the records of both the minor parent and their child.

## Related Information



[3.1.2 Intake](#)

[3.1.3 Safety Phase](#)

[4.1.2 Genogram](#)

[5.2.1 Family Enhancement Agreement with Guardian or Custodian](#)

[5.2.2 Enhancement Agreement with Youth](#)

[5.2.3 Custody Agreement with Guardian](#)

[5.2.4 Custody Agreement with Youth](#)

[5.3.3 Temporary Guardianship Order](#)

[5.3.4 Permanent Guardianship Order](#)



[Child Maintenance Invoice \[CS0011\]](#) – paper form only

[Consent to Involve a First Nations Designate or Metis Resource \[S1634\]](#)

[On/Off Reserve Verification \[CDEV3018\]](#)



[Alberta Income Support](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support: <b>Mobile Applications</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">1.1.7 Mobile Applications</a>	Revision Date: January 13, 2020
	Page 1 of 4

## Child Intervention Practice Framework Principles

Using approved mobile applications fosters innovative practice by allowing CS caseworkers to spend time working directly with children, youth and families while documenting important and relevant information. Mobile applications are continuously improved by CS. Their use increases efficiency and productivity by:

- supporting more timely entry of contact logs in the field,
- improving data accuracy and timelines by allowing case information to be documented at the time the information is shared,
- increasing the security of files due to decreased paperwork, and
- decreasing paper storage requirements.

In these ways, use of mobile applications aligns with the CS principle of continuous improvement.

When using approved mobile applications to complete documentation in the field consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Using Case Connect

Case Connect allows caseworkers, who are away from their office, to enter case provider contact logs.

Case Connect works both online and offline, therefore limiting the need for internet connectivity and hot-spotting.

- Internet connectivity is required for Case Connect to sync data to CICIO.
- Data collected on Case Connect without connectivity will be synced to CICIO once the mobile device again has internet connectivity. Until such time the data will remain on the device.



**CICIO Access**

CICIO must never be accessed in a location that is not private, such as in a client's home or in a meeting with service providers, as it contains highly sensitive information about clients across the province.

CICIO access outside of a secured location must be reported to the worksite manager immediately for follow-up.

Privacy breaches must be reported to the casework supervisor, who will ensure the report is forwarded to the Children's Services Information Security Officer, and the Privacy Officer.

**Accessing the Case Connect Application**

Employees must complete Case Connect e-learning prior to being given access to Case Connect.

Case Connect can be accessed from GoA managed devices only, using personal credentials which cannot be shared.

GoA credentials are required to login to Case Connect, which is consistent with the login experience in CICIO.

- User ID: GOA ID, Password: GOA Password

Lockout procedures are consistent with GoA login procedures: if a password is typed incorrectly 10 consecutive times, it will need to be reset. Contact the GoA Helpdesk for assistance with resetting the password.

Always log out of Case Connect when it is not actively being used.

- Case Connect will timeout after 5 minutes of inactivity and the caseworker will need to re-enter their password in order to continue using the application.

**Contact Logs in Case Connect**

Contact logs may be entered in Case Connect for cases or providers currently assigned to the caseworker, or for cases that have been bookmarked as an item of interest in CICIO by the caseworker.

**Draft Contact Logs**

Contact logs may be saved as "draft" without having to specify values for all contact log input fields in one edit.

- When a user completes a draft and is ready to save/submit the contact log, Case Connect validates user input as CICIO does, and transmits the

contact log to CICIO when the user is online (i.e., either direct network connect or VPN connectivity).

Only draft contact logs are editable.

If necessary, any draft contact logs for providers and cases may be deleted from the device by the worker.

### Syncing Contact Logs with CICIO

Contact logs must not remain on a mobile device (i.e. not be synced with CICIO) beyond three working days. This ensures necessary file information is available to all users who may require it.

All saved/synced contact logs are read-only on the mobile device, where they will remain for review purposes for 1 day. For review beyond one day, refer to CICIO.

Contact logs cannot be deleted from Case Connect once they are synced. However, contact logs created in Case Connect can be managed in CICIO in the same manner that contact logs created in CICIO can.

Users will have access to all cases and providers they are the case/provider owner of, and of cases they have marked as an item of interest within CICIO.

Cases that are restricted within CICIO will have the same restricted access within Case Connect. Users will only have access to their own draft contact logs.

- Should a user's access to a case be restricted, their draft contact logs will be copied to the Restriction Owner. In this case, the restriction owner cannot edit the narrative of the contact log, but they will be responsible for completing the mandatory fields in order to sync it with CICIO.

### **Photos**

Photos should be taken and accessed through Case Connect, so that they are not uploaded onto the Cloud. This protects the photos, and the privacy of children and youth receiving intervention services.

## **Related Information**



### **Case Connect Support - CIBS**

CICIO Ministry Support Desk

1-855-474-7243

[CS.CICIOProgramsupport@gov.ab.ca](mailto:CS.CICIOProgramsupport@gov.ab.ca)

CICIO Support Desk (Calgary)

1-403-592-3169

[CICIO.Calgary@gov.ab.ca](mailto:CICIO.Calgary@gov.ab.ca)

GoA Service Desk

1-888-427-1GoA(1462)

[goa.servicedesk@gov.ab.ca](mailto:goa.servicedesk@gov.ab.ca)

To report a broken link click [here](#).

Superseded

# Practice Supports

Practice Support: <b>Mobile Devices</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">1.1.6 Mobile Devices</a>	Revision Date: January 13, 2020
	Page 1 of 3

## Child Intervention Practice Framework Principles

CS staff exercise good judgement when using mobile devices to provide intervention services to a child or youth, to foster their safety and best interests and to protect their privacy.

Mobile devices play a vital role in information collection and interactions within CS and with children and youth receiving intervention services. Mobile devices facilitate timely management of records. To support continuous improvement, CS staff receive training on the appropriate use of mobile devices in order to be aware of the risks when accessing CS systems or data.

When frontline CS staff are using mobile devices to access any ministry system or data, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Mobile devices are used in accordance with the provisions under sections 115.1 and 115.2 of the [Traffic Safety Act](#) and the [Distracted Driving Regulation](#).

- Information about employee responsibilities related to motor vehicle safety and the use of mobile wireless devices may be found in the [GoA Occupational Health & Safety Program](#).

Access to mobile applications will require GOA credentials to login, which is consistent with the credentials used to login to MyAgent:

- User ID: GOA ID, Password: GOA Password

### Guidelines for using mobile devices

Take reasonable precautions when viewing and accessing information to ensure that client information cannot be overheard and/or viewed by unauthorized parties.

Do not to use a personal mobile device to record any photographs, audio, or videos regarding children, youth, families, and community members or for meetings.

Use only approved technologies, processes and procedures for capturing, using, and preserving information and evidence of business activities on mobile devices.

Do not use Dropbox or other file sharing applications or third party email, calendar or other applications (e.g. Instagram, Snapchat, etc.) on GoA issued mobile device, as this information is exposed to the internet and could be compromised.

Do not “jailbreak” or “unlock” a GoA issued mobile device, or install software, except using methods approved by the manufacturer or wireless service provider, as this can allow others to circumvent passwords on the device.

To minimize the risk of compromising, or the theft of, mobile devices, it is best practice that users treat mobile devices as if they are confidential case files by ensuring that mobile devices:

- remain in the user’s possession at all times, and are not left unattended,
- are stored in a secure location out of sight (e.g. in a locked file drawer) when not in use.

### **Passwords**

Use a password locking mechanism. The password is set with a usage timeout of no more than 5 minutes.

Change passwords at least once every 2 months.

Do not use automatic log-in procedures (e.g. automatic password saving).

- Use passwords to backup a mobile device. Backup will include all user data including GoA email.
- Activate the ‘find my device’ feature if your mobile device such as an iPad has a ‘find my iPad’ function.
- Use a different password for each mobile device or application. In case one password is compromised, other devices will remain protected.

### **Lost, Stolen or Compromised Devices**

- In the event a mobile device is comprised, lost or stolen, immediately:
- inform the casework supervisor,

- contact the GoA Service Desk to wipe the device of all data (email, calendar, application etc.) and discontinue any system or data access,
- contact the device's wireless provider to have the wireless network access cancelled to prevent ongoing use, if the device is still connected to the wireless provider's network.

## Related Information



[Traffic Safety Act](#)

[Distracted Driving Regulation](#)



[CICIO User Guide](#)

[Child Intervention Business Support \(CIBS\) Support Desk](#)

**[CICIO Ministry Support Desk](#)**

- [1-855-474-7243](tel:1-855-474-7243)
- [CS.CICIOProgramsupport@gov.ab.ca](mailto:CS.CICIOProgramsupport@gov.ab.ca)

**[CICIO Support Desk \(Calgary\)](#)**

- [1-403-592-3169](tel:1-403-592-3169)
- [CICIO.Calgary@gov.ab.ca](mailto:CICIO.Calgary@gov.ab.ca)

[GoA Occupational Health & Safety Program](#)

[GoA ICT Client Portal – About Mobile Devices](#)

[Code of Conduct and Ethics, Public Service of Alberta](#)

[Information Security Management Directives](#)

[Protecting People's Personal Information \(PPPI\)](#)

[Information Security Incident Response Plan \(IRP\)](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Obtaining Funding to Maintain a Child in Care</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">9.4.2 Obtaining Funding to Maintain a Child in Care</a>	Revision Date: May 13, 2021
		Page 1 of 6

## Child Intervention Practice Framework Principles

CS has a responsibility to apply for and obtain funding for children and youth in the care of the director, who meet the eligibility criteria for Children's Special Allowance (CSA) and/or any pension and benefit plans.

Working collaboratively with the guardian, caregiver and support network in applying for benefits ensures accurate information is obtained and encourages awareness of the resources available to support children and families. It also fosters relationship-building, and encourages the support network to support the child or youth, and be involved in planning for their care.

When applying for and obtaining funding for a child or youth in care consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Children's Special Allowance (CSA)

Under the *Children's Special Allowances Act*, when a child or youth enters the director's care CS is eligible to apply for a Special Allowance payment from the Government of Canada. The CSA program provides payments to federal and provincial agencies and institutions that care for children or youth. Once a child or youth enters the care of the director, the guardian is no longer eligible to receive the Canada Child Tax Benefit for their child or youth.

An **application is automatically generated** by the electronic information system when:

- the CS file is open,
- the child or youth is placed with a caregiver (excludes a young offender facility),
- there is a legal authority of:

- CAG/CAY,
  - Interim CO/CO,
  - TGO,
  - PGO,
  - PGA, or
  - EAY if the placement type is supported independent living or independent living,
- the child or youth is not yet 18 years, and
  - the child or youth's province of birth is entered into the electronic information system.

**NOTE:** An electronic application is not made for a file open in a DFNA. DFNAs manually submit and cancel their own applications. Additional information is available on the CSA/CRA website.

A **notice to cancel the CSA** for CS is automatically generated electronically when:

- a new legal authority is entered that does not meet the criteria above,
- the current legal authority expires and a new legal authority is not entered,
- a case is transferred to a DFNA,
- a case is closed,
- a child or youth dies,
- a child or youth is placed with a caregiver outside of Alberta for over 60 days, or
- a child or youth is placed in parental care or in a young offender facility.

**NOTE:** If CS entitlement to a Special Allowance payment ends, advise the guardian or caregiver to apply for the Canada Child Tax Benefit.

If a child or youth is returned to their guardian and their legal status is still in place, the casework supervisor can override the CSA application process to enable the guardian to receive the CSA for the child or youth in their custody.

### **Child Disability Benefit (CDB)**

As a supplement to CSA, children or youth with a severe and prolonged impairment in physical or mental functions (has lasted, or is expected to last, for a continuous period of at least 12 months) may also be eligible for the CDB. Guardians are eligible to receive this benefit and CS should collaborate with them to apply for it.



To apply for the CDB:

- Complete Part A of Form T2201, Disability Tax Credit Certificate.
- Have Part B of this form completed and signed by a qualified physician.
- CS sends the original completed and signed form to:  
Children's Special Allowance Coordinator  
Financial Client Payments and Revenue  
Community & Social Services  
4<sup>th</sup> Floor 10405 Jasper Avenue  
Edmonton, AB T5J 4R7
- The Children's Special Allowance Coordinator (CSAC) submits the documents to Canada Revenue Agency (CRA).
- DFNAs send the original completed and signed form directly to CRA. The address is indicated on the CDB form.
- Once CRA has reviewed the application, CRA advises the CSAC or the DFNA of the outcome of the application for the CDB.

### **Pensions and Benefits**

When a child or youth in the care of the director may be entitled to receive a pension benefit listed below, contact the appropriate agency for information on application procedures and apply for the pension or benefit for the child and youth.

Notify the appropriate pension or benefit agency when a child or youth receiving a pension or benefit leaves the care of the director.

#### Canada Pension Plan (CPP)

The CPP Children's Benefit (formally called the CPP Orphan's Benefit) provides benefits to dependent children and youth if the deceased or disabled parent made sufficient contributions to the CPP. For additional information please visit the CPP website.

#### ***CPP Survivor Benefits for Children and Youth in Permanent Care***

When CS receives CPP survivor benefit payments of the child or youth under PGO or PGA, the caseworker must make a referral to the OPGT to have the funds directed to the OPGT to be held in trust for the child or youth to access when they turn 18. The OPGT is responsible for managing the funds in the best interest of the child or youth under the Minor's Property Act.

To open a trust account for the child or youth with the OPGT, provide the following information to the OPGT:

- The name of the deceased parent or guardian and date of death
- The child or youth's full name and date of birth
- Copy of the child or youth's Birth Certificate
- Copy of the PGO or PGA
- Child or youth's SIN
- The caseworker's contact information

OPGT Contact Information:

Office of the Public Guardian and Trustee  
4<sup>th</sup> floor, 10365 97 Street  
Edmonton, AB T5J 3Z8  
Phone: (780) 427-2744  
Fax: (780) 422-9136

The OPGT will be responsible to provide notification to the Government of Canada to request the benefit payments transferred from CS to the OPGT. While this request is being processed, caseworkers must continue to send received benefit payments to the OPGT.

Transition Planning

If the youth in care has a CPP survivor benefit trust account open with the OPGT, ensure the trust funds are taken into account in transition planning for the youth. Discuss the following with the youth, their support network and caregiver:

- The youth's current CPP survivor benefit funds in trust,
- The planning and decision-making on the next steps to support the youth to access and how to manage the trust funds that is payable once the youth turns 18.
- The OPGT cannot make financial decisions for the youth when they turn 18.

Ensure the voice of the youth is heard through out the planning and decision-making process.

In collaboration with the youth, their support network, caregiver, and a casework supervisor to determine if the youth can make reasonable judgements in respect to their financial affairs before the youth turns 18. If the youth does not have the capacity to make decisions respecting any financial matter, an application for New Guardianship and/or Trustee Order is required. Ensure the following forms are completed and returned to OPGT:

- Capacity Letter to Children's Services (provided by the OPGT)

- Capacity Assessment Report Guardianship or Trusteeship or Both [OPG5560] (completed by the child or youth's physician if applicable), and
- Office of Public Guardian and Trustee Referral [PT0002] (if applicable)

**Note:** When the young adult turns 18 years old, the CPP survivor benefit trust funds with all interest earned is paid out by the OPGT in a one time distribution to the young adult.

#### When an Adoption or Private Guardianship Order is Granted

If an adoption or private guardianship order was granted on a child or youth under PGO or PGA, the caseworker must inform the new guardians if the child or youth has a trust account with OPGT. Provide the new guardian with the OPGT's contact information.

The caseworker must also notify the OPGT when an adoption or private guardianship has been granted on a child or youth. This is important as the OPGT will need to notify the Government of Canada of the change in guardianship from CS to the new guardians, to ensure the child or youth's CPP survivor benefit file gets updated.

#### Veterans Affairs Canada (VAC)

Surviving children and youth may qualify for benefits including financial help to continue their education past high school. For additional information, please call Veteran Affairs Canada at 1-866-522-2122 or visit their website.

#### Workers' Compensation Board (WCB)

The Workers' Compensation Board provides benefits to dependent children and youth if their parent has died as the result of a work-related cause. For additional information, please visit the WCB website.

#### **Documentation**

Document all conversations, consultations and decisions made on a contact log in the electronic information system.

Update the Children's Special Allowance tab on the electronic information system.

Enter the child or youth's Child Disability Benefit status into the electronic information system, and update when new information is available.

Enter the child or youth's Canada Pension Plan or Veteran Affairs Canada or Workers' Compensation Board benefits on a contact log in the electronic information system, and update when new information is available.

Enter all contacts, activities, consultations and information regarding CPP survivor benefits on a contact log in the electronic information system.

## Related Information



[5.6 Child Support Agreements and Orders](#)



[Children's Special Allowance Act](#)



[Disability Tax Credit Certificate \[T2201\]](#)

[Capacity Assessment Report Guardianship or Trusteeship or Both \[OPG5560\]](#)

[Office of Public Guardian Trustee Referral \[PT0002\]](#)

[Transition to Independence Plan \[CS3476\]](#)



[Child Disability Benefit](#)

[Children's Benefit \(CPP\)](#)

[Children's Special Allowance](#)

[Veterans Affairs Canada](#)

[Workers' Compensation Board](#)

[Office of the Public Guardian and Trustee \(OPGT\)](#)

[CICIO User Guide](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>On/Off Reserve Verification</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">2.1.4 On/Off Reserve Verification</a>	Revision Date: October 19, 2021
		Page 1 of 3

## Child Intervention Practice Framework Principles

CS collaborates with the federal government and Indigenous partners to ensure funding for child intervention services is provided by the responsible level of government to Indigenous children, youth, and families. When appropriate, CS shares information with federal and Indigenous partners to coordinate funding responsibilities for supporting Indigenous children, youth, and families.

When planning and making decisions for Indigenous children and youth regarding on/off reserve verification, consider every one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Determine on- or off-reserve residency

1. Determine whether the child or youth is:
  - of Indigenous ancestry, or
  - living on a reserve or in one of the specified communities of Cadotte Lake, Fort Chipewyan, Fort McKay, Garden River or Little Buffalo, or
  - receiving services from a DFNA
2. If the child or youth is not included in one of the above categories, take no further action. These children or youth are determined to be off-reserve.
3. If the child or youth is included in one of the above categories, complete the four questions for On/Off Reserve Verification Status in the electronic information system and submit it to the verification officer. Ensure all questions are fully answered and that the information is accurate.
  - If the answer is “no” to all four questions, the child or youth is designated **off-reserve**.
  - If the answer is “yes” to any question, the child or youth is designated **on-reserve**.

**NOTE:** The four questions in the On/Off Reserve Verification Status in the electronic information system are regarding the child or youth's parent(s), guardian(s), or caregiver(s) but are used to determine the residency of the child or youth at the time of intake.

When the on-reserve/off-reserve residency for a child or youth has been determined, the verification status must be provided to the verification officer, as there may be a transfer of funds, for the following cases:

- CS files for all children or youth ordinarily resident **on-reserve**, and
- DFNA files for all children or youth ordinarily resident **off-reserve**. DFNAs must also complete forms for all children or youth on-reserve and provide these to CIRNAC/ISC.

The verification officer will review the information for accuracy and to determine which agency (CIRNAC/ISC, a DFNA or CS) has financial responsibility for services.

If there are problems with the information submitted for the on/off reserve verification, the verification officer will return the form in the electronic information system for clarification. The information must then be edited and resubmitted in the electronic information system as soon as possible.

Once the form is completed in the electronic information system and the verification officer has verified the information is accurate and verified the on/off reserve status, the verification officer will forward the form to the responsible agency, CS region, or CIRNAC/ISC.

If an issue arises, the verification officer will contact the caseworker and agency, CS region, or CIRNAC/ISC to assist in resolving the issue. The caseworker can contact the verification officer at [CS.OnOffVerification@gov.ab.ca](mailto:CS.OnOffVerification@gov.ab.ca).

### **Timeframe**

Verification of residency and all recording must be completed within 30 days of opening the file to an ongoing case.

### **Documentation**

Ensure the child or youth's identity, racial origins, ethnic backgrounds, registration, membership or affiliation information is entered on the Person home page in the electronic information system.

Complete the Verification of on/off reserve status form within the electronic information system within 30 days of opening the file.

## Related Information



### [3.2.1 Case Transition CICIO User Guide](#)



### *Canada/Alberta Arrangement for the Funding and Administration of Social Services (Administrative Reform Arrangement)*

In January 1992, Alberta and Canada jointly announced the introduction of this document, which pertains to the funding and administration of social services to First Nation Individuals living in Alberta. The Administrative Reform Arrangement:

- Is intended to ensure that all persons have access to the same or comparable level and range of services regardless of whether they live on- or off-reserve.
- Sets out the respective funding and administrative roles of Canada and Alberta in relation to services provided under CYFEA to First Nation Individuals in Alberta.
- Establishes the criteria used to determine “ordinarily resident on-reserve”.

**On-reserve children or youth:** CIRNAC/ISC is responsible for funding the delivery of services under CYFEA to all persons ordinarily resident on-reserve or in a specified community.

**Off-reserve children or youth:** CS is responsible for funding and delivering services under CYFEA to all persons ordinarily resident off-reserve (excluding in specified communities).

[Crown-Indigenous Relations and Northern Affairs Canada](#)

[Indigenous Services Canada](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support: <b>Opioids</b>	Issue Date: December 12, 2017
Policy Reference: 7.2.1 Alerts 7.2.4 Reporting a Serious Injury 9.1.3 Medical Care	Revision Date: October 19, 2021
	Page 1 of 6

## Child Intervention Practice Framework Principles

CS supports children and youth struggling with opioid or substance abuse to access services to maintain their safety and wellbeing. Collaboration with the child or youth, the guardian, support network, and medical professionals facilitates shared planning and decision-making. This fosters and empowers members of the support network to gain the knowledge and ability to assist with mitigating the risks associated with opioid use. CS works together with the child or youth, guardians, and their support network to build on existing strengths to assist an individual at risk of overdose to plan for safety.

When providing supports and services to a child, youth, or family at risk of using, or currently using, substances ensure every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement

## Practice Process

### Opioid Overview

When working with families and/or youth with substance use disorder it is important to understand that even if individuals are not disclosing opioid use, the substances that they are using may be potentially cross-contaminated or laced with opioids such as Fentanyl.

Caseworkers should be aware of the symptoms of medical distress from an overdose or accidental exposure. Signs and symptoms of an opioid overdose can include:

- slow or no breathing
- blue lips and nails
- no movement
- choking or throwing up



- tiny pupils
- cold and clammy skin
- seizure
- gurgling or snoring sounds

More information on opioid overdose signs and symptoms can be found [here](#).

The Provincial Opioid Response is led by Alberta Health Services and detailed and current information regarding opioids - Fentanyl and Carfentanyl can be found [here](#).

### **Case Planning**

Detailed and documented collaborative case planning is required to best support safety and well-being when opioids are involved and must include planning for both the person using and the safety of those around them. Case planning should be comprehensive in approach and recognize the existing strengths the youth and/or family have and utilize and build upon those existing strengths. The use of Elders or other cultural or spiritual connectors to the youth and/or family as well as any significant relationships should be offered as a support when applicable.

When case planning for a youth and/or family affected by opioid use, we recognize that addictions do not occur in isolation and that there may be other factors such as unaddressed mental health struggles, disabilities, as well as previous trauma, and intergenerational trauma. Assessment should take into consideration more than just the addiction present and include mental health, trauma experienced and what supports the youth and/or family currently have available to them in their community.

### Youth

If a youth is suspected of using opioids, such as Fentanyl and Carfentanyl, actively support the youth to attend an appointment with a medical doctor to have their health and well-being assessed as well as to receive education and information on opiates. Assist the youth in picking up a Naloxone kit if assistance is required and ensure the youth receives training on how to properly use the Naloxone kit in an emergency. Encourage and support the youth to always carry the Naloxone kit with them as part of their safety plan.

### Medical Care

If the person using opioids is a youth, ensure they are receiving regular medical care.

### Safety Planning

Safety planning must include the youth, caregivers, guardians, the identified support network, professionals working with the family, and the caseworker. Safety planning will include each individual's role in providing safety. Each plan is unique and catered to the individual needs and circumstances of the person it is created for.

The safety plan for the person who uses opioids should include planning for the environments where they are likely to come across the opioids. The person using opioids should be supported to obtain a Naloxone kit, if they have not already done so.

When safety planning with youth, ensure that the youth knows that as part of their safety plan they can always call 911 without repercussions for medical support. In the youth's safety plan, plan with the Family/Natural Supports network as to who will attend the hospital in the event of an overdose to provide support to the youth and who will notify the caseworker and how the caseworker will notify the Family/Natural Supports network.

A safety plan should also include those who live with and spend time with the person using. This safety plan is for what to do in the event of an accidental exposure to a substance that may be an opioid, as well as universal precautions to be exercised.

Overdose prevention guidelines include:

- use with a sober friend, a friend who will notice and provide assistance when their friend is ill and never use opioids alone,
- do not mix opioids with other illegal drugs or alcohol,
- carry a Naloxone kit, and
- call 911 when needing medical assistance.

**NOTE:** The *Good Samaritan Drug Overdose Act* protects a person from criminal charges for simple drug possession when they have called 911 for themselves or another person or are at the scene of an overdose. The *Emergency Medical Aid Act* protects a Volunteer from liability for providing voluntary emergency first aid and assistance to an individual who is ill, injured or unconscious at the scene of an accident or emergency.

### Role of Caseworkers

The role of the caseworker is to continue delivering intervention services while being alert to increased risk by recognizing signs and symptoms of opioid use. Ongoing and continuous collaboration between the youth, guardians, caregivers, Family/Natural Supports network, service providers and the caseworker is essential when creating and reviewing safety plans in order to keep everyone safe.

Caseworkers must ensure that their First Aid Training is current and continue to follow routine practices and universal safety precautions. Caseworkers should always be assessing for their personal safety and in the event of an overdose or suspected overdose of a person, immediately call 911 and follow instructions.

### NARCAN® Nasal Spray

Caseworkers can carry and administer NARCAN® Nasal Spray under the direction of emergency medical personnel. Caseworkers are not required to carry and administer NARCAN® Nasal Spray as part of their work related duties. However, if the caseworker chooses to carry and administer NARCAN® Nasal Spray they must have:

- a current First Aide Certificate,
- completed the online NARCAN® Training, and
- an awareness that individuals treated with NARCAN® Nasal Spray may have a reaction that includes aggressive behaviours.

**NOTE:** The *Emergency Medical Aid Act* does not apply to caseworkers who choose to administer NARCAN® Nasal Spray as part of their work related duties.

CS offices and group care facilities can also have NARCAN® Nasal Spray on site and available for workers to administer in the event of an overdose. Any offices or facilities that have NARCAN® Nasal Spray on site must be aware of proper usage, storage, and expiration dates.

### Naloxone Kits

Caseworkers are NOT to administer Naloxone unless under the direction of emergency medical personnel. Caseworkers are NOT to carry a Naloxone kit as part of their work related duties. Naloxone is carried by the person at risk and the intent is that it will be self-administered or medical professionals will administer the Naloxone.

### Home Visits

If at any time the caseworker feels unsafe while attending a residence where there is suspected opioid use, the following steps should be taken immediately:

- leave the home immediately and take the child or youth if possible and safe to do so

- if unable to take the child or youth due to safety issues, leave the home immediately
- call 911 for assistance
- update the casework supervisor

When working with a guardian under assessment or with an open intervention file and opiate use is suspected, there is a heightened risk of exposure to the opioid. Whenever possible:

- Attend these home visits with another caseworker or with a professional who is working to support the family in order to ensure prompt medical attention is sought in the case of accidental exposure.
- Use universal precautions to limit your exposure to opioids. Carry a barrier kit with Nitrile gloves and use as required.
- In circumstances where the caseworker attends the home alone, ensure that the working alone procedure is in place to check in with a colleague or casework supervisor on a predetermined time frame in order to ensure the caseworker's safety.

Support the guardian in obtaining a Naloxone kit and ensure the guardians and their support network receive the training and education on using the Naloxone kit. Support and encourage the guardian to carry the Naloxone kit with them at all times as part of their safety plan.

#### After an Overdose or Suspected Overdose of a Youth or Guardian

- Encourage the person to call health Link at 811 or anonymously report Naloxone kit usage and assist the person in accessing a replacement Naloxone kit.
- Reassess the safety plan in person and include the youth and/or guardians, the support network, and professionals in planning.
- Debrief with a casework supervisor and obtain support for experiencing this traumatic event.
- Complete an Incident Report form [CS2681] and forward as instructed to their casework supervisor.

#### **Documentation**

Document all contacts, consultations, decisions and rationale for decisions in a contact log in the electronic information system.

Ensure alerts are entered and updated in the electronic information system regarding a person's opioid use, particularly Fentanyl and Carfentanyl. Include dates of any overdoses or potential overdoses.

The safety plan for the person must be entered into the electronic information system.

Document any NARCAN® Nasal Spray or Naloxone Kit use in a contact log in the electronic information system. Complete a Mandatory Notification to Office of the Child and Youth Advocate in the electronic information system.

Document any hospitalizations or medical emergencies in a contact log and on the Medical tab in the electronic information system. Complete a Mandatory Notification to Office of the Child and Youth Advocate in the electronic information system.

## Related Information



[Emergency Medical Aid Act](#)

[Good Samaritan Drug Overdose Act](#)



[Incident Report \[CS2681\]](#)



[Fentanyl Information and Resources](#)

[Health Link](#)

[Alberta Government Opioid Response](#)

[Addiction and Mental Health Roles and Responsibilities: A Guide for Children's Services and Community and Social Services](#)

[Online NARCAN® Training](#)

# Practice Supports

Practice Support:	<b>Other Requests to Release Information</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.2.7 Other Requests to Release Information</a>	Revision Date: October 19, 2021
		Page 1 of 4

## Child Intervention Practice Framework Principles

CS has a responsibility to ensure information is appropriately released for other requests as per FOIP and CYFEA, with the appropriate consent. CS works collaboratively with all relevant persons such as the caseworker, the person requesting the information and other key stakeholders to release information to those involved in the administration of intervention services. This fosters the safety and best interests of children and youth currently receiving those services from CS, and aligns with CS's commitment to continuous improvement.

When other requests to release information is received, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Discuss with the child or youth, guardian, support network, and family the request for a release of the child or youth's information, and the purpose of the request.

Consult with the casework supervisor regarding who is making a request for release of information about a child or youth receiving intervention services, and the purpose of the request.

In any circumstance when there is question about whether information should or should not be released because of FOIP, consult with the Information and Privacy Office.

Disclosure of personal information necessary for planning the day-to-day care of a youth is permitted without the Minister's consent per s.126(1)(a).

### Fatality Inquiry

If a request for information for a fatality inquiry is received, notify the casework supervisor and contact Legislative Accountabilities and Supports Unit (LASU) immediately.

LASU will engage with a lawyer as required.

### Releasing Information for a Youth Criminal Justice (YCJA) Matter

If there is a request for information from a youth, their worker, guardian or lawyer, about a youth involved in an YCJA matter who has an intervention record;

- Consult with the casework supervisor.
- Consult with CS/CSS Legal Team.
- Follow the procedure for sharing information in Youth Criminal Justice Protocol.

Requests for information from Solicitor General fall under s.126(1)(e) and require the written consent of the Minister. This consent is delegated through the Minister to a director.

The disclosure of any information provided to the Solicitor General must be vetted for reporter information, solicitor-client privileged information and third party information that has no relevance to the matter. This would also include vetting information that is potentially sensitive or harmful to the youth or poses a safety risk to a third party or caseworker.

Information identifying the reporter may not be disclosed by anyone other than the Statutory Director.

If a child or youth is under PGO, PGA or TGO, information required for the care and treatment of the child or youth may be disclosed.

For further details about the release of information, refer to the Youth Criminal Justice Protocol.

### Receiving YCJA Information

The YCJA sets out who has access to YCJA information. A director may, upon request, have access to YCJA records when the director:

- has the legal authority of a parent of the youth during the course of a proceeding or sentence, or
- is engaged in the supervision or care of the child or youth, or
- is conducting an assessment, or providing services under CYFEA.

CS must hold YCJA information in strict confidence and shall not disclose that information to any person unless disclosure is authorized under YCJA.

When a file contains YCJA information, a label must be affixed on the front of the child or youth's file. The label shall read:

**“THIS FILE CONTAINS YOUTH CRIMINAL JUSTICE INFORMATION AND THIS INFORMATION MAY NOT BE DISCLOSED EXCEPT IN ACCORDANCE WITH THE YOUTH CRIMINAL JUSTICE ACT”**



For further details about the access to information related to YCJA matters refer to the Youth Criminal Justice Protocol.

### Releasing Information with Ministerial Consent

Information may be disclosed with Ministerial consent per s.126(1)(e). In all instances where a request is received that will require the Minister's consent for disclosure of information, notify a casework supervisor and contact the CS/CSS Legal Team on how to proceed.

### Miscellaneous Request

If a request is made by other persons who are not providing services, or are third party individuals, or persons who have no connection to the case (including media), direct them to the FOIP Office - People, Families and Communities Sector (PFCS) to make a request under FOIP without confirming whether there is a record for the person.

### Documentation

Document all requests for the release of information, and all discussion and actions relating to the release of information on a contact log in the electronic information system.

Place copies of requests for information and any consent to release information forms on the physical file. Attach electronic documents in the electronic information system.

## Related Information



[1.2.0 Releasing Information Overview](#)



[Freedom of Information and Protection of Privacy Act \(FOIP\)](#)  
[Youth Criminal Justice Act \(YCJA\)](#)



[Consent to Release Information \[CS0470\]](#)



FOIP Office - People, Families and Communities Sector (PFCS)  
Phone: 780-427-2805



Email: [CSS.CSFoipOffice@gov.ab.ca](mailto:CSS.CSFoipOffice@gov.ab.ca)

CICIO User Guide

[Youth Criminal Justice Protocol](#)

LASU Contact Information

[CS.Disclosure@gov.ab.ca](mailto:CS.Disclosure@gov.ab.ca)

To report a broken link click [here](#).

Superseded

# Practice Supports

Practice Support:	<b>Peace Officer Involvement and Offences</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.9 Peace Officer Involvement and Offences</a>	Revision Date: January 13, 2020
		Page 1 of 3

## Child Intervention Practice Framework Principles

Children's Services works jointly with peace officers to coordinate activities and share information, to ensure that a child or youth is protected from harm and to assist with criminal matters. Working collaboratively builds relationships, which assist in making the best possible decisions about a child or youth receiving intervention services from CS. It promotes safety and provides better outcomes for children, youth and families.

Practice involving a peace officer should consider every one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Peace Officers as a Referral Source

Peace Officers may act as a referral source by providing a report under s.4 or s.5.

Ensure that reporter information, in this case the police agency, is handled as privileged, as it is with any other person making a report per s.126.1.

### Exercise of Authority by a Peace Officer

Peace officers are authorized to take certain actions under CYFEA including:

- assist in an apprehension per s. 19(1)(b) and s.19(3)
- apprehending a child or youth without an order, per s.19(12) and s.19(14),
- apprehending and conveying a child or youth, who is the subject of a secure services order or certificate, to a secure services facility per s.48(1), 48(2), and s.48(11).

### Peace Officer Assistance in a Joint Investigation

In instances where it is determined a joint investigation is necessary, make every effort to coordinate this activity with a peace officer.

If there appears to be imminent risk to a child or youth and a peace officer is unable to respond in a timely manner, in consultation with a casework supervisor initiate an investigation without a peace officer being involved.

- Ensure casework supervisor consults occur throughout this process. Delays in coordinating this activity shall not limit a director's ability to provide intervention services or ensure the safety of a child or youth.

To involve a peace officer in an investigation:

- consult with a casework supervisor,
- continue to provide intervention services,
- continue to provide all mandated duties as required by CYFEA, and
- involve a peace officer as directed by the casework supervisor.

### Sharing Information with a Peace Officer

When involving a peace officer in a joint investigation, information can be shared with a peace officer per s.126(1) of CYFEA and s.40(q) of FOIP. The disclosure of reporter information cannot be provided to a peace officer when completing a joint investigation.

If a peace officer requests information regarding the reporter, the file, or for a copy of the file, immediately:

- Consult with a casework supervisor regarding the request.
- The casework supervisor notifies LASU by email at [CS.Disclosure@gov.ab.ca](mailto:CS.Disclosure@gov.ab.ca). LASU will obtain legal advice if necessary.
- The worksite office must send to LASU the physical copies of all file information it requires, within 5 business days.
- LASU will ensure that all information has been vetted prior to release.
- LASU will release the information directly to the requesting law enforcement agency and will ensure that a copy of the letter of the release is sent to the originating office.

### Reporting an Offence

The *Criminal Code* includes various offences towards children and youth such as those related to:

- failure to provide the necessities of life,
- physical harm, and
- other violent or sexual offences toward a child or youth.

Referral to a peace officer should occur when:

- a child or youth has observable injuries and it is believed the injuries are a result of abuse,
- a child or youth has been sexually assaulted, and/or
- a child or youth whose whereabouts are unknown is believed to be in need of intervention,
- if the director has reasonable grounds to believe that a person has committed an offence per s.4(6), 126.2(4) or 130.
  - If appropriate, first encourage that person to self-report to a peace officer.

### Documentation

Document all decisions, consultations, and rationale for decisions regarding the involvement with a peace officer on a contact log in the electronic information system.

## Related Information



[1.2 Releasing Information](#)

[1.2.3 Releasing Information for a Law Enforcement Request](#)

[3.1.1 Receiving Referrals](#)

[3.1.2 Intake](#)

[3.1.3 Safety Phase](#)



[Criminal Code](#)



[CICIO User Guide](#)

[Legislative Accountabilities and Supports Unit \(LASU\)](#)

[CS.Disclosure@gov.ab.ca](mailto:CS.Disclosure@gov.ab.ca)

To report a broken link click [here](#).

# Practice Supports

Practice Support: <b>Permanent Guardianship Agreement</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">5.2.5 Permanent Guardianship Agreement</a>	Revision Date: January 13, 2020
	Page 1 of 4

## Child Intervention Practice Framework Principles

CS collaborates with a guardian who is unable to provide care to their child and wants to surrender guardianship of their child for the purpose of adoption. CS recognizes and supports the guardian's rights and responsibilities in decision-making for their child, and provides information to help the guardian understand options, requirements, the process and consequences of signing a PGA. Working together with the guardian through this process helps them to make an informed decision.

Prior to entering a PGA with guardian, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Support

A PGA must be signed by all guardians to be processed and considered legal.

A PGA must be signed by a manager or DFNA Director to be legally valid.

- The manager or DFNA Director reviews and signs the agreement within one business day of its receipt.
- The manager or DFNA director must be satisfied that birth parent counselling has been provided to facilitate the guardian's ability to make an informed decision.

Adoption Services is responsible for children who have been surrendered to the director under a PGA.

- Ensure that any child under a PGA has been referred to Adoption Services for matching.

If child who is the subject of a PGA is not immediately placed into an adoptive placement, they are placed with an approved caregiver.

**NOTE:** It is important to obtain an adoption placement as quickly as possible.

### Criteria

When considering a PGA, ensure the situation meets the following criteria:

- the child has been in the custody of at least one guardian for a cumulative period of less than 6 months,
- the guardian wants to surrender guardianship of the child, and
- the guardian is capable and willing to enter the agreement.

Collaborate with the guardian to provide birth parent counselling.

Support the guardian's responsibility to make an informed decision for them and their child by ensuring the guardian is fully aware of:

- options available to them,
- the possible consequences of each option.

For the process and procedures on completing a PGA, see Policy 2.2 (Adoption).

Case management responsibilities may be assigned to a protection caseload if a child under PGA is not immediately placed in an adoption placement.

Ensure that the child or youth receives all services for which any other child or youth under a PGO is eligible.

### Termination of a Permanent Guardianship Agreement

A 3<sup>rd</sup> Person Consult is required prior to terminating a PGA.

A guardian who enters into a PGA, may, within 10 days after the date of signing the PGA, terminate the agreement by providing a request in writing to the director, per s.12(1).

- Upon receiving such a request, the director is required to notify any other guardian who is a party to the PGA, and return the child to the guardian who requested the termination within 48 hours.
- If the director is of the opinion that a termination requested by a guardian would result in the child being in need of intervention, collaborate and discuss concerns with the guardian to involve them in the planning and decision making.
  - Ensure they understand the director may enter into an agreement or make application to the court for a protective services order.

A person claiming to be the parent of a child who is the subject of a PGA, may, within 10 days of the agreement, apply to the court for an order to terminate the agreement, per s.13(1).

If such an application is made the court may, per s.13(5):

- declare the applicant to be a parent of the child,
- appoint the applicant as the guardian of the child, if:
  - the applicant is willing and capable to assume the responsibilities of guardianship of the child, and
  - it is in the best interest of the child, or
- direct that the child be placed in the custody of any guardian of the child if:
  - the guardian is capable and willing to assume custody of the child, and
  - it is in the best interest of the child.

If the court makes an order under s.13(5):

- the guardianship of any person who was a guardian before the PGA was entered into is revived,
- the guardianship of the child by the director is terminated, and
- if a person is appointed as a guardian of the child, that person is an equal guardian of the child with any other guardian.

If the court appoints the applicant a guardian under s.13(5)(b) it may make a further order terminating the guardianship of any other guardian, if:

- the other guardian consents to the termination, or
- if the court considers it necessary and desirable to do so.

An order made under s.13 does not come into effect until the director is served with a copy of the order.

If the director is satisfied that the child under a PGA should be returned to the guardianship of the person who was the guardian before the PGA was made:

- The director may apply to the court for an order to terminate the PGA. per s.35.
- If the agreement is terminated by the court, the person who was guardian immediately prior to the PGA was made is the guardian of the child, unless otherwise ordered by the court.

## Documentation

Record all contacts, consultations, decisions and rationale for decisions on a contact log in the electronic information system, as appropriate.

Ensure all electronic entries are up to date.

## Related Information



[1.1.1 Recording Contacts and Collection of Personal Information](#)

[2.1.1 First Nations Designate](#)

[2.1.2 First Nation Individual Registered under the \*Indian Act\*](#)

[3.1.3 Safety Phase](#)

[3.1.4 Intervention Services Phase](#)

[4.2.3 Tempcare Plan and Ongoing Connections Plan](#)

[4.2.4 Transition to Independence Plan](#)

[4.2.6 Planning for Connections and Permanency](#)

[5.3.4 Permanent Guardianship Order](#)

[2.2 Permanent Guardianship Agreement \(Adoption\)](#)

[3<sup>rd</sup> Person Consults](#)



[Children's Services Planning Form \[CS11680\]](#)

[Permanent Guardianship Agreement \[CS1618\]](#)

[Transition to Independence Plan \[CS3476\]](#)

To report a broken link click [here](#).



# Practice Supports

Practice Support: <b>Permanent Guardianship Orders</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">5.3.4 Permanent Guardianship Orders</a>	Revision Date: October 19, 2021
	Page 1 of 10

## Child Intervention Practice Framework Principles

Circumstances occur where a child or youth's safety, security or development cannot be maintained through less intrusive measures necessitating CS becoming the sole guardian of the children or youth via a PGO. When this occurs CS facilitates open communication with guardians and their support network to ensure the child or youth maintains the connections vital to their development and are supported to understand their history. By forming positive, respectful partnerships with guardians and their support networks CS supports children and youth to be connected with relationships that are important to them, their culture, and their family.

When pursuing a PGO for children and youth, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Obtaining Permission to Proceed for a PGO

Following an inclusive process of meaningful discussions and collaborative case planning with the guardian, support network, caregivers, cultural resources, and the casework supervisor and a determination has been made that all efforts towards reunification have occurred, ensure that the criteria for a PGO are met.

- review and analyse all case information to determine that permanent guardianship is the best option for the child or youth,
- consult with the child or youth, as appropriate, to understand the child or youth's voice and choices,
- consult with the manager/DFNA Director and complete a 3<sup>rd</sup> Person Consult, and
- complete a Consent by a Delegated Director, Biological Parent and/or Guardian [CS2047], for the manager/DFNA Director's review.

The manager or DFNA Director is responsible to ensure that:

- a diligent effort has been made to reunify the child or youth with parents,
- the child or youth is unlikely to return home within a reasonable time,
- involvement with a First Nations designate, per s.107 has taken place,
- consultation with a Métis Resource person has taken place, with the consent of the guardian, and
- a clear plan that addresses all 4 Areas of Connection is in place.
  - Complete the Children's Services Planning Form [CS11680], enter the PGO as the Legal Status, this will populate the Ongoing Connections Plan, refer to Policy 4.2.3 (Intervention) on how to complete the form.

The manager or DFNA Director shall:

- provide a written decision within 10 business days of receiving the request by completing, Consent by a Delegated Director, Biological Parent and/or Legal Guardian [CS2047].

### **Prior to a Hearing**

- Explain to the guardian only a director, not a guardian, can apply for PGO. Discuss the reasons for the application and that although their legal rights as parents will be terminated if a PGO is granted, planning will continue to safely involve them in their child or youth's life as part of the child or youth's support network focusing on the 4 Areas of Connection.
- Keeping the voice of the child or youth and their connections paramount, make every effort to reach agreement on family time with the child or youth, the family and other involved persons.
- Review the Ongoing Connections Plan and impact of family time on the adoptability of the child or youth.
- Advise the child or youth and guardian that, per s.34(8), a director, a former guardian of the child or youth, the child or youth 12 years of age or older, or any person with a significant relationship with the child or youth, may apply to the court for an order prescribing access between the child or youth and the former guardian or person with a significant relationship by completing; Notice and Application for Access under a Permanent Guardianship Order [CS1600].
- Ensure that the Ongoing Connections Plan reflects ongoing conversations with the guardians, the support network, the First Nations designate and Métis Resource person. The Ongoing Connections Plan should also include the legal permanent placement objective and detail how the 4 Areas of Connection will be addressed for the child or youth. The Ongoing Connection Plan should be prepared to be presented to the court.

- Discuss contribution towards maintenance of the child or youth with the parent and complete, if applicable, Agreement to Pay Child Support to a Director [CS3679].
- If the child or youth is believed to be a First Nation Individual registered under the *Indian Act* and a member of a band involve the First Nations designate per s.107.
- If the child or youth is Métis, consult with the Métis Resource person if consent has been obtained from the guardian to do so.

### **Making a Court Application**

Follow the procedures for preparing a court application as outlined in Policy 5.5 (Intervention) and the Checklist for Court Documents, and:

- Schedule a hearing:
  - within 10 days, if the application is following an apprehension,
  - within 30 days of filing the notice for:
    - a direct application, or
    - a review of a previous order.
- Complete file and serve, as applicable:
  - Notice and Application for a Review [CS1597] if the child or youth is under an existing TGO or SO, or
  - Notice and Application for a Permanent Guardianship Order and Access Order [CS1598] if the child or youth is not under an existing order.
- Serve notices at least 2 days before the date of the hearing.
- Whenever possible, complete an Access or Consultation Agreement [CS1619], that sets out the family time between the child or youth, and the parent or any other person with whom the child or youth has a significant relationship.
- If the matter cannot be resolved by agreement or if the terms of an agreement have not been complied with, complete, file, and serve a Notice and Application for Access under a Permanent Guardianship Order [CS1600]. The application for access can be made at the same time as the PGO application.
- Per s.34(9), the consent of a child or youth 12 years of age or older is required before an access order can be made.
- Obtain, as applicable, the following:
  - Consent by a Child 12 Years of Age or Older [CS1612],

- Consent by a Guardian [CS1613], and
- Access or Consultation Agreement [CS1619].
- Make every effort to reach an agreement on maintenance for the child or youth and complete, as applicable:
  - Agreement to Pay Child Support to a Director [CS3679]
- Provide evidence at the hearing and include:
  - information that ensures the legal criteria for a PGO are met per s.34(1),
  - address cumulative time in care, and if required, a plan of care for the child or youth, and
  - information to support other applications such as an access application or a maintenance application.

#### **Following the Hearing if a PGO is granted:**

- Inform the caregiver and all service providers.
- Advise all parties to any access order made, that a review may be requested at any time under s.34(13).
- If the child or youth is a First Nations Individual and a member of a band, provide a copy of the order to the First Nations designate within 20 days of the order being granted per s.107(3). If requested, send a copy of the order to the Office of the Public Guardian and Trustee.
- A Family/Natural Supports meeting is needed to plan next steps as well as discuss the impact of the PGO on all parties and how to maintain and strengthen the 4 Areas of Connection for the child or youth.
- If appropriate, prepare the case for transfer.

#### **Terms of an Order**

Per s.34(8) the court may make an order prescribing access between the child or youth and a former guardian or other person.

Per s.34(10) the director may enter into an agreement providing for access between the child or youth and a former guardian or other person.

- Evaluate any terms of access and collaborate with the former guardian to ensure significant relational connections are supported.
- If the terms of an existing order are inadequate, complete, file and serve Notice and Application for a Review [CS1597] and present the matter to the court.
- The court may vary access terms only if:

- the child or youth consents, if the child or youth is 12 years of age or older; and
- the court is satisfied that the access terms will not interfere with the adoption of the child or youth.

### **Duration of an Order**

Per s.40(2), a PGO remains in effect until whichever occurs first:

- the order is terminated by the court,
- a private guardianship order is granted
- an adoption order is granted
- the child or youth turns 18, or
- the child or youth marries.

### **Case Management**

- Provide the following as directed in policy:
  - services available to any child or youth in care,
  - contact with the child or youth, and
  - case planning.
- Ongoing planning is to occur regularly and should continuously be evaluated to address all 4 Areas of Connection for the child or youth. The use of Family/Natural Supports meetings and an intentional search and exploration for family are valuable tools to utilize in the planning process.
  - Children and youth have a right to know their information and history: Critically think and utilize the tools available, such as words and pictures and Memory Books, to determine which can be used to ensure the child or youth understands the legal status they have,
  - Assist them to understand how they came into care and how the people important to them will remain in their life,
  - Provide background information to the child or youth on an ongoing basis and as needed to meet appropriate developmental stages of growth,
  - If uncertain about sensitive information, consult with the casework supervisor and/or caregivers or other involved parties about releasing it and how to support the child or youth to process the information.
- While the child or youth is the subject of a PGO, the director will continue to re-assess the circumstances of the former guardians, extended family and other significant connections to determine if circumstances have

changed for the family. If safety can now be created that may allow for reunification.

- If reunification is not possible, an assessment and subsequent planning should identify how the former guardians, extended family and significant connections will be included in the child's life and support network.

### **Terminating a PGO or PGA**

S.35(1) allows the director to apply to have a PGO or PGA terminated. To proceed with this application, the director must be satisfied that the child or youth should be returned to the guardianship of the person who was the guardian prior to the permanent guardianship order or agreement.

#### Process for Terminating a PGO or PGA:

- A plan for reunification must be created and implemented that would provide for ongoing supports and resources as well as increased family time between the child(ren) or youth and their former guardian to allow for healing, rebuilding, and strengthening of this relationship.
- The former guardian and child or youth's natural support network should be a part of this transition planning process to ensure support for both the child(ren) or youth and the former guardian.
- Meetings and ongoing communication between the current caregivers and the former guardians should occur to develop a working relationship. The current caregiver has the best understanding of the child or youth's day-to-day needs and can share this information with the former guardian and support the former guardian with routine, school, any specialized care, the child or youth's behaviors, or challenges, etc.
- A 3<sup>rd</sup> Person Consult with the Category 4 or DFNA Director must occur before removing the child(ren) or youth from their current placement and into the care of their former guardian, as well as before an application can be made to terminate an existing PGO or PGA by CS or the DFNA.
- When it has been determined safe to do so and with the appropriate supports in place, the child(ren) or youth are placed in the home of the former guardian. The former guardian must be delegated as a caregiver with the Delegation of Powers and Duties to a Child Caregiver [CS1631] form.
- CS or the DFNA will provide financial supports to the former guardian for the care and maintenance of the child(ren) or youth as determined on a case by case basis. During this period, planning is essential to work on sustainability for the guardian to be able to meet the needs of the child(ren) or youth without the supports of CS or the DFNA. The former



guardian is also provided with all the supports that would have been available during the period of TGO such as a support network, referrals to community resources, and Family/Natural Supports meetings.

- Family/Natural Supports meetings must occur monthly once the child(ren) or youth have been placed back in the care of the former guardian. This ensures the child(ren) or youth and former guardian have the supports needed to address the child or youth's development and special needs to prevent potential breakdowns. If supports are needed, the family/natural support network come together to plan and support the placement and begin to develop some independence while continuing to inform the caseworker of their progress.
- The child(ren) or youth must be in the care of the former guardian for a minimum of 12 months before an application to terminate a PGO or PGA can be supported.
- Ongoing planning for sustainability continues for 12 months. Intensive contact and additional support should be added to prevent breakdowns, specifically during the first 3 months and at 7 months of the placement, ensuring effective sustainability as supports transfer from CS/DFNA to the community and family when the PGO or PGA is terminated.
- The Category 4 Director or DFNA Director shall provide a written decision by completing Consent by a Delegated Director, Biological Parent and/or Legal Guardian [CS2047].
- If the Category 4 or DFNA Director provides consent for an application to terminate, complete, file and serve:
  - Notice and Application by a Director to Terminate a Permanent Guardianship Order or Agreement [CS3614], to terminate a PGO or PGA, or
  - Notice and Application for a Review [CS1597], to terminate a PGO.
- If there is also a joint guardianship order in place:
  - Complete file and serve Notice and Application for a Review [CS1597], to terminate the permanent guardianship and joint guardianship orders.
  - In the notice, insert "Permanent Guardianship and Joint Guardianship" in the space indicated for the type of order.
  - After the first sentence in the "Application" section, add "I am also applying to terminate the joint guardianship order that was granted on (date)".
- Present the case in court following the procedures for all court hearings and be prepared to justify the application to terminate the order.

If the permanent guardianship is terminated:

- Notify the guardian and any caregivers.
- Cancel any benefit being received on behalf of the child or youth.
- Assist the guardian to register for Alberta Health Care and apply for the Canada Child Tax Benefit.
- Follow procedures in Policy 3.2.4 (Intervention) for a child or youth leaving care.
- Review the file to determine if the child or youth was eligible for and received the Alberta Resource Rebate cheque.
- Review the file to determine if a Registered Education Savings Plan was established for the child or youth and other educational incentives.
- Determine if the child or youth is eligible for any pension funds or has any funds in trust.

### **Cessation of an Order**

While ongoing transition to independence planning and discussions occur prior to a youth's 18<sup>th</sup> birthday, ensure the following occurs when a PGO terminates on their 18<sup>th</sup> birthday:

- Notify the young adult, the school and the caregiver.
- Work with the young adult in signing a SFAA. Advise the young adult that a SFAA may be entered into at any point up until their 22<sup>nd</sup> birthday if they do not sign a SFAA at their 18<sup>th</sup> birthday.
- Complete a 3<sup>rd</sup> Person Consult if the young adult does not sign a SFAA
- Cancel any benefit being received on behalf of the child or youth.
- Assist the young adult to obtain Alberta Health Care coverage.
- If the file is closing, notify the young adult and any involved First Nation designate or Métis Resource person.
- Follow the procedures in 3.2.4 (Intervention) for a child or youth leaving care.

### **Documentation**

- Caseworkers, casework supervisors and managers must ensure that all points of consultation, decisions, and rationale for decisions are documented. Casework supervisors are to complete documentation of 3<sup>rd</sup> Person Consults on a contact long in the electronic information system.
- Record all contacts, information gathered and services provided to the child or youth and family on a contact log in the electronic information system.



- Complete all entries in the electronic information system.

## Related Information



- [2.1.1 First Nations Designate](#)
- [2.2.1 Métis Resources](#)
- [3.2.3 Case Closure](#)
- [3.2.4 Leaving the Care and Custody of the Director](#)
- [4.2.3 Tempcare Plan and Ongoing Connections Plan](#)
- [4.2.4 Transition to Independence Plan](#)
- [5.2.6 Support and Financial Assistance Agreement](#)
- [5.5 Court Procedures](#)
- [7.1.2 Caseworker Contact](#)
- [7.3.2 Placing a Child](#)
- [7.3.3 Caseworker Responsibility During Placement](#)
- [8.1.3 Legal Representation for a Guardian](#)
- [Chapter 9: Services for Children](#)
- [3<sup>rd</sup> Person Consult](#)



- [Access or Consultation Agreement \[CS1619\]](#)
- [Agreement to Pay Child Support to a Director \[CS3679\]](#)
- [Children's Services Planning Form \[CS11680\]](#)
- [Consent by a Child 12 Years of Age or Older \[CS1612\]](#)
- [Consent by a Delegated Director, Biological Parent and/or Legal Guardian \[CS2047\]](#)
- [Consent by a Guardian \[CS1613\]](#)
- [Notice and Application for Access under a Permanent Guardianship Order \[CS1600\]](#)
- [Notice and Application for a Permanent Guardianship Order and Access Order \[CS1598\]](#)
- [Notice and Application for a Review \[CS1597\]](#)
- [Notice and Application for Terms of a Temporary Guardianship Order \[CS1596\]](#)
- [Notice and Application by a Director to Terminate a Permanent Guardianship Order or Agreement \[CS3614\]](#)

Support and Financial Assistance Agreement [[CS2041](#)]

Intake Template [[CS11191](#)]



[Checklist for Court Documents](#)

[CICIO User Guide](#)

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Superseded

# Practice Supports

Practice Support: <b>Placement Disruptions</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">7.3.4 Placement Disruptions</a>	Revision Date: January 13, 2020
	Page 1 of 4

## Child Intervention Practice Framework Principles

CS ensures that when a placement is at risk of disruption, efforts are made to identify the issues, gain an understanding of the child or youth and caregiver's needs, and identify supports to preserve the placement or to transition the child or youth to a new caregiver. Involving the child or youth, guardian, family, caregiver, and support network in discussions creates a respectful environment that fosters shared decision-making, identifies strengths and builds relationships, and facilitates CS to strive for continuous improvement. Ongoing collaboration is required to address placement disruptions, and potentially transition a child or youth to a new placement that meets their needs for safety, well-being and connection.

When making decisions with respect to placement disruptions consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Placement Incompatibility

Upon becoming aware of a potential mismatch or placement incompatibility:

- Ensure the child or youth's voice is heard whenever possible.
- Arrange a Family/Natural Supports meeting with the child or youth, the caregiver, caregiver support worker, and the guardian, family, and support network if applicable. Discuss:
  - identified issues,
  - circumstances leading up to the potential placement disruption,
  - needs of the child or youth,
  - existing strengths that can be built upon,
  - the child or youth's voice.

- the ability of the caregiver to continue to meet the needs of the child or youth.
- Meet with the child or youth to discuss identified issues and to gain an understanding or the circumstances leading to the potential placement disruption.
- A 3rd Person Consult must occur to discuss:
  - the identified issues,
  - the circumstances leading up to the potential placement disruption,
  - the needs of the child or youth and the ability of the caregiver to continue to meet the needs of the child or youth.
- Determine if:
  - the identified issues and placement incompatibility can be resolved,
  - the emotional and physical safety of the child or youth can be met in the current placement,
  - the placement incompatibility negatively impacts any other children or youth residing in the current placement,
  - the current caregiver is able and willing to continue to care for the child or youth,
  - there are any quality of care concerns leading to the placement incompatibility,
  - additional supports could support maintaining the current placement, and
  - the current caregiver type is still appropriate to meet the child or youth's needs.

### **Prior to Moving the Child or Youth**

Once it has been determined that a placement incompatibility exists and a placement disruption is imminent:

- Discuss the plans with everyone involved.
- Arrange for a new placement or, if appropriate, to return the child or youth to their guardian.
- Keep the current caregiver and child or youth, if appropriate, informed of the case developments so that the plan for the child or youth's move is anticipated.
- Notify the caregiver as early as possible when a new placement is identified so that the caregiver can prepare themselves and the child or youth for the move.

- Ensure the child or youth is physically and emotionally prepared for the move.
- Arrange for the move.

Convene a Family/Natural Supports meeting before the move with the child or youth, where appropriate, and include the following:

- guardian,
- family,
- support network,
- current caregiver,
- new caregiver,
- caregiver support worker, and
- casework supervisor.

The purpose of the Family/Natural Supports meeting is to assess the progress toward the Tempcare , Ongoing Connections, or Transition to Independence Plan goals, and to plan how to achieve the outstanding goals.

If the move occurred quickly, the Family/Natural Supports meeting may occur after the child or youth has moved to the new caregiver's care.

Child and youth facilities will develop discharge plans in consultation with the facility and other significant persons involved in the case.

### **At the Time of Removal**

At the time of removal, collect the child or youth's belongings from the caregiver, and all written information about the child or youth, including but not limited to:

- photographs and school supplies,
- personal belongings, and
- medications.

### **Documentation**

Record all contacts, consultations, decisions, and rationale for decisions on a contact log and update all placement changes in the electronic information system.

Complete the Placement Review task on the electronic information system when a child or youth is removed from a placement, or when discharging a child or youth from care.

## Related Information



[1.1.1 Recording Contacts and Collection of Personal Information](#)

[3.2.4 Leaving the Care and Custody of the Director](#)

[7.3.1 Arranging a Placement](#)

[7.3.2 Placing a Child](#)

[7.3.3 Caseworker Responsibilities During Placement](#)

[Placement Resources](#)

[3<sup>rd</sup> Person Consult](#)



[Placement Resource Feedback Report \[FC2824\]](#)

[Children's Services Planning Form \[CS11680\]](#)

[Transition to Independence Plan \[CS3476\]](#)



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# Practice Supports

Practice Support:	<b>Planning for Connections and Permanency</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">4.2.6 Planning for Connections and Permanency</a>	Revision Date: January 13, 2020
		Page 1 of 6

## Child Intervention Practice Framework Principles

Planning for the 4 Areas of Connections and permanency is essential to ensure children and youth belong to a family with full membership built on connection. Involving the child or youth, guardian, caregiver and support network in collaborative discussions allows positive relationships to be formed and enables informed connection and permanency decisions. The earlier collaborative connection and permanency planning occurs, the more beneficial it is for the child or youth regardless of legal status.

When planning for connections and permanency consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

Using an expanded understanding of permanency necessitates an approach to permanency planning that is inclusive of all 4 Areas of Connection and begins at intake forward through to file closure. Planning for permanency may look slightly different at different phases of intervention but it must always be addressed using a collaborative, strengths-based process rooted in connection.

The goal of effective permanency and connections planning is to cultivate a sense of belonging and well-being for each child or youth receiving services under EAY, CAY, CAG, TGO, PGO or PGA. A successful permanency outcome is one that is built on the 4 Areas of Connection and secures the child or youth's safety and well-being.

Ensure connection and permanency planning:

- occurs early,
- is a part of all planning discussions,
- occurs in a purposeful and collaborative way,
- respects the specific circumstances of the child or youth and family,

- considers the child or youth's unique needs and physical, emotional, social, and cognitive well-being,
- maintains the child or youth's positive connections to family history, traditions, race and ethnic heritage, culture, community, spirituality, religion and language,
- recognizes the value of past and current significant relationships for the child or youth,
- maintains the child or youth's positive connections to extended family, siblings, and other significant adults where appropriate, based on the child or youth's needs,
- considers the child or youth's sense of belonging,
- seeks appropriate legal connection options,
- minimizes disruptions for the child or youth,
- considers the perspective of the child or youth,
- considers the best interests of the child or youth, in keeping with the Matters to be Considered in s.2, and
- provides the child or youth the opportunity to mature to their potential with a strong natural support network.

### **Permanency Planning and the Tempcare Plan and Ongoing Connections Plan**

The Tempcare Plan and the Ongoing Connections Plan have a goal to achieve safety and legal permanency simultaneously. It is critical that the legal permanency objective identified for the child or youth considers each of the 4 Areas of Connection.

### **Permanency Planning and the Transition to Independence Plan**

For youth aged 16 and 17 years who are receiving services permanency planning needs to take into account the youth's voice and choices regarding plans they may have for vocational training or post-secondary education, existing formal and informal support networks for the youth, and any supports or services that the youth will require to attain independence. Lifelong relationships are essential for the youth and each of the 4 Areas of Connection need to be a part of all planning conversations. Regardless of age, legal connection discussions and planning need to occur.

### **Permanency Planning and Transitioning/Returning to Guardian's Care**

When a child or youth is in care under a CAG, CAY, and TGO planning is needed to reunify the child or youth to the guardian in the Tempcare Plan.



Intensive involvement and collaboration between all members of the support network is necessary to ensure the child or youth and family's needs are met. Inclusion of the following information in the Tempcare Plan is necessary, but is not limited to:

- Supports provided to the child or youth and guardian after reunification occurs,
- Family/Natural Supports meetings occurring on an ongoing basis,
- The 4 Areas of Connection,
- Ongoing supports and resources available for the guardian during the implementation of reunification planning,
- Intensive contact and additional supports should be added to address the child or youth's development and unique needs to prevent potential breakdowns, specifically within the first 3 months.

#### **4 Areas of Connection**

It is critical for each child or youth to have a positive, enduring relationship with at least 1 significant adult. Facilitate and encourage the child or youth, guardian and support network in building and maintaining healthy lifelong connections. Incorporate the 4 Areas of Connection, see Policy 4.2.3 (Intervention).

#### **Involvement of the First Nations Designate**

The First Nations designate may make a significant contribution in connection and permanency planning activities for a child or youth.

Ensure that the First Nations designate is involved per legislative requirements, s. 67 requires the director to involve the designate in decision-making for a child or youth who is being adopted. Section 107 requires the director to involve the designate in planning for services to be provided for the child or youth while the child or youth is receiving services under CYFEA.

#### **Involvement of a Métis Resource Person**

A Métis Resource person may make a significant contribution in connection and permanency planning activities for a child or youth. When working with a Métis child or youth and their family, ensure that the guardian is provided the opportunity to consent to involve a Métis Resource person. Refer to Policy 2.1.1 (Intervention).

#### **Permanency Planning and the Current Placement**

Determining whether the child or youth's current placement can meet or can be a part of meeting the child or youth's needs in the 4 Areas of Connection:

- Consider where the current placement falls on the following continuum of potential placement options:
  - reunification
  - placement with non-custodial parent
  - kinship care:
    - placement with adult members of the extended family,
    - placement with other significant adults in the child or youth's life,
  - adoption
  - private guardianship
  - supported independent living or independent living
  - foster care
  - residential facility
- Assess the willingness and ability of the caregiver to:
  - facilitate contact between siblings through regular phone calls, family time and overnights with siblings in the event that they are not placed together,
  - work towards reunification,
  - meet the child or youth's physical, emotional, and social needs currently and into adulthood,
  - support and facilitate positive relational connections with extended family members and significant others,
  - support and facilitate positive cultural connections to the child or youth's community and cultural resources,
  - provide a safe, stable, welcoming home environment where the child or youth has a sense of belonging,
  - facilitate a transition to an identified legal connection option,
  - support an adolescent in preparation for independence, and
  - maintain a positive relationship with the child or youth, even when they have left the placement, as the child or youth may develop a significant connection to temporary caregivers.

### Documentation

Complete either the Tempcare Plan, Ongoing Connections Plan or the Transition to Independence Plan, depending on the child or youth's legal status and age, and review regularly to address 4 Areas of Connection and permanency planning for the child or youth.

Document discussions, decisions and rationale for decisions regarding potential caregivers and ongoing connections identified for a child or youth, including who was consulted when considering various permanency options for a child or youth, on a contact log in the electronic information system. Clearly outline the plan for these connections and how they will be facilitated and maintained.

Document all persons identified as significant to a child or youth on the Relative and Significant Other Search [CS3503] form, the assessments, and on a contact log in the electronic information system. Ensure information is noted as to how that person would like to be involved in the child or youth's life noting things such as whether they are a cultural connection, relational connection, possible legal connection or can provide a safe physical connection.

Enter relationships on the electronic information system.

Document all contact and involvement with a First Nations designate or Métis Resource person on a contact log in the electronic information system.

## Related Information



[2.1.1 First Nations Designate](#)

[2.2.1 Métis Resource](#)

[4.1.1 Eco-Map](#)

[4.1.2 Genogram](#)

[4.2.3 Tempcare Plan and Ongoing Connections Plan](#)

[4.2.4 Transition to Independence Plan](#)

[Children's Services Planning Form \[CS11680\]](#)



[Transition to Independence Plan \[CS3476\]](#)

[Consent to Involve a First Nations Designate or Métis Resource](#)

[\[CS1634\] Relative and Significant Other Search \[CS3503\]](#)

[Sibling Registry/Kinship Search Request \[PAR3627\]](#)

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# Practice Supports

Practice Support:	<b>Protecting the Legal Interests of Children under Permanent Guardianship</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">8.4 Protecting the Legal Interests of Children under Permanent Guardianship</a>	Revision Date: January 13, 2020
		Page 1 of 3

## Child Intervention Practice Framework Principles

It is the responsibility of the director as guardian of children and youth under a PGO or PGA to ensure that the child or youth's legal interests and rights are protected. CS collaborates with the Office of the Statutory Director (OSD) by sharing information with the OSD on cases where the child or youth who is the subject of a PGO or PGA may require legal representation.

CS collaborates with the child or youth and their support network to answer questions and to gather and appropriately share information when a referral to the OSD for legal representation is required. This encourages protection of the child or youth's legal interests and rights, fosters ongoing communication and relationship building between the support network members, and between the support network and CS. It also promotes efforts for continuous improvement.

When planning and making decisions to ensure a child or youth under a PGO or PGA's legal interests are protected, consider every one of the six principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Discuss with the child or youth, guardian, caregiver and the support network to ensure they are involved in the process when a referral to the OSD is required.

If in doubt as to whether a case should be referred to the OSD, contact the OSD for advice and direction.

### Referral Process

To make a referral to the OSD, email [CS-OPGT-referrals@gov.ab.ca](mailto:CS-OPGT-referrals@gov.ab.ca), and provide the following required referral information:

- child or youth's name, date of birth, and identification number in the electronic information system,
- current placement's contact information,
- scanned copy of the PGO or PGA,
- child or youth's registration of live birth,
- reason for referral.

In the reason for referral, provide as much detail as possible, such as:

- when and where incident occurred.
- details of the injury (if applicable) and the treatment required. Include the name of the physician and a copy of any medical report or notes from the treatment facility.
- name and date of birth of the person(s) who allegedly caused the injury.
- whether the incident was reported to police. If yes, include a copy of the police report, police file number, contact information for the police detachment and the responsible officer's name, and any charges against the person(s) who allegedly caused the injury.
- any available counselling reports.
- **for injuries related to motor vehicle accidents only:** The legal name(s) of driver(s), registered owner(s) if not the driver, and identifying information on vehicles involved (year, make, model, vehicle identification number and license number).

### Documentation

Document all contacts, consultations, decisions and reasons for decisions made on a contact log in the electronic information system.

Ensure the referral to the OSD and any decisions made concerning that referral are documented on the Ongoing Assessment document.

## Related Information



[8.4 Protecting the Legal Interests of Children under Permanent Guardianship](#)



[Fatal Accidents Act](#)



[Information on Victims of Crime Compensation](#)

Office of the Public Guardian and Trustee  
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# Practice Supports

Practice Support:	<b>Protection Against Family Violence Act (PAFVA)</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">6.2 Protection Against Family Violence Act (PAFVA)</a>	Revision Date: January 13, 2020
		Page 1 of 6

## Child Intervention Practice Framework Principles

CS recognizes that children and youth can thrive when they live at home with their family. When implementing PAFVA, every effort is made to support the abused family member without removing the child or youth from their home. The safety of the child or youth is at the forefront of decision making. When family members are affected by violence, CS works respectfully with the family, their support network, and other professionals to provide supports to keep the child or youth and family safe.

When utilizing PAFVA for children or youth, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Definitions

Several key definitions are fundamental to understanding PAFVA.

#### Family Violence

- any intentional or reckless act or omission that causes injury or property damage and that intimidates or harms a family member,
- any act or threatened act that intimidates a family member by creating a reasonable fear of property damage or injury to a family member,
  - forced confinement,
  - sexual abuse, and
  - stalking.

#### Family Members

- people who are related to each other by blood, marriage or adoption,



- people who are presently or who were married to one another, who are or who have been adult interdependent partners, or who are or were residing together in an intimate relationship,
- people who are the parents of one or more children, regardless of their marital status or whether they have lived together at any time,
- children in the care and custody of individuals listed above, and
- people who reside together where one of the individuals has care and custody over the other pursuant to an order of the court.

#### Respondent

- The person responding to this claim, the person being accused of family violence.

#### Claimant

- The person making the application or claim, a victim of family violence.

#### **Court Orders under PAFVA**

PAFVA has three key tools to enhance protection:

- An Emergency Protection Order (EPO),
- Queen's Bench Protection Order (QBPO), and a
- Warrant Permitting Entry (WPE).

These orders do not replace criminal charges or the criminal process, but rather provide additional immediate protection to claimants of family violence.

#### **Emergency Protection Order (EPO)**

The purpose of an EPO is to provide immediate safety for victims of family violence by providing legal protection to victims. An EPO can be applied for and issued 24 hours a day at no cost and can be extended up to one year to provide longer-term protection.

According to s.2(1) of PAFVA, the judge or justice of the peace (JP) must determine three things in order for an EPO to be granted:

- family violence has occurred between family members,
- the claimant has reason to believe the violence will resume or continue, and
- by seriousness or urgency, the EPO should be granted to provide immediate protection for the claimant and other family members who reside with the claimant.

### Telephone Application Process

- In order to apply for an EPO by telephone, a caseworker must consult with their casework supervisor to review the required areas needed for an EPO and discuss implications of making an application collaboratively with a claimant on their behalf.
- After approval has been given, the caseworker completes the Application for An Emergency Protection Order Checklist [PFVB3880] as well as the Consent for an Emergency Protection Order [PFVB3879].
- An EPO can be applied for by telephone by peace officers and caseworkers 24 hours a day, 7 days a week by calling the Justice of the Peace at 1-800-661-1907.

### In Person Process

The following individuals can apply for an EPO in person through the provincial court during regular court hours:

- victims of family violence (claimant);
- caseworkers;
- peace officers; and,
- other persons on the claimant's behalf with "leave" of the court (extreme situations where the claimant cannot apply on their own due to age or incapacitation).

In order to apply in person for an EPO a caseworker must consult with their casework supervisor to review the requirements for an EPO and the process to support a claimant.

The applicant completes the Emergency Protection Order Application [CTS3556] and provides a sworn copy to the court clerk to be filed. The applicant then appears in front of a judge or JP where they may be requested to provide further verbal information.

In cases where a person other than the claimant applies for the order, the consent for an emergency protection order would be completed.

There are different community agencies and government departments that assist service providers and the public in making the EPO application; see your area's resources for more details.

### Possible conditions of an EPO include:

- restraining the respondent from attending at or near a specified place that is attended regularly by the claimant or other family members (e.g. residence or school),

- restraining the respondent from communicating with or contacting the claimant and other specified persons,
- granting the claimant and other family members exclusive occupation of the residence for a specified period of time,
- directing the police to remove the respondent from the residence,
- directing the police to accompany a specified person to the residence within a specified time to supervise the removal of personal belongings in order to ensure the protection of the claimant,
- directing the seizure and storage of weapons when weapons have been used or threatened to be used to commit family violence, and
- any other provisions that the provincial court judge or JP considers necessary to provide for the immediate protection of the claimant.

#### Serving the respondent

While an EPO takes effect immediately upon granting, its provisions are enforceable when the respondent has actual notice of the EPO. The police will provide a copy of the EPO to the respondent.

#### Reviewing an EPO in Court of Queen's Bench

An EPO must be scheduled for a review in the Court of Queen's Bench no later than nine business days after it is granted. At the review, whether the claimant or respondent is in attendance, the court may:

- confirm the EPO, in which the order becomes an Order of the Court of Queen's Bench,
- revoke or cancel the EPO, or
- replace the EPO with a Queen's Bench Protection Order.

The justice may direct that an oral hearing be held prior to making any determinations related to the EPO.

Caseworkers can attend the review hearing in a supportive role to the claimant. Caseworkers should consult with their casework supervisors regarding the process to support a claimant at a review hearing.

At the review hearing, a lawyer is provided free of charge for the claimant and respondent.

#### **Queen's Bench Protection Order (QBPO)**

A Queen's Bench Protection Order (QBPO) may be granted by a justice of the Court of Queen's Bench on application if the justice determines that the claimant has been the subject of family violence.

If the circumstances do not meet the “seriousness or urgency” criteria identified in PAFVA for an EPO, it is possible for the claimant to apply directly for a QBPO. The respondent must be served with the notice of the application.

Caseworkers should consider discussing this option with victims of family violence where Children’s Services’ involvement is ending as an additional safety measure for claimants as required.

A QBPO can be in effect for one year and can be extended by the justice, if required and warranted, for further periods of up to one year.

Caseworkers **must** consult with their casework supervisor prior to making an application for a QBPO, and **must** contact a Family and Surrogate Court Litigation lawyer for assistance in this application.

#### Possible Conditions of a QBPO

A QBPO covers the same conditions as an EPO does, with the option of additional conditions:

- order reimbursement by the respondent to the claimant for loss of money or finances due to the family violence,
- decide who can temporarily possess personal property,
- order counselling for a respondent, and
- authorize counselling for a child without the consent of the respondent.

#### Serving the Respondent

If the respondent is not in court when the justice grants an Order, the claimant is responsible for arranging it to be served on the respondent. As a peace officer is not required to serve the Queen’s Bench Protection Order, although they may offer to, the use of a process server or third party will suffice.

An affidavit of service needs to be completed and filed regardless of who serves the documents. The claimant or the person assisting them must also register the order by providing the local area peace officer’s with a copy.

#### **Warrant Permitting Entry (WPE)**

Only peace officers are able to apply for a Warrant Permitting Entry (WPE).

A WPE allows a peace officer to enter a location named in the warrant to search for, assist or examine a family member and, with their consent, remove a victim for their safety.

A judge or JP can grant a WPE over the phone.

### Screening Aid for Family Violence (SAFV)

The Screening Aid for Family Violence (SAFV) is a tool intended to support caseworkers by providing nineteen structured questions that assist in determining the risk factors and the level of violence in the home. The SAFV is consistent with the Family Violence Investigative Report (FVIR), which is the tool utilised by policing agencies across the province.

The SAFV [PFVB3994] can be used at any point on an open file and is required where an incidence of family violence (or intimate partner violence) has occurred that meets the following criteria:

- Current and former dating relationships.
- Current and former common law relationships.
- Current and former married relationships.
- Persons who are the parents of one or more children, regardless of their marital status or whether they have lived together at any time.

### Related Information



[Protection Against Family Violence Act](#)



Application for Emergency Protection Order Checklist [[PFVB3880](#)]

Consent for an Emergency Protection Order [[PFVB3879](#)]

Emergency Protection Order Application [[CTS3556](#)]

Screening Aid for Family Violence [[PFVB3994](#)]

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Protection of Children Abusing Drugs Act (PChAD)</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">6.1 Protection of Children Abusing Drugs Act (PChAD)</a>	Revision Date: January 13, 2020
		Page 1 of 8

## Child Intervention Practice Framework Principles

PChAD is accessed by the guardian of a child or youth to prevent them from using drugs when all other options have been exhausted. PChAD involvement is a collaboration between Alberta Health Services (AHS) and the guardian of a child or youth. This involvement provides the child or youth time for detoxification, assessment, and discharge planning. Collaboration throughout PChAD involvement lays the groundwork for reducing harm to the child or youth when using drugs.

Any involvement with PChAD should be done with consideration of every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

**NOTE:** The term “**CYFEA director**” is used throughout this policy in order to clarify whether the policy is referring to the Statutory Director under CYFEA or the Director under PChAD.

### Criteria for Accessing PChAD

- Only a guardian of a child or youth may access PChAD services; therefore the CYFEA director may only access this legislation for a child or youth with **TGO, PGO or PGA** status.
- Confinement under PChAD is an intrusive intervention that should only be considered after other options for intervention and voluntary treatment have been exhausted.
- Consult and collaborate with AHS and the guardian(s) regarding available programs and services before making an application under PChAD.

### Child or Youth's Rights under PChAD

As the child or youth's guardian, it is important to know the child or youth's rights under PChAD. When a child or youth is confined in a protective safe house, AHS is responsible to advise the child or youth of the following:

- their right to contact Legal Aid or a lawyer,
- the phone number for the nearest Legal Aid Office,
- the reason for their confinement,
- the duration of their confinement,
- their right to request a court review of the protection order and provide the child or youth with a request for review form; and
- that if a request for review is filed with the court it will be reviewed within 2 days.

A pre-application meeting with an Addictions Counselor is required by AHS for parents or guardians prior to making an application for a confinement order.

### Application for a PChAD Protection Order by a CYFEA Director

- Consult with the casework supervisor to determine that all other avenues of intervention services have been exhausted.
- Obtain approval from the casework supervisor before applying for a PChAD protection order.
- Complete the Notice and Application for a Protection Order [MH0010].
- If there are safety issues anticipated, be sure to indicate on the notice and application that an order, under s. 2.1 of PChAD, for one or both of the following is being sought:
  - **police assistance** in the apprehension and transportation of the child or youth, and/or
  - **police authority to enter by force if necessary.**
- File the notice and application for a protection order with the court.
- Serve the notice and application for a protection order, within two days of the court hearing, as follows:
  - AHS at **1-888-844-5395** (service by phone is usually accepted), and
  - all other guardians (serve in person if possible).
- Complete the following affidavit(s) and file them with the court:
  - Affidavit of Notice Regarding an Application for a Protection Order [MH0011].



- The court may waive service requirements and may exclude any person (other than a PChAD director or a child or youth's lawyer, or the guardian's lawyer) from all or any part of the proceedings.

**NOTE:** All references to AADAC on the forms listed above should be taken to be a reference to Alberta Health Services (AHS).

#### Transporting a Child or Youth to a Protective Safe House

When a protection order is obtained:

- Contact AHS at **1-888-844-5395** to receive information regarding the location of the protective safe house.
- Contact the police to inform them of the order and request that they execute the order and transport the child or youth as ordered by the court.

#### Responsibilities during Confinement

When a child or youth is confined under a protection order:

- Attend all court hearings and be involved in all aspects of case planning, coordination and service approval decisions.
- Meet with the child or youth and their support network to discuss the child or youth's strengths, worries, and next steps in planning for the discharge of the child or youth.
- Plan for the discharge with the child or youth, the AHS protective safe house staff, and the support network taking into account planning that may have been completed at admission.

During confinement:

- the child or youth may be detoxified,
- AHS will assess the child or youth, and
- a treatment plan will be developed.

Upon discharge, arrange for transportation and placement of the child or youth.

#### **Applications for a Protection Order by a Guardian (other than a CYFEA director) where the Child has Intervention Services Involvement**

##### PGA or PGO

The CYFEA director is the sole guardian for the purpose of applying for a protection order under PChAD.



### TGO

During temporary guardianship, the CYFEA director is a joint guardian. The child or youth's other guardians can apply for a protection order and **must** notify the CYFEA director of the application.

When served, the CYFEA director shall attend the hearing and have a position to present to the court.

Consider referring the child or youth to the Legal Representation for Children and Youth (LRCY) program for independent legal counsel through the OCYA.

### Custody Agreement

Under a custody agreement, the child or youth is in the CYFEA director's custody, but not under the CYFEA director's guardianship.

The guardian can apply for a protection order. Under a custody agreement the CYFEA director is not a guardian; therefore, the child or youth's guardian is not required to notify the CYFEA director of the application.

If a guardian applies for and is granted a protection order, determine in discussion with the guardian, if the guardian is terminating the custody agreement and explore other options available for the child or youth. If unable to contact the guardian, consider the action of the guardian as terminating the custody agreement.

If the CYFEA director is aware of the court hearing and does not support a PChAD protection order:

- Determine whether there are still intervention needs requiring the child or youth to be in the care of the CYFEA director.
- If intervention needs are still present, consult with the casework supervisor and a lawyer as required to determine how intervention services will be provided.
- Close the file if the child or youth is not in need of intervention.

If the caseworker supports the PChAD protection order, the custody agreement can remain in place.

### CO – Interim and Initial Custody

Under a custody order, the child or youth is in the CYFEA director's custody but not under the director's guardianship.

The guardian can apply for a protection order. Under a Custody Order the CYFEA director is not a guardian; therefore, the child or youth's guardian is not required to notify the CYFEA director of the application.

- If a guardian applies for and is granted a protection order for a child or youth under interim or initial custody status, and the CYFEA director **agrees** with this order, the matter can proceed. Custody to the CYFEA director would be maintained.
- If a guardian applies for and is granted a PChAD protection order for a child or youth under interim or initial custody status and the CYFEA director **does not agree** with this order, s. 39 of CYFEA supersedes the PChAD order.
  - Should this happen, contact a lawyer immediately to determine the next course of action.
- Inform the placement where the child or youth is residing that they may be required to relinquish custody to a police officer. Advise the caregiver to immediately contact the caseworker or the after hours number if this occurs.

#### Apprehension Order

- When a child or youth is under an apprehension order, the guardian can apply for a protection order.
- Under an Apprehension Order the CYFEA director is not a guardian; therefore, the child or youth's guardian is not required to notify the CYFEA director of the application. If a guardian applies for and is granted a protection order for a child or youth under apprehension status and the CYFEA director **is aware of and agrees** with this order, the matter can proceed and custody to the director would be maintained.
- If a PChAD order is made concerning a child or youth and the CYFEA director **does not agree**, immediately consult with the casework supervisor and a lawyer for advice on how to proceed.
- Inform the placement where the child or youth is residing that they may be required to relinquish custody to a police officer if an order is made. Advise the caregiver to immediately contact the caseworker or the after hours number if this occurs.

#### FEA

- The CYFEA director does not have custody or guardianship under a FEA; therefore, the CYFEA director has no role and the guardian is not required to notify the CYFEA director.

#### SO

- If the child or youth is the subject of a SO, determine if the confinement prevents the caseworker from complying with the terms of the SO.
- Consult with the casework supervisor and legal counsel to determine if a variation of the SO is required.

### CS Involvement with the Court process

When a guardian's application for a protection order is before the court, and the child or youth is receiving intervention services, and if the CYFEA director is aware of the application:

- Consult with the casework supervisor to determine if all other avenues of intervention have been exhausted in providing services.
- Where possible, meet with the guardian to determine if there are any other services, including AHS services and programs that can be provided to the child or youth.

### **Involvement of the CYFEA Director in Applications for a Protection Order under PChAD**

When an application for a PChAD protection order is initiated by a guardian (other than the CYFEA director) and there is no intervention involvement; or, intervention services are being provided but the CYFEA director is not a guardian:

- the CYFEA director is not a party to the proceedings and has **no role** in the proceedings,
- the CYFEA director shall not provide evidence at the hearing,
- the CYFEA director cannot assist in executing the order, including transporting a child or youth, and
- there is no requirement by the guardian to notify the CYFEA director of the application.

**NOTE:** When a PChAD application is filed with the court, Court Services will make every effort to determine if there is CS involvement and, if so, will suggest that the applicant inform the CYFEA director before proceeding.

**NOTE:** If a CYFEA director wishes to provide evidence at a hearing where the CYFEA director does not have standing, the CYFEA director could seek standing before the court – consult with the casework supervisor and a lawyer to do so.

A CYFEA director could also be subpoenaed to provide evidence at a hearing.

When an application for a PChAD Order is filed where the child or youth is receiving services and the CYFEA director is a guardian:

- the applicant must notify the CYFEA director, and
- the CYFEA director becomes a party to the hearing.

When the CYFEA director files an application under PChAD:

- the CYFEA director must notify other guardians of the child or youth, and
- present the matter to the court.

### Discharge Referrals from AHS (PChAD)

- Upon discharge, treatment recommendations are shared with the parents and/or guardians.
- When a child or youth who is not receiving intervention services is confined in a protective safe house the assessment of the child or youth may indicate that a referral to CS would be appropriate.
- Refer to the Case Management Protocol for Discharge Referrals from AHS to CS and DFNAs (Protocol for Discharge) regarding discharge referrals from AHS.

### Contact Persons

- The Protocol for Discharge identifies PChAD contact persons for AHS and each CS and DFNA.
- The general contact number for AHS is **1-888-844-5395**.

### Documentation

A caseworker, casework supervisor and/or manager must thoroughly document any involvement with the PChAD program.

- Record on a contact log in the electronic information system:
  - all points of consultation, decision making and rationale for decisions,
  - all options that were considered prior to making an application for protection under the PChAD Act.
- Update legal authority actions and placement changes in the electronic information system.
- Place copies of the Notice and Application for a Protection Order [MH0010] and all affidavits of service on the physical file.
- Place copies of any court orders on the physical file.

## Related Information



[3.1.1 Receiving Referrals](#)

[5.5 Court Procedures](#)



[Protection of Children Abusing Drugs Act](#)



Notice and Application for a Protection Order [[MH0010](#)]

Affidavit of Notice Regarding an Application for a Protection Order [[MH0011](#)]

Notice and Request for Review of a Protection Order [[MH0012](#)]

Affidavit of Notice Regarding a Request for Review of a Protection Order [[MH0013](#)]



[Case Management Protocol for Alberta Health Services \(AHS\) Protection of Children Abusing Drugs \(PChAD\) and Alberta Human Services \(HS\) Child and Family Services Authorities \(CFSAs\) and Delegated First Nation Agencies \(DFNAs\)](#)

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# Practice Supports

Practice Support:	<b>Receiving or Being Served with Court Documents</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">8.5 Receiving or Being Served with Court Documents</a>	Revision Date: October 19, 2021
		Page 1 of 3

## Child Intervention Practice Framework Principles

CS works collaboratively with FASCL or DFNA's lawyer by providing information related to the receipt or service of court documents. CS explains and provides support for CS's position on the matter before the Court to assist FASCL or DFNA's lawyer in responding. CS has the opportunity to continuously improve by evaluating the circumstances leading to court involvement and determining if alternative options may have been or may still be available or possible.

A director who is served or receives a court document will, in their planning and decision making, consider each of the six principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

**NOTE:** This practice support applies to both CS and DFNAs.

### Responding to court documents

Responses to court documents are time-sensitive. It is therefore important to advise all those involved as soon as possible when court documents are received or served on CS. If prompt notification does not take place there is the possibility that important deadlines will be missed.

Immediately notify the casework supervisor upon receiving or being served with any court document.

The casework supervisor will then immediately notify a manager.

The manager immediately forwards the following to the FASCL or DFNA's lawyer and, if appropriate, the Statutory Director:

- a complete copy of the court document,
- any correspondence or other documentation received,

- a brief summary of how the court document was served or received (e.g. by mail or personally) and by whom it was served (e.g., a process server, a lawyer, a former or current client), and
- contact information for the caseworker, supervisor and manager.

**NOTE:** If you are not certain on how to proceed upon receiving or being served with a court document not identified above, immediately contact the FASCL or DFNA's lawyer.

### Contact Information

Alberta Justice and Solicitor General:

Family and Surrogate Court Litigation – Edmonton  
13th Floor, Oxford Tower  
10025-102A Avenue  
Edmonton, AB T5K 3W7  
Phone: 780 422-3715

Family and Surrogate Court Litigation – Calgary  
16th Floor, Standard Life Building  
639-5 Avenue SW  
Calgary, AB T2P 0M9  
Phone: 403 297-3360

### Office of the Statutory Director

For Service of Production Orders, child intervention records disclosure requests, and other court documents:

Email: CS Disclosure  
[CS.Disclosure@gov.ab.ca](mailto:CS.Disclosure@gov.ab.ca)

For Notices or Appeal or other court documents under the CYFEA:

Email: CS CFYEA Legal Matters  
[CS.CYFEALegalMatters@gov.ab.ca](mailto:CS.CYFEALegalMatters@gov.ab.ca)

### **Documentation**

Document all contacts, consultations, decisions and rationale for decisions made on a contact log in the electronic information system.

## Related Information



[2.4 Requirements under An Act respecting First Nations, Inuit and Métis children, youth and families \(Federal Act\) and CYFEA](#)

[8.1.1 Legal Representation for the Director](#)

[8.5 Receiving or Being Served with Court Documents](#)



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# Practice Supports

Practice Support: <b>Receiving Referrals</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">3.1.1 Receiving Referrals</a>	Revision Date: October 15, 2020
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## Child Intervention Practice Framework Principles

The ability for CS to receive and respond to a referral from the community regarding a child or youth who may be in need of intervention services is of highest priority. Every person in the community is obligated to refer any child or youth who is believed to be in need of intervention. Information gathered about safety concerns, the well-being of a child or youth, and the existing safety and strengths within the family are used to decide if a referral will become a report. Collaborating and working with families and community members in a respectful and professional manner ensures services provided and decisions made support lasting safety for children and youth.

When receiving a referral consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Definition

A referral is where the director receives information from a person advising that a child or youth may be in need of intervention.

A referral becomes a report after an intake file has been opened, based on the director's satisfaction that the information received indicates a child or youth is in need of intervention as defined in s.1(2).

The director must be satisfied that the information was not provided maliciously, is founded, and is provided on reasonable and probable grounds.

### Requirements

CS and DFNAs must ensure staff are available to receive referrals.

All calls from the community must be responded to by a person, not by a recorded telephone message.

- Coverage for after hours, weekends and holidays must be in place.

The community at large must have easily accessible, clearly communicated information about how referrals can be made and how emergency intervention services can be accessed.

- Provincial child abuse hotline number: 1-800-387-5437.
- General afterhours toll-free number 1-800-638-0715.
- Local after-hours numbers
  - Northern Alberta after-hours local number 1-780-422-2001
  - Southern Alberta afterhours local number 1-403-297-2995

After-hours protocols with community resources such as police and health resources must be in place.

## **Types of Referrals and Reports**

### **Court Referral**

A judge may hear evidence in a court which leads them to believe a child or youth may require intervention services. If a judge makes a referral, assess the matter in accordance with the requirements of CYFEA.

### **Youth Criminal Justice Act and Peace Officer**

Section 35 of the *Youth Criminal Justice Act (YCJA)* allows a Youth Court Justice to make a report to CS. S.4(1.1) of CYFEA clarifies that referrals received pursuant to s.35 of YCJA are deemed to be a report.

A peace officer may report a matter to the director per s.5, regarding a child under the age of 12 years who on reasonable and probable grounds is believed to have committed a criminal offence, since such a child may not be charged.

Any other referral from a youth worker, peace officer or court official is made per s.4(1). Complete the usual intake procedures and consider the child or youth's offence as only one of many factors when assessing the need for intervention.

### **Child or Youth of an CS or DFNA Employee**

If the report concerns a child or youth of a CS or DFNA employee, complete the intake and consult with a casework supervisor immediately. Refer to Policy 1.5 (Intervention) and follow the practice process regarding completion of the assessment to determine need for intervention and restriction requirements.

### Residential Facilities

If the report concerns a residential facility (i.e. foster home or child and youth facility), follow the procedures in Chapter 6 (Placement Resources).

### **When to Report to a Peace Officer**

Report information to a peace officer in the following instances:

- a child or youth with observable injuries which are believed to be the result of abuse,
- a child or youth who is being assessed for sexual abuse, or
- a child or youth whose whereabouts are unknown and who is believed to be in need of intervention.

Refer to Policy 1.9 (Intervention) for more information.

### **Failure to Report**

If there are concerns that a person has not complied with the duty to report per s.4:

- Consult with a casework supervisor and seek legal advice if necessary.
- Notify the CS Category 4 Director or DFNA Director in writing. If it is determined that the person is registered under a professional or occupational regulating act, include this information in the notice. Section 4(5) requires the director to advise the appropriate governing body of that profession or occupation.
- Based on reasonable and probable grounds, the CS Category 4 Director or DFNA Director decides if s.4 has been complied with and determines whether to make a referral to the peace officer for their investigation.
- Information that a child or youth is in need of intervention must be reported notwithstanding that the information may be deemed confidential per s.4(2) under any other Act.

**NOTE:** s.4(4) protects any person who reports information, so long as the reporting is not done maliciously or without probable grounds.

### Exceptions:

The only exception to the reporting requirement under s.4(1) is information that is subject to solicitor-client privilege per s.4(3).

### **Documentation**

Complete all electronic entries and update the contact log.

Document all discussions, consultations, notifications, activities, and other relevant information on a contact log in the electronic information system per Policy 1.1.2 (Intervention).

Document on a contact log, in the electronic information system all information per Policy 3.1.2 (Intervention), such as intake information, and information determined to be a report.

## Related Information



[1.1.2 Recording Information in a Physical File and on the Electronic Information System](#)

[1.5 Intervention Involvement with Employees and Individuals in Governance Positions](#)

[1.9 Peace Officer Involvement and Offences](#)

[3.1.2 Intake – Receiving Referrals](#)

[Enhancement Policy Manual – Placement Resources Section](#)



[Duty Report \[CS0113\]](#)

[Intake Template \[CS11191\]](#)

[CICIO User Guide](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Reciprocal Agreements for Transfer of Permanent Guardianship to/from Another Jurisdiction</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">10.1 Reciprocal Agreements for Transfer of Permanent Guardianship to/from Another Jurisdiction</a>	Revision Date: October 19, 2021
		Page 1 of 6

## Child Intervention Practice Framework Principles

Reciprocal agreements expand the options for providing a child or youth under a PGO or PGA with continuity of care, and for permanency planning when they move to another jurisdiction. It is imperative the child or youth's opinion is heard when deciding whether transfer of guardianship is in their best interests. As well it is important to protect meaningful connections between children and youth in care and their family, community, culture, and religion for their continued healthy development.

Collaborating with the child or youth, the former guardian, caregiver and support network in planning the transfer, and in working with the new jurisdiction will foster a successful move for the child or youth, and will build stronger relationships within the support network, and between CS and the support network.

When creating a reciprocal agreement for transfer for children and youth, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

**NOTE:** The procedures that follow apply only in instances where a child or youth under permanent guardianship has moved to, or from, another jurisdiction with which Alberta has completed a reciprocal agreement for the transfer of guardianship.

### Criteria for Transfer of Permanent Guardianship

Discuss with the child or youth, former guardian, caregiver and support network to understand their opinions, needs and desires regarding the transfer.

For transfer of guardianship of a child or youth to another jurisdiction, consult with the Category 4 Director or DFNA Director to determine:

- whether that jurisdiction has enabling legislation, and
- whether a reciprocal agreement may be signed to make the transfer of guardianship feasible.
- A transfer of guardianship to another jurisdiction with a reciprocal agreement with Alberta can occur when:
  - the terms of the PGO or PGA can be met by the intended receiving jurisdiction, and
  - the transfer of guardianship to the receiving jurisdiction would be in the best interests of the child or youth.

If there is any reasonable doubt that the placement of a child or youth in another jurisdiction will not be permanent, the transfer of guardianship should not take place.

If there is any indication that the child or youth's best interests will not be met through a transfer of guardianship, consider the other options available through the inter-provincial protocol and alternate permanency planning options.

A transfer of guardianship to an Alberta director from another jurisdiction with a reciprocal agreement with Alberta can occur when:

- the terms of the order or agreement can be met by CS, and
- the transfer of guardianship to an Alberta director would be in the best interests of the child or youth.

If the legislation and agreements are in place to allow a transfer of guardianship, proceed to determine if a transfer of guardianship is appropriate for the child or youth.

### **Determining if the Transfer of Permanent Guardianship to Another Jurisdiction is Appropriate for the Child or Youth**

Before taking any action, hold a Family/Natural Supports meeting to involve the child or youth, former guardian, caregiver, and support network in the planning and decision-making process.

Review the child or youth's file information and the terms of the PGO or PGA and formulate an opinion about whether the transfer of guardianship would be in the child or youth's best interests.

Consider service needs and the opinions of:

- the child or youth,

- the caregiver,
- significant people in the child or youth's life,
- professionals involved with service provision to the child or youth.

Review the option of guardianship transfer with the casework supervisor, CS/CSS Legal Team, and the Category 4 Director or DFNA Director, for approval to proceed.

Obtain the position of the receiving jurisdiction regarding their acceptance of the child or youth's guardianship and all associated responsibilities, including but not limited to:

- Ensure that the receiving jurisdiction understands their responsibility and has capacity to fulfil the terms of the PGO or PGA, or to undergo court review, with specific consideration given to any access and maintenance terms and any grandfathered joint guardianship orders.

### **Approval to Transfer Permanent Guardianship to another Jurisdiction**

If the Category 4 Director or DFNA Director approves the guardianship transfer:

- Complete an Agreement to Transfer Permanent Guardianship to Another Jurisdiction [CS3451].
- Summarize the child or youth's circumstances by completing a Summary of the Planning Process [CS3451A].

Forward these completed documents to the Category 4 Director or DFNA Director for their review, approval and signature.

### **Negotiating the Transfer of Permanent Guardianship to another Jurisdiction**

Forward the signed Agreement to Transfer Guardianship [CS3451], Summary of the Planning Process [CS3451a] and other pertinent information to the receiving jurisdiction and negotiate with them the details of the transfer.

The receiving jurisdiction will be asked to return a signed copy of the Agreement to Transfer Guardianship [CS3451] to the Category 4 Director or DFNA Director in Alberta.

Arrange a Family/Natural Supports meeting with the receiving jurisdiction to present Alberta's position of the transfer and provide additional information as required. This meeting can be held by video or teleconference.

In planning the Family/Natural Supports meeting:

- provide supporting documentation to the receiving jurisdiction, with sufficient time for review,
- ensure the full disclosure and discussion of the child or youth's needs and the planning process,
- provide the transfer of first hand knowledge of the child or youth's situation, and
- involve the First Nations designate per s.107, if appropriate.

### **Finalizing Transfer of Permanent Guardianship to another Jurisdiction**

Involve the child or youth, former guardian, caregiver, and support network in the planning and decision-making process to ensure all understand the situation.

If the parties agree to the transfer of guardianship:

- Ensure that the agreement includes the date that the transfer is to take effect, and that scheduling the transfer provides sufficient time for the child or youth to complete the move and establish reasonable stability in their new environment.
- Advise the current caregiver of the following:
  - the date the transfer takes effect,
  - the identity of the new guardian (director) and contact persons, and
  - the fact that the receiving province's supports and procedures will apply.
- Provide the receiving jurisdiction with a copy of the child or youth's intervention record along with the items severed that must be severed to provide the receiving director a full record. Consult a casework supervisor and lawyer when severing information from the file.
- In the interest of completeness, consider all other matters that should be addressed whenever a case of a child or youth in care is closed. These include:
  - health care,
  - treatment services,
  - maintenance,
  - pensions,
  - benefits,
  - trust accounts,



- RESPs,
- Child Special Allowance, and
- monies payable to band members.

Once the signed agreement to transfer guardianship to another jurisdiction is received and all transfer needs have been met, complete the transfer and prepare the file for closure.

### **Transfer of Permanent Guardianship to Alberta**

When another child service jurisdiction makes contact regarding transferring guardianship of a child or youth to an Alberta director:

- First consider whether courtesy supervision and other provisions in the inter-provincial protocol, or those similar to the protocol, can support the child or youth while residing in Alberta.
- Follow the processes from the originating province, keeping in mind the requirements of CYFEA and the considerations in the Alberta planning process.
- Inform the Category 4 Director and DFNA Director of the request.
- Arrange a Family/Natural Supports meeting in the planning process for the transfer of guardianship. Involve the sending jurisdiction, the child or youth, former guardian, caregiver and support network in the planning and decision-making process.
- Ensure the jurisdiction is aware of Alberta's information requirements regarding the child or youth's circumstances and needs, case costs, and terms of the order or agreement in the other jurisdiction.
- Recommend to the Category 4 Director or DFNA Director whether the child or youth's safety and best interests will be met through a transfer of guardianship to Alberta.
- If the decision is made to transfer guardianship to an Alberta director, complete case planning for the transfer of the child or youth to Alberta and enter the child or youth's case details in the electronic information system.

### **Documentation**

Place copies of the transfer agreement and summary of the planning process on the child or youth's physical file.

Document all contacts, consultations and discussions on a contact log in the electronic information system.

Maintain copies of all paper based correspondence on the child or youth's physical file, such as correspondence with the Statutory Director or CS/CSS Legal Team and update the electronic information system as required. Attach electronic documents in the electronic information system.

#### Transferring Guardianship to another Jurisdiction

Prepare the file for closure, ensuring that the transfer agreement, summary of the planning process and all other attachments are filed with the closing summary.

Complete all entries in the electronic information system showing that the file has been closed.

## Related Information



[1.2 Releasing Information](#)

[3.2.3 Case Closure](#)

[3.2.4 Leaving the Care and Custody of the Director](#)

[8.1.2 Legal Representation for Children and Youth](#)

[10.2 Inter-Provincial Placements](#)



[Agreement to Transfer Permanent Guardianship to another Jurisdiction \[CS3451\]](#)  
[Summary of the Planning Process \[CS3451A\]](#)



[The Provincial/Territorial Protocol on Children and Families Moving between Provinces and Territories](#)  
[CICIO User Guide](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Recording Contacts and Collection of Personal Information</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.1.1 Recording Contacts and Collection of Personal Information</a>	Revision Date: October 19, 2021
		Page 1 of 6

## Child Intervention Practice Framework Principles

CS records contacts and collects personal and non-personal information regarding the case of a child or youth in the care of the director, to foster their safety and best interests. Recording observed behaviours and facts assists with evidence-based decision making. This information can be shared appropriately with the child or youth, their guardian, caregiver and support network as CS strives for continuous improvement. It highlights a family's strengths, informs strategies aimed to preserve the family, and provides adults who received intervention services as a child or youth, information about their history.

When recording contacts and collecting personal information consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Recording Contacts

The contact log, in the electronic information system, or Case Connect, must be used to record all contacts as it provides structured, and system wide access to the record.

Record all contacts which relate to casework activities on a child or youth's case, including, but not limited to:

- a formal documentation of the contact that occurred,
- details of the contact (e.g. who, what, when, where, why),
- narrative notes about the information provided/collected,

The record of a contact should consist of observed behaviours and facts.

- Any part of the record that contains an opinion or an interpretation of facts should be identified as such. Recorded opinions should be respectful, sensitive, and strengths-based as this information could be viewed in the

future by the child or youth, guardian or the child or youth's lawyer as part of disclosure.

Recording contacts provides a permanent record of (including but not limited to):

- all activities regarding the child or youth's case,
- all consultations with the casework supervisor and rationale for decision making,
- accountability for case-related activities, and
- a means to monitor case activities (e.g. caseworker contacts with a child or youth to meet intervention standards).

Complete the contact recording as soon as possible after the contact occurred using a contact log in the electronic information system.

### Contact Types

Contact types include but are not limited to:

- direct face-to-face contact (e.g. with a child or youth, caregiver or any person associated with a case),
- home visit,
- office visit,
- school visit,
- Family/Natural Support meeting or family group conference,
- video-conference,
- court appearance,
- judicial dispute resolution activities,
- alternate dispute resolution activities,
- consultations with a First Nations designate or Métis Resource person,
- telephone,
- voice mail,
- fax,
- other electronic communications.

### **Collection of Personal Information**

Personal information about an identifiable individual includes information such as the individual's name, race, health information, educational information, criminal

background, and anyone else's opinion about the individual. Personal information is defined in s.1(n) in FOIP. Personal information is subject to the confidentiality requirements of s.126 of CYFEA and FOIP.

- There is no legal constraint regarding the collection and use of non-personal information.

CS makes every reasonable effort to ensure the personal information it uses is accurate and complete, per s.35(a) of FOIP.

Personal information must be collected directly from the individual, per s.34 of FOIP, unless one or more of the exceptions described s.34(1) of FOIP apply.

Ensure that any collection of personal information meets at least one of the following criteria:

- The information is required in the administration of CYFEA.
- The information provides a record of casework activities on a case.
- The information is used to determine a child or youth's need for intervention.
- The information is used to assess the child or youth and family intervention needs and to support service planning.
- The information is used to provide casework supports and services.
- The information is used to support permanency planning for a child or youth.

When collecting information directly from a person, that person must be advised of the following, per s.34(2) of FOIP:

- the purpose for collecting the information,
- the specific authority to collect the information; i.e. CYFEA, and
- contact information about who can answer questions about the collection of the information.

In instances where it may not be appropriate to advise an individual of the purpose for collecting information (e.g. in some investigations), review the reasons with the casework supervisor.

#### Youth Criminal Justice Information

If personal information is collected under the YCJA:

- ensure the information is recorded, retained and released according to the Youth Criminal Justice Protocol, and

- flag both the physical file and the electronic record in the electronic information system to indicate they contain YCJA information.

### **Recording Information in a Record**

Record every report or allegation that a child or youth may be in need of intervention as defined by CYFEA. Include information about:

- inquiries into the report,
- assessments,
- actions taken,
- services provided, and
- all other activities associated with the case.

Ensure that all information recorded relates to the child or youth.

Information in a child or youth's file may also be viewed by parties such as lawyers, peace officers, other professionals involved in providing services to children and youth.

### **Correction of Personal Information in a Record**

A child or youth, or their guardian, who believes that there is an error or omission in personal information collected for the record, can request the information be corrected, per s.36 of FOIP. The decision whether to correct information is made by the PFCS FOIP Office.

Only factual information may be corrected with evidence. Information that is an opinion cannot be corrected or removed from the record.

Inform the person making the request of the decision whether the correction will be made; in writing and within 30 days of receiving their correction request.

If information is corrected, any public body or third party to whom the information was disclosed within one year of the correction must be notified of the correction.

If the decision is not to correct the information, make an annotation or linkage in the child or youth's record between the information in question and the requested correction.

Contact the LASU for assistance in this area. If further assistance is required, contact the PFCS FOIP Office.

### Removing Records from a Worksite

Records may only be removed from a worksite with the consent of a casework supervisor. Situations which may require removal of records from a worksite include, but aren't limited to, a fatality inquiry, litigation, or a referral to the Office of the Public Guardian and Trustee (OPGT).

- The information which can be removed from a child or youth's record consists of documents from their physical file or information captured on an electronic memory device, which must be encrypted.

When removing a record from a worksite, ensure that the following practices are observed:

- Follow sign-out procedures determined by the manager.
- Transport the record in a locked container such as a briefcase.
- Do not leave the record unattended unless it is locked in a secure manner.
- Authorized persons are the only persons who have access to the record.
- Contact the CS Security Office if there are questions about specific file security practices that may be required at your worksite.
- Refer to the Child Intervention File Standards for instructions regarding the transfer of physical files between worksites.

### Requests to Access a Record

All information released from a file must be vetted by CS legal counsel if released for litigation purposes, or by the PFCS FOIP Office if released for a FOIP request.

If a child or youth, or their guardian, makes a request to access a record under the FOIP Act, provide the person with a Request for Access to Information [IPO481] and assist the person in completing the form, if required. They may receive assistance by contacting the PFCS FOIP Office by phone at 780-427-2805.

### Documentation

In instances where it is not appropriate to advise the individual of the purpose for collecting the information (e.g. in some investigations), document in the electronic information system all decisions regarding the collection of information.

Document requests for record correction of personal information in the electronic information system.

Document the response to the request by indicating if:

- a correction was made, or

- an annotation, or linkage of the personal information on the file to the requested information was made.

## Related Information



[Freedom of Information and Protection of Privacy Act](#)



[Request for Access to Information \[IPO0481\]](#)



[Child Intervention Standards](#)

[Child Intervention File Standards](#)

[GoA Information Security Management Directives](#)

[Official and Transitory Records: A Guide for Government of Alberta Employees](#)

[Records Management Regulation](#)

[Youth Criminal Justice Protocol](#)

FOIP Office - People, Families and Communities Sector (PFCS)

Phone: 780-427-2805

Email: [css.csfoipoffice@gov.ab.ca](mailto:css.csfoipoffice@gov.ab.ca)

To report a broken link click [here](#).



# Practice Supports

Practice Support:	<b>Recording Information in a Physical File and on the Electronic Information System</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.1.2 Recording Information in a Physical File and on the Electronic Information System</a>	Revision Date: October 19, 2021
		Page 1 of 4

## Child Intervention Practice Framework Principles

Recording information in the electronic information system is an important responsibility of CS staff, used to capture, organize and store records about a young person or their family receiving intervention services or about caregivers. Utilizing the electronic information system to document information regarding planning, decisions, and critical information ensures accurate records on a young person's safety and well-being. CS strives for continuous improvement by recording complete and accurate information about CS involvement with young persons, their guardian, caregivers, family and support network in the electronic information system.

Recording information in the electronic information regarding a young person receiving child intervention services or a caregiver providing care should consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

The Child Intervention File Standards describe which documents are to be placed on the physical file and which documentation is to be captured in the electronic information system.

If new information is received about a child or youth with an open file, information is added to the existing file as required by the File Standards.

The preferred method of capturing a child or youth's information is on the electronic information system. The exception is documents that cannot be uploaded to the electronic information system such as:

- Any document received non-digitally (paper) must be placed on the physical file (i.e. birth certificate, treatment services card, letters, reports from external sources).
- Any record that requires a wet signature must be placed on the physical file (i.e., agreements and plans signed by clients and family members).
- Original court documents must be placed on the physical file.

Information entered directly into CICIO does not need to be printed and placed on the physical file. Only those documents that require a wet signature need to be printed, signed and placed on the physical file.

Whenever possible summarize information in the contact log in the electronic information system (i.e., email threads, text messages, social media communications, external reports).

Prioritize born digital records (born digital records are materials that originate in electronic form). Information that is created from an application such as Word, Excel, PDF, etc. are considered digital/electronic. Information that is received electronically should be filed in the electronic information system and should not be printed. Prioritize born digital records by:

- Using an electronic signature for applicable forms and assessments.
- Requesting electronic versions of documents from external sources.
- Creating electronic documentation as part of your work (i.e., all contact logs must be entered electronically via Case Connect or CICIO).

### **Physical File**

The format of the physical file is set by the Information Management team, as published in the File Standards.

The child or youth's information, which cannot be stored electronically, is integrated into one physical file which is labelled by the name of the child or youth or an identification number.

### **Electronic File**

The child or youth's information, held in the electronic information system, is identified by the child or youth's name and shows all cases in which the child or youth is registered in the electronic system.

The electronic information system identifies the location of the physical file and name of the last caseworker involved with the case.

Update the electronic information system on an ongoing basis as information is received about a child, youth or their family.

Update critical information such as legal authority and placement changes as promptly as possible and within a maximum of 5 business days.

Update special cautions on an immediate basis.

### Contact Log

The contact log in the electronic information system, or Case Connect, must be used for all contacts. Including but not limited to:

- all face-to-face contacts with a child or youth, family and caregivers,
- consultations with a First Nations designate or Métis Resource person,
- all casework supervisor consults, 3<sup>rd</sup> Person Consults, and Category 4 Director/DFNA Director consultations,
- mandatory notifications to the Office of the Child and Youth Advocate,
- all critical incident reports,
- any contacts that are monitored for intervention standards (refer to Child Intervention Standards),
- any information that is important to be available on a system wide basis to after hours, or other staff.

Record contacts using the contact log in the electronic information system, or Case Connect.

To complete a contact log entry, enter the information directly into the electronic information system, or Case Connect, by completing the mandatory fields of the contact log.

Use the person search function to search for the record of any person registered in the system. Attach electronic pictures when available.

## **Related Information**



[1.1.1 Recording Contacts and Collection of Personal Information](#)

[1.1.3 Intervention Records Check](#)

[2.1.1 First Nations Designate](#)

[2.2.1 Métis Resource](#)

[7.1.2 Caseworker Contact](#)

[7.2 Critical Situations](#)



[CICIO User Guide](#)

[Child Intervention File Standards](#)

[Child Intervention Standards](#)

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Superseded

# Practice Supports

Practice Support:	<b>Releasing Historical Information from an Intervention Record</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.2.6 Releasing Historical Information from an Intervention Record</a>	Revision Date: January 13, 2020
		Page 1 of 2

## Child Intervention Practice Framework Principles

CS has a responsibility to release information to a person requesting historical information in their intervention record, as they are entitled to the information that pertains to them. When releasing historical information from an intervention record, be respectful and collaborate with the person making the request, to ensure they have access to meaningful information. This process can facilitate the person to maintain relational and cultural connections. The transparent sharing process aligns with CS's commitment to continuous improvement.

To respond to an individual's request to release historical information from their intervention record, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Responding to a Request for Historical Information

When a person requests historical information from their own record:

- Direct them to the office that last managed the file.
- If the file is no longer located at the office that last managed the file, refer them to Post Adoption/Post Guardianship Services to complete their information request.

**NOTE:** Following the closure of a file, the service delivery office is responsible to store the file on-site for two years, after which the file is sent to the Alberta Records Centre (ARC) for storage and imaging.

If a person is not satisfied with the information released to them, support and refer the person to the Information and Privacy Office (IPO).

### Providing information and Materials from the Record

Once a request has been received, consult with the casework supervisor before processing the request, to discuss who is making the request and the purpose of the request.

Third party information cannot be released. See s.1(r) of FOIP regarding third party information.

If releasing file information that may be considered harmful, consult with a casework supervisor on any concerns and how to best support the person requesting information from their record.

If and when the person has received the information they requested, return the physical file to storage.

For more clarification on case specific questions regarding vetting and the release of information, consult with IPO.

### Documentation

Document the information, materials or documents which were provided to the person from their record, including the date the request was received and the date the request was completed on the contact log in the electronic information system.

Place hard copies in the physical file.

## Related Information



### 3.2.3 Case Closure



### *Freedom of Information and Privacy Act (FOIP)*

FOIP Office - People, Families and Communities Sector  
(PFCS) Phone: 780-427-2805  
Email: [CSS.CSFoipOffice@gov.ab.ca](mailto:CSS.CSFoipOffice@gov.ab.ca)

### *Post Adoption/Post Guardianship Services*

Phone: 780-427-6387  
Email: [cs.postadoptionreg@gov.ab.ca](mailto:cs.postadoptionreg@gov.ab.ca)

### *Child and Youth Advocate Act*

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Releasing Information for Providing Intervention Services</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.2.1 Releasing Information for Providing Intervention Services</a>	Revision Date: January 13, 2020
		Page 1 of 4

## Child Intervention Practice Framework Principles

CS has a responsibility to ensure personal information in the record of a child or youth receiving intervention services is kept confidential, and is only released as permitted under CYFEA and in accordance with FOIP.

Working collaboratively when releasing personal information to others involved in providing intervention services ensures casework is transparent and that CS shares information appropriately. It also supports the child or youth to maintain relational and cultural connections.

When releasing information needed to provide intervention services consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Most of the information collected for a child or youth's record would be considered personal information. Non-personal information would include the name or address of a service provider or other information not related to a child or youth or family member.

Reference to information respecting a child or youth's record is not limited to written documents and can include verbal communication.

The release of personal information from an intervention record is guided by CYFEA, FOIP and decisions of the courts.

Do not release according to CYFEA:

- information that is privileged as per s.126.1(1),
- information that identifies the name of a reporter as defined in s.4 and s.5. If faced with a request for identification of a reporter, immediately notify a casework supervisor and contact the CS/CSS Legal Team if required.

When a guardian is requesting information about their child or youth, determine whether the guardian is actively involved in the child or youth's care and needs the information to plan for, or care for the child or youth.

If unsure about how to respond to any request for personal information from an intervention record, consult with a casework supervisor or manager. The casework supervisor or manager may seek legal support from:

- FASCL
- CS/CSS Legal Team
- PFCS FOIP Office

If the request for information involves a DFNA, the casework supervisor or manager from the DFNA may seek legal support from DFNA lawyers.

### **Privileged Information**

Per s.18 of the *Child and Youth Advocate Act*, information gathered under:

- s.9(2)(d), an investigation by the Advocate into system issues arising from the serious injury or the death of a child or youth who was receiving services at the time of the injury or death; or
- under s.15(1), a report on the investigation is privileged information and cannot be used for evidence except for prosecution for perjury.

All information provided by a child or youth to the OCYA in confidence and all records created because of such communication is the privileged information of the child or youth and cannot be used as evidence in any action or hearing without the consent of the child or youth, per s.20 of the *Child and Youth Advocate Act*. The only exception is if the information must be disclosed as required by s.4 of CYFEA.

The name of a person who makes a report to the director under s.4 or s.5 (reporting a child or youth in need) and any information that would identify that person is the privileged information of the person making the report per s.126.1. This information must not be released and is not admissible as evidence in any action or proceeding before a court, an appeal panel, or inquiry without the permission of the person, except as outlined in s.126.1(2) and (3).

All information provided orally during alternative dispute resolution, and any records created, are confidential and the privileged information of the person providing the information, per s.3.1(1) and (2),. This information may not be disclosed except as outlined in s.3.1(3).



All communications, written or verbal, between a caseworker and their lawyer is considered privileged information and should never be disclosed.

The recording of communications between a lawyer and the caseworker should be clearly identified as solicitor-client privileged information.

### **Third Party Information**

Third party information shall not be released to any person who is not authorized or delegated to receive the information or is not assisting in the administration of CYFEA.

Third party information includes, but is not limited to:

- the identity of a caregiver,
- the identity of a child or youth from another family receiving intervention services (e.g. an invoice that may contain names of other children and youth), or
- the identity of other persons who are not the child or youth or family receiving services.

### **Releasing File Documents**

If a guardian, child or youth asks for a copy of a document and there is active litigation in Provincial Court, consult with the lawyer being used for the court matter regarding the request being made.

If a formal request for documents is received:

- Have a meaningful conversation with the requestor and determine how best to assist with their request.
- Determine if the worksite can fulfil the request, or if a referral to PFCS FOIP Office is required.

Documents generated as part of the normal casework process, such as service plans or agreements should be provided to a guardian, child, or youth (as appropriate).

### **Other Requests**

If a person not directly involved in the case, or someone who is not assisting in the administration of CYFEA, asks for information from a record, advise the person that they may make a request for the information under FOIP and direct them to the PFCS FOIP Office.

## Documentation

Document all decisions, consultations, rationale for decisions and actions related to the release of information or documents in the electronic information system.

## Related Information



- [1.2.1 Releasing Information for Providing Intervention Services Policy](#)
- [1.2.2 Releasing Information for a CYFEA Court Hearing](#)
- [1.2.3 Releasing Information for a Law Enforcement Request](#)
- [1.2.4 Releasing Information for a Civil Proceeding](#)
- [1.2.5 Releasing Information for a Criminal Proceeding](#)
- [1.2.6 Releasing Historical Information from an Intervention Record](#)
- [1.2.7 Other Requests for Release of Information](#)
- [5.3.1 Information Sharing with Proposed Permanency Families \(Adoption and Private Guardianship\) \(Adoption\)](#)



[Freedom of Information and Protection of Privacy Act \(FOIP\)](#)



FOIP Office - People, Families and Communities Sector (PFCS)  
Phone: 780-427-2805  
Email: [css.csfoipoffice@gov.ab.ca](mailto:css.csfoipoffice@gov.ab.ca)

[Youth Criminal Justice Protocol](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support: <b>Repatriations</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">10.4 Repatriations</a>	Revision Date: January 13, 2020
	Page 1 of 3

## Child Intervention Practice Framework Principles

Repatriation (returning a child or youth to their home) is undertaken in the interests of the child or youth's safety and well-being. It can help maintain their existing, healthy connections and foster new connections. Repatriation, whether within Alberta, another province or territory or another country, requires extensive collaboration and coordination with everyone involved.

It is essential that the child or youth's voice is heard when deciding whether to repatriate them. Working together with the child or youth, guardian, caregiver and support network ensures everyone involved has opportunity to voice their opinions, concerns and desires. Collaboration also strengthens relationships within the support network and between the support network and authorities and agencies involved.

When working towards repatriation, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Repatriating a Child or Youth within Alberta

Involve the child or youth, guardian, caregiver and support network in assessment of the situation, in planning and decision-making.

If the child or youth is in the care of the director, contact the supervising office and caregiver and in consultation with this resource, arrange to repatriate the child or youth.

If the child or youth is in the care of a guardian who is willing and able to resume care, arrange with the guardian to repatriate the child or youth.

If the guardian cannot be located or is not willing or able to resume care, assess the child or youth's need for intervention.

If the child or youth is not in the care of the director determine whether the child or youth needs to be taken into care to facilitate the repatriation.

Contact the worksite responsible for the area where the guardian lives to form a plan to return the child or youth and assume responsibility for the child or youth.

Proper supervision must be provided while waiting and during any stopover during the transportation of the child or youth for repatriation.

### **Repatriating a Child or Youth to or from another Province or Territory**

Involve the child or youth, guardian, caregiver and support network in the planning and decision-making process. Involve the regional IP coordinator or DFNA Director in this process when necessary.

Follow repatriation guidelines outlined in the Provincial/Territorial Protocol on Children and Families Moving between Provinces and Territories.

If an Alberta child or youth needs repatriation from another province back to Alberta, the office or province where the child or youth is located is responsible for repatriation.

**NOTE:** The Northern Alberta Child Intervention Services in Edmonton or Southern Alberta Child Intervention Services in Calgary can offer advice to any office regarding contacts in other provinces. They may also supervise stopovers or otherwise assist.

### **Repatriating a Child to or from another Country**

To repatriate a child or youth to or from another country, involve the child or youth, guardians, caregivers and the support network in the planning and decision-making process.

Contact Adoption Services for direction, as it guides contracted international social service provision.

Follow the same procedures as for a child or youth from another province with the following exceptions:

- Provide stopover and transfer supervision as required. Request a pre-paid airline ticket from the country where the child or youth is coming from.

### **Documentation**

Record all discussions and activities on the contact log in the electronic information system.

Update the electronic information system with any legal authority or placement changes.

If the child or youth is in care in Alberta, update the electronic information system as applicable.

If the child or youth is in care in another jurisdiction, provide a summary of supports, services and any recommendations to that jurisdiction.

## Related Information



[5.3.1 Apprehensions](#)

[10.5 Inter-Regional/DFNA](#)



[Provincial/Territorial Protocol on Children and Families Moving between Provinces and Territories](#)

[CICIO User Guide](#)

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# Practice Supports

Practice Support:	<b>Reporting a Death</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">7.2.2 Reporting a Death</a>	Revision Date: October 15, 2020
		Page 1 of 4

## Child Intervention Practice Framework Principles

Upon the death of a young person who was receiving intervention services, CS collaborates with the family and their support network to assist in making arrangements, and accessing necessary resources. By notifying the appropriate people and following the appropriate processes, CS can assess how best to support staff, and be accountable to the family, support network, and the public. CS strives for continuous improvement through ensuring casework is transparent, and sharing information appropriately.

When responding to the death of a young person receiving intervention services, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Notification

Immediately notify the Category 4 Director/DFNA Director or their designate upon learning of a young person's death, if the young person was in care or was receiving intervention services (including intake or assessment phase).

**NOTE:** 'Receiving intervention services' includes both a young person who lives with their family, guardian or caregiver, and a young person who is in the care of the director. This includes young people with involvement at intake and assessment phase.

The Category 4 Director/DFNA Director or their designate must immediately submit a Report of Death to the Statutory Director. The Report of Death form is located on the Child Intervention Portal in the Internal Child Death and Serious Incident Review Process page.

The Category 4 Director/DFNA Director or their designate immediately notifies the Office of the Chief Medical Examiner when a child or youth in the care of the director dies.

If the child or youth was under the guardianship, or in the custody, of the director, or a young adult is under a SFAA at the time of death, make every effort to notify

the guardian and any person who ceased to be a guardian when guardianship was granted to the director.

### **Hospital Request for Autopsy**

If the young person was not the subject of a PGO/PGA, refer hospital staff to the guardians for permission to complete an autopsy.

If the child or youth was the subject of a PGO/PGA, discuss and involve the former guardian/biological parent, family members, caregivers, and members of the support network in decision-making when hospital staff request an autopsy.

The worksite manager or DFNA Director:

- determines if an autopsy will violate a religious or cultural standard for the child or youth,
- decides whether to consent, and
- informs the hospital of the decision.

If consenting, the worksite manager or DFNA Director:

- completes a Consent by a Delegated Director, Biological Parent and/or Legal Guardian [CS2047],
- sends a copy to the hospital, and
- provides a copy for the file.

### **Autopsy Report**

The Statutory Director will make an application to the Office of the Chief Medical Examiner to become an Interested Party in order to receive a copy of the completed autopsy report and external examination report.

- The autopsy report and/or external examination report will remain with the Office of the Statutory Directory.

### **Request for Tissue and Organ Donation**

Collaborate with the guardian, former guardian/biological parent, family members, caregivers and support network in the decision-making regarding requests for tissue and organ donation. Ensure everyone involved is supported to make decisions when medical professionals believe a young person receiving intervention services is not expected to live.

- If the hospital makes a request regarding tissue or organ donation, direct the request to the child or youth's biological parent(s) or next-of-kin in the community.

- If the wishes of the young person are known (i.e. signed consent card), the director will ensure this information is provided to the hospital.

### **Funeral and Burial Arrangements**

Discuss and involve the guardian, former guardian/biological parent, family members, caregiver, and members of the support network, in the decision-making and planning for funeral and burial arrangements for the young person.

If the child or youth was under the guardianship, or in the custody, of the director:

- If the former guardian/biological parents require financial assistance, or if the child or youth was under a PGO or PGA, request authorization for payment of burial or cremation expenses per the agreement with the Alberta Funeral Services Association.
- Involve First Nations designate or Métis Resource person in planning if the child or youth was, might have been, or self-identified as Indigenous.
- Involve the former guardian/biological parent as much as possible in the funeral or burial arrangements.
- Follow regional procedures for providing a grave marker for a child or youth under a PGO or PGA.
- Assist sibling(s) to attend the funeral if the sibling(s) is under the director's guardianship or custody, if appropriate.

### **Administration**

Cancel any maintenance or financial benefit.

Any work completed following the death (e.g. contact logs) must indicate the actual date completed.

### **Supports**

The manager or casework supervisor will assess the need for and level of support required for birth families, caregivers, staff, and arrange for services such as counselling and critical incident stress debriefing if necessary.

### **Contact Information**

#### Office of the Chief Medical Examiner, Alberta

Edmonton:  
7007 116 Street NW T6H 5R8  
Telephone: 780-427-4987  
Email: ocme\_admin@gov.ab.ca

Calgary:  
4070 Bowness Road NW T3B 3R7  
Telephone: 403-297-8123  
Email: ocme\_admin@gov.ab.ca



## Documentation

Record all contacts, consultations, decisions and rationale for decisions on a contact log in the electronic information system.

## Related Information



[1.1.1 Recording Contacts and Collection of Personal Information](#)

[9.4.2 Obtaining Funding to Maintain a Child in Care](#)

[Appendix B-2: Publication Ban](#)



[Fatalities Inquiry Act](#)

[Human Tissue and Organ Donation Regulation](#)



[Consent by a Director or Authorized Delegate \[CS2047\]](#)

[Report of Death - Internal Child Death and Serious Incident Review Process](#)



[Funeral Services Agreement 2012-2016](#)

[Alberta Organ and Tissue Donation Registry](#)

[Schedule A – Benefits and Payments](#)

[Schedule A1 – Basic Funeral Benefits](#)

[Schedule B - Definitions](#)

[CICIO User Guide](#)

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# Practice Supports

Practice Support:	<b>Reporting a Serious Injury</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">7.2.4 Reporting a Serious Injury</a>	Revision Date: May 13, 2021
		Page 1 of 2

## Child Intervention Practice Framework Principles

When a young person in care, or who is receiving intervention services, is seriously injured, CS collaborates with the young person, their guardian, family, caregiver, and support network to assess what occurred and identify the next steps required to foster the young person's health and well-being. CS strives for continuous improvement, ensuring casework is transparent and sharing information appropriately.

When responding to a young person who is seriously injured, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Notification

Immediately inform and consult with the casework supervisor, upon learning that a young person receiving intervention services is seriously injured, to plan for how to alleviate or mitigate the injury, including whether the young person needs to see a health practitioner and requires counselling.

**NOTE:** 'Receiving intervention services' includes both a young person who lives with their family, guardian or caregiver, and a young person who is in the care of the director. This includes young people with involvement at intake and assessment phase.

Immediately notify the Category 4 Director/DFNA Director or their designate.

- The Category 4 Director/DFNA Director or their designate completes the Report of Serious Injury and forwards it to the Statutory Director. The Report of Serious Injury form is located on the Child Intervention Portal in the Internal Child Death and Serious Incident Process page.

Make a referral to the Office of the Public Trustee, if appropriate (e.g. a PGO/PGA child or youth is injured).

Discuss and involve the young person if possible, the guardian, former guardian/biological parent, family members, caregiver and the support network in planning of services and decision-making to foster the best care possible for the young person.

If the young person is, may be, or self-identifies as Indigenous, involve the First Nations designate or Métis Resource person in planning and decision-making.

### Documentation

Record all contacts, consultations, referrals, decisions and rationale for decisions on a contact log in the electronic information system.

If the young person was hospitalized overnight, record the incident in the medical tab of the electronic information system.

## Related Information



[1.1.1 Recording Contacts and Collection of Personal Information](#)

[1.3.1 Mandatory Notification](#)

[8.2 Legal Representation for a Child in a Civil Claim](#)

[8.3 Legal Representation for a Child in a Criminal Matter](#)

[8.4 Protecting the Legal Interests of Children under Permanent Guardianship](#)

[3<sup>rd</sup> Person Consult](#)



[Report of Serious Injury - Internal Child Death and Serious Incident Process](#)



[Legal Aid Alberta](#)

[Office of the Public Trustee](#)

[CICIO User Guide](#)

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# Practice Supports

Practice Support: <b>Reporting an Incident</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">7.2.5 Reporting an Incident</a>	Revision Date: May 13, 2021
	Page 1 of 2

## Child Intervention Practice Framework Principles

CS works with the child or youth, their family, and the support network in the event of an incident to create a safety plan and report the incident to the Office of the Statutory Director. By notifying the appropriate people and following the appropriate processes, CS can assess what occurred, support staff, and demonstrate our accountability to the child or youth, their family and support network, and the public. CS' casework is transparent and we share information appropriately and strive for continuous improvement.

When responding to an incident involving a child or youth receiving intervention services from CS consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Notification

Upon being advised of an incident involving a child or youth under the guardianship or custody of the director or receiving services under the CYFEA:

- Immediately inform and consult with the casework supervisor to identify and safety plan for how to alleviate or mitigate the incident including whether the child or youth needs to see a medical practitioner or requires counselling.
- Consult with the Office of the Statutory Director.
  - The Category 4 Director/DFNA Director or their designate makes the proper notifications via telephone or e-mail.
  - The Category 4 Director/DFNA Director or their designate completes the Report of Incident form according to the directions on the form and forwards it to the Statutory Director. The Report of Incident form can be located on the Child Intervention Portal in the Internal Child Death and Serious Incident Process page.

**NOTE:** Only the Statutory Director holds the legislative authority to substantiate an incident as per s.105.74.

- Discuss and involve the guardians, former guardian/biological parent, family members, caregivers and members of the support network in the safety planning and decision making for the child or youth who was involved in an incident.
- If the child or youth is Indigenous or self-identifies as Indigenous, involve the First Nations designate or Métis Resource person in planning.

### Documentation

Record all contacts, consultations, referrals, decisions and rationale for decisions on a contact log on the electronic information system.

If the child or youth was hospitalized overnight record the incident in the medical tab of the electronic information system.

## Related Information



[1.1.1 Recording Contacts and Collection of Personal Information](#)

[1.3.1 Mandatory Notification](#)

[8.2 Legal Representation for a Child in a Civil Claim](#)

[8.3 Legal Representation for a Child in a Criminal Matter](#)

[8.4 Protecting the Legal Interests of Children under Permanent Guardianship](#)

[3<sup>rd</sup> Person Consult](#)



[Report of Incident – Internal Child Death and Serious Incident Review Process.](#)



[Legal Aid Alberta](#)

[CICIO User Guide](#)

To report a broken link click [here](#).

## Practice Supports

Practice Support:	<b>Requirements under <i>An Act Respecting First Nations, Inuit and Métis children, youth and families</i> (Federal Act) and CYFEA</b>	Issue Date: May 13, 2021
Policy Reference:	<a href="#">2.4 Requirements under <i>An Act Respecting First Nations, Inuit and Metis children, youth and families</i> (Federal Act) and CYFEA</a>	Revision Date: October 19, 2021
		Page 1 of 10

### Child Intervention Practice Framework Principles

The Federal Act provides the foundation and structure for working with Indigenous children, youth, families and communities. Our casework practice and legislation enhances the requirements under the Federal Act in ensuring we continue to work with Indigenous peoples in a meaningful way. Indigenous communities have always had their own way of nurturing and taking care of their children, youth and families. CS practice approach is child-centered and family focused, integrating Indigenous experiences when working with Indigenous families and communities to maintain the best interests of the child or youth and facilitate collaborative efforts and shared decision making.

When working with Indigenous communities and families, consider each one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

### Practice Process

#### Federal Act

An Indigenous child or youth includes First Nations, Métis and Inuit under the Federal Act and CYFEA.

The principles and minimum standards established in the Federal Act apply to child and family services provided in relation to all Indigenous children and youth regardless of status under the *Indian Act* or membership under s.35 of the 1982 *Constitution Act*.

Caseworkers must follow the principles and requirements under the Federal Act.

The principles under the Federal Act are: best interests of the child or youth, cultural continuity, and substantive equality.

- Best interest of a child or youth must be a primary consideration in the making of decisions or the taking of actions.
- Cultural connection, through transmission of the languages, cultures, practices, customs, traditions, ceremonies and knowledge of Indigenous people is integral to cultural continuity. Cultural continuity is essential to the well-being of a child or youth, family, Indigenous community and people. A child or youth's best interest are often promoted when they live with members of their family and community and when their culture is respected. Work with an Indigenous child or youth and their family in a manner that contributes to cultural continuity and preserves Indigenous cultural practices when providing intervention services.
- Substantive equality must be promoted between Indigenous children and other children. Jurisdictional disputes must not result in gap; and a child, youth, family and IGB must be able to exercise their rights without discrimination. When working with an Indigenous child or youth, their family and their IGB ensure their rights, views and preferences are protected in all decision making that affects them.

Overall the Federal Act strengthens the guiding principles under CYFEA. Caseworkers working with Indigenous children, youth and families must follow the requirements under the Federal Act in addition to CYFEA, PSECA and DECA.

#### Minimum National Standards

##### S. 10 (1) Best interest of Indigenous children

The best interests of the child or youth must be a primary consideration in all planning for services and decision making. In the case of decisions and actions for a child or youth's apprehension, the best interests of the child or youth must be the paramount consideration.

##### S. 10 (2) Primary consideration

Given to the following:

- the child or youth's physical, emotional, psychological safety, security and well-being, and
- the importance of having an ongoing relationship with their family and with the Indigenous group, communities or people to which they belong and for preserving the child or youth's connections to culture.

##### S. 10 (3) Factors to be considered

To determine the best interest of an Indigenous child or youth, all factors related to the circumstances of the child or youth must be considered and documented, including:

- the child or youth cultural, linguistic, religious and spiritual upbringing and heritage;
- the child or youth's needs, given the child or youth's age and stage development, such as child or youth's need for stability;
- the nature and strength of the child or youth's relationship with their parent, the care provider and any member of their family who plays an important role in their life;
- the child or youth's views and preferences, giving due weight to the child or youth's age and maturity, unless they cannot be ascertained;
- any plans for the child or youth's care, including care in accordance with the customs or traditions of the Indigenous group, communities or people to which the child or youth belongs;
- any family violence and its impact on the child or youth, including whether the child or youth is directly or indirectly exposed to the family violence as well as the physical, emotional and psychological harm or risk of harm to the child or youth; and
- any civil or criminal proceeding, order, condition, or measure that is relevant to the safety, security and well-being of the child or youth.

### Providing Services

#### S.11 Effect of Services

Provide services to an Indigenous child or youth in a manner that:

- takes into account the child or youth's needs, including with respect to their physical, emotional and psychological safety, security and well-being,
- takes into account the child or youth's culture,
- allows the child or youth to know their family origins, and
- promotes substantive equality between the child or youth and other children or youth.

This is currently a requirement in policy and throughout the spectrum of intervention service delivery. Ensure that when a child or youth is receiving services under CYFEA, PSECA and DECA the above considerations continue to be included and documented.

#### S. 12 (1) Notice

When providing notice in relation to an Indigenous child or youth, it must be consistent with the best interests of the child or youth. Caseworkers are required to provide notice to the child or youth's parents and care providers as well as to



the IGB that acts on behalf of the Indigenous group, communities or people to which the child or youth belongs.

**Note:** CS interprets care providers as kinship caregivers only. This does not include foster caregivers.

#### S. 12 (2) Personal Information

Caseworkers must ensure the notice of significant measure that is provided to an IGB does not contain personal information about the child or youth, a member of the child or youth's family, or the care provider, other than the information that is necessary to explain the proposed notice of significant measure or that is required by the IGB's coordination agreement where one exist.

#### *Notice of Significant Measure*

CS defines significant measure as matters related to legal proceedings and court applications for an Indigenous child or youth under CYFEA, PSECA and DECA. A significant measure does not include entering agreements with guardians and/or youth, case planning and placement changes.

When determining whether to provide notice of significant measure under the Federal Act, refer to the [List of Significant Measures](#) which outlines the legal proceedings and court applications that are considered significant measures and require notice. If there is a court application that is not in the List of Significant Measures, consult with your manager and send an email to [CS.FederalActInfo@gov.ab.ca](mailto:CS.FederalActInfo@gov.ab.ca) to determine if notice under the Federal Act should be provided.

For the purpose of providing notice of significant measure, an IGB will be confirmed by CS. If you are advised that a child, youth or group of children or youth are members of an IGB, please contact your manager and send the information to [CS.FederalActInfo@gov.ab.ca](mailto:CS.FederalActInfo@gov.ab.ca).

#### *Formal Advance Notice*

Notice of significant measure may include a formal notice that is provided in advance. Use the Notice of Significant Measure [CS12787] when providing notice.

For an Indigenous child or youth, provide formal advance notice to the following:

- parents who are not guardians,
- kinship caregivers, and
- the child or youths IGB, if one exists

**Note:** Legal guardians are currently served notice of all legal proceedings, which fulfills the requirement of notice of significant measures to a guardian.

When notice cannot be provided in advance (i.e. apprehension order, secure services order), it should be provided as soon as possible after the event. Send the notice of significant measure to the recipients by either email, fax, mail or in-person.

#### S. 13 Representations and Party Status

Parents who are not guardians and care providers have the right to make representations and have party status in civil proceedings. IGBs will have the right to make representation.

#### S. 14 (1) Priority to Preventative Care

When providing intervention services to an Indigenous child or youth prioritise services that promotes preventative care while ensuring the service is consistent with the best interests of the child or youth.

Continue to work with the child, youth, guardian and family to support the family unit and prevent a child or youth from coming into care by utilizing the Practice Strategies for Lifelong Connections, community resources, an intentional search and exploration for family, Signs of Safety, Family/Natural Supports meetings, 3<sup>rd</sup> Person Consults and cultural resources.

For more details, see Policies 3.1.2, 3.1.3, 5.2.1, 5.2.2 and 5.3.2 (Intervention).

#### S. 14 (2) Prenatal Care:

When providing a prenatal service that promotes preventative care, which is consistent with what will likely be in the best interests of the Indigenous child, the service should be given priority over other services in order to prevent the apprehension of the child at the time of the child's birth.

If, during an open intervention file where an expectant mother is involved, work with the family and their support network to develop a case plan on members' roles and responsibilities to support the expectant mother to access prenatal care. Support the expectant mother with accessing health services, prenatal care and other referrals to community resources.

During intake and assessment, provide information and resources for the expectant mother and family to access existing health services and resources in communities for prenatal care.

#### S. 15 Socio-Economic Conditions

The child or youth must not be apprehended solely on the basis of their socio-economic conditions, including poverty, lack of adequate housing or infrastructure or the state of health of their parent or the care provider.

As per s.14(1) of the Federal Act, preventative care is priority when it is consistent with the best interest of the child. When the reasons for intervention include neglect or an inability to provide necessities of life, utilize the least intrusive measures throughout the casework process, as per CYFEA.

If the concerns include socio-economic conditions, caseworkers may support the family through brief services, safe sleep referral and emergency care. Least intrusive measures must be considered and utilized prior to intervention. See Policy 3.1.2 (Intervention).

#### S. 15.1 Reasonable Efforts

When providing intervention services to an Indigenous child or youth, unless immediate apprehension is consistent with the best interests of the child, before apprehending a child or youth who resides with one of their parents or an adult family member, caseworkers must make reasonable efforts to have the child or youth continue to reside with their parent or adult family member.

Arrange a Family/Natural Supports meeting to work with the child or youth, their family, a First Nations designate, Métis or Inuit Resource person and support network to develop a safety plan to maintain the safety and well-being of the child or youth. Complete a 3<sup>rd</sup> Person Consult prior to apprehension or bringing a child or youth into care. Refer to Policy 7.1.1 (Intervention) and Practice Supports 3<sup>rd</sup> Person Consult.

#### *Placement*

As per the Federal Act, family is interpreted as a person whom a child or youth considers to be a close relative or whom the Indigenous group, community or people to which the child or youth belongs considers, in accordance with the customs, traditions or customary adoption practices of that Indigenous group, community or people, to be a close relative of the child or youth.

#### S. 16 (1) Placement Considerations – Family

When placing an Indigenous child or youth in care, to the extent that it is consistent with the best interest of the child or youth, this is to occur in the following order of priority:

1. with one of the child or youth's parents;
2. with another adult member of the child or youth's family;

3. with an adult who belongs to the same Indigenous group, community or people as the child or youth;
4. with an adult who belongs to an Indigenous group, community or people other than the one to which the child or youth belongs; or
5. with any other adult who does not belong to the groups above.

When placing an Indigenous child or youth, assess the placement consideration and priority order for the placement and follow Policy 7.3.1 (Intervention), which is consistent with the Federal Act placement considerations. Caseworkers are to continue to complete an intentional search and exploration for family during placement consideration for an Indigenous child or youth.

S. 16 (2) Placement with or near other children

When the order of priority is being applied, the possibility of placing the child or youth with or near children and youth who have the same parent, or who are otherwise members of their family, must be considered in determining whether a placement would be consistent with the best interests of the child or youth.

Support siblings to be placed together, whenever possible.

If a group of siblings is referred for adoption, Adoptive Services makes every effort to propose matches where the children or youth can be placed in the same adoptive home. For more details, see Policy 5.1 (Adoption).

S. 16 (2.1) Customs and traditions

The placement of the child or youth must take into account the customs and traditions of Indigenous peoples.

Make every effort to locate a placement within the child or youth's community or culture. Refer to Policy 7.3.5 (Intervention).

Develop the Tempcare Plan or Ongoing Connections Plan at a Family/Natural Supports meeting to identify the goals of the 4 Areas of Connection including cultural connections. Refer to Policy 4.2.3 (Intervention).

If selecting a child specific or general adoptive home for an Indigenous child or youth, see Policy 5.3 (Adoption).

S. 16 (3) Family Unity – Ongoing reassessment

For an Indigenous child or youth, there must be an ongoing reassessment of whether it would be appropriate to place the child or youth with their parents.

- If the child or youth resides with one of their parents, an ongoing reassessment for placement is not required.

- If the child or youth resides with any other adult than the child or youth's parents, an ongoing reassessment for placement is required.

To meet this requirement, develop and review the Tempcare Plan or Ongoing Connections Plan at least every 90 days. Ongoing reassessment for placement is required for a child or youth in the care of the director, including a child or youth under PGO or PGA, when it is in the best interest of the child. Refer to Policy 4.2.3 (Intervention).

When developing and reviewing the Transition to Independence Plan [CS3476] regarding ongoing reassessment, collaborate with the youth (16 years of age and older) in the director's care, to ensure their voice and opinions are considered. Determine with the youth if they can be reunified with one or both of their parents when it is in their best interest. The Transition to Independence Plan [CS3476] must be reviewed at least every 90 days. Refer to Policy 4.2.4 (Intervention).

**Note:** The ongoing reassessment for placement considerations as per s. 16 (3) under the Federal Act does not affect the ongoing assessment for the child or youth's intervention needs.

Arrange a Family/Natural Supports meeting with the child or youth, guardian, and their support network to collaboratively discuss worries, strengths, and next steps to identify and determine the child or youth's placement. For more information on participants to include in the Family/Natural Supports meeting and on approval required for the placement, see Practice Supports Arranging a Placement and Placing a Child.

For information on developing a Tempcare Plan for planning for reunification with the guardian, see Policy 4.2.3 (Intervention).

For information on when a former guardian of a child or youth under PGO applies to review the PGO, see Policy 5.3.5 (Intervention).

#### S. 17 Attachment and Emotional Ties

If the child or youth is not placed with a member of their family, the child or youth's attachment and emotional ties to each member of their family are to be promoted.

Discuss and work with the child or youth, guardian, their support network and caregiver on cultural planning, arrangements for family time to ensure the child or youth remains connected to their family and community.

See Policy 4.2.3 (Intervention) for details on utilizing the Children's Services Planning Form [CS11680] to facilitate meaningful planning to address how to support and maintain the 4 Areas of Connection for children and youth in care.

See Policy 7.3.5 (Intervention) for details on caseworker responsibilities to ensure a child or youth receiving intervention services from CS is aware and support to maintain, family time, connections to their cultural, familial religious heritage and traditions.

## **CYFEA**

The Guiding Principles under CYFEA provide clear expectations for service delivery and the foundation to guide consistent application of the legislation. For an Indigenous child or youth, caseworkers are required to involve Indigenous peoples in case planning, decisions and delivery of services respecting Indigenous families and their children.

Matters to be Considered are legislated decision making criteria that support the vision and mission of CS. When working with Indigenous child or youth, include the importance of respecting, supporting and preserving the child or youth's Indigenous identity, culture, heritage, spirituality, language and traditions.

For more details, refer to the Enhancement Policy Manual's Introduction section, Guiding Principles, and the Practice Support Matters to be Considered.

## **Documentation**

Ensure that all supervisor consultations, 3<sup>rd</sup> Person Consults, decisions and rationale for decisions in relation to services provided under CYFEA, PSECA and DECA to an Indigenous child or youth, are documented on a contact log in the electronic information system, to reflect that requirements are met under the Federal Act.

Document all activities, supervisor consultations, 3<sup>rd</sup> Person Consults, decisions and rationale for decisions on a contact log in the electronic information system for the following:

- Maintaining and supporting sibling contacts
- When an Indigenous child or youth is not placed with one or both of their parents regarding ongoing reassessment placement.
- Order of priority under s.16 under the Federal Act has been considered in the appropriate order.
- All efforts to locate a placement within the child or youth's community.

Attach completed Tempcare Plan, Ongoing Connections Plan or Transition to Independence Plan in the electronic information system.

## Related Information



[Introduction to the Enhancement Policy Manual](#)

[2.3 Cultural Connection Planning](#)

[2.5 Caseworker's Responsibilities for an Indigenous Child](#)

[3.1.2 Intake – Receiving Referrals](#)

[3.1.3 Safety Phase](#)

[4.2.3 Tempcare Plan and Ongoing Connections Plan](#)

[4.2.4 Transition to Independence Plan](#)

[5.2.1 Family Enhancement Agreement with Guardian or Custodian](#)

[5.3.2 Supervision Orders](#)

[5.3.5 Review of a Permanent Guardianship Order by a Former Guardian](#)

[7.1.1 Family/Natural Supports Meeting](#)

[7.3.1 Arranging a Placement](#)

[7.3.5 Maintaining a Child's Culture in Placements](#)

[Matters To Be Considered](#)

[3<sup>rd</sup> Person Consult](#)

[5.3 Selecting a General Adoptive Home \(Adoption\)](#)



[An Act respecting First Nations, Inuit and Métis children, youth and families  
Constitution Act, 1982](#)



[List of Significant Measures](#)

[Federal Act FAQ](#)

[Children's Services Planning Form \[CS11680\]](#)

[Transition to Independence Plan \[CS3476\]](#)

[Notice of Significant Measures \[CS12787\]](#)

[CICIO User Guide](#)

*To report a broken link click [here](#).*



# Practice Supports

Practice Support:	<b>Responding to Client Complaints</b>	Issue Date: December 12, 2017
Policy Reference:		Revision Date: January 13, 2020
		Page 1 of 4

## Child Intervention Practice Framework Principles

When interacting with Albertans receiving or seeking to access intervention services, there may be disagreements on processes or decisions and this can provide an opportunity to evolve practice and relationships in a positive way. We work collaboratively with the individual who has a complaint, recognizing their rights and responsibility and assist them with addressing their concerns in a timely manner.

When working with Albertans who have a complaint, consider every one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Reporting a complaint

A client may report a complaint by:

- Talking directly to the caseworker,
- Asking to speak with or contacting the caseworker's supervisor or manager directly.

The first step in resolving a client's complaint is speaking with the caseworker. If the complaint is not resolved, the matter is referred in the following order:

- The casework supervisor,
- The site manager,
- A senior manager.

### Right to have complaints addressed

Clients, including youth accessing intervention services, have a right to have their complaints heard and addressed in a timely manner. When a client is making a complaint, they have a right to:



- Be informed about decisions and ask questions about processes or decisions.
- Express opinions, thoughts or worries and be treated with respect and dignity.
- Seek support from a family member, trusted friend, community agency, an Elder, spiritual leader, cultural resource, First Nations designate or Métis Resource person who can be present at any or all meetings.
- Request an administrative review when there is a disagreement on a decision that was made.

### **Addressing a complaint from a youth**

When a youth is making a complaint, work with them to address the concern in a timely manner and assist them with connecting with their natural supports network to help with addressing the complaint. Youths have a right to:

- Have their voice heard.
- Be involved in decisions made about them.
- Request for and know about information regarding their file.
- Get help contacting the Office of the Child and Youth Advocate (1-800-661-3446) and to speak with an Advocate when the youth disagrees with a decision.

### **Resolution process**

#### Meeting with the Client

- When a client has a complaint, meet and discuss with the client and identify the concerns. A meeting to discuss the concern must be arranged within 2 business days of receiving the complaint.
- Be open and transparent, and encourage the client to discuss the event(s) and the caseworker's action that may have led to the complaint. Explain the reasons for the decision to the client and try to help them understand the rationale behind the decision.
- If you cannot reach an agreement that satisfies you and the client, consult with your casework supervisor.

#### Supervisor Consultation

- Supervisor consults offers a platform to probe assumptions and provides supports for working with complex and challenging situations. The timeline for both the meeting with the caseworker and the supervisor consultation should not exceed 5 business days.

- Arrange a consult with your casework supervisor to assess the client's complaints critically.
- The casework supervisor may decide to invite the client to a consult and the client can bring along a support person.
- Identify key options and decisions to reach an agreement that resolves the client's complaints.

#### Manager Review

- If an agreement is not reached after the supervisor consultation, the casework supervisor refers the complaint to the site manager. The caseworker or the supervisor informs the client of the manager review process.
- The manager reviews the complaint including the process in which it was dealt with and previous decisions or recommendations to resolve the complaint. This process may take up to an additional 5 business days.
- The manager may combine a 3rd Person Consult with the review process
- The manager may request a meeting with the client and the client can bring along a support person.
- In collaboration with the client and their support person, the manager can decide on new recommendations to resolve the complaint.

#### 3<sup>rd</sup> Person Consults

- A 3rd Person Consult involves an additional person who is not familiar with the case file to critically assess decisions, challenge assumptions and provide a new perspective in resolving the complaint.
- This process may take an additional 3-5 business days, however when combined with a manager review, timelines may be slightly shortened.

**NOTE:** The timeline for each resolution process is dependent on the complexity of the complaint and some complaints may take longer to resolve. However, the total resolution process should not exceed 15 business days.

If after utilizing the above approaches and an agreement has not been reached, support the client with seeking resolution through a mediation process. If the dispute qualifies for an administrative review or appeal, the caseworker should discuss the process with the client as outlined in Policy 1.4 (Intervention).

### Documentation

Document all contacts, consultations, decisions, and rationale for decisions in the electronic information system.

## Related Information



[1.3 Office of the Child and Youth Advocate \(OCYA\)](#)

[1.4 Administrative Reviews and Appeals](#)



[Mediation Program Guidelines](#)

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Superseded

# Practice Supports

Practice Support: <b>Restraining Orders</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">5.7 Restraining Orders</a>	Revision Date: January 13, 2020
	Page 1 of 3

## Child Intervention Practice Framework Principles

CS collaborates with the child or youth, the non-abusive guardian, the alleged abusing person, caregiver and support network to ensure restraining orders are followed. In working together with the child or youth, the non-abusive guardian, caregiver and support network, everyone involved is committed to fostering the child or youth's safety and well-being. This child-focused approach also builds on individual's strengths, promotes healthy and meaningful connections, and can help preserve family.

When determining whether a restraining order is necessary, consider every one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Apply for a restraining order only if the situation meets all the following criteria:

- The child or youth has been:
  - apprehended, or
  - is the subject of a SO, TGO, or PGO.
- It is believed that a person:
  - has physically or emotionally injured a child or youth, or
  - has sexually abused a child or youth, or
  - is likely to physically or emotionally injure a child or youth, or
  - is likely to sexually abuse a child or youth, or
  - has encouraged or is likely to encourage a child or youth to engage in prostitution.
- Such an order is needed to protect the child or youth.
- The abusing person is not willing to temporarily refrain from residing with or associating with the child or youth during assessment or treatment,

- A non-abusing guardian is not willing or able to protect the child or youth, and
- A non-abusing guardian is not willing or able to obtain an appropriate restricting or restraining order.

Consult with a casework supervisor and determine whether a restraining order is appropriate.

The safety and well-being of the child or youth, and the non-abusing guardian are paramount in all planning.

Arrange a Family/Natural Supports meeting to determine how to address the level of risk associated with the individual in question.

Obtain the view of the alleged abusing person and determine how they may be involved if/when appropriate.

Consult with a casework supervisor and determine whether to apply for one or both of the possible orders:

- restraining a person from residing with the child or youth, or
- restraining a person from contacting or associating with the child or youth.

Obtain legal representation to assist in making the application.

#### Effect of a Restraining Order

A restraining order can be granted for period of not more than six months.

If a restraining order is granted against a guardian, the court may also order the guardian contribute, financially or otherwise, to maintenance of the child or youth.

A person who is restrained under a restraining order may apply to the court for a review of the order.

Upon review of an order the court may continue, vary, or terminate the order.

#### **Documentation**

Complete the court application and supporting documents at the direction of legal counsel.

Place copies of all court documents in the physical file.

Record all contacts, consultations, decisions, and rationale for decisions in a contact log in the electronic information system.

Complete all entries in the electronic information system.

## Related Information

[5.5 Court Procedures](#)

[8.1.1 Legal Representation for the Director](#)

To report a broken link click [here](#).

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# Practice Supports

Practice Support:	<b>Restricting Access to Intervention Records</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.1.4 Restricting Access to Intervention Records</a>	Revision Date: October 19, 2021
		Page 1 of 5

## Child Intervention Practice Framework Principles

CS ensures that confidentiality and privacy is maintained for a child or youth receiving intervention services by restricting access to their record when it is deemed appropriate. Working together with the child or youth, guardian, caregiver, family and support network strengthens connections between everyone involved in fostering the child or youth's safety and best interests. Collaboratively determining when and how to restrict intervention records supports CS's ability to provide confidential, individualized intervention services to a child or youth and their family.

When restricting intervention records consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Decision

Engage in a conversation with the child or youth, guardian, caregiver or family to discuss the rationale for restricting access to the person's record.

Determine in consultation with the casework supervisor if access to a person's record needs to be restricted.

The casework supervisor makes the final decision whether to restrict access to a person's record.

If access to a person's record is restricted, the casework supervisor will determine if that case should be managed by another unit or office, and will negotiate the record transfer if required.

Restrict access to a record at any point in the casework process, immediately upon knowing that a restriction is required.

**Restricting Access to the Record of an Adopted Child or Youth**

The electronic information system has an automatic process for sealing adoption records of a child or youth once their adoption is completed.

Refer to the Adoption section of the Enhancement Policy Manual for details on when to place a restriction on the physical file.

The case owner is responsible to ensure legislative requirements are met regarding the immediate sealing of a record upon the issuing of an adoption order for a child or youth, per s.74.1(2).

**Handling the Physical File of a Record with Restricted Access**

When access to a record is restricted, the casework supervisor shall identify one administrative support staff to complete the administrative work on the physical file, who will follow the procedures below:

- Indicate clearly on the physical file cover that access to the record is restricted, and
- Identify names of the persons who have access, including administrative support, caseworker, casework supervisor, manager and other authorised access users.
- Place the physical file in a locked cabinet with access controlled by the assigned administrative support staff member, the supervisor, or the manager.
- Sign the file in and out as required.
- Hand deliver any document related to the file directly to the next person who needs to handle it.

**Managing Records with Restricted Access in the Electronic Information System****Restriction Owner**

When access to a person's record is restricted, the current case owner/caseworker of the record becomes the 'restriction owner'.

The restriction owner, and their casework supervisor, manager or director, may:

- view the entire record,
- view the restriction access list,
- view a list of restrictions owned by the restriction owner,



- grant or modify restriction access,
- end or edit a restriction,
- view the reason for the restriction.

The restriction owner is responsible to:

- maintain the restrictions they have created in the electronic information system, including the reason for the restriction, and the list of restricted access users,
- review their restrictions every six months to ensure they are still required based on the reasons found in the attached policy,
- enter an end date to restrictions in the electronic information system once the restrictions are no longer required or if the reason for the restriction is unknown.

**NOTE:** Unnecessary restrictions limit access to important information and can impede practice.

#### Restriction Access Users

CS employees who require access to the record, but are not the record's restriction owner (or the casework supervisor, manager, or director) are restricted access users.

The restriction owner is also a restricted access user.

The reasons for providing access to other restriction access users are recorded in the electronic information system and can include, but are not limited to:

- administrative/financial management,
- to facilitate an interdepartmental information request,
- to facilitate shared case management,
- the restriction access user is a shared participant on a case.

Restricted access users may:

- view the restricted person, case or provider,
- view the restriction access list.

Restriction access can be removed from a user for the following reasons, including but not limited to:

- administrative/financial management is complete,
- closure or completion of a shared management case,
- case transfer,
- interdepartmental information request is complete,
- placement provider no longer active,
- the restriction access was entered in error,
- the restriction has an end date.

The electronic information system captures the name of the restriction owner, restriction access users, the reasons for the restriction, and review dates.

**NOTE:** When access to a person's record is restricted, access to any other cases involving that person are also restricted.

When a caseworker completes a search for a person whose record has restricted access, only the reference number, name and date of birth of the person will be returned in the results. If the caseworker attempts to access the person's home page, the following message will be displayed; "Restricted Person – Access Denied". The name of the restriction owner and contact information will also be displayed.

If access to a restricted file is required, staff can contact the restriction owner, their supervisor, or manager to get access.

### **Transfer of a Restricted Case**

When a case is transferred (i.e. the case ownership changes), the restriction owner and the restriction access users must be updated on the physical file.

### **Closure of a Restricted Case**

When a restricted case is closed, the restriction owner remains in place.

If the case is re-opened, the restriction must be transferred to the new caseworker by contacting the previous restriction owner, their casework supervisor or manager and a request to access the physical files must occur.

### **Documentation**

Ensure all information, including the reason for restriction, is entered correctly into the electronic information system.

Ensure the adoption information and case closure information is entered correctly into the electronic information system for the sealing process to be completed.

## Related Information



[1.5 Intervention Services with Employees and Individuals in Governance Positions](#)



[Adoption](#)

[Tip Sheet: Restricted File Access in CYIM](#)

[Tip Sheet: Adoption Records](#)

[CICIO User Guide](#)

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# Practice Supports

Practice Support: <b>Restrictive Procedures</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">11.1 Restrictive Procedures</a>	Revision Date: January 13, 2020
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## Child Intervention Practice Framework Principles

CS is committed to supporting and upholding the rights a child or youth in the care of the director. The director is responsible for their care, safety and well-being. Pursuant to this legal authority, the director must decide when, or if, it is appropriate to use restrictive procedures.

CS works collaboratively with the child or youth, guardian, caregiver and support network to ensure everyone clearly understands why restrictive procedure(s) might be used, to hear their opinions and to address their concerns.

The use of any restrictive procedure should be consistent with every one of the principles whenever possible: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Definitions

Professional judgment: A process of informed decision making which draws on relevant experience and an accepted body of knowledge relating to practice which includes an understanding of current policy, practice and accreditation standards.

Duty of care: the legal principle that identifies the obligation an individual or organization owes to others with whom they have a relationship. Negligence is the failure to use reasonable care, which is the amount of care that would be taken by a reasonable person in the same circumstances.

Restrictive procedures: physical interventions that limit free body movement; include both restraints and isolation.

**NOTE:** Some of the defined restrictive procedures below are prohibited for use by CS. Ensure that staff do not use any of the prohibited practices listed in this document.

Physical Restraint: The manual application of force to an individual without their permission to restrict freedom of movement in order to prevent physical harm to self or others. This includes, but is not limited to:

- Physical escort – the use of force to hold an individual to overcome the individual's active resistance to a move.
- Face-down restraint – the subject is horizontal and face-down.
- Supine restraint – the subject is horizontal and face-up.
- Seated restraint – the subject is seated on the floor, a chair, or on any other surface.
- Standing restraint – the subject remains standing.
- Floor restraint – the subject is on their side on the floor.

Mechanical restraint: The use of any physical device to control behaviour and restrict movement for the purpose of preventing harm to self or others. This excludes orthopedically prescribed devices and protective helmets. It may include, but is not limited to:

- Any form of strap or tie, including plastic zip ties or rope
- Handcuffs
- Hobbles

Chemical restraint: The use of any psychoactive medication to control behaviour or restrict the individual's freedom of movement that is not a standard treatment for the individual's medical or psychiatric condition. This may include, but is not limited to:

- The use of PRN (prescriptions to be used on an "as needed" basis) without consultation with a medical practitioner or without clear written medical direction (such as over the counter medication and herbal remedies without consultation with the child or youth's prescribing physician).
- The use of experimental treatments/medications prescribed by a physician without
  - clear rationale for the determination of the use, and
  - ensuring that the medication is appropriate and safe for the child or youth (e.g. drugs not approved for the treatment of minors or drugs used for treatments for which they are not intended).
- The use of PRN medication without the child or youth exhibiting the behaviours or symptoms it is intended to treat, or without clear written direction for when the PRN should be administered.

- The use of PRN without the consent of the child or youth.

Isolation room: Locked confinement of a child or youth or physically preventing the child from leaving a space, to prevent them from harming themselves or others.

An isolation room is only permitted in intensive treatment programs and secure services facilities.

The manager or DFNA Director or their designate's approval is required to establish an isolation room.

Isolation can only be used to ensure safety: the use of isolation requires adult supervision and must follow the director-approved directions.

Rooms established by child and youth facilities for the purpose of isolation must:

- be designed specifically for the intended purpose,
- be assessed for safety,
- meet all relevant fire and safety codes, and
- the facility must comply with s.24(1) of the *Residential Facilities Licensing Regulation*.

A child or youth's bedroom may not be used for isolation.

Time outs are distinct from isolation. Time outs are not restrictive procedures as defined above.

- Inclusionary time out is the involuntary separation of an individual from their peers in the presence of their peers.
- Exclusionary time out is the involuntary separation of a child or youth in a designated area away from their peers but from which they are not prevented from leaving.

### **Restrictive Procedures**

Restrictive procedures, specifically restraints and isolation, are approved intervention strategies used to deal with violent and aggressive behaviour. They are used only when positive behaviour intervention alone is not sufficient to ensure the immediate physical safety of the child or youth, or others.

Discuss restrictive procedures at a Family/Natural Supports meeting if deemed these might be required in the future. Involve the child or youth, guardian, caregiver and the support network in planning for this circumstance if possible, to ensure that the safety and well-being of the child or youth is preserved.

The use of any restrictive procedure requires professional judgment to determine the most appropriate course of action to foster the safest possible outcomes for a child or youth, and for others, in situations that pose a risk of serious harm

### Principles Underlying the Use of Restrictive Procedures

The safety and well-being of children and youth are of paramount importance. CS uses a trauma-informed approach at all times. All interventions include an analysis of the child or youth's personal history (both social and medical) and its impact on challenging behaviours. Children and youth who have experienced trauma may experience fear, anger, pain, and loss of self-control. This may lead them to act aggressively or violently.

The rights of children or youth are respected. The use of restrictive procedures may affect these rights, to ensure the child or youth's safety and well-being, and to ensure their safety of others.

Children or youth, their guardian, caregiver and support network have opportunity to participate in planning and decision-making, and have the information and support necessary to express their views.

All interventions used must be appropriate to the child or youth's age and developmental capacity.

All interventions must be time-limited and fully reviewed once used.

Any person who may be required to participate in the use a restrictive procedure on a child or youth must successfully complete training in behaviour management.

Restrictive procedures may pose significant risks to those involved and therefore are interventions of last resort.

### Restrictive Procedures Are High Risk Interventions

Risks associated with the use of restrictive procedures include, but are not limited to:

- physical injury, including death, of the child or youth,
- psychological trauma to the child or youth,
- alienation of clients from staff,
- physical injury of staff, including death
- psychological harm to staff, and
- civil and legal liability to organizations and individuals.

### **Preventative Strategies to Limit or Reduce Use of Restrictive Procedures**

All programs and services will base their activities on the levels of intervention utilizing primary, secondary, and tertiary prevention.

Primary prevention includes strategies that promote a culture of safety and respect. These strategies aim to prevent violence or aggression before it occurs.

Secondary prevention is action taken to prevent violence or aggression when it is imminent and includes:

- training caregivers in behaviour management techniques and the use of de-escalation skills,
- developing and applying behaviour support plans for individual children or youth,
- setting goals for the reduction of the use restrictive procedures by staff, and

Tertiary prevention aims to minimize the negative impact once restrictive procedures are used and includes:

- Utilizing the least restrictive intervention for the shortest possible time that will be safe and effective.
- Monitoring and addressing the child or youth's physical and emotional state during the use of restrictive procedure.
- Debriefing the use of restrictive procedures with the child or youth, guardian, caregiver and support network to provide support and facilitate learning for the child or youth and caregivers.

### **Training to Use Restrictive Procedures**

Any person participating in the use of a restrictive procedure must successfully complete training in behaviour management. Content of training will include but not be limited to:

- relationship building, conflict resolution, positive reinforcement, teaching social and anger management skills,
- restraints prevention, avoidance of power struggles, de-escalation methods, and thresholds for restrictive procedures,
- the physiological effects of restraint including the potential for positional asphyxia, and the continual monitoring of the child or youth signs of physical distress during restraints,
- distinctive conditions of the child or youth which may effect the choice and method of restraint such as age, gender, developmental capacity, history of trauma, and health risks,



- mechanics of conducting safe physical escorts and physical restraints,
- use of isolation room,
- signs of distress in children or youth and issues of safety,
- escape and evasion techniques,
- procedures to address problem restraints and time limits,
- first aid and emergency medical procedures, and
- demonstrated competence on the part of the participants.

### **Notification Regarding Restrictive Procedures at Intake to a Facility**

The child or youth, and director will be informed of:

- of the circumstances under which a restrictive procedure may be used,
- of the actions caregivers must first take to attempt to defuse the situation and avoid the use of a restrictive procedure,
- about who can initiate and implement a restrictive procedure,
- about the restrictive procedures which may be used, including a description and demonstration,
- under what circumstances the restrictive procedure will come to an end, and
- of the grievance procedure to report an inappropriate restrictive procedure.

The child or youth and director will also be given the opportunity to view the isolation room, if the facility has one.

### **Assessment at Intake to a Facility**

Upon intake to the facility, information regarding the child or youth's medical and trauma history will be gathered and assessed in order to better support the child or youth, and to minimize the use of restrictive procedures and reduce the risks associated with their use.

Gather information on:

- the child or youth's past history of violence/aggression and exposure to violence
- events that may trigger violence/aggression
- techniques likely to assist the child or youth to regain control

- personal history related to past trauma including emotional injury, physical or sexual abuse
- pre-existing medical conditions or physical disabilities that may increase the risks associated with restrictive procedures.

### Facility Plan of Care

S.20(2)(d) of the *Residential Facilities Licensing Regulation* requires the facility develop a plan of care for children or youth placed in that facility. The plan will provide guidance based on the child or youth's medical and trauma histories.

The facility plan of care will include a behaviour support plan, identifying potential problem behaviours, known triggers, and appropriate de-escalation techniques that have been proven effective with the child or youth in order to reduce the need to use restrictive procedures.

Arrange a Family/Natural Supports meeting to discuss and involve the child or youth, guardian, caregiver, and support network on the specifics of the facility plan of care.

Subsequent to the use of any restrictive procedure, review and, if necessary, amend the child or youth's facility plan of care.

### Prohibited Practices

The following practices are prohibited:

- face-down restraints,
- the denial of any basic necessity,
- the use of verbal or physical degradation,
- the use of emotional deprivation,
- encouraging or condoning the punishment of one child or youth by another child or youth,
- excluding or condoning the exclusion of a child or youth from entry to a secure services facility, foster home, or group care setting that is providing residential care to that child or youth, as a form of punishment,
- mechanical restraints,
- chemical restraints,
- pain inducement to obtain compliance,
- hyperextension of joints,
- joint or skin torsion,

- pressure or weight on the chest, lungs, sternum, diaphragm, back or abdomen causing chest compression,
- any type of choking and any type of neck or head hold,
- any technique that involves pushing on the person's mouth, nose, eyes, or any part of the face, or covering the face or body,
- any physically assaultive behaviour including, but not limited to, punching, hitting, poking, pinching, or shoving.

### Using Restrictive Procedures

Before using a restrictive procedure, assess whether any potential adverse outcomes it may cause, including injury and distress, are less than the adverse consequences that will potentially occur without intervention.

Physical restraint or isolation may only be used if:

- a child or youth poses a threat of immediate physical harm to themselves or someone else, and
- less restrictive interventions either have not been successful or would not likely be successful in ensuring safety.

Use professional judgment to select the most appropriate restrictive procedure, considering the current circumstances and what is known about the child or youth.

- Communicate with the child or youth the intention to apply a restrictive procedure.
- Explain to the child or youth what needs to happen for the restraint to be terminated.
- Remove other children from the area if possible.
- Use the least restrictive method that will be safe and effective, applied with the least possible force and for the shortest possible time.
- Continuously assess the child or youth's emotional and physical state so that a planned release can be implemented as soon as the risk has been averted.
- The child or youth's status must be assessed on a face-to-face basis every five minutes when an isolation room is used.
- Where possible, two caregivers should be involved in any physical escort or physical restraint.
- A supervisor must approve the extension of any restrictive procedure beyond 20 minutes.

Restrictive procedures must not be used:

- as a threat of punishment or a form of discipline,
- for caregiver convenience,
- in lieu of adequate staffing, or
- to protect property without an associated immediate risk of physical injury to people.

### **Monitoring Restrictive Procedures**

When two caregivers are involved, one of the interveners will be assigned the role of observing and monitoring the psychological and physical well being of the child or youth throughout the application of the restrictive procedure.

During any restraint, the elements to be monitored include:

- level of consciousness,
- level of agitation,
- mental status,
- skin colour,
- skin integrity,
- temperature of extremities,
- swelling of extremities,
- movement of extremities.

If there are signs of life-threatening distress or serious injury, terminate the restraint immediately and seek medical assistance.

### **Assessment Following the Use of a Restrictive Procedure**

Immediately following the termination of the restrictive procedure, assess the physical and psychological well-being of the child or youth.

The assessment will include, but is not limited to, observations of the child or youth's:

- movement, including checking for joint injuries and lethargy,
- respiration and skin colouring,
- external injuries, including scrapes and bruises, and
- general responsiveness, orientation, and cognitive functioning.

A licensed professional (doctor, nurse, therapist, etc.) must immediately address any identified problems. The use of the restrictive procedure and the results of the post-intervention assessment must be recorded in the child or youth's record.

### **Debriefing Restrictive Procedures**

Following the use of any restrictive procedure, two separate processes will be conducted to debrief the incident:

- the child or youth will be given the opportunity to reflect on and discuss the use of the restrictive procedure, in a manner that is age and developmentally appropriate, and
- caregivers directly involved will separately be given the same opportunity.

The focus of these debriefings is to provide support, allow for reflection, and inform change.

#### Child or Youth Debrief

Debrief with the child or youth so they have the opportunity to provide their perspective. The debriefing is intended to help the child or youth learn how to deal with the consequences of poor choices and about mending relationships.

- Conduct the debrief with the child or youth as soon as practical but within 24 hours of the incident.
- If appropriate, include the caseworkers, the caregivers directly involved, and the guardian.

The debrief will cover the following any topics relevant:

- the child or youth's experience of the restrictive procedure,
- the events leading up to the restrictive procedure,
- the behaviour of the child or youth and the caregivers which led to the restrictive procedure,
- the process of helping the child or youth to identify and understand the connection between their thoughts, feelings and their subsequent behaviour,
- the process of the child or youth regaining control,
- what was learned from the incident, informing plans about what may be done differently in the future under similar circumstances,
- anything which the child or youth and caregivers need to do to deal with effects on relationships,

- a review of the child or youth's rights, a review of available grievance procedures and access to the OCYA, and
- space and support for the child or youth to deal with any difficult memories the restrictive procedure may have raised.

### Caregiver Debrief

Debrief with the caregiver, to support caregivers and improve practice through:

- giving caregivers the opportunity to express the challenging emotional pressures that may arise from using restrictive procedures,
- giving caregivers a chance to receive support to understand the challenging emotional pressures following using a restrictive procedure and how to repair the relationship they had with the child or youth,
- giving caregivers an opportunity to learn about themselves and their practice, and to support professional development, and
- giving the organization the opportunity to improve practice through changing processes and procedures based on experience.

The debrief will cover the following topics as related and necessary:

- information learned about the child or youth as a result of executing the restrictive procedure,
- what caregivers learned about themselves as a result of executing the restrictive procedure,
- what worked, what did not work, and what could be done differently in the future,
- any implications for practice and procedures, and
- any implications for caregiver training or staff development.

### **Notification Following Use of a Restrictive Procedure**

Notification of the use of all restrictive procedures must be made immediately to the director.

Any injuries arising from the use of restrictive procedures, the use of any prohibited measures, and the inappropriate use of any restrictive procedure that places a child or youth at risk of harm must be reported immediately to the facility supervisor, the director, the case manager and other authorities as appropriate, including the OCYA.

**Review of Restrictive Procedure Practice**

Any facility utilizing restrictive procedures must have a mechanism in place for reviewing the use of restrictive procedures. Reviews should be done in the spirit of support, learning, prevention and accountability.

Reviews will consider:

- effectiveness of methods employed by caregivers to support and manage behaviour,
- confirmation that caregiver actions complied with this policy, service provider policy and accrediting standards,
- the need for further caregiver training,
- the identification of deficits in the physical environment, and
- the identification of deficits in program practices or procedures,

**Documentation**

Clear documentation regarding the strategies considered, rationale for the decision whether to use a strategy and the results of using each strategy will assist in future planning for prevention of violence or aggression.

Record all consultations and discussions on the contact log in the electronic information system.

Caseworkers and/or supervisors must document all use of restrictive procedures and any follow-ups in a contact log in the electronic information system and place any paper copies in the child or youth's physical file. The written account of each use of a restrictive procedure will minimally address the following:

- date, time, and location of the restrictive procedure,
- name of the child or youth, caregivers, and any witnesses involved,
- description of what happened, including the events leading up to the restrictive procedure and what prior interventions were used,
- description of the restrictive procedure used, reasons for its choice and the duration of its use,
- outcomes of the intervention, including impact on the child or youth, caregivers and others with details of any injuries sustained by anyone involved,
- action taken by the caregiver to address any injury, and
- any identified follow-up required and/or completed.

The *Residential Licensing Facilities Regulation* requires that child and youth facilities record the following in the child or youth's file:

- any isolation of the child or youth that falls under s.24, per s.20(2)(k), and
- any physical restraint of the child or youth, per s.20(2)(l).

Document primary, secondary and tertiary prevention strategies on a contact log in the electronic information system.

## Related Information



[Residential Facilities Licensing Regulation](#)  
[Canadian Charter of Rights and Freedoms](#)  
[UN Convention on the Rights of the Child](#)



[1.8 Children's Procedural Rights](#)

To report a broken link click [here](#).



# Practice Supports

Practice Support: <b>Retention of Records</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">1.1.3 Retention of Records</a>	Revision Date: October 19, 2021
	Page 1 of 2

## Child Intervention Practice Framework Principles

CS is responsible for safely storing and retaining records of information it has gathered as part of its mandated duties. The information in retained records assists CS with providing a child or youth with intervention services. It also captures and helps them understand their background and fosters their ability to explore connections. Retained records can offer adults who received services as children or youth a connection with their past.

When retaining records consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Retention of Records

A child or youth's records are retained according to:

- The retention schedule – Schedule Number 2006/009 Child Intervention - in the Records Retention and Disposition Schedule.
- FOIP.
- The *Records Management Regulation*.
- The practice supports listed below.

Records shall be kept for 100 years after the year to which the information in the record relates, per s.127(4).

A record may not be destroyed until all documentation in the record have met the 100 year retention period. (E.g. for a file opened in 2005 and closed in 2013, nothing in that file cannot be destroyed until 2113.)

- Refer to *Official and Transitory Records: A Guide for Government of Alberta Employees*; October 2015, for information about what represents an official record and a transitory record.

### Storage of Records

A child or youth's physical file is stored at the caseworker's worksite. When a file is closed, the file is stored at the worksite for two years and then forwarded to the Alberta Records Centre for storage.

### Handling Records under a Litigation Hold Notice

A litigation hold is an advisory notice from Justice or the Senior Records Officer that a lawsuit has been filed or is expected to be filed against CS. This requires the collection and preservation of GoA official and transitory records as part of an evidentiary process, called a legal discovery.

Contact the Information Management team if more details are required.

## Related Information



[Freedom of Information and Protection of Privacy Act](#)



[Child Intervention File Standards](#)

Records Retention and Disposition Schedule – Schedule Number/Status 2006/09 (The Schedule is on RSS, a Service Alberta business application which is not accessible to all GoA staff.)

[Records Management Regulation](#)

[Official and Transitory Records: A Guide for Government of Alberta Employees](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Review of a Permanent Guardianship Order by a Former Guardian</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">5.3.5 Review of a Permanent Guardianship Order by a Former Guardian</a>	Revision Date: October 15, 2020
		Page 1 of 5

## Child Intervention Practice Framework Principles

When a former guardian of a child or youth under a PGO applies to review the PGO, CS works with the former guardian to reunite the family when appropriate. CS ensures the safety and well-being of the child or youth by collaborating with the former guardians, the child or youth, and the support network in planning and decision making. The cooperation and coordination between relevant stakeholders can assist in building the sustainable capacity of the former guardian and assist the former guardian in ensuring the safety and well-being of their child or youth.

When a former guardian makes an application to review a PGO consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Application

Provide the former guardian the following to assist in the completion of the application:

- Information on contacting legal aid or other services that might be required
- A copy of the PGO
- Verify former guardians of the child(ren) or youth to confirm who will need to be served by the applicant(s)

**NOTE:** A 3rd Person Consult with the Category 4 or DFNA Director must occur as part of the application to review the PGO.

### Service

Upon being served with a Notice and Application by a Former Guardian to Terminate a Permanent Guardianship Order [CS0025]:

- Consult with a casework supervisor

- Consult with legal counsel
- Request a meeting with the former guardian(s) to discuss the rationale for their application, determine their current circumstances, address concerns and complete an initial assessment of the next steps moving forward. Refer to Policy 5.3.4 (Intervention) for terminating a PGO or PGA.
- Adjourn all scheduled applications regarding permanency for the child(ren) or youth (adoption or private guardianship applications) until the PGO Review is heard and disposed of by the court

**NOTE:** If permanency has been achieved through adoption or private guardianship, refer the applicant to seek legal advice and provide information about the post adoption registry if appropriate.

- Make a referral to the OCYA for the child(ren) or youth for legal representation and to assist in ensuring that the child(ren) or youth's rights, interests, and views are represented
- Discussion should take place with the child or youth regarding what the application means and the impacts it may have

Advise those who may have a role with the child(ren) or youth, that an application has been made. This may include but is not limited to:

- First Nations designate or Métis Resource person
- The Office of the Public Guardian and Trustee
- Current caregiver/prospective adoptive parents for the child(ren) or youth

The former guardian making the application for the review is responsible for service including all other former guardians of the child(ren) or youth and child(ren) or youth 12 years-of-age and older.

- If there is no family time between the child(ren) or youth and the former guardian the caseworker may be requested to serve the child(ren) or youth on behalf of the applicant(s)
- Any substitutional service of the child(ren) or youth requires a completed Affidavit of Service to be filed with the court

**NOTE:** Service of the child(ren) or youth by a caseworker must occur in a public place (i.e. the local service delivery office).

The child(ren) or youth's current placement address may not be known to the applicant and the address of service is included in the Affidavit of Service.

### Assessment

An assessment of the applicant will be required by a caseworker which will be reported to the court.

- Gather information about the former guardian's current circumstances and ability to care for the child(ren) or youth. Considerations to include:
  - Changes in the circumstances present at the time the PGO was granted.
  - The stability of their relationships and housing.
  - Ability to provide for and support the child(ren) or youth and any new children born since the director's involvement after the PGO was granted.
  - Supports currently accessed and available in the community.
  - A transition plan that includes the child(ren) or youth, former guardian, current caregivers, and caseworker that demonstrates a purposeful and planned transition to the former guardian's care. This plan should include involvement from the current caregivers to support the child(ren) or youth during this transition and how their relationship will be maintained going forward.
- Consider holding a Family/Natural Supports meeting to gather all invested parties to discuss how to proceed and how important relationships will be maintained for the child or youth moving forward. A plan should be developed regarding what role the former guardian will play in the 4 Areas of Connection for the child or youth whether reunification occurs or does not.
- Provide information to the former guardian(s) regarding the child(ren) or youth's current functioning, health, and any specific exceptional needs including the level of care required/being provided to assist in determining the applicant's ability to care for the child(ren) or youth

**NOTE:** The court may order a Home Study to be completed.

Meet with the former guardian(s) to advise them of the director's position and rationale prior to the court date. A 3rd Person Consult can be used to help determine the director's position moving forward. Prior to the court date, for any child(ren) or youth capable of expressing a view, ensure the child(ren) or youth have been provided with information regarding the applicant's current circumstances and ability to care for the child(ren) or youth and ascertain the child(ren) or youth's view on the application. Provide this information to the applicant and the court.

If the director determined that reunification is an option, schedule a meeting with the former guardian to explain the process for terminating a PGO or PGA.

If the director determined that reunification is not an option, the former guardian should be informed as to why. The former guardian is able to pursue reunification with the child or youth without the support of the director via their own legal representation.

Refer to the process for terminating a PGO or PGA in Practice Support 5.3.4 (Intervention). If the former guardian is in agreement with the process to terminate a PGO or PGA, advise the former guardian to seek legal representation to determine how to move forward with their Notice and Application for a Review to terminate the permanent guardianship. They may wish to withdraw or adjourn their Application at this time.

### **Attending Court**

Prepare evidence for the court to address the director's position and the best interests of the child(ren) or youth based on the child(ren) or youth's identified needs, the child(ren) or youth's views if they are able to express a view, and the capacity of the applicant(s) to meet their needs.

- If the director is in agreement of the child(ren) or youth returning to the former guardian, the prepared evidence should include the proposed process for terminating a PGO or PGA.

Upon hearing the application the court may:

- Dismiss the application; the PGO remains in effect;
- Grant the application; terminate the PGO without any further order from the court and appoint the applicant as the guardian of the child or youth; or
- Adjourn the application to allow the above process for terminating a PGO or PGA to take place

If the permanent guardianship is terminated:

- Notify any caregivers
- Cancel any benefit being received on behalf of the child or youth
- Advise the guardian to register for Alberta Health Care and apply for the Canada Child Tax Benefit
- Follow procedures in Policy 3.2.4 (Intervention) for a child or youth leaving care

### **Documentation**

File a copy of the court order terminating the permanent guardianship on the child or youth's physical file.

Document the assessment of the former guardian on a contact log in the electronic information system and include the assessment in an ongoing assessment record. Complete all entries in the electronic information system.

## Related Information



- [1.3 Office of the Child and Youth Advocate](#)
- [1.3 Home Study Report – Placement Resources](#)
- [2.1.1 First Nations Designate](#)
- [2.2.1 Metis Resources](#)
- [3.2.4 Leaving the Care and Custody of the Director](#)
- [5.3.2 Supervision Order](#)
- [5.3.4 PGO Orders](#)
- [5.5 Court Procedures](#)
- [8.1.1 Legal Representation for the Director](#)
- [8.1.2 Legal Representation for Children and Youth](#)
- [8.5 Receiving or Being Served with Court Documents](#)
- [15.1 Post Adoption Registry Overview – Adoption](#)
- [3rd Person Consult](#)



[Ongoing Assessment for FEA, SO, CAG, CO and TGO \[CS11598\]](#)

[Ongoing Assessment for EAY, CAY, PGO, PGA and SFAA \[CS11599\]](#)

[Notice and Application by a Former Guardian to terminate a Permanent Guardianship Order \[CS0025\]](#)



[Checklist for Court Documents](#)

[CICIO User Guide](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Review of a Secure Services Order</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">5.4.4 Review of a Secure Services Order</a>	Revision Date: January 13, 2020
		Page 1 of 3

## Child Intervention Practice Framework Principles

CS recognizes the child or youth and guardian have rights and supports them in their decision making process when reviewing a secure services order. Collaborating with the child or youth, guardian and professionals from the secure services facility to share assessment information, develop recommendations and create a plan for the next steps to reunite the child or youth with their guardian or caregiver is key to reaching successful outcomes for the child or youth upon exit from a secure services facility. Our casework practice is transparent and information is shared with the child or youth and guardian on the legislative requirements when reviewing a secure services order or certificate.

When conducting a review of a secure services order for children or youth, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

Per s.49(2) of CYFEA, an application to have a secure services order reviewed may be made by:

- a child or youth,
- a guardian, or
- the director.

**NOTE:** The director may request a review at any time during a secure services order or renewal of a secure services order. A child or youth or guardian may request a review once during the period of the secure services order and once during the renewal of a secure services order.

Per s.49(3) of CYFEA, the hearing of a review must be held not more than 3 days after the application is filed with the court.



### Notice and Application for a Review

Complete a Notice and Application for a Review [CS1597] and file with the court.

- Schedule a court hearing.

Per s.49(5), not less than 1 day before the date fixed for the hearing, by registered mail or any other method approved by the court, serve a filed copy of the application on the:

- child or youth,
- guardian, and
- person in charge of the secure services facility.

Ensure the child or youth and the guardian are both aware of their right to attend court and to be represented by a lawyer.

If the Court is satisfied that it is proper to do so, an ex parte application of the director may, at any time before the date of the hearing be completed as per s.49(6) and s.49(7).

### Review by the Child or Youth or Guardian

If a guardian wants to request a review, assist guardian in obtaining the appropriate forms. If a child or youth wants to request a review, assist the child or youth in contacting their LRCY representative. Ensure that a referral has been made to LRCY for the appointment of a lawyer for the child or youth.

If a child or youth or guardian serves a notice of a review on the caseworker, accept and date stamp the notice.

**NOTE:** Per s.49(4), where the director is not the applicant, the clerk of the court will notify the director of the application.

If an order is granted, provide copies of the order to the child or youth, the guardian, the child or youth's lawyer (if any) and the facility.

If the secure services order is terminated, arrange the immediate release of the child or youth.

### Documentation

Complete all electronic record entries and update the contact log. Ensure that the child or youth's placement has been updated in the electronic information system as well as ensure the child or youth's legal status has been updated to reflect the secure services status.

File the notice of review by the child or youth or guardian on the child or youth's physical file.

Ensure the Secure Services Plan is entered into the electronic information system and updated accordingly.

Place all legal orders and certificates on the child or youth's physical file.

## Related Information



[4.2.5 Assessment and the Secure Services Plan](#)

[5.4.0 Secure Service Overview](#)

[5.4.2 Accessing Secure Services via a Secure Services Certificate](#)

[5.4.3 Secure Services Placement Procedures](#)

[5.5 Court Procedures](#)

[8.1.2 Legal Representation for Children and Youth](#)



[Adult Guardianship and Trusteeship Act](#)



[Notice and Application for a Review \[CS1597\]](#)



[Checklist for Court Documents](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Rights of First Nation Children Registered under the Indian Act</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">2.1.3 Rights of First Nation Children Registered under the Indian Act</a>	Revision Date: October 19, 2021
		Page 1 of 5

## Child Intervention Practice Framework Principles

CS honours the rights of First Nation children, youth and their families under the *Indian Act* and our practice is grounded in respect and appreciation of those rights. Upholding the constitutionally protected rights of Indigenous children, youth and their families is part of a child-focused and family-centered practice. CS collaborates with DFNAs, Bands and First Nations designates for shared decision-making and robust solutions for optimal outcomes for their children or youth. This collaboration allows the child or youth to maintain ties to their Indigenous communities and preserve familial connections.

When determining availability and access to the rights of children and youth registered under the *Indian Act*, consider each one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Registration under the *Indian Act*

When a child or youth is, may be, or self-identifies as Indigenous, caseworkers must discuss and explore registration under the *Indian Act* with the child or youth, their guardian(s), their support network and involve the First Nations designate (designate). This can identify and support children or youth who may be eligible to be registered under the *Indian Act* and eligible to be band members as soon as possible during the casework process. The registration process needs to be completed in collaboration with the guardians. See Policy 2.1.2 (Intervention).

### Eligible Benefits as a Registered First Nation Child or Youth

A registered First Nation child or youth may be eligible for a range of benefits, rights, programs, and services offered by the federal and provincial or territorial governments.

Trust Accounts

Make inquiries to Lands, Revenues and Trusts to ISC at the address below or email [aadnc.infopubs.aandc@canada.ca](mailto:aadnc.infopubs.aandc@canada.ca) to determine if any trust funds are being held in trust until the child or youth turns 18.

Indigenous Services Canada, Alberta Regional Office  
Suite 630 Canada Place  
9700 Jasper Avenue  
Edmonton, AB T5J 4G2  
Telephone: 780-495-2773

Non-Insured Health Benefits (NIHB) Covered by First Nations & Inuit Health Benefits

First Nations & Inuit Health Benefits may pay for the following services, depending upon circumstances, where no other insurance program provides coverage for that item:

- prescription drugs
- transportation to medical facilities
- hospital admission fees
- boarding homes, translators and escorts
- dental treatments
- eye glasses
- prosthesis and medical supplies
- medicals for entering alcohol treatment centers
- emergency air ambulance
- crisis intervention counselling
- referral services:
  - Treaty 6 Area (780-495-2708)
  - Treaty 7 Area (403-292-5284)  
(780-495-2708)
  - Treaty 8 Area (780-495-2708)

Once registered, First Nation children and youth may access all services (regardless of guardianship status) that are accessible to adults who are registered. Contact the Native Liaison Coordinators (CIRNAC/ISC or Medical Services Branch) when children or youth are denied access to services because of their relationship with CS.

Contact information for Non-Insured Health Benefits in the Alberta region is:

Non-Insured Health Benefits  
First Nations and Inuit Health  
Health Canada  
Suite 730, Canada Place  
9700 Jasper Avenue  
Edmonton, Alberta T5J 4C3  
Telephone: 780-495-2694  
Telephone (toll-free): 1-800-232-7301

Educational Benefits for children and youth who are registered

Children and youth (regardless of guardianship status) who reside on a First Nation reserve are entitled to federally funded primary and secondary education (i.e. K-12). Discuss and collaborate with the child or youth, guardian and the support network to ensure that they are aware of all the educational benefits available to them.

Educational assistance (including tuition, training allowances, subsistence and books) for post-secondary education of various forms is also available.

Additional assistance may be available to children or youth requiring special education due to extenuating circumstances.

Educational assistance may be provided through individual bands and/or tribal councils.

For further information contact: 1-800-567-9604 and ask to speak to an education officer.

On-Reserve Income Assistance Program

The On-Reserve Income Assistance Program (regardless of guardianship status) helps eligible on-reserve residents and First Nations children, youth and families in all provinces and in Yukon territory, cover the costs of their daily living and provides funding to access employment supports.

An individual eligible for the On-reserve assistance program may receive financial assistance for:

- basic needs (such as food, clothing, and rent and utilities allowance)
- special needs (such as essential household items, personal incidentals and doctor-recommended diets)
- pre-employment and employment supports to move individuals toward self-sufficiency (such as life skills and job training)

An individual who is eligible and applies for income assistance will be assessed according to the criteria of the province. This assessment covers the individual's:

- financial need
- employability
- family composition and age
- available financial resources in the household

To apply contact the child or youth's community band office.

### Band Membership

When a child or youth is eligible to be registered under the *Indian Act*, they may also be entitled to band membership as per s. 10 or 11 under the *Indian Act*. Band membership gives band members the right to live on reserve, vote in a band election and referendums and share in band assets. As benefits may vary from one band to another, contact the designate or band office for more information. Discuss with the child or youth, guardian, caregiver and their support network to provide the following information:

- A registered individual is not entitled to be a band member with more than one band as per s. 13 of the *Indian Act*.
- Once an individual is registered under the *Indian Act* it **cannot** be changed but their band membership can be changed.

If the child or youth is registered under the *Indian Act* and/or band membership, they cannot be:

- registered with Metis Settlement (at age 18) as per s. 75(1) under the *Metis Settlement Act*, and /or
- eligible for MNA citizenship as per s. 8.1 under the Bylaws of the Métis Nation of Alberta Association.

For a child or youth who may also be eligible for registration with Metis Settlements or MNA, ensure the guardian's choice is obtained prior to determining registration for a First Nation child or youth. See Policy 2.1.2 (Intervention).

### **Documentation**

Ensure all activities, consultations, decisions and rationale for decisions regarding benefits for a First Nations Individual and band membership are documented on a contact log in the electronic information system.

Ensure involvement with the designate is documented on a contact log in the electronic information system.

Document the guardian's choice if the child or youth may be eligible for registration with Metis Settlements or MNA on the Person home page in the electronic information system.

Document in the electronic information system if the child or youth has more than one status eligibility (First Nation status, Metis Settlement membership and/or MNA citizenship).

## Related Information



[2.1.2 First Nation Individual Registered under the \*Indian Act\*](#)  
[2.5 Caseworker's Responsibilities for an Indigenous Child](#)



[Indian Act](#)  
[Metis Settlement Act](#)  
[Metis Nations of Alberta Bylaws](#)



[United Nations Declaration on the Rights of Indigenous Peoples](#)  
[Crown-Indigenous Relations and Northern Affairs Canada](#)  
[Indigenous Services Canada](#)  
[Indigenous Health](#)  
[On-reserve Income Assistance Program](#)  
[Trust Moneys](#)  
[Government of Canada Minors Account Payout Initiative](#)  
[Elementary and Secondary Education Program](#)  
[About Band Membership and How to Transfer to or Create a Band](#)  
[Indigenous Hunting and Fishing in Alberta](#)  
[CICIO User Guide](#)  
  
[CICIO Document Management](#)

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# Practice Supports

Practice Support:	<b>Safety Phase</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">3.1.3 Safety Phase</a>	Revision Date: October 19, 2021
		Page 1 of 11

## Child Intervention Practice Framework Principles

CS undertakes a comprehensive assessment during the safety phase, of all factors contributing to a child or youth's safety. Approach the safety phase with a focus on the family's strengths. Collaboration with the child or youth, guardian, family and support network encourages everyone involved to participate in decision-making, and to take an active role in ensuring the child or youth's safety and well-being.

During the safety assessment phase consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

The safety phase begins the assessment of the child or youth's safety and intervention needs, when intake has determined that there are reasonable and probable grounds to believe that the child or youth may be in need of intervention per s.1(2)(a)-(h).

**NOTE:** If the assessment information indicates that the child or youth is in need of protective services per PSECA, initiate a PSECA intake to assess for further services. Legal status under both the CYFEA and PSECA is possible if this meets the intervention needs of the child or youth.

If the assessment information indicates that the child or youth is in need of protective services per DECA, the report must still be screened under CYFEA, notwithstanding that action may be taken (i.e. apprehension) under DECA.

The entire safety phase assessment is 40 business days.

- The assessment must be completed within 30 business days, from the end of the initial 10-day period.

Recognition of the trauma caused by bringing a child or youth into care must be one of the considerations in planning.



A 3<sup>rd</sup> Person Consult must be completed before an application for an Apprehension Order can be applied for. See Policy 5.3.1(Intervention).

If there is an open file and the safety phase is assessing concerns in a new report, continue to provide services or make changes to services based on the current assessment.

During the safety phase, consult regularly with the casework supervisor, ensuring there is time to probe and challenge assumptions regarding the child or youth's circumstances.

### **Safety Phase Activities**

The safety phase activities involve collecting the following information:

- safety and protective factors,
- family strengths,
- the family's perspective,
- the child or youth's online presence, such as social media sites and the family's abilities to monitor the child or youth online,
- presence and capacity of safety networks,
- involvement of cultural resources and connections including collateral calls to DFNA staff, First Nations designates, Métis Resource person and other individuals who may have culturally relevant information to add to the assessment,
- intervention history and
- what needs to happen to ensure ongoing safety for children or youth.

Use critical thinking to undertake a concise analysis of all information collected, to gain a clear understanding of intervention concerns that may or may not be present.

### **Custody Disputes**

Refer to Policy 3.1.2 (Intervention).

### **New Report**

Refer to Policy 3.1.2 (Intervention).

### **Allegations**

Refer to Policy 3.1.2 (Intervention).

### Gathering Information

Within 5 business days of referral from when the assessment was assigned, have contact with the child or youth, or someone who has direct contact with the child or youth, other than the guardian (e.g. a teacher), to assess the child or youth's safety.

- Contact can include the reporter if the child or youth was seen by the reporter on the day the reporter made the referral.

Work with the family in the safety phase. Explain the reason for involvement and the process of assessment. This includes:

- Having a discussion(s) with guardians.
- Ensuring interviews with the children or youth occur in the least disruptive manner possible.
- Utilizing Family/Natural Support meetings as appropriate. Family/Natural Support meetings should occur prior to bringing a child or youth into care.
  - If a child or youth comes into care on an emergency basis, the Family/Natural Support meeting should occur within 48 hours.

Discuss and gather information regarding possible cultural connections with the family and support network.

Have face-to-face contact with, and interview, every child or youth in the home who may be at risk, the guardian and other caregivers.

A decision to interview the child or youth alone and prior to meeting with guardians and other care providers should be discussed with a casework supervisor and undertaken only when the child or youth's safety may be put at increased risk by speaking with guardians first.

- Transport a child or youth to any place in order to complete the investigation per s.6 (2), if deemed necessary for their safety and best interests.

Interview every sibling, residing in or out of the home, who might have knowledge about the reported concerns.

For a child or youth who self-identifies as Indigenous, or who may be Indigenous, continue to work with the DFNA, First Nations designate or Métis Resource person who was contacted during intake, on safety planning, potential placement, cultural connections, the child or youth's support network and other significant relationships that need to be maintained.

The genogram must be completed during the safety assessment with the child or youth (where age and developmentally appropriate) and family.

- Chart at minimum 3 generations including the child or youth's siblings, parents, grandparents, and other children or youth and relationships within the family system. See Policy 4.1.2 (Intervention).

Assess the child or youth's online presence (e.g. social media sites) to determine if they are at risk due to their online behaviors.

Continue to assess (from the intake phase) whether the child or youth is at risk due to sexual exploitation through prostitution by considering:

- Is the child or youth sexually exploited because they are engaged in prostitution?
- Is the child or youth sexually exploited because they are attempting to engage in prostitution?
  - If yes to any of these questions refer to s.1 (2) of PSECA for the definition of a child or youth in need of protective services and if appropriate complete a PSECA Intake, refer to the PSECA Policy Manual.

Refer to the Policy 6.2 (Intervention) and complete the Screening Aid for Family Violence [PFVB3994], if indications of family violence exist.

Refer to the Policy 6.3 (Intervention) if indicators of guardian involvement in serious drug activity exist.

Obtain information from any other person or agency that is familiar with the situation. Refer to s.126 (4), 126 (4.1) and 126 (4.2) and Policy 1.1.1 (Intervention).

For Indigenous children or youth who have Treaty Status, have Potential to be Registered under the *Indian Act*, or who have Band or Métis Settlement membership, connect with the First Nations designate or Métis Resource person to determine resources, connections or supports.

- If a child or youth may have the Potential to be Registered, Treaty Status registration with CIRNAC/ISC must be pursued.
- Assist the family in applying for the child or youth's Treaty Status registration.

Obtain an external assessment if information is required to help determine whether the child or youth is in need of intervention, noting that an external assessment may not be completed within the safety phase time period.

**Reviewing Information**

Review all information from the intake and all previous file and electronic records pertaining to the child or youth and siblings.

Review the files of all guardians who, as a child or youth, received intervention services.

Contact previous caseworkers when a review of file information suggests important information requires clarification.

Analyze the information to clearly understand the main themes, patterns and outcomes of services from previous involvement.

**Assessing Physical Injury**

When assessing a physical injury, examine the child or youth in the presence of the guardian or person caring for the child or youth. Be sensitive to the age and gender of the child or youth.

Consult with the casework supervisor and decide if a medical examination is required.

If a crime may have been committed, report the matter to a peace officer as soon as practical and according to the practice process described in the Policy 1.9 (Intervention).

Explain to the child or youth the next steps, including the role of peace officers and any other professionals involved.

If peace officers are involved, coordinate the assessment with the assigned officer. If the child or youth's interview will be videotaped, follow the protocol relating to s.715.1 of the Criminal Code.

Interview all siblings.

**Assessing Sexual Abuse**

When assessing for the potential of sexual abuse, be sensitive to the age and gender of the child or youth.

If a child or youth discloses that they were, or may have been, sexually abused, consult with the casework supervisor and make the appropriate referral. For example, contact the regional Child Advocacy Centre.

Do not physically examine the child or youth for sexual abuse.

Explain to the child or youth the next steps, including the role of the Child Advocacy Centre.

Interview all siblings.

Child or Youth Discloses Abuse and/or Sexual Exploitation:

Tell the child or youth:

- that the abuse was not his/her fault,
- what the peace officer and caseworker will do next, and
- that if they are afraid to go home, options will be explored.

Interview a non-abusing guardian as soon as possible. Determine whether this guardian is able and willing to protect the child or youth.

Discuss apprehension with a casework supervisor if a guardian is not able or willing to protect and support the child or youth.

If there is indication the child or youth is in need of protective services per PSECA, initiate a PSECA intake to assess for further services.

Arrange a medical examination immediately.

Child or Youth Does Not Disclose Abuse and/or Sexual Exploitation:

Safety planning is a requirement if the child or youth does not disclose abuse.

Interview the guardian and assess the need for intervention.

**Medical Examination**

A medical examination may be necessary if:

- the child or youth discloses abuse,
- the child or youth requires medical attention, or
- the assessment requires an examination to confirm abuse.

In consultation with the casework supervisor decide if a medical examination is required. If so:

- Accompany the child or youth to a medical examination immediately; if possible, have the guardian attend as well.
- Consult with the casework supervisor if the guardian is unavailable or refuses to give consent for the child or youth's medical examination, as an

apprehension or an order authorising the treatment may be necessary per s.22, and s.22 (1).

- Review any parenting and/or custody orders that may be in place. Establish contact with the non-custodial guardian as appropriate.

Provide the Letter to Doctor from Caseworker re: Child's Exam [CS2825] to the physician advising:

- That court testimony might be necessary.
- The reason for the medical examination and any specific requests.
- The circumstances in which the child or youth was found and as much of the following as is known:
  - The child or youth's social and medical history, and social circumstances.
  - Who has interviewed the child or youth and whether there is a videotape.
  - What injury/abuse has been reported, observed or disclosed.
  - The explanations for the injuries if physical injury.
  - The reason for the medical examination and any specific requests.

Ask the physician:

- to determine whether there is any evidence of sexual abuse, if appropriate, and if a sexually-transmitted infection is present,
- to complete a developmental assessment and a complete physical examination,
- for an oral diagnosis, including any immediate treatment requirements, and
- for a written report describing the findings.

#### Brief Services

Refer to Policy 3.1.2 (Intervention).

#### Safe Sleep

Refer to Policy 3.1.2 (Intervention).

#### Emergency Care

Refer to Policy 3.1.2 (Intervention).

### Decision Points with Casework Supervisor

The completion of the safety phase represents an important decision point requiring casework supervisor consultation and approval.

- Review assessment information, allegations, analysis of safety factors and intervention needs with the supervisor.
- Complete a Safety Decision Consult for high-risk and vulnerable children as per Practice Support 3<sup>rd</sup> Person Consult.
- Determine if disposition of allegations (see above) is appropriate and what further actions are to be taken.
- Consider what and how information will be shared with the child or youth and guardian.

### **Review of Assessment with Child or Youth and Family**

Share the results of the completed assessment with the guardian and, if age and developmentally appropriate, with the child or youth at a Family/Natural Supports meeting.

Decide in consultation with the child or youth and guardian the actions to be taken and services to be provided whenever possible.

At this time there may be opportunities to involve the family's support network with the consent of the guardian.

### **Decision**

The outcomes at the end of the safety phase assessment include the following:

- closed with no need for intervention,
- FEA,
- EAY,
- CAG,
- CAY,
- SFAA,
- SO,
- apprehension (order or emergency),
- TGO,
- PGO, or
- PGA.

The safety phase is concluded when a determination is made about:

- the safety of the child or youth, and
- the child or youth's need for intervention.

If the assessment information indicates that the child or youth is not in need of intervention:

- Notify the family of the decision.
- Ensure a Family/Natural Supports meeting has occurred prior to closure of the file and a safety plan has been created in collaboration at this meeting.
- Dispose of each allegation.
- Make community referrals, if appropriate or requested.
- End the safety phase and assessment of the child or youth's need for intervention.

If the assessment information indicates that the child or youth is in need of intervention services at the completion of the Safety Assessment [CS3701]:

- Arrange for the mandatory Family/Natural Supports meeting within 45 business days of completing the intake/safety phase. Ensure input from the family and support network are considered in creating and testing a safety plan.
- Ensure supervisory consultations have occurred at all decision making points.
- Dispose of each allegation.
- End the safety phase and the assessment of the child or youth's need for intervention.
- Open an intervention services file.
- Acquire the appropriate intervention services legal authority (i.e. agreement or court order).
  - Ensure that a 3rd Person Consult has occurred to consider, discuss and weigh all options prior to a child or youth being brought into care.

### **Documentation**

Complete all electronic entries and update the contact log in the electronic information system.

Record all contacts, information gathered and services provided to the family on contact logs in the electronic information system.



Document the Assessment on the Safety Assessment [CS3701] and attach in the electronic information system.

Complete the Referral and Evaluation of Services if making a referral for an external assessment.

Document the rationale for interviewing the child or youth alone in a contact log in the electronic information system.

Ensure that all points of consultation, decisions and rationale for decisions, including outlining the critical thinking process used, are documented on the Safety Assessment, and on contact logs in the electronic information system.

Document the information that was shared with the family at the end of the assessment, indicating the family's response to the information and the family's participation in the assessment and case planning process in the Safety Assessment. Include information about the safety networks, cultural connections and safety plans in place.

Document rationale if not consulting with the family regarding the completed assessment on a contact log in the electronic information system.

Ensure the genogram and safety plan is entered appropriately into the electronic information system.

Document the case analysis of the information obtained from the review and a plan for completing the assessment, on a contact log in the electronic information system.

The casework supervisor is responsible for entering decision-point consultation notes on a contact log in the electronic information system.

Complete the Safety Assessment and submit the recommendation to the casework supervisor in the electronic information system.

Complete all electronic record entries and ensure current contact and identifying information is entered into the electronic information system.

## Related Information



[1.1.0 Records Overview](#)

[1.2 Releasing Information](#)

[1.9 Peace Officer Involvement and Offences](#)

[2.3 Cultural Connection Planning](#)  
[3.3 Emergency Care](#)  
[6.2 Protection Against Family Violence Act](#)  
[6.3 Drug-endangered Children Act](#)  
[7.1.1 Case Conference](#)  
[PSECA Policy Manual](#)  
[6.0 Assessment Provider Concerns \(Placement Resources\)](#)



[Criminal Code](#)

[Drug-endangered Children Act](#)

[Protection of Sexually Exploited Children Act](#)



[Intake Template \[CS11191\]](#)

[Letter to Doctor from Caseworker re: Child's Exam \[CS2825\]](#)

[Safety Assessment \[CS3701\]](#)

[Screening Aid for Family Violence \[PFVB3994\]](#)



[CICIO User Guide](#)

[Alberta Health Services Safe Infant Sleep](#)

[CIRNAC/ISC](#)

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# Practice Supports

Practice Support: <b>Secure Services</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">5.4.0 Secure Services</a>	Revision Date: May 13, 2021
	Page 1 of 6

## Child Intervention Practice Framework Principles

Secure services certificates and orders are the most intrusive intervention under CYFEA and can only be issued or applied when all other methods of attempting to stabilize the child or youth have been unsuccessful. Given the intrusive nature of secure services, transparent casework and appropriate information sharing is essential to achieve the best outcomes for a child or youth's safety and wellbeing. Secure services collaborates with a multi-disciplinary team to assess and create a plan to best stabilize and keep the child or youth and others safe. By utilizing a strengths-based approach, CS ensures the child or youth and the support network are involved and includes the guardians in the decision making process. The child or youth is also included in the decision-making process and is provided with a lawyer to represent the child or youth's wishes and interests under secure services.

When making decisions for children and youth involving secure services, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Secure Services Criteria

Assess and determine if there are reasonable and probable grounds to believe that the child or youth meets the three required conditions for secure services as per s.43.1(1) and s.44(2):

- **The child or youth is in a condition presenting an immediate danger to the child or youth or others.** The child or youth has performed a recent act, or is in a condition which has lead to the performance of an act – typically within the past 72 hours – that has caused, will cause or will create an immediate risk of serious harm or danger to self or others; AND
- **It is necessary to confine the child in order to stabilize and assess the child or youth.** The child or youth's behaviors prevent the director/guardian from providing intervention services directed at stabilizing or assessing the child or youth; AND

- **Less intrusive measures are not adequate to sufficiently reduce the danger.** Less intrusive measures that have been explored and attempted are documented as being unsuccessful at stabilizing and have not sufficiently reduced the danger to the child or youth.

**NOTE:** If a child or youth is engaging in, or attempting to engage in sexual exploitation through prostitution, determine if the child or youth's needs would be better met under PSECA in a protective safe house. Refer to PSECA Policy Manual.

If a child or youth is engaging in significant substance abuse, determine if the child or youth's needs are better served under PCHAD confinement. Refer to PCHAD legislation.

### Eligible Statuses

Secure services may be accessed under the following statuses:

- a FEA,
- a CAG,
- an SO,
- a TGO,
- a PGO or PGA, or
- when a child or youth is in the custody of the director under apprehension, a custody order or an interim custody order.

A child or youth's guardian has full guardianship rights under the following statuses:

- SO
- CAG
- FEA

Therefore, a written consent must be obtained from the guardian before a secure services certificate is issued.

To access secure services for a youth under an enhancement agreement with youth or a custody agreement with youth, the caseworker must first obtain an alternate status (i.e. FEA, CAG, or Apprehension Order.)

**Prior to Applying for a Secure Services Order**

- Utilize all less intrusive service options available to stabilize the child or youth (e.g. a one-to-one, a community risk assessment, therapist, family support, etc.) to stabilize the child or youth.
- Consult with the casework supervisor regarding the urgent nature of the child or youth's circumstances and why a secure services order is required. Include in your discussion a review of the attempted interventions that have not been successful in stabilizing the child or youth.
- 3<sup>rd</sup> Person Consult must occur with the child or youth's caseworker, casework supervisor, and a delegated worksite manager from another site or Category 4 Director before applying for a secure services order. The purpose of the 3<sup>rd</sup> Person Consult is to facilitate critical thinking and to challenge assumptions to ensure that decisions are made based on thorough assessment and analysis of the child or youth's potential need to be confined and that they meet the requirements for secure services and that all options have been explored to stabilize the child or youth.
- Determine if the child or youth requires immediate medical intervention (i.e. child or youth was involved in an assault and may be physically injured, potential for a substance overdose, psychosis, etc.). The child or youth's medical needs must be met before admission to the secure services facility.
- The caseworker must update the secure services facility on any medical conditions the child or youth may have and what medical care the child or youth received before admission to the facility.
- Determine (or confirm) the whereabouts of the child or youth OR ensure the whereabouts of the child or youth is known so the order can be executed if granted.

Ensure the child or youth meets all of the criteria outlined in s.44(1) and s.44(2) of CYFEA and summarized.

**Accessing Secure Services**

Secure services can be accessed via a Secure Services Order or a Secure Services Certificate.

For instructions regarding accessing secure services via a Secure Services Order, refer to Policy 5.4.1 (Intervention).

For instructions regarding accessing secure services via a Secure Services Certificate, refer to Policy 5.4.2 (Intervention).

### Secure Services Plan

The development of a Secure Services Plan must commence when a child or youth is admitted to the secure services facility and needs to be complete within the duration of the Secure Services order s. 43.1(3)(b)(ii) or within the second 5 day order under s.44(4)(b).

As the secure services facility is the most consistent and constant member of the multidisciplinary team, the facility should take the lead in starting the Secure Services Plan [CS3511].

The Secure Services Plan [CS3511] is created in collaboration with the secure services facility, the child or youth, the guardian and the support network as well as the caseworker. The plan takes into account the voice of the child or youth as well as the child or youth's natural supports. It is the responsibility of the caseworker to ensure the plan is completed within a timely manner.

### Renewal of a Secure Services Order (Maximum 20 days)

Review the assessment and recommendations completed by the facility with the casework supervisor to determine whether further confinement is necessary to stabilize the child or youth as per s.44.1.

- If a further period of time is required to stabilize, complete the Notice and Application for Secure Services Order or a Renewal for a Secure Services Order [CS1608] and file it with the court, requesting a renewal of up to 20 days (all days count including the day the order was granted).

**NOTE:** The total time that a child is confined in secure services under s. 43.1, 44, and 44.1 cannot exceed 30 consecutive days.

- Ensure that the court ordered risk assessment and a secure services plan are completed with the multidisciplinary team prior to the end of the 5 day continuation of the secure services order under s.44(4).
- Ensure that the guardian is aware of the right to attend court and to be represented by a lawyer. Provide support to the guardian in attending court, if required.
- Ensure that a referral has been made to LRCY for the appointment of a lawyer for the child or youth.
- Present the assessment and secure services plan to the court at the time of the renewal application.

**NOTE:** If a renewal is not granted, immediately arrange for the release of the child or youth.

### Service of Renewal Applications

Per s.44.1(1) and s.44(5), serve the **child or youth and the guardian** of the child or youth with a filed copy of the notice and application for a renewal indicating the date, time and place of the hearing **not less than** one day before the hearing date of the application.

- Complete an Affidavit(s) of Service [CS0508] for each person served and include a copy of the document that was served, attached as an exhibit.
- File the original affidavits of service with the clerk of the court along with exact copies of the documents that were served attached as exhibits.

### Consent

Where a guardian or child or youth indicates a willingness to consent:

- have them sign the Consent by Guardian [CS1612],
- have the child or youth express consent or not consenting through their LRCY lawyer at the hearing,
- file the original consent with the clerk of the court.

### **Exclusion from Proceedings**

Per s.44.2, any party may make an application to the court to exclude any person from a secure services proceeding, including the child or youth or the guardian of the child or youth. The court may exclude any person if it is satisfied that:

- the information or evidence presented would be seriously injurious or seriously prejudicial to the child or youth, or
- it is in the interest of the public or the administration of justice to exclude.

The court may not exclude:

- the director, or
- the lawyer for the director, the lawyer for the child or youth, or the lawyer for the child or youth's guardian.

### **Adjournments**

Per s.51(1), the court may adjourn a hearing of an application for a secure services order and extend the confinement with the consent of the parties or to obtain evidence to assist the court in determining whether a secure services order should be issued.

Per s.51(3), if an application for a secure services order is adjourned, the number of days the child or youth was confined during the adjournment must be included when calculating the duration of the order being sought.

## Documentation

Prior to accessing secure services, clearly document in the contact log how the child or youth is still in danger and a risk to themselves or others and document consultation with the casework supervisor. Document in the contact log the less intrusive measures that were explored and why the services were unsuccessful at stabilizing the child or youth

Complete all electronic record entries and update the contact log. Ensure that the child or youth's placement has been updated in the electronic information system as well as ensure the child or youth's legal status has been updated to reflect the secure services status.

Ensure the Secure Services Plan is entered into the electronic information system and updated accordingly.

Place all legal orders and certificates on the child or youth's physical file.

Place a copy of the renewal of the secure services order and any consent on the legal section of the child or youth's file.

## Related Information



[4.2.5 Assessment and the Secure Services Plan](#)

[5.4.1 Accessing Secure Services via a Secure Services Order](#)

[5.4.2 Accessing Secure Services via a Secure Services Certificate](#)

[5.4.3 Secure Services Placement Procedures](#)

[5.4.4 Review of a Secure Services Order](#)

[Appendix A-2 Delegation Schedule](#)

[PSECA Policy Manual](#)



[Checklist for Court Documents](#)

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# Practice Supports

Practice Support:	<b>Secure Services Placement Procedures</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">5.4.3 Secure Services Placement Procedures</a>	Revision Date: January 13, 2020
		Page 1 of 4

## Child Intervention Practice Framework Principles

CS provides essential information to secure services professionals when considering a secure services placement. This allows a thorough assessment with recommendations to ensure that the child or youth gets access to a secure services facility available to meet their individual needs. Coordination and collaboration is essential when arranging for the child or youth to be admitted to a secure services facility while maintaining the child or youth's safety and wellbeing. This helps to assist in stabilizing and supporting the child or youth in meeting their emotional, social and physical needs when preparing to be discharged from a secure services facility.

When making decisions concerning a secure services placement for children or youth, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

Arrange to place the child or youth in a secure services facility according to the regional placement procedures. Ensure the child or youth's medical needs are met before transporting to a secure services facility, such as any physical injuries, under the influence of drugs or alcohol, history of overdose, etc.

Notify and make arrangements with the designated facility of the impending admission of the child or youth.

Transport the child or youth to the facility. If necessary, request police assistance or arrange alternative transport for the child or youth to the secure services facility.

Provide the facility with Delegation of Powers and Duties to a Child Caregiver [CS1631]. Check off the statements authorizing the director of the facility to:

- grant a leave of absence and give staff the authority to locate and return the child or youth if absent without leave, and

- sub-delegate any of these powers and duties to facility staff.

A facility director may sub delegate any powers and duties to specified facility staff:

- if the caseworker has approved the written sub delegation policies of the facility, and
- by completing Sub-Delegation of Powers and Duties to a Child Care Provider [CS1757].
- Provide the facility with a copy of the order or the certificate.

At admission, provide the following information to the facility:

- child or youth and family identifying information,
- list of people that the caseworker and support network have determined will be able to visit the child or youth to support maintaining relationships,
- the Children's Services Planning Form [CS11680] or Transition to Independence Plan [CS3476],
- recent medical care information and procedures, prescribed medication,
- Alberta health care number,
- reason for current intervention involvement,
- reason for confinement,
- include the child or youth's strengths,
- information for the facility to understand how the child or youth's behavior is affected by trauma,
- known behaviour management issues and useful strategies, and
- any other information useful to care for and assess the child or youth.

**Note:** For a FEA and CAG the caseworker still signs this as the delegated worker. The guardian signs Part 2 of the secure services certificate.

### Transfers Between Secure Services Facilities

A child or youth may be transferred from one secure services facility to another when:

- the court ordered risk assessment is complete and a secure services order renewal has been granted for up to an additional 20 days,
- a transfer to a secure facility will result in a child or youth being in closer proximity to the originating Region or DFNA,

- it is preferable to have the child or youth closer to the home community, the guardian or another person,
- it is necessary to access services not currently available in the community, or
- it will meet other specific needs.

### Procedure

Obtain authorization to transfer from the regional manager.

Follow regional placement procedures.

- Confirm there is a secure bed available in that region and the bed has been assigned to the child or youth in question.
- Arrange/organize the transportation to the new secure services bed.
- Complete a new Delegation of Powers and Duties to a Child Caregiver [CS1631] for the new facility, supply a copy of the secure services order to the facility
- Follow the noted procedures to place a child or youth in secure services.

### **Leave of Absence from a Secure Services Facility**

Per s.47, the director may grant a child or youth a leave of absence from the secure services facility for medical, humanitarian or rehabilitative reasons and may include any terms and conditions considered necessary for the leave.

A leave of absence is required any time that a child or youth will be absent from the facility for a reason listed under s.47 and:

- for any period if not accompanied by either facility staff or the caseworker, or
- for more than 24 consecutive hours even if accompanied by facility staff or the caseworker.

Consult with the casework supervisor, the guardians, the support network, and the director of the secure services facility. If all parties are in support of the leave of absence, grant the leave of absence.

The facility director completes the Leave of Absence from a Secure Services Facility [CS1623] form.

Consult with a lawyer if unsure whether a leave is required.

**NOTE:** The Leave of Absence cannot be for the purpose of accessing the child or youth's regular community placement in instances where the

community placement is not willing to hold the child or youth's bed. The caseworker in discussion with the casework supervisor and worksite manager may determine to make an application to terminate the SSO.

### Documentation

Complete all electronic record entries and update the contact log. Ensure that the child or youth's placement has been updated in the electronic information system as well as ensure the child or youth's legal status has been updated to reflect the secure services status.

Record the reasons for the transfer in the contact log in the electronic information system.

Record the approval for a leave of absence in the contact log in the electronic information system.

Ensure the Secure Services Plan is entered into the electronic information system and updated accordingly.

Place all legal orders and certificates on the child or youth's physical file.

### Related Information



[4.2.5 Assessment and the Secure Services Plan](#)

[5.4.0 Secure Service Overview](#)

[5.4.1 Accessing Secure Services via a Secure Services Order](#)

[5.4.2 Accessing Secure Services via a Secure Services Certificate](#)

[5.4.4 Review of a Secure Services Order](#)



[Delegation of Powers and Duties to a Child Caregiver \[CS1631\]](#)

[Leave of Absence from a Secure Services Facility \[CS1623\]](#)

[Sub-Delegation of Powers and Duties to a Child Care Provider \[CS1757\]](#)

[Children's Services Planning Form \[CS11680\]](#)

[Transition to Independence Plan \[CS3476\]](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support: <b>Suicidal Child</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">7.2.3 Suicidal Child</a>	Revision Date: October 19, 2021
	Page 1 of 5

## Child Intervention Practice Framework Principles

It is paramount that CS responds to a child or youth or young person facing risk of suicide in a timely manner to assess and mitigate risks and ensure the safety of the child or youth. CS collaborates with the young person, guardian, family, support network, and medical professionals, to create a suicide prevention safety plan. Working together fosters relationship building between everyone involved, which will support continued monitoring of the young person's risk of suicide, beyond resolution of the initial risk.

Ongoing connection to a supportive family and healthy adults is imperative at this critical time. This may include connection with a First Nations designate who can refer the young person to an Elder or traditional healer, a Métis Resource person or a community member who may be able to connect to a spiritual or cultural healer.

When providing supports and services to a young person at risk of suicide consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Assessment

Consideration is required when assessing a young person who is suicidal, in a manner that is supportive and appropriate to the needs of a young person affected by trauma and at increased risk of suicide.

Traumatic events include hidden trauma, but are not limited to:

- child abuse,
- neglect,
- physical abuse,
- sexual abuse,

- sudden loss of or separation from loved ones,
- family violence,
- generational trauma,
- mental health,
- historical trauma,
- community violence,
- racism and discrimination.

In consultation with a casework supervisor:

- Determine the potential for suicide by conducting a basic suicide risk assessment.
- Discuss with the guardian or caregiver the level of supervision required for the young person.
- In consultation with a health practitioner determine whether to arrange a psychological or psychiatric assessment or consultation.
  - Follow regional protocols for obtaining immediate assistance from local mental health resources.
- Immediately arrange a Family/Natural Supports meeting which includes the young person, guardian, caregiver and support network, to develop a suicide prevention safety plan. Discuss the young person's circumstances, including:
  - History of trauma.
  - Steps to be taken to monitor their behaviour, emotional stability and impediments to following the suicide prevention safety plan.
  - Cultural supports to help the young person reconnect emotionally or spiritually as per their cultural traditions and values.

### **Suicide Prevention Safety Plan**

The suicide prevention safety plan is a written record that addresses the following questions:

- when the young person is emotionally low who can they call to speak to in person or by phone or social media,
- who can keep them company,
- who can they see.

The suicide prevention safety plan identifies roles and responsibilities for the guardian, caregiver, family, support network and any other significant individual in the young person's life, including how everyone involved will:

- support the young person,
- monitor their safety,
- help reduce the risk factors associated with the suicide.

Identify who needs to be notified and their role in the suicide prevention safety plan. This may include, but is not limited to:

- an Elder,
- a traditional healer,
- a spiritual leader.

Consider that many cultures view suicide in different ways and will seek to support the individual in different manners. Traditional healing ceremonies can be beneficial for the emotional and spiritual wellness of the young person.

The suicide prevention safety plan includes:

- An agreement with the young person on how to address risk factors for suicide, such as having a person to contact when they're feeling emotionally low, and knowing how to reach that person (by phone, social media, in-person).
- The identification of immediate risk factors including trauma experience, alcohol and drug use.
- A response to each of the immediate risks identified in the suicide risk assessment.
- The identification and connection of the young person to appropriate resources which are available 24 hours a day.
- People's roles and responsibilities in implementing the suicide prevention safety plan.
- Identification of who will be monitoring this plan and what will happen when this plan needs to be adapted.
- Alternative actions, in case the individual responsible for a task is unable to complete it. For example, if an adult cannot take the young person to an appointment, who is the alternate responsible for this task?
- A clear identification of who will follow up with the young person, and the date and time for that check-in.

Review the suicide prevention safety plan regularly with the casework supervisor, and update as necessary, until the risk to the young person has ended.

Include the suicide prevention safety plan on the existing case plan.

### **Ongoing Assessment**

Arrange ongoing face-to-face conversations with the young person, even after the imminent risk of suicide has ended, to monitor and foster their safety and well-being.

If an aspect of the suicide prevention safety plan is not resolved, or effective, arrange a Family/Natural Supports meeting to discuss what's not working, what needs to change and to update the plan.

Support the young person to integrate protective factors into their life:

- Help them build their support network.
- Ensure they have a meaningful connection with at least one adult in all 4 Areas of Connection.
- Assist them to connect to information and resources that will help them strengthen their mental health and emotional well-being.

### **After-Hours Concerns Regarding Self-Harm or Suicidal Ideation**

When Northern or Southern Alberta After-Hours Child Intervention Services (NACIS or SACIS) receive concerns regarding self-harm or suicidal ideation of a child or youth with an open file (including a safety assessment), they must immediately inform the regional or DFNA on-call worker. The on-call worker, in consultation with the casework supervisor, will decide the level of response and next steps required. If an immediate response is required and the on-call worker cannot respond, the on-call worker will provide information about the child or youth, their community connections, and any additional information about the child or youth's needs to NACIS or SACIS.

### **Documentation**

Enter and attach the suicide prevention safety plan in the electronic information system and update as required.

Enter a special caution regarding a suicidal young person into the electronic information system; include where the suicide prevention safety plan is located in case of an after-hours response is required.

Document all contacts, consults, reviews, decisions and their rationale, on a contact log in the electronic information system.



NACIS or SACIS, the on-call worker and casework supervisor documents all contacts, consults, decisions and their rationale, on a contact log in the electronic information system for an after-hours concern regarding self-harm or suicidal ideation for a child or youth.

## Related Information



[1.1.1 Recording Contacts and Collection of Personal Information](#)

[7.2.1 Alerts](#)

[3.1.2 Intake – Receiving Referrals](#)



[Alberta Crisis Centres-Canadian Association for Suicide Prevention](#)

[Crisis Services Canada Suicide Prevention and Support](#)

[CICIO User Guide](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support: <b>Supervision Order Plan</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">4.2.2 Supervision Order Plan</a>	Revision Date: January 13, 2020
	Page 1 of 4

## Child Intervention Practice Framework Principles

When a SO is required, CS develops a Supervision Order Plan for each child listed under the SO (or SO application), in collaboration with the child or youth, their guardian, family and support network. Working together, with a focus on the family's strengths, provides opportunities for everyone involved to participate in shared decision-making about roles and responsibilities for creating safety and fostering well-being for the child or youth in their home.

This collaborative process can build positive relationships as together they identify goals and objectives, cultural and significant relational connections and outline signs of achievement. This also builds on capacity of the guardian, family and support network to preserve family.

When developing Supervision Order Plans, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Developing a Supervision Order Plan

It is imperative that whenever possible, the development of a Supervision Order Plan is a collaborative process between CS and the family.

Engage the child or youth, guardian, family, support network and service providers in a collaborative and strengths-based process of planning and shared decision-making.

If the child or youth is, may be, or self-identifies as a First Nation Individual and a member of a band, involve the First Nations designate per s.107. Refer to Policy 2.1.1 (Intervention).

If a child or youth is, may be or self-identifies as, Métis, involve a Métis Resource person. Refer to Policy 2.2.1 (Intervention)

If the child or youth is Indigenous, involve a First Nations designate, Métis Resource person or Elder to provide information on culturally appropriate supports and to explore relational and cultural connections for the family.

Arrange a Family/Natural Supports meeting with the child or youth, guardian, family, and support network:

- review and discuss the assessment information related to the need for intervention,
- review and discuss the safety plan to ensure it continues to support the child or youth and family under the SO.

Complete the Children's Services Planning Form [CS11680].

- Enter SO as the Legal Status

The completed Supervision Order Plan will include:

- The safety plan detailing how safety goals will be achieved that address the need for intervention including: worries, what is working well, and next steps.
- The proposed frequency of visits by the caseworker at the child or youth's residence, which must be consistent with the order.
- A safety scale with the child or youth, guardian and support network members involved; update the safety scale regularly as file progresses.
- Names, roles and contact information of the support network.
- Family time plan.
- A clear description of the responsibilities and safety actions of the support network including the treatment, services or supports required for the child or youth or any other person residing in the home.

The terms of the SO should be accurately reflected in the Supervision Order Plan.

Take responsibility for the negotiation of the plan and ensure that lack of agreement or engagement on components of the Supervision Order Plan must not compromise the well-being of the child or youth.

Support the family and support network to build on the 4 Areas of Connection, and to undertake their responsibilities which address the need for intervention.

Work with everyone involved in the Supervision Order Plan to ensure all tasks are being completed.

- Work with any person who is reluctant to agree with or participate, to understand their concerns, and find shared solutions.

Provide a copy of the Supervision Order Plan to everyone involved in its implementation.

Supervision Order Plans may cover a time period equal to the duration of the SO.

### **Monitoring the Supervision Order Plan**

Review the Supervision Order Plan every 90 days, and also when significant changes occur or as otherwise indicated by the family's progress.

Review and record on the Supervision Order Plan whether tasks are completed within timeframes in the Plan.

Assess the progress on the safety goals and issues that led to the SO and if the long-term safety of the child or youth is being maintained.

### **Plan Participants**

All parties listed on the SO or supervision order application must be included in the Supervision Order Plan.

Request all members of the support network to sign the Supervision Order Plan.

- Note on the plan reluctance by any of the parties to sign the plan. This applies to reluctance to agree with either a specific goal, task, or to the entire plan.

Provide a copy of the Supervision Order Plan to all parties to the plan.

### **Documentation**

Enter and attach the Supervision Order Plan in the electronic information system.

Document whether anyone involved in the planning process cannot attend the Family/Natural Support meetings and the reasons for their absence on a contact log in the electronic information system.

Document reluctance by any of the people involved to sign the Supervision Order Plan, including reluctance to agree with a specific goal, responsibility, or any other item, on a contact log in the electronic information system.

Document all contacts, discussions, consultations, decisions and rationale for decisions on a contact log in the electronic information system and complete all electronic record entries.

Ensure signed copies of the Supervision Order Plan are placed in the child or youth's physical file.

Update the Supervision Order Plan on the electronic information system each time it is reviewed.

## Related Information



[2.1.1 First Nations Designate](#) [2.2.1 Métis Resource](#)  
[5.3.2 Supervision Orders](#)



Children's Services Planning Form [[CS11680](#)]



[CICIO User Guide](#)

To report a broken link click [here](#).

# Practice Support

Practice Support: <b>Supervision Orders</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">5.3.2 Supervision Orders</a>	Revision Date: January 13, 2020
	Page 1 of 5

## Child Intervention Practice Framework Principles

When making decisions to apply for, review or terminate a SO in court, the child or youth, guardian, family, and support network are involved to create safety goals and safety plans to ensure the child or youth's safety and well-being when residing in the family home. By bringing together the child or youth, their support network, family, and guardian to discuss safety concerns and plan for how to keep the child or youth safe, positive relationships can be formed and enables the network to make decisions. This collaboration contributes to the creation of a safety plan that clearly outlines who will be a part of the plan and what their responsibilities will be. Building the network's capacity to safety plan and provide support allows for the preservation of family.

When making decisions and planning for SOs, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Determine that the child or youth meets the criteria for a SO. Make all decisions relating to a SO in consultation with a casework supervisor.

Ensure a Family/Natural Supports meeting has occurred to collaboratively discuss and safety plan for how to support the child or youth and family under the SO including what is working well, worries and what needs to happen in order to ensure the child or youth is safe.

A 3rd Person Consult must occur prior to applying for a SO.

Involve the First Nations designate per s.107, as appropriate. Consult with a Métis Resource person if consent has been obtained from the guardian.

### **Making a Court Application**

Follow the policy and practice support for preparing for a court order as outlined in Policy 5.5 (Intervention) and the Checklist for Court Documents, and:

- Schedule a hearing:
  - within 10 days after an apprehension,
  - within 30 days of filing the notice for:
    - a direct application, or
    - a review of a previous order.
- Complete, file and serve; Notice and Application for Supervision Order [CS1594].
- Serve notices at least 2 days before the date of the hearing.
- Make every effort to reach an agreement on the terms of the order with the child or youth, guardian and support network members involved with the family prior to the court hearing. If possible, obtain signed consents to the order and terms, using:
  - Consent by a Guardian [CS1613] or
  - Consent by a Child 12 Years of Age or Older [CS1612].
- The application must address the recommended terms of the proposed SO per s.16(2) that include:
  - the frequency of visits to the family home by the caseworker to supervise the child or youth and persons residing with the child or youth,
  - any assessment or treatment for the child or youth or other persons residing with the child or youth, and
  - any other terms that may be necessary.
- Prepare a Children's Services Planning Form [CS11680],
  - Enter SO as the Legal Status, this will populate the Supervision Order Plan, refer to Policy 4.2.2 (Intervention) on how to complete the plan.
  - Present the Supervision Order Plan to the court as required.

### **Adjournments**

In the event of an adjournment, the court must make an interim order in relation to access to or custody of the child or youth for the period of the adjournment, per s.26(2).

### Provision of Services

Follow the policy and practice support for providing services to a child or youth, guardian, or any person residing in the home, receiving intervention services, as described in Policy 9.5 (Intervention).

In addition:

- provide all services as per the terms of the SO, and
- have at least 1 contact per month, with the child or youth in the residence of the child or youth, or more often as per the terms of the SO.

### Review of a SO

A change in circumstances during the term of the order may require renewal, variation or termination of the order.

- Per s.32(1) an application for a review can be made, after the appeal period has expired:
  - by a director, at any time during the term of the order, or
  - by a guardian, or child or youth 12 years of age or older, once during the term of the order.

A caseworker must apply for a review of a SO when:

- the caseworker is not able to comply with a term of the order,
- the caseworker believes that the child or youth, guardian or any other person residing in the home, subject to the order, is not complying with the terms of the order, or
- the terms of the order are not adequate to protect the child or youth, or the SO plan safety goals will not be reached during the term of the existing order and further time is required.

Upon hearing a review s.32(2) the court may consider any matter it thinks is relevant and must consider:

- whether the circumstances that caused a child or youth to be in need of intervention have changed,
- the services that have been provided to the child or youth, or the family of the child or youth, and
- whether the guardian, other than the director, has complied with the terms of the order.

To review a SO:

- Follow the procedures for preparing for a court hearing and refer to s.32 (1).



- Discuss the application for review with the child or youth, guardian and any other person residing in the home that is subject to the order, making every effort to come to agreement regarding the new terms and the recommendations that will be made to the court.
- Provide a recommendation to the court per s.32.

### **Breach of a SO**

S.29 enables a director to apply to the court for a review of the order if it is believed that the guardian or other person residing with the child or youth has failed to comply with a term of a SO. The court may, without hearing any further evidence as to the child or youth's need for intervention:

- renew, vary or extend the SO, or
- make a TGO or a PGO.

To bring an application for a review of a SO:

- follow the policy and practice support for preparing for a court hearing as outlined in Policy 5.5 (Intervention), and
- provide a recommendation to the court per s.29.

### **Termination or Expiration of an Order and Case Closure**

An order can be terminated by the court following a review, as described above, or allowed to expire. When an order is allowed to expire:

- ensure that the circumstances of the child or youth have changed so there is no need for further mandatory supervision, and the child or youth is no longer in need of intervention, and
- allow the order to expire.

When an order is terminated by the court or allowed to expire by a director and the file is being closed, notify the guardian and child or youth, and support network and refer to Policy 3.2.3 (Intervention).

### **Documentation**

Record all contacts, information gathered and services provided to the child or youth and family on a contact log in the electronic information system.

Caseworkers, casework supervisors and managers must ensure that all points of consultation, decisions and rationale for decisions are documented as case consultation/decision in the electronic information system.

Update all electronic information system entries including the legal tab, and attached the Supervision Order Plan under the plan tab.

Place a copy of the order on the legal section of the child or youth's physical file.

## Related Information



- [2.1.1 First Nations Designate](#)
- [2.2.1 Métis Resource](#)
- [3.1.3 Safety Phase](#)
- [3.1.4 Intervention Services Phase](#)
- [3.2.3 Case Closure](#)
- [4.2.2 Supervision Order Plan](#)
- [5.5 Court Procedures](#)
- [9.5.1 Purchasing Support Services](#)
- [9.5.2 Payment of Purchased Services](#)
- [9.5.3 Referral and Evaluation of Services](#)
- [3<sup>rd</sup> Person Consult](#)



- [Consent by a Child 12 Years of Age or Older \[CS1612\]](#)
- [Consent by a Guardian \[CS1613\]](#)
- [Notice and Application for a Supervision Order \[CS1594\]](#)
- [Children's Services Planning Form \[CS11680\]](#)



- [Checklist for Court Documents](#)
- [CICIO User Guide](#)

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# Practice Supports

Practice Support:	<b>Support and Financial Assistance Agreement</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">5.2.6 Support and Financial Assistance Agreement</a>	Revision Date: October 19, 2021
		Page 1 of 7

## Child Intervention Practice Framework Principles

SFAAs allow CS to support young adults to continue receiving services until they turn 22 years of age. CS collaborates with young adults, and their support network, in building lifelong relationships with people important to them, and maintaining connection to their culture, religious or spiritual practices. Young adults leaving the care of the director have experienced trauma, and transitioning to independence may present struggles requiring additional supports. CS works with everyone involved to recognize this, and to build on the young adult's strengths in fostering their healthy transition to adulthood and independence.

When supporting young adults through SFAAs, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Criteria

A young adult is eligible for a SFAA per s.57.3, if:

- At the time the youth reaches 18 years of age they are subject to:
  - a PGO,
  - a PGA,
  - a TGO,
  - a CAY, or
  - an EAY.
- They are under 22 years of age.

Supports and financial assistance necessary for health, well-being and transition to independence and adulthood cannot be reasonably available from other sources, per s.6(1) of the regulation

**NOTE:** Once a young person turns 18 years of age, they can no longer be in the custody or under the guardianship of the director in an approved

placement such as kinship, foster or group care. This should be reflected in the electronic information system by “discharging” the youth on the removals and placements tab. The electronic information system must identify the young adult’s placement as independent living.

### Services

Services that can be provided under a SFAA may include, per s.6 of the regulation:

- living accommodation,
- financial assistance to meet the necessities of life,
- any other services required to assist the young adult achieve independence.

The following services may **only** be accessed between the ages of 18 and 20 years:

- financial assistance related to training and education,
- health benefits.

Signing a SFAA does not necessarily mean the young adult receives financial support; this needs to be determined with the young adult through working with them to identify the supports they require to foster their transition to independence.

### Negotiating an SFAA

A SFAA can be entered into for periods of up to 6 months, until the young adult reaches the age of 22.

At least 90 calendar days before a young adult, who is receiving intervention services, turns 18 years of age:

- Discuss with the youth whether they meet the SFAA criteria, including:
  - goals in their current Transition to Independence Plan that will not be reached by their 18<sup>th</sup> birthday,
  - if the youth is capable of living independently,
  - if more needs to be done to build the youth’s support network and future planning.
- Provide the youth with an overview of the SFAA and other available services such as Advancing Futures Bursary.

Ensure the young adult's current assessment record describes:

- The young adult's independence and interdependence goals.
- The young adult's informal support networks and strengths that contribute to the independence and interdependence goals.
- What type of service or combination of services the young adult requires to help establish their Transition to Independence Plan goals, such as:
  - 4 Areas of Connection,
  - accommodation,
  - health benefits,
  - support services to attain Transition to Independence Plan goals,
  - financial assistance for basic necessities.

Once the youth turns 18 years or age, and it is determined a SFAA is appropriate for them, collaborate with them and their support network (which may include a formal OCYA advocate, former caregiver or former youth worker), and consult with the casework supervisor to negotiate the SFAA,

- Discuss the young adult's needs, all SFAA services available, and how the 4 Areas of Connection will be part of the SFAA.
- Discuss and determine supports needed from the director to assist the young adult to transition to independence.
  - Signing a SFAA does not necessarily mean the young adult receives financial support.
- The caseworker must have a clear understanding on how they can assist in meeting the needs of the young adult.

The SFAA must be accompanied by an updated Transition to Independence Plan [CS3476]. See Policy 4.2.4 (Intervention).

Ensure the young adult's thoughts and perspectives are incorporated into all planning.

Ensure that the young adult has the supports required to achieve the goals within the SFAA.

Engage with agency partners or community members that are able to provide a multicultural perspective to assist in considering any cultural, spiritual, or religious aspects of a family's life into the decision-making.

If the young adult is, may be, or self-identifies as Indigenous, a collateral call to the DFNA, First Nations designate, or Métis Resource person must occur to gather information that may be of benefit to the young adult in a culturally appropriate, collaborative, and meaningful way.

When an young adult who is, may be or self-identifies as Indigenous, and who is under a SFAA, moves between the DFNA and the Region, a collateral call must be made to the DFNA or the Region. The DFNA or the Region may have important information regarding the young adult's well-being, and information pertaining to any previously signed SFAAs.

Consult with a casework supervisor if the youth does not wish to enter into a SFAA.

- A 3<sup>rd</sup> Person Consult must occur prior to closing a PGO file without signing a SFAA.

The first Ongoing Assessment Record, after the signing of the SFAA, must be completed within 60 calendar days of the file opening and every 6 months thereafter.

### **Young Adult Remaining with Caregiver**

If the young adult arranges to remain in the home of their foster or kinship caregiver, negotiate the terms of a three-party agreement between the young adult, the caregiver and CS.

If it is negotiated for the caregiver to provide any service besides room and board:

- describe the service and rate in the agreement, and
- pay as for any other fee-for-service.

### **Application Following Closure of Case**

If a young adult, whose case was closed upon their 18<sup>th</sup> birthday, later requests support before they reach 22 years of age:

- Determine if the young adult is interested in entering into a SFAA.
- Complete an intake, ensuring that the intake narrative addresses:
  - 4 Areas of Connection and existing relationship needs,
  - the steps taken to date to become independent,
  - the independence goals of the young adult,
  - current supports and services available, and

- supports and services required from CS to attain or maintain independence.
- Review the most recent Transition to Independence Plan and assessment record.

**NOTE:** Once the criteria have been met and the intake has been completed, a Safety Assessment Record is not required, as the young adult is now 18 years old or older, and safety and risk pertaining to a child or youth is not applicable. A SFAA can be entered and the case opened.

### Denial of Support and Financial Assistance

A young adult who is denied a SFAA per s.57.3, has the right to request an administrative review per s.117.1.

If the administrative review denies services, the young adult has the right to appeal the decision per s.120(1)(d).

The young adult can also contact the Office of the Child and Youth Advocate if they have been denied a SFAA.

### Changing the SFAA

A SFAA can be:

- varied through negotiation,
- extended to provide necessary supports,
- terminated following the decision of either party to cancel the agreement, or
- terminated by allowing the agreement to expire.

All decisions to vary, extend or terminate an agreement must occur in consultation, and with the approval of a casework supervisor or manager/DFNA Director, as appropriate.

#### To Vary or Extend a SFAA:

Identify the reasons for need to vary or extend the SFAA.

Review the existing SFAA and Transition To Independence Plan with the young adult.

Negotiate a revised SFAA and Transition to Independence Plan which reflect the young adult's current circumstances and needs.

### To Terminate a SFAA:

Termination may be considered if:

- the young adult requests the termination, or
- support is no longer required.

Plan for the withdrawal of services by working with the young adult and their support network, to identify strategies for maintaining positive changes in their life, resources to provide ongoing supports, and to make appropriate community referrals.

Provide the young adult with information from their record related to:

- family background, except for information that could be harmful or third party personal information (consult with a casework supervisor or the Information and Privacy Office if unsure),
- developmental history and significant milestones,
- school history with names of schools and for what grades, and
- medical history with details of procedures, childhood diseases and immunizations.

Provide the young adult with written notice of termination 30 calendar days prior to date of termination.

Inform the young adult that they can still request a SFAA at any time prior to their 22<sup>nd</sup> birthday.

### **Documentation**

Record all contacts, information gathered, decisions made, rational and services provided to the young person and support network on a contact log in the electronic information system.

The 3<sup>rd</sup> Person Consult will be documented by the casework supervisor on a contact log in the electronic information system by selecting the purpose as “Case Consultation/Decision” and the type as “Case Management Contact.”

Create and attach the plan in the electronic information system in the ‘plans’ tab.

## **Related Information**



[1.4.1 Administrative Reviews](#)

[1.4.2 Appeals to the Appeal Panel](#)



[3.1.2 Intake](#)

[3.2.3 Case Closure](#)

[4.2.4 Transition to Independence Plan](#)

[4.2.7 Transition Planning for Youth with Disabilities](#)

[5.2.2 Enhancement Agreement with Youth \(EAY\)](#)

[9.4.6 Advancing Futures Bursary](#)

[3<sup>rd</sup> Person Consults](#)



Support and Financial Assistance Agreement [[CS2041](#)]

Transition to Independence Plan [[CS3476](#)]

[Tip Sheet: Entering Placements for Support and Financial Assistance Agreements](#)

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Ongoing Assessment for FEA, SO, CAG, CO and TGO [[CS11598](#)]

Ongoing Assessment for EAY, CAY, PGO, PGA and SFAA [[CS11599](#)]



[CICIO User Guide](#)

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# Practice Supports

Practice Support:	<b>Technology and Social Media Use</b>	Issue Date: July 24, 2018
Policy Reference:	<a href="#">1.1.1 Recording Contacts and Collection of Personal Information</a>	Revision Date: October 19, 2021
		Page 1 of 7

## Overview

Technology and social media are changing the way CS connects with Albertans and the way frontline staff will connect with children or youth and their families, colleagues and other professionals. It is important for staff to consider the various forms of communication and understand how to use each method effectively, protecting their privacy and the privacy of others.

## Practice Process

Technology and social media can be used to collaborate and connect with the families in a more accessible manner. When using electronic means of communication and social media, CS and DFNA staff must adhere to the [GoA Code of Ethics](#) and fulfill their legislative mandate of protecting client confidentiality.

### Information Security

Protecting the information security and confidentiality of families, youth, and children is of utmost importance when using social media. The following points must be adhered to at all times when communicating through Facebook with children, youth, guardians, and other members through a professional account:

- Personal information and personally identifying information, as defined by the *Freedom of Information and Privacy Act* (FOIP Act), cannot be shared through Facebook messages. Examples include an individual's full name, address, phone number, identifying numbers (SIN, Alberta Health Care), information about an individual's health care, disabilities, employment. For full information please see s.1(n)(i-ix) of the [FOIP Act](#).
- Children's Services information is classified as Protected B information. Protected B information should not be stored on data servers outside of Canada as it exposes Children's Services to potential legal risks. Facebook's data servers are located in the United States of America. By not sharing personal and personally identifying information through Facebook or the Facebook Messenger app, Protected B information will not be shared onto servers outside of Canada.

- Copies of birth certificates, Social Insurance Numbers, photo identification, etc. should not be shared via Facebook Messenger as this could violate sec. 38 of the FOIP Act in by not protecting personal information.
- A professional Facebook account should be accessed through a computer and not the Facebook or Facebook Messenger application installed onto a GoA mobile device. Third party applications like Facebook and Messenger have access to all contents on the mobile phone, which includes confidential GoA emails.
- In the event of protected information being shared incorrectly through Facebook, an incident report must be completed immediately and sent to the worksite manager to forward to the Information and Privacy Office.

### **Things to Consider When Communicating**

Communicating through social media offers opportunities for children and youth to remain connected to their guardians, extended family, and support network as well as with their casework practitioners. Social media can be used to engage with families and be used as a tool to collaborate together.

The GoA Code of Ethics applies to staff both offline and online (i.e. remain polite, respect confidentiality, privacy and copyright) when communicating electronically regardless of the audience.

- Refer to the GoA policy on social media and technology use which addresses the use of these tools for everyone who works for the GoA.
- All communication regarding the child or youth and/or family must be recorded in the electronic information system.
  - Record the interaction on the contact log in the electronic information system
  - Maintain transparency by informing clients that all communication will be documented. All communication will be captured in accordance with existing standards regardless of what media is being used to initially collect it.
- Discuss communication options with children, families and caregivers early on to help establish an agreed upon process.

### **Videoconference/Conference Call**

Videoconference, conference call, webcam, Skype, Lync, FaceTime and other forms of electronic communication may be used to facilitate communication including but not limited to:

- communication with multiple parties in a variety of locations
- conferencing inter-regional/provincial case matters

- obtaining medical professional updates/recommendations when in-person attendance is limited.

The risks for privacy breaches when using these forms of communication can be mitigated by the following safeguards:

- ensuring the correct dial-string is used
- using a private workspace with a closed door
- conducting introductions at the beginning of the meeting
- notifying all participants upon entering a meeting room with videoconferencing capabilities that they are being taped and broadcast or have the potential to be recorded or broadcasted.

### Texting

Texting, which may include SMS messaging and Instant Messaging, may be a viable option for communicating with children, guardians and caregivers when non-identifying information is being shared (e.g. a child or guardian may have agreed that they would like to receive a reminder about upcoming appointments via text or a reminder to a youth about a meeting place and time). Enter a contact log regarding the information exchanged such as appointment time, etc.

- Based on the nature of electronic communication there is no guarantee that the text message being sent is viewed by the intended recipient or that it is viewed at all.
  - Due to privacy concerns for the client, ensure communication does not identify the person or any person as receiving intervention services in the text and does not disclose any client information.
  - Use other means of communication if no response is received, such as phone or face-to-face contact.

Texting may also be useful to communicate:

- a changed location or appointment time provided the nature of the appointment is not disclosed in the message
- to request client contact
- to inform a casework supervisor or colleague of a staff's general location (e.g. en-route back to office, in a meeting, etc.)

Texting is not an appropriate form of communication when:

- it is used as a supervision tool
- identifying information is being exchanged
- it is used as a replacement for meaningful client contact

## Email

Communicating via email may be useful:

- to obtain client updates between monthly visits on any appointments that have occurred (e.g. ongoing health concerns which requires multiple appointments with one or more medical professionals).
- to exchange information with guardians, caregivers, foster care support workers, medical professionals.

Protect the privacy of the client by attaching a password protected document when exchanging identifying or sensitive information. Do not attach password protected documents in CICIO.

**Note:** Any “gov.ab.ca” email messages and all internet activity from a government computer or address can be tracked and will generally be attributed to the Government of Alberta and an individual user. The Government of Alberta retains the right to investigate and monitor the use of its equipment and systems as warranted.

## Recording

As technology has advanced and become more accessible, there are increasing instances where clients are recording case conferences or their conversations with caseworkers with or without the caseworker's or participants' knowledge. Take the following proactive measures to safeguard against any misunderstandings:

- Ask the person about the purpose and intent of the recording
- Ensure appropriate notes of the contact are taken and include date, time, type of contact and state the author of the notes
- Provide a copy of the contact notes to the client for their records

Ensure that if a client requests to record a case conference or a family group conference:

- all persons present are aware of the request, and
- notes are taken as appropriate and ensure all persons present receive a copy.

Speak with a casework supervisor if the interaction has been uncomfortable or if there are any concerns about recording a proceeding.

## Social Media and Facebook

Social media is an electronic medium of exchange among people in which thoughts or information are shared, and/or exchanged in virtual groups or networks.

If other means of contact have been unsuccessful, consider sending a child, guardian or caregiver a private message through a professional Facebook account. Use a professional Facebook account, created for work purposes only, when contacting individuals and identify the account as a professional account. Ensure that the contact is private and that the information provided is non-identifying.

**Note:** It is the responsibility of CS/DFNAs to verify information collected from Facebook, particularly if it is used to make decisions about individuals.

Any communication through Facebook should be treated the same as when text messaging.

- Avoid discussing case specific details in private messages and keep the communication brief, it cannot be guaranteed the message will be viewed by the intended recipient.
- Be aware that the message may be made public once received by the client.

Refrain from posting communication with a client where it can be viewed by others, this may include but is not limited to:

- sending photos
- sending photos via Facebook Messenger of an individual's personal information such as their birth certificate, Social Insurance Number and other identification documents
- commenting on photos
- posting or commenting on blogs or micro-blogs
- sending network invitations and participation requests (e.g. invitations to join a social media site, participate in online exchanges, attend an event)
- online endorsements (e.g. linked-in or other professional networking sites)
- tagging or hash-tagging

Contact with a child or youth on an adult-only site which includes online dating sites or chat-rooms is strictly prohibited. It is also not appropriate to communicate with caregivers, parents, guardians or support workers on such sites.

Should a caseworker find themselves in a situation where they have been in direct or indirect contact with a child, youth or parent on their caseload they must immediately consult with their casework supervisor determine the appropriate follow-up.

### **Intentional Search and Exploration for Family**

Current practice includes contacting potential relatives via Facebook and Skype. When using Facebook to perform an intentional search and exploration for family, take the following proactive measures to maintain professionalism and protect confidentiality:

- Use a professional Facebook account when contacting individuals and identify the account as a professional account.
- Send messages directly and privately.
- Identifying information regarding the child cannot be sent over Facebook as it is not known who is viewing the message, sentences such as “looking for the birth father of Ian” would be acceptable as it does not identify the full name, age, or any other identifying information of the child.
- Contact the individuals via telephone to discuss information when possible, after initial contact has been made over Facebook. If the identity of an individual needs to be confirmed, request the individual attend a regional CS or DFNA work site to meet with a caseworker in person to provide copies of their identification or other information that may need to be gathered in person.
- Maintain professionalism in communicating over Facebook (refrain from commenting on photos or posts, friend requests, etc.)
- Skype is also used to contact potential family members whether by Skype phone or video call to discuss the child and family connection.
- Record all communication made over Facebook on Contact Logs in the electronic information system.

### **Service**

Service for court proceedings can only be completed via Facebook or other social media platforms with a judge’s permission (Order for substitutional service) as an alternative form of service. Information provided during service via Facebook needs to reflect and include information that would be provided in paper methods of service.

### **Public Servant vs. Private Citizen**

Consider the content of the communication when posting online as what gets published remains widely accessible forever.

CS and DFNA staff in their private lives:

- have the same rights of free speech as other citizens, however they may not represent the Government of Alberta on their own personal social media sites
- are bound by the official Oath of Confidentiality, the Code of Conduct and Ethics, the Communications policy, FOIP Act and the Internet and Email Use policy,
- should not disclose any GoA information or content that they are not specifically authorized to disclose,



- should use a private email address, and
- make every reasonable effort to make it clear that their contribution to social media sites is as a private individual, and not as a representative of the GoA.
  - when commenting on a social media site as a private citizen, staff must make it known that their comments are a reflection of their personal beliefs (e.g. “speaking on my own behalf, my comments are my own, I believe...”)

### Use of a Personal Social Media Site

Pause and think before posting or interacting online. A frontline staff should:

- ensure privacy settings are available and engaged as appropriate
- engage respectfully with colleagues and families; avoid posting discrediting/identifying comments in public domains
- report any questionable electronic interactions to a supervisor or communications representative for support if necessary

## Related Information



[Child Intervention Practice Framework](#)  
[Freedom of Information and Protection of Privacy Act](#)  
[GoA Code of Conduct and Ethics](#)  
[Government of Alberta Social Media–Web 2.0 Policy](#)  
[Video/Audio Recording by Clients](#)  
[Government of Alberta Communications Policy](#)  
[GoA Internet and Email Use Policy](#)  
[Official Oath of Confidentiality](#)  
[Transferring Files Securely](#)



[Consent by a Director or Authorized Delegate \[CS2047\]](#)

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# Practice Supports

Practice Support:	<b>Tempcare Plan and Ongoing Connections Plan</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">4.2.3 Tempcare Plan and Ongoing Connections Plan</a>	Revision Date: October 15, 2020
		Page 1 of 7

## Child Intervention Practice Framework Principles

Meaningful planning is essential to achieving goals of safety and legal permanency that include the 4 Areas of Connections for children and youth in the care of the director. Developing a Tempcare Plan or an Ongoing Connections Plan requires an inclusive and collaborative planning process with children or youth, and their guardians, caregivers, and support network, which enables everyone involved to make informed safety and legal permanency decisions. Only when all 4 Areas of Connection have been addressed can safety and legal permanency be achieved. Intentional planning can support children and youth to initiate and maintain meaningful lifelong connections.

When developing a Tempcare Plan or an Ongoing Connections Plan consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Statuses Requiring a Tempcare Plan

- CAG
- TGO
- Initial Custody
- Interim Custody
- CO

**NOTE:** If the director applies for a TGO after a youth has been under an EAY or CAY, complete the Transition to Independence Plan with the youth.

### Statuses Requiring an Ongoing Connections Plan

- PGO
- PGA

- All legal guardians of the child or youth are deceased.

### **Developing the Tempcare Plan and Ongoing Connections Plan**

Using the Children's Services Planning Form CS[11680], develop a Tempcare Plan and/or Ongoing Connections Plan for the child or youth according to their current legal status.

Initiate the Tempcare Plan or Ongoing Connections Plan at a Family/Natural Supports Meeting as soon as an application for initial custody and an application for TGO or PGO are made, or once a CAG or PGA has been signed.

Discuss the Tempcare Plan or Ongoing Connections Plan with the child or youth, guardian, caregiver and support network, emphasizing that the primary focus of the plan is to achieve safety and legal permanency for the child or youth simultaneously.

Developing the Tempcare Plan or Ongoing Connections Plan should be done in a Family/Natural Supports meeting.

Work collaboratively with the child or youth, guardian, caregiver and support network, including service providers, developing the:

- Tempcare Plan by planning for reunification with the guardian by creating safety goals that incorporate the 4 Areas of Connection.
  - Identify strengths, worries and next steps that need to be completed by participants of the plan in order to alleviate the intervention concerns and safely return the child or youth to the guardian's care, and
  - Identify strengths, worries and next steps that need to be completed by participants of the plan that address how to support and maintain each of the 4 Areas of Connection for the child or youth.
- Ongoing Connections Plan by planning for legal permanency by building on and further solidifying the 4 Areas of Connection.
  - Identify strengths, worries and next steps that need to be completed by participants of the plan that address how to support and maintain each of the 4 Areas of Connection for the child or youth.

Ensure the child or youth's participation and voice is considered in the development and implementation of the Tempcare Plan or Ongoing Connections Plan.

Discuss and identify resources and services that will be provided to support the child or youth, guardian, and/or caregiver.

Identify family time as agreed upon by everyone involved or as ordered by the courts.

Include the name, role and contact information for the support and safety network members.

Work with everyone involved in the Tempcare Plan or Ongoing Connections Plan to ensure all next steps are being completed.

- Work with anyone who is reluctant to agree with or participate, to understand their concerns, and find shared solutions.

Request all participants sign the Tempcare Plan or Ongoing Connections Plan.

- A child or youth 12 years of age or older should sign the plan.

#### 4 Areas of Connection

Cultural Connections:

- Identify the child or youth's cultural, spiritual and linguistic background, and the steps required to support the child or youth's connection to their heritage.
- Ensure that the child or youth's cultural needs are met in a supportive environment. This requires that all individuals involved with the child or youth, including caregivers and service providers have an awareness, understanding and are actively participating in the child or youth's culture and making it part of day to day life for the child or youth.

**NOTE:** Funding for cultural connection planning is not intended to be supported through a child or youth's recreation fund.

- If the director has reason to believe that a child or youth is a First Nation Individual and a member of a band, involve the First Nations designate per s.67 (1), s.107 (1) and refer to Policy 2.1.1 (Intervention).
- Ensure that if the child or youth is Métis, the guardian of the child or youth is provided with the opportunity to consent to involve a Métis Resource person.

Relational Connections:

- Identify family, friends, caregivers, and significant individuals who will support the child or youth and be an active member of their support network.

- Intentionally search for family members and explore the possibility of connecting children and youth to their families.
- Utilize the genogram, the Relative and Significant Other Search [CS3503] form, and Sibling Registry/Kinship Search Request [PAR3627] form in collaboration with the child or youth, guardian, caregiver and support network to identify extended family members or significant individuals that may potentially be able to provide a safe, appropriate environment for the child or youth.
- If an individual who is identified as a potential caregiver is not able to care for the child or youth, determine if they are interested in initiating or maintaining contact with the child or youth to build a lifelong support network.
- Ensure the child or youth's guardian and/or caregiver is willing and able to support and facilitate relational connections that are important to the child or youth.

#### Physical Connections:

- Facilitate discussions with the child or youth to explore their sense of belonging and physical connection in their placement and community.
- Discuss with the child or youth the factors that contribute to their comfort and safety within their home.
- Identify and observe the interactions and environment that a child or youth has that demonstrate their connection to the caregiver and family.
- Discuss with the child or youth and caregiver what resources or services can be provided to address worries about their relationship.

#### Legal Connections:

- Ensure legal connection planning occurs as soon as the child or youth begins to receive intervention services.
- Identify the steps to return the child or youth legally to the guardian's care and discuss alternate legal connection plans with the family.
- Identify 1 of the following legal permanency objectives should the child or youth be unable to return to the guardian's care:
  - Adoption
  - Private Guardianship

#### Transitioning/Returning to Guardian's Care

Placement of the child or youth under a CAG, TGO, initial or interim custody or CO must include a plan for reunification to the guardian in the Tempcare Plan.

Intensive involvement and cooperation between all members of the support network is necessary to ensure the child or youth and family's needs are met, which includes but is not limited to:

- Supports provided to the child or youth, and guardian prior to and after reunification occurs,
- Family/Natural Supports meetings occurring on a ongoing basis,
- The 4 Areas of Connection, utilizing tools such as mapping and scaling,
- Identify and support for the child or youth to maintain their relational connections, with particular attention to maintaining the connections the child or youth made while in care.
- Identify cultural connection supports to be provided to the child or youth to participate and maintain their language, religion, spiritual connections and customs.
- Identify how the child or youth can have a true sense of belonging and physical connection in their placement.
- Identify the steps to return the child or youth legally to the guardian's care and discuss alternate legal connection plans with the family.
- Ongoing supports and resources available to the guardian during the implementation of the plan for reunification,
- Intensive contact and additional supports should be added that address the child or youth's development and unique needs in order to prevent potential breakdowns.

### **Review of the Tempcare Plan and Ongoing Connections Plan**

An in-person review of the Tempcare Plan and Ongoing Connections Plan must be conducted with the participants a minimum of once every 90 days.

Reviewing the plan provides the opportunity to:

- revise the plan,
- change the goals and next steps to meet the current needs of the child or youth,
- update any completed tasks,
- reflect any new court orders (for example, an access order), and
- identify outstanding next steps and reasons why they have not been completed.

Re-evaluate the safety and legal permanency objective for the child or youth at each review of the Tempcare Plan or Ongoing Connections Plan in consultation with a casework supervisor to ensure the plan continues to appropriately meet

the needs of the child or youth. If it is decided that the guardian or caregiver cannot meet the safety and legal permanency needs of the child or youth, then further legal permanency options must be explored.

**NOTE:** The Children's Services Planning Form [CS11680] must be updated and reviewed when the child or youth's legal status changes.

### Documentation

Document discussions, decisions and rationale for decisions on a contact log in the electronic information system.

Document whether anyone involved in the planning process cannot be at a Family/Natural Supports meeting and the reasons, on a contact log in the electronic information system.

Document reason for reluctance by any of the participants to sign the Tempcare Plan or Ongoing Connections Plan, including reluctance to agree with a specific goal, responsibility, or any other item, on a contact log in the electronic information system.

Document discussions and decisions as to the reason why a potential caregiver is not able to care for the child or youth and if they are interested in initiating or maintaining contact with the child or youth to build a lifelong support network on a contact log in the electronic information system.

Review and record on the Tempcare Plan or Ongoing Connections Plan whether next steps/tasks are completed within timeframes indicated on the plan.

Enter and attach the Tempcare Plan or Ongoing Connections Plan in the electronic information system.

Update the Tempcare Plan or Ongoing Connections Plan in the electronic information system each time it is reviewed.

Ensure signed copies of the Tempcare Plan or Ongoing Connections Plan are placed on the child or youth's physical file.

## Related Information



[2.1.1 First Nations Designate](#)

[2.2.1 Métis Resource](#)

[4.1.2 Genogram](#)

[4.2.4 Transition to Independence Plan](#)

[4.2.6 Planning for Connections and Permanency](#)

[15.7 Sibling Registry](#)



Children's Services Planning Form [[CS11680](#)]

Relative and Significant Other Search [[CS3503](#)]

Sibling Registry/Kinship Search Request [[PAR3627](#)]



[CICIO User Guide](#)

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# Practice Supports

Practice Support: <b>Temporary Guardianship Orders</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">5.3.3 Temporary Guardianship Orders</a>	Revision Date: October 15, 2020
	Page 1 of 8

## Child Intervention Practice Framework Principles

CS obtains TGOs to provide protective services to children and youth when less intrusive measures will not be adequate to ensure the safety and well-being of the children and youth. CS collaborates with guardians and their support network in the interest of alleviating protection concerns and building on the capacity of families. By collaborating with the guardians, children and youth, and their support network, CS works to preserve families and maintain important connections for children and youth while striving to safely reunite children and youth and their guardians.

When pursuing a TGO for children and youth, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Determine that the child or youth meets the criteria for a TGO; such as:

- the child or youth has not exceeded the maximum cumulative time in care,
- the child or youth can be expected to return home within a reasonable time, or
- the youth (16 years of age or older) will become independent within a reasonable time.

Make all decisions relating to a TGO in consultation with a casework supervisor.

Ensure a Family/Natural Supports meeting has occurred prior to pursuing a TGO.

A 3rd Person Consult must occur prior to applying for a TGO.

Involve the First Nations designate per s.107. Consult with a Métis Resource person if consent has been obtained from the guardian to do so.

Refer to Policy 5.1 (Intervention) for cumulative time for TGOs



### **Making a Court Application**

Follow the procedures for preparing a court application as outlined in Policy 5.5 (Intervention) and the Checklist for Court Documents, and:

- Schedule a hearing:
  - within 10 days after an apprehension,
  - within 30 days of filing the notice for:
    - a direct application, per s.17, or
    - a review of a previous order, per s.32.
- Complete, file and serve the following notices when making an application following an apprehension:
  - Notice and Application for a Temporary Guardianship Order and Terms [CS1595], and
  - Notice and Application for a Custody Order [CS3613]
- Complete, file and serve the following notice when making a direct application under s.17:
  - Notice and Application for a Temporary Guardianship Order and Terms [CS1595]
- Complete, file and serve the following notices when making an application to review an existing order:
  - Notice and Application for a Review [CS1597]; and
  - Notice and Application for a Custody Order [CS3613] if interim custody of the child or youth is required.
- Service for an application for a court hearing must be completed:
  - at least 2 days before the hearing date following an apprehension per s.23(3.1), or
  - at least 5 days before the hearing date for other applications.

### **Terms of an Order**

- Make every effort to work collaboratively to reach an agreement on the terms of the order with the guardian, the child or youth (if 12 years or older), and any person with a significant relationship with the child or youth. Also include the guardian's support network as part of the planning process.
- If the child or youth is 12 years or older, and the agreement is with someone other than the guardian, the child or youth must sign the agreement. Complete and file the following, as applicable:
  - Consent by a Guardian [CS1613] and/or

- Consent by a Child 12 Years or Older [CS1612].
- During the period of a TGO, following the appeal period, the director may enter into an agreement with the guardian or other significant person regarding family time, consultation, or other terms agreed to, by completing an Access or Consultation Agreement [CS1619].
- If, during the period of the order, the terms are not being complied with the director, the child or youth (if 12 years or older), guardian, or person with a significant relationship with the child or youth may make a court application to address the terms of the order by completing a Notice and Application of Terms of a Temporary Guardianship Order [CS1596]. Attempts should be made to collaborate with the guardian, child or youth (if 12 years or older), or person with a significant relationship with the child or youth to resolve non-compliance by agreement.
- Per s.31(1) terms of a TGO should address:
  - access to be provided between the child or youth and the guardian or other significant person,
  - the conditions under which the director must consult with the guardian on matters affecting the child or youth,
  - participation by the child or youth or guardian, or both, in treatment or remedial programs, if recommended by a director, or
  - any other terms the Court may consider necessary.

### **Child Maintenance**

- Make every effort to reach an agreement on child maintenance with the guardian and complete and file, as applicable:
  - Agreement to Pay Child Support to a Director [CS3679].
- If an application for child maintenance is made, complete file and serve:
  - Notice and Application for a Child Support Order [CS4029].

### **Evidence**

- Evidence at the hearing to support the application for interim custody must address information to support the application for:
  - an interim custody order,
    - granting custody to a director pending the disposition of the temporary guardianship application, or
    - an order returning the child or youth to the custody of the guardian pending the disposition of the temporary guardianship application per s.21.1(2).

- Evidence at the hearing to support a temporary guardianship application must address:
  - the recommended period of temporary guardianship,
  - assessment information related to the child or youth, guardian and their living environment,
  - the intended outcomes of the intervention,
  - the proposed frequency of family time by the caseworker with the child or youth and guardian,
  - the treatment or services required for the child or youth and guardian,
  - information to support the recommended terms for family time between the child or youth and the guardian, or other significant persons per s.21.1(3)(a),
  - information to support any recommended order for an assessment of the child or youth, guardians, or other person who the child or youth may be in the custody of, per s.21.1(3)(b), and
  - information to support a maintenance application for which an agreement was not reached per s.57.5.

### Adjournments

- S.21.1(4) enables a court to adjourn an application for initial custody for a period of up to 14 days at a time, unless the parties agree to a longer period; however the total period of adjournment can not exceed 42 days.
- S.26(1) allows the court to adjourn an application for a TGO for a period longer than 42 days, at its discretion, however this does not apply to the application for initial custody, per s.21.1, which cannot be adjourned beyond a maximum of 42 days.
- S.21.1(5) requires the court to make an interim order providing for the custody of the child or youth and may include terms respecting family time to the child or youth.
- S.21.1(5.1) enables the court to hear a motion for adjournment by videoconference, if it is satisfied that it is proper to do so.

**NOTE:** Ensure that the correct expiry date of an order is documented; e.g. the expiry date for a six month order granted on June 3 is December 2, not December 3.

### Review of a TGO

Include the child or youth (if 12 years or older), guardian, support network, or person with a significant relationship with the child or youth in planning when making a decision to review a TGO.

- The director, guardian, or child or youth over 12 years may apply to vary, renew, or terminate an order under s.32(1), by completing Notice of a Review [CS1597].
- A director may apply to have a TGO reviewed at any time during the period of the order.
- A guardian, or child or youth over 12 years, may apply for a review once during the period of a TGO after the 30 day appeal period has expired.
- If a child or youth expresses a desire to have their order reviewed, advise the child or youth about their right to also involve a Child & Youth Advocate and assist the child or youth with contacting a Child & Youth Advocate.
- When making a decision whether to terminate an order or allow it to expire, consider the time remaining on the order and consult with a casework supervisor.
- A 3rd Person Consult must occur prior to applying to review a TGO.

To review an order follow the procedures for making an application to the court, and:

- Apply to review an order to vary the order when:
  - the terms of the original order cannot be met,
  - the child or youth or guardian requests a review, or
  - other circumstances occur to support a review.
- Apply to review an order to renew the order when:
  - a further period of temporary guardianship is required to achieve the intervention outcome for the child or youth,
  - the child or youth can be expected to return home or become independent within a reasonable period of time, and
  - the cumulative time in care will not exceed the legislated timelines per s.33.
- Apply to review an order to terminate the order when:
  - it is determined that the child or youth can safely return to the care of the guardian, or live independently,

- or, if further services are required through a different legal status, obtain the appropriate legal authority to continue to provide services,
- or, if no further services are required, follow procedures for closing a case.

### **Case Management**

- Provide the services available to any child or youth in care as described in policy.
- Monitor the compliance with terms of any order or agreement.
- Maintain contact with the child or youth as directed in policy.
- Complete the Children's Services Planning Form [CS11680], enter the TGO as the Legal Status, this will populate the Tempcare Plan, refer to Policy 4.2.3 (Intervention) on how to complete the form.

### **Transitioning/Returning to Guardian's Care**

Placement of the child or youth under a TGO should include a plan for reunification regarding the child or youth and the guardian within the Tempcare Plan. Intensive involvement and support between all members of the support network is necessary to ensure the child or youth and family's needs are met. The Tempcare Plan should include but not be limited to the following information:

- Supports provided to the child or youth and guardian after reunification occurs,
- Identification of existing strengths of the family,
- Family/Natural Support meetings occurring on a regular basis,
- The 4 Areas of Connection, through tools such as mapping and scaling,
- Ongoing supports and resources available for the guardian during the implementation of the plan for reunification,
- Intensive contact and additional supports should be added to address the child or youth's development and special needs to prevent potential breakdowns.

### **Documentation**

Complete documentation as described in Policy 5.5 (Intervention) and the Checklist for Court Documents.

Caseworkers, casework supervisors and managers/DFNA Director must ensure that all points of consultation, decisions, and rationale for decisions are documented as a case consultation/decision in the electronic information system.

Record all contacts, information gathered and services provided to the child or youth and family on contact logs in the electronic information system.

Ensure the Tempcare Plan is entered and attached on the plans tab in the electronic information system.

Complete all entries in the electronic information system.

## Related Information



- [2.1.1 First Nations Designate](#)
- [2.2.1 Métis Resources](#)
- [3.1.2 Intake – Receiving Referrals](#)
- [3.2.4 Leaving the Care and Custody of a Director](#)
- [4.2.3 Tempcare Plan and Ongoing Connections Plan](#)
- [5.1 Cumulative Time in Care](#)
- [5.5 Court Procedures](#)
- [5.6 Child Support Agreements and Orders](#)
- [7.3.2 Placing a Child](#)
- [7.3.3 Casework Responsibilities During Placement](#)
- [7.3.4 Placement Disruptions](#)
- [9. Services for Children](#)
  - [9.1 Medical](#)
  - [9.4.2 Obtaining Funding to Maintain a Child in Care](#)
- [3<sup>rd</sup> Person Consult](#)



- [Access or Consultation Agreement \[CS1619\]](#)
- [Agreement to Pay Child Support to a Director \[CS3679\]](#)
- [Consent by a Child 12 Years of Age or Older \[CS1612\]](#)
- [Consent by a Guardian \[CS1613\]](#)
- [Notice and Application for a Child Support Order \[CS4029\]](#)
- [Notice and Application for a Custody Order \[CS3613\]](#)
- [Notice and Application for a Review \[CS1597\]](#)

Notice and Application for a Temporary Guardianship Order and Terms [[CS1595](#)]

Notice and Application for Terms of a Temporary Guardianship Agreement [[CS1596](#)]

Children's Services Planning Form [[CS11680](#)]

Intake Template [[CS11191](#)]



[Checklist for Court Documents](#)  
[CICIO User Guide](#)

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# Practice Supports

Practice Support:	<b>Transition Planning for Youth with Disabilities</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">4.2.7 Transition Planning for Youth with Disabilities</a>	Revision Date: January 13, 2020
		Page 1 of 6

## Child Intervention Practice Framework Principles

CS works collaboratively with youth who have disabilities, their guardian, family and support network, and adult services, to develop a Transition to Independence Plan which facilitates interdependence and enduring lifelong connections and belonging. This plan identifies the youth's goals and how the 4 Areas of Connection are integrated into supporting the youth's transition to adulthood. Working together can assist the youth to create and maintain lifelong connections with people they can reach out to for assistance into their adulthood. Youth with disabilities who have the support they need and who are well-connected are enabled to develop to their full potential.

When transition planning for a youth with disabilities consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Transition Planning

In collaboration with the youth, the support network, and a casework supervisor determine whether a youth may require services for special needs as an adult, to improve their ability to participate in daily activities at home, at school and in the community. Youth requiring these types of specialized supports may include youth with:

- developmental disabilities,
- mental illness or mental health concerns,
- physical disabilities,
- medical or health conditions,
- Fetal Alcohol Spectrum Disorder (FASD),
- brain injuries, and/or



- significant impairments in daily functioning.

Assess whether the youth will require another person to assist or make decisions about the youth's personal or financial affairs when they are an adult.

Informal supports should also be involved in transition planning. This should include the current caregiver, family, or support network. Transition planning needs to occur as to how these significant individuals will maintain relationships throughout the transition to adulthood and beyond.

If the youth is, may be, or self-identifies as a First Nation Individual and a member of a band, involve the First Nations designate per s.107. Refer to Policy 2.1.1 (Intervention).

If a child or youth is, may be or self-identifies as, Métis, involve a Métis Resource person. Refer to Policy 2.2.1 (Intervention)

Consider the youth's developmental level throughout transition planning. If a youth is unable to participate in a meaningful way in integrated services meetings then consideration must be given to how their voice and choices are integrated into these meetings and transition planning activities.

### **Completion of the Transition to Independence Plan**

See Policy 4.2.4 (Intervention)

### **Monitoring the Transition to Independence Plan**

Transition services meetings must occur every 90 days after the Transition to Independence Plan is developed.

- Include everyone involved to review transition planning and the roles and responsibilities of the support network.
- May also include representatives from Alberta Supports, CS, Persons with Developmental Disabilities (PDD), the Office of the Public Guardian and Trustee (OPGT), or any other services relevant to meeting the youth's needs.

Review and record on the Transition to Independence Plan whether tasks are completed within the indicated timeframes.

### **Referrals**

Explore government programs, natural and community supports to determine their suitability to meet the needs of the youth. These may include:

- Office of the Public Guardian and Trustee (OPGT)

- Assured Income for the Severely Handicapped (AISH)
- Persons with Developmental Disabilities (PDD)

Make appropriate referrals on behalf of the youth.

Advocate, on behalf of the youth, to ensure that appropriate supports are in place prior to or on their 18th birthday. Additional advocacy may also be necessary in the event that an initial application for specialized supports is rejected and an appeal is necessary.

**NOTE:** Not all youth will be eligible for formal programs as adults and there may be regional differences in processes.

### ***Adult Guardianship and Trusteeship Act (AGTA)***

The AGTA provides options and safeguards to protect and support vulnerable adults who require assistance, or are unable to make personal or financial decisions for themselves. This legislation allows for guardians and trustees to be appointed for these adults.

#### Guardianship

A guardian may be appointed by the court under the AGTA to make personal decisions for an adult who lacks the capacity to make personal decisions in some or all of the following areas:

- health care,
- where the adult can live,
- who the adult associates with,
- social activities,
- cultural and spiritual activities,
- educational or vocational training,
- employment,
- legal matters, or
- other personal matters as determined by the court.

In the case of a youth who meets the criteria above, at least one year prior to the youth's 18<sup>th</sup> birthday, consult with:

- relatives and significant others of the youth on their willingness to make a guardianship application,

- the First Nations designate per s.107 for possible guardian options if the director has reasons to believe that the youth is an First Nation Individual and a member of a band, and
- the former guardians/parents of a youth who is the subject of a PGO.
  - The responsibilities expected of a guardian for a child or youth are different from those responsibilities expected of a guardian of a dependent adult. Former guardians/parents of a youth who was the subject of a PGO may be appropriate guardians for their youth as a dependent adult.

**NOTE:** An application for guardianship or trusteeship under the Adult Guardianship and Trusteeship Act may be made up to 12 months before the youth's 18th birthday.

### Trusteeship

A trustee may be appointed by the court under the AGTA to make financial decisions for an adult who lacks the capacity to make their own financial decisions.

### **Office of the Public Guardian and Trustee (OPGT)**

The OPGT provides surrogate decision-making, supports and safeguards to dependent adult Albertans who are unable to make personal, non-financial decisions independently.

- If there are no guardianship options for the dependent adult, refer the matter to the OPGT up to 12 months prior to their 18<sup>th</sup> birthday.
- Ensure the application package and related forms are completed and submitted prior to the youth's 18<sup>th</sup> birthday to ensure commencement of appropriate adult services.
- Meet with the representative of the OPGT and youth to discuss the needs and wishes of the youth.
- The OPGT will make an application to court if appropriate.

The Public Trustee is appointed by the Government of Alberta under the *Public Trustee Act* to protect and manage the financial interests of vulnerable Albertans and act on behalf of people with mental disabilities, administer the estates of deceased persons and protect the property interests of minors.

An application for trusteeship may be made up to 12 months before the youth's 18<sup>th</sup> birthday.

### **Assured Income for the Severely Handicapped (AISH)**

AISH provides essential financial and health benefits to individuals who have a severe, permanent disability that substantially limits their ability to earn a living.

- Obtain the application package for AISH from the nearest local Employment and Immigration office. (Applications to the AISH program are accepted up to 6 months prior to the youth's 18<sup>th</sup> birthday.)
- If the youth or caseworker disagrees with any decision regarding the benefits or eligibility for the youth, follow the program's appeal process.

### **Persons with Developmental Disabilities (PDD)**

PDD provides funding to pay for staffing to support individuals with developmental disabilities to participate in the community.

- Initiate the referral process when the youth turns 16.
- If a youth is not eligible for services through PDD, the PDD worker coordinator will provide referrals and information on other programs and services that may be more appropriate.
- Disagreements with decisions regarding eligibility are addressed through a mediation and resolution process.

### **Alternate Services to Consider**

Not every youth with a disability will be eligible for funding or formal supports. Consider informal supports such as family and natural supports and alternate supports through the health regions, community mental health programs and other community programs which may include:

- consulting with FSCD for disability related resource information as well as to assist with case planning,
- adult homecare services to address chronic medical or physical care needs,
- the local health region, Alberta Mental Health or the Canadian Mental Health Association to address mental health issues,
- the Alberta Brain Injury Network,
- local or regional programs for FASD, or
- natural supports through community groups, clubs, volunteer organizations, church, Indigenous, Métis, Inuit, or cultural organizations.

### **Documentation**

Enter and attach the Transition to Independence Plan [CS3476] in the electronic information system on the plans tab.

Document whether anyone involved in the planning process cannot attend a Family/Natural Supports meeting and the reasons for their absence on a contact log in the electronic information system.

Document reluctance by any of the people involved to sign the Transition to Independence Plan, including reluctance to agree with a specific goal, responsibility, or any other item, on a contact log in the electronic information system.

Document all contacts, discussions, consultations, decisions and rationale for decisions on a contact log in the electronic information system and complete all electronic record entries.

Ensure signed copies of the Transition to Independence Plan are placed on the physical file.

Update the Transition to Independence Plan on the electronic information system each time it is reviewed.

## Related Information



[2.1.1 First Nations Designate](#)

[2.2.1 Métis Resource](#)

[4.2.4 Transition to Independence Plan](#)



[Adult Guardianship and Trustee Act](#)

[Public Trustee Act](#)



[Transition to Independence Plan \[CS3476\]](#)



[Assured Income for the Severely Handicapped](#)

[Employment and Immigration](#)

[Office of the Public Guardian and Trustee](#)

[Persons with Developmental Disabilities](#)

[Program Coordination Protocol Between CIS and FSCD](#)

[A Cross-Ministry Protocol between Children's Services and Community and Social Services-Supporting Alberta's Children, Youth and Parents/Guardians with Disabilities \(2019\)](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Transition to Independence Plan</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">4.2.4 Transition to Independence Plan</a>	Revision Date: October 19, 2021
		Page 1 of 8

## Child Intervention Practice Framework Principles

CS works collaboratively with youth or young adults, guardian, family and support network to develop a Transition to Independence Plan. This Plan is consistent with the 4 Areas of Connection as it identifies the youth or young adult's goals for transitioning into adulthood. Working together to develop and implement this plan can foster relationship-building, and strengthen connections the youth or young adult can rely on into adulthood. Youth or young adults who are well-connected and have the support they need are better able to develop to their full potential.

When developing a Transition to Independence Plan consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Ensure the youth or young adult's voice is heard through the planning, shared decision-making, implementation and evaluation process regarding their Transition to Independence Plan [CS3476].

If the youth or young adult has a disability, follow procedures outlined in Practice Support 4.2.7 (Intervention), in addition to the procedures outlined in this Practice Support.

If the youth or young adult is, may be, or self-identifies as a First Nation Individual and a member of a band, involve the First Nations designate per s.107. Refer to Policy 2.1.1 (Intervention). Only involve a First Nations designate regarding a young adult if they provide consent.

If a youth or young adult is, may be or self-identifies as, Métis, involve a Métis Resource person. Refer to Policy 2.2.1 (Intervention). Only involve a Métis Resource person regarding a young adult if they provide consent.

## Transition Planning

Address the following areas to facilitate lifelong connections for the youth or young adult into their adulthood.

### Assessment

Meet with the youth or young adult in person to allow them to share their story, voice their perspective, and review file information and documentation in the interest of understanding their current situation, their functioning level, support network and community.

Work with the youth or young adult, guardian, family and the support network to assist the youth or young adult to identify their needs.

### Identification of Needs

Work collaboratively with the youth or young adult to identify their dreams, goals, expectations, ambitions, and what supports and resources (both formal and informal) are needed to meet their goal of independence.

- Determine the type of supports necessary based on an assessment of the youth or young adult's developmental needs
- Determine if the youth or young adult has connections to family and other significant persons in their life.

### Expectations

Collaborate with the youth or young adult to clarify the expectations which are connected to the Transition to Independence Plan, such as:

- financial contributions,
- attendance at school, employment, or day program,
- use of identified resources,
- participation in regular reviews of the Transition to Independence Plan, and
- any other terms necessary to provide services such as:
  - a schedule of contacts,
  - medical updates,
  - rent receipts, and/or
  - consent to contact the school or the landlord.

### Support Network

In collaboration with the youth or young adult, identify individuals who can support the youth or young adult in obtaining their goal of independence, to be a part of their support network.

- These individuals may be family, or natural supports, members of formal organizations, an Elder or other spiritual or cultural leader, or community members who have a significant relationship with the youth or young adult.
- Perform an intentional search and exploration for family using tools such as the youth or young adult's genogram, and the Relative and Significant Other Search [CS3503].

Clarify the roles and responsibilities of each member of the support network in supporting the youth or young adult's transition to adulthood.

If the youth or young adult is unable to meaningfully participate in the planning meetings, considerations must be given to ensure their voice and choices are integrated into the meetings and planning activities.

- Involve an advocate if deemed necessary and arrange more intimate or small meetings at the youth or young adult's preference.

### Transitioning/Returning to Guardian's Care

If the youth is under a CAY, their Transition to Independence Plan must include a plan for reunification with their guardian.

- Developing and implementing the plan for reunification requires intensive involvement and support from all members of the support network, to ensure the youth and the guardian's needs are met.
- The Transition to Independence Plan includes, but is not limited to the following:
  - Supports provided to the youth and guardian prior to and after reunification occurs.
  - Agreement that Family/Natural Supports meetings will occur on a regular basis.
  - Support for the youth through the 4 Areas of Connection, with particular attention to maintaining the connections the youth made while in kinship or foster care, as well as their relational and other connections.
  - Ongoing supports and resources available for the guardian during the implementation of the plan for reunification.



- Intensive contact and additional supports should be added that address the child or youth's development and special needs in order to prevent potential breakdowns.

### **Completion of the Transition to Independence Plan**

Work through the sections of the Transition to Independence Plan with the youth or young adult and their support network.

Determine what level of support is necessary when examining the youth or young adult's ability to achieve the goals of the plan.

Identify the 4 Areas of Connection to support the youth or young adult build meaningful lifelong connections and relationships.

- Cultural connection: supporting the youth or young adult to develop, understand and/or maintain cultural connections and practice their religious or spiritual beliefs.
- Relational connection: supporting the youth or young adult to explore, develop, and/or maintain connections with extended family, caregivers, significant adults and community.
  - For youth or young adults who are not well connected to family, significant others, and community, explore activities such as an intentional search and exploration for family.
- Physical connection: supporting the youth or young adult to identify where they feel they truly belong as they transition to adulthood.
  - Support the youth or young adult to develop specific physical connection: a place to call home that is stable, safe, and welcoming where they feel they belong.
  - Also develop placement objectives that build towards them living independently.
  - Use input from all sources to determine whether the current placement can offer stability on a long-term basis.
  - If another placement is required to meet the youth or young adult's long-term needs, identify potential locations, type of living situation, cost, and timing.
- Legal connection: explore and support the youth in identifying and obtaining legal connection through adoption or private guardianship when possible.
  - If the youth is under a CAY, identify the steps to return the youth to the guardian's care and discuss alternate legal connection plans with the family.

Support the youth or young adult and/or assist them to identify past trauma(s) and provide necessary resources to address healing.

Identify life skills to develop, and individuals who will be supporting the youth or young adult in developing such skills. This can be, but is not limited to:

- independent living skills (e.g. hygiene, budgeting, cooking, securing a residence, opening a bank account), coping with stress (e.g. emotional challenges, social anxiety, prioritizing needs), and
- learning how to obtain identification (e.g., social insurance number, birth certificate, picture identification).

Identify strengths and barriers using tools such as mapping and scaling.

Ensure that each youth or young adult who will benefit from either inherited assets or a trust fund is aware of the funds, the amount available to them, under what circumstances, and how to access the funds.

- The youth or young adult needs to be coached in budgeting, investment, estate planning, and preparing a will.

Address education and employment development.

- Identify educational plans, career aspirations, and training needs.
- Establish a plan for addressing job readiness (including interview skills and work place etiquette).
- Ensure that each youth or young adult who is the beneficiary of a Registered Education Savings Plan (RESP) established by CS is made aware of the existence of the funds, the amount they are eligible for, and how to access the funds. This should be a consideration when planning for training and post-secondary education.
- Provide the youth or young adult with information regarding the Advancing Futures Bursary Program.

Assist the youth or youth adult in increasing their awareness of how to access available community service/program supports.

- Consideration should be given to the youth or young adult's readiness and acceptance to access services.

Develop a plan with the youth or young adult and the support network on how to assist the youth or young adult to access professional assistance to address and manage mental health and substance use.

Ensure that the youth or young adult and each member of the support network sign the Transition to Independence Plan.

Provide a copy of the Transition to Independence Plan to all parties to the plan.

### **Monitoring the Transition to Independence Plan**

Review the Transition to Independence Plan [CS3476], in Transition Services meetings with the youth or young adult and support network, every 90 days or more frequently if requested by the youth or young adult or if a critical event occurs.

- Every member of the support network reports on progress made towards the goals, objectives and tasks.
- Record on the Transition to Independence Plan whether tasks are completed within the Plan's timeframes.

Ensure that the plan stays relevant to current circumstances and the youth or young adult's abilities.

If it appears likely that a youth who is receiving intervention services will become a dependant adult, planning specific to guardianship, trusteeship, and program supports (e.g. AISH or PDD) should be incorporated into the plan and begin once the youth turns 16.

### **SFAA**

Services can be provided to young adults between 18 and 22 years per s.57.3 by entering a SFAA. See Policy 5.2.6 (Intervention).

If at age 18 the young adult meets the criteria for a SFAA and is willing to enter a SFAA, review and revise the Transition to Independence Plan to reflect their current situation.

If at age 18, the young adult has not achieved all goals identified on the Transition to Independence Plan, they may continue to be addressed under a SFAA.

A 3<sup>rd</sup> Person Consult must occur if closing the file of a young adult who was subject to a PGO or PGA without an SFAA being signed.

### **Documentation**

Enter and attach the Transition to Independence Plan in the electronic information system.

Document whether anyone involved in the planning process cannot attend a Family/Natural Supports meeting and the reasons for their absence on a contact log in the electronic information system.

Document reluctance by any of the people involved to sign the Transition to Independence Plan, including reluctance to agree with a specific goal, responsibility, or any other item, on a contact log in the electronic information system.

Document all contacts, discussions, consultations, decisions and rationale for decisions on a contact log in the electronic information system and complete all electronic record entries.

Ensure signed copies of the Transition to Independence Plan are placed on the physical file.

Update the Transition to Independence Plan on the electronic information system each time it is reviewed.

## Related Information



[2.1.1 First Nations Designate](#)

[2.2.1 Métis Resource](#)

[4.2.7 Transition Planning for Youth with Disabilities](#)

[5.2.2 Enhancement Agreement with Youth](#)

[5.2.6 Support and Financial Assistance Agreement](#)

[9.3.1 Birth Registration](#)

[9.3.2 Social Insurance Number](#)

[9.3.3 Driver's License](#)

[9.4.6 Advancing Futures Bursary](#)

[9.4.7 Registered Education Savings Plan Program for Children in Permanent Care](#)

[3<sup>rd</sup> Person Consult](#)



[Support and Financial Assistance Agreement \[CS2041\]](#)

[Transition to Independence Plan \[CS3476\]](#)

[Relative and Significant Other Search \[CS3503\]](#)



Advancing Futures Bursary Program  
CICIO User Guide

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Superseded

# Practice Supports

Practice Support:	<b>Transporting Children</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">1.6 Transporting Children</a>	Revision Date: January 13, 2020
		Page 1 of 3

## Child Intervention Practice Framework Principles

CS ensures children and youth receiving intervention services from CS are transported safely by complying with safety standards and insurance requirements. Safe and reliable transportation is needed for children and youth receiving intervention services from CS, for example so they can take part in cultural events and attend required appointments. Transportation also facilitates visits with the child or youth's family and support network, which helps the child or youth maintain connections and significant relationships. Collaborating with the guardian, caregiver and support network regarding planning and decision-making for the safe transportation of a child or youth can foster stronger relationships, and supports CS's commitment to family-centred practice.

When planning and making decisions to ensure children and youth are transported safely consider every one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration, and Continuous Improvement).

## Practice Process

Discuss and involve the child (where appropriate) or youth, their family and support network when making arrangements and planning transportation for the child or youth.

### Child Safety Seats

Discuss with the guardian, caregiver and the support network the safety rules involving transporting a child who weighs less than 18 kilograms (40 pounds):

- A child is transported in a rear facing child safety seat until they are at least two years of age and weigh 9 kilograms (20 pounds).
- The child must be transported in an approved child safety seat, which has an affixed label certifying that the manufacturer complied with all standards according to the *Canadian Motor Vehicle Safety Standards*.

- The safety seat must be properly installed according to the manufacture's instructions and the owner's manual for the vehicle.
- a tether strap and anchor must used when transporting a child in a forward facing child safety seat.
  - arrange for the installation of a tether anchorage if a personal vehicle is without one and obtain reimbursement through an expense claim.

The manager or DFNA Director is responsible for ensuring any vehicle used to transport a child is equipped with a tether anchorage and an appropriate child safety seat.

### **Booster Seats**

A child must be transported in a booster seat if one of the following is true:

- the child weighs between 18 and 36 kilograms (40 and 80 pounds),
- the child is nine years of age or younger, or
- the child is under 145 cm tall (4'9").

All children ages 12 and under must be transported in the backseat of a vehicle.

### **Insurance Requirements**

All caseworkers are required to obtain and maintain vehicle insurance with a minimum of \$1,000,000.00 liability and an endorsement to carry passengers for compensation.

Obtain and maintain appropriate insurance at all times.

### **Drivers Who Are Not Delegated Caseworkers**

If arranging transportation of a child or youth by an individual who is not a delegated caseworker, complete the following:

- ensure the driver is employed by a contracted agency.
- consult with the casework supervisor and obtain approval for the use of the driver.
- inform the driver of the following:
  - the pick up and drop off location,
  - the responsible individual at each location,
  - the number of passengers, and
  - payment according to regional procedure.

### Public Transportation

Obtain approval from the casework supervisor to pay the fare of a child or youth and an accompanying individual if they are using public transportation (e.g. bus, airplane, ferry). Ensure that the individual has the legal authority to accompany the child or youth.

### Taxi

Only arrange for a child or youth to be transported alone by taxi if there is no other option for transportation and the child or youth is mature enough to travel alone.

Obtain approval from the casework supervisor to transport a child or youth alone by taxi. The casework supervisor must consider:

- the age and maturity of the child or youth,
- the availability of other means of transportation, and
- the cost of the travel.

### Caregivers

Information regarding reimbursement of a caregiver for transporting a child or youth refer to Policy 3.3.6 (Placement Resources).

### Documentation

Ensure that all decisions, consultations, and rationale for decisions are documented in a contact log in the electronic information system.

## Related Information



[7.4.2 Approving Travel](#)

[3.3.6 Financial Compensation \(Placement Resources\)](#)



[Canadian Motor Vehicle Safety Standard 213 – Child Restraint Systems](#)

[Traffic Safety Act - Alberta](#)

[Government of Alberta Child Safety Seats Information](#)

[CICIO User Guide](#)

To report a broken link click [here](#).



# Practice Supports

Practice Support: <b>Treatment Orders</b>	Issue Date: January 13, 2020
Policy Reference: <a href="#">5.3.7 Treatment Orders</a>	Revision Date: January 13, 2020
	Page 1 of 5

## Child Intervention Practice Framework Principles

CS recognizes that a treatment order is an intrusive measure that should only be applied for after all efforts have been exhausted to work collectively with both the child or youth and guardian to reach a decision to sustain the child or youth's health and well-being. Encouraging open communication where everyone involved can share information, voice their opinions and discuss their worries about essential treatments will create a positive decision-making environment. Collaboration facilitates decision making regarding when it is necessary to apply for a treatment order and supports the ability to provide individualized essential treatment for a child or youth receiving intervention services.

When determining if an application for a treatment order is required, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Prior to and when obtaining essential treatment for a child or youth or applying for a treatment order:

- Engage in a discussion with the physician or dentist recommending the essential treatment, gather information about what treatment is required, why it is essential and if there are any alternative treatment options. Obtain in writing the recommendation for essential treatment from the physician or dentist.
- Arrange a Family/Natural Supports meeting with the child or youth, guardian, support network including religious or cultural supports and, if possible, the physician or dentist, to review the necessary medical or dental treatment, the risks and worries of not having the treatment, and follow-up requirements after the treatment is carried out and any other next steps.
- Have the physician or dentist explain the treatment and consequences of the treatment to the guardian and/or child or youth.

- Ensure the child or youth and the guardian's opinions are heard and if the child or youth or guardian declines the treatment, discuss their rationale for not consenting. Explain to the child or youth and the guardian the possibility of CS applying for a treatment order.
- Consult with the caseworker supervisor about the recommendation for essential treatment. The casework supervisor will obtain the approval of the manager, or appropriate person per the Delegation Schedule, to authorize the essential treatment.
  - If the essential treatment is controversial or experimental, consult the casework supervisor and manager for direction on how to proceed.

### Treatment on Apprehension

If a child or youth that has been apprehended, is under an initial custody order, or is under an interim custody order requires essential medical, surgical, dental or other remedial treatment that is recommended by a physician or dentist:

- Obtain the guardian's consent for the treatment by having the guardian complete the consent to treatment. If the child or youth is capable and willing to consent, have the child or youth complete the consent to treatment.
- If the guardian is **unable or unavailable to consent**, consult with the manager for approval to authorize the provision of the essential treatment recommended by a physician or dentist under s.22.1(1).
- If the guardian is **not consenting** to the essential medical treatment because of religious or cultural beliefs, give the guardian an opportunity to find an adequate alternative unless the child or youth is in immediate danger.
  - For example, a guardian of the Jehovah's Witness faith might wish to consult with the Hospital Liaison Committee of Jehovah's Witnesses. If the guardian does not know how to access the committee, contact either their Hospital Information Services 24-hour Emergency Hotline at 1-800-265-0327 or the Northern Alberta Afterhours Child Intervention Team or the Southern Albertan Afterhours Child Intervention Team at 1-800-638-0715. Both units have a copy of the Family Care and Medical Management for Jehovah's Witnesses with additional contact numbers.
- If the guardian **refuses to consent**, apply for a treatment order under s.22.1(2).
  - Complete and file a Notice and Application for a Treatment Order [CS1606].
  - Schedule a hearing.

- Serve the guardian, and the child or youth, if 12 years of age or older, with the notice no less than 1 day before the hearing per s.22.1(3). When calculating the number of days exclude the day the notice is served, the day of the hearing, weekends and holidays.
- If such service is not possible, prepare to request that the court dispense with service or authorize shorter notice. Make every reasonable effort to notify the guardian about the hearing and to arrange for the guardian to be heard by the judge.
- If the guardian was not served according to s.22.1(3), inform the judge:
  - of the efforts to serve the notice,
  - whether the guardian was notified in any manner, and
  - of any request to dispense with service or authorize shorter notice.
- Present the case to the court.
- In an emergency, the hearing may be held by telecommunication per s.22.1(4). If the hearing is heard by telecommunication, complete the Facsimile of Treatment Order [CS3616].
- If the court makes a treatment order, provide the treatment order to the attending physician or dentist to authorize the treatment.

**NOTE:** If the court makes a treatment order, the authorization extends to the conclusion of the course of treatment even if the director ceases to have custody of the child or youth per s.22.1(6).

### Treatment Under Guardianship

If a child or youth under a TGO, PGO or PGA requires essential medical, surgical, dental or other remedial treatment that is recommended by a physician or dentist:

- If a child or youth is under a TGO, have the physician or dentist explain the treatment and consequences of the treatment to the guardian. If the guardian is willing to consent, have the guardian complete the consent to treatment. For this purpose, if the guardian does not consent, the director's guardianship supersedes the guardian's.
- If the child or youth **refuses to consent**,
  - Engage in a discussion with the child or youth to address their worries and the reasons that the child or youth is refusing to consent to the treatment.
  - Apply for a treatment order under s.22.2(1).

- Refer the child or youth to Legal Representation for Children and Youth, see Policy 8.1.2 (Intervention).
- Complete and file a Notice and Application for an Order Authorizing Treatment of a Child under a Temporary Guardianship Order or a Permanent Guardianship Order or Agreement [CS3615].
- Schedule a hearing.
- Serve the child or youth, if the child or youth is 12 years of age or older, and the guardian, if the child or youth is the subject of a TGO, with the notice not less than 1 day before the hearing per s.22.2(2). When calculating the number of days exclude the day the notice is served, the day of the hearing, weekends and holidays.
- If such service is not possible, prepare to request that the court dispense with service or authorize shorter notice. Make every reasonable effort to notify the child or youth and guardian about the hearing and to arrange for the child or youth and guardian to be heard by the judge.
- If the child or youth or guardian was not served according to s.22.2 (2), inform the judge:
  - of the efforts to serve the notice,
  - whether the child or youth or guardian was notified in any manner, and
  - of any request to dispense with service or authorize shorter notice.
- Present the case to the court.
- If the court makes a treatment order, provide the treatment order to the attending physician or dentist to authorize the treatment.

**NOTE:** If the court makes a treatment order, the authorization extends to the conclusion of the course of treatment even if the director ceases to have guardianship of the child or youth per s.22.2(3).

### Documentation

Document on a contact log in the electronic information system the discussion with the guardian and child or youth, clearly identify:

- their willingness to consent to the treatment, or
- their rationale for refusing to consent.

Caseworkers, casework supervisors and managers must ensure that all points of consultation, decisions and rationale for decisions are documented on a contact log in the electronic information system.

Place a copy of the order on the legal section of the child or youth's physical file.

## Related Information



[1.1.1 Recording Contacts and Collection of Personal Information](#)

[5.3.1 Apprehensions](#)

[8.1.1 Legal Representation for the Director](#)

[8.1.2 Legal Representation for Children and Youth](#)

[8.1.3 Legal Representation for a Guardian](#)

[9.1.1 Medical/Dental Consent](#)



[Consent by a Child 12 Years of Age or Older \[CS1612\]](#)

[Consent by a Guardian \[CS1613\]](#)

[Facsimile of Treatment Order \[CS3616\]](#)

[Notice and Application for an Order Authorizing Treatment of a Child under a Temporary Guardianship Order or a Permanent Guardianship Order or Agreement \[CS3615\]](#)

[Notice and Application for an Order Authorizing Treatment of an Apprehended Child \[CS1606\]](#)



[Checklist for Court Documents](#)

[Joint Medical Protocol for Complex Decision Making](#)

*To report a broken link click [here](#).*

# Practice Supports

Practice Support:	<b>Youth Competency</b>	Issue Date: October 1, 2011
Policy Reference:	<a href="#">5.2.2 Enhancement Agreement with Youth</a> <a href="#">5.2.4 Custody Agreement with Youth</a> <a href="#">5.2.6 Support and Financial Assistance Agreement</a>	Revision Date: January 13, 2020
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## Child Intervention Practice Framework Principles

CS utilizes a strengths-based approach when determining what agreement or legal authority and types of support a youth or young adult receiving services requires. Understanding a youth or young adult's abilities and challenges enables CS to provide appropriate services and engage in planning that reflects the youth or young adult's particular needs and capabilities. CS, the youth or young adult, support network, family, and other stakeholders cooperate to ensure the youth or young adult's strengths are recognized and their needs are addressed.

When assessing a youth or young adult's competency, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Assessing Competency

Assessing competency involves a critical analysis of the youth or young adult's understanding of the decision to enter an agreement, and their ability to succeed in the terms of the agreement.

#### Youth or Young Adult's Understanding of the Decision to Enter into an Agreement

Full disclosure regarding the terms of an agreement and clear communication to the youth or young adult are essential to ensure comprehensive understanding of the decision. Recognize potential barriers to understanding, and make appropriate accommodations where possible, regarding:

- the cognitive development of the youth or young adult,
- the cultural or language barriers of the youth or young adult,
- the literacy level of the youth or young adult,
- the age of the youth or young adult,

- the youth or young adult's ability to receive, understand and communicate information,
- the youth or young adult's ability to reason and deliberate about choices,
- the youth or young adult's ability to understand the consequences of the decision,
- the youth or young adult's ability to understand CYFEA and its relevancy to the agreement,
- the youth or young adult's ability to communicate their choices effectively, and
- the youth or young adult's ability to articulate the voluntary nature of their decision to enter into the agreement.

#### Youth or Young Adult's Ability to Meet the Terms of the Agreement

To assess the youth or young adult's ability to meet the negotiated terms of the agreement examine the following factors:

- the resources available to the youth or young adult to comply with the terms of the agreement,
- the youth or young adult's functional ability to comply with the terms of the agreement,
- the youth or young adult's willingness to comply with the terms of the agreement,
- the youth or young adult's demonstrated ability to make decisions (e.g. not fluctuating unreasonably in decision making), and
- the youth or young adult's demonstrated competency in other areas of their life (e.g. school, employment).

#### **Resources to Utilize When Determining Competency**

When determining the competency of a youth or young adult:

- review any previous assessments, physical and electronic file information,
- consult with previous caseworkers where possible,
- consult with the youth or young adult's support network who have information to share about the youth or young adults's life circumstances where possible,
- if the youth is, may be, or self-identifies as a First Nation Individual and a member of a band, involve the First Nations designate,
- if a child or youth is, may be or self-identifies as, Métis, involve a Métis Resource person, and

- consult with the OCYA, if appropriate.

### Potential impairments to Youth's competency

Consider the following issues as potential impairments to a youth or young adult's competency:

- brain injury,
- mental health diagnosis,
- Fetal Alcohol Spectrum Disorder (FASD),
- developmental disability,
- significant physical illness or injury,
- addiction,
- volatile emotional state,
- history of abuse or neglect,
- fear of CS,
- fear of causing guardians or significant others emotional distress, and
- undue pressure or direction from outside parties.

### Related Information



[1.3.0 Office of the Child and Youth Advocate](#)

[Overview 2.1 First Nation Child](#)

[2.2 Métis Child](#)

[3.4 Assessing 16 and 17 Year Old Youth](#)

[4.2.4 Transition to Independence Plan](#)

[4.2.7 Transition Planning for Youth with Disabilities](#)

[5.2.2 Enhancement Agreement with Youth](#)

[5.2.6 Support and Financial Assistance Agreement](#)

[5.2.4 Custody Agreement with Youth](#)



[Enhancement Agreement with a Youth \[CS1617\]](#)

[Custody Agreement with a Youth \[CS1641\]](#)

[Support and Financial Assistance Agreement \[CS2041\]](#)

[Transition to Independence Plan \[CS3476\]](#)





Children Have Rights Booklet  
Youth Have Rights Booklet

To report a broken link click [here](#).

Superseded

# Practice Supports

Practice Support:	<b>Youth Criminal Justice Act (YCJA)</b>	Issue Date: January 13, 2020
Policy Reference:	<a href="#">6.5 Youth Criminal Justice Act (YCJA)</a>	Revision Date: January 13, 2020
		Page 1 of 2

## Child Intervention Practice Framework Principles

A child or youth's YCJA information can only be shared or disclosed in accordance with the YCJA. CS ensures that any child or youth who has involvement with the YCJA has their YCJA information documented appropriately. CS strives for continuous improvement by adhering to legislation that determines how YCJA information is documented and shared in order to protect the best interest and confidentiality of the child or youth.

When children or youth have youth criminal justice involvement, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Documentation

When recording information about a child or youth's involvement with the YCJA, complete the following:

- Record the information on a contact log in the electronic information system.
- Record the information in the electronic information system by checking the box titled "YCJA involvement" on the child or youth's Person Home Page.
- Create a Special Caution in the electronic information system.
  - The Special Caution category is "Information" and the Special Caution type is "YCJ Information".
  - The text of the Special Caution should state:  
**"This case contains *Youth Criminal Justice Act* information and this information may not be disclosed except in accordance with the *Youth Criminal Justice Act*."**

- Affix a red label or a label with the text in red font, to the front of the child or youth's physical file.

- The label should read:

**“This case contains *Youth Criminal Justice Act* information and this information may not be disclosed except in accordance with the *Youth Criminal Justice Act*.”**

## Related Information



1.2.7 Other Requests to Release Information

3.1.1 Receiving Referrals



*Youth Criminal Justice Act*



Youth Criminal Justice Protocol

CICIO User Guide

To report a broken link click [here](#).

# Appendix A: Delegation of Authority

Section: <b>A. Delegation of Authority</b>	Issue Date: October 1, 2011
Subsection: <b>A-1. Delegation of Authority</b>	Revision Date: January 13, 2020
	Page 1 of 5

## Overview

This appendix addresses the Delegation of Authority that occurs within Alberta Children's Services in order to provide intervention services to children and families in the province.

- **A-1 Delegation of Authority** speaks to the general nature of the duties and powers identified in CYFEA that are imposed on the Minister and director, and then delegated down to other persons employed in the administration of the Act.
- **A-2 Delegation Schedule** identifies the Authority Levels assigned to staff and the specific duties and powers that each Authority level is delegated.

## Duties and Powers

Those who are employed in the administration of CYFEA have many decisions to make and activities to perform. CYFEA assigns most duties and powers to the director, but does assign some to the Minister. Both the Minister and the director have the power to delegate their duties to other people.

CYFEA explicitly states some responsibilities, and implies other responsibilities by placing the director in the role of a guardian.

- **Explicit Authority** – CYFEA explicitly identifies specific duties and powers which are imposed on the Minister and director, including general administration duties in relation to the day-to-day operations of the intervention program, which do not need to be delegated, and discretionary decision-making powers, which must be delegated.
- **Implicit Authority** – The director may be appointed as a child's guardian, or the child's guardian may assign those duties to a director by way of an agreement. CYFEA does not explicitly assign duties related to guardianship to the director, but instead implies that the director and director's delegates have the authority to make decisions and provide consents in the capacity of a guardian.

Both the explicit responsibilities stated in CYFEA and the implicit ones that arise from a director's guardianship role must be clearly assigned to specific Authority Levels.

- The explicit duties and powers are listed in Part 1 of the Delegation Schedule.
- The implicit duties and powers of a director as guardian are listed in Part 2 of the Delegation Schedule. This is not an exhaustive list. Other reasonably necessary duties and powers can be delegated by the director to carry out the responsibilities of guardianship.
- The implicit duties and powers sub-delegated to caregivers are listed in Part 3 of the Delegation Schedule.

## Role of the Minister and Director

CYFEA imposes specific authorities, duties and powers to the Minister and to a director who is appointed (designated) by the Minister. When the director is appointed, he or she receives all of the duties and powers of the director under CYFEA.

When a child is in need of intervention, the director takes responsibility for ensuring the child receives appropriate care, through assessment, ensuring safety, casework supports, case planning, the provision of services, and the promotion of development. Guardianship responsibilities are added if the director becomes a guardian of the child.

To carry out the duties and powers imposed by CYFEA, the Minister and director delegate duties and powers to caseworkers and other persons employed in the administration of the Act. However, CYFEA makes the director ultimately responsible to protect the child and to pursue the child's best interests. Delegating duties and powers to other persons does not remove this responsibility. Therefore, the director takes a leadership role with those to whom duties and powers are delegated.

### Guardianship

A person who is unable to manage his or her own affairs needs a guardian. Because a child is considered to be developmentally incapable of this responsibility, most jurisdictions require each child to have a guardian. In Alberta, this developmental incapacity is reinforced by a legal incapacity imposed on everyone under 18. As a result, there are some things that a child may not do. Such activities require a guardian who is lawfully invested with the duty and power to care for the child.

**NOTE:** When the parent of a child is under 18, that parent is a guardian and able to act on behalf of the child.

Parents regularly assign some day-to-day care responsibilities to other caregivers. These duties and powers are considered “custodial.” When a child’s guardian assigns some custodial responsibilities, the duties and powers of the custodian need to be clear.

The state is responsible for ensuring that the person and rights of a child are protected. Therefore, when a parent (the natural guardian of a child) is not providing adequate protection, the state provides means to substitute or supplement the parent’s care with that of another guardian.

### **Director as Guardian**

CYFEA provides for the transfer of some or all guardianship responsibilities to the director under certain legal authorities:

- Custody Agreement – the guardian temporarily transfers some guardianship responsibilities to the director.
- Temporary Guardianship – the court temporarily gives the director the power to exercise all guardianship authority to the exclusion of any other guardian.
- Permanent Guardianship – the guardian or court permanently gives the director sole guardianship.

When the director is given guardianship responsibilities, the duties and powers of each guardian must be clear. If the director is appointed as a guardian, the community expects the director to be a good and prudent guardian. The director is expected to actively promote the child’s physical and emotional well-being. When the court replaces the parent with a guardian, the court implies that the new guardian will make more prudent decisions than the parent made.

### **Delegation of Authority**

The director delegates authority based on the following principles:

- Decisions must be timely
- The decision-maker must be accountable to the director
- Service delivery must be managed effectively and efficiently
- The decision-maker must consider the effect on the life of the child
- The lives of the child and family must not be intruded into any more than necessary.

The Delegation Schedule identifies the staff level to which each authority is delegated. The level of authority is based on the following principles:

- The level is as close to the client as possible.

- The level rises as the:
  - Effect on the child increases
  - Possible effect on others increases
  - Frequency of the situation occurring decreases

## Delegation and Authority Level

### Delegation for Persons Employed in the Administration of CYFEA

The Levels of Authority in the Delegation Schedule are set out from Level 1 to Level 11, with Level 1 being the highest level of authority. Level 1 is assigned to the Statutory Director.

The Statutory Director delegates persons employed in the administration of CYFEA with the duties and powers necessary to perform the active role of providing intervention.

Authority Levels 4, 5, 6, and 7 have all the powers and duties delegated to lower levels of authority. (e.g. A Level 4 director has all the powers and duties delegated to Level 5, 6, 7, 8, 9, 10, and 11.)

An individual who has been delegated the director's powers and duties assigned to Authority Level 4 (CS Regional Director or DFNA Director) or Authority Level 5 (Manager) may sub-delegate those duties and powers to equal or lower levels of authority as listed under the Delegation Schedule.

- Staff who are registered under the *Health Professions Act* or who have a Bachelor of Social Work or Master of Social Work degree can be delegated at Authority Level 7, 8, or 11 by the Worksite Manager.
- Staff who are qualified because of their academic qualifications or the combination academic qualifications and experience must only be delegated at Authority Level 7, 8, or 11 by the CS Regional Director or the DFNA Director.

The CS Regional Directors (or the DFNA Director) and Worksite Managers may delegate limited duties and powers to newly hired caseworkers at Authority Level 11.

All newly hired caseworkers must complete the Child Intervention Practitioner Training (CIPT) prior to be delegated at Authority Level 7 and 8. However, training alone does not determine delegation. The delegation of an individual is determined by their knowledge and competencies.

### Delegated Caseworker

Each caseworker receives a delegation document and an identification card. The document indicates the level of authority that person has. The levels and specific authorities for each level are listed in the Delegation Schedule.

When delegated duties and powers, a caseworker must:

- understand and accept the nature and importance of the delegated responsibilities,
- be aware of the standards for performing the duties and of the resources available for children,
- know when to consult with or obtain consent from senior staff,
- be aware of the partnership among all who share guardianship responsibilities,
- understand the director's need to be kept informed about the circumstances of the child receiving intervention,
- know the lines of accountability, responsibility and authority, and
- recognize that the director is ultimately responsible for casework, case planning and other services provided to children.

### **Caregiver Delegation**

Certain day-to-day duties and powers are assigned to those who provide care for children in the custody of the director. When assigning guardianship functions to a foster parent, adoptive parent or other caregiver, a Delegation of Powers and Duties to a Childcare Giver [CS1631] is completed for each child.



## Appendix A: Delegation of Authority

Section: <b>A. Delegation of Authority</b>	Issue Date: October 1, 2011
Subsection: <b>A-2 Delegation Schedule</b>	Revision Date: October 15, 2020
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### Duties and Powers of a Director Under the *Child, Youth and Family Enhancement Act (CYFEA)* and Regulations

CYFEA explicitly gives specific duties and powers to the Minister and to the statutory Director. The Minister delegates specific powers to the Deputy Minister, including the authority to designate a Director for the purposes of the Act.

#### ***Duties and Powers Retained by the Minister***

Section	Duties and Powers
3(1)	may recommend a person be appointed Child and Youth Advocate
3(2)	may authorize and provide for the payment of remuneration and expenses of the Child and Youth Advocate and for his office and staff
3(3)(e)	may assign additional duties and functions to the Child and Youth Advocate
3(4)	Tables the Child and Youth Advocate's annual report in the Legislature
74.2(9)	may deem that a veto has been registered when an adult adoptee is not aware of the adoption and that release of information would be extremely detrimental to the adoptee
74.4(3)	may disclose the identity of a person referred to in a sealed adoption when there are compelling reasons to do so
86(2)	may give written authority to commence prosecution for procuring
104(3)	may make regulations respecting adoptions from a designated State
105	may recognize States for the purposes of international adoptions
105.7921	publicly report a death, a serious injury, or an incident of a child receiving intervention services
118	may establish an appeal panel
121(2)	may delegate the duties and powers of a director
122(2)	may enter into an agreement for the purposes of providing services under CYFEA on a reserve

Section	Duties and Powers
123(1)	may appoint experts to advise an appeal panel
126.01(2)	may direct disclosure of information, documents and records provided by a child in confidence to an advocate
131(2)	May make a regulation

General administration responsibilities of the Minister under CYFEA do not need to be delegated. These are as follows:

Section	Duties and Powers
109(4)	May examine subpoenaed documents
127(3)(b)	May decide where to keep records
128	Pays for care and maintenance of a child in care and for assessments order by the court

### ***Duties and Powers of the Deputy Minister***

The Deputy Minister designates an individual as a director for the purposes of the Act and sub-delegates to that individual all of the Minister's duties and powers under CYFEA with the exception of those retained by the Minister, as listed above, and the power to designate a director, which is solely exercised by the Deputy Minister.

The Minister delegates, to the Deputy Minister, by way of Ministerial Order, the following:

Section	Duties and Powers
<b><i>Child, Youth and Family Enhancement Act</i></b>	
126(1)(e)	consent, in writing, to the disclosure of information to any person
126.1(2)	direct the release of information to identify the name of a person that reports a child in need of intervention
129(1)	designates a director
<b><i>Child, Youth and Family Enhancement Regulation</i></b>	
1(2)(b)	forms an opinion about a person's qualifications to complete home study reports
4(b)	determines that an applicant has the combination of education and experience to be qualified to be a director

### ***Duties and Powers of the Director:***

S.121(3) allows a director to delegate authority to other people to deliver the services mandated by the Act. A director delegates duties and powers to person employed in, or engaged for the purpose of, administering the Act. These duties and powers may include Ministerial duties and powers delegated to the director by the Deputy Minister. Delegated powers and duties may be sub-delegated further down the reporting line, but **only** if the authority to sub-delegate is expressly provided for in the delegator's own delegation document.

**AUTHORITY LEVELS**

Both the explicit responsibilities and the implicit ones that arise from a director's guardianship role need to be clearly assigned. The Delegation Schedule assigns the staff level to which each authority is delegated. Some authority may also be assigned to caregivers.

The level to which each duty or power is delegated is identified by a category number, as follows:

Category	Staff Level
1	Statutory Director of <i>Child, Youth and Family Enhancement Act</i>
2	Senior Manager, Adoptions and Permanency Services
3	Senior Manager, Post Adoption Registry
4	CS Regional Director or DFNA Director
5	Manager
6	Casework supervisor or licensing supervisor
7	Caseworker
8	Afterhours or on-call worker
9	Licensing officer
10	Staff who administer financial assistance programs under s.105.8 of the Act
11	Newly hired caseworkers

The duties and powers are listed in the following schedule in three parts:

1. Those duties and powers of the Minister and director that are explicit in CYFEA.
2. Those powers and duties of a director that are implicit in the role of a guardian.
3. Those duties and powers of a director that may be assigned to a caregiver or placement provider.

## Part 1 – Explicit Duties and Powers

***Duties and powers of the Minister and of a director under CYFEA delegated by the director to person employed in the administration of the Act.***

Section	Duties and Powers <i>Child, Youth and Family Enhancement Act</i>	Delegated to Category
1(1)(b)(iv)	forms an opinion about whether a person is the biological father of a child	11 & 7
1(1)(k)	approves a person to be a foster parent	6
2.1	must inform a child of the child's procedural rights	11 & 8
3.1(1)	forms an opinion about whether a person has significant connection to a child and agrees to enter into alternative dispute resolution	7
4(5)	advises governing body of a profession (or occupation) registered under an Act that a member of that profession has failed to report a child believed to be in need of intervention services	4
6(1)	must investigate a child's need for intervention services and determine the validity of the report or allegations	8
6(2)	may form an opinion and convey a child to any place in order to complete an investigation	8
6(3)(a)	forms an opinion about whether a child is in need of intervention services and, if the child needs intervention services, provides family enhancement services or takes appropriate actions under CYFEA	8
6(3)(b)	may convey a child to the person who has custody or who is temporarily caring for the child	8
6(4)	if family enhancement services are being provided, must determine if further matters that are reported need to be investigated	8
7(1)	may appoint a person to provide emergency care until the guardian is located or other arrangements made, and may convey a child to an emergency care giver	8
8(1)	may enter into a family enhancement agreement with the guardian of a child or other person having custody of the child	8
9	may enter into a custody agreement with the guardian of the child and take custody of the child	8
10	establishes terms of a custody agreement	8
11(1)	may enter into a permanent guardianship agreement with the guardian of a child	5
11(2)	assumes sole guardianship of a child who is the subject of a permanent guardianship agreement	1
12(1)	receives a request to terminate a permanent guardianship agreement	11 & 7

12(2)	notifies any other former guardian, who was a part to a permanent guardianship agreement, of a request to terminate a permanent guardianship agreement, and places the child in the custody of the guardian who requested the termination of the permanent guardianship agreement	7
12(4)	forms an opinion regarding the need for intervention services if the permanent guardianship agreement is terminated, and if so, takes actions appropriate under CYFEA	7
13(2)	receives notice of an application to terminate a permanent guardianship agreement	11 & 7
13(8)	receives a copy of an order terminating a permanent guardianship agreement	11 & 7
14	may enter into an agreement with a person regarding a child who is the subject of a temporary guardianship order stipulating access, consultation and any other matter	7
16(1)	may form an opinion and apply to court for a supervision order to provide services	7
16(2)	recommends terms to the court for the proposed supervision	7
17	forms an opinion about the need for a temporary guardianship order and may apply to court for an order	7
18(1)	forms an opinion about the need for a permanent guardianship order and may apply to court for an order	7
19(1)	may apply ex-parte to the court for an order to apprehend a child or to enter and search for a child	8
19(2)	may apply ex-parte to the court for an order to enter and search for a child who has left the custody of the director	8
19(3)	may enter, search for, remove a child and return the child to the custody of the director with an order	8
19(4)	may enter and search without an order if a child, who is in need of intervention services, is believed to be in imminent danger	8
19(5)	may apply for an order to search for, remove, and return a child by telecommunication, if necessary	8
19(10)(b)	completes a facsimile of an order made by telecommunication	8
19(12)	may apprehend a child without an order if the child's life or health is seriously and imminently endangered	8
19(13)	may, without an order and by force if necessary, enter into a place or premises and search for a child whose life or health is seriously and imminently endangered	8
19(14)	may apprehend a child without an order if the child has been left or been removed from the custody of the child's guardian without the consent of the guardian	8
20(1)	notifies the guardian of a child that the child has been apprehended, of any intention to confine the child and of any intention to apply for a secure services order	8

21(1)	applies to the court for a supervision order, temporary or permanent guardianship order, an order to return the child to the guardian's custody, or an order to return the child to child welfare authorities of the province they are ordinarily resident, if the child is not returned to the guardian within two days of apprehension	7
21(4)	may withdraw an application under s.21(1)	7
21(11)(a)	returns a child to the guardian if the court is not satisfied that the child is in need of intervention	11 & 7
21.1(1)	must apply for an order for custody until the application for a guardianship order is withdrawn or disposed of	7
22	has exclusive custody and provides care, maintenance and services to an apprehended child	8
22.1(1)	may authorize the provision of any essential treatment for a child who has been apprehended if the guardian is unable to or unavailable to consent	5
22.1(2)	must apply to the court for an order authorizing treatment for a child who has been apprehended if the guardian refuses to consent to essential treatment	8
22.1(4)	may apply for an order for treatment by telecommunication if necessary	8
22.2(1)	must apply to the court for an order authorizing treatment for a child under the guardianship of the director if the child refuses essential treatment	8
23	ensures that notices of any hearing initiated by a director under Part 1, Division 3 are served as required	11 & 8
23(1)(b)	receives a notice of a hearing when a director is not the applicant	11 & 7
23(2)	must serve the guardians and a child over 12 years	11 & 8
23(5)	may apply ex-parte to the court for variations of notice and service provisions	7
24	may apply to have any person excluded from all or part of the proceedings	7
28(2)	recommends terms for the proposed supervision	7
28(3)	supervises the child within the child's residence when the child is the subject of a supervision order	7
29(1)	may apply to the court for a different order if a guardian or other person residing with a child has failed to comply with the terms of a supervision order	7
30(1)	may apply to Court of Queen's Bench for a restraining order when conditions warrant such action (via legal counsel)	7
31(1)	is appointed a guardian of a child who is the subject of a temporary guardianship order	1
31(4)	may apply to the court for an order prescribing access, consultation, treatment or remedial programs, or other necessary terms respecting a child under temporary guardianship, if these matters cannot be resolved by agreement or if an agreement is not complied with	7

31(6)	may determine the guardian's or another person's fitness to assume custody of a child when a temporary guardianship order ends	7
31(7)	may make recommendations for the court's consideration regarding an order for an assessment regarding the fitness of the guardian or other person to assume the custody of the child when the order expires or is terminated	7
32(1)	may apply to the court to renew, vary or terminate a supervision or temporary guardianship order	7
34(1)	may apply to the court for a permanent guardianship order appointing a director as guardian of a child	7
	may give permission to apply for a permanent guardianship order	5
34(4)	becomes sole guardian of a child who is the subject of a permanent guardianship order	1
34(5)	provides the Public Trustee with a copy of the permanent guardianship order upon request	11 & 7
34(8)	may apply to the court for an order prescribing access between the child under a permanent guardianship order and a former guardian or another person	7
34(10)	may enter into an access agreement with a former guardian or another person regarding a child who is under a permanent guardianship order	7
34(13)	may apply to the court for a review of an access order	7
34.1	must report to the Minister, in the manner required by the regulation, the plan for permanent placements for children who are the subject of a permanent guardianship order or agreement for one year or more	1
35(1)	may apply to the court to terminate the permanent guardianship order or agreement if a child should be returned to a former guardian	7
42(1)(a)	may consent to an autopsy of a deceased child who is under permanent guardianship	5
42(1)(b)	may arrange for burial or other disposition of the body of a deceased child who is under permanent guardianship	7
42(2)	may arrange for burial or other disposition of the body of a deceased child under temporary guardianship if unable to locate the other guardian or the other guardian is unable to pay	7
43.1(1)	may issue a secure services certificate in respect of a child who is in the custody of the director, or under a supervision order, temporary or permanent guardianship order, or is subject of a family enhancement agreement under s.8	5
	may detain, convey and confine the child to a secure services facility	8



43.1(2)	must obtain written consent of the guardian for issuing a secure services certificate in respect of a child who is subject of a supervision order, a custody agreement under s. 9 or a family enhancement agreement under s.8	11 & 8
43.1(3)(a)	appears in court to show cause for issuing a secure services certificate	7
43.1(3)(b)	may apply for a secure services order for a further period of confinement	7
43.1(3.2)	may form an opinion that it is impracticable to appear in person before the court to apply for a secure services order and instead apply for a secure services order by telephone or any other means of telecommunication, including video conferencing	7
43.1(4)	serves a secure services certificate, a notice of the show cause, and any application for further confinement on the child and the guardian who consented to the issuing of a certificate	7
43.1(8)(a)	must serve a copy of the secure services order on the child	11 & 7
43.1(8)(b)	must notify the guardian of the child immediately by any method (orally or in writing) that a secure services order has been made	11 & 7
43.2(5)(b)	completes a facsimile of a secure services order made by telephone or any other means of telecommunication	7
44(1)	may make an ex-parte application for a secure services order	7
44(3)(a)	serves a secure services order on a child not more than one day after it is granted	11 & 7
44(3)(b)	notify the guardian of the child by any method (orally or in writing) of a secure services order	11 & 7
44(4)	may apply for a continuation of a secure services order	7
44(5)	must serve the child and a guardian with notice of the hearing for an application for a continuation of a secure services order not less than one day before the hearing date	11 & 7
44(6)	may apply ex-parte for a secure services order for substitutional service or to dispense with service on any person for a secure services order	7
44(7)	specifies to the court the secure services facility for the child	7
44(9)(c)	must, in writing, provide the child with the address and telephone number of the Child and Youth Advocate	11 & 7
44(9)(d)	must, in writing, provide the child's guardian with the address and phone number of the nearest Legal Aide Society	11 & 7
44.1(1)	may apply for a renewal of a secure services order	7
44.2(1)	may apply to have any person excluded from all or part of the proceedings	7
45(1)	may apprehend and convey a child named in a secure services certificate or order to the secure services facility named or may detain the child while being conveyed	8
46	may transfer the child to another secure services facility	7
47	may grant the child a leave of absence from the secure services facility and may establish terms and conditions	7



48(1)	may apprehend and convey or authorize the return of a child to a secure services facility if the child is absent without leave	8
48(2)	may apply ex-parte to a judge for an order to enter, search and apprehend a child who is absent without leave from a secure services facility and may convey and return the child to the facility	8
48(4)	may form an opinion that it is impracticable to appear in person before the court and instead apply for an order to enter, search and apprehend by telephone or any other means of telecommunication	8
48(9)(b)	completes a facsimile of an order made by telephone or any other form of telecommunication	8
48(11)	may, without an order and by force if necessary, enter a place or premises where a child may be found, and search for and remove a child who is in imminent danger and who is under a secure services certificate or order, and convey the child to a secure services facility	8
49(1)	may apply to the court for a review of a secure services order	7
49(4)	receives notice from the clerk of the court regarding an application for the review of a secure services order	11 & 7
49(5)	notifies the child, any guardian and the person in charge of the secure services facility of a review of a secure services order	11 & 7
49(5)(b)	receives notice of a hearing of a review of a secure services order	11 & 7
49(6)	may apply ex-parte for an order for substitutional service or to dispense with service on any person for a review of a secure services order	7
50(3)	provides a copy of the order made after a review of a secure services order to the child, the guardian, the child's lawyer and the person in charge of the secure services facility	7
52(2)	may apply to the court for a private guardianship order on behalf of the applicant	7
52(1.2)	prepares a home study report for a private guardianship application when the child is under permanent guardianship	7
52(2)(b)	determine if private guardianship is in the best interests of a child	7
53(1)	serves notice of a hearing for private guardianship if the director is applying on behalf of an applicant	11 & 7
53 (1.1)	serves notice of a hearing for private guardianship to the band if the child is a First Nation Individual or a member of a band	11 & 7
53(1)(a)	receives notice of an application for a private guardianship order if the child is under permanent guardianship	11 & 7
53(1)(c)	accepts notice of an application for private guardianship where the director is not the guardian	11 & 7
55(1)(a)	may consent to a private guardianship order respecting a child under permanent guardianship	5
56(2)	receives a certified copy of a private guardianship order	11 & 7

57.2(1)	may enter into an enhancement agreement with a youth if the youth is living independently and is in need of intervention	7
57.2(2)	may enter into a custody agreement with a youth and take custody of the youth if the youth is living independently and is in need of intervention	7
57.3	may provide support and financial assistance to a youth attaining 18 years of age in accordance with the regulation	7
57.4(1)	may enter into an agreement with a guardian of a child to provide child support	7
57.5(1)	may apply for an order requiring any or all of the parents of the child to provide child support	7
57.5(5)	must personally serve the parents with notice of the hearing	11 & 7
57.6(1)(a)	may apply for a review of the child support order	7
57.6(3)(a)	must personally serve the parents or private guardians with notice of the hearing	11 & 7
57.6(3)(b)	receives notice of a hearing when a director is not the applicant	11 & 7
57.8(1)	may request a parent to disclose financial information in accordance with the regulation	7
57.8(2)	may apply for an order for financial disclosure	7
59(1)(a)	may consent to the adoption of a child under permanent guardianship	5
61(1)	receives notice of the revocation of a consent to adoption	11 & 7
61(2)	notifies the person in whose custody the child has been placed, and any other guardian of the child who has consented to the adoption, of the revocation of consent	11 & 7
63(1)	files the petition for an adoption order and accompanying documentation with the court respecting a child under permanent guardianship or who is the subject of an equivalent order or agreement in another country	5 & 2
63(1)(a)	completes an affidavit to accompany the adoption petition and forms an opinion respecting the petitioner's suitability as an adopting parent	5 & 2
63(1)(e)	determines that an affidavit respecting the fitness of the adopting parent is acceptable or may require any other material	5 & 2
64(1)(f)	receives a notice of a petition for an adoption order	11, 7 & 2
66(1)	may conduct an investigation with respect to a proposed adoption and may file a report of the investigation with the clerk of the court	2
66(2)	serves a copy of an investigation report file with the court on the petitioner	11 & 7
67(1)	involves a person designated by the council of the band in decisions relating to the adoption of a child believed to be a First Nation Individual and a member of a band and whose guardian is resident of a reserve	7

67(2)	requests the guardian's consent to involve a person designated by the council of the band in decisions relating to the adoption of a child believed to be a First Nation Individual and a member of a band and whose guardian is not a resident of a reserve	7
67(2)(b)	if the guardian consents, involves the person designated by the council of the band in decisions relating to the adoption of a child	7
72.1	may provide approval to proceed with an adoption of a child who is not a Canadian resident	2
73.1(2)	receives notice of a hearing of an application to set aside the adoption of a child	2
73.1(3)	receives a copy of an order setting aside an adoption pursuant to an application under s.73.1(2)	2
73.1(5)	becomes the guardian of a child whose adoption is set aside if the child was under permanent guardianship immediately prior to the adoption order	1
74(1)(b)	receives a certified copy of each adoption order	2
74.1(1)	may consent in writing to the inspection of sealed adoption documents	3
74.2(2)	may release personal information regarding an adoption made prior to 2005 to specified individuals upon request to those individuals	3
74.2(4)	accepts a veto prohibiting the release of personal information unders.74.2(1) in a satisfactory form	3
74.2(8)	may determine that parents of an adopted person are deceased and may release personal information in sealed records to the adopted person or a descendent	3
74.3(2)	may release personal information regarding an adoption made after January 1, 2005 to an adopted person who is 18 years of age or older, a descendent of a deceased adopted person or a parent of an adopted person requesting the information	3
74.3(4)	accepts a registration regarding contact preference	3
74.3(5)	advises a person making a request of any registered contact preference	3
74.4(1)	may provide a copy of the original registration of birth, identifying information about the child's biological parents and any other sealed information that is considered necessary regarding a child who is Indigenous to establish heritage rights	3
74.4(2)	may provide a copy of an adoption order to specified individuals upon request	3
74.4(4)	may disclose information sealed under s.74.1 to the Director of Maintenance Enforcement or for use in a court proceeding where Alberta is a party	3
74.4(5)	may, on request, release non-identifying information to specified individuals	3
74.4(7)	may release information sealed under s.74.1 to the director if an adopted child or a sibling of an adopted child is in need of intervention	3

75(1)(b)(ii)	may form an opinion as to if an adopted child is living independently from the child's guardian for the purposes of voluntary disclosure	3
75(1)(c)(iii) & (iv)	determines that the biological parents of an adoptee are deceased, cannot be located, or are unable to consent to an application for voluntary disclosure	3
75(3)	maintains the registry, examines the registry on receiving an application, removes an application on receiving a notice of withdrawal, and registers vetos	3
75(4) & (5)	discloses the identities of applicants to each other or to a located applicant if applications concern the same adopted person	3
75(7)	shall advise an applicant regarding death of an adopted person, or an inability to locate an applicant	3
85(2)(b)	may authorize an advertisement to find adoption homes for children in care	5 & 2
87(1)	receives an application for a license to operation an adoption agency	2
87(1)(b)	may form an opinion about whether a corporation carries on business for gain	2
88(1)	may issue or renew a license, issue a conditional license and set conditions or refuse to issue or renew a license	2
89(1) & (2)	may suspend or cancel a license and service notice of the decision, and inform of the right to appeal	2
89(4)	may form an opinion about whether a licensed adoption agency is placing children at risk and may suspend a license and provide direction to an agency to rectify the situation	2
89(6)	may cancel the license of an agency on 48 hours notice if directions have not been complied with	2
89(7)	notifies the clients of a licensed adoption agency of a decision under s.89	2
90	notifies an agency of a decision made under s.89 and receives the surrendered license, books and records of an agency	2
91(1)	may conduct an inspection of a licensed agency, enter the premises, require production of documents and remove documents for copying	2
91(3)	may apply to a judge for an order to enforce compliance with an inspection of a licensed agency	2
96	performs all functions of the Central Authority for Alberta	2
100(1)	may approve the placement of a child in a designated State with the prospective adoptive parents habitually resident in Alberta	2
100(2)	may make a decision regarding the placement of an Alberta child with prospective adoptive parents habitually resident in a designated State	2
105.3(1)	accepts an application for a residential facility license or a renewal of the license and may determine that the application is satisfactory	9

105.3(2)	may issue a residential facility license or a renewal and impose terms and conditions in the license	9
105.31	may vary the terms or conditions to which the license is subject upon application	9
105.5(1)	may inspect a licensed residential facility	9
105.5(4)	may make an application to the Court of Queen's Bench by way of an originating notice for an order to inspect a licensed residential facility if the agency does not comply with inspection	5
105.6	may provide written orders to a person operating a licensed residential facility regarding non-compliance with the Act, regulation or conditions	9
105.7(1)	may vary, suspend or cancel a residential facility license and terminate the licensee's contract with the Crown	9
105.74	must report a death, a serious injury, or an incident to the Minister	1
105.771	may designate individual to review deaths, serious injuries, and incidents	1
105.795	may provide financial assistance for children formerly under permanent guardianship in accordance with the regulations	5
105.8	may provide financial assistance in accordance with the regulation to a person who is caring for a child whose guardian is unable or unwilling to care	10
107(1)	involves a band designate respecting a child who is believed to be a First Nation Individual and a member of a band as follows: <ul style="list-style-type: none"> <li>▪ If the child is a resident of a reserve.</li> <li>▪ With the consent of the guardian, if the child is not a resident of a reserve.</li> <li>▪ If the child is the subject of a TGO, PGO, PGA or an application for a PGO regardless of whether or not the child is a resident of a reserve.</li> </ul>	7
107(2)	asks the guardian of a First Nation Individual child living off the reserve to consent to the involvement of the person designated by the chief or council and involves the designate if the guardian consents	11 & 7
107(3)	provides the designate with a copy of a Supervision Order (with the guardian's consent), a Temporary Guardianship Order or a Permanent Guardianship Order	11 & 7
108(1)	may apply to the court to compel attendance of any person or to require the production of documents by any person	7
109(5)	may apply to the court to have information admitted into evidence	7
112(1)	may request the court to direct that a child be represented by a lawyer	7

114	may provide written approval to launch an appeal to the Court of Queen's Bench regarding an order made under CYFEA or a refusal to make an order under CYFEA	1
	may make an application to the Court of Queen's Bench regarding an order made under CYFEA or a refusal to make an order under CYFEA (in consultation with a manager and Legal Services, and with the written approval of the statutory Director)	7
115	may apply to the court for a stay of execution of an order (in consultation with a supervisor and legal counsel)	7
116(2)	may apply to the Court of Queen's Bench for a stay of execution of an order (in consultation with a supervisor and legal counsel)	7
117.1	reviews a decision of a director under CYFEA and may confirm, vary or reverse the original decision and provide to the person who requested the review with a copy of the reviewed decision including reasons	5
120(3)	accepts a notice of appeal	7
120.1(1)	may provide written approval to initiate an appeal to the Court of Queen's Bench regarding a decision of an appeal panel	1
120.1(2)	may commence an appeal to the Court of Queen's Bench under this section in accordance with the regulation with written approval to do so	7
120.1(3)	may make an application for an appeal of a decision of an appeal panel to the Court of Queen's Bench and may instruct legal counsel (subject to the approval of the statutory Director)	7
121(4)	may delegate duties and powers of a director	1
	An individual who has been delegated the director's powers and duties assigned to Category 5 (Manager) under this schedule may sub-delegate those powers and duties to Category 5, 6, 7, 8, 9, 10, and 11 if the individual's delegation documents explicitly give this power to the individual. <ul style="list-style-type: none"> <li>A worksite manager (Category 5) can delegate caseworkers who are registered under the Health Professions Act or who have a Bachelor of Social Work or Master of Social Work degree.</li> </ul>	5
	An individual who has been delegated the director's powers and duties assigned to Category 4 (CS Regional Director or DFNA Director) under this schedule may sub-delegate those duties and powers to Categories 4, 5, 6, 7, 8, 9, 10, and 11 as listed under this schedule. <ul style="list-style-type: none"> <li>The CS Regional Director or the DFNA Director must delegate caseworkers who are qualified because of their academic qualifications or the combination of academic qualifications and experience.</li> </ul>	4
122(1)	may enter into an agreement with a person for the purpose of providing intervention services to a child under this Act	8



124.1(1)(a)	may enter into an agreement to transfer the guardianship of a child under a permanent guardianship agreement or order	4
126(1)(e)	may consent, in writing, to disclose or communicate information to any person	5
126(4)	may collect and use personal information, including health information as defined in the <i>Health Information Act</i> for the purposes of conducting an assessment or an investigation or providing services under this Act	8
126.1(2)	may consent to release the name of a reporter	1
126.11(5)	accepts an application for disclosure of records under 126.11(2)	7
126.2(2)(a)	may publish or consent to the publication of the name of a child and information serving to identify the child or the child's guardian if it is beneficial to the child	1
126.2(2)(c)	may make an ex-parte application to the court to publish the name of a child and information serving to identify the child or the child's guardian and may publish the information	7
127(5)	may order or consent to the destruction of records	1
	may order or consent to the destruction of adoption records	2
128.1(2)	may administer a refund under the <i>Alberta Personal Income Tax Act</i> to a child who is the subject of a TGO, PGO or PGA, or a youth under a custody agreement or a family enhancement agreement	11 & 7

***Duties and Powers of the Minister and director under the Child, Youth and Family Enhancement Regulation delegated by the director to persons employed in the administration of CYFEA:***

<b>Section</b>	<b>Duties and Powers Child, Youth and Family Enhancement Regulation</b>	<b>Delegated to Category</b>
1(2)(b)	may form an opinion about whether a person is qualified for the purposes of completing a home study report	5 & 2
5(1)(a)	forms an opinion about whether a person has qualifications or experience or a combination of both to conduct alternative dispute resolutions	5
6(1)	may enter into an agreement with a youth who has attained the age of 18 years who was formerly under the custody or guardianship of the director and living independently	7
7	must keep records with respect to a child who is the subject of an investigation, agreement or order under CYFEA	11 & 8
8	must report to the Minister the plan for the permanent placement for a child who has been under permanent guardianship for more than one year	1
10(2)(e)(ii)	forms an opinion about the likelihood of a breakdown of a placement without treatment and determines a satisfactory residential facility for the treatment	7
10(6)	must review a supports for permanency agreement at least every 6 months in cases that financial assistance is being provided and within 30 days of receiving a written request	11 & 7
10(7)	may require an agreement be varied or may terminate it based upon a change in the child's needs or the financial ability of the private guardian or adoptive parent	7
12	may provide financial assistance to a caregiver under s.105.8 of the Act	9 & 7
13(1)	accepts an application for financial assistance from a caregiver	11, 9 & 7
14(1)	may request an annual eligibility review	9 & 7
14(3)	may withhold benefits until an annual eligibility form is submitted	9 & 7
16(1)	may form an opinion as to whether the child is fully occupied by any acceptable combination of employment, education programming or employment training programming in order to meet the eligibility requirements	9 & 7
16(3)	may pay a basis monthly benefit if, due to a child's age or for medical reasons, the child is unable to be fully occupied in employment, education or training	11, 9 & 7



Section	Duties and Powers Child, Youth and Family Enhancement Regulation	Delegated to Category
17(1)	must deduct income amounts from other specified source of income to calculate the basic monthly benefit	11, 9 & 7
17(2)	may calculate an average amount as the monthly deduction	11, 9 & 7
18	may provide additional financial assistance in the form of supplemental benefits to a caregiver in accordance with s.19-23 of the regulation	11, 9 & 7
19(1)	may pay child care costs to a caregiver if the child attends a licensed child care program or a family day home approved by a director for the purposes of this section	11, 9 & 7
19(2)	may determine that a child requires child care based on demonstrated need	9 & 7
20(1)	may pay out-of-school-care costs if a child is attending an out-of-school-care centre <b>and</b> attending grades one to six <b>or</b> grades seven to twelve and demonstrates a medical or developmental need of the child	9 & 7
20(2)	may refuse to pay out-of-school-care costs if a caregiver has not applied for and received all eligible subsidies	11, 9 & 7
21	may pay lunchroom supervision fees and school expenses to a caregiver	11, 9 & 7
22	may provide health benefits in respect of a child	11, 9 & 7
23(1)	may pay an annual supplementary enhancement benefit to a caregiver if applicable	11, 9 & 7
26	may request records and documents relevant to eligibility from a caregiver	11, 9 & 7

***Duties and Powers of the director under the Residential Facilities Licensing Regulation delegated by the director to persons employed in the administration of CYFEA:***

<b>Section</b>	<b>Powers and Duties Residential Facilities Licensing Regulation</b>	<b>Delegated to Category</b>
3(1)	receives an application for a foster home license	9
3(2)(b)	may determine that a consent to obtain specified information of the applicant or an adult resident of a foster home is satisfactory and may obtain the specified information	9
3(2)(e)	may determine other information needed to assess a foster home license application	6
3(4)	accepts an application for a foster home license renewal and determines what information is necessary to assess the foster home	9
4(a)	may conduct an assessment of the applicant and prepare a report	9
4(b)	may require an applicant to provide the results of a new criminal record check, including a vulnerable sector search	9
4(c)	may require an applicant to complete training	9
4(d)	may require an applicant to provide evidence that the foster home is in compliance with applicable health and safety legislation	9
5	may issue a license or a renewal of a foster home license if the conditions set out in this section are satisfied	6
6	may establish the maximum number of children who may reside in a licensed foster home	9
	may approve exceeding the maximum number of children who reside in a licensed foster home	5
8(1)	receives notice of any changes to the residence or the residents or any other change that may impact the ability of a license holder to continue to operate a foster home	9
8(3)	may require the license holder to provide updated evidence regarding compliance with applicable health and safety legislation	9
8(4)	may require a license holder to provide the results of a criminal record check, including a vulnerable sector search, respecting a new resident in a foster home	9
9(c)	may prohibit specific disciplinary measures in a foster home	9
10(2)	receives an incident report	9 & 7

Section	Powers and Duties Residential Facilities Licensing Regulation	Delegated to Category
13(2)(c)(i)	receives an application from an individual for a child and youth facility license, including written consent in a form satisfactory to the director authorizing the director to obtain information on the individual from any other jurisdiction	9
13(2)(f)	may determine other information to assess a child and youth facility application	6
13(3)(c)	may determine other information needed to assess a child and youth facility license renewal application	6
14	may require an applicant to provide evidence of the applicant's partnership or corporate status and evidence of compliance with applicable legislation	9
15	may issue a license or a renewal of a child and youth facility license if the conditions set out in this section are satisfied	6
17	receives notice of any changes in the corporation, partners or chief executive office or any change in the program or procedures	9
17(2)	may require the license holder to provide results of a criminal record check, including a vulnerable sector search, respecting a new partner or Child and Family Services Regional Director	9
19(a)	may determine the format that the license holder uses for record keeping of admissions, discharges and absences from the facility is satisfactory	6
19(b)	may determine the format that the license holder uses for maintaining personnel records of all employees and volunteers is satisfactory	6
20(2)	may require other information needed relative to a child	11, 9 & 7
20(3)	may exempt a license holder from the requirements to keep records in respect of a child who is placed in the facility on a temporary and short-term basis	6
21	may access a copy of facility policies and procedures	9
23(g)	may prohibit specific disciplinary measures in a facility	6
24(1)	approves a facility establishing a room for the purposes of isolating a child	5
24(2)(d)	may approve procedures for the isolation of children	5
25(2)(a)	receives an incident report	9 & 7
25(2)(a)	may set out the manner in which incidents are reported	5

***Duties and Powers of the Minister and the director under the Adoption Regulation delegated by the director to person employed in the administration of the Act:***

<b>Section</b>	<b>Duties and Powers Adoption Regulation</b>	<b>Delegated to Category</b>
3	may determine information needed to assess a license application or a license renewal application	2
5	may inspect, or cause to be inspected, the premises of an applicant	2
7(2)(d)	receives a copy of an adoption application	2
9(2)	may, in writing, extend the time for completion of the home study report	2
10(3)	may consent, in writing, to an agency approving an adoption applicant about whose suitability the director has concerns	2
10(5)	receives notice that an agency refused to approve an adoption applicant or rescinded the approval	2
12(1)(d)	witnesses a consent to private adoption and provides counselling according to the regulation	5
13(4)	may agree to a placement if satisfied that consent will be obtained within a reasonable time period after placement	2
13(5)	receives copies of reports	2
13(7)	receives documentation about notification or efforts to notify the biological father	2
13(8)	receives notice about an adoption placement	2
15	may authorize, in writing, an adoption placement for a child who is in the custody of the director	2
16(2)	receives notice that an adoption applicant terminated an adoption placement	2
20	receives documentation transferred by an agency	2
21(1)	receives an agency's annual financial statement and report	2
21(2)	may require an agency to submit statistical information and reports relating to its operation or copies of any records relating to an adoption or adoption placement	2
22(3)	receives notice about the designation of a program director	2
23(1)(o)	may form an opinion that other services are necessary relating to an adoption	2

Section	Duties and Powers Adoption Regulation	Delegated to Category
23(4)	receives a statement of fees charged in respect of an adoption	2
25(3)	may form an opinion about whether advertising contravenes s.26(2) and may, in writing, order the agency to take rectification measures within specified timelines	2
27(2)(b)	may determine that an application for a child's entry into Canada will be considered	2
27(3)	will advise an applicant of the requirements of international adoption and provide an applicant with an authorization to obtain a home study report from an agency	2
28(1)	receives a completed home study report	2
28(2)	may approve or refuse to approve a home study report or request additional information	2
28(3)	receives an update report after approval of the home study report	2
29(1)	receives information of any change during the international adoption process that might affect eligibility or suitability to adopt	2
29(2)	may require an addendum to a home study report if the circumstances have changed significantly	2
29(3)	may approve or refuse to approve an addendum to a home study report or may request additional information	2
30(1)	may approve an international adoption placement from a non-designated State	2
30(2)	may determine that exceptional circumstances exist to support the placement of more than one child with an applicant within a one-year period	2
30(4)	receives a notice of appeal	2
32	performs the functions of the competent authority for Alberta	2

***Duties and powers of the director under the Resource Rebate Regulation delegated by the director to persons employed in the administration of the Act:***

Section	Duties and Powers Resource Rebate Regulation	Delegated to Category
2(2)	may expend the refund paid to a child who is the subject of a TGO, PGO or PGA, or a youth under a custody agreement of a family enhancement agreement, <i>in any manner per policy</i>	11 & 7

## Part 2 – Implicit Duties and Powers

The director assumes certain powers and duties that are implicit in the role of guardian, where the director has custody and/or guardianship of a child.

For any child receiving services under CYFEA, decisions must be made based on the best interests of the child, and made in keeping with s.2 Matters to be Considered.

### ***Duties and powers of a director implicit in the role of guardian and delegated by the director to persons employed in the administration of the Act:***

This is not an exhaustive list. Other reasonably necessary duties and powers can be delegated by the Director to carry out the responsibilities of guardianship.

Topic	Duties and Powers Role of Guardian	Delegated to Category
Placement	decides where a child shall live	8
	provides permission for out of province travel	5
	provides permission for out of country travel	4
	may consent to advertise for a foster home for a specific child	6
	sub-delegates duties and powers to a caregiver or placement provider	8
	may consent to a child living out of province or to supervise an out of province child	4
	may consent as guardian to the “permanent placement adoption (PPA)” of a child under permanent guardianship	5
Access	facilitates involvement of a child with family and other significant persons	11 & 7
	may consent to involvement of a child in a research or survey project	5
Treatment	may consent to, arrange for and evaluate counselling or other mental health treatment for a child	8
	may consent to the use of emotion, thought or behaviour altering drugs or aversion therapy for a child in care	4
	may consent to ordinary medical and dental care for a child under apprehension	8
	may consent to making an application to the court for essential medical, surgical, dental or remedial treatment under s.22.1 for a child under apprehension	5

Topic	Duties and Powers Role of Guardian	Delegated to Category
	may consent to making an application to the court for essential medical, surgical, dental or remedial treatment under s.22.2 for a child under the guardianship of the director	5
	may consent to ordinary medical and dental procedures, including immunizations, for a child under the guardianship of the director	7
	may consent to emergency treatment or surgical procedure for a child under the guardianship of the director	5
	may consent to exceptional medical procedures, including abortion or cessation of life supports for a child under the guardianship of the director	4
	may consent to significant, sensitive, high-risk, radical, research or innovative procedures	4
Legal	ensures that a child has access to legal counsel	11 & 7
	may consent as guardian to the marriage of a child under the guardianship of the director	5
Other	may apply for a passport for a child under 16 years of age	7
	may give consent for a child to acquire a license/permit for vehicle operation (e.g. learner's permit, driver's license)	7
	may give consent to acquire licenses/permits for firearms	5
	may consent to a child participating in a high-risk recreational activity (e.g. bungee jumping, operation of an off-road vehicle)	5
	may consent to a change of religious affiliation requested by a child under permanent guardianship	6
	may consent to a change of name under the guardianship of the director	6

**Definitions:**Ordinary medical and dental care

- Procedures that are administered and performed on a routine basis and that do not require hospitalization, surgery or use of general anaesthetic.
- This includes, but is not limited to, physical examinations and medical treatment for minor illness and injury.

Emergency Treatment or surgical procedures

- Immediate measures necessary to preserve the life, health or physical well-being of a child.



## Part 3 – Duties and Powers Sub-delegated to Caregivers

The director may sub-delegate certain duties and powers that are implicit in the role of guardian to emergency caregivers, foster caregivers, kinship caregivers, adoptive parents (prior to the granting of an adoption order) or other persons providing care to a specific child.

Sub-delegation requires written authority for each responsibility, naming the child for whom authority is delegated. Sub-delegation is done by completing either of the following forms for **each child**:

- Delegation of Powers and Duties to a Child Caregiver [CS1631]
- Sub-delegation of Powers and Duties to a Child Care Provider [CS1757]

### Duties and Powers

- Decides day-to-day matters such as diet, dress and discipline within Ministry policy.
- Decides involvement in social activities such as peer associations, field trips, camping experiences and recreation.
- Decides educations and employment matters such as identifying resources, consenting to enrolment, and evaluation utilization.
- Gives consent to acquire recreational licenses and permits **other than** for firearms or vehicle operation (e.g. fishing license).
- Consents to ordinary medical or dental care.

### **Definition:**

#### Ordinary medical and dental care

- Procedures that are administered and performed on a routine basis and that do not require hospitalization, surgery or use of general anaesthetic.
- This includes, but is not limited to, physical examinations and medical treatment for minor illness and injury.



## Duties and Powers of a Director under Related Legislation

Specific duties and powers are assigned to a director under CYFEA in other pieces of legislation. These duties and powers are delegated by the director to persons employed in the administration of CYFEA.

### ***Drug-endangered Children Act (DECA)***

DECA explicitly gives specific duties and powers to the director. Per s.1(1)(c) of DECA, “director” means a director under CYFEA; the director’s authority to delegate powers and duties under CYFEA extends to DECA. An individual who is delegated under CYFEA may also be delegated under DECA.

Section	Duties and Powers DECA	Delegated to Category
2(1)	forms an opinion about a child being drug-endangered	8
2(1)	may apply ex-parte for an order, and by force if necessary, to apprehend a child or to enter and search for a child	8
2(2)	may apply for an order by telecommunications if necessary	8
2(7)(b)	completes a facsimile of an order made by telecommunication	8
2(9)	may apprehend a child without an order if the child’s life, health or safety is seriously and imminently endangered	8
2(10)	may, without an order and by force if necessary, enter into a place or premises and search for a child whose life or health is seriously and imminently endangered	8
3	notifies the guardian of a child that the child has been apprehended and the reasons for the apprehension, and provides the telephone number of the nearest Legal Aid Alberta office	8
4	provides care, maintenance and services to an apprehended child	8

In accordance with s.5 of DECA, if a director does not return a child to the child’s guardian within two days from the date of apprehension, the child is deemed to have been apprehended under s.19 of CYFEA. If this occurs, a caseworker delegated under CYFEA must apply to the court for one of the following:

- SO,
- TGO,
- PGO,
- an order to return the child to the guardian’s custody, or
- an order to return the child to the child welfare authorities of the province they are ordinarily resident.

***Protection of Sexually Exploited Children Act (PSECA)***

PSECA explicitly gives specific duties and powers to the director. Per s.1(1)(c) of PSECA, “director” means a director under CYFEA; the director’s ability to delegate powers and duties under CYFEA extends to PSECA. An individual who is delegated under CYFEA may also be delegated under PSECA.

<b>Section</b>	<b>Duties and Powers PSECA</b>	<b>Delegated to Category</b>
2(1)	may apply to a judge or to the justice of the peace for an order to apprehend, convey, confine and/or enter and search a place or premises	8
2(2)	may make an application by telephone or other means of telecommunication if necessary	8
2(7)(b)	Completes a facsimile of the order made by telecommunication	8
2(9)	may apprehend and convey a child to a protective safe house without an order if a child is believed to be in imminent danger	8
2(10)	decides whether it is necessary to confine a child conveyed to a protective safe house may confine a child for up to five days	6 6
2(11)	may enter and search without an order if a child is believed to be in imminent danger	8
2(12)	appears in court to show cause for confining a child	7
2(13)	informs a child of the confinement, the show cause hearing and their right to legal counsel	11 & 7
2(14)	may ask the court for an adjournment of the show cause hearing	7
2.1(2)	gives the child a request for review form and informs the child of the right to ask the court for a review	11 & 7
2.1(3)	receives notice of a request for a review	11 & 7
2.1(4)	may ask the court for an adjournment of a review	7
3(1)(a)	receives notice that a child has been apprehended	6
3(1)(b)	returns releases or confines a child who has been apprehended	7
3(2)	decides whether a child would benefit from a further period of confinement may apply to the court for an order to confine the child for a further period of confinement	7 7
3(5)	may apply to the court to renew an order to confine and serves the child with an application to renew and order to confine	7

Section	Duties and Powers PSECA	Delegated to Category
3(6)	may apprehend, convey and detain a child who is subject to an order to confine if he/she leaves a protective safe house without authorization	8
3.1(1)	may consent to an adjournment	7
3.2(1)	may apply for a review of the court order to confine a child	7
3.3(1)(a) or (c)	receives notice of review of the court order to confine a child	11 & 7
3.1(1)(b)	serves notice of a review on the child and guardian	11 & 7
3.4(1)	may appeal an order of the court to the Court of Queen's Bench	1
3.4(2)	may appeal a refusal of the court to make or renew an order to confine	1
3.5(1)	files a notice of appeal	11 & 7
3.5(2)	may apply for an order staying the execution of the order appealed pending the hearing of the appeal (in consultation with a lawyer)	7
4(1)	notifies the guardian of a child that the child has been apprehended and of the intention to confine the child	11 & 8
4(1.1)	notifies the guardian of the child of an application for an order or the renewal of an order to confine and the time and place of the hearing	11 & 7
5	is responsible for a child's care, maintenance and well-being while the child is confined to a protective safe house	1
6(1)	may apply to the Court of Queen's Bench for a restraining order when conditions warrant such action (via a lawyer)	7
6.2	may ask the court to exclude any person from a hearing	7
6.4	may apply to the court to require any evidence	7
6.5(4)	may examine evidence required by a subpoena	7
6.5(5)	may apply to the court to have documents, records, and other information admitted into evidence	7
7.1(1)	may enter into an agreement with the child (if over 16 years) or the child's guardian and the child to make programs and services available	7

**Fatality Inquiries Act**

The *Fatality Inquires Act* gives a specific duty to a director under CYFEA.

Section	Duties and Powers <i>Fatality Inquires Act</i>	Delegated to Category
13	immediately notifies a medical examiner of the death of a child under guardianship or in custody	4

**Protection Against Family Violence Act (PAFVA)**

Under Ministerial Order 2/99, the Minister has authorized the director under CYFEA to apply for emergency protection orders.

Section	Duties and Powers PAFVA	Delegated to Category
6(1)	may apply for an emergency protection order on behalf of a person who claims to have been the subject of family violence by a family member	8

**Alberta Health Care Insurance Act**

The *Alberta Health Care Insurance Act* gives a specific power to a director under CYFEA.

Section	Duties and Powers	Delegated to Category
22(5)	makes a written request for health care services information	11 & 7

**As a Guardian**

Under CYFEA, a director may be appointed as a child's guardian. By virtue of being a guardian, a director has the same responsibilities as any parent under federal and provincial legislation. A director should be particularly aware of their "parental" responsibilities under two pieces of provincial legislation:

- **Education Act** – A director is the "parent" of a child in care under protection services. The director is responsible for ensuring the best educational program for the child and responding to disciplinary action.
- **Youth Criminal Justice Act (YCJA)** – the YCJA provides the legislative framework for children between the ages of 12 and 17 who are accused of or commit a crime. If a director is the guardian of a child, the director must exercise their parental rights and responsibilities. In addition to advocating for a youth, a parent:

- may make a statement before the disposition is made,
- must be willing to care for a youth under probation, and
- must apply for jurisdictional transfer if moving.

Superseded

# Appendix B: Matters Before the Director for Further Consideration

Section: <b>B. Matters Before the Director for Further Consideration</b>	Issue Date: October 1, 2011
Subsection: <b>B-1 Matters Returned to the Director for Further Consideration</b>	Revision Date: May 13, 2021
	Page 1 of 6

## Overview

The policy and process contained herein are solely for the use of the statutory Director and the staff of the statutory Director's office.

On October 1, 2009, amendments to CYFEA came into force that changed the authority of the appeal panel. For certain matters, the appeal panel is limited to confirming the original decision of the director or returning the matter to the statutory Director for further consideration.

The information that follows is provided for **reference purposes only** to illustrate the process that occurs after an appeal panel returns a matter to the statutory Director for further consideration. This process was implemented on October 1, 2009.

**Summary**

**This policy is solely for the use of the Director of Child, Youth and Family Enhancement Act (statutory Director) and the staff of the statutory Director's office when an Appeal Panel refers a decision for further consideration to the statutory Director pursuant to s.119(2).**

Certain decisions made by a director or director's delegate (i.e. caseworker, casework supervisor, manager) can be appealed to an Appeal Panel under s.120 of the *Child, Youth and Family Enhancement Act* (CYFEA).

For matters that fall under s.120(2)(b) to (f.2), (g) or (5), an Appeal Panel has the authority, pursuant to s.119(2.1), to confirm, reverse or vary the original decision. A further option is available, to both the appellant and the director, for a statutory appeal to the Court of Queen's Bench which has the authority to confirm, reverse or vary the original decision.

For matters that fall under s.120(2)(a) to (a.4) or (f.3), an Appeal Panel's authority, pursuant to s.119(2), is limited to confirming the original decision or returning the matter to the statutory director for further consideration. The statutory Director then has the ability to confirm, vary or reverse the original decision. The decision of the statutory Director is then final and cannot be appealed to an Appeal Panel. If the appellant is not satisfied with the statutory Director's decision following further consideration, the appellant is limited to applying to the Court of Queen's Bench for judicial review of the decision.

If new information has been considered by the statutory Director as a part of the reconsideration process under s.119(2), then the decision of the statutory Director is considered to be a new decision and the appellant will have the ability to request an administrative review, and subsequently an appeal to the Appeal Panel.

With respect to the following matters, the appeal panel is limited to either confirming the decision under appeal, or referring the decision to the statutory Director for further consideration:

- the placement of or removal of a child from a residential facility or foster home, if the child is the subject of a temporary guardianship order or a permanent guardianship agreement or order
- specific decisions respecting the licensing of residential facilities and foster homes:
  - terms and conditions imposed on a renewal of a residential facility license
  - a refusal to renew a residential facility license
  - a rectification order after inspection
  - the variation, suspension or cancellation of a residential facility license

- the decision of the director regarding the approval of a home study for international adoption
- the decision of the director to refuse to approve an international adoption placement

**Policy**

The statutory Director will give further consideration to matters referred by the Appeal Panel under s.119(2) in a reasonable amount of time.

Further consideration of a decision by the statutory Director is limited to information that was before the Appeal Panel. The decision of the statutory Director is final and cannot be appealed to an Appeal Panel; the only recourse available to the appellant in such circumstances is a judicial review at the Court of Queen’s Bench.

The decision and the corresponding rationale for the decision will be provided to the appellant in writing.

**Fresh Decision**

If the statutory Director becomes aware of new information that is relevant to a matter under further consideration pursuant to s.119(2), the statutory Director is under legal obligation to take that information into account in determining the best interests of the child.

In this circumstance, the statutory Director will:

- reconsider the information from the appeal hearing as if no new information regarding the child had come to his/her the attention;
- indicate what the decision would have been based solely on the record. Further, the statutory Director will also indicate that new information relevant to the matter has come to his/her attention, what that new information is, and what decision has been made based on **all** information before him/her, including the new information; and,
- indicate that the decision is a “fresh” decision due to the fact that new information that was not before the Appeal Panel was considered in making the statutory Director’s new decision.

In this circumstance, where a “fresh” decision has been made, the parties affected by the decision have the ability to request an administrative review of the new decision and move through the process to an appeal hearing.

**Time Lines for the Statutory Director**

S.119(2) does not identify a time limit for further consideration of by the statutory Director; however, in keeping with 2(o), it is important that the process of further consideration is completed in a reasonable amount of time.



The statutory Director will reconsider the matter and provide a written decision within **60 calendar days** of receiving written notice from the Appeal Panel that the original decision is being referred back to the statutory Director. The 60 days does not include the day that the written decision of the Appeal Panel is received, but every calendar day thereafter must be counted.

The statutory Director may determine that more time is necessary to complete the review of the matter due to extenuating circumstances. In this event, the statutory Director may choose to extend the time line to complete further considerations of the matter for a period of up to **30 calendar days**. Reasons for the decision to extend the time line will be documented in the statutory Director's records.

### **Procedure**

When written notification is received from the Appeal Panel that a matter is being returned to the statutory Director for further consideration pursuant to s.119(2):

- Confirm that the record from the appeal hearing has been received in its entirety at the office of the statutory Director to allow the statutory Director to complete the review and further consideration of the matter.
- Determine if the appeal hearing proceedings were transcribed by a court reporter. If so, the statutory Director has the discretion to order a copy of the transcripts, at the cost of the office of the statutory Director.
- In the course of reviewing a matter returned for further consideration, the statutory Director has the discretion to
  - request that program staff provide relevant legislation, regulation and policy for consideration as a part of the review, and
  - consult with CS/CSS Legal Team prior to and during the course of the review.
- In the event that the statutory Director becomes aware of new information that is relevant to a matter under further consideration, the statutory Director is under a legal obligation to take that information into account. The statutory Director **will not** seek out new information that may be relevant to the matter under consideration.
- If the statutory Director becomes aware of new and relevant information, the statutory Director must consider this, and should ensure that this information is documented, including the source of the information, the date the information was received and the reason that it was provided to the statutory Director.
- Send written notification to the appellant that the statutory Director has received notification and will be completing a review of the information from the appeal hearing, using the template in Appendix A.
- Once the statutory Director has made a decision, the rationale for the decision and the decision must be documented and sent to the appellant and the affected worksite.

- If the decision is a “fresh” decision, the written notification must clearly identify this and indicate that the appellant has the ability to request an administrative review of the new decision.
- Retain a copy of the appeal hearing record and the decision in the records of the office of the Director, Child, Youth and Family Enhancement Act.

**Legislation**

Pertinent excerpts from CYFEA:

**S.119(2)** *If an appeal is made from a director’s decision referred to in section 120(2)(a) to (a.4) of (f.3), the Appeal Panel may, subject to this Act and the regulations, confirm the decision or refer the matter back to the director for further consideration.*

**S.120(2)** *An appeal may be made from a decision of a director that has been reviewed under section 117.1 respecting the following:*

*(a) the removal from or placement in a residential facility of a child who is the subject of a temporary guardianship order;*

*(a.1) terms and conditions imposed on a renewal of, but not on the original issuance of, a residential facility license under section 105.3;*

*(a.2) a refusal to renew a residential facility license under section 105.3;*

*(a.3) an order made under section 105.6;*

*(a.4) the variation, suspension or cancellation of a residential facility license under section 105.7;*

*(f.3) a matter prescribed in the regulations as being*

*(i) subject to an Appeal Panel, and*

*(ii) a matter in respect of which the Appeal Panel may only make a decision referred to in section 119(2)*

**Template notifying appellant of matter returned to Director for further consideration**

Date (Month Day, Year)

{Title} {First\_Name} {Last\_Name}  
{Job\_Title}  
{Organization}  
{Address}  
{City}, {Province}  
{Postal\_Code}

Dear {Title} {Last\_Name}:

On {insert date} the Enhancement Appeal Panel held an appeal hearing regarding {the matter}.

The Appeal Panel referred the matter to me for further consideration pursuant to s.119(2) of the *Child, Youth and Family Enhancement Act*. Notification of this action was received by my office on {month day, year}.

I will review the information from the appeal hearing, and I will provide you with my decision regarding the matter in writing as soon as possible.

Sincerely yours,

Director of the Child, Youth and Family Enhancement Act

cc:

# Appendix B: Matters Before the Director for Further Consideration

Section: <b>B. Matters Before the Director for Further Consideration</b>	Issue Date: November 27, 2014
Subsection: <b>B-2 Publication Ban</b>	Revision Date: January 13, 2020
	Page 1 of 3

## Overview

On July 22, 2014, amendments to CYFEA came into force stating that CYFEA publication ban does not apply in the case of a deceased young person. The intent of the amendments is to empower families to speak publicly about their child, share the name and picture of the child, and enable them to share their experiences and stories with the media and community.

Parents, guardians, family members or other interested parties of young persons who died while receiving services or while in care, who do not wish to have the name and photo of their child released to the public may make an ex-parte application for a publication ban.

In cases where the Government of Alberta (i.e., the Statutory Director under CYFEA) has guardianship (PGO or TGO) for surviving siblings or children of the deceased young person *and* additional criteria are met, the Statutory Director *may* make an application to the court for a publication ban.

- consult family members and other parties, if possible and appropriate; and
- provide timely notification of the application to the family and interested parties.

## Publication Ban

### Steps to Follow if a Family is Making an Application for a Publication Ban

Have an immediate discussion with the family (e.g. parents, guardians, or other family members) about the potential for the deceased young person's information and photo to be published by the media.

The discussion should be done in a sensitive and culturally appropriate manner with the young person's parents, guardians, family members, and when applicable the First Nations designate.

- A family may choose to apply for a publication ban for a variety of reasons, including protecting the identity of, and preventing harm to, any siblings of the deceased young person.
- If a family member decides to apply for a publication ban they must complete the Court forms provided in the regulation and submit an ex-parte application.
  - Parents, guardians or family members may need assistance filling out their independent application.
  - Surviving siblings, parents or other interested parties who were not the guardians at the time of the young person's death may need assistance to make a standing in court to be eligible to file an application for a publication ban.

### **Considerations for Statutory Director to Determine if an Application for a Publication Ban is Necessary**

In the **exceptional** circumstance that an application may be required the Statutory Director will consider whether:

- The Director was the guardian of the child immediately preceding their death (PGO or TGO)
- The deceased young person's wishes are known
  - Consider the young person's decision making skills
- It is determined that publication may cause harm to siblings or children of the deceased young person for whom Director has guardianship responsibility (PGO or TGO).
  - The caseworker will determine potential harm to the siblings, or surviving children of the deceased through discussions with caregivers, school counsellors, doctors, psychologists, etc.

In determining whether to apply to Court for a publication ban, the Director will also consider whether there are parents, guardians or other family members available to file an application for a publication ban and what their choice is.

The considerations outlined in legislation will be reviewed in collaboration with the Category 4 Director or DFNA Director, and if applicable the First Nations designate in consultation with the young person's family, to determine if the Statutory Director should proceed with an independent application for a publication ban.

- The Statutory Director is provided with a recommendation regarding whether to apply to the court for a publication ban. The recommendation should identify the considerations including:
  - The wishes of the deceased young person, if known,

- The grounds for any expectation of harm to surviving siblings or children for which the Statutory Director has guardianship.
- The perspective of the First Nations designate, if applicable.

The Statutory Director will make a decision based on the recommendation within 24 hours of its receipt.

- The Statutory Director will notify the Category 4 Director or DFNA Director, who ensures that family members and if applicable, the First Nations designate, are aware of the decision to apply for a publication ban.
- The Category 4 Director or DFNA Director completes and files an application for a publication ban. They must engage FASCL or the DFNAs' independent legal counsel when filing the application with the court.
  - DFNA lawyer may consult with FASCL on a case by case basis, when additional support is requested by the DFNA.
- Document in the electronic information system, the decision to apply or not apply for a publication ban and the corresponding rationale for the decision on the young person's file.

### Service

Advanced notice will be provided to interested parties of the intent to apply for a publication ban. The intent of providing advanced notice is to increase the transparency of the ex-parte process to the extent possible.

- Consult with FASCL, or DFNA lawyer, when providing advance notice of an application for a publication to the media.
- It is mandatory to notify the Director of Communications when the CS Category 4 Director or DFNA Director, on behalf of the Statutory Director, intends to file an application.

If the Court makes an order implementing a publication ban, serve a copy of the order to all identified parties including but not limited to the parents, guardians, First Nations designate, and the media.

- Consult with FASCL or DFNA lawyer, when serving an order to the media.
- DFNA lawyer may consult with FASCL on a case by case basis, when additional support is requested by the DFNA.
- CS Communications Branch must be involved in the serving of the order to the media.

Superseded

Placement

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Resources

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Superseded



POLICY

Superseded



# Chapter 1: Placement Resources General Information

Section: <b>1.0 Placement Resources Overview</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 1, 2011
	Page 1 of 2

## Overview

The Placement Resources part of the Enhancement Policy Manual addresses placements for children in the custody or under the guardianship of a director or an authority responsible for the administration of child protection legislation in another province or territory of Canada.

The policies and procedures to screen, approve, support and monitor placements under the *Child, Youth and Family Enhancement Act (CYFEA)* and the Residential Facilities Licensing Regulation (RFLR) are contained in this part of the Manual.

The Placement Resources section of the Manual consists of the following chapters:

1. Placement Resources General Information
2. Kinship Care
3. Foster Care
4. Child and Youth Facilities
5. Licensing
6. Assessment of Care Concerns Involving a Placement Provider

**NOTE:** Policies that are common across all placement types are included in Placement Resources General Information.

## Provincial and Regional Policies

The Manual is provincial policy to provide direction and procedures for most common situations. If a situation arises that is not addressed in the manual, discuss the circumstance with your supervisor or manager and determine a plan of action that is consistent with CYFEA and the procedures in this manual.

### Regional Policy

Each CFSA and DFNA may choose to develop additional policy and procedural expectations to provide further direction to their staff to meet the regional/DFNA operational requirements providing these policy and procedural expectations are consistent with the CYFEA and provincial policy.

### Directives

Provincial directives issued by the statutory Director provide interim practice direction to staff in CFSAs and DFNAs until such time as a policy can be drafted and approved for inclusion in the Placement Resources Policy Manual.

## Terminology

Throughout the Placement Resources Policy Manual, terminology may appear differently than in the previous policy manual.

A list of commonly used terms, acronyms, and legislative references found throughout the Placement Resources, Intervention, and Adoptions parts of the Enhancement Policy Manual can be found in the Introduction to the Enhancement Policy Manual.

## Related Information



[Introduction to the Enhancement Policy Manual](#)

To report a broken link click [here](#).

# Chapter 1: Placement Resources General Information

Section: <b>1.1 Intervention Record Check</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 19, 2021
	Page 1 of 4

## Policy

An IRC is required for any of the following:

- an applicant for a foster home licence or renewal of a foster home licence,
- an individual applicant for a child and youth facility licence or renewal of a child and youth facility licence,
- an applicant to be a kinship care provider, or
- any other adult residing with someone who is applying to provide care to children in the custody, or under the guardianship, of a director.

Completion of an IRC may be required by a contracted agency's accreditation standards for any person directly providing services to children in the custody, or under the guardianship, of a director.

## Purpose

Intervention record checks are completed for the purpose of determining if that person has caused a child, of whom they are the guardian, to be in need of intervention.

## Procedures

Obtain a signed Intervention Record Check [CS2687] from each applicant, and any other adult residing with the applicant.

**NOTE:** This provides written consent, authorizing the director to obtain information from any jurisdiction in which that person has resided in the five years preceding the date of the application to determine if they have caused a child, of whom they are the guardian, to be in need of intervention.

### Completing an Intervention Record Check

Accept an intervention record check form only from the person who is the subject of the information.

- The director must be satisfied that the person making the request is the person named on the form.
- View photo identification or attach a copy of photo identification.

Upon receiving a request for an intervention record check, determine whether there is documentation of the person in the electronic information system.

- If there is **no documentation** of the person in the electronic information system:
  - check the appropriate box in the ‘Results of Record Check’ section of the form,
  - place a copy with the application, and
  - return the form to the person.

**NOTE:** If the person has no documentation in the electronic information system, the above functions can be completed by an administrative support staff.

- If **documentation exists** on the person in the electronic information system, a delegated worker must review the information.
  - Check whether a historical paper file exists that is not summarized on the electronic information system. If a historical file exists, review the file.
  - If the involvement is summarized on the electronic information system, review the information, including the screening, investigation and closing summaries.
  - If the case is open, also review the current activity.
  - Review all information, and establish whether the person has caused a child, of whom they are the guardian, to be in need of intervention.

**NOTE:** Documentation in the electronic information system may indicate that the person was deemed not suitable to care for children in the care or under the guardianship of the director. However, if the person has not caused a child, of whom they are the guardian, to be in need of intervention, it would not be recorded as an outcome of the IRC.

- Check the appropriate box in the ‘Results of Record Check’ section of the form.



- Provide a short summary of the person's involvement, including the reasons for involvement, dates of involvement, and outcomes of involvement in the 'Summary of Involvement' section of the form.
- Do not include any information that could identify any person other than the requester.
- Return the form to the requester.
- Record on the facility file what information was provided, when it was disclosed, and to whom.

Where an applicant, or any other adult residing with the applicant, has **not lived in Alberta** for the past five years:

- submit the consent to the jurisdiction where the person did live with a request to provide the results of a prior involvement check in that jurisdiction or,
- if the person has lived outside of Canada during the past five years, contact International Social Service Canada (ISSC) for assistance.

### **Resolving a Dispute over the Content of an Intervention Record Check**

#### Informal Dispute Resolution

If the person is dissatisfied with the intervention record check or summary, provide the person with the opportunity to access the region's informal dispute resolution process. This may involve discussions with the caseworker, supervisor, manager or Child and Family Services Regional Director/DFNA Director to resolve the dispute. Refer to 1.4.0 Administrative Reviews and Appeals Overview (Enhancement Policy Manual – Intervention).

#### Correction of a Record

If a person believes there is an error in their information as a result of an error in their intervention record, advise the person that they can request to correct their record. Consult with the casework supervisor and refer 1.1.0 Records Overview (Enhancement Policy Manual – Intervention).

### **Recording**

Record on Contact Notes [CS0072] or the electronic information system when an intervention record check has been completed for a person and any consultations that occurred.

## Related Information



- 2. Kinship Care
- 3. Foster Care
- 5. Licensing
- 6. Assessment of Care Concerns Involving a Placement Provider
  - 1.1 Records (Enhancement Policy Manual – Intervention)
  - 1.4 Administrative Reviews and Appeals (Enhancement Policy Manual – Intervention)



[Freedom of Information and Protection of Privacy Act](#)



Contact Notes [[CS0072](#)]

Intervention Record Check [[CS2687](#)] – paper form

International Social Service Canada Request for Services [[ADOP12822](#)]



[International Social Service Canada](#)

To report a broken link click [here](#).

# Chapter 1: Placement Resources General Information

Section: <b>1.2 Criminal Record Check</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 19, 2021
	Page 1 of 4

## Policy

The results of a CRC [CS1800], including a vulnerable sector search, are required to be provided by any of the following:

- an applicant for a foster home licence and any other adult residing with them,
- an individual applicant for a child and youth facility licence,
- partners as applicants for a child and youth facility licence,
- the chief executive officer if a corporation is the applicant for a child and youth facility licence, and
- an applicant to be a kinship care provider and any other adult residing with them.

The results of a CRC, including a vulnerable sector search must be provided every three years thereafter.

## Purpose

The results of a criminal record check including a vulnerable sector search ensures that no person applying to provide care to a child in the custody or under the guardianship of a director or person residing with someone who is applying for a foster home licence or to be a kinship care provider has an existing criminal record that would affect the safety and/or well-being of a child being placed.

## Procedures

### **Criminal Record Check including a Vulnerable Sector Search**

- Advise any of the above applicants and if applicable, all other adults residing with them, of the regional process for obtaining a criminal record check including a vulnerable sector search.

- Request that the results of the criminal record check including a vulnerable sector search are returned to the licensing officer, foster care worker, kinship care worker or contract specialist per regional process.
- Advise each applicant that failure to provide a criminal record check including a vulnerable sector search for themselves and, if applicable, any adult residing with them will impact their application status.

### **Results of the Criminal Record Check including a Vulnerable Sector Search**

#### No Criminal Record Exists

- Document confirmation that no criminal record exists in the electronic system and on the file.
- Return the criminal record check to the person who was subject to the check.
- Proceed with the application approval process.

#### Criminal Record Exists

If the applicant or an adult residing with the applicant has been convicted of an offence of a violent or sexual nature against a child or adult (including internet luring, child pornography, sexual assault or homicide), deny the application.

**NOTE:** Even if a pardon has been granted for an offence of this type, the Vulnerable Sector Search portion of the Criminal Record Check will result in the disclosure of this information. A Vulnerable Sector Search is conducted for all individuals in a position of trust that will be working or volunteering with vulnerable people (e.g. individuals who are at greater risk of being harmed than the general population, because of age, disability, handicap or circumstances, whether temporary or permanent).

### **Evaluating the Information Where a Criminal Record Exists**

- Evaluate all instances where there is a criminal record, except where the individual named on the criminal record has been convicted of a violent or sexual offence against a child, or adult.
- Do not rely on a self report of the individual named on the criminal record check when evaluating their criminal record, but request that they provide the detailed circumstances of the offence(s) from the police, which should include:
  - written description of the offence(s),
  - details of the initial charges, any subsequent charges, and any plea bargaining, and
  - any resulting convictions and sentence.

- The appropriate manager or DFNA Director **must** be consulted for continued evaluation when an applicant or if applicable, any adult residing with an applicant has a criminal record. The manager will make the final decision and document it on Contact Notes [CS0072] and/or in the electronic information system.
- The evaluation of a criminal record should consider:
  - the nature of the offence(s) and relevance to the care of children
  - when the offence(s) occurred, the number of offences, and the amount of time between offences and recurrences
  - what steps they have been taken toward rehabilitation
  - the age of the victim and the relationship of the victim to the individual named on the criminal record check
  - the age of the individual named on the criminal record check at the time of the offence(s)
  - whether or not a pardon has been issued to the individual named on the criminal record check for any offence(s) revealed by the “vulnerable sector search” part of the criminal record check
  - any social circumstances that may have contributed to the commission of the offence(s)
  - the appropriateness of continuing with the application process
- Direct any legal interpretation questions to legal counsel, not to the police.
- Document confirmation that no criminal record exists in the electronic system and on the file.
- Return the criminal record check to the person who was subject to the check.

### **Criminal Record Checks for Children Living with a Placement Provider**

- The director cannot request a criminal record check on a person under the age of 18 years living in the home. However, during the home study process for an applicant for a foster home licence or an applicant to be a kinship care provider, the director may enquire whether children aged 12 to 17 have had any involvement with the Youth Criminal Justice System.
- If a child living in the home of an applicant for a foster home licence or an applicant to be kinship care provider has a criminal history, proceed with the application only if the healthy development of the children potentially being placed with an applicant would not be placed at risk.

### Recording

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



[2.1 Kinship Care Approval Process](#)

[3.1 Foster Home Approval Process](#)

[5. Licensing](#)

[1.4 Administrative Reviews and Appeals \(Enhancement Policy Manual – Intervention\)](#)



Contact Notes [[CS0072](#)]

Criminal Record Check [[CS1800](#)]

International Social Service Canada Request for Services [[ADOP12822](#)]



[International Social Service Canada](#)

To report a broken link click [here](#).

# Chapter 1: Placement Resources General Information

Section: <b>1.3 Home Study Report</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 19, 2021
	Page 1 of 4

## Policy

A home study report is a regulated requirement that is completed on all applicants applying for a foster home license per s.4 (a) of the Residential Facilities Licensing Regulation (RFLR).

A home study report is also a requirement that is completed on all kinship care applicants either prior to or within 60 days of placing a child with a kinship care provider.

A home study practitioner, a qualified professional such as a Registered Social Worker (RSW) or a person with relevant education and experience, completes the home study report.

## Purpose

A home study is a culturally appropriate, comprehensive evaluation of family functioning and suitability to care for a child in the custody or under the guardianship of a director, and is based on the child intervention framework principles of Aboriginal Experience, Preserve Family, Strengths-Based, Connection, Collaboration, and Continuous Improvement.

A home study reflects the caregiver's ability to support and preserve the child's relationships with family, extended family and community. It also reflects the caregiver's ability to support connections to the child's culture, traditions, religious practices or spiritual beliefs.

The home study practitioner must have a supervisor who provides:

- strength-based supervision throughout the home study process,
- confirmation that issues identified have been addressed, and
- confirmation of the practitioner's recommendation.

The home study practitioner collects, analyses and evaluates demographic, relational and financial information to determine how family dynamics, applicant history and the physical environment will impact the safety and well-being of a child placed in the home. Home studies provide information about a family to assist with matching and compatibility.

A kinship home study incorporates information about a specific child or children known to the caregiver. The intent is to preserve the family unit and family connections for the child. The home study process sensitively engages the family, using a strengths-based approach, resulting in a comprehensive home study report that accurately portrays family strengths and limitations as they pertain to parenting.

The kinship home study outlines parenting strengths and areas of challenge (e.g. complexities that may be associated with being a kinship care provider). The challenges are discussed with the family and their natural support system to mitigate any concerns noted in the assessment. Appropriate supports are provided for the family to safely care for the child.

Kinship homes need to be assessed using a critical thinking and strength based practice approach. Issues such as family history and poverty are often complicating factors and should not be considered as barriers to placement unless risks are such that they cannot be mitigated through the Kinship Care Support Plan, formal or informal supports.

## Procedures

A home study is completed by utilizing the Structured Analysis Family Evaluation (SAFE) model or the Home Assessment Report (HAR).

### Completion of the Home Study Report

Home studies take place in the applicants' home through several face to face interviews with the family and **must** include:

- joint interviews with the applicants where applicable,
- individual interviews with the applicant, or applicants if more than one,
- interviews with others, if others reside or are frequently in the home, including children and other adults,
- interviews with references by telephone (or in person as necessary), and
- any other collateral contacts deemed necessary with the applicants' consent, including involved professionals and community members for information on community norms and knowledge such as First Nation Designates and Elders or representatives from other cultural groups.



Once the gathering and interview process is completed:

- the home study practitioner prepares a report and ensures that all areas of concern are thoroughly addressed,
- the applicant(s) reviews the report for accuracy and signs the report, if in agreement that the information is accurate,
- the home study practitioner makes a recommendation to approve or not to approve the applicant(s),
- the home study practitioner's supervisor confirms supervision of the practitioner during the home study process and confirms agreement with the practitioner's recommendation, and the applicant(s) are informed that the director may accept or not accept the home study practitioner's recommendation.

### **Recommendation Regarding the Home Study Report**

The recommendation to approve or not to approve the home study report is made by the home study practitioner. The home study practitioner may be an employee of CS or a contracted third party. The director does not dictate the recommendation of the home study practitioner, but may request more information from the home study practitioner.

**NOTE:** The director has the discretion to accept or not accept the recommendation of a home study practitioner.

#### Accept Recommendation to Approve

If the director accepts the recommendation to approve the home study report:

- provide the applicant(s) with a copy of the home study report,
- document on Contact Notes [CS0072] or in the electronic record that the report has been reviewed by the director, that the recommendation has been accepted and the date the home study report was provided to the applicant, however do not enter the home study report into the electronic system.

#### Accept Recommendation to Not Approve

If the home study practitioner does not recommend approval and the director accepts the recommendation, send the applicant(s) a letter informing them of the decision.

Give the applicant(s) a copy of the report, and record on file the date the report was provided.

### Does Not Accept Recommendation to Approve

If the director does not accept the home study practitioner's recommendation to approve the home study report, send the applicant(s) a letter informing them of the decision and rationale for not accepting the recommendation.

- Give the applicant(s) a copy of the report.
- Document the information on file.

### **Recording**

Record all contacts, consultations, decisions and rationale for decisions, on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## **Related Information**



[2.1 Kinship Care Approval Process](#)

[3.1 Foster Home Approval Process](#)

[5.1.1 Initial Foster Home Licence](#)



Contact Notes [[CS0072](#)]

Home Assessment – Detailed Report [[CS2637a](#)]

Home Assessment – Family Questionnaire [[CS2637](#)]

Home Assessment Guide [[CS2637C](#)]



[Child Intervention Practice Framework: Practice Strategies](#)

[The Structured Analysis Family Evaluation \(SAFE\) Home Study](#)

To report a broken link click [here](#).

# Chapter 1: Placement Resources General Information

Section: <b>1.4 Inter-Regional/DFNA</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 19, 2021
	Page 1 of 7

## Policy

When placement providers move within the Province or placements are sought outside of a region's or DFNA's geographic boundaries, regions and DFNAs have a shared responsibility to ensure the timely and effective flow of information, services, funds and documentation.

## Purpose

The procedures set out in this policy are intended to

- support the relationships between various regions and DFNAs to enable the timely and appropriate sharing of resources, information and facilities given the mobility of caregivers and of children and youth,
- complement any established local protocols negotiated between CS and DFNAs, and
- complement the provisions of the Enhancement Policy Manual.

## Procedures

### Definitions

Inter-regional or DFNA	Interactions between: <ul style="list-style-type: none"> <li>- CS regions</li> <li>- CS regions and DFNAs or</li> <li>- DFNAs</li> </ul>
Sending region or DFNA	The region or DFNA requesting services be provided by another region or DFNA.

Receiving region or DFNA	The region or DFNA that has been requested to provide or is providing services to another region or DFNA.
Residency	A person resides in the region or on the DFNA-served reserve where they ordinarily live. (Not applicable to on/off reserve verification. For on/off –reserve verification process see Policy 2.1.4 (Intervention)).
Change of Residency	A person changes residency when they leave one region or reserve and establishes residency in another. This does not effect a child or youth’s ordinarily on/off reserve status pursuant to Policy 2.1.4 (Intervention).
Non-Resident Service User	The region or DFNA that uses services within another region’s or DFNA’s geographic boundary.
Days	Calendar days, unless otherwise noted.

### Supports to CS and DFNAs

#### Inter-Regional Contacts

The inter-regional contact is the manager of the CS worksite or the DFNA Director or their designate. Any issues that arise regarding inter-regional matters can be brought forward to the manager and escalated to the Category 4 Director or DFNA Director or their designate for resolution.

#### Field Operations Liaison Branch (FOLB)

The Field Operations Liaison Branch provides support to strengthen the capacity of the DFNAs, promote collaboration, and facilitate the relationship between the DFNAs and CS.

### Transfer of Placement Resources

Children and youth in the custody or under the guardianship of a director often have connections to family members and significant others who reside within different regions or DFNAs.

If placement is being explored and extended family or significant others are identified in another region or DFNA:

- The sending region or DFNA shall contact the inter-regional contact in the receiving region or DFNA to request that a preliminary

conversation occur with the prospective caregiver to determine the feasibility of a placement.

- If indications are positive for the potential placement, the receiving region or DFNA will follow the approval procedures outlined in Policy 2.0 or 3.0 (Placement Resources).
- The sending region or DFNA must seek approval from the receiving manager or casework supervisor prior to placement with a caregiver outside their regional or DFNA geographic boundaries.
- A DFNA may, however, place a child or youth in that DFNA's licensed foster home outside of their own geographic boundaries without approval providing their Service Delivery Agreement allows them to do so, but must advise the region where the foster home is located and ensure that sufficient courtesy supervision or other supports are negotiated as necessary.

#### Kinship Placement Prior to Approval

Caseworker approval is required to place a child or youth with a potential kinship caregiver. In these cases:

- see Policy 2.1.3 (Placement Resources),
- the sending region or DFNA maintains the file and financial responsibility for the kinship home until the preliminary approvals have taken place and the file has been transferred,
- the manager of the receiving CS worksite or DFNA must be advised when the child or youth is placed, and
- the receiving region or DFNA will complete the remaining approval requirements within 60 days of the child or youth's placement.

#### **Transfer of Foster Care and Kinship Caregiver Files**

When a foster or kinship caregiver moves from one region or DFNA to another region or DFNA and plans to continue being a caregiver, the sending region or DFNA will forward the entire foster or kinship care provider file to the receiving region or DFNA within 30 days of the move..

#### **Foster or Kinship Caregiver Moves with a Child or Youth in Care**

When planning for a child or youth to move with a foster or kinship caregiver, the sending region or DFNA managing the file shall:

- notify the receiving region or DFNA in writing at least 30 days prior to the move,
- provide the foster or kinship caregiver with general information on the available services in their new location, and

- meet the foster or kinship care file standard requirements prior to the transfer of the file.

### **Inter-regional and DFNA Use and Management of Residential Facilities**

#### Licensing Residential Facilities (including foster care)

CYFEA requires that all foster homes and child and youth facility providers be licensed. Residential Facilities that operate within a region or DFNA, but offer services to a different region or DFNA, are licensed (initial and renewals) by the region or DFNA where the facility is located. If the facility is a foster home licensed by a DFNA outside of the DFNA's geographic boundary in accordance with the DFNA's Service Delivery Agreement and the Director's Delegation to the DFNA Director, the DFNA is responsible for initial and renewal licensing of the foster home.

#### **Contracting**

- A region or DFNA may contract with a facility established in another region or DFNA.
- More than one region or DFNA may contract with the same facility.
- The contracting region or DFNA must provide a letter of support and any supporting documentation for the licensing process for the facility to submit along with their application for a licence.
- Contracting regions or DFNAs have an obligation to assist the licensing region or DFNA in monitoring the facility by sharing information with the licensing region or DFNA about the facility's contract and standards compliance, especially if there are issues regarding the care of children and youth.
- Frequent and open communication must occur between the licensing region or DFNA and the contracting region or DFNA.
- Contracts include, but are not limited to:
  - standing offer agreements,
  - fee for service agreements, and
  - block funding agreements.
- Prior to contracting with an agency or facility located within the boundaries of another region or DFNA, the contracting region or DFNA must consult with the licensing region or DFNA.
- Financial and contract monitoring obligations remain the responsibility of the contracting region or DFNA.
- The contracting region or DFNA will establish a *per diem* rate for the facility or service based on costs to operate and the capacity of the

services. This is to ensure that the facility is viable and utilized in a cost effective manner.

- Reciprocal agreements will be established to reimburse regions or DFNAs that paid for services but were unable to utilize them due to over-utilization by another region or DFNA.

### **Casework Responsibility**

Prior to placing a child or youth in a placement located in another region or DFNA, the sending region or DFNA considering such a placement must consult with the receiving region or DFNA where placement is being considered to determine:

- if the facility is licensed,
- if the receiving region or DFNA where placement is being considered has any concerns about the use of the facility by another region or DFNA,
- the availability of appropriate community services and resources in the receiving region or DFNA where placement is being considered, and
- the ability of the receiving region or DFNA where placement is being considered to adequately provide supervision.

In situations where a DFNA has licensed a foster home outside of their geographical boundary, the DFNA will notify the CS worksite where the home is located that the DFNA has licensed a foster home within the region and that the DFNA may occasionally request courtesy supervision or monitoring.

**NOTE:** Notwithstanding negotiated courtesy supervision activities, a child or youth placed in a facility outside of the region or DFNA where they ordinarily live, continues to be the case management and funding responsibility of the sending region or DFNA. Services are to be provided in accordance with the case plan approved by the region or DFNA with the case management responsibility.

### **Monitoring**

In situations where courtesy services, support or supervision are being provided to a child or youth in a facility licensed by a region or DFNA other than the region or DFNA where the facility is located, the sending, contracting, non-resident facility user and receiving or licensing regions or DFNAs will notify each other of:

- information regarding non-compliance with the Residential Facilities Licensing Regulation, and
- any concerns regarding the safety or level of care being provided to the child or youth that become evident during the course of involvement with the facility.



### Concerns Regarding the Safety, Well-Being or Level of Care in a Placement

The safety of the child or youth is paramount. If an urgent response is required, the region or DFNA who licensed the placement will make arrangements for immediate action to be taken to ensure the safety of the child or youth. They will also refer the matter to the appropriate worksite to complete the assessment. The region or DFNA responsible for responding must ensure that the assessment is completed in a timely fashion and appropriate actions are taken in consultation with the contracting and sending region or DFNA.

When there are concerns regarding the safety, well-being or level of care in a placement, the licensing, receiving, contracting, sending, and non-resident user regions and DFNAs will:

- assess all information provided to them and act upon concerns with due diligence,
- share the results with all involved regions or DFNAs, and
- engage in joint planning relating to the facility and the children or youth placed there.

The region or DFNA who has licensed the placement will respond to concerns relating to the safety, well-being or level of care provided to the children or youth in the placement. The responding region or DFNA will liaise with the worksite where the placement is located to ensure concerns are addressed in a timely manner.

When a concern is received about a placement provider, to avoid a conflict of interest, the licensing region or DFNA may request that another region or DFNA or delegated child intervention staff from another area of their region respond to the concerns. See Policy 6 (Placement Resources).

### Recording

- The electronic information system must be updated and documentation placed on both the child or youth's physical file and the placement's file.
- Ensure all consultations, decisions and rationale for decisions made are recorded in a contact log in the electronic information system.

## Related Information



[2. Kinship Care](#)

[3. Foster Care](#)

[5. Licensing](#)

[6. Assessment of Care Concerns Involving a Placement Provider](#)



- 5.5 Inter-Regional Conferencing (Adoption)
- 2.1.4 On/Off Reserve Verification (Intervention)
- 10.5 Inter-regional/DFNA (Intervention)



- Child, Youth and Family Enhancement Act*
- Drug-endangered Children Act*
- Family Support for Children with Disabilities Act*
- Freedom of Information and Protection of Privacy Act*
- Métis Settlements Act*
- Protection Against Family Violence Act*
- Protection for Persons in Care Act*
- Protection of Sexually Exploited Children Act*



- Field Operations Liaison Branch-DFNAs
- Child Intervention Standards
- CICIO User Guide

To report a broken link click [here](#).

Superseded

## Chapter 2: Kinship Care

Section:	<b>2.0 Kinship Care Program Requirements</b>	Issue Date: October 1, 2011
Subsection:		Revision Date: October 15, 2014
		Page 1 of 3

### Policy

When a child comes into care, kinship placements should be carefully considered and pursued as the first placement option when appropriate.

Kinship families may not be prepared in advance of the placement and may require flexibility in the supports needed to care for the child placed in their home. It is important that kinship care providers are supported immediately and receive the required supports to ensure success of the placement.

Kinship placements provide opportunities to maintain connections and natural relationships when children are unable to live with their parents or guardians.

**Note:** The decision to place a child into kinship care can be made by a caseworker in consultation with their supervisor. To place a child into a placement other than kinship care requires the approval of the manager or their designate for both initial placement and any subsequent placements.

### Purpose

A kinship care provider is an extended family member of a child, or a person who has a significant relationship with the child or is a member of the child's cultural community.

Placing a child with a caregiver who has a connection with a child reduces the trauma of coming into care, provides familiarity during a difficult time, and helps reduce the need for multiple moves for the child and the likelihood of the child coming back into care over time.

Placing a child who is in the custody or under the guardianship of the director with an extended family member or significant person in order to keep the child safe, promotes their well-being; maintains connections to family, community,

culture and supports; and is in keeping with the Matters to be Considered in s.2(i) of *CYFEA*.

## Procedures

Each CFS and DFNA must develop and maintain a kinship care program that provides all the roles and responsibilities set out in this chapter. The key responsibilities include:

- assign kinship engagement/support workers dedicated to early search and identification of kinship care providers
- provide family search training for kinship engagement/support workers and assessors
- approving kinship care providers
- training and supporting kinship care providers to carry out their duties
- supporting the placement of a child with a kinship care provider
- administering kinship care files
- participating in assessments and supporting the kinship care home when concerns are raised about kinship care providers
- closing kinship care files
- providing kinship care providers access to a dispute resolution process

### Recording

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



[6. Assessment of Care Concerns Involving a Placement Provider](#)



Contact Notes [[CS0072](#)]



[Child Intervention Practice Framework: Practice Strategies](#)

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Superseded

## Chapter 2: Kinship Care

Section: <b>2.1 Kinship Care Approval Process</b>	Issue Date: October 1, 2011
Subsection: <b>2.1.1 Kinship Care Eligibility Requirements</b>	Revision Date: October 15, 2014
	Page 1 of 2

### Policy

Kinship care providers must meet eligibility requirements prior to proceeding with the application and approval process.

### Purpose

The kinship care eligibility requirements assist in determining whether the prospective kinship care provider has the **capacity** to provide a safe residence, quality care and supervision to all children in the home.

### Procedures

Obtain information that confirms the kinship care provider, once identified:

- is at least 18 years of age,
- is willing to have the identified child(ren) placed in their home, and
- understands the responsibilities of a kinship care provider.

Ensure the following procedures are met when determining if the prospective kinship care provider has the potential to provide a safe placement for the identified child(ren) and has met the eligibility criteria:

- determine in consultation with the potential kinship care provider and supervisor if there are concerns regarding criminal or child intervention history and any other complicating factors, such as financial stability, and how these concerns can be mitigated,
- clarify the regional procedures to complete the application,
- give details about the approval process to the prospective kinship care providers,

- complete all requirements to process the kinship care provider's application as per regional procedures, and
- approve the kinship care providers.

### Related Information



[2.0 Kinship Care Program Requirements](#)

[2.1 Kinship Care Approval Process](#)

[7.3.3 Casework Responsibilities During Placement \(Intervention\)](#)



[Child Intervention Practice Framework: Practice Strategies](#)

To report a broken link click [here](#).

Superseded

## Chapter 2: Kinship Care

Section:	<b>2.1 Kinship Care Approval Process</b>	Issue Date: October 19, 2021
Subsection:	<b>2.1.2 Kinship Care Application and Approval Requirements</b>	Revision Date: October 19, 2021
		Page 1 of 1

### Policy

Each applicant is responsible for meeting the requirements in order to be approved as a kinship caregiver. Applicants may need assistance and guidance from the kinship care worker or child's caseworker.

### Purpose

To provide a kinship care placement that is familiar, safe, nurturing and culturally appropriate for a child or youth in the director's care.

### Practice Support

[Kinship Care Application and Approval Requirements](#)

To report a broken link click [here](#).

## Chapter 2: Kinship Care

Section: <b>2.1 Kinship Care Approval Process</b>	Issue Date: October 1, 2011
Subsection: <b>2.1.3 Immediate Placement with a Prospective Kinship Care Provider</b>	Revision Date: October 19, 2021
	Page 1 of 5

### Policy

Whenever a child comes into care, a safe placement with a kinship care provider is the first placement option for a child. Any extra support the kinship family needs to care for the child must be provided immediately. Caseworkers and supervisors are to work collaboratively with the kinship family in developing a strength based support plan to preserve natural connections and mitigate any risk factors associated with the placement.

**Note:** The decision to place a child into kinship care can be made by a caseworker in consultation with their supervisor. To place a child into a placement other than kinship care requires the approval of the manager or their designate for both initial placement and any subsequent placements.

### Purpose

Immediate placement with a caregiver who has a connection with a child reduces the trauma of coming into care because it provides familiarity during a difficult time, helps reduce the need for multiple moves for the child, and decreases the likelihood of the child coming back into care over time.

Minimum requirements, as outlined in this policy, are required prior to placing a child.

### Procedures

Where an immediate placement is required for a child, the Kinship Engagement/Support worker searches and identifies a possible kinship placement. It is then determined through careful consideration whether the prospective kinship care provider can provide a safe, nurturing placement for the child and is willing and able to complete the requirements, with assistance if necessary, for becoming an approved kinship care home.



When an immediate placement is found, it is important that the kinship care providers be supported and that they receive the required supports immediately to ensure success. Kinship families may not be prepared in advance of the placement and may require flexibility in the supports they need to help them care for the children in their home.

The key to a kinship family's success is ensuring that they have the resources required to manage the unique feelings and challenges that come with providing care for the child, such as dual loyalties, unrealistic expectations, changes in family dynamics and feelings of loss, guilt, and shame, so they can meet the needs of the child.

### **Consider an immediate placement when:**

- extended family, someone from the child's cultural community or significant others have been located and identified as willing and able to care for the child immediately, and/or
- placement with extended family or significant others will promote stability for the child, and/or
- it is in the best interest to place a child, in order to reduce trauma, with extended family or significant others in a crisis or an emergency situation during after-hours.

### **Requirements prior to placing a child**

Complete the following activities:

- ensure the potential kinship care provider meets the eligibility requirements 2.1.1 Kinship Care Eligibility Requirements to be a kinship care provider,
- an Intervention Record Check [CS2687] for each adult who resides in the home as described in 1.1 Intervention Record Check,
- a discussion with the prospective kinship care provider regarding any known past criminal history related to themselves or all other adults who reside in the home,
- obtain a signed declaration [FC3901] by the prospective kinship care provider regarding the criminal history of all adults who reside in the home,
- advise the prospective kinship care provider that they need to apply for a criminal record check (cost reimbursable), including a vulnerable sector search **within 10 days** of the child being placed,
- complete an Environmental Safety Assessment for Caregivers [FC3606], and
- if the child does not agree with the proposed placement, a conversation to explore the child's feelings, in the context of the child's procedural rights, must occur.

### Discuss Safety and Child Management

The kinship care worker must review the following with the kinship care provider: 3.2.5 Child Management, 3.2.6 Child Safety, 3.2.7 Environmental Safety and the Safe Babies Caregiver Training.

### Safe Sleeping Arrangements

Each child in care must have a separate bed or crib as a permanent sleeping arrangement, based on the age and development of the child, which meets Canadian safety standards.

Children under the age of six years cannot sleep on the top bunk of bunk beds.

Inform the kinship care provider that Alberta Health Services' Safe Sleep Practices for infants with normal development (0 to 12 months) must be followed including:

- placing baby on back to sleep,
- keeping baby warm, not hot,
- ensuring the baby does not bed-share with anyone due to a number of associated risks, including falls and suffocation (**bed-sharing means a baby is sleeping on the same surface, bed, sofa, couch, etc., with another person**), and
- cribs must be free of quilts, comforters, bumper pads, stuffed animals, pillows and other pillow-like items.

Kinship care providers caring for a child 36 months and under must be educated in the most current recommendations to reduce the risk of unexplained sudden infant death, including safe sleeping, soothing and self-regulating, by attending Safe Babies caregiver training or by having the information formally reviewed with them by their kinship support worker and documented.

Advise kinship care providers that they are to follow the most current recommendations for safe sleeping unless, after consultation with the designated physician, they have his/her permission to vary the recommendation. Any variations **must** be discussed with the caseworker and documented.

- Provide the kinship care provider with a copy of the *Kinship Care Guide* and advise them that a caseworker or kinship care worker will review it with them.

Consult using Child Intervention Practice Framework: Practice Strategies – Immediate Kinship and review any complicating factors that need to be mitigated with your supervisor and manager.

### Requirements following placement of a child

Complete the following activities with the kinship care provider:

- a Kinship Care Agreement [FC3599] between the kinship care worker and the potential kinship care provider **within 72 hours** of the placement which specifies that the placement is conditional upon the completion of the remaining requirements for kinship care approval,
- an Application to Become a Kinship Care Provider [CS3600] **within 72 hours**,
- all other remaining requirements to be approved as a kinship care provider **within 60 working days**,
- advise the kinship care provider that basic maintenance will commence on the first day the child is placed, and
- follow all policy requirements as outlined in policy 2.2 (Placement Resources) and the Supporting Kinship Caregivers practice support.

## Related Information



[1.1 Intervention Record Check](#)

[1.2 Criminal Record Check](#)

[1.3 Home Study Report](#)

[2.1 Kinship Care Approval Process](#)

[2.2 Supporting Kinship Caregivers](#)

[2.4 Financial Compensation](#)

[1.4 Administrative Reviews and Appeals \(Enhancement Policy Manual – Intervention\)](#)



[Cribs, Cradles and Bassinets Regulations](#)

[Canada Consumer Product Safety Act](#)

[Hazardous Products Act](#)



[Application to Become a Kinship Care Provider \[FC3600\]](#)

[Environmental Safety Assessment for Caregivers \[FC3606\]](#)

[Intervention Record Check \[CS2687\] – paper form](#)

[Kinship Care Agreement \[FC3599\]](#)

[Kinship Care Application Declaration \[FC3901\]](#)

[International Social Service Canada Request for Services \[ADOP12822\]](#)



Child Intervention Practice Framework: Practice Strategies

International Social Service Canada

Kinship Care Guide for Caregivers

Alberta Health Services Safe Sleep Resources

Safe Sleep Video

*AHS Safe Sleep- for baby's first year*

To report a broken link click [here](#).

Superseded

## Chapter 2: Kinship Care

Section: <b>2.2 Supporting Kinship Caregivers</b>	Issue Date: October 19, 2021
Subsection:	Revision Date: October 19, 2021
	Page 1 of 1

### Policy

Every kinship caregiver must have an assigned kinship care worker who is responsible for supporting the kinship caregiver.

### Purpose

The primary goal is that children and youth are safe and healthy by building on the capacity of extended family and communities while meeting the requirements of CYFEA and kinship policy. Casework practice is reflective, culturally responsive and strengths-based, and the kinship family receives all needed information and supports to provide quality care to meet the needs of the child or youth placed in the home.

### Practice Support

[Supporting Kinship Caregivers](#)

To report a broken link click [here](#).

## Chapter 2: Kinship Care

Section: <b>2.3 Kinship Care Support Plan</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 15, 2014
	Page 1 of 3

### Policy

A Kinship Care Support Plan must be developed as soon as possible for all kinship homes.

### Purpose

Kinship care support plans are developed to assist kinship care providers in meeting the needs of children placed in their homes and to ensure that the kinship care providers are provided with any supports they may need to successfully care for the children. Kinship care support plans are crucial and should reflect the collaboration of the family meeting. The plan can be completed prior to placement when possible, but must be completed immediately after placement. The plans are strengths based, completed in collaboration with the caregiver(s), culturally appropriate and based on preserving connections and reuniting family. The Kinship Support Plan should also be reviewed regularly with the family/support team.

### Procedures

#### **Develop a Kinship Care Support Plan**

Upon placement, a Kinship Care Support Worker consults with the caregiver and natural family, and together they identify what initial and ongoing supports are required. The identified supports are documented in the Kinship Care Support Plan [FC3899].

#### Initial Supports

Kinship families may not be prepared in advance of the placement and may require flexibility in the supports needed to care for children in their home. Mobilizing formal and informal support systems immediately is crucial to the success of a kinship placement. Ongoing family meetings will continue to ensure that informal supports are accessed as well as identifying any need for formal supports to address any challenges.

Initial supports may include safety expenses, start-up costs (e.g. crib, beds, dressers, clothing, car seats, food, baby monitors, high chair, and stroller) as well as adjustments to the home and environment to meet basic safety standards (e.g. repair of doors, installation of windows, purchase of fire extinguishers).

### Ongoing Supports

Supports are important to assist the caregiver in adjusting to their new role as a caregiver for a family member's child (or other relationship with the child) and all the complexities that may arise.

Supports may include but are not limited to:

- child care
- youth work
- one-to-one aides
- in-home support
- training
- cultural advisor/support
- a homemaker
- exceptional recreation
- counselling/assessment
- transportation (drivers)
- formula
- diapers
- respite

Informal supports such as the family's existing support systems and formal supports (e.g. monthly face-to-face contact, increased contact with the home, how and when contact will occur, and child-specific training, etc.) should be identified in the support plan.

### **Recording**

Record all contacts, findings, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or in the electronic information system.

## **Related Information**



[9.5.1 Purchasing Support Services \(Enhancement Policy Manual – Intervention\)](#)



Contact Notes [[CS0072](#)]

Kinship Care Support Plan [[FC3899](#)]



[Child Intervention Practice Framework: Practice Strategies](#)

To report a broken link click [here](#).

Superseded



## Chapter 2: Kinship Care

Section: <b>2.4 Financial Compensation</b>	Issue Date: October 19, 2021
Subsection:	Revision Date: October 19, 2021
	Page 1 of 1

### Policy

Kinship caregivers receive financial compensation to care for children and youth in their home.

In addition, all children and youth in care receive entitlements to further support them in their placements.

### Purpose

Financial support to kinship caregivers provides compensation for the expenses associated with the child or youth's day-to-day care and address caregiving barriers. Children and youth receive financial support for their cultural, social, emotional and physical development.

Compensation and entitlements support children and youth to have their needs met while providing opportunities to explore their interests and talents while learning new skills.

### Practice Support

[Financial Compensation](#)

To report a broken link click [here](#).

## Chapter 3: Foster Care

Section:	<b>3.0 Foster Care Program Requirements</b>	Issue Date: October 1, 2011
Subsection:		Revision Date: October 19, 2021
		Page 1 of 2

### Policy

Every CFSA and DFNA must administer a foster care program that meets the requirements of:

- *Child, Youth and Family Enhancement Act*,
- Residential Facilities Licensing Regulation,
- Alberta CS policies and procedures, and
- any agreements developed between the Ministry and the Alberta Foster Parent Association throughout this chapter.

### Purpose

The foster care program is based on the belief that a family unit and parent model is the most beneficial and desirable setting for raising a child. A licensed foster home is a temporary placement for a child in the custody or in the guardianship of a director who cannot remain with his or her own family.

### Procedures

Each CFSA and DFNA develops and maintains a foster care program that provides all the roles and responsibilities set out in this chapter. The key responsibilities include:

- identifying foster care resource needs
- developing recruitment strategies
- responding to foster care inquiries
- approving new foster homes
- licensing foster homes (see 5. Licensing)
- providing a training program
- supporting foster parents to carry out their duties

- matching children to foster homes
- supporting the placement of a child in a foster home
- participating in assessments and supporting foster homes when concerns are raised
- working with the AFPA
- ensuring that foster parents have access to the dispute resolution process
- transferring files when foster families move
- closing and reopening foster homes

### Related Information



[3.3.7 Foster Parent Training](#)

[3.3.8 The AFPA](#)

[3.3.9 Dispute Resolution](#)

[5. Licensing](#)

[10.5 Inter-Regional/DFNA \(Enhancement Policy Manual – Intervention\)](#)

To report a broken link click [here](#).

## Chapter 3: Foster Care

Section: <b>3.1 Foster Home Approval Process</b>	Issue Date: October 1, 2011
Subsection: <b>3.1.1 Recruitment and Initial Inquiry</b>	Revision Date: May 1, 2014
	Page 1 of 2

### Policy

Each CFSA and DFNA must develop recruitment strategies and a process to respond to and track inquiries.

### Purpose

Recruitment activities in communities are necessary to increase interest in becoming a foster home to provide care to children in the custody or under the guardianship of the director.

### Procedures

#### Recruitment of Placement Providers

Each CFSA and DFNA must identify foster care resource needs and target recruitment strategies to meet foster care resource needs.

Recruitment strategies shall be developed that consider local needs, resources and circumstances.

Recruitment activities shall be conducted in the community to raise awareness and create interest in fostering.

#### Responding to Initial Inquiries

Provide any interested person with the information required to make a decision about becoming a foster parent, including information on:

- HS foster care program
- special needs of children in care
- eligibility requirements of foster parents
- the approval process
- licensing requirements

- dates of information sessions, if available

Send out the Foster Care Application [FC3619], if requested.

### Contact

Respond to an initial inquiry within 72 hours.

Contact the person to follow-up on their inquiry at one month's time, if there has been no further contact from the person making the inquiry. Provide further information, if requested.

### Tracking

Each CFSA and DFNA is required to track all inquiries.

## Related Information



[3.1.2 Eligibility Requirements](#)

[3.1.3 Application and Approval Requirements](#)

[5.1 Licensing a Foster Care Provider](#)



Foster Care Application [[FC3619](#)]



[A Child's Hope](#)

[Alberta Children and Youth Services](#)

To report a broken link click [here](#).

## Chapter 3: Foster Care

Section: <b>3.1 Foster Home Approval Process</b>	Issue Date: October 1, 2011
Subsection: <b>3.1.2 Eligibility Requirements</b>	Revision Date: May 1, 2014
	Page 1 of 2

### Policy

All individuals interested in applying to become foster parents must meet eligibility requirements prior to proceeding with the application and approval process.

### Purpose

The eligibility requirements for foster parents assist in determining whether the potential applicants meet the requirements to be licensed under the Residential Facilities Licensing Regulations and that they can provide a safe, stable environment, quality care and supervision to children that may be placed.

**NOTE:** An individual cannot apply to be both a foster care provider and a kinship care provider. If a child related to a foster parent is approved for placement in the foster home, this is considered a foster care placement. If the placement would be a placement beyond the classification level of the foster home, follow 3.3.2 Number of Child Placements.

### Procedures

Obtain information from the applicant(s) that confirms:

- the applicant is 18 years of age or older
- if there are cohabiting adults, both individuals are applicants
- the applicants have their own residence (with their own address) separate and apart from other caregivers
- cohabiting applicants have had a stable relationship for at least 12 months
- the applicants have not had an additional child in the past 12 months and/or are not currently expecting an additional child to the family through pregnancy or adoption

- the applicant has had no major illness or trauma in past 12 months

Enter the applicant's information in the electronic system.

Advise the applicant of remaining requirements for approval as a foster home.

Superseded

## Chapter 3: Foster Care

Section: <b>3.1 Foster Home Approval Process</b>	Issue Date: October 1, 2011
Subsection: <b>3.1.3 Application and Approval Requirements</b>	Revision Date: October 19, 2021
	Page 1 of 4

### Policy

A Foster Care Application cannot be accepted without the approval requirements being completed and evaluated.

### Purpose

Foster care application approval requirements are consistent with the regulated requirements for licensing a foster home under the provisions of the RFLR.

### Procedures

#### Complete the following activities:

##### Criminal Record Check Including Vulnerable Sector Search

- Advise each applicant that having a criminal record does not necessarily prevent approval, as the nature and circumstances of the offence are considered.
- Costs of the criminal record check are reimbursable upon approval of the foster home licensing application.
- Follow the process outlined in 1.2 Criminal Record Check.
- Ensure the Criminal Record Check including Vulnerable Sector Search is current within six months of the applicant applying for a Residential Facilities Licence.

##### Intervention Record Check

- Follow the process outlined in 1.1 Intervention Record Check.
- Any findings on an Intervention Record Check that may have an impact on an applicant's ability to be a foster parent must be thoroughly evaluated by the caseworker and casework supervisor in order to determine if there would be any impact of their ability to care for a child in the custody or under the guardianship of the director.



#### Medical Reference

- Provide a Medical Reference [CS0046] to each applicant.
- Advise the applicant that the completed medical reference must be returned prior to proceeding to a home study.
- Review the completed medical reference to determine if the medical practitioner has indicated any health concerns related to an applicant.
- Determine if any health concerns noted would have an impact on the applicant's ability to be a foster parent.

#### Personal References

- Provide each applicant with three reference letters consents to be completed by the referees.
- Review the completed personal references to verify that:
  - each referee has known the applicant's family for at least the past three years and one is a relative, and
  - the referees have not expressed any concerns that could affect the applicant's ability to be a foster parent.
- If at least two personal references do not support the application to foster, do not proceed further with the application.

#### Home Visit

- Conduct a home visit prior to commencing a home study to confirm that the home can accommodate a foster child.
- Provide the applicant with a Environmental Safety Assessment for Caregivers [FC3606]
- Advise the applicant that this form will be completed by a licensing officer prior to issuing a Foster Home License.

#### Orientation to Caregiver Training

- Provide the applicant with OCT after background checks have been assessed as favourable and a visit to the home has determined the applicant's home can accommodate a foster child.
- Advise all applicants that they must provide a certificate of completion for OCT prior to commencement of the home study.
- Review any feedback the OCT trainer may provide about the applicant's participation in training for the purpose of further assessing the applicant's suitability.

### Denying an Application

If at any time during the application process it is determined that the results of an eligibility requirement or approval requirement do not support the application to become a foster parent, deny the application.

- Circumstances that require mandatory denial of the application include:
  - unresolved concerns related to the Intervention Record Check, or
  - convictions of a violent or sexual nature against a child or adult.
- Circumstances that may warrant the denial of the application include:
  - failure of the applicant to meet one or more of the eligibility requirements,
  - concerns arising from one or more of the application requirements, or
  - failure or refusal of the applicant to complete OCT.

### Proceed to Home Study

When all of the above approval requirements have been met by the applicants, proceed to complete a home study on the applicants.

All information regarding the above approval requirements must be provided to the home study practitioner.

### Home Study Report

Follow the process outlined in 1.3 Home Study Report.

If the home study report is not approved, do not proceed to licensing.

### Approving a Foster Care Application

When all approval requirements have been met, including accepting a recommendation from the home study practitioner to approve the home as a foster care provider, complete the following:

- Review the Agreement to Foster [FC0044] with the applicant and have them sign the agreement.
- Proceed to license the foster home as per Regional licensing processes.

**NOTE:** Prior to any child being placed the foster home must be licensed.

### Recording

Place copies or verification of all approval requirements on the facility file.

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or in the electronic information system as appropriate.

### Related Information



[1.1 Intervention Record Check](#)

[1.2 Criminal Record Check](#)

[1.3 Home Study Report](#)



[Agreement to Foster \[FC0044\]](#)

[Contact Notes \[CS0072\]](#)

[Medical Reference \[CS0046\]](#)

[Environmental Safety Assessment for Caregivers \[FC3606\]](#)

[International Social Service Canada Request for Services \[ADOP12822\]](#)



[International Social Service Canada](#)

[The SAFE Home Study](#)

To report a broken link click [here](#).

## Chapter 3: Foster Care

Section: <b>3.1 Foster Home Approval Process</b>	Issue Date: October 1, 2011
Subsection: <b>3.1.4 Agreement to Foster</b>	Revision Date: October 19, 2021
	Page 1 of 3

### Policy

Inform foster parents of the expectations upon them to comply with CYFEA, RFLR and Children's Services policy.

### Purpose

Foster parents must be aware of the expectations placed upon them as providers according to CYFEA, the RFLR, the Agreement to Foster and CS policy.

### Procedures

#### Informing Foster Parents of Expectations

Inform foster parents of the expectations and support them to meet these expectations by providing them with and discussing the following:

- a copy of the current RFLR which includes:
  - the duties of a license holder
  - prohibitions
  - reporting responsibilities
  - safety and emergency procedures
  - food, medication and dangerous item expectations
- a copy of the Foster Care Handbook and the Foster Care Compensation Guide
- a copy of their signed Agreement to Foster [FC0044]

#### Incident Reporting

Inform the foster parent of the requirement to report every incident in compliance with s.10 of RFLR, including contacting the caseworker and foster care worker and completing an Incident Report [CS2681].

### Foster Parent Records

Instruct foster parents to keep records for each child in their care. Advise them that recorded information should include:

- all health appointments, accidents or injuries, medicines, immunizations,
- school progress and achievements,
- contacts with birth family,
- child behaviours, successes, celebrations, and
- any other relevant information.

### Memory Books

Encourage the foster parents to maintain a memory book for children in their care. Memory books provide a record of a child's history, and may be a scrapbook, photo album or any format the foster parent chooses to record the child's history while in care. Relevant drawings, mementos, report cards and pictures for children placed in their home should also be maintained.

### Returning Records

Inform foster parents that all documentation and records must be provided to the child's caseworker when the placement ends.

### Recording

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



[7.1.3 Memory Book \(Enhancement Policy Manual – Intervention\)](#)



[Agreement to Foster \[FC0044\]](#)

[Contact Notes \[CS0072\]](#)

[Incident Report for Children's Services \[CS2681\]](#)



[Foster Care Compensation Guide](#)

[Foster Care Handbook](#)

To report a broken link click [here](#).

Superseded

## Chapter 3: Foster Care

Section:	<b>3.1 Foster Home Approval Process</b>	Issue Date: October 1, 2011
Subsection:	<b>3.1.5 Closing a Foster Home (Cancellation of a Foster Home Licence)</b>	Revision Date: October 1, 2011
		Page 1 of 2

### Policy

Thoroughly review the circumstances of the foster family prior to closing the foster home. Closure requires casework supervisor approval, and the cancellation of the foster home licence.

### Purpose

A variety of circumstances may occur that would lead to the closure of a foster home, including a request to close from the foster family or a recommendation to close after an assessment of care concerns.

### Procedures

#### Decision to Close a Foster Home/Cancel a Foster Home Licence

Circumstances that may give rise to the closure/cancellation of a licence include:

- a licence renewal has been refused
- a licence has been cancelled after an assessment of care concerns
- the foster family has asked to have the home closed
- there have been no placements in the foster home during the past year

#### Closing a Foster Home/Cancelling a Foster Home Licence

Prior to closing a foster home:

- consult with the supervisor
- advise the caseworkers of the children placed in the home, if there are placements
- consult with the licensing officer about cancelling the licence
- advise the foster family of the decision (where appropriate this should be done face-to-face)

- advise the foster family of their right to file an administrative review or appeal regarding the cancellation of the licence
- send a letter to the foster parent with the rationale for closure, the date of closure, the process to re-open, and the dispute resolution process
- advise the licensing officer to cancel the licence

### Recording

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



[3.3.9 Dispute Resolution](#)

[5.4.2 Varying, Suspending or Cancelling a Licence](#)

[1.4.1 Administrative Reviews \(Intervention\)](#)

[1.4.2 Appeals to the Appeal Panel \(Intervention\)](#)



Contact Notes [[CS0072](#)]

To report a broken link click [here](#).



## Chapter 3: Foster Care

Section: <b>3.1 Foster Home Approval Process</b>	Issue Date: October 1, 2011
Subsection: <b>3.1.6 Re-opening a Foster Home (Approving a Previously Licensed Foster Home)</b>	Revision Date: October 1, 2011
	Page 1 of 2

### Policy

Thoroughly review the circumstances of the foster family prior to re-opening a foster home. A casework supervisor must approve the decision to re-open a foster home/approve a previously licensed foster home.

### Purpose

A foster family may wish to re-open for a variety of reasons, including:

- a change in family circumstances,
- the family is requested to consider the placement of a former foster child, or
- a sibling of a child the foster family adopted requires placement.

### Procedures

Consult with the supervisor and obtain approval before proceeding with the request.

Assess the family by:

- completing a Caregiver Reassessment [FC2605] if the foster home has been **closed for less than two years**. This must include an assessment of the family's circumstances since closure to determine if the foster home will meet the requirements for foster home approval and licensing, or
- completing a new home study if the foster home has been **closed for over two years** or if there is a new foster parent applicant in the family or other significant changes in the family.

The applicant must apply for and be issued a licence prior to children being placed.

### Recording

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



[1.3 Home Study Report](#)

[3.3.3 Assessments](#)

[5.1 Licensing a Foster Care Provider](#)



Caregiver Reassessment [[FC2605](#)]

Contact Notes [[CS0072](#)]

To report a broken link click [here](#).

Superseded

## Chapter 3: Foster Care

Section: <b>3.2 Supporting a Child's Placement</b>	Issue Date: October 1, 2011
Subsection: <b>3.2.1 Matching</b>	Revision Date: October 1, 2011
	Page 1 of 2

### Policy

Match a child requiring placement with a foster home based on the all of the information available on the child and the foster family.

### Purpose

All information learned about a foster family through the home study, foster care worker contacts, caseworker contacts, the successes and challenges of various placements, and ongoing foster home assessments needs to be considered when making an informed decision to match a child and a foster home.

### Procedures

#### Collaboration

Collaborate with caseworkers to share information available about foster family and children who require placement through every step of the matching process.

#### Preparing for Matching

Prepare for matching a foster family to a child who needs placement by considering the:

- capacity of the foster family,
- ages, number of children in the foster home and sibling groups,
- special needs of the children in the home and the child being considered,
- foster family's strengths and challenges,
- personality and interests of each family member,
- foster family's racial, ethnic and religious background,
- community where the foster home is located,
- the foster family's support network, and

- the ability of the foster family to accommodate a sibling group.

The caseworker completes a Placement Intake Screening [FC3104] and a Foster Care Placement Needs Scoring Chart [FC3603] when requiring a foster care placement for a child.

### Determining the Best Match

Upon receiving the placement intake screening, use the information and the child's placement needs score to determine the best possible foster care match for the child:

- Consider:
  - the foster homes available,
  - the classification, interest, training, skills and suitability of each available foster home,
  - the willingness of the foster family to facilitate ongoing contact between siblings or between the child and the child's birth family,
  - the reasons for requesting an out-of-area placement if the request is for a child who currently lives in another office's jurisdiction, and
  - s.2(i) of CYFEA, Matters to be Considered.

### Potential Match Identified

Upon identifying a potential match:

- provide the foster parent with all information known about the child and the child's family that is relevant to the child's care, and
- arrange as many pre-placement visits with the child as is reasonable if the foster parent agrees that the child is a good match.

### Recording

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



Contact Notes [[CS0072](#)]

Foster Care Placement Needs Scoring Chart [[FC3603](#)]

Placement Intake Screening [[FC3104](#)]

## Chapter 3: Foster Care

Section: <b>3.2 Supporting a Child's Placement</b>	Issue Date: October 1, 2011
Subsection: <b>3.2.2 When a Child is Placed</b>	Revision Date: October 1, 2011
	Page 1 of 3

### Policy

Provide intensive contact and support for the first three months after a child is placed in a foster home.

### Purpose

New placements are most successful when a foster parent has received all of the information available about a child. Intensive support from the foster care worker and the caseworker during the first three months may prevent a removal request due to attention to emerging issues.

### Procedures

#### Preparing for a Placement

Identify and arrange the supports required by the foster parent to provide quality care and meet the needs of the child, once the decision is made to place the child in the foster home.

#### Contact and Support upon Placement

Coordinate with the caseworker to ensure the child and the foster parent are appropriately matched and are receiving the services and supports they require for the first three months. Base the contact and support provided on:

- the needs of the child,
- the skills of the foster parent, and
- other factors specific to the child and the case plan.

If the child's placement needs score is higher than the classification of the foster home:

- collaborate with the child's caseworker to complete and implement a Foster Care Support Plan [FC3605], and

- collaborate with the child's caseworker to complete the special rates forms [FC0245] and [FC0246], if applicable.

### Reviewing the Scoring Chart after Placement

If the child is entering the director's care for the first time, with the foster parent and caseworker:

- review the Foster Care Placement Needs Scoring Chart [FC3603] after the child has been in the placement for 30 days, and
- collaborate with the caseworker to complete a Foster Care Support Plan [FC3605] and/or special rates forms, if required.

### Involvement in Case Planning for the Child

Participate with the foster parent and the child's caseworker in the development of the child's case plan.

**NOTE:** The caseworker retains all casework and permanency planning responsibility for the child.

### Ongoing Support

Provide ongoing support to the foster parent during the child's placement as required.

### Recording

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



[3.2.3 Supporting a Child's Case Plan](#)

[3.3.4 Contacting and Supporting the Foster Family](#)

[3.3.5 Foster Care Support Plan](#)

[7.3.3 Casework Responsibilities During Placement \(Intervention\)](#)



Contact Notes [[CS0072](#)]

Face Sheet – Special Rate Schedule [[FC0246](#)]

Foster Care Placement Needs Scoring Chart [[FC3603](#)]

Foster Care Support Plan [[FC3605](#)]

Services Expected from a Foster Family [[FC0245](#)]

To report a broken link click [here](#).

Superseded

## Chapter 3: Foster Care

Section: <b>3.2 Supporting a Child's Placement</b>	Issue Date: October 1, 2011
Subsection: <b>3.2.3 Supporting the Child's Case Plan</b>	Revision Date: October 1, 2011
	Page 1 of 2

### Policy

Support the foster parents in understanding and meeting their responsibilities in the child's case plan.

### Purpose

Foster parents need to understand their roles and responsibilities to support the successful outcome of the child's case plan.

### Procedures

#### Foster Parent's Case Plan Responsibilities

Participate with the foster parent and the caseworker to support the case plan.

Assist the foster parent to carry out their responsibilities under the child's case plan by:

- supporting the foster parent to complete all assigned tasks, and
- linking the foster parent to any resource needed to carry out their responsibilities.

#### Updating the Caseworker

Keep each caseworker with a child placed in the foster placement informed about:

- the progress of the placement,
- the foster parent's ability to support the case plan,
- emerging issues and plans to address them,
- supports and resources needed from the caseworker,
- any significant events or changes with the foster parent,



- any concerns about the child's or foster family's safety, and
- any intention of or need of the foster parent to use an alternate child care provider.

### **Caseworker Considering the Foster Parent as a Permanent Placement**

Discuss with the foster parents:

- their understanding of the child's immediate and long-term needs,
- their interest and ability to make a permanent commitment to the child through adoption or private guardianship, if appropriate,
- the information and supports the foster parent would need to adopt or obtain private guardianship, and
- their role in supporting permanency if they choose not to apply for adoption or private guardianship.

### **Recording**

Record all contacts, consultations and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## **Related Information**



[3.4 Child Care Arrangements](#)

[7. Adoption by Foster Parents or Kinship Care Providers \(Adoption\)](#)



Contact Notes [[CS0072](#)]

To report a broken link click [here](#).

## Chapter 3: Foster Care

Section: <b>3.2 Supporting a Child's Placement</b>	Issue Date: October 1, 2011
Subsection: <b>3.2.4 Medical Care</b>	Revision Date: October 15, 2020
	Page 1 of 4

### Policy

Foster parents are sub-delegated by the director under the Delegation Schedule responsibility for a child's ordinary medical and dental care. See Appendix A-2 Delegation Schedule.

### Purpose

Ordinary medical and dental care procedures are procedures that are administered and performed on a routine basis and that do not require hospitalization, surgery or use of general aesthetic.

Foster parents live with the child who is in the custody or under the guardianship of the director and therefore, can more easily attend to and schedule the child's medical, dental and optical appointments.

### Procedures

Advise the foster parent:

- of their responsibility to document medical, dental and optical information about the child in their care and communicate the information to the caseworker, in a manner agreed upon with the caseworker,
- of their responsibility to record illnesses, medical appointments and prescriptions,
- that they may consent to **ordinary** medical and dental care, and
- to advise the caseworker when a child requires **essential** medical, surgical, dental or other remedial treatment recommended by a physician or dentist. This allows the caseworker to obtain the appropriate consent, approval and/or order to obtain the treatment.

### Payment

The foster parent obtains any needed ordinary medical, dental or optical care using the child's Alberta Health Care card or the Treatment Services Card for

payment, including prescription drugs. For a child registered under the *Indian Act*, the foster parent is to give the service provider the child's registration number and advise the service provider to bill Health Canada. The caseworker will follow CS/DFNA procedures for payment for procedures not covered.

### **Medical Care**

Inform the foster parent that:

- A foster parent is to accompany the child to any medical or dental appointment unless the child's guardian has retained this responsibility or the caseworker agrees with the foster parent and child that the child is capable of attending the appointment alone.
- A foster parent is to book a medical examination within two working days of the child coming into care and on an annual basis thereafter in addition to any other appointments required for health concerns. The foster parent is to take the Medical Report form [CS0006], as provided by the caseworker in the event the caseworker is not present for the appointment, and request the physician to complete the Medical Report form.
- When an infant is released from hospital, the foster parent is to attend the hospital for discharge to learn firsthand of the experience, care, schedule and soothing methods of the infant. If the foster parent is unable to attend, the caseworker will gather the relevant information about the infant to provide to the caregiver at the time of placement.

### **Dental Care**

Inform the foster parent that:

- A child must have a dental examination completed within two months of coming into care if one was not completed in the preceding year.
- A dental examination must be completed annually for a child who has been in the continuous care of the director for more than a year.
- If the dentist recommends orthodontic work, the foster parent refers the dentist to the caseworker for approval.

### **Optical Care**

Inform the foster parent that:

- An optical examination must be completed annually for a child who has been in the continuous care of the director for more than a year.

### **Medications**

Inform the foster parent that:

- The foster parent purchases any needed non-prescription drugs using the basic maintenance.
- All new prescriptions or changes in prescriptions must be reviewed with the caseworker.
- The foster parent must administer all medications unless a caseworker has agreed that a child may self-administer medication.

### Emergency Situations

Advise foster parents that for a child under guardianship, a foster parent may provide consent for **emergency medical services only** when the following criteria are met:

- In the expert opinion of a medical professional, a child needs emergency medical services in order to:
  - prevent death,
  - prevent further injury, or
  - prevent disability of the child

and

- contacting the director will delay emergency treatment enough to endanger the child's life, cause further injury or disability.

The director must be contacted as soon as the emergency situation has passed.

### Ambulance Services

Except in an emergency, the foster parent must request prior approval for ambulance services.

### Prosthesis

The foster parent requests written prior approval for the purchase of any needed prosthetic equipment or appliance.

### Recording

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



### [3.2.6 Child Safety](#)

[9.1.1 Medical/Dental Consent \(Intervention\)](#)

[9.1.3 Medical Care \(Intervention\)](#)

[9.1.4 Medical Services Payment \(Intervention\)](#)

[9.1.5 Dental \(Intervention\)](#)

[9.1.6 Optical Care \(Intervention\)](#)

[9.1.11 Medical Services Payment Coverage \(Intervention\)](#)

[9.1.12 Medication Management \(Intervention\)](#)

[Appendix A-2 Delegation Schedule \(Intervention\)](#)



Contact Notes [[CS0072](#)]

*To report a broken link click [here](#).*

Superseded

## Chapter 3: Foster Care

Section: <b>3.2 Supporting a Child's Placement</b>	Issue Date: October 1, 2011
Subsection: <b>3.2.5 Child Management</b>	Revision Date: October 19, 2021
	Page 1 of 2

### Policy

Every foster parent is to be made aware of the child management expectations and regulated prohibitions, and be supported in meeting these expectations.

### Purpose

Foster parents must be guided by discipline practices that promote children's self-esteem and independence while ensuring their physical safety.

### Procedures

On an ongoing basis, engage foster parents in a discussion of s.9 of RFLR and CS's expectations, including supporting them to:

- obtain training in the approved child guidance strategies,
- use child guidance strategies that encourage self-control, independence, self-respect and respect for others,
- adhere to the prohibitions regarding physical discipline, degradation and emotional deprivation,
- commit to refrain from using child guidance methods that ridicule, humiliate, degrade, insult, undermine dignity or undermine self-worth,
- abstain from using disciplinary measures that threaten or actually:
  - deny basic necessities such as food, shelter, clothing, sleep, washroom access or medication,
  - deny visits or contact with family or extended family,
  - confine the child in a locked place, or
  - threaten the child be removed from the placement,
- ensure that each new child placed in the home is made aware of the standard of behaviour expected in the home and the child's consequences for not meeting the standard, and

- commit to apply the standard of behaviour and the consequences sensitively and fairly, adjusting the application to each child's needs, abilities and level of development.

### Child Management Challenges

If an individual foster child has specific child management challenges:

- provide extra support to the foster parent,
- assist the foster parent in identifying and obtaining available relevant training, self-study material, books or consultation,
- develop, with the caseworker and foster parent, an individual child management plan if the behaviour is becoming unmanageable, and
- support the foster parent in implementing the plan.

### Recording

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



[3.1.4 Agreement to Foster](#)

[5. Licensing](#)



Contact Notes [[CS0072](#)]

To report a broken link click [here](#).

## Chapter 3: Foster Care

Section: <b>3.2 Supporting a Child's Placement</b>	Issue Date: October 1, 2011
Subsection: <b>3.2.6 Child Safety</b>	Revision Date: October 1, 2011
	Page 1 of 2

### Policy

Every foster parent must be aware of the child safety expectations and must be supported to meet these expectations.

### Purpose

Steps must be taken to ensure that children in the custody or under the guardianship of the director are kept safe from harm to the extent possible.

### Procedures

#### Child Safety Expectations

Provide foster parents with information on child safety and the duties of a licence holder per s.11 of RFLR.

#### Water Safety

Inform foster parents that they must be aware of, and committed to provide safety in and around water by:

- constantly supervising preschool aged children when bathing,
- keeping toilet seats down when preschool children are in the home,
- emptying a wading pool, bucket or bathtub immediately after use, and
- keeping small children away from water hazards in or near the home.

#### Trampolines

Inform foster parents that no child under six should use a full size trampoline and that a child on a trampoline must be supervised at all times.



### Child Operating Off-Highway Vehicles

Inform the foster parent that a child requires caseworker approval to operate an off-highway vehicle and is allowed to operate an off-highway vehicle only:

- according to the law,
- after proper training,
- with supervision,
- with appropriate protective gear,
- on private property,
- without a passenger, and
- with respect for the environment and other operators.

### Children Using a Weapon

Inform the foster parent that:

- a child can use a weapon only within sight, and under the supervision, of a responsible adult, and
- a child can own or receive a weapon only with approval from the caseworker.

### Recording

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



[1.6 Transporting Children \(Intervention\)](#)  
[7.4. Firearms Licence \(Intervention\)](#)



Contact Notes [[CS0072](#)]



[Advisories and Warnings](#)

[Is Your Child Safe?](#)

[Transport Canada](#)

[Safety Tips: private swimming pools, hot tubs and spas \[2018\]](#)

## Chapter 3: Foster Care

Section: <b>3.2 Supporting a Child's Placement</b>	Issue Date: October 1, 2011
Subsection: <b>3.2.7 Environmental Safety</b>	Revision Date: December 14, 2018
	Page 1 of 4

### Policy

Foster parents must comply with the health and safety requirements set out in s.11 of RFLR and HS policy.

### Procedures

#### Health and Safety Expectations

Support the foster parent to meet the obligations outlined in the Environmental Safety Assessment for Caregivers [FC3606] on an ongoing basis. Support and assist the foster parent with any follow-up required by the licensing officer. Discuss with foster parents, the following:

#### Sleeping Arrangements

Each child in care must have a separate bed or crib, as a permanent sleeping arrangement based on the age and development of the child, which meets Canadian safety standards.

Children under the age of six years cannot sleep on the top bunk of bunk beds. Inform the foster parents that Alberta Health Services Safe Sleep Practices for infants with normal development (0 to 12 months) must be followed including;

- placing baby on back to sleep,
- keeping baby warm, not hot,
- ensuring the baby does not bed-share with anyone due to a number of associated risks, including falls and suffocation (**bed-sharing means a baby is sleeping on the same surface, bed, sofa, couch, etc., with another person**) and;
- cribs must be free of quilts, comforters, bumper pads, stuffed animals, pillows and other pillow-like items.

Foster parents providing care for a child 36 months and under must be educated in the most current recommendations to reduce the risk of unexplained sudden

infant death, including safe sleeping, soothing and self-regulating, by attending Safe Babies caregiver training.

Advise foster parents that they are to follow the most current recommendations for safe sleeping unless, after consultation with the designated physician, they have his/her permission to vary the recommendation. Any variations **must** be discussed with the caseworker and documented.

### **Car Restraints**

Inform the foster parent that all infant, child and booster seats must meet Transport Canada's safety regulations.

### **First Aid Certification**

Advise each foster parent that they must hold a valid first aid certificate and newly licensed foster parents must complete first aid within six months of approval and every three years thereafter.

### **Medication and Toxin Storage**

Inform the foster parent that any prescription and non-prescription drugs are to be stored in a locked facility. Instruct the foster parents to store hazardous chemicals and other toxins, including cannabis, cannabis products and plants, out of the reach of children.

### **Weapon Storage and Use**

Inform the foster parents that:

- all weapons, including firearms, BB guns, pellet guns, sport and hunting knives, cross bows and arrows, must be stored in a locked facility,
- ammunition must be locked up separately,
- all firearms must be trigger locked, and
- no child in the home is to have access to the trigger lock keys.

**NOTE:** Foster parents must inform the foster care worker, licensing officer and caseworker if there are any weapons in the home.

If the foster parent requests approval to purchase trigger locks, the cost will be reimbursed.

### **Emergency Evacuation Procedures**

Inform the foster parent that every person who lives in the home needs to know the emergency evacuation procedures and participate in a monthly practice.

**Fire Extinguishers and Smoke Detectors**

Direct the foster parent to check monthly that all fire extinguishers and smoke detectors are in working condition.

**Universal Precautions**

Inform the foster parent that they must:

- use practices that minimize transmitting infectious diseases, and
- orient the child to the expected health practices in the home when a child is placed.

**Non-Smoking Environment**

Inform the foster parents that they must be aware of, and committed to provide a non-smoking environment by:

- not allowing tobacco and/or cannabis smoking in the home when a foster child is placed,
- not allowing tobacco and/or cannabis smoking in a vehicle when a foster child is present,
- not allowing use of smokeless tobacco and/or cannabis products when a foster child is present, and
- not purchasing tobacco and/or cannabis products for a foster child.

**NOTE:** This policy does not restrict the spiritual use of tobacco.

**Transportation of Children**

If foster parents drive and transport children, inform them that they must demonstrate commitment to vehicle safety and safe transportation by:

- providing proof of a valid driver's licence, car registration and insurance,
- using automobile child safety seats, booster seats, seatbelts and air bags according to Transport Canada's safety policy and regulations, and
- allowing a child to operate a vehicle only with the caseworker's approval.

**Recording**

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



- [5.1.1 Initial Foster Home Licence](#)
- [5.1.2 Renewal of a Foster Home Licence](#)
- [5.4.2 Varying, Suspending or Cancelling a Licence](#)
- [1.6 Transporting Children \(Intervention\)](#)
- [7.4.3 Firearms Licence \(Intervention\)](#)



- [Cribs, Cradles and Bassinets Regulations](#)
- [Canada Consumer Product Safety Act](#)
- [Hazardous Products Act](#)



- [Contact Notes \[CS0072\]](#)
- [Environmental Safety Assessment for Caregivers \[FC3606\]](#)



- [Safe Sleep](#)
- [Safe Sleep Video](#)
- [Alberta Health Services Safe Infant Sleep Resources](#)
- [AHS Safe Sleep - for baby's first year Brochure](#)
- [Safe Sleep for Your Baby Brochure](#)
- [Transport Canada/Child Safety](#)

To report a broken link click [here](#).

## Chapter 3: Foster Care

Section: <b>3.2 Supporting a Child's Placement</b>	Issue Date: October 1, 2011
Subsection: <b>3.2.8 When a Child Leaves</b>	Revision Date: October 1, 2011
	Page 1 of 2

### Policy

After a foster child leaves a foster home, a discussion is to be held with the foster parent to review that placement and to plan for the next placement.

### Purpose

A foster parent needs the opportunity to debrief, take a break, if necessary, and work with the foster care worker to update their matching criteria.

### Procedures

#### When a child leaves

- discuss with the foster parent the reasons for the child's move,
- request that the caseworker hold a case conference, if required, to identify the responsibilities and tasks related to the move,
- support the foster parent in preparing the child and the foster family members for the move, and
- assist the foster parent to identify all information, records and materials to be returned to the caseworker.

#### Obtain feedback

Once the child has moved, review the caseworker's Placement Resource Feedback Report [FC2824] with the foster parent to identify strengths and challenges for consideration in upcoming matches.

#### Recording

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



Contact Notes [[CS0072](#)]

Placement Resource Feedback Report [[FC2824](#)]

To report a broken link click [here](#).

Superseded

## Chapter 3: Foster Care

Section:	<b>3.3 Supporting and Monitoring Foster Homes</b>	Issue Date: October 1, 2011
Subsection:	<b>3.3.1 Classifying Foster Homes</b>	Revision Date: June 15, 2012
		Page 1 of 2

### Policy

Every foster parent must be classified as a level 1 or level 2 foster home.

### Purpose

Classifying a foster home:

- recognizes the knowledge, skills and experience of a foster parent,
- assists in matching a prospective foster child to a foster parent's abilities,
- offers incentive for a foster parent to develop their abilities, and
- provides financial compensation reflective of the foster parent's skills and abilities.

### Procedures

#### Assigning a Classification

Upon approving a new foster home:

- classify the home as a level 1 foster home unless the foster parent has been exempted from the training requirements for a higher classification,
- inform each foster parent of the expectations of level 1 foster homes as set out in Foster Care Classification Expectations [FC3604],
- inform each foster parent of the requirement to complete the core foster care training within four years, and
- develop a learning plan with each foster parent to complete at least nine hours of training annually
- classify the home as a level 2 foster home if the foster care provider is:
  - an approved foster home transferring from another jurisdiction to Alberta,



- a previous foster home, or
- has specialized experience and education.

### Reclassification to a Level 2 Foster Home

To reclassify a foster home to level 2:

- confirm that each foster parent has completed all of the core foster care training modules,
- review the most recent annual assessment and all placement feedback reports to determine that each foster parent has demonstrated level 2 competencies,
- review with each foster parent the expectations of a level 2 placement and the needs of children who require a level 2 placement,
- confirm with each foster parent a commitment to accept children identified as needing a level 2 placement, and
- if the supervisor approves reclassifying the placement, reclassify the home as a level 2 foster home.

All level 2 classifications must complete core training unless an equivalency exemption is granted by the casework supervisor.

### Recording

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



[3.3.7 Foster Parent Training](#)



Contact Notes [[CS0072](#)]

Foster Care Classification Expectations [[FC3604](#)]

To report a broken link click [here](#).

## Chapter 3: Foster Care

Section:	<b>3.3 Supporting and Monitoring Foster Homes</b>	Issue Date: October 1, 2011
Subsection:	<b>3.3.2 Number of Child Placements</b>	Revision Date: May 1, 2014
		Page 1 of 3

### Policy

Each foster home must be assigned a number of child placements. The number of placements is based on an assessment of the foster home's capacity and is tied to the foster home classification level, as follows:

- Level 1 foster home: 1 or 2 placements
- Level 2 foster home: 1, 2, 3 or 4 placements

**NOTE:** A foster home is not eligible for additional placements beyond the number allotted for its classification. This applies even if the home is licensed for more placements.

### Purpose

Foster parents must be assessed as having the capacity necessary to provide appropriate care to, and meet the needs of, every child placed in their home.

### Procedures

#### Assigning the Number of Child Placements

Assign the number of child placements to a foster home based on the foster home's capacity. An assessment of foster home capacity includes a review of the:

- number of dependants and the number of children under the ages of two years and three years who are under the direct care and supervision of the foster parent,
- classification of the foster parent,
- training, skills and experience of each parent,
- number of dependents and other persons who reside in the home (developmental, emotional, behavioural, or other special needs),

- amount of personal space, storage space, activity space and outdoor space available for foster children, and
- availability of supports in the community for the foster children and the foster family.

**NOTE:** A child being provided respite care is not counted in the number of child placements.

### **Considerations to assign additional child placements beyond the classification level**

A foster home may be eligible for a child placement beyond the classification level in the following circumstances:

- it would keep a sibling group together,
- it would meet a child's ethnic or cultural needs,
- it would place a child who is returning to care in his or her previous placement, or
- the situation is so exceptional that no other alternative is reasonable (e.g. teen with a child or child related to a foster parent).

### Criteria

The following information must be provided to a manager or a DFNA Director. To obtain approval to assign a child placement beyond the classification level, the following requirements **must** be met:

- every reasonable alternative placement has been considered,
- the foster home has had placements for at least six continuous months,
- the current assessment (six month, annual or reassessment) indicates that the foster parent has the training and skills necessary to care for every child currently placed and being considered for placement,
- the licensing officer confirms the foster home meets the regulated requirements to be licensed for the number of children being considered for placement and is prepared to vary the licence accordingly,
- the foster care worker and foster care supervisor recommend approval of the placement, and
- a Foster Care Support Plan [FC3605] has been completed and approved for implementation upon placement of the additional child.

Take into account the:

- ages and individual needs of the children currently in the placement,

- match between the children currently in the placement and the proposed children,
- support to place additional child placements from the caseworkers of the children already in the placement,
- anticipated duration of the child's placement being considered for a placement beyond the classification level.

#### Approving a Placement beyond the Classification Level

Upon reviewing the criteria and considerations, the manager decides whether to approve the placement. DFNA directors determine who will approve placements beyond the classification level within their Agency.

Obtain, in writing, the manager's approval of the placement beyond the classification level.

Notify the licensing officer if a varied licence needs to be issued.

**NOTE:** The manager's approval of a placement beyond the classification level is only valid for the child specific to the request.

#### **Recording**

Record all contacts, consultations, decisions and rationale for decisions, on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

### **Related Information**



[3.2.1 Matching](#)

[3.3.1 Classifying Foster Homes](#)

[3.3.3 Assessments](#)

[5.1.1 Initial Foster Home Licence](#)

[5.1.2 Renewal of a Foster Home Licence](#)



Contact Notes [[CS0072](#)]

Foster Care Support Plan [[FC3605](#)]

To report a broken link click [here](#).

## Chapter 3: Foster Care

Section: <b>3.3 Supporting and Monitoring Foster Homes</b>	Issue Date: October 1, 2011
Subsection: <b>3.3.3 Assessments</b>	Revision Date: October 1, 2011
	Page 1 of 4

### Policy

A six month assessment **must** be completed on each new foster home.

An annual assessment **must** be completed on all foster homes.

A foster home **must** be reassessed if there have been significant changes in the home.

### Purpose

Assessments evaluate the foster parent's ability to care for foster children as well as evaluate whether the needs of children placed are appropriately matched with the foster parent's abilities and capacity. The early identification of issues and needed supports prevents removals and the closure of foster homes.

### Procedures

#### Six Month Assessment

Complete the Foster Care Six Month Assessment [FC3896] after a new or reopened foster home has been open for six months. When completing the assessment:

- include the foster family's input,
- focus on the foster family's general well-being and response to the fostering experience,
- address the foster family's strengths and challenges, and
- address any concerns regarding the expectations of foster homes.

Use the results of the assessment to:

- update the placement matching criteria,
- identify training needs, and

- identify support needs.

**NOTE:** The six month assessment **must** be completed prior to considering the foster home for a change in the number of child placements.

### Annual Assessment

Review:

- feedback received over the past year from caseworkers and service providers regarding the ability of the foster family to:
  - meet the needs of the children placed in the placement,
  - work cooperatively with caseworkers, service providers and/or the child's family, and
  - become aware of their challenges and to develop abilities in these areas,
- the supports and training provided to the foster family, and
- the impressions of the children placed in the home.

Visit the foster family and complete the annual assessment using the Foster Care Annual Assessment [FC0172].

When completing the assessment:

- include the foster family's input,
- focus on the foster family's general well-being and response to the fostering experience,
- address the family's strengths and challenges,
- ask whether any child in the home 12 years or older has been involved in the criminal justice system and, if so, what were the details,
- ensure each foster parent has completed the training required in the training plan developed for the past year, and
- address any concerns regarding the expectations of foster homes.

Use the results of the assessment to:

- update the placement matching criteria,
- update the assigned classification and number of child placements,
- identify training needs, and
- identify needed supports.

Develop a learning plan with the foster parent to complete any required training plus any training needed to meet the specific needs of a child placed in the home.

**NOTE:** An annual assessment is a regulated requirement for the renewal of a foster home license per RFLR s.4(a).

### Reassessment

Reassess a foster home using the Caregiver Reassessment [FC2605] if there have been any of the following significant changes:

- a change in the family structure or in who lives in the placement,
- changes to the health of the foster family,
- a change to the living space of the residence,
- a significant financial change,
- a criminal charge against a resident of the placement,
- a change in location,
- any other change that might affect the foster parent's ability to foster or affect the current licence, or
- the foster parent has applied in writing to have the licence terms or conditions varied.

Inform the licensing officer if the reassessment impacts the existing licence.

### Recording

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



- [3.1.4 Agreement to Foster](#)
- [3.3.1 Classifying Foster Homes](#)
- [3.3.2 Number of Child Placements](#)
- [3.3.7 Foster Parent Training](#)
- [5.1.2 Renewal of a Foster Care Licence](#)



Caregiver Reassessment [[FC2605](#)]

Contact Notes [[CS0072](#)]

Foster Care Annual Assessment [[FC0172](#)]

Foster Care Six Month Assessment [[FC3896](#)]

To report a broken link click [here](#).

Superseded



## Chapter 3: Foster Care

Section:	<b>3.3 Supporting and Monitoring Foster Homes</b>	Issue Date: October 1, 2011
Subsection:	<b>3.3.4 Contacting and Supporting the Foster Family</b>	Revision Date: October 1, 2011
		Page 1 of 3

### Policy

Regular contacts and visits must occur with a foster family while there is a foster child placed in the home.

### Purpose

Supporting a foster family helps meet the needs of each child placed in the home.

### Procedures

#### Contact During the Placement

While a child is placed with a foster parent:

- visit the foster parent at least once a month for the first three months after a child is placed in the home,
- have face-to-face contact visit at least once every three months with the foster parent thereafter, and
- have monthly contact with the foster parent.

Tailor the amount of contact, the nature of the contact and with whom to have contact by considering at least the:

- number and needs of the children placed,
- experience and skills of the foster parent,
- foster parent's responsibilities under the case plan, and
- relationships among the children living in the home.

### Review of Placement

Through ongoing contacts and visits with the foster family, continually review the:

- progress of each child's placement in the foster home,
- foster parent's challenges and successes,
- foster parent's behaviour management strategies,
- child's adjustment to the placement, school, neighbourhood, peers and other community contacts,
- contacts the child has with the caseworker, service providers and family members, and
- foster parent's ability to support the case plan, including:
  - progress in completing assigned tasks,
  - use of community resources,
  - ability to maintain cultural connections, and
  - relationship with the caseworker, service providers and the child's family members.

### Supporting the Foster Home

During ongoing contacts with the foster parent:

- assist the foster parent to obtain case information to support the case plan,
- identify emerging issues that need to be addressed,
- identify support, resources and training that would assist the foster parent meet the child's needs,
- provide the identified supports or ask the caseworker to provide the supports, and
- coordinate planning for the provision of identified supports.

### Child-Specific Training

If the foster parent's ability to care for the child would be enhanced by taking training:

- develop a child-specific training plan with the foster parent,
- provide or arrange for the identified training, and
- if the relevant training is not available, provide consultation that will meet the need.

### Recording

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



[3.2.2 When a Child is Placed](#)

[3.3.5 Foster Care Support Plan](#)

[3.3.7 Foster Parent Training](#)



Contact Notes [[CS0072](#)]

To report a broken link click [here](#).

Superseded

## Chapter 3: Foster Care

Section:	<b>3.3 Supporting and Monitoring Foster Homes</b>	Issue Date: October 1, 2011
Subsection:	<b>3.3.5 Foster Care Support Plan</b>	Revision Date: October 1, 2011
		Page 1 of 2

### Policy

Develop a foster care support plan when there is a need for additional support due to the complex needs of a child or exceptional circumstances of a foster home.

### Purpose

Support plans are to help provide foster parents with the supports necessary to meet the needs of children in their care.

### Procedures

#### Developing a Foster Care Support Plan

Develop a Foster Care Support Plan [FC3605] with the caseworker and foster family if:

- the foster home is classified at level 1 and the child's Foster Care Placement Needs Scoring Chart [FC3603] has at least a third of the check marks in the level 2 classification column,
- the foster home is classified at level 1 or level 2 and the child's Foster Care Placement Needs Scoring Chart has at least one of the check marks in the specialized classification column,
- the child has specific needs or the foster family is experiencing exceptional circumstances, or
- there is approval to assign placements beyond the classification guidelines.

Document in the support plan the foster family's ongoing informal supports, such as existing support systems, increased caseworker or foster care worker contact with the family, child-specific training, etc.

**NOTE:** Support plans require the approval of the caseworker's supervisor.

Additional support services that may be provided in a support plan may include:

- child care
- a youth worker
- one-to-one worker
- in home support
- training
- cultural advisor/support
- a homemaker
- a tutor
- exceptional recreation
- counselling/assessment
- transportation (drivers)

### Recording

Record all contacts, consultations and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

### Related Information



Contact Notes [[CS0072](#)]

Foster Care Placement Needs Scoring Chart [[FC3603](#)]

Foster Care Support Plan [[FC3605](#)]

To report a broken link click [here](#).

## Chapter 3: Foster Care

Section: <b>3.3 Supporting and Monitoring Foster Homes</b>	Issue Date: October 19, 2021
Subsection: <b>3.3.6 Financial Compensation</b>	Revision Date: October 19, 2021
	Page 1 of 1

### Policy

All foster caregivers will receive financial compensation to care for children or youth in their home.

In addition, all children and youth in care receive entitlements to further support them in their placements.

### Purpose

Foster caregivers are compensated for the day-to-day care and special needs of the children and youth in their care. Children and youth receive financial support for their cultural, social, emotional and physical development.

### Practice Support

[Financial Compensation](#)

To report a broken link click [here](#).

## Chapter 3: Foster Care

Section: <b>3.3 Supporting and Monitoring Foster Homes</b>	Issue Date: October 1, 2011
Subsection: <b>3.3.7 Foster Parent Training</b>	Revision Date: February 1, 2017
	Page 1 of 2

### Policy

Every foster parent must be aware of the training expectations and supported to meet these expectations.

### Purpose

Foster care training enables foster parents to continually improve their knowledge, skills and abilities to provide nurturing and supportive care to children who often present developmental, emotional and behavioural challenges beyond those experienced in normal parenting.

**NOTE:** Training is a regulated requirement per the RFLR s.4(c).

### Procedures

#### Training

Advise new foster parents that they must have current First Aid certification within six months as per licensing regulations. Foster parents must maintain current First Aid certification. After initial First Aid certification, First Aid recertification training hours can be used toward the yearly requirement of supplemental training hours.

Inform each foster parent of core training expectations and that they must complete core foster care training within four years of initial approval.

Inform new foster parents that they must complete a minimum of nine hours of training each year as a level 1 foster home until the completion of core training and nine hours of supplemental training thereafter.

Inform level 2 foster parents that they must complete 12 hours of supplemental training each year.

Use the Challenge Tool to determine if foster parents have the skills from previous training and/or experience to be exempt from any core training.

### Payment

Inform foster parents that they will be reimbursed for babysitting, mileage and subsistence for core training as per the Caregiver Rate Schedule [FC1263].

### Recording

Record all contacts, consultations, decisions and rationale for decisions, on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

Keep an up-to-date record of all training completed by each foster parent.

## Related Information



[3.3.6 Financial Compensation](#)

[5.1 Licensing a Foster Care Provider](#)



Contact Notes [[CS0072](#)]

Caregiver Rate Schedule [[FC1263](#)]



[Orientation for Caregivers Training](#)

To report a broken link click [here](#).



## Chapter 3: Foster Care

Section: <b>3.3 Supporting and Monitoring Foster Homes</b>	Issue Date: October 1, 2011
Subsection: <b>3.3.8 The AFPA</b>	Revision Date: October 19, 2021
	Page 1 of 2

### Policy

CS staff members must be familiar with the role of the AFPA and the AFPA supports available to foster parents.

### Purpose

CS and the AFPA both work with, and support, foster parents caring for the children in the director's care. Familiarity with the AFPA and the services they provide enables staff to appropriately refer foster parents for additional information and support.

### Procedures

Liaise with the AFPA to provide training and foster parent recognition events.

Refer foster parents to the AFPA for supports including assistance with disputes and the support of the Foster Allegation Support Team.

#### Citation Evenings

Support the AFPA to organize and hold annual local foster parent recognition evenings where CS presents certificates of recognition or "citations" that recognize foster parents who have actively fostered for five years or multiples of five years.

The AFPA presents five year pins and plaques for multiples of five years from 10 years on.

Assist the local AFPA by:

- calculating eligibility for recognition by:
  - counting the total years of active fostering by a family as of the end of the previous calendar year,

- deducting any planned break from fostering of more than six continuous months, and
- considering as eligible each family whose net total years of active fostering is a multiple of five,
- ordering plaques from the provincial AFPA, and
- providing Foster Care Certificates [FC3793].

### AFPA Services

Review the AFPA website for additional information on the services and supports offered to foster parents, which include but are not limited to:

- training (partnering with the CFSA's and DFNA's to offer OCT and core training)
- annual foster parent recognition events
- assisting individual foster parents to resolve disputes with caseworkers or foster care workers
- a legal assistance fund for a foster parent who is the subject of a criminal investigation arising out of their duties as a foster parent
- a foster parent insurance rider to cover malicious damage caused to a foster parent's home or property by a foster child in their care
- the Foster Allegation Support Team which provides support to foster parents and their families when an allegation of abuse or neglect has been made against them
- assistance for youth transitioning to adulthood can be found at: <http://www.afpaonline.com/wp-content/uploads/2014/09/Transitioning-From-Care-A-Guide-For-Caregivers-1.pdf>

## Related Information



[3.3.7 Foster Parent Training](#)

[3.3.9 Dispute Resolution](#)



Foster Care Certificate [[FC3793](#)]



[AFPA Website](#)

To report a broken link click [here](#).

## Chapter 3: Foster Care

Section:	<b>3.3 Supporting and Monitoring Foster Homes</b>	Issue Date: October 1, 2011
Subsection:	<b>3.3.9 Dispute Resolution</b>	Revision Date: May 1, 2014
		Page 1 of 3

### Policy

Foster parents need to be informed of their rights regarding administrative reviews and appeals (s.117.1 and 120).

### Purpose

A number of informal and formal dispute resolution mechanisms have been established to support the Ministry's commitment to early resolution of issues that may arise during the course of delivering services under CYFEA.

A foster parent who disagrees with a decision of the director needs to be informed of the informal and formal dispute resolution mechanisms available to them. See 1.4.0 Overview (Enhancement Policy Manual – Intervention).

### Procedures

Advise foster parents that they may engage in the following when in disagreement with a decision of the director:

- discussion of the matter with the casework supervisor,
- discussion of the matter with a manager, if the matter cannot be resolved with the casework supervisor, and
- discussion of the matter with the Child and Family Services Regional Director or DFNA Director if the matter cannot be resolved with a manager.

If a disagreement is not resolved to the satisfaction of the foster parent, or if the foster parent chooses not to engage in a dispute resolution process, the foster parent may proceed with the administrative review process.

#### Administrative Review Process

Advise the foster parent that:

- A review of the decision is conducted in person by an impartial team.

- All parties who have an interest in attending are present and heard from (the child, foster parents, siblings, caseworker).
- A review of paper submissions may be completed prior to the administrative review team meeting with the foster parent and the caseworker.
- The foster parent may have a support person of their choosing attend the meeting with them (e.g. AFPA representative, Foster Allegation Support Team representative).
- Children, who are developmentally able, may participate and may have a support person of their choosing in the room (e.g. an Advocate from the OCYA).
- The caseworker may have their supervisor attend the meeting with them.

For further information, see 1.4.1 Administrative Reviews (Enhancement Policy Manual – Intervention).

### **Appeals**

A foster parent may appeal specific decisions of the director. A foster parent who has had continuous care of a child for more than six of twelve months preceding the decision of the director may appeal the following decisions of the director:

- the removal from, or placement in a foster home of a child who is the subject of a temporary guardianship order or a permanent guardianship agreement or order,
- terms or conditions imposed on a renewal of, but not on the original issuance of, a foster home licence,
- the refusal to renew a foster home licence,
- the variation, suspension, or cancellation of a foster home licence, or
- the terms of an order following an inspection of the foster home.

The appeal panel has the authority to confirm the decision under appeal, or refer the decision to the director for further consideration. The appeal panel does not have the authority to reverse decisions of the Administrative Review Team.

For further information, see 1.4.2 Appeals to the Appeal Panel (Enhancement Policy Manual – Intervention).

### **Recording**

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



[1.4.1 Administrative Reviews \(Intervention\)](#)

[1.4.2 Appeals to the Appeal Panel \(Intervention\)](#)



Contact Notes [[CS0072](#)]

To report a broken link click [here](#).

Superseded

## Chapter 3: Foster Care

Section: <b>3.4 Child Care Arrangements</b>	Issue Date: October 1, 2011
Subsection: <b>3.4.1 Child Care Arrangements Overview</b>	Revision Date: October 1, 2011
	Page 1 of 1

### Overview

Foster parents may require resources to provide child care while they attend appointments, other responsibilities and to allow for breaks from the day-to-day demands of parenting.

Due to the unique needs of children in care, foster parents may also require access to additional child care resources, including those defined under the *Child Care Licensing Act* to support the child's needs or to maintain healthy relationships and prevent burnout.

Child care options fall along a spectrum, ranging from babysitting, relief care, respite care to alternate care providers. Each child care type is used for a different purpose and has distinct expectations for approval and reimbursement.

### Procedures

Advise the foster parent to:

- provide the child's caseworker with information about the child care arrangements they make, and
- provide the child care provider they use with emergency contact information for themselves and the child's caseworker.

### Related Information



[3.4.2 Babysitting](#)

[3.4.3 Relief Care](#)

[3.4.4 Respite](#)

[3.4.5 Alternate Child Care](#)

To report a broken link click [here](#).

## Chapter 3: Foster Care

Section: <b>3.4 Child Care Arrangements</b>	Issue Date: October 1, 2011
Subsection: <b>3.4.2 Babysitting</b>	Revision Date: January 28, 2016
	Page 1 of 2

### Policy

Foster parents may hire babysitters at their discretion for up to 12 hours on any one occasion.

### Purpose

Babysitting is the care of a child for a short duration of time that does not involve overnight care. Babysitting most often occurs in the foster home.

Babysitting is utilized by foster parents when they are participating in business related to foster parenting such as training activities or attending meetings. Foster parents may also hire babysitters when responding to personal commitments as well as taking a short reprieve from the day-to-day demands of care giving/family life.

### Procedures

#### Hiring a Babysitter

Inform the foster parent to consider the following when they hire a babysitter:

- the maturity, skill level and experience of the babysitter,
- the number, configuration and specific needs of the children in the home, and
- that they are able to be reached by the babysitter in the event of an emergency.

#### Compensation/Payment

Advise foster parents:

- If the babysitting need was related to mandatory foster parent training or other business related specifically to fostering, the foster parent will be reimbursed per the Caregiver Rate Schedule [FC1263].

- If the babysitting need was for another reason, the foster parent is to compensate their babysitter. Rates are negotiated and agreed upon by the foster parent and the babysitter.

## Related Information



[3.3.6 Financial Compensation](#)

[3.4.1 Child Care Arrangements Overview](#)



Caregiver Rate Schedule [[FC1263](#)]

To report a broken link click [here](#).

Superseded



## Chapter 3: Foster Care

Section: <b>3.4 Child Care Arrangements</b>	Issue Date: October 1, 2011
Subsection: <b>3.4.3 Relief Care</b>	Revision Date: October 15, 2014
	Page 1 of 3

### Policy

Relief care providers are chosen by the foster parent to care for children when they will be away for an extended period of time (e.g. overnight, a weekend, a week at a time). Relief care may occur in the foster parent's home or in the home of the relief care provider.

Preliminary safety checks must be completed on all relief care providers caring for children in the custody or under the guardianship of the director.

### Purpose

A relief care provider takes on the primary care giving role while a foster parent is away for an extended period of time. Preliminary safety checks are required to ensure the safety of the children in the care of the director.

**NOTE:** Relief care is not a placement; a child must have an approved placement to return to following relief care.

### Procedures

#### Prior to Using a Relief Care Provider

Advise foster parents to inform the child's caseworker and their foster care worker of their plan to utilize a relief care provider.

Inform the foster parent that they need to provide:

- the name, address and contact information of the relief care provider,
- the length of time and dates the child will be in relief care,
- the names of any other persons in the relief care provider's home,
- the relief care provider's consent to an intervention record check using the Intervention Record Check [CS2687], and
- any additional information requested by the caseworker.

Inform the foster parent that they are to provide the child's caseworker's contact information and their own contact information to the relief caregiver.

**NOTE:** If the relief provider is a licensed foster parent, preliminary checks are not required.

### Compensation/Payment

Advise the foster parent that:

- If the need for relief care is related to mandatory foster parent training or other business related specifically to fostering, the foster parent will be reimbursed per the Caregiver Rate Schedule [FC1263].
- If the need for relief is for another reason related to the foster parent (e.g. foster parent holiday), the foster parent is to compensate their relief provider. Rates are negotiated and agreed upon by the foster parent and relief provider.
- Relief may be built into a Foster Care Support Plan [FC3605] and paid or reimbursed through the support plan if there are exceptional circumstances of the foster home such as:
  - the home has child placements beyond the classification level,
  - personal illness,
  - sickness or death within the immediate family, or
  - no other suitable arrangements can be made for the children when the foster parent must be away from the home.

The arrangements and costs must be pre-approved by the caseworker according to the guidelines set by the CFSA/DFNA. If the foster parent's own child will also need the purchased care, the foster parent will pay that child's share of the cost.

### Recording

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



[3.3.6 Financial Compensation](#)

[3.4.1 Child Care Arrangements Overview](#)



Contact Notes [[CS0072](#)]

Caregiver Rate Schedule [[FC1263](#)]

Foster Care Support Plan [[FC3605](#)]

Intervention Record Check [CS2687] – paper form

To report a broken link click [here](#).

Superseded

## Chapter 3: Foster Care

Section: <b>3.4 Child Care Arrangements</b>	Issue Date: October 1, 2011
Subsection: <b>3.4.4 Respite</b>	Revision Date: October 1, 2011
	Page 1 of 2

### Policy

Respite is provided to foster parents caring for children with complex needs.

Respite **must** be provided out of the foster parent's home by licensed foster parents, licensed residential facilities or in programs defined under the *Child Care Act*, to ensure the appropriate level of skill, knowledge and ability to meet the needs of the child.

### Purpose

Respite is intended to provide foster parents with a break from the complex behavioural, medical or physical needs of a child in their care as addressed in the Foster Care Support Plan [FC3605] and/ or to assist in meeting the child's needs.

### Procedures

#### Need for Respite

Discuss respite with the caseworker and foster parent if the child's needs, or the exceptional circumstances of the foster parent, warrant the use of respite.

Respite is paid for or reimbursed through a support plan.

Formalize respite provision with the caseworker and the foster parent and record in the Foster Care Support Plan [FC3605].

Inform the foster parent that they are to provide the caseworker's contact information to the caregiver for emergency use, in addition to the foster parent's contact information.

**NOTE:** Respite care is not a placement; a child must have an approved placement to return to following respite.

**A foster family cannot provide respite while receiving respite.**

A foster family with child placements beyond the classification level cannot provide respite to another foster home.

### Compensation/Payment

Pay respite services per CFSA/DFNA procedures.

**NOTE:** The basic maintenance and skill fees of the foster parent are **not** to be used to pay for respite that is negotiated in a support plan.

### Recording

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## Related Information



[3.3.5 Foster Care Support Plan](#)

[3.4.1 Child Care Arrangements Overview](#)



[Child Care Licensing Act](#)



Contact Notes [[CS0072](#)]

Foster Care Support Plan [[FC3605](#)]

To report a broken link click [here](#).

## Chapter 3: Foster Care

Section: <b>3.4 Child Care Arrangements</b>	Issue Date: October 1, 2011
Subsection: <b>3.4.5 Alternate Child Care</b>	Revision Date: June 15, 2012
	Page 1 of 2

### Policy

Alternate child care providers who provide care to children in the custody or under the guardianship of the director must be assessed, including alternate child care providers who:

- provide child care on a regular and ongoing basis,
- have unsupervised access to the child, and
- relate to the child in a parenting capacity.

**NOTE:** Alternate child care providers cannot be used until they have been assessed. This policy does not apply to licensed child care providers (e.g. day care, family day home etc) as defined under the *Child Care Licensing Act*.

### Purpose

It is recognized that some foster parents work outside of the home or attend an educational facility and choose to use an alternate child care provider who assumes a parenting role in their absence.

### Procedures

When a foster parent applicant or existing foster parent identifies that they plan to use an alternate child care provider, who was not evaluated as part of the foster parent's home study process, assess the alternate child care provider's suitability based on:

- a face to face interview,
- the results of a criminal record check, see 1.2 Criminal Record Check, and
- the results of an intervention record check, see 1.1 Intervention Record Check.

Inform the foster parent that child care arrangements are to be communicated to the caseworker and the caseworker's contact information is to be supplied to the caregiver for emergency use, in addition to the foster parent's contact information.

### **Compensation/Payment**

Advise the foster parent that they are responsible for compensating their alternate child care provider using the skill fee. Rates are negotiated and agreed upon by the foster parent and alternate child care provider.

### **Recording**

Record all contacts, consultations, decisions and rationale for decisions on Contact Notes [CS0072] and/or the electronic information system, as appropriate.

## **Related Information**



- [1.1 Intervention Record Check](#)
- [1.2 Criminal Record Check](#)
- [3.3.6 Financial Compensation](#)
- [3.4.1 Child Care Arrangements Overview](#)



Contact Notes [[CS0072](#)]  
Questionnaire 1 and 2 of the [SAFE Home Study Process](#)

To report a broken link click [here](#).

# Chapter 4: Child and Youth Facilities

Section: <b>4.0 Child and Youth Facilities Overview</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 19, 2021
	Page 1 of 3

## Overview

### Definitions

#### Residential Facility Definition

Per s.105.1 of CYFEA, a residential facility is a facility that provides residential care to a child in the custody or guardianship of the director, or an authority responsible for the administration of child protection legislation in another province or territory of Canada, and:

- includes a:
  - secure services facility,
  - foster home,
  - group home, and
- **excludes** a facility that primarily provides:
  - medical care,
  - educational services, and
  - correctional services.

Also excluded are placement providers that provide kinship care, supported independent living, or independent living.

#### Child and Youth Facility Definition

Per s.1(1)(b) of RFLR, a child and youth facility is:

- any residential facility as defined in s.105.1 of CYFEA except a foster home.



### Licensing

All child and youth facilities that meet the above definitions **must** be licensed in accordance with CYFEA, the RFLR, and policy prior to accepting children placed by the director, or by a child welfare authority of another jurisdiction in Canada.

### Accreditation

All child and youth facilities accepting children placed by the director must have accreditation from one of the accreditation bodies recognized by CS.

### Casework Responsibilities

Caseworkers determine the need and, with the casework supervisor's approval, make the request for a child and youth facility placement.

A child is eligible for placement in a child and youth facility **only** when:

- the child is under the custody or guardianship of the director,
- extended family and community resources cannot meet the child's placement needs, and
- other placement provider types and service alternatives have been considered and are not able to meet the needs of the child.

When determining the need for a child and youth facility, caseworkers consult with the child where appropriate and if applicable the:

- guardian,
- service team,
- current placement provider,
- new placement provider, and
- casework supervisor.

Caseworkers prepare the information package required by regional placement procedures for the child and youth facility placement.

## Related Information



[4.1 Expectations and Responsibilities of Child and Youth Facilities](#)

[4.2 Child and Youth Facility Regional Placement Procedures](#)

[5. Licensing](#)

[7.3.0 Placement Overview \(Enhancement Policy Manual – Intervention\)](#)

[7.3.1 Arranging a Placement \(Enhancement Policy Manual – Intervention\)](#)

[7.3.2 Placing a Child \(Enhancement Policy Manual – Intervention\)](#)

[7.3.3 Casework Responsibilities During Placement \(Enhancement Policy Manual – Intervention\)](#)

[7.3.4 Placement Disruptions \(Enhancement Policy Manual – Intervention\)](#)

[7.3.5 Maintaining a Child’s Culture in Placements \(Enhancement Policy Manual – Intervention\)](#)



[Residential Facilities Licensing Regulation](#)

*To report a broken link click [here](#).*

Superseded

## Chapter 4: Child and Youth Facilities

Section:	<b>4.1 Expectations and Responsibilities of Child and Youth Facilities</b>	Issue Date: October 1, 2011
Subsection:		Revision Date: October 19, 2021
		Page 1 of 4

### Policy

Child and youth facilities **must** comply with all requirements of CYFEA, the RFLR, CS policy and contract requirements.

Contract managers **must** ensure that child and youth facilities are aware of CS policy expectations.

### Purpose

CYFEA and the RFLR provide a clear explanation of the expectations of a child and youth facility. The contract manager informs the director of a child and youth facility of any additional expectations and responsibilities outlined in CS's policy to ensure that the needs, safety and well-being of children are met.

### Procedures

#### Placement Related Expectations and Responsibilities

Ensure that each child and youth facility has a process to:

- review each referral to their program to assess a child's appropriateness for their program,
- when rejecting a referral, contact the caseworker and review the reasons for refusing a child to their program,
- admit children in the order referred unless otherwise directed by the regional placement procedure,
- arrange for an updated medical examination upon admission,
- make presentations in court, case conferences or other meetings as required,
- convene a case conference within a month of admission and every three months thereafter with the caseworker and other persons significant to the case plan to review the plan of care for the child, and

- develop discharge plans at the caseworker's request, in consultation with other significant persons involved in the case.

### Facility Related Expectations and Responsibilities

Child and youth facilities **must** ensure that:

- All medical records about a child must be kept in a secure file accessible only to the facility director, the key worker and the facility medical staff.
- First aid information and supplies are readily available to staff and residents.
- All childcare staff must receive training on universal precautions within one week of starting work.
- Ongoing in-service training in universal precautions is available to staff.
- Each facility has written policies and procedures on universal precautions (measures taken by all staff and residents to control infections and minimize the transmission of infections) that are easy to access and understand. Policy and procedures must encompass:
  - Staff are clear that they must take universal precautions with all body fluids at all times.
  - Gloves must be worn when handling bodily fluids including blood, excretions, secretions, other bodily fluids and items soiled by these fluids.
  - The person must wash afterwards even after handling soiled items with gloves.
  - Body fluid spills must be cleaned up immediately using disposable towels and fresh bleach solution.
  - Items that have been soiled with body fluids are immediately placed in a plastic bag marked "Blood and Body Fluid Precautions".
  - Clothes and linens soiled with body fluids are laundered separately.
  - If a person's clothes are soiled by someone else's body fluid, that person must be given a change of clothes and the opportunity to wash.
  - Special procedures for a person significantly exposed to a resident's body fluid e.g. getting in the eye, mouth, open lesion or being punctured with a soiled item. Such exposures must be reported to the unit supervisor immediately and have the person referred for medical attention.

- If a resident reports to a staff member that they have, or may have, an infection that requires universal precautions:
  - the staff must advise the resident that this information will be reported to the facility director,
  - the staff member reports to the facility director within 24 hours, and
  - the facility director discusses the issue with the caseworker.
- Provide the child with all usual recreation, work, visits, washroom access, food services and activities as well as routine security and transportation.

### Special Precautions

- Medical or behavioural problems that require special procedures include:
  - special precautions recommended by the physician because of the child’s medical condition,
  - isolation of a child too ill to maintain good hygiene or whose behaviour is significantly altered by a central nervous system infection, and
  - special security, transportation, supervision or segregation of a child who exhibits high-risk behaviours such as physical or sexual assault.
- Ensuring residents do not share unsterilized objects that may be contaminated with bodily fluids e.g. razors or toothbrushes.
- Ensuring cleaning supplies are available to residents. Encourage residents to clean their own living areas. Provide appropriate supervision as required.
- Procedures to prevent drug use, tattooing and sexual activity in the facility.
- All Universal Precautions apply as well.

## Related Information



[4.0 Child and Youth Facilities Overview](#)

[4.2 Child and Youth Facility Regional Placement Procedures](#)

[5. Licensing](#)



[Residential Facilities Licensing Regulation](#)

To report a broken link click [here](#).

Superseded

## Chapter 4: Child and Youth Facilities

Section:	<b>4.2 Child and Youth Facility Regional Placement Procedures</b>	Issue Date: October 19, 2021
Subsection:		Revision Date: October 19, 2021
		Page 1 of 1

### Policy

Children and youth are eligible for child and youth facility placements only if:

- the child or youth is under the custody or guardianship of the Director,
- extended family and community resources cannot meet the child or youth's placement needs,
- other placement provider types and service alternatives have been considered and are not able to meet the needs of the child or youth, and
- the placement has been approved by regional placement procedures.

### Purpose

Regional placement procedures ensure:

- children and youth have access to the types of child and youth facilities that they require,
- coordinated access to child and youth facilities based on the child or youth's level of need,
- a fair and effective process for reaching placement decisions,
- coordination of cross regional access to resources, and
- the development of quality child and youth facilities within a region.

### Practice Supports

#### Child and Youth Facility Regional Placement Procedures

To report a broken link click [here](#).

## Chapter 5: Licensing

Section: <b>5.0 Licensing Overview</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: January 13, 2020
	Page 1 of 3

### Policy

All facilities that meet the definition of residential facility as per s.105.1 of the CYFEA must be licensed under the CYFEA prior to accepting children and youth placed by the director or by a child welfare authority of another jurisdiction in Canada.

### Purpose

Part 3 of CYFEA, the Residential Facilities Licensing Regulation (RFLR) and CS policy ensure that children and youth in the custody or under the guardianship of the director that are placed in a residential facility are provided for:

- in a consistent manner,
- receive quality care, and
- that caregivers are accountable for the care that they provide to children and youth.

### Procedures

#### Residential Facility Definition

Establish that the facility meets the definition of a residential facility pursuant to s.105.1 of CYFEA. A residential facility is a facility that provides residential care to a child or youth in the custody or guardianship of the director, or an authority responsible for the administration of child protection legislation in another province or territory of Canada, and:

- **includes a:**
  - secure services facility,
  - foster home,
  - group home, and



- **excludes** a facility that primarily provides:
  - medical care,
  - educational services, and
  - correctional services.

Also excluded are caregivers that provide kinship care, supported independent living, or independent living.

Section 105.2(1) of CYFEA provides that no person shall operate a facility that meets the definition of a residential facility unless the person holds an existing residential facility licence issued by a director under CYFEA.

### **Responsibility to License Facilities in a Region's or DFNA's Geographic Boundaries**

Each region and DFNA must license the residential facilities that are geographically located within their boundaries.

DFNAs may also license foster home residential facilities outside their geographic boundaries, provided they have been given the authority to do so within their Service Delivery Agreement and the Director's Delegation to the Director's DFNA Director and the residential facility is not located within another DFNA's geographic area.

If a facility has a contract with a region or DFNA other than the one in which the facility is geographically located, the region or DFNA must provide a letter of support and supporting documentation for the facility to submit along with their application for a licence.

A DFNA licensing a foster home outside their geographic boundaries must provide a letter to the region where the foster home is located to inform them that a DFNA licensed foster home is within their geographic boundary. The letter should be sent to the manager of the CS worksite closest to the DFNA licensed foster home.

### **Coordination**

Licensing requirements are intended to be coordinated with the contracting process, accreditation and certification process (for child and youth facilities) and initial approval and annual review process for foster caregivers.

Coordination must occur between the following roles:

- the licensing officer,
- the contract consultant,

- the foster care worker, and
- the child and youth facility staff.

**NOTE:** These roles may be performed by the same or different individuals.

### Licensing Period

Residential facility licences are issued for a maximum of one year.

A licence may be issued for a period less than one year.

### Licences are Facility Based

Licences issued are facility based, thus:

- When a foster caregiver moves, an environmental assessment of the new residence is required.
- Where an agency has several different facilities, each individual facility must be licensed.
- Where there are several facilities at one legal address, each individual facility must be licensed.
- Licences are not transferrable.

## Related Information



[1.4 Inter-Regional/DFNA](#)

[5.1.1 Initial Foster Home Licence](#)

[5.1.2 Renewal of a Foster Home Licence](#)

[5.2.1 Initial Child and Youth Facility Licence](#)

[5.2.2 Renewal of a Child and Youth Facility Licence](#)

[5.4.1 Placing Conditions on a Licence](#)

[5.4.2 Varying, Suspending or Cancelling a Licence](#)

[CICIO User Guide](#)

To report a broken link click [here](#).

## Chapter 5: Licensing

Section: <b>5.1 Licensing a Foster Care Provider</b>	Issue Date: October 1, 2011
Subsection: <b>5.1.1 Initial Foster Home Licence</b>	Revision Date: January 13, 2020
	Page 1 of 4

### Policy

A foster caregiver **must be licensed** under CYFEA in order to provide care to a child or youth in the custody or under the guardianship of the director.

A thorough review of the required documentation **must** occur prior to issuing a licence to ensure that the applicant is compliant with CYFEA, the Residential Facilities Licensing Regulation (RFLR) and CS policy.

### Purpose

Foster care applicants must apply for an initial licence and then renew their licence annually to care for children and youth in the director's care. This process helps to establish an optimal living environment for children and youth and helps to ensure that the:

- foster care applicants are suitable to operate a foster home,
- environment supports the health, safety and well-being of children and youth, and
- foster care applicants have complied with CYFEA, RFLR and terms or conditions that are imposed by the director.

### Procedures

#### Required Documentation

Pursuant to S.3(2) of the RFLR, an application for an initial licence by a foster caregiver must be accompanied by the following documentation:

- The results of a criminal record check and vulnerable sector search for each applicant, and any other adult who resides with the applicant, current within 6 months of the date of the Residential Facility Licence Application/Application Renewal [FC3529],

- If a criminal record exists, an evaluation of the record as described in Policy 1.2 (Placement Resources).
- The results of an Intervention Record Check [CS2687] from each applicant, and any other adult residing with the applicant.
  - If documentation exists, an evaluation of the information as described in Policy 1.1 (Placement Resources).
- A medical reference report from a physician or registered nurse regarding the general physical and mental health of the applicant.
- Three personal references that have known the applicant for three or more years, one being a relative.

Each region and DFNA must establish a process that supports coordinating the applicants' application for a residential facilities' licence with the receipt of the above information.

**NOTE:** If the applicant has completed the required documentation with an agency, the agency can facilitate the applicant's application for a residential facilities licence by providing this information and all other required documentation to the licensing officer.

#### Other Required Documentation

The following documentation is also required per s.4 of the RFLR:

- A home study report that meets regulated requirements.
- Confirmation of completion of the Orientation to Caregiver Training.
- A health inspection report of any home that will be licensed for 4 or more children or youth.
- A valid first aid certificate (or evidence that one will be obtained within 6 months of receiving a placement).
- Confirmation of general liability insurance for the residence (homeowners insurance or tenant insurance).

#### Issuing a Foster Home Licence

- Review the Residential Facility Licence Application/Application Renewal [FC3529] and the required documentation to ensure compliance with CYFEA, RFLR and CS policy.
- Conduct a site visit and complete an Environmental Safety Assessment for Caregivers [FC3606] to establish that the environment is conducive to the health, safety and well-being of children and youth.
- Assign a specific number of child or youth placements on the foster home licence according to Policy 3.3.2 (Placement Resources).

- Make a Recommendation in the Licensing Recommendation Report [FC3900], ensuring s.5 of RFLR, to:
  - approve the licence,
  - approve the licence with conditions identifying:
    - the conditions,
    - what must occur to meet the conditions, and
    - the timelines, or
  - refuse the licence.
- Forward the recommendation to the casework supervisor for signed approval of the recommendation.
- If a DFNA has the authority per their Service Delivery Agreement and the Director's Delegation to the DFNA Director, to issue a license to a foster home outside of their geographic boundary, the casework supervisor can sign approval of the recommendation.

If a recommendation to **refuse an initial licence** is approved by a casework supervisor:

- Provide the applicant with information regarding the reason for the decision and advise them of their right to an Administrative Review per s.117.1(1)(g) and
- Advise the agency, region and DFNA if applicable.

**NOTE:** An applicant does not have the right to Appeal the decision to refuse an initial licence.

### Recording

- Record all consultations and decisions on contact log in the electronic information system.
- Clearly document on a contact log the decision and reason to approve or refuse an initial license by the casework supervisor.
- File authority foster caregiver information on the foster care file.
- File agency foster caregiver information on the licensing file.
- Clearly record in the electronic information system where the physical licensing information is kept.

## Related Information



### [1.1 Intervention Record Check](#)

- 1.2 Criminal Record Check
- 1.3 Home Study Report
- 3.3.1 Classifying Foster Homes
- 3.3.2 Number of Child Placements
- 5.0 Licensing Overview
- 5.3 Environmental Safety and Site Visit
- 1.4.1 Administrative Reviews (Intervention)



Environmental Safety Assessment for Caregivers [[FC3606](#)]  
Intervention Record Check [CS2687] – paper form  
Licensing Recommendation Report [[FC3900](#)]  
Residential Facility Licence Application/Application Renewal  
[[FC3529](#)]



[Field Operations Liaison Branch - DFNAs](#)  
[CICIO User Guide](#)

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## Chapter 5: Licensing

Section: <b>5.1 Licensing a Foster Care Provider</b>	Issue Date: October 1, 2011
Subsection: <b>5.1.2 Renewal of a Foster Home Licence</b>	Revision Date: January 13, 2020
	Page 1 of 5

### Policy

Notify a licensed foster caregiver **at least 60 days prior to the expiry of the licence** that they must renew their licence in order to continue to provide care to a child or youth in the custody or under the guardianship of the director.

### Purpose

Foster caregivers must apply to renew their licence prior to the expiry of the existing licence. This process helps to establish an optimal living environment for children and youth and helps to ensure that the:

- foster caregiver(s) are suitable to continue to operate a foster home,
- environment supports the health, safety and well-being of children and youth, and
- foster caregiver(s) has or have complied with CYFEA, Residential Facilities Licensing Regulation (RFLR) and any terms or conditions that are imposed by the director.

### Procedures

#### **Advising Foster Caregivers of Licence Renewal Requirements**

Provide written notification to the foster caregiver. Include a Residential Facility Licence Application/Application Renewal form [FC3529] and identify the supporting documentation required for renewal.

#### **DFNA License Renewal Process**

DFNAs may only renew a foster home license for a home outside of their geographic boundary if that authority to license or renew forms part of their Service Delivery Agreement and the Director's Delegation to the DFNA Director. If a DFNA has the authority to renew the license, they will provide written notification to the region where the foster home is located informing the region

that the DFNA will be exercising their authority per their Service Delivery Agreement.

### Documentation Required

An application for the renewal of a foster home licence **must** be accompanied by the following:

- the completed Foster Care Annual Assessment [FC0172] that reflects that the foster caregiver has complied with on-going requirements and the foster care worker supports the continued placement of children and youth in the home,
- the results of a new criminal record check and vulnerable sector search for each applicant, and any other adult who resides with the applicant, if the most recent criminal record check was carried out more than 3 years prior to the date of the application,
  - If a criminal record exists, an evaluation the record as described in Policy 1.1 (Placement Resources).

**NOTE:** If the applicant fosters for an agency, the agency can facilitate the applicants' renewal application for a residential facilities licence by providing the supporting documentation to the licensing officer.

### Issuing a Renewal of a Foster Home Licence

- Review the Residential Facility Licence Application/Application Renewal [FC3529] and the required documentation to ensure compliance with CYFEA, RFLR and CS policy.
- Consult with the foster care worker, agency director and/or contract consultant regarding any questions or concerns.
- Conduct a site visit and complete an Environmental Safety Assessment for Caregivers [FC3606] to establish that the environment is conducive to the health, safety and well-being of children and youth.
- Assign a specific number of child or youth placements on the foster home licence according to Policy 3.3.2 (Placement Resources).
- Make a Recommendation in the Licensing Recommendation Report [FC3900], ensuring s.5 of RFLR, to:
  - approve the renewal of the licence,
  - approve the renewal of the licence with conditions identifying:
    - the conditions,
    - what must occur to meet the conditions, and
    - the timelines, or



- refuse the renewal of the licence.
- Forward the recommendation to the casework supervisor for signed approval of the recommendation.

If a recommendation to **renew a licence** is approved by the casework supervisor:

- print the licence from the electronic information system for signature by the casework supervisor and:
  - mail to the applicant,
  - mail a copy to the agency, if applicable, and
  - place a copy on the licensing file.

#### Circumstances Under Which a Renewal may be Refused

An application to renew a licence may be refused when one or more of the following circumstances exist:

- a history of non-compliance with CYFEA, RFLR or CS policy,
- incomplete or non-submission of a renewal application,
- the foster caregiver has failed to comply with a conditional licence, or
- failure to comply with an Order After Inspection.

If the **recommendation to refuse** a license renewal is approved by the casework supervisor:

- The casework supervisor advises the manager or DFNA Director of the decision to not renew a licence.
- The manager discusses the decision to refuse a license renewal with the Category 4 Director/ DFNA Director or their designate. The region will further discuss with FASCL as per the CS process. The DFNAs will discuss the recommendation to refuse a license renewal with their lawyer as per their process.
- With the approval of the Category 4 Director/DFNA Director or their designate to not renew the licence, prepare a letter to the applicant indicating that the application to renew the licence was not approved.
  - Include in the letter to the applicant the reasons for refusing to renew the licence and inform the applicant of their right to appeal per s. 120(2) (a.2) and s.120 (2) (a.4) of CYFEA. (see Policy 1.4 (Intervention))
  - Consult with FASCL or DFNA lawyer regarding the wording of the letter, if needed.

- Mail the letter to applicant/license holder by registered mail or personally deliver the letter at a meeting.

**NOTE:** CYFEA does not require that the applicant receive prior notice of the refusal to renew a licence. However, as a general rule, provide 30 days notice whenever possible.

Upon making a decision to **refuse to renew a licence and discontinue the use of a placement**, coordinate with the foster care worker, agency director and contract consultant for agency homes.

- Ensure that a plan is in place to **immediately** notify all of the caseworkers who have children and youth in the placement so alternative placement arrangements can be made prior to the expiry of the licence.
- Establish a safety plan that can be implemented to ensure the safety of the children and youth in the placement until they are moved.

### Recording

- Complete all necessary electronic information system entries upon renewing or refusing to renew a licence.
- Record recommendation to renew a license and any conditions in the electronic information system.
- Update the safety plan for the child or youth when a decision is made to refuse to renew a license and discontinue use of a placement until they are moved.
- Record all consultations and decisions on contact log in the electronic information system.
- File authority foster caregiver information on the foster care file.
- File agency foster caregiver information on the licensing file.
- Record in the electronic information system where the physical licensing information is kept. Update the electronic information system.

## Related Information



- [1.1 Intervention Record Check](#)
- [1.2 Criminal Record Check](#)
- [3.3.1 Classifying Foster Homes](#)
- [3.3.2 Number of Child Placements](#)
- [5.0 Licensing Overview](#)

[5.3. Environmental Safety and Site Visit](#)

[1.4 Administrative Reviews and Appeals \(Intervention\)](#)



[Environmental Safety Assessment for Caregivers \[FC3606\]](#)

[Foster Care Annual Assessment \[FC0172\]](#)

[Licensing Recommendation Report \[FC3900\]](#)

[Residential Facility Licence Application/Application Renewal \[FC3529\]](#)



[Field Operations Liaison Branch-DFNAs](#)

[CICIO User Guide](#)

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Superseded

## Chapter 5: Licensing

Section: <b>5.1 Licensing a Foster Care Provider</b>	Issue Date: October 1, 2011
Subsection: <b>5.1.3 Determining the Number of Child Placements on a Licence</b>	Revision Date: February 1, 2017
	Page 1 of 2

### Policy

The number of children that may reside in a foster home placement **must** be identified on the residential facility's licence and **must** comply with the RFLR and policy requirements for foster care providers.

### Purpose

In order to effectively meet the needs of children in care, the number of children placed with a foster care provider should be consistent with the foster care provider's training and skill level.

### Procedures

#### Assigning the Number of Child Placements in a Foster Placement

Review supporting documentation to determine the classification assigned to a foster care provider.

Consider the classification level and the corresponding number of child placements recommended by the foster care worker and supported by the home study report and/or annual evaluation

Accordingly, assign the number of child placements on the licence as follows:

- Level 1: up to two placements.
- Level 2: up to four placements.

Pursuant to s.6(a)(b) of RFLR, the number on the licence **includes** children placed by a child welfare authority outside of Alberta.

The number on the licence does **not include** foster children placed in the placement on a temporary basis for respite purposes.

### Requests for Additional Placements

When a request is made to assign additional child placements beyond the classification level of the foster care provider:

- establish that the approval to do so is consistent with 3.3.2 Number of Child Placements,
- ensure that manager approval has been obtained,
- request a health inspection report when the home is being licensed for four or more children, and
- recommend the issuance of the licence per policy.

Ensure that a license reflecting the number of children to be placed is issued as soon as possible either prior to the placement of children or on the next working day.

### Related Information



[3.3.2 Number of Child Placements](#)

[5.0 Licensing Overview](#)

[5.1.1 Initial Foster Home Licence](#)

[5.1.2 Renewal of a Foster Home Licence](#)

[5.3 Environmental Safety and Site Visit](#)

[5.4.2 Varying, Suspending or Cancelling a Licence](#)

To report a broken link click [here](#).

## Chapter 5: Licensing

Section:	<b>5.2 Licensing a Child and Youth Facility</b>	Issue Date: October 1, 2011
Subsection:	<b>5.2.1 Initial Child and Youth Facility Licence</b>	Revision Date: May 1, 2014
		Page 1 of 4

### Policy

A child and youth facility that meets the definition of residential facility as per s.105 of the CYFEA **must be licensed** under *CYFEA* in order to provide care to a child in the custody or under the guardianship of the director.

A thorough review of the application and required documentation **must** occur prior to issuing a licence to ensure that the applicant is compliant with the RFLR, *CYFEA* and HS policy.

### Purpose

Child and youth facility providers must apply for an initial licence and then renew their licence annually to continue to care for children in the director's care. This process helps to establish an optimal living environment for children and ensures that the:

- provider and the staff are suitable to operate a child and youth facility,
- environment supports the health, safety and well-being of children,
- premises provide the children with adequate space for activities of normal daily living, and
- child and youth facility provider has complied with *CYFEA*, RFLR and any terms or conditions imposed by the director.

### Procedures

#### Required Documentation

Pursuant to s.13(2) and 14 of the RFLR, an application for an initial licence must be accompanied by the following documentation:

- The results of a criminal record check and vulnerable sector search for each applicant, current within six months of the date of the Residential

Facility Licence Application/Application Renewal [FC3529]. For the purpose of this requirement, “applicant” means the:

- applicant, if the applicant is an individual,
  - partners, if the applicant is a partnership, and
  - chief executive officer, if the applicant is a corporation.
- If a criminal record exists, an evaluation of the record as described in 1.2 Criminal Record Check.
  - If the applicant is an individual, a signed Intervention Record Check [CS2687]. This provides written consent, authorizing the director to obtain information from all jurisdictions the applicant has resided in during the five years preceding the application to determine if the individual has caused a child to be in need of intervention.
    - If documentation exists, an evaluation of the information as described in 1.1 Intervention Record Check.
  - If the applicant is an individual, references from three individuals concerning the ability of the applicant to operate a child and youth facility.
  - A list of contract and staff positions, job descriptions, qualifications and experience required for each position.
  - A written description of the proposed program and procedures addressing s.13(2)(e)(i-xvi) of RFLR.
  - Evidence of the applicant’s partnership or corporate status if applicable (s.14(a) of RFLR).
  - Evidence that the facility is in compliance with applicable zoning, health and safety legislation (s.14(b) of RFLR), including a health inspection report for any child and youth facility that will be licensed for four or more children.

### Other Documentation Required

The following documentation is also required per s.13(2)(f):

- Evidence that the child and youth facility is accredited or in the process of being accredited by one of the following Ministry approved accrediting bodies:
  - Canadian Accreditation Council (CAC),
  - Council on Accreditation (COA), or
  - Commission on Accreditation of Rehabilitation Facilities (CARF).

**NOTE:** Each CFSA and DFNA must establish a process that coordinates the licensing application process for a child and youth facility with the contracting process with the residential facility.

### Issuing an Initial Child and Youth Facility Licence

- Review the Residential Facility Licence Application/Application Renewal [FC3529] and the supporting documentation to ensure compliance with *CYFEA*, RFLR, and HS policy.
- Conduct a site visit and complete an Environmental Safety Assessment for Caregivers [FC3606] to establish that the environment is conducive to the health, safety and well-being of children.
- Assign a number of child placements to the facility, taking into consideration the contractual agreement, zoning, health and safety reports.

**NOTE:** The number of children who may reside in a licensed child and youth facility includes all of the children who are placed in the facility by another agency or authority. These children may or may not be children in the custody or guardianship of the director.

- Make a recommendation in the Licensing Recommendation Report [FC3900], ensuring s.15 of RFLR, to:
  - approve the licence,
  - approve the licence with conditions identifying:
    - the conditions,
    - what must occur to meet the conditions, and
    - the timelines, or
  - refuse the licence.
- Forward the recommendation to the casework supervisor or regional designate for signed approval of the recommendation.

If a recommendation to issue a licence is approved by the casework supervisor or regional designate:

- record the licence and any conditions in the electronic information system and:
  - print the licence from the electronic information system for signature by the casework supervisor or regional designate, and:
  - mail to the applicant,
  - mail a copy to the agency, CFSA/DFNA if applicable, and
  - place a copy on the licensing file.



If a recommendation to refuse a licence is approved by a casework supervisor or regional designate:

- clearly document on Contact Notes [CS0072] and/or in the electronic information system the decision and the reasons for the decision, and
  - advise the:
    - CFSA/DFNA or agency of the decision and the reasons for the decision,
    - applicant of the decision and the reasons for the decision, and
    - inform the applicant of their right to an Administrative Review per s.117.1(1)(g).
- NOTE:** An applicant cannot appeal, to the Appeal Panel, the decision to refuse an initial licence.
- Update the electronic information system.

## Related Information



- [1.1 Intervention Record Check](#)
- [1.2 Criminal Record Check](#)
- [5.0 Licensing Overview](#)
- [5.3. Environmental Safety and Site Visit](#)
- [1.4 Administrative Reviews and Appeals \(Intervention\)](#)



- Contact Notes [[CS0072](#)]
- Environmental Safety Assessment for Caregivers [[FC3606](#)]
- Intervention Record Check [CS2687] – paper form
- Licensing Recommendation Report [[FC3900](#)]
- Residential Facility Licence Application/Application Renewal [[FC3529](#)]

To report a broken link click [here](#).

# Chapter 5: Licensing

Section:	<b>5.2 Licensing a Child and Youth Facility</b>	Issue Date: October 1, 2011
Subsection:	<b>5.2.2 Renewal of a Child and Youth Facility Licence</b>	Revision Date: October 19, 2021
		Page 1 of 4

## Policy

Notify a licensed child and youth facility **at least 60 days prior to the expiry of the licence that they must renew their licence** in order to continue to provide care to a child in the custody or under the guardianship of the director.

## Purpose

Child and youth facility providers must apply to renew their licence prior to the expiry of the existing licence. This process helps to establish an optimal living environment for children and helps to ensure that the:

- child and youth facility provider and individuals associated with operating the facility are suitable to continue to operate a child and youth facility,
- environment supports the health, safety and well-being of children,
- premises provide the children with adequate space for activities of normal daily living, and
- child and youth facility provider has complied with CYFEA, RFLR and any terms or conditions that are imposed by the director.

## Procedures

### Advising Child and Youth Care Facility Providers of Licence Renewal Requirements

Provide written notification to the license holder. Include a Residential Facility Licence Application/Application Renewal form [FC3529] and identify any supporting documentation required for renewal.

### Documentation Required

Per s.13(3)(a)(b) of the RFLR, an application for a renewal licence must be accompanied by a statement of changes of information that was last provided by the applicant.

### Issuing a Renewal of a Child and Youth Facility Licence

- Review the Residential Facility Licence Application/Application Renewal [FC3529] and the required documentation to ensure compliance with CYFEA, RFLR and policy.
- Consult with the contract consultant regarding any questions or concerns.
- Conduct a site visit and complete an Environmental Safety Assessment for Caregivers [FC3606] to establish that the environment is conducive to the health, safety and well-being of children.
- Review the child and youth facility provider's facility file. Pay attention to:
  - the history of Assessment of Care Concerns Involving a Placement Provider, outcomes and completion of recommendations,
  - the history of inspection site visits,
  - the history of conditions, non-compliance concerns and the history of enforcement actions,
  - other information that may be available through the licensing or contracting process.
- Assign the number of child placements to the facility paying particular attention to the terms of the contract and health inspections.

**NOTE:** The number of children who may reside in a licensed child and youth facility includes all of the children who are placed in the facility by another agency or authority. These children may or may not be children in the custody or guardianship of the director.

- Recommend in the Licensing Recommendation Report [FC3900] to:
  - approve the renewal of the licence,
  - approve the renewal of the licence with conditions, identifying:
    - the conditions,
    - what must occur to meet the condition, and
    - the timelines, or
  - refuse the licence.
- Forward the recommendation to the casework supervisor or regional designate for signed approval of the recommendation.

If the **recommendation to renew** a licence is approved by the casework supervisor or regional designate:

- record the licence renewal and any conditions in the electronic information system,

- print the licence from the electronic information system, and:
- mail the licence to the applicant,
- mail a copy to the agency if applicable, and
- place a copy on the licensing file.

#### Circumstances Under Which a Renewal may be Refused

An application to renew a licence may be refused when one or more of the following circumstances exist:

- a history of non-compliance with CYFEA, RFLR or CS policy,
- incomplete or non-submission of a renewal application,
- failure to comply with a conditional licence, or
- failure to comply with an Order After Inspection.

#### If the **recommendation to refuse** a license renewal is approved by the casework supervisor or regional designate:

- Clearly document on Contact Notes [CS0072] and/or in the electronic information system the decision and reasons for the decision.
- The casework supervisor or regional designate advises the manager of the decision to not renew a licence.
- The manager discusses the decision to not renew a licence with the Child and Family Services Regional Director/DFNA Director or designate and the Family and Surrogate Court Litigation per CFSA/DFNA process.
- With the approval of the Child and Family Services Regional Director/DFNA Director or designate to not renew the licence, prepare a letter to the applicant indicating that the application to renew the licence was not approved.
  - Include in the letter to the applicant the reasons for the refusal to renew the licence and inform the applicant of their right to appeal per s.120(2)(a.2) and s.120(2)(a.4) of CYFEA. (see 1.4 Administrative Reviews and Appeals (Enhancement Policy Manual – Intervention))
  - Consult with the Family and Surrogate Court Litigation regarding the wording of the letter if needed.
  - Mail the letter to the applicant/license holder by registered mail or personally deliver the letter at a meeting.

**NOTE:** CYFEA does not require that the applicant receive prior notice of the refusal to renew a licence however, as a general rule, provide 30 days notice whenever possible.

- Upon making a decision, coordinate with the contract consultant.
- Ensure that a plan is in place to **immediately** notify all of the caseworkers who have children in the placement so alternative placement arrangements can be made prior to the expiry of the licence.
- Establish a safety plan that can be implemented to ensure the safety of the children in the placement until they are moved.
- Update the electronic information system.

### Recording

- Complete all necessary electronic information system entries upon issuing, renewing or refusing to renew a licence.
- Record all consultations and decisions on Contact Notes [CS0072] or in the electronic information system.
- File agency child and youth facility provider information on the licensing file.
- Record in the electronic information system where the physical licensing information is kept.

## Related Information



[3.3.2 Number of Child Placements](#)

[5.0 Licensing Overview](#)

[5.3. Environmental Safety and Site Visit](#)

[1.4 Administrative Reviews and Appeals \(Enhancement Policy Manual – Intervention\)](#)



Contact Notes [[CS0072](#)]

Environmental Safety Assessment for Caregivers [[FC3606](#)]

Licensing Recommendation Report [[FC3900](#)]

Residential Facility Licence Application/Application Renewal [[FC3529](#)]

To report a broken link click [here](#).

## Chapter 5: Licensing

Section: <b>5.3 Environmental Safety and Site Visit</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 1, 2011
	Page 1 of 2

### Policy

Prior to issuing or renewing a residential facilities licence for a foster home or a child and youth facility, the licensing officer **must** conduct a site visit and complete the Environmental Safety Assessment for Caregivers.

### Purpose

The director may issue or renew a residential facility licence only if the director is satisfied that the environment of the residential facility is conducive to the health, safety and well-being of children. A physical inspection of the site is required to assist in making this determination.

### Procedures

#### Completing a Site Visit

Arrange to conduct a site visit with the applicant/provider prior to issuing an initial licence or the renewal of a licence. During the site visit:

- confirm who is residing in the foster home or child and youth facility,
- confirm the number of children in care currently being cared for,
- tour the foster home or child and youth facility to establish compliance to the Environmental Safety Assessment for Caregivers [FC3606],
- discuss all safety aspects on the assessment form to establish that the applicant/provider has an understanding of their obligation to meet health and safety requirements,
- advise the applicant/provider that they may be required to provide evidence that the foster home or child and youth facility is in compliance with applicable zoning, health and safety legislation,
- support the applicant/provider in scheduling a public health inspection when they are applying for a license for four or more children, and

- advise the applicant/provider that
  - the frequency of ongoing public health inspections will be determined by the health authority, or may be initiated by the licensing officer if the circumstances of the home change, and
  - in exceptional circumstances the licensing officer may refer the applicant for a public health inspection even if the applicant/provider is being licensed to care for fewer than four children or youth, for instance when there is a health concern.

When applicable review all zoning, health and safety legislation reports to ensure the facilities compliance to any recommendations.

The CFSAs and DFNA's should maintain information or coordinate with their municipalities to ensure access to information about local jurisdiction requirements and direct applicants to the local jurisdiction for approvals, if required.

First Nations communities on Reserves fall under federal jurisdiction. As such, municipal bylaws (land use and zoning), safety codes (building codes and fire prevention) and the *Public Health Act* do not apply to First Nations communities. Residential facilities on reserve must provide verification of compliance with applicable building code and fire prevention regulations.

### Recording

All discussions with the applicant/provider must be recorded on Contact Notes [CS0072] or in the electronic information system.

## Related Information



Contact Notes [[CS0072](#)]

Environmental Safety Assessment for Caregivers [[FC3606](#)]



[Public Health Act](#)

[Safety Codes Act](#)

To report a broken link click [here](#).

## Chapter 5: Licensing

Section: <b>5.4 Licence Status for Foster Homes or Child and Youth Facilities</b>	Issue Date: October 1, 2011
Subsection: <b>5.4.1 Placing Conditions on a Licence</b>	Revision Date: October 1, 2011
	Page 1 of 2

### Policy

Conditions may be placed upon an initial licence or a renewal of a licence.

### Purpose

CYFEA and the RFLR outline the requirements that **must** be met prior to issuing or renewing a licence. The RFLR outlines requirements that **may** be required, therefore providing some flexibility to issue a licence with conditions that address the unique circumstances of an applicant, while still ensuring the safety needs of children placed.

### Procedures

#### Issuing a Licence with Conditions

Prior to issuing a licence with conditions:

- discuss with the applicant/provider the requirement that must be met and establish what the circumstances are,
- determine that the nature of the non-compliance is such that it is reasonable for the applicant/provider to comply with the condition within 90 days,
- determine that the applicant/provider is willing and able to comply with the conditions,
- collaborate with the foster care worker/contract consultant responsible for the applicant/provider to establish the plan to meet the conditions imposed,
- identify the conditions that will appear on the licence and the timeframe that the conditions must be met within on the Licensing Recommendation Report [FC3900], and
- forward the recommendation to place conditions on the licence to the casework supervisor or regional designate per CFSA/DFNA process.



If the casework supervisor or regional designate approves the recommendation to approve the licence with conditions, issue a licence per policy.

**NOTE:** The placement provider may provide care during the time period for conditions to be met.

Per s.120(2)(a.1) of CYFEA, advise the applicant of their right to appeal the terms and conditions placed on a renewal of an existing license.

### Recording

Record all consultations, decisions and rationale for decisions on Contact Notes [CS0072] or in the electronic information system, as appropriate.

Complete all applicable entries in the electronic information system, ensuring that the licence conditions and time lines for meeting the conditions are entered.

## Related Information



### 5.0 Licensing Overview

#### 5.1.1 Initial Foster Home Licence

#### 5.1.2 Renewal of a Foster Home Licence

#### 5.2.1 Initial Child and Youth Facility Licence

#### 5.2.2 Renewal of a Child and Youth Facility Licence

#### 1.4. Administrative Reviews and Appeals (Intervention)



Contact Notes [[CS0072](#)]

Licensing Recommendation Report [[FC3900](#)]

To report a broken link click [here](#).

## Chapter 5: Licensing

Section:	<b>5.4 Licence Status for Foster Homes or Child and Youth Facilities</b>	Issue Date: October 1, 2011
Subsection:	<b>5.4.2 Varying, Suspending or Cancelling a Licence</b>	Revision Date: October 19, 2021
		Page 1 of 7

### Policy

A licence may be varied, suspended or cancelled when a license holder does not meet the requirements of CYFEA or RFLR.

### Purpose

CYFEA and the RFLR outline the requirements of a license holder. Several actions, including varying, suspending or cancelling a licence, may be taken to address issues that may arise and/or the non-compliance of a license holder.

### Procedures

Vary, suspend or cancel a license holder's licence per s.105.7(1) when:

- proper care is not being provided to a child in the license holder's residential facility,
- the licensed premises become unfit or unsuitable for a residential facility,
- a residential facility license holder has not complied with:
  - CYFEA, RFLR or a condition of the residential facility licence,
  - an order made under s.105.6 of CYFEA, or
  - any other enactment that applies to a residential facility.

#### Determining Whether to Vary a Licence

Consider varying a licence and placing conditions, if applicable, provided that the variance, or condition that must be met, does not place a child at risk. To add conditions to the licence, refer to 5.4.1 Placing Conditions on a Licence.

### Varying a Licence in an Emergency Situation

If the residential facility has not provided proper notification of a move due to an emergency situation, recommend varying the licence by changing the location of the facility, and:

- consult with the foster care worker, agency support worker and/or the contract consultant to ensure they are aware of the change of location of the facility,
- conduct a site visit as soon as possible and complete an Environmental Safety Assessment for Caregivers [FC3606], and
- ensure compliance with health and safety requirements.

### License Holder Requests a Variance to Their Licence

Per s.105.31 of CYFEA, a license holder may request that the terms or conditions of their licence be varied. If a request is made,

- consult with the foster care worker, agency support worker and/or the contract consultant to establish that they support the request,
- ask the license holder to submit the request in writing,
- consult with the casework supervisor or regional designate and obtain any necessary approvals,
- record the consultation and outcome on Contact Notes [CS0072] or in the electronic information system,
- inform the license holder of the outcome of their request, and
- issue a revised licence for the existing licence period where changes are approved.

### **Determining Whether to Suspend or Cancel a Licence**

When considering a licence suspension or cancellation:

- complete a site visit per CFSA/DFNA process,
- conduct a file review of the facility that includes reviewing:
  - the history of inspection site visits,
  - the history of conditions and non-compliance concerns,
  - the history of enforcement actions,
  - evidence of management, administration or other issues which contribute to or indicate the license holder's inability or unwillingness to provide proper care and maintain adequate premises,

- consultations with the foster care worker, contract consultant, agency director, and
- any other information that may be available through the licensing or contracting process.

**Suspend** a licence when:

- other measures have failed (e.g. Order After Inspection, licence with conditions),
- the facility cannot continue to operate without risk to the children in its care,
- there is evidence the license holder is willing and able to comply, and/or
- non-compliances can be corrected during the suspension period which is a **maximum of 90 days**.

**NOTE:** The license holder cannot provide care to children in the custody or guardianship of the director when a licence has been suspended.

**Cancel** a licence when:

- other measures have failed (e.g. Order After Inspection, conditional licence) or,
- the facility cannot continue to operate without risk to the children in its care, or
- there is evidence the license holder is unable or unwilling to comply.

**Varying, Suspending or Cancelling a Licence**

- Complete the Licensing Recommendation Report [FC3900] and ensure s.5 and s.15 of RFLR are met. Recommend that the licence be:
  - varied,
  - varied with conditions identifying:
    - the conditions,
    - what must occur to meet the conditions, and
    - the timelines,
  - suspended, or
  - cancelled.
- Consult with the foster care worker and/or the contract consultant as soon as it becomes apparent that there may be a need to vary, suspend or cancel a licence.

- Forward the recommendation to the casework supervisor or regional designate for approval of the recommendation.
- The casework supervisor or regional designate reviews all documentation and the licensing recommendation report to determine whether to vary, suspend or cancel a licence.
- If the casework supervisor or regional designate approves the recommendation to vary, suspend or cancel a licence:
  - Clearly document on Contact Notes [CS0072] and/or in the electronic information system the decision and reasons for the decision.
  - The casework supervisor or regional designate advises the manager of the decision to vary, suspend or cancel a licence.
  - The manager discusses the decision with the Child and Family Services Regional Director/DFNA Director or designate and the Family and Surrogate Court Litigation per CFSA/DFNA process.
- Prepare a letter to the applicant/licence holder, with the approval of the Child and Family Services Regional Director/DFNA Director or designate, informing them of the decision to vary, suspend or cancel the licence.
  - Include in the letter the reasons for the decision to vary, suspend or cancel the licence and inform them of their right to appeal per s.120(2)(a.4) of CYFEA. (Refer to 1.4 Administrative Reviews and Appeals (Enhancement Policy Manual – Intervention))
  - Consult with the Family and Surrogate Court Litigation regarding the wording of the letter if needed.
  - Mail the letter to the applicant/license holder by registered mail or personally deliver the letter at a meeting.
- Upon approval of the decision to cancel a licence and discontinue use of a placement:
  - Coordinate with the foster care worker and/or contract consultant to:
    - immediately notify all of the caseworkers who have children in the placement so alternative placement arrangements can be made for those children, and
    - establish and implement a safety plan to ensure the safety of the children in the placement until they are moved.
  - The contract consultant terminates the contract to provide residential facility services.
  - The foster care worker closes the foster home.
- Complete all electronic information system entries.

**Compliance During the Licence Suspension or Variance Period**

- Schedule meetings with the license holder, foster care worker and/or contract consultant to monitor compliance to CYFEA, the RFLR and CS policy.
- Inspect the facility on the scheduled date(s) or unannounced to monitor ongoing compliance during the suspension period.
- Complete all necessary electronic information system entries.

**Facility is Compliant**

If the facility is in compliance before the end of the suspension period or term in which the conditions need to be met, notify and make the recommendation to the casework supervisor or designated delegate and obtain written authorization to remove the suspension.

Enter the required information into the electronic information system.

**Facility is Not Compliant**

If the facility does not comply by the end of the time period, discuss with the casework supervisor or designated delegate and any other necessary parties to determine and recommend further action including cancellation of the licence.

**NOTE:** Contract payments do not continue once the licence status is changed in the electronic information system to suspended or cancelled.

**Inspections**

For the purpose of ensuring compliance with CYFEA, RFLR and any conditions on the licence, per s.105.5(1) of CYFEA, the director may:

- enter a residential facility, other than a private dwelling, at any reasonable hour and inspect it,
- enter a residential facility that is a private dwelling and inspect it with the consent of the owner or operator of the dwelling,
- require the production of any books, records or other documents and examine, make copies of or temporarily remove them to make copies,
- inspect and take samples of any material, food, medication or equipment being used in a residential facility, and
- perform tests, take photographs or make recordings in respect of a residential facility.

Upon removing any books, records or other documents per s.105.5(2) of CYFEA:

- provide a receipt for the items to the person from whom those items were taken, and
- with out delay, make copies, take photographs of or otherwise record those items and immediately return those items to the person to whom the receipt was given.

Upon taking samples of any material, food, medication or equipment, per s.105.5(3) of CYFEA:

- provide a receipt for the items to the person from whom those items were taken, and
- upon that person's request, once they are no longer necessary, return those items to the person whose items were taken.

### **Applying for a Court Order to Enter**

If entry is refused, consult with the Family and Surrogate Court Litigation regarding an application to the Court of Queen's Bench for an order per s.105.5(4) of CYFEA that:

- allows the director to enter the residential facility and inspect it at any reasonable hour,
- requires the production of any books, records or other documents to examine, make copies of or temporarily remove them to make copies,
- allows the director to inspect and take samples of any material, food, medication or equipment being used in the residential facility, and
- allows the director to perform tests, take photographs or make recordings in respect of the residential facility.

### **Order After Inspection**

After a residential facility has been inspected under s.105.5 of CYFEA, the director may order the person operating the facility in writing to take measures specified in the order within the time limits specified in the order per s.105.6 of CYFEA if a:

- residential facility is not complying with CYFEA, the RFLR or the conditions of a residential facility licence, or
- residential facility is not providing proper care.

Contact the Family and Surrogate Court Litigation for assistance with applying this section of the act.

### Recording

Record all consultations, decisions and rationale for decisions, on Contact Notes [CS0072] or in the electronic information system, as appropriate.

## Related Information



[5.0 Licensing Overview](#)

[5.1 Licensing a Foster Care Provider](#)

[5.2 Licensing a Child and Youth Facility](#)

[5.4.1 Placing Conditions on a Licence](#)

[1.4. Administrative Reviews and Appeals \(Enhancement Policy Manual – Intervention\)](#)



[Contact Notes \[CS0072\]](#)

[Environmental Safety Assessment for Caregivers \[FC3606\]](#)

[Licensing Recommendation Report \[FC3900\]](#)

To report a broken link click [here](#).



# Chapter 6: Assessment of Care Concerns Involving Placement Provider

Section:	<b>6.0 Assessment of Care Concerns Involving Placement Provider Overview</b>	Issue Date: October 1, 2011
Subsection:		Revision Date: October 19, 2021
		Page 1 of 4

## Overview

The care, maintenance and well-being of a child in the custody or under the guardianship of the director, rests with the director per CYFEA:

- s.10(c) under a CA, guardian authority is delegated to the director,
- s.11(2)(c) under a PGA, the director becomes the sole guardian of the child,
- s.31(2) under a TGO, the director becomes a joint guardian and may exercise all of the authority of a guardian to the exclusion of any guardian (except consent to adoption), and
- s.34(4) under a PGO, the director becomes sole guardian of the child.

If a child is being provided with care under CYFEA, under s.2(l) a child should be provided with a level of care that is adequate to meet the needs of the child and consistent with community standards and available resources.

When there are allegations of care concerns about the safety or well-being of a child in the custody or under the guardianship of the director that involve a placement provider or a staff person in a child and youth facility, the director has responsibility to receive the information, assess the care concerns, and take any necessary actions to ensure that the child is safe and receiving adequate care in the placement.

## Definitions

### Licensed Placement Providers

- All residential facilities that require a Residential Facilities License per s.105.1 and s.105.2(1) of CYFEA including:
  - a secure services facility:
    - Youth Assessment Centre (High Prairie)
    - Youth Assessment Centre (Lac La Biche)
    - Youth Assessment Centre (Red Deer)
    - Yellowhead Youth Centre (Edmonton)
    - Hull Child and Family Services (Calgary)
    - Sifton Family and Youth Services (Lethbridge)
  - a foster home
  - a group home

### Non-licensed Placement Providers

- Kinship care homes
- Permanency placement adoption homes

### Care Concerns

A child in the custody or under the guardianship of the director has already been found to be in need of intervention.

The definitions of abuse and/or neglect as per CYFEA are used to assess the safety and well-being of a child when there are allegations of care concerns involving a placement provider or a staff person in a child and youth facility.

- Concerns of Abuse and Neglect include:
  - neglect as defined in s.1(2.1)(a) to (c),
  - emotional injury, physical injury or sexual abuse as defined in s.1(3)(a) to (c) of CYFEA, and
  - prohibitions as outlined in s.9 (a) to (c) of the RFLR, for holders of a foster home license, or
  - prohibitions as outlined in s.23 (a) to (g) of the RFLR, for holders of a child and youth facilities license, and

may further include failure to abide by:

- #2 and #3 in the Agreement to Foster [FC0044], or
  - #1 and #4 in the Kinship Care Agreement [FC3599], and
  - other regulatory requirements depending on a preliminary assessment of the scope and degree of the reported concern.
- Concerns of Non-Compliance to:
    - CYFEA
    - the Residential Facilities Licensing Regulation
    - the Agreement to Foster
    - the Kinship Care Agreement, or
    - CS policy

Assessing care concerns involves a team approach where roles and responsibilities are clearly identified. Concerns of abuse and neglect are assessed by an intervention assessor and concerns of non-compliance are assessed and followed-up by the placement provider support worker, the licensing officer or the contract specialist, in collaboration with the child's caseworker as appropriate. The primary focus at all times is the safety and well-being of children in the custody or under the guardianship of the director.

An assessment of care concerns can be stressful for the placement provider and the children. As team members, placement providers have rights and are entitled to support during the assessment process. The nature of support will vary depending upon the type and needs of the placement provider. The assessment of care concerns involves ensuring the safety and well-being of children while respecting the rights of the placement provider.

## Related Information



[2. Kinship Care](#)

[3. Foster Care](#)

[5. Licensing](#)



[Child, Youth and Family Enhancement Act](#)  
[Residential Facilities Licensing Regulations](#)



Agreement to Foster [[FC004](#)]

Kinship Care Agreement [[FC3599](#)]

To report a broken link click [here](#).

Superseded

# Chapter 6: Assessment of Care Concerns Involving a Placement Provider

Section: <b>6.1 Intake Referral Activities</b>	Issue Date: May 13, 2021
Subsection: <b>6.1.1 Receiving Care Concerns Regarding a Child in Care</b>	Revision Date: May 13, 2021
	Page 1 of 1

## Policy

Regions and DFNAs ensure there is the capacity to receive care concerns involving a placement provider or staff person in a child and youth facility:

- on a 24-hour a day basis,
- 365 days per year.

## Purpose

To fulfill CYFEA's mandate that the director is responsible to ensure the care, maintenance and well-being of children and youth in care. To ensure that staff is available to receive, document, and respond to referrals regarding the level of care a child or youth is being provided in a timely manner.

## Practice Supports

[Receiving Care Concerns Regarding a Child in Care](#)

To report a broken link click [here](#).

# Chapter 6: Assessment of Care Concerns Involving a Placement Provider

Section: <b>6.1 Intake Referral Activities</b>	Issue Date: May 13, 2021
Subsection: <b>6.1.2 Intake: Preliminary Consultation</b>	Revision Date: May 13, 2021
	Page 1 of 1

## Policy

Referrals regarding a placement provider's care of a child or youth must be evaluated as soon as reasonably possible to make a preliminary assessment regarding the child or youth's safety and well-being, and to determine if the referral information constitutes a care concern.

## Purpose

To gather information regarding a child or youth's safety and well-being in the director's care to determine the nature of the referral and whether the information constitutes a care concern. To determine if there are placement care concerns that must be assessed as per CYFEA, regulations and policy.

## Practice Support

[Intake: Preliminary Consultation](#)

To report a broken link click [here](#).

# Chapter 6: Assessment of Care Concerns Involving a Placement Provider

Section: <b>6.1 Intake Referral Activities</b>	Issue Date: May 13, 2021
Subsection: <b>6.1.3 Intake: Placement Concern Response Pre-Assessment Conference</b>	Revision Date: May 13, 2021
	Page 1 of 1

## Policy

The intake is reviewed at a Placement Concern Response Pre-Assessment Conference to determine what further assessment activities must occur.

## Purpose

To ensure a coordinated response by having the supervisor whose team received the referral facilitate a thorough review of the intake/assessment.

Ensure that the individuals involved have the knowledge and skills necessary to provide an appropriate response to a care concern.

To determine what assessment activities need to occur to address the reported care concerns involving the placement provider. Care concerns require a collaborative approach; it is never left to one individual to determine how to respond to a care concern.

## Practice Supports

[Intake: Placement Concern Response Pre-Assessment Conference](#)

To report a broken link click [here](#).

# Chapter 6: Assessment of Care Concerns Involving a Placement Provider

Section:	<b>6.2 Assessment of Care Concerns of Alleged Abuse/Neglect</b>	Issue Date: May 13, 2021
Subsection:	<b>6.2.1 Foster Care Provider, Kinship Care Provider, Permanency Placement Adoption Home</b>	Revision Date: May 13, 2021
		Page 1 of 1

## Policy

A PCR assessor must complete an assessment of concerns of alleged abuse/neglect involving a placement provider.

## Purpose

When it is determined that there are reasonable and probable grounds to believe that a child or youth in the care of the director is not safe and/or is receiving a level of care that is not adequate to ensure the safety and well-being of the child or youth, there must be a thorough assessment of the concerns. The assessment of the child or youth's safety and care is a responsibility of the director. The assessment must be completed by staff with the level of skill and experience to assess the concern thoroughly.

## Practice Supports

[Foster Care Provider, Kinship Care Provider, Permanency Placement Adoption Home](#)

To report a broken link click [here](#).



# Chapter 6: Assessment of Care Concerns Involving a Placement Provider

Section:	<b>6.2 Assessment of Care Concerns of Alleged Abuse/Neglect</b>	Issue Date: May 13, 2021
Subsection:	<b>6.2.2 Foster Care Provider, Kinship Care Provider, Permanency Placement Adoption Home – Post Assessment Activities</b>	Revision Date: May 13, 2021
		Page 1 of 1

## Policy

Within 10 business days of determining an assessment outcome, the PCR assessor facilitates a post-assessment conference with all available attendees and any appropriate additional attendees of the pre-assessment conference.

The PCR assessor arranges a de-briefing meeting with the placement provider following the post-assessment conference.

The PCR assessor provides a letter to the placement provider regarding the outcome of the assessment.

## Purpose

To share information, professional perspectives, and potential options for casework planning and next steps to ensure child or youth safety and well-being, while supporting the placement provider to develop skills and prevent similar concerns in situations where it is determined that the placement resource will remain open.

## Practice Supports

[Foster Care Provider, Kinship Care Provider, Permanency Placement Adoption Home – Post Assessment Activities](#)

To report a broken link click [here](#).

# Chapter 6: Assessment of Care Concerns Involving a Placement Provider

Section:	<b>6.3 Assessment of Care Concerns of Alleged Abuse/Neglect in a Child and Youth Facility</b>	Issue Date: May 13, 2021
Subsection:	<b>6.3.1 Assessment Activities</b>	Revision Date: May 13, 2021
		Page 1 of 1

## Policy

A PCR assessor completes an assessment of Concerns of Alleged Abuse/Neglect involving a staff person in a licensed child and youth facility.

## Purpose

When it is determined that there are reasonable and probable grounds to believe that a child or youth in the care of the director is not safe and/or is receiving a level of care that is not adequate to ensure the safety and well-being of the child or youth, there must be a thorough assessment of the concerns. The assessment of the child or youth's safety and well-being is the responsibility of the director. The assessment must be completed by staff with the level of skill and experience to assess the concern thoroughly.

## Practice Supports

[Assessment of Care Concerns of Alleged Abuse/Neglect in a Child and Youth Facility](#)

To report a broken link click [here](#).

# Chapter 6: Assessment of Care Concerns Involving a Placement Provider

Section:	<b>6.3 Assessment of Care Concerns of Alleged Abuse/Neglect in a Child and Youth Facility</b>	Issue Date: May 13, 2021
Subsection:	<b>6.3.2 Post Assessment Activities</b>	Revision Date: May 13, 2021
		Page 1 of 1

## Policy

Within 10 business days of determining an assessment outcome, the PCR assessor facilitates a post-assessment conference with all available attendees and any appropriate additional attendees of the pre-assessment conference.

The PCR assessor arranges a de-briefing meeting with the agency director/designate or the manager/designate following the post-assessment conference.

The PCR assessor provides a letter to the child and youth facility regarding the outcome of the assessment.

## Purpose

To share information, professional perspectives, and potential options for casework planning and next steps to ensure child or youth safety and well-being, while supporting the child and youth facility to develop their programs, procedures and staff training to prevent similar concerns in situations where it is determined that the placement resource remain open.

## Practice Supports

[Assessment of Care Concerns of Alleged Abuse/Neglect in a Child and Youth Facility – Post Assessment Activities](#)

*To report a broken link click [here](#).*

# Chapter 6: Assessment of Care Concerns Involving a Placement Provider

Section: <b>6.4 Concerns of Non-Compliance</b>	Issue Date: May 13, 2021
Subsection: <b>6.4.1 Concerns of Non-Compliance - Assessment Activities</b>	Revision Date: May 13, 2021
	Page 1 of 1

## Policy

All concerns of non-compliance to CYFEA, RFLR or CS policy, including compliance to the Agreement to Foster or the Kinship Care Agreement, must be assessed and followed up by the licensing officer, placement provider support worker or contract consultant for foster homes and child and youth facilities and the support worker for kinship care providers and permanency placement adoption homes. A PCR assessor may in some cases be assigned to concerns of non-compliance if determined appropriate at the pre-assessment conference.

## Purpose

Assessment and follow-up of concerns of non-compliance provides ongoing ability to work with placement providers and child and youth facilities to ensure quality care for children in the custody or under the guardianship of the director.

## Practice Supports

### Concerns of Non-Compliance

To report a broken link click [here](#).

# Chapter 6: Assessment of Care Concerns Involving a Placement Provider

Section: <b>6.4 Non-Compliance</b>	Issue Date: May 13, 2021
Subsection: <b>6.4.2 Non-Compliance – Post Assessment Activities</b>	Revision Date: May 13, 2021
	Page 1 of 1

## Policy

Within 10 business days of determining an assessment outcome, the placement provider support worker, licensing officer, contract specialist or PCR assessor to whom the assessment is assigned facilitates a post-assessment conference with all available attendees and any appropriate additional attendees of the pre-assessment conference.

The placement provider support worker, licensing officer, contract specialist or PCR assessor to whom the assessment is assigned arranges a de-briefing meeting with the placement provider following the post-assessment conference.

The placement provider support worker, licensing officer, contract specialist or PCR assessor to whom the assessment is assigned provides a letter to the placement provider regarding the outcome of the assessment.

## Purpose

To share information, professional perspectives, and potential options for casework planning and next steps to ensure child or youth safety and well-being, while supporting the placement provider to develop skills and prevent similar concerns in situations where it is determined that the placement resource will remain open.

## Practice Supports

[Concerns of Non-Compliance – Post Assessment Activities](#)

To report a broken link click [here](#).

# PRACTICE SUPPORTS

Superts@ed.org



# Practice Supports

Practice Support:	<b>Assessment of Care Concerns of Alleged Abuse/Neglect in a Child and Youth Facility</b>	Issue Date: May 13, 2021
Policy Reference:	<a href="#">6.3.1 Assessment of Care Concerns of Alleged Abuse/Neglect in a Child and Youth Facility</a>	Revision Date: May 13, 2021
		Page 1 of 7

## Child Intervention Practice Framework Principles

CS undertakes a comprehensive assessment of all factors contributing to a child or youth's safety and well-being when responding to care concerns. Collaboration with the child or youth, child and youth facility management and staff, licencing representative and casework team who communicate and collaborate with the guardian, family and support network, enables CS PCR to assess the care the child or youth has received from the child and youth facility and support the child or youth during the assessment.

During the assessment phase consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Reviewing Information

- Review all information from the Intake and the Placement Concern Response Pre-Assessment conference.
- Refer to police if there is information indicating a crime may have occurred. See Policy 6.1.1 (Placement Resources).

### Placement Concern Response Pre-Assessment conference

Ensure that all of the determinations and planning required as per Policy 6.1.3 (Placement Resources) and the associated practice support are complete.

A follow-up conference with all or some of the attendees of the Placement Concern Response Pre-Assessment conference may occur if:

- the determinations are not complete,
- more information needs to be shared, or
- pre-assessment planning is not complete.

### **Completing the Assessment**

Assessment activities must begin within 10 business days from the date the assessment is assigned.

Consults with the assigned supervisor must occur throughout the assessment and must include discussions on information sharing with the placement provider. Update the placement provider and/or the provider support worker as appropriate.

The assessment of care concerns of alleged abuse/neglect must be completed within 30 business days of the assessment being assigned.

If the assessment of care concerns is not completed within 30 business days of the assessment being assigned the assigned manager or DFNA Director may approve an additional 15 business days.

If the assessment of care concerns is not completed within 45 business days of the assessment being assigned the Category 4 Director or DFNA Director may approve additional time. The approving Category 4 or DFNA director must be consulted on an ongoing basis if the assessment goes beyond 45 business days.

Review existing documentation regarding the child or youth and their involvement with CS and existing documentation regarding the child and youth facility in the electronic information system and the physical files. Review any pertinent agency or facility files and staff logs and review pertinent contract information if applicable. The assessment activities may involve, but are not limited to, collecting the following information:

- Safety decisions that have been made and safety plans that have been developed,
- Safety and protective factors in the placement,
- The placement provider's ability to ensure the well-being of the child or youth,
- The child or youth's perspective,
- The child and youth facility's strengths,
- The child and youth facility's perspective of the child or youth's placement with them and of the presenting care concern,
- Environmental observations in the placement,
- Presence and capacity of safety networks, specific safety plans and safety decisions,
- Collaborate with cultural resources and connections who may have culturally relevant information to add to the assessment. For example: DFNA staff, First Nations designates, Métis or Inuit Resource Persons or



other involved individuals (Elders) who may have culturally relevant information to add to the assessment,

- Any necessary information from conducting purposeful collateral contacts,
- The perspective of agency partners, caseworkers, provider support workers, licensing representatives, and all applicable contracts and procurement specialists,
- Provider history, and
- What needs to happen to ensure ongoing safety and well-being for children or youth.

Use critical thinking to undertake a concise analysis of all information collected, to gain a clear understanding of the care concerns that may or may not be present.

**NOTE:** All child and youth facilities must have a written description of procedures to address the handling of allegations of abuse by staff and volunteers per s.13(2)(e)(xiv) of the RFLR. It is expected that the child and youth facility will follow their internal procedures to address concerns during and following the assessment.

#### Reviewing Information

If applicable, review any agency policy and contract information.

Review all pertinent previous file and electronic records regarding the placement provider and the child or youth as necessary.

If necessary review the files of children or youth who were previously placed with the placement provider.

Contact previous caseworkers when a review of file information suggests important information requires clarification.

Analyze the information to clearly understand the main themes, patterns and outcomes of services from previous involvement.

#### New Care Concerns Report

If new care concerns of abuse or neglect are identified during the course of the assessment, all parties present at the pre-assessment conference must be informed of the new care concerns. This may require a new intake/assessment and an additional pre-assessment conference.

#### Gathering Information

Within 5 business days from when the assessment was assigned, have contact with the child or youth, or someone who has direct contact with the child or youth,

other than the child and youth facility staff or management (e.g. caseworker, teacher), to assess the child or youth's safety.

- Contact can include the reporter if the child or youth was seen by the reporter on the day the reporter made the referral.
- Conduct a face to face interview alone and separate from the child and youth facility staff, manager/designate, agency director/designate, all children or youth who are relevant to the allegation or who may have relevant information as a result of being placed in the facility. Wherever possible, the child or youth's caseworker should be present during the interview with the child or youth.
- If assessing concerns of sexual abuse or physical injury, see Policy 3.1.3 (Intervention).
- Collaborate with the manager of the CS or DFNA child and youth facility or the agency representative for the child and youth facility regarding the procedures for interviewing staff:
  - Staff and program related decisions in CS or DFNA facilities are the responsibility of the child and youth facility management and the Public Service Commission,
  - Staff and program related decisions in agency child and youth facilities are the responsibility of the agency.
- Interview any staff member that may have information pertinent to the assessment.

The child and youth facility will have access to a support person identified at the pre-assessment conference (ex. licensing officer, contract specialist). This individual will:

- Have ongoing check-ins with the child and youth facility.
- Have a discussion(s) with the placement provider around safety and well-being for children and youth in the facility while the assessment occurs.

Obtain information from any other person or agency that is familiar with the situation. Refer to Policy 1.1.1 (Intervention).

### Assessing Physical Injury

If observing a physical injury, consider if an additional adult should be present. Be sensitive to the age, sex and gender identity of the child or youth. If the child or youth is able to express their wishes regarding who the additional adult should be take their wishes into consideration.

Consult with the casework supervisor and/or manager and decide if a referral for a medical examination is recommended.

If there is information suggesting that a crime may have been committed, ensure the matter is reported to the police as soon as practical and according to the practice process described in the Policy 1.9 (Intervention).

Explain to the child or youth the next steps, including the role of police and any other professionals involved.

If police are involved, coordinate the assessment with the assigned officer. If the child or youth's interview will be video-recorded, see s.715.1 of the Criminal Code.

**NOTE:** CS performs its own assessment of the child or youth's safety and well-being and any identified care concerns. CS collaborates and coordinates with police but is responsible for conducting and concluding its own assessment of the child or youth's safety and well-being and any identified care concerns.

Ensure all children or youth currently placed with the child and youth facility and any children or youth previously placed with the child and youth facility have been interviewed as necessary.

Ensure all staff who may have knowledge of the care concern are interviewed including staff on shift and staff on shift before and after an incident.

#### Assessing Sexual Abuse

When assessing for the potential of sexual abuse, be sensitive to the age, sex and gender identity of the child or youth.

If a child or youth discloses that they were, or may have been, sexually abused, consult with the casework supervisor and make the appropriate referral. For example, contact the police and/or regional Child Advocacy Centre.

Do not physically examine the child or youth for sexual abuse.

Ensure the child or youth is informed of the next steps of the assessment, including the role of the Child Advocacy Centre.

Ensure all children or youth currently placed with the child and youth facility and any children or youth previously placed with the child and youth facility have been interviewed as necessary.

Support the casework team in discussing alternate placement options with the caseworker and casework supervisor if a child or youth facility is not able or

willing to protect and support the child or youth. If the child or youth is being removed from the child or youth facility a 3rd Person Consult must occur.

Ensure the casework team has arranged a medical examination for the child or youth if necessary.

If there is indication the child or youth is in need of protective services per PSECA, a PSECA intake should be created by the casework team to assess for further services. See Policy 6.4 (Intervention).

### Assessment Outcome

The completion of the assessment represents an important decision point requiring supervisor and/or manager consultation and approval.

- Review assessment information, allegations, analysis of existing safety, well-being, strengths, worries and care concerns.
- The casework team completes a Safety Decision Consult for high-risk and vulnerable children as per Practice Support 3rd Person Consult if necessary.
- Consider what and how information will be shared with the child or youth and the child and youth facility staff, manager/designate, and/or agency director/designate.

The assessment of care concerns of alleged abuse/neglect ends with a determination regarding the child or youth's safety and well-being in the placement. The care concern of abuse or neglect will be determined to be one of the following:

- Unsubstantiated – the information gathered does not support the concern(s) reported, or
- Recommendation of Substantiated – sufficient information was gathered to support or corroborate the concerns of abuse or neglect, and to submit to the Office of the Statutory Director for substantiation, or
- Substantiated Non-compliance indicated – the information indicates that the placement provider has failed to meet their mandate as per regulations, CS policy and kinship or foster agreements.

**NOTE:** If the outcome of the PCR intake/assessment is a recommendation of substantiation of abuse or neglect the casework team must develop a plan that mitigates the safety concerns and meets the approval of their Regional or DFNA director if the child or youth is to remain with the child and youth facility. The Report of Incident will indicate the Regional or DFNA Director agrees that the children or youth can continue to reside in the placement with the safety plan in place.

**NOTE:** Only the Office of the Statutory Director holds the authority to substantiate concerns of abuse or neglect of children and youth in care as per s.105.74.

## Documentation

Document the assessment in the provider assessment in the electronic information system. Ensure all points of consultation, decision-making and rationale for the decisions are documented in the electronic information system in the provider assessment.

## Related Information



- [1.1.1 Recording Contacts and Collection of Personal Information \(Intervention\)](#)
- [1.9 Peace Officer Involvement and Offences \(Intervention\)](#)
- [3.1.3 Safety Phase \(Intervention\)](#)
- [6.4 Protection of Sexually Exploited Children Act \(PSECA\) \(Intervention\)](#)
- [3rd Person Consult \(Intervention\)](#)
- [5.4.2 Varying, Suspending or Cancelling a Licence \(Placement Resources\)](#)
- [6.1.1 Receiving Care Concerns Regarding a Child in Care \(Placement Resources\)](#)
- [6.1.3 Intake: Placement Concern Response Pre-Assessment Conference \(Placement Resources\)](#)



- [Child, Youth and Family Enhancement Act](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [Criminal Code](#)



- [CICIO User Guide](#)

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# Practice Supports

Practice Support:	<b>Assessment of Care Concerns of Alleged Abuse/Neglect in a Child and Youth Facility – Post Assessment Activities</b>	Issue Date: May 13, 2021
Policy Reference:	<a href="#">6.3.2 Assessment of Care Concerns of Alleged Abuse/Neglect in a Child and Youth Facility - Post Assessment Activities</a>	Revision Date: May 13, 2021
		Page 1 of 5

## Child Intervention Practice Framework Principles

An assessment of care concerns can be stressful for the children or youth and the placement provider. As team members, placement providers have rights and are entitled to support during the assessment process. The nature of support will vary depending upon the type and needs of the placement provider. Reflecting the principle of continuous improvement, assessment of care concerns involves ensuring the safety and well-being of children or youth while respecting the rights and contributions of the placement provider.

When performing post-assessment activities consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Post-assessment conference:

- Convene a post-assessment conference with all those who participated in the pre-assessment conference and anyone else who is identified as having a substantial role in the assessment or decision making process.
- Review the details regarding the assessment and the recommended assessment outcome.
- Discuss what happened, were worries identified if so what were they, describe the strengths and existing safety of the child and youth facility, and how any worries can be alleviated.

**NOTE:** It is the assigned PCR assessor's responsibility, supported by their supervisor and/or manager, to:

- convene the post-assessment conference,
- facilitate the post-assessment conference,

- present the findings of the PCR assessment to the post-assessment conference (including pre and post assessment scaling if applicable),
  - call attention to the current safety and well-being of the child(ren) or youth in the placement provider's care and to identify worries that need to be addressed.
- Caseworkers, casework supervisors and contract specialists/licensing officers each have their unique roles and responsibilities which are detailed in the their relevant sections of policy and practice:
    - Caseworker: Chapter 7: Casework Responsibilities (Intervention),
    - Licensing representatives: Chapter 5: Licensing (Placement Resources)
  - Attendees of the post-assessment conference will share information, professional perspectives, and collaborate on potential options for planning and next steps. This can include, but is not limited to, discussions regarding:
    - Safety decisions that have been made, safety plans (immediate and/or interim) that have been developed and the need for ongoing (longer term) safety planning,
    - Safety and protective factors in the placement,
    - How a safety network can be established and/or utilized with the placement provider,
    - Signs of Safety tools and methodology including scaling questions,
    - The child or youth's perspective,
    - The child and youth facility's strengths,
    - The child and youth facility's perspective of the child or youth's placement with them and of the presenting care concern,
    - Environmental observations in the placement,
    - Additional supports for the child and youth facility,
    - Specialized or recommended training for the child and youth facility,
    - a review of the matching criteria for child or youth placements,
    - limiting the number of children or youth cared for by the child and youth facility,
    - the removal of one or more children or youth from the child and youth facility to enable closer supervision by the placement provider, or
    - closure of a child and youth facility , or



- variation, suspension or cancellation of the child and youth facility licence per s.105.7(1)(a) to (c) of CYFEA.
- The post-assessment conference attendees will collaborate to determine:
  - who will be deciding what next steps will be taken:
    - caseworkers and casework supervisors make decisions regarding the child or youth’s safety, well-being, and placement,
    - licensing representatives and contract specialists make decisions regarding placement provider licenses and any recommendations for the caregiver,
  - how follow-up will be monitored and by whom,
  - who will be completing the Report of Incident, if necessary, and submitting it to the OSD,
  - timelines for actions by professionals to move forward with addressing any worries,
  - who will continue to be collaborating on next steps and follow-up necessitating continued information sharing,
  - who will discuss the assessment and assessment outcome with the child or youth, if age and developmentally appropriate,
  - who will discuss the assessment and assessment outcome with the child or youth’s guardians and, if appropriate, the child or youth’s support network, and
  - who will provide the letter to the child and youth facility.

**NOTE:** If the outcome of the PCR intake/assessment is a recommendation of substantiation of abuse or neglect the casework team must develop a plan that mitigates the safety concerns and meets the approval of their Regional or DFNA director if the child or youth is to remain with the child and youth facility. The Report of Incident will indicate the Regional or DFNA Director agrees that the children or youth can continue to reside in the placement with the safety plan in place.

**PCR Assessor’s De-briefing Meeting with the Child and Youth Facility:**

- The PCR assessor, licensing representative and contract specialist meet with the child and youth facility and, if applicable, any support persons.
- Discuss the details of the assessment including what happened, what worries are moving forward, strengths and existing safety of the child and youth facility and the actions/plans to resolve any identified issues, including any safety goals and supports discussed in the post-assessment conference. Initial discussions on next steps and timelines should occur.



### Letter to the Child and Youth Facility

- A letter must be provided to the child and youth facility regarding the outcome of the assessment and who will be following up with them.

**NOTE:** Only after the post-assessment activities are complete, and confirmation is received from the OSD, should the outcome of a Mandatory Notification, if applicable, be entered in CICIO.

### Documentation

Record all contacts, consultations, decisions and rationale for decisions on the contact log in the electronic information system, in the provider assessment.

Attach the completed assessment document to the provider assessment in the electronic information system.

Document the information that was shared with the child and youth facility at the end of the assessment, indicating their response to the information and their participation in the assessment and planning process. Include information about the safety networks, license impacts if applicable, and safety plans in place.

Attach the letter to the provider assessment on the provider page in the electronic information system.

Complete all entries in the electronic information system.

Update the electronic information system regarding any changes to the licence following the procedures outlined in Policy 5.4.2 (Placement Resources).

## Related Information



[1.4.1 Administrative Reviews \(Intervention\)](#)

[1.4.2 Appeals to the Appeal Panel \(Intervention\)](#)

[3.3.9 Dispute Resolution \(Placement Resources\)](#)

[5.4.2 Varying, Suspending or Cancelling a Licence \(Placement Resources\)](#)

[Chapter 5: Licensing \(Placement Resources\)](#)

[Chapter 7: Casework Responsibilities \(Intervention\)](#)



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# Practice Supports

Practice Support:	<b>Child and Youth Facility Regional Placement Procedures</b>	Issue Date: October 19, 2021
Policy Reference:	<a href="#">4.2 Child and Youth Facility Regional Placement Procedures</a>	Revision Date: October 19, 2021
		Page 1 of 3

## Child Intervention Practice Framework Principles

CS is committed to providing placement procedures which reflect children and youth's specific needs, available resources, and best practices. Regional placement procedures can enhance collaboration between child and youth facilities, caseworkers, family/natural supports, and other regions/DFNAs. This ensures that children and youth are placed in appropriate placements and can enhance CS' ability to preserve families.

When developing placement procedures consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

Each CS region and DFNA **must** establish regional placement procedures to manage the placement of children and youth into child and youth facilities in their region.

### Regional Placement Procedure

The Category 4 Director or DFNA Director or their designate **must** establish regional placement procedures that:

- have the capacity to receive requests from caseworkers,
- requires the submission of a placement information package from the caseworker (with referral source and confidential third party information removed) that includes:
  - intake, safety assessment or ongoing assessment,
  - case planning information, including the Tempcare Plan or Ongoing Connections Plan or Transition to Independence Plan, genogram and ecomap,
  - the face sheet, providing identifying information for the child or youth,
  - a printout of the child or youth's legal authorities,

- supporting documents such as recent medical, psychological, educational and psychiatric reports, and
  - progress reports from previous placement providers,
- coordinates placements into child and youth facilities in the region,
- supports case planning for children and youth requiring a child and youth facility placement,
- has the ability to examine placement requests and make placement decisions,
- prioritizes the needs of children and youth by managing waitlists for access to child and youth facilities,
- conducts reviews of a child or youth's placement in a child and youth facility and ensures that discharge criteria are in place,
- provides consultation and support to caseworkers in developing appropriate placement plans,
- support and encourage participation in Family/Natural Support meetings,
- ensures consults with First Nations designate occur when needed,
- ensures consults with a Metis Resource person occur when needed,
- has the capacity to deal with emergency placements,
- coordinates cross regional access to facility resources,
- supports the development of resources to respond to demonstrated needs,
- provides a method to address disputes regarding placement decisions, and
- monitors child and youth facility usage, providing reports on placement usage and related issues in the region.

**NOTE:** Regional placement procedures are mandatory for all child and youth facility placements. As determined by each region, regions may choose to use placement procedures similar in process to access supported independent living (SIL) and foster care placements.

### Documentation

Record all contacts, findings, consultations and decisions and rationale for decisions on a contact log in the electronic information system.

## Related Information



[4.0 Child and Youth Facilities Overview](#)

[4.1 Expectations and Responsibilities of Child and Youth Facilities](#)

[4.2.3 Tempcare Plan and Ongoing Connections Plan \(Intervention\)](#)



[CICIO User Guide](#)



[Residential Facilities Licensing Regulation](#)

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# Practice Supports

Practice Support:	<b>Concerns of Non-Compliance</b>	Issue Date: May 13, 2021
Policy Reference:	<a href="#">6.4.1 Concerns of Non-Compliance</a>	Revision Date: May 13, 2021
		Page 1 of 5

## Child Intervention Practice Framework Principles

CS undertakes a comprehensive assessment of all factors contributing to a child or youth's safety and well-being when responding to care concerns of non-compliance. Collaboration with the child or youth, placement provider, placement provider support worker and casework team who communicate and collaborate with the guardian, family and support network, enables CS to assess the care the child or youth has received from the placement provider and support the child or youth during the assessment.

During the assessment phase consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Reviewing Information

- Review all information from the Intake and the Placement Concern Response Pre-Assessment conference.

### Placement Concern Response Pre-Assessment Conference

Ensure that all of the determinations and planning required as per 6.1.3 Intake: Placement Concern Response Pre-Assessment Conference (Placement Resources) and the associated practice support are complete.

A follow-up conference with all or some of the attendees of the Placement Concern Response Pre-Assessment Conference may occur if:

- the determinations are not complete,
- more information needs to be shared, or
- pre-assessment planning is not complete.

### Completing the Assessment

Assessment activities must begin within 10 business days from the date the assessment is assigned.

Consults with the assigned supervisor must occur throughout the assessment and must include discussions on information sharing with the placement provider. Update the placement provider and/or the provider support worker as appropriate.

The assessment of care concerns of non-compliance must be completed within 30 business days of the assessment being assigned.

If the assessment of care concerns is not completed within 30 business days of the assessment being assigned the assigned manager or DFNA Director may approve an additional 15 business days.

If the assessment of care concerns is not completed within 45 business days of the assessment being assigned the Category 4 Director or DFNA Director may approve additional time. The approving Category 4 or DFNA director must be consulted on an ongoing basis if the assessment goes beyond 45 business days.

Review existing documentation regarding the child or youth and their involvement with CS and existing documentation regarding the placement provider in the electronic information system and the physical files. The assessment activities may involve, but are not limited to, collecting the following information:

- Safety decisions that have been made and safety plans that have been developed,
- Safety and protective factors in the placement,
- The placement provider's ability to ensure the well-being of the child or youth,
- The child or youth's perspective,
- The placement provider's strengths,
- The placement provider's perspective of the child or youth's placement with them and of the presenting care concern,
- Environmental observations in the placement,
- Presence and capacity of safety networks,
- Collaborate with cultural resources and connections who may have culturally relevant information to add to the assessment. For example: DFNA staff, First Nations Designates, Métis or Inuit Resource Persons or other involved individuals (Elders) who may have culturally relevant information to add to the assessment,
- Any necessary information from conducting purposeful collateral contacts,
- The perspective of agency partners, caseworkers, provider support workers, licensing representatives, and contracts and procurement specialists,
- Provider history, and

- What needs to happen to ensure ongoing safety and well-being for children or youth.

Use critical thinking to undertake a concise analysis of all information collected, to gain a clear understanding of the care concerns that may or may not be present.

**NOTE:** In situations where there are concerns of abuse or neglect of children or youth under the guardianship of the placement provider, a separate intake as per s.6 of CYFEA is required for follow-up by an intervention assessor not a placement concern response assessor. See Policy 3.1.2 (Intervention).

### Reviewing Information

If applicable, review any agency foster or kinship agreements, policy, and contract information.

Review all pertinent previous file and electronic records regarding the placement provider and the child or youth as necessary.

If necessary review the files of children or youth who were previously placed with the placement provider.

Contact previous caseworkers when a review of file information suggests important information requires clarification.

Analyze the information to clearly understand the main themes, patterns and outcomes of services from previous involvement.

### New Care Concerns Report

If new care concerns of abuse or neglect are identified during the course of the assessment, all parties present at the pre-assessment conference must be informed of the new care concerns. This may require a new intake/assessment and an additional Pre-Assessment Conference.

### Gathering Information

Within 5 business days of referral from when the assessment was assigned, have contact with the child or youth, or someone who has direct contact with the child or youth, other than the placement provider (e.g. caseworker), to assess the child or youth's safety and well-being.

- Contact can include the reporter if the child or youth was seen by the reporter on the day the reporter made the referral.
- Conduct a face to face interview alone and separate from the placement provider all children or youth who are relevant to the care concern or who



may have relevant information as a result of being placed with the placement provider. The child or youth's caseworker should be conducting the interview. Ensure interviews with the children or youth occur in the least disruptive manner possible.

- Collaborate and debrief with the placement provider the reason for involvement and the process of assessment.
- If there are no concerns for other children or youth in the home, not in the care of the director, obtain permission from the guardian to interview them.
- Ensuring the placement provider is aware of the supports available, like CAST, through the AFKA.
- Interview face-to-face and separate all placement providers in the home.
- Refer to police if there is information indicating a crime may have occurred. See 6.1.1 Receiving Care Concerns Regarding a Child in Care.

The provider support worker and/or licensing officer/contract specialist supports the caregiver in the assessment phase. This includes:

- Having ongoing check-ins with placement providers.
- Having a discussion(s) with the placement provider around who their safety network is.

A genogram can be referenced or completed during the assessment with the placement provider to help understand the placement provider's family and natural support network.

Obtain information from any other person or agency that is familiar with the situation. Refer to Policy 1.1.1 (Intervention).

### **Assessment Outcome**

The completion of the assessment represents an important decision point requiring supervisor and/or manager consultation and approval.

- Review assessment information, allegations, analysis of existing safety, well-being, strengths, worries and care concerns.
- The casework team completes a Safety Decision Consult for high-risk and vulnerable children as per Practice Support 3<sup>rd</sup> Person Consult if necessary.
- Consider what and how information will be shared with the child or youth and placement provider.

The assessment of care concerns of non-compliance ends with a determination regarding the child or youth's safety and well-being in the placement. The care concern of non-compliance will be determined to be one of the following:

- Unsubstantiated – the information gathered does not support the concern(s) reported of non-compliance, or
- Substantiated Non-compliance indicated – the information indicates that the placement provider has failed to meet their mandate as per regulations, CS policy and kinship or foster agreements.

**NOTE:** If the outcome of the PCR intake/assessment is a recommendation of substantiation of abuse or neglect the casework team must develop a plan that mitigates the safety concerns and meets the approval of their Regional director or DFNA director if the child or youth is to remain with the placement provider. The Regional Director or DFNA Director's approval is provided on the Report of Incident.

**NOTE:** A Report of Incident is not required by the Office of the Statutory Director for a substantiated care concern of non-compliance.

### Documentation

Document the assessment under the provider assessment tab in the electronic information system. Ensure all points of consultation, decision-making and rationale for the decisions are documented in the electronic information system in the provider assessment.

## Related Information



- 1.1.1 Recording Contacts and Collection of Personal Information (Intervention)
- 3.1.3 Safety Phase (Intervention)
- 3rd Person Consult (Intervention)
- 3.3.8 The AFKA (Placement Resources)
- 5.4.2 Varying, Suspending or Cancelling a Licence (Placement Resources)
- 6.1.1 Receiving Care Concerns Regarding a Child in Care (Placement Resources)
- 6.1.3 Intake: Placement Concern Response Pre-Assessment Conference (Placement Resources)



*Child, Youth and Family Enhancement Act*  
*Freedom of Information and Protection of Privacy Act*



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# Practice Supports

Practice Support:	<b>Concerns of Non-Compliance – Post Assessment Activities</b>	Issue Date: May 13, 2021
Policy Reference:	<a href="#">6.4.2 Concerns of Non-Compliance – Post Assessment Activities</a>	Revision Date: May 13, 2021
		Page 1 of 5

## Child Intervention Practice Framework Principles

An assessment of care concerns can be stressful for the children or youth and the placement provider. As team members, placement providers have rights and are entitled to support during the assessment process. The nature of support will vary depending upon the type and needs of the placement provider. Reflecting the principle of continuous improvement, assessment of care concerns involves ensuring the safety and well-being of children or youth while respecting the rights and contributions of the placement provider.

When performing post-assessment activities consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Post-assessment conference:

- Convene a post-assessment conference with all those who participated in the pre-assessment conference and anyone else who is identified as having a substantial role in the assessment or decision making process.
- Review the details regarding the assessment and the recommended assessment outcome.
- Discuss what happened, what worries are moving forward, strengths and existing safety of the placement provider, and how worries can be alleviated.

**NOTE:** The placement provider support worker, licensing officer/contract specialist or PCR assessor to whom the assessment is assigned is responsible to:

- convene the post-assessment conference,
- facilitate the post-assessment conference,
- present the findings of the non-compliance assessment to the post-assessment conference (including pre and post assessment scaling if applicable),

- call attention to the current safety and well-being of the child(ren) or youth in the placement provider's care and to identify worries that need to be addressed.
- Caseworkers, casework supervisors, provider support workers, and licensing representatives each have their unique roles and responsibilities which are detailed in their relevant sections of policy and practice:
  - Caseworker: Chapter 7: Casework Responsibilities (Intervention),
  - Provider support worker: Chapter 2: Kinship Care (Placement Resources); Chapter 3: Foster Care (Placement Resources); Chapter 9: Post Placement (Adoption)
  - Licensing representatives: Chapter 5: Licensing (Placement Resources)
- Attendees of the post-assessment conference will share information, professional perspectives, and collaborate on potential options for planning and next steps. This can include, but is not limited to, discussions regarding:
  - Safety decisions that have been made, safety plans (immediate and/or interim) that have been developed and the need for ongoing (longer term) safety planning with the caregiver and their support network,
  - Safety and protective factors in the placement,
  - Signs of Safety tools and methodology including scaling questions,
  - The child or youth's perspective,
  - The placement provider's strengths,
  - The placement provider's perspective of the child or youth's placement with them and of the presenting care concern,
  - Environmental observations in the placement,
  - Presence and capacity of safety networks, specific safety plans and safety decisions,
  - a discussion around how a safety network can be established and/or utilized with the placement provider,
  - additional supports for the placement provider,
  - specialized training for the placement provider,
  - a review of the matching criteria for child or youth placements,
  - a re-assessment of the foster home to determine the appropriate classification level,
  - limiting the number of children or youth cared for by the placement provider,

- the removal of one or more children or youth from the home to enable closer supervision by the placement provider, or
  - closure of a kinship care home, a permanency placement adoption home, or
  - if a foster home, variation, suspension or cancellation of the foster home licence per s.105.7(1)(a) to (c) of CYFEA.
- The post-assessment conference attendees will collaborate to determine:
    - who will be deciding what next steps will be taken:
      - caseworkers and casework supervisors make decisions regarding the child or youth’s safety, well-being, and placement,
      - licensing representatives and contract specialists make decisions regarding placement provider licenses and any recommendations for the caregiver,
      - provider support workers make decisions regarding the status of the placement providers they support and any recommendations for the caregiver,
    - how follow-up will be monitored and by whom,
    - timelines for actions by professionals to move forward with addressing any worries,
    - who will continue to be collaborating on next steps and follow-up necessitating continued information sharing,
    - who will discuss the assessment and assessment outcome with the child or youth, if age and developmentally appropriate,
    - who will discuss the assessment and assessment outcome with the child or youth’s guardians and, if appropriate, the child or youth’s support network, and
    - who will provide the letter to the placement provider.

**NOTE:** If the outcome of the PCR intake/assessment is a recommendation of substantiation of abuse or neglect the casework team must develop a plan that mitigates the safety concerns and meets the approval of their regional director or DFNA director if the child or youth is to remain with the placement provider. The Report of Incident will indicate the Regional Director or DFNA Director agrees that the children or youth can continue to reside in the placement with the safety plan in place.

#### **De-briefing Meeting with Placement Provider:**

- The placement provider support worker, licensing officer, contract specialist or PCR assessor to whom the assessment is assigned meet

with the placement provider and, if applicable, their support person and CAST representative.

- Discuss the details of the assessment including what happened, what worries are moving forward, strengths and existing safety of the placement provider and the actions/plans to resolve any identified issues, including any safety goals and supports discussed in the post-assessment conference. Initial discussions on next steps and timelines should occur.

### Letter to Placement Provider

- A letter must be provided to the placement provider regarding the outcome of the assessment and who will be following up with them.

**NOTE:** Only after the post-assessment activities are complete, and confirmation is received from the OSD, should the outcome of a Mandatory Notification, if applicable, be entered in CICIO. Only after the OSD has given guidance to do so should a disposition of 'substantiated abuse/neglect' be approved in the electronic system.

### Documentation

Record all contacts, consultations, decisions and rationale for decisions on the contact log in the electronic information system, in the provider assessment.

Attach the completed assessment document to the provider assessment in the electronic information system.

Document the information that was shared with the placement provider at the end of the assessment, indicating their response to the information and their participation in the assessment and planning process. Include information about the safety networks, license impacts if applicable, and safety plans in place.

Attach the letter to the provider assessment on the provider page in the electronic information system.

Complete all entries in the electronic information system.

Update the electronic information system regarding any changes to the licence following the procedures outlined in Policy 5.4.2 (Placement Resources).

## Related Information



[1.4.1 Administrative Reviews \(Intervention\)](#)

[1.4.2 Appeals to the Appeal Panel \(Intervention\)](#)

[3.3.9 Dispute Resolution \(Placement Resources\)](#)

5.4.2 Varying, Suspending or Cancelling a Licence (Placement Resources)

Chapter 7: Casework Responsibilities (Intervention)

Chapter 5: Licensing (Placement Resources)

Chapter 2: Kinship Care (Placement Resources)

Chapter 3: Foster Care (Placement Resources)

Chapter 9: Post Placement (Adoption)



CICIO User Guide

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# Practice Supports

Practice Support:	<b>Financial Compensation</b>	Issue Date: October 19, 2021
Policy Reference:	<a href="#">2.4 Financial Compensation</a>	Revision Date: October 19, 2021
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## Child Intervention Practice Framework Principles

Financial compensation and entitlements provided by CS to kinship caregivers supports the children and youth placed in their care. Collaboration between CS, kinship caregivers, and the child or youth helps create a supportive home in which children and youth may live and flourish. Providing timely financial compensation to kinship caregivers helps to build important relationships and supports connections for children and youth in kinship care.

When discussing financial compensation with kinship caregivers, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

Ensure that kinship caregivers are able to access financial compensation and entitlements for every child or youth placed in their home. Prompt and accurate compensation and entitlements give kinship caregivers more opportunity to focus on helping the child or youth maintain the relationships and connections that matter most to them. Refer to the Caregiver Rate Schedule [FC1263] for basic maintenance amounts.

### Basic Maintenance

Inform the kinship caregiver that basic maintenance is a per diem rate paid to kinship caregivers intended to cover all of a child or youth's day-to-day needs including:

- food
- clothing
- personal care items (e.g., toiletries and hair products)
- general household costs
- spending allowance for the child or youth



- gifts (for the child or youth and from the child or youth to other family members)

Basic maintenance is paid for every day a child or youth is in the kinship home including the day of arrival and the day the child or youth departs from the home.

### **\$2.60 per diem**

In addition to Basic Maintenance, all kinship care homes receive an additional \$2.60 a day per child or youth. This funding is intended to encourage kinship caregivers to take necessary and healthy breaks from the day-to-day demands of caring for children and youth.

**Note:** This amount is not intended to pay for child or youth specific or kinship home specific respite that may be required as that would be negotiated as part of the Kinship Care Support Plan [FC3899].

### **Automatic Relief/Respite**

All kinship caregivers will be reimbursed for two days per month of relief or respite for each child or youth placed in their home as per the Caregiver Rate Schedule [FC1263]. Prior approval is not required and the caseworker must be informed of the relief or respite caregiver. Kinship caregivers can bank up to six days of relief/respite to be used at one time. This automatic relief/respite is available to all kinship caregivers not receiving relief or respite supports through a Kinship Care Support Plan [FC3899]. See section 3.4 Childcare Arrangements (Placement Resources) for requirements for Relief and Respite access.

### **Reimbursement for Training Expenses**

When kinship caregivers attend mandatory Kinship Training or approved Caregiver Training, they are entitled to reimbursement for babysitting, mileage and subsistence as per the Caregiver Rate Schedule [FC1263].

### **Infant Care Initial Expenses and Infant Care Costs**

Inform kinship caregivers that they will be reimbursed, with receipts, for baby equipment and the costs of formula, diapers and other basic baby expenses through the Kinship Care Support Plan [FC3899]. If reimbursement causes financial difficulties, the caseworker will arrange to pay these costs directly.

### **Transportation**

All child or youth-related transportation costs (e.g., mileage and parking) are reimbursed according to the rate in the current Caregiver Rate Schedule [FC1263]. Child or youth-related transportation includes medical appointments, recreation, cultural events, family visits and any other transportation required pursuant to the child or youth's Tempcare, Ongoing Connections, and/or Transition to Independence Plan.

### **Additional Supports**

Kinship caregivers are eligible for initial and on-going supports that would assist them in addressing factors that could become a barrier to caring for a child or youth. Kinship caregivers do not receive skill fees or special rates. Refer to the Practice Support for the Kinship Care Support Plan for additional information.

### **Entitlements of Children or Youth in Care**

#### Recreation Fund

Every child or youth in care is entitled to an annual recreational fund, which is intended to cover costs of recreational activities such as sports, creative arts or music lessons, as well as recreational equipment and supplies.

#### Vacation/Camp Allowance

Inform kinship caregivers that each child or youth in care is entitled to their full vacation/camp allowance in the amount set out in the current Caregiver Rate Schedule [FC1263]. This fund may be applied towards summer camp and/or the costs related to a child or youth accompanying the foster caregiver on vacation or participating in holiday activities.

**Note:** The above entitlements (recreation, vacation/camp) may be applied in any combination.

#### Cultural Costs

Cultural costs should support cultural connections and maintaining relationships that are important to the child or youth. Cultural costs are not considered to be a part of recreation or vacation/camp costs. These costs are to be paid separately. However, all costs must be discussed with the caseworker and have prior approval by the caseworker's supervisor and/or manager depending on the level of the cost.

#### Education Related Expenses

Kinship caregivers are reimbursed for all out-of-pocket expenses related to a child or youth's education. Costs associated with extracurricular activities are negotiated with the caseworker in advance.

#### Childcare and Pre-School

Costs relating to various forms of childcare licensed under the *Child Care Licensing Act* (day care, group family childcare, innovative childcare program, out of school care program, pre-school program) may be authorized.

#### Driver Training

Driver training costs are negotiated with the caseworker and can be reimbursed with approval by the caseworker's supervisor.

### Christmas Gifts/ Birthday Gifts

Kinship caregivers are entitled to be reimbursed to the amount in policy with a receipt (unless a gift was forwarded by the previous caregiver).

If a child or youth is placed in a placement less than two months prior to the child or youth's birthday, the kinship caregiver is to be reimbursed for the gift.

### Special Costs

If the kinship caregiver believes a child or youth needs an exceptional expenditure, they should consult with the caseworker regarding the case plan prior to incurring any expense.

### Damage Caused by Children or Youth in Care

When damage is caused by or is the result of actions by a child or youth in care, kinship caregivers may submit a request for reimbursement to CS.

All requests for reimbursement under this section must:

- be in writing
- explain the circumstances of the loss or damage connected to the child or youth in care
- be accompanied by documentary evidence of the loss or damage

Kinship caregivers may be reimbursed for **either** the cost of repairing the damage resulting from the actions of a child or youth in care or replacement of the damaged article(s), whichever is less. Requests for reimbursement must be accompanied by at least two estimates of the cost of repair or replacement of the article(s). If repair or replacement has already taken place, receipts must be provided to support the request for reimbursement.

Funds for such reimbursement are to be charged to the child or youth's file as an expense related to the child or youth, similar to other child or youth needs. Under this policy, caseworkers may approve requests for reimbursement with receipts to a maximum of \$1000.00. Supervisors may approve requests for reimbursement with receipts for amounts of \$1000.01 to \$3500.00. Managers may approve requests for reimbursement with receipts for amounts of \$3500.01 to \$4999.99.

Caregivers should not be requested to access their homeowner's or tenant's insurance when the amount of reimbursement requested is less than \$5000.00.

If the amount claimed is \$5000.00 or greater, caregivers may be requested to access their homeowner's or tenant's insurance, if available. Insurance deductibles that become the responsibility of the caregiver when such a claim is paid may be reimbursed under this section for the amount of that deductible upon proof of payment of the deductible.

If the caregiver's insurer refuses to pay a claim related to damage caused by or the result of actions by a child or youth in care, the caregiver(s) may submit a request for reimbursement. Such a request must be in writing with accompanying proof of loss, repair or replacement estimates, insurer's refusal letter and receipts for repair or replacement as outlined above.

If the amount claimed for loss or damages exceeds \$10,000.00, caregivers should be directed to access the AFKA insurance rider.

### Specialized Equipment and Structure Modifications for Children or Youth in Care

Some children or youth in care require specialized equipment and/or modifications to the home or a vehicle to be supported in their placements. A detailed request for such equipment or modifications, including estimates, must be submitted in writing through the caseworker for consideration. Approval in writing must be obtained **before** purchasing or contracting for any such equipment or modification(s).

Financial Delegation Levels as per Expenditure Officer Limits contained in current GoA Financial Policy apply. Prior written approval must be obtained from the Deputy Minister for amounts of \$10,000.00 or more; from an Executive Team Member or Director (Category 2 or 3) for amounts between \$5000.00 and \$9999.99; or a Senior Manager or Assistant Director for amounts up to \$4999.99. For additional information refer to the [Financial Policies & Procedures Manual](#).

"Equipment" here refers to movable items or items temporarily affixed to a structure or vehicle to assist the child or youth or the child or youth's caregiver in caring for the child or youth. "Modifications" refers to fixed structural or vehicular modifications that cannot be easily removed or transferred to another structure or vehicle.

Any equipment obtained to support the child or youth's placement remains the child or youth's and moves with them should they change placements. Modifications are by their nature immovable. CS is not responsible for returning any modified structure or vehicle to its former state should the child or youth requiring such modifications leave the placement.

### Funeral Arrangements

When kinship caregivers are involved in making funeral arrangements for a child or youth, they will receive the basic maintenance up to and including the day of the funeral for a maximum of five days.

### Emergency Situations

In consultation with the caseworker, compensation for child or youth care related expenses, other in-home or placement supports may be provided to kinship caregivers if they must be away from home or are unable to provide care in

emergency situations, due to personal illness, sickness or death within the immediate family.

### Ex-Gratia Payments

The *ex-gratia* process is to be used only when CS has no legal obligation to provide payment for an expenditure.

This relates to situations where a child or youth may have no current legal status pursuant to CYFEA or there is no other legal requirement to pay but there is a moral obligation or policy reason to remedy a situation.

This does not include situations where insurance, coverage from the child or youth's file or other means are available to pay for damages. It also does not apply to reimbursement of insurance premiums.

Consult with a manager if a kinship caregiver requests a payment that could fall into the *ex-gratia* category. Requests under this section require consultation with ministry legal advisors. Refer to the [Children's Services Financial Policies and Procedure Manual](#).

### Verification of Payment to Kinship Caregivers for Financial Institutions

Basic maintenance is not guaranteed over time as it is dependant on the placement of a child or youth. If a financial institution is requesting verification of kinship caregiver compensation, direct the institution back to the kinship caregiver.

## Documentation

Document all contacts, consultations, decisions and rationale for decisions on a contact log in the electronic information system.

## Related Information



[2.3 Kinship Care Support Plan](#)

[Section 3.4 Childcare Arrangements \(Placement Resources\)](#)

[4.2.3 Tempcare Plan and Ongoing Connections Plan \(Intervention\)](#)

[9.4.3 Camp/Vacation Allowance \(Intervention\)](#)

[9.4.4 Recreation Allowance \(Intervention\)](#)

[9.4.5 Christmas Gifts \(Intervention\)](#)



Caregiver Rate Schedule [[FC1263](#)]

Kinship Care Support Plan [[FC3899](#)]  
[Financial Policies & Procedures Manual](#)  
[CICIO User Guide](#)



[Child Intervention Practice Framework: Practice Strategies](#)

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# Practice Supports

Practice Support: <b>Financial Compensation</b>	Issue Date: October 19, 2021
Policy Reference: <a href="#">3.3.6 Financial Compensation</a>	Revision Date: October 19, 2021
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## Child Intervention Practice Framework Principles

CS provides financial compensation to foster caregivers to ensure children or youth in care have their needs met. CS collaborates with foster caregivers and children or youth to plan how financial compensation and entitlements will be used to meet the needs of the child or youth. Compensation and entitlements ensure that children and youth have their needs met and that they are given opportunities to explore their interests and talents while learning new skills.

When discussing financial compensation with foster caregivers consider every one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

Ensure that foster caregivers are able to access financial compensation and entitlements for every child or youth placed in their home. Prompt and accurate compensation and entitlements give foster caregivers more opportunity to focus on helping the child or youth maintain the relationships and connections that matter most to them. Refer to Foster Care Rate Schedule [FC1263] for amounts.

### Basic Maintenance

Inform the foster caregiver that basic maintenance is a per diem rate paid to foster caregivers intended to cover all of a child or youth's day-to-day needs including:

- food
- clothing
- personal care items (toiletries and hair products)
- general household costs
- spending allowance for the child or youth
- gifts (for the foster child or youth and from the foster child or youth to other family members)



Basic maintenance is paid for every day a child or youth is in the foster home including the day of arrival and the day the child or youth departs from the home.

### **Skill Fees**

Inform foster caregivers that level 1 and level 2 skill fees are an acknowledgement of their skills, training and experience. Skill fees are based on the classification of the foster home.

Foster caregivers are paid skill fees for each child or youth in the placement and for each day the child or youth is in the placement, including the day of arrival and the day the child or youth departs from the home.

A level 2 foster home receives the level 2 skill fee even if a child or youth placed in the home does not require a level 2 placement.

### **\$2.60 Per Diem**

In addition to Basic Maintenance, all foster homes receive an additional \$2.60 a day per child or youth. This funding is intended to enable and encourage foster caregivers to take necessary and healthy breaks from the day-to-day demands of fostering. This amount is not intended to pay for the child or youth's specific or foster home specific respite that may be required and would be negotiated as part of a Foster Care Support Plan [FC3605].

Indigenous foster families have the option of compensation through either skill fees or special rates.

### **Automatic Relief/Respite**

All foster caregivers will be reimbursed for two days a month of relief or respite for each child or youth placed in their home as per the Caregiver Rate Schedule [FC1263]. Prior approval is not required and the caseworker must be informed of the relief or respite caregiver. Foster caregivers can bank up to 6 days of relief/respite to be used at one time. This automatic relief/respite is available to all foster caregivers not receiving relief or respite supports through a Foster Care Support Plan [FC3605]. See section 3.4 Childcare Arrangements (Placement Resources) for requirements for Relief and Respite access.

### **Reimbursement for Training Expenses**

Foster caregivers are entitled to reimbursement for babysitting, mileage and subsistence for core training as per the Caregiver Rate Schedule [FC1263].

### **Special Rates**

Inform foster caregivers that special rates may be paid to foster caregivers with children or youth in their care with specialized needs per the Foster Care Placement Needs Scoring Chart [FC3603].



Special rates replace the usual skill fee. Special rates are intended to compensate foster caregivers for the increased level of skill, training, experience and effort involved in caring for a specialized child or youth. Special rates are reviewed every six months.

### **Infant Care Initial Expenses**

Inform foster caregivers that they will be reimbursed with receipts for baby equipment up to a maximum of \$500 when an infant (aged 0-36 months) is placed in their foster home. Foster caregivers may require initial or additional baby equipment in order to accept an infant placement, including a crib, car seat, baby monitor, change table, high chair and/or stroller (or a similar item). The equipment is intended to ready the foster home placement for additional infants and in most cases would remain in the foster home when the child or youth leaves.

### **Infant Care Costs**

Inform foster caregivers that they will be reimbursed \$150 per child per month for the costs of formula, diapers and basic baby care supplies (baby clothing and items such as bottles, soothers, bunting bags etc.). Prior approval is not required. Foster caregivers will submit their expenses with receipts to the child's caseworker. Items specific to the child will go with the child if the child moves from the home.

### **Transportation**

All child or youth-related transportation costs (mileage and parking) are reimbursed according to the same rate as Alberta government employees. Child or youth-related transportation includes medical appointments, cultural, recreation, family visits and any other transportation required pursuant to the child or youth's Foster Care Support Plan [FC3605].

### **Vehicle Inspections**

Foster caregivers will be reimbursed the costs of a vehicle inspection if one is requested according to Regional/DFNA procedures.

### **Additional Compensation**

Inform foster caregivers that if they accept the placement of a child or youth outside of their current matching criteria, they may be eligible for compensation of costs associated with any equipment or supplies necessary to facilitate or support the placement, with the caseworker's approval.

### **Approved Absence**

Inform foster caregivers that they are entitled to basic maintenance during the temporary approved absence of a child or youth from the placement, providing the intent is for the child or youth to return to the placement. Temporary

absences include extended visits, assessment and treatment programs, secure services, a youth justice placement or when a child or youth is removed from a foster home during an assessment of care concerns. The intent is to support foster caregivers who are maintaining a bed and usually involvement with the child or youth.

During an approved absence, foster caregivers are compensated as follows:

- the full basic maintenance and any skill fee for the first seven days, and
- 50% of the basic maintenance and 50% of any skill fee for an additional 7 days.

If the foster caregiver is actively involved with a child or youth who is hospitalized or out of the home for an approved temporary absence, the caseworker's manager may approve an extension of full basic maintenance and/or skill fee payments in order to maintain the placement.

### **Absent Without Leave (AWOL)**

Where a child or youth is AWOL, foster caregivers receive the basic maintenance rate and skill fee for a maximum of five days in any monthly pay period.

### **Entitlements of Children or Youth in Care**

#### Recreation Fund

Advise foster caregivers that each child or youth in care is entitled to an annual recreational fund every fiscal year, in the amount set out in the current Caregiver Rate Schedule [FC1263]. This fund is intended to cover costs of recreational activities such as sports, creative arts or music lessons, as well as recreational equipment and supplies.

#### Vacation/Camp Allowance

Inform foster caregivers that each child or youth in care is entitled to their full vacation/camp allowance in the amount set out in the current Caregiver Rate Schedule [FC1263]. This fund may be applied towards summer camp and/or the costs related to a child or youth accompanying the foster caregiver on vacation or participating in holiday activities.

**NOTE:** The above entitlements (recreation, vacation/camp) can be applied in any combination.

#### Cultural Costs

Cultural costs are not considered to be a part of recreation or vacation/camp costs. These costs are to be paid separately. However all costs must be discussed with the caseworker and have prior approval by the caseworker's supervisor and/or manager depending on the level of the cost. Receipts must be

provided. When possible cultural costs should support cultural connections and maintaining relationships that are important to the child or youth.

#### Education Related Expenses

Foster caregivers will be reimbursed for all out of pocket expenses related to a child or youth's education. Costs associated with extra-curricular activities require prior approval from the caseworker.

#### Pre-school Programming

Costs relating to recommended preschool placements to address the child's developmental needs may be authorized with the approval of the caseworker's supervisor.

#### Driver Training

Driver training costs may be reimbursed with prior approval by the caseworker's supervisor.

#### Christmas Gifts/Birthday Gifts

Foster caregivers should purchase Christmas gifts for their foster child or youth from the basic maintenance, unless the child or youth was placed after October 31. If the child or youth was placed after October 31, the foster caregiver is entitled to be reimbursed with a receipt with prior approval from the caseworker (unless a gift was forwarded by the previous caregiver).

If a child or youth is placed in a placement less than two months prior to the child or youth's birthday, the foster caregiver is to be reimbursed for the gift.

#### Special Costs

Inform the foster caregivers that if they believe that a child or youth needs an exceptional expenditure, they must request prior approval from the caseworker and/or the caseworker's supervisor.

#### Damage Caused by Children or Youth in Care

When damage is caused by or is the result of actions by a child or youth in care, caregivers may submit a request for reimbursement to CS. All requests for reimbursement under this section must:

- be in writing
- explain the circumstances of the loss or damage connected to the child or youth in care
- be accompanied by documentary evidence of the loss or damage

Caregivers may be reimbursed for **either** the cost of repairing the damage resulting from the actions of a child or youth in care or replacement of the

damaged article(s), whichever is less. Requests for reimbursement must be accompanied by at least two estimates of the cost of repair or replacement of the article(s). If repair or replacement has already taken place, receipts must be provided to support the request for reimbursement.

Funds for such reimbursement are to be charged to the child or youth's file as an expense related to the child or youth, similar to other child or youth needs. Under this policy, caseworkers may approve requests for reimbursement with receipts to a maximum of \$1000.00. Supervisors may approve requests for reimbursement with receipts for amounts of \$1000.01 to \$3500.00. Managers may approve requests for reimbursement with receipts for amounts of \$3500.01 to \$4999.99.

Caregivers should not be requested to access their homeowner's or tenant's insurance when the amount of compensation requested is less than \$5000.00.

If the amount claimed is \$5000.00 or greater, caregivers may be requested to access their homeowner's or tenant's insurance, if available. Insurance deductibles that become the responsibility of the caregiver when such a claim is paid may be reimbursed under this section for the amount of that deductible upon proof of payment of the deductible.

If the caregiver's insurer refuses to pay a claim related to damage caused by or the result of actions by a child or youth in care, the caregiver(s) may submit a request for reimbursement. Such a request must be in writing with accompanying proof of loss, repair or replacement estimates, insurer's refusal letter and receipts for repair or replacement as outlined above.

If the amount claimed for loss or damages exceeds \$10,000.00, caregivers should be directed to access the AFKA insurance rider.

#### Specialized Equipment and Structure Modifications for Children and Youth in Care

Some children and youth in care require specialized equipment and/or modifications to the home or a vehicle to be supported in their placements. A detailed request for such equipment or modifications, including estimates, must be submitted in writing through the caseworker for consideration. Approval in writing must be obtained **before** purchasing or contracting for any such equipment or modification(s).

Financial Delegation Levels as per Expenditure Officer Limits contained in current Government of Alberta Financial Policy apply. Currently, prior written approval must be obtained from the Deputy Minister for amounts of \$10,000.00 or more; from an Executive Team Member or Director (Category 2 or 3) for amounts between \$5000.00 and \$9999.99; or a Senior Manager or Assistant Director for amounts up to \$4999.99. For additional information refer to the [Financial Policies & Procedures Manual](#).

“Equipment” here refers to movable items or items temporarily affixed to a structure or vehicle to assist the child or youth, or their caregiver in caring for the child or youth. “Modifications” refers to fixed structural or vehicular modifications that cannot be easily removed or transferred to another structure or vehicle.

Any equipment obtained to support the child or youth’s placement remains the child or youth’s and moves with the child or youth should the child or youth change placements. Modifications are by their nature immovable. Children’s Services is not responsible for returning any modified structure to its former state should the child or youth requiring such modifications leave the placement.

#### Funeral Arrangements

When foster caregivers are involved in making funeral arrangements for a child or youth, they will receive the skill fee up to and including the day of the funeral for a maximum of five days.

#### Emergency Situations

With the caseworker’s approval, compensation for the care of foster children or youth, other in-home or placement supports will be provided to a foster caregiver if they must be away from home or unable to provide care in emergency situations due to personal illness, sickness or death within the immediate family.

#### Ex-gratia Payments

The *ex-gratia* process is to be used *only* when Children’s Services has no legal obligation to provide payment for an expenditure. This relates to situations where a child or youth may have no current legal status pursuant to *CYFEA* or there is no other legal requirement to pay, but there is a moral obligation or policy reason to remedy a situation.

This does *not* include situations where insurance, coverage from the child or youth’s file or other means are available to pay for damages. It also does *not* apply to reimbursement of insurance premiums.

Consult with a manager if a foster care provider requests a payment that could fall into the *ex-gratia* category. Requests under this section require consultation with ministry legal advisors. For additional information refer to the [Financial Policies & Procedures Manual](#).

#### **Verification of Payment to Foster Caregivers for Financial Institutions**

Basic maintenance and skill fees/special rates are not guaranteed over time as they are dependant on the placement of a child or youth. If a financial institution is requesting verification of foster caregiver compensation direct the institution back to the foster caregiver.

## Documentation

Document all contacts, consultations, decisions and rationale for decisions on a contact log in the electronic information system.

## Related Information



[4.2.3 Tempcare Plan and Ongoing Connections Plan \(Intervention\)](#)

[9.4.3 Camp/Vacation Allowance \(Intervention\)](#)

[9.4.4 Recreation Allowance \(Intervention\)](#)

[9.4.5 Christmas Gifts \(Intervention\)](#)



Foster Care Placement Needs Scoring Chart [[FC3603](#)]

Foster Care Support Plan [[FC3605](#)]

Caregiver Rate Schedule [[FC1263](#)]

[Financial Policies & Procedures Manual](#)

[CICIO User Guide](#)

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# Practice Supports

Practice Support:	<b>Foster Care Provider, Kinship Care Provider, Permanency Placement Adoption Home</b>	Issue Date: May 13, 2021
Policy Reference:	<a href="#">6.2.1 Foster Care Provider, Kinship Care Provider, Permanency Placement Adoption Home</a>	Revision Date: May 13, 2021
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## Child Intervention Practice Framework Principles

CS completes a comprehensive assessment of all factors contributing to a child or youth's safety and well-being when responding to care concerns. Collaboration with the child or youth, placement provider, placement provider support worker and casework team whom communicate and collaborate with the guardian, family and support network, enables CS PCR to assess the care the child or youth has received from the placement provider and support the child or youth during the assessment.

During the assessment phase consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Reviewing Information

- Review all information from the Intake and the Placement Concern Response Pre-Assessment conference.
- Refer to police if there is information indicating a crime may have occurred. See Policy 6.1.1 (Placement Resources).

### Placement Concern Response Pre-Assessment conference

Ensure that all of the determinations and planning required as per Policy 6.1.3 (Placement Resources) and the associated practice support are complete.

A follow-up conference with all or some of the attendees of the Placement Concern Response Pre-Assessment conference may occur if:

- the determinations are not complete,
- more information needs to be shared, or
- pre-assessment planning is not complete.



### Completing the Assessment

Assessment activities must begin within 10 business days from the date the assessment is assigned.

Consults with the assigned supervisor must occur throughout the assessment and must include discussions on information sharing with the placement provider. Update the placement provider and/or the provider support worker as appropriate.

The assessment of care concerns of alleged abuse/neglect must be completed within 30 business days of the assessment being assigned.

If the assessment of care concerns is not completed within 30 business days of the assessment being assigned the assigned manager or DFNA Director may approve an additional 15 business days.

If the assessment of care concerns is not completed within 45 business days of the assessment being assigned the Category 4 Director or DFNA Director may approve additional time. The approving Category 4 or DFNA director must be consulted on an ongoing basis if the assessment goes beyond 45 business days.

Review existing documentation regarding the child or youth and their involvement with CS and existing documentation regarding the placement provider in the electronic information system and the physical files. The assessment activities may involve, but are not limited to, collecting the following information:

- Safety decisions that have been made and safety plans that have been developed,
- Safety and protective factors in the placement,
- The placement provider's ability to ensure the well-being of the child or youth,
- The child or youth's perspective,
- The placement provider's strengths,
- The placement provider's perspective of the child or youth's placement with them and of the presenting care concern,
- Environmental observations in the placement,
- Presence and capacity of safety networks,
- Collaborate with cultural resources and connections who may have culturally relevant information to add to the assessment. For example: DFNA staff, First Nations designates, Métis or Inuit Resource Persons or other involved individuals (Elders) who may have culturally relevant information to add to the assessment,
- Any necessary information from conducting purposeful collateral contacts,



- The perspective of agency partners, caseworkers, provider support workers, licensing representatives, and contracts and procurement specialists,
- Provider history, and
- What needs to happen to ensure ongoing safety and well-being for children or youth.

Use critical thinking to undertake a concise analysis of all information collected, to gain a clear understanding of the care concerns that may or may not be present.

**NOTE:** In situations where there are concerns of abuse or neglect of other children or youth under the guardianship of the placement provider, and not the Director, a separate intake as per s.6 of CYFEA is required for follow-up by an intervention assessor not a placement concern response assessor. See Policy 3.1.2 (Intervention).

#### Reviewing Information

If applicable, review any agency foster or kinship agreements, policy, and contract information.

Review all pertinent previous file and electronic records regarding the placement provider and the child or youth as necessary.

If necessary review the files of children or youth who were previously placed with the placement provider.

Contact previous caseworkers when a review of file information suggests important information requires clarification.

Analyze the information to clearly understand the main themes, patterns and outcomes of services from previous involvement.

#### New Care Concerns Report

If new care concerns of abuse or neglect are identified during the course of the assessment, all parties present at the pre-assessment conference must be informed of the new care concerns. This may require a new intake/assessment and an additional pre-assessment conference.

#### Gathering Information

Within 5 business days from when the assessment was assigned, have contact with the child or youth, or someone who has direct contact with the child or youth, other than the placement provider (e.g. caseworker, teacher), to assess the child or youth's safety and well-being.

- Contact can include the reporter if the child or youth was seen by the reporter on the day the reporter made the referral.
- Conduct a face to face interview alone and separate from the placement provider all children or youth who are relevant to the care concern or who may have relevant information as a result of being placed with the placement provider. Wherever appropriate, the child or youth's caseworker should be present during the interview. Ensure interviews with the children or youth occur in the least disruptive manner possible.
- Collaborate and debrief with the placement provider the reason for involvement and the process of assessment.
- If there are no concerns for other children or youth in the home, not in the care of the director, obtain permission from the guardian to interview them.
- Ensuring the placement provider is aware of the supports available, such as CAST, through the AFKA.
- If assessing concerns of sexual abuse or physical injury, see Policy 3.1.3 (Intervention).
- Interview face-to-face and separate all placement providers in the home.

The provider support worker should support the caregiver in the assessment phase. This includes:

- Having ongoing check-ins with placement providers.
- Having a discussion(s) with the placement provider around who their safety network is.

A genogram can be referenced or completed during the assessment with the placement provider to help understand the placement provider's family and natural support network.

Obtain information from any other person or agency that is familiar with the situation. Refer to Policy 1.1.1 (Intervention).

#### Assessing Physical Injury

If observing a physical injury, consider if an additional adult should be present. Be sensitive to the age, sex and gender identity of the child or youth. If the child or youth is able to express their wishes regarding who the additional adult should be take their wishes into consideration.

Consult with the casework supervisor and/or manager and decide if a referral for a medical examination is required.

If there is information suggesting that a crime may have been committed, ensure the matter is reported to the police as soon as practical and according to the practice process described in the Policy 1.9 (Intervention).

Explain to the child or youth the next steps, including the role of police and any other professionals involved.

If police are involved, coordinate the assessment with the assigned officer. If the child or youth's interview will be video-recorded, see s.715.1 of the Criminal Code.

**NOTE:** CS performs its own assessment of the child or youth's safety and well-being and any identified care concerns. CS collaborates and coordinates with police but is responsible for conducting and concluding its own assessment of the child or youth's safety and well-being and any identified care concerns.

Ensure all children or youth currently placed with the placement provider and any children or youth previously placed with the placement provider have been interviewed as necessary.

#### Assessing Sexual Abuse

When assessing for the potential of sexual abuse, be sensitive to the age, sex and gender identity of the child or youth.

If a child or youth discloses that they were, or may have been, sexually abused, consult with the casework supervisor and make the appropriate referral. For example, contact the police and/or regional Child Advocacy Centre.

Do not physically examine the child or youth for sexual abuse.

Ensure the child or youth is informed of the next steps of the assessment, including the role of the Child Advocacy Centre.

Ensure all children or youth currently placed with the placement provider and any children or youth previously placed with the placement provider have been interviewed as necessary.

Support the casework team in discussing alternate placement options (respite) with the caseworker and casework supervisor if a placement provider is not able or willing to protect and support the child or youth. If the child or youth is being removed from the placement provider a 3rd Person Consult must occur.

Ensure the casework team has arranged a medical appointment to determine if a physical exam for the child or youth if necessary.

If there is indication the child or youth is in need of protective services per PSECA, a PSECA intake should be created by the casework team to assess for further services. See Policy 6.4 (Intervention).

### Assessment Outcome

The completion of the assessment represents an important decision point requiring supervisor and/or manager consultation and approval.

- Review assessment information, allegations, analysis of existing safety, well-being, strengths, worries and care concerns.
- The casework team completes a Safety Decision Consult for high-risk and vulnerable children as per Practice Support 3<sup>rd</sup> Person Consult if necessary.
- Consider what and how information will be shared with the child or youth and placement provider.

The assessment of care concerns of alleged abuse/neglect ends with a determination regarding the child or youth's safety and well-being in the placement. The care concern of abuse or neglect will be determined to be one of the following:

- Unsubstantiated – the information gathered does not support the concern(s) reported of abuse or neglect, or
- Recommendation of Substantiated – sufficient information was gathered to support or corroborate the concerns of abuse or neglect, and to submit to the Office of the Statutory Director for substantiation, or
- Substantiated Non-compliance indicated – the information indicates that the placement provider has failed to meet their mandate as per regulations, CS policy and kinship or foster agreements.

**NOTE:** If the outcome of the PCR intake/assessment is a recommendation of substantiation of abuse or neglect the casework team must develop a plan that mitigates the safety concerns and meets the approval of their regional director or DFNA director if the child or youth is to remain with the placement provider. The Report of Incident will indicate the Regional Director or DFNA Director agrees that the children or youth can continue to reside in the placement with the safety plan in place.

**NOTE:** Only the Office of the Statutory Director holds the legislative authority to substantiate concerns of abuse or neglect of children and youth in care as per s.105.74.

### Documentation

Document the assessment in the provider assessment in the electronic information system. Ensure all points of consultation, decision-making and rationale for the decisions are documented in the electronic information system in the provider assessment.

## Related Information



- [1.1.1 Recording Contacts and Collection of Personal Information \(Intervention\)](#)
- [1.9 Peace Officer Involvement and Offences \(Intervention\)](#)
- [3.1.3 Safety Phase \(Intervention\)](#)
- [6.4 Protection of Sexually Exploited Children Act \(PSECA\) \(Intervention\)](#)
- [3rd Person Consult \(Intervention\)](#)
- [3.3.8 The AFKA \(Placement Resources\)](#)
- [5.4.2 Varying, Suspending or Cancelling a Licence \(Placement Resources\)](#)
- [6.1.1 Receiving Care Concerns Regarding a Child in Care \(Placement Resources\)](#)
- [6.1.3 Intake: Placement Concern Response Pre-Assessment Conference \(Placement Resources\)](#)



- [Child, Youth and Family Enhancement Act](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [Criminal Code](#)



- [CICIO User Guide](#)

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# Practice Supports

Practice Support:	<b>Foster Care Provider, Kinship Care Provider, Permanency Placement Adoption Home – Post Assessment Activities</b>	Issue Date: May 13, 2021
Policy Reference:	<a href="#">6.2.2 Foster Care Provider, Kinship Care Provider, Permanency Placement Adoption Home – Post Assessment Activities</a>	Revision Date: May 13, 2021
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## Child Intervention Practice Framework Principles

An assessment of care concerns can be stressful for the children or youth and the placement provider. As team members, placement providers have rights and are entitled to support during the assessment process. The nature of support will vary depending upon the type and needs of the placement provider. Reflecting the principle of continuous improvement, assessment of care concerns involves ensuring the safety and well-being of children or youth while respecting the rights and contributions of the placement provider.

When performing post-assessment activities consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Post-assessment conference:

- Convene a post-assessment conference with all those who participated in the pre-assessment conference and anyone else who is identified as having a substantial role in the assessment or decision making process.
- Review the details regarding the assessment and the recommended assessment outcome.
- Discuss what happened, were worries identified if so what were they, describe the strengths and existing safety of the placement provider, and how any worries can be alleviated.

**NOTE:** It is the assigned PCR assessor's responsibility, supported by their supervisor and/or manager, to:

- convene the post-assessment conference,
- facilitate the post-assessment conference,

- present the findings of the PCR assessment to the post-assessment conference (including pre and post assessment scaling if applicable),
  - call attention to the current safety and well-being of the child(ren) or youth in the placement provider's care and to identify worries that need to be addressed.
- Caseworkers and casework supervisors, provider support workers, and licensing representatives each have their unique roles and responsibilities which are detailed in the their relevant sections of policy and practice:
    - Caseworker: Chapter 7: Casework Responsibilities (Intervention),
    - Provider support worker: Chapter 2: Kinship Care (Placement Resources); Chapter 3: Foster Care (Placement Resources); Chapter 9: Post Placement (Adoption)
    - Licensing representatives: Chapter 5: Licensing (Placement Resources)
  - Attendees of the post-assessment conference will share information, professional perspectives, and collaborate on potential options for planning and next steps. This can include, but is not limited to, discussions regarding:
    - Safety decisions that have been made, safety plans (immediate and/or interim) that have been developed and the need for ongoing (longer term) safety planning with the caregiver and their support network,
    - Safety and protective factors in the placement,
    - Signs of Safety tools and methodology including scaling questions,
    - The child or youth's perspective,
    - The placement provider's strengths,
    - The placement provider's perspective of the child or youth's placement with them and of the presenting care concern,
    - Environmental observations in the placement,
    - a discussion around how a safety network can be established and/or utilized with the placement provider (the provider support worker takes the lead on this),
    - additional supports for the placement provider home,
    - specialized or recommended training for the placement provider,
    - a review of the matching criteria for child or youth placements,



- a re-assessment of the foster home to determine the appropriate classification level,
  - limiting the number of children or youth cared for by the placement provider,
  - the removal of one or more children or youth from the home to enable closer supervision by the placement provider, or
  - closure of a kinship care home, a permanency placement adoption home, or
  - if a foster home, variation, suspension or cancellation of the foster home licence per s.105.7(1)(a) to (c) of CYFEA.
- The post-assessment conference attendees will collaborate to determine:
    - who will be deciding what next steps will be taken:
      - caseworkers and casework supervisors make decisions regarding the child or youth’s safety, well-being, and placement,
      - licensing representatives and contract specialists make decisions regarding placement provider licenses and any recommendations for the caregiver,
      - provider support workers make decisions regarding the status of the placement providers they support and any recommendations for the caregiver,
    - how follow-up will be monitored and by whom,
    - who will be completing the Report of Incident, if necessary, and submitting it to the OSD,
    - timelines for actions by professionals to move forward with addressing any worries,
    - who will continue to be collaborating on next steps and follow-up necessitating continued information sharing,
    - who will discuss the assessment and assessment outcome with the child or youth, if age and developmentally appropriate,
    - who will discuss the assessment and assessment outcome with the child or youth’s guardians and, if appropriate, the child or youth’s support network, and
    - who will provide the letter to the placement provider.

**NOTE:** If the outcome of the PCR intake/assessment is a recommendation of substantiation of abuse or neglect the casework team must develop a plan that mitigates the safety concerns and meets the approval of their Regional or DFNA director if the child or youth is to remain with



the placement provider. The Report of Incident will indicate the Regional or DFNA Director agrees that the children or youth can continue to reside in the placement with the safety plan in place.

#### **PCR Assessor's De-briefing Meeting with Placement Provider:**

- The PCR assessor and provider support worker meet with the placement provider and, if applicable, their support person and CAST representative.
- Discuss the details of the assessment including what happened, what worries are moving forward, strengths and existing safety of the placement provider and the actions/plans to resolve any identified issues, including any safety goals and supports discussed in the post-assessment conference. Initial discussions on next steps and timelines should occur.

#### **Letter to Placement Provider**

- A letter must be provided to the placement provider regarding the outcome of the assessment and who will be following up with them.

**NOTE:** Only after the post-assessment activities are complete, and confirmation is received from the OSD, should the outcome of a Mandatory Notification, if applicable, be entered in CICIO. Only after the OSD has given guidance to do so should a disposition of 'substantiated abuse/neglect' be approved in the electronic system.

#### **Documentation**

Record all contacts, consultations, decisions and rationale for decisions on the contact log in the provider assessment, in the electronic information system.

Attach the completed assessment document to the provider assessment in the electronic information system.

Document the information that was shared with the placement provider at the end of the assessment, indicating their response to the information and their participation in the assessment and planning process. Include information about the safety networks, license impacts if applicable, and safety plans in place.

Attach the letter to the provider assessment on the provider page in the electronic information system.

Complete all entries in the electronic information system.

The licensing representative updates the electronic information system regarding any changes to the licence following the procedures outlined in Policy 5.4.2 (Placement Resources).

## Related Information



- [1.4.1 Administrative Reviews \(Intervention\)](#)
- [1.4.2 Appeals to the Appeal Panel \(Intervention\)](#)
- [3.3.9 Dispute Resolution \(Placement Resources\)](#)
- [5.4.2 Varying, Suspending or Cancelling a Licence \(Placement Resources\)](#)
- [Chapter 7: Casework Responsibilities \(Intervention\)](#)
- [Chapter 2: Kinship Care \(Placement Resources\)](#)
- [Chapter 3: Foster Care \(Placement Resources\)](#)
- [Chapter 5: Licensing \(Placement Resources\)](#)
- [Chapter 9: Post Placement \(Adoption\)](#)



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# Practice Supports

Practice Support:	<b>Intake: Placement Concern Response Pre-Assessment Conference</b>	Issue Date: May 13, 2021
Policy Reference:	<a href="#">6.1.3 Intake: Placement Concern Response Pre-Assessment Conference</a>	Revision Date: October 19, 2021
		Page 1 of 5

## Child Intervention Practice Framework Principles

When a placement care concern occurs it is never left to one individual to determine how to respond. CS uses a collaborative approach when determining the response to a care concern. By utilizing the knowledge, experience and diversity of the available professionals who are party to a care concern, CS remains child-focused and strives for the best outcomes for children, youth and families.

When conducting a Placement Concern Response Pre-Assessment conference consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

Regions and DFNAs **may** establish Regional Placement Provider Intake Teams whose membership can include, but is not limited to:

- representation from placement resources (e.g. foster or kinship care worker, licensing officer, contract consultant),
- representation from intervention (e.g. specialized unit for provider assessment or an intervention assessor), and
- at least one supervisor from either intervention or placement resources.

If a region or DFNA has a Regional Placement Provider Intake Team, representation from this team will be present at the Placement Concern Response Pre-Assessment conference along with any other appropriate participants.

If a Regional Placement Provider Intake Team does not exist where the intake is occurring, convene a Placement Concern Response Pre-Assessment conference with the appropriate and available parties. This can include, but is not limited to:

- at least one manager,
- provider support workers,
- licensing officers,

- contract consultants,
- foster or kinship care workers,
- caseworkers,
- casework supervisors,
- intake workers,
- assessors,
- residential facility management,

Other parties that could also be included:

- First Nations designates if applicable,
- Métis or Inuit Resource persons if applicable,
- agency partners and agency staff.

### **Placement Concern Response Pre-Assessment conference**

The Placement Concern Response Pre-Assessment conference is a collaborative process where information is shared and plans made to guide next steps. Utilize Signs of Safety tools and methodology, including scaling questions, to guide discussions.

The Placement Concern Response Pre-Assessment conference must occur within 15 business days from the date the care concern referral was received unless a 5 days extension has been granted by a worksite manager or DFNA Director.

The Placement Concern Response Pre-Assessment conference will determine if:

- the care concern is a concern of abuse or neglect by a placement provider or child and youth facility staff member and requires further assessment, or
- the care concern is related to non-compliance to CYFEA, Residential Facilities Licensing Regulation (RLFR), the Agreement to Foster [FC0044] or the Kinship Care Agreement [FC3599] and requires formal follow-up.

**NOTE:** Care concerns of non-compliance require the same level of assessment that care concerns of abuse or neglect do.

The Placement Concern Response Pre-Assessment conference will determine if the intake recommendation is either:

- Assessment of Concerns of Alleged Abuse or Neglect:
  - A PCR assessor is assigned for Assessment of Concerns of Alleged Abuse or Neglect.

**NOTE:** The term 'PCR assessor' refers to the assessor the PCR assessment is assigned to who may or may not be part of a PCR regional team. Not all Regions or DFNAs have PCR regional teams so PCR assessments can be assigned to staff not associated with a PCR regional team as needed.

- or
- Assessment and follow-up of concerns of Non-compliance:
  - The placement provider support worker, licensing officer or contract specialist to follow-up on concerns of non-compliance (a PCR assessor may in some cases be assigned to concerns of non-compliance if determined appropriate).

**NOTE:** A follow-up conference with all or some of the attendees of the Placement Concern Response Pre-Assessment conference may occur if the above determinations are not complete, if more information needs to be gathered or if pre-assessment planning is not complete.

#### Pre-Assessment Planning:

- The Placement Concern Response Pre-Assessment conference will discuss the following:
  - Each caseworker, in consultation with their supervisor and/or manager, or senior management if necessary, is responsible to determine if the child or youth should remain with the placement provider while the assessment occurs.
  - Safety plans for all children and youth involved in the allegation or residing with the placement provider.
  - Plans for the children or youth remaining with the placement provider, going to respite, or being removed from the placement provider and being placed elsewhere. Plans must ensure the safety of the child or youth but should be as least disruptive to the child or youth as possible.

**NOTE:** A 3<sup>rd</sup> Person Consult must occur if the child or youth's placement changes. This does not apply to respite. See Practice Supports 3<sup>rd</sup> Person Consults

- Supports for the children or youth during the assessment.
- How information will be shared with the child or youth's guardian and/or other members of the child or youth's support network throughout the process. This is the responsibility of the caseworker and casework supervisor.
- The status of the placement provider during the assessment period:

- determine if the foster home licence should be varied, suspended or cancelled per s.105.7(1)(a)-(c) of CYFEA, following the procedures outlined in Policy 5.4.2 (Placement Resources).
- Information sharing with the placement provider:
  - Who will be responsible for sharing information with the placement provider.
  - What information can be shared with the placement provider.
  - When information will be shared with the placement provider. Placement providers should be advised of the allegation and assessment as soon as feasible though ensuring the safety and well-being of the child or youth is paramount.

**NOTE:** If police are involved a discussion should occur regarding what and when information can be shared with the placement provider.

- Support to the placement provider during the assessment:
  - Identifying who will provide support to the placement provider during the assessment,
  - Ensuring that placement providers have had the opportunity to contact a Caregiver's Allegation Support Team (CAST) member to attend their interview and/or all placement providers have had the opportunity to contact a support person to attend their interview with them.
- Next steps, including the assessment plan for gathering information, interviewing children or youth, placement provider, and if required, interviewing children or youth who were previously placed with the placement provider.
  - If there are no intervention concerns for children or youth under the guardianship of the placement provider, request permission from the placement provider to interview children or youth under the guardianship of the placement provider if it is believed they may have relevant information pertaining to the care concerns.

**NOTE:** An allegation of abuse or neglect of a child or youth in care requires the immediate submission of a mandatory notification to the OCYA and the Statutory Director.

As per Policy 1.3.1 (Intervention) if the needs of a child or youth are not being met by non-compliance with RFLR, kinship or foster agreements a mandatory notification must be done.

## Documentation

Ensure the pre-assessment conference content and activities are entered on the electronic information system in the intake/assessment.

Ensure all points of consultation, decision-making and rationale for the decisions are documented on the electronic information system in the intake/assessment.

Complete Mandatory Notifications to the OCYA and OSD in the electronic information system. See Policy 1.3.1 (Intervention).

## Related Information



[1.3.1 Mandatory Notifications \(Intervention\)](#)

[6.1.1 Receiving Care Concerns Regarding a Child in Care](#)

[6.1.2 Intake: Preliminary Consultation](#)



[CICIO User Guide](#)

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# Practice Supports

Practice Support:	<b>Intake: Preliminary Consultation</b>	Issue Date: May 13, 2021
Policy Reference:	<a href="#">6.1.2 Intake: Preliminary Consultation</a>	Revision Date: October 19, 2021
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## Child Intervention Practice Framework Principles

When a referral of care concerns is received, CS evaluates the information to determine if the child or youth is safe, and determines if the information constitutes a care concern requiring a PCR intake and assessment. This process requires collaboration between CS or DFNA staff, agency partners, and other applicable parties to understand the circumstances affecting the child or youth in the care of the director. CS evaluates the safety of children or youth based on innovative and informed approaches to child intervention practice which reflects the principle of continuous improvement.

When receiving a referral and determining if an intake is necessary, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Receiving Information

On receiving the care concern referral establish:

- The nature of the concern and whether the information constitutes a care concern,
- What incident precipitated the referral (facts, dates and descriptions),
- The current circumstances of, and if there is immediate danger to, the child or youth,
- The strengths of the child or youth and the caregiver,
- What safety exists within the current placement.

**NOTE:** To avoid conflicts of interest, whenever possible the caseworker and supervisor that manage the child or youth's intervention file should



not manage the placement concern response intake/assessment though they may receive the referral of a care concern.

### Information Sharing

When a care concern is received ensure the caseworkers, casework supervisors, and provider support workers that manage children, youth and provider files:

- Are aware of the situation,
- Have all the information they require to plan and make decisions regarding the child or youth's safety,
- Have all the information they require to make decisions regarding the sharing of information with the child or youth's guardian and/or other members of the child or youth's support network throughout the process.

Consults with the assigned supervisor must occur around the 5, 10, and 15 business day intervals from the date the referral was received.

At day 15, if a decision has not been reached then a mandatory consult with a worksite manager or DFNA Director must occur, who can then approve a further 5 day extension.

Final determination must occur at the conclusion of the 5 day extension.

Consults with the assigned supervisor must include discussions on information sharing with the placement provider. Update the placement provider and/or the provider support worker if appropriate after each supervisor consult. As team members, placement providers have rights and, in the spirit of collaboration and continuous improvement, information regarding care concerns of children and youth placed with the placement providers must be shared with them if it is appropriate to do so.

### Determine whether the Information Constitutes a Care Concern

When a child or youth in the care of the director is unsafe or is not receiving adequate care to meet their needs, this constitutes a care concern.

Care concerns may include one or more of the following:

- abuse or neglect, (including sexual abuse, physical abuse, neglect or emotional injury as per CYFEA or drug endangered as per DECA),
- non-compliance to CYFEA and/or the Residential Facilities Licensing Regulation (RFLR) and/or other related regulations,
- non-compliance to policy requirements under CYFEA and/or all related regulations,

- non-compliance to care related matters referenced in the Agreement to Foster [FC0044] or Kinship Care Agreement [FC3599].

**NOTE:** An allegation of abuse or neglect of a child or youth in care requires the immediate submission of a mandatory notification to the OCYA and the Statutory Director.

### Complete Receiving Referral Activities

If the information does not constitute a care concern:

- Communicate this information to the child or youth's caseworker, the licensing officer and/or the placement provider support worker.

If the information received constitutes a care concern:

- Gather as much further information as possible to assist in determining the need for an intake/assessment.

**NOTE:** In situations where the concerns are related to abuse or neglect of children or youth under the guardianship of the placement provider, a separate intake as per s. 6 of CYFEA must occur by an intervention assessor not a placement concern response assessor. See Policy 3.1.2 (Intervention).

### Gathering Information

Information includes, but is not limited to, the following:

- Clarify the reason for referral:
  - the incident which prompted the referral,
  - details of the care concern,
  - specific harmful behavior of the caregiver considering the duration/time-span, frequency and severity and impact on the child or youth, and
  - any previous incidents.
- The current circumstance of the child or youth:
  - is the child or youth injured or in immediate danger,
  - what the referral source's worries are for the child or youth,
  - if the care concern is specific to one child or youth or involves the other children or youth in the placement.
- Caregiver information:
  - the placement provider type,
  - whether the placement provider is aware of the referral,

- the referral source’s relationship to the placement provider,
- whether the referral source knows the placement provider’s explanation of the circumstances, condition or injury,
- information regarding the caregiver who may have caused harm through their actions or inaction,
- the strengths of each caregiver including their individual ability to protect the child or youth and provide the basic needs of the child or youth,
- existing safety for the child or youth in their placement with the caregiver(s).

**NOTE:** Kinship care providers are extended family members, a person who has a significant relationship or is a member of the cultural community of the child or youth. Kinship caregivers face unique challenges such as shifting family roles, dual loyalties, unanticipated expectations, urgency of placements, changes in family dynamics and feelings of loss, guilt, and shame. Assessment of care concerns of a kinship care provider should take into consideration the unique nature of kinship placements.

- Review the facility file on the electronic information system for prior care concerns and any previous intervention history.
- Contact relevant collateral sources including the caseworker for each child or youth in the home, the placement provider’s support worker, and the licensing officer or contract consultant if the placement provider is a contracted facility.
- Review the referral information and discuss the analysis of safety factors with the supervisor. In consultation with the supervisor determine if the report is a care concern as defined above necessitating the completion of an intake and assessment or if the report is not a care concern and needs to be documented.

If it is determined that the care concern requires further assessment arrange a Placement Concern Response Pre-Assessment conference with the appropriate parties within 15 business days of the date the referral was received. If an additional objective voice would be of benefit, see Practice Support 3<sup>rd</sup> Person Consults (Intervention).

#### A Child or Youth Self-Identifying as, or Who May Be, Indigenous

The casework team contacts and collaborates with DFNA staff, a First Nations designate, a Métis or Inuit Resource person when a child or youth self-identifies, or may be, Indigenous.

- Contact the DFNA partner when a child or youth is a First Nations Individual and there is confirmation of affiliation to a band.
  - Where there is no DFNA partner or affiliation, contact the First Nations designate.
- When a child or youth is Métis or Inuit, the Métis or Inuit Resource person may offer information about family supports, cultural connections and safety options.

Information gathered from this collaboration may inform safety planning, potential placement (if needed), cultural connections, who the support network is and what other communities or significant relationships may exist for the child or youth.

### Documentation

If the referral information is determined not to be a care concern:

- document all the information regarding the care concern, including but not limited to initial worries, collateral information, rationale for decisions, in the contact logs on the child or youth's ongoing case and the provider page in the electronic information system as a case consultation/decision.

If the referral information is determined to be a care concern:

- create an intake and assessment in the electronic information system within 15 business days of the date of the referral, and
- if the care concern is an allegation of abuse or neglect in the care of the director, complete a Mandatory Notification to the Office of the Child and Youth Advocate and Office of the Statutory Director in the electronic information system if one has not been completed. See Policy 1.3.1 (Intervention).

All points of consultation, themes or patterns identified in the review of the facility file, decision making and rationale for the decision must be documented in the electronic information system on the child or youth's ongoing case and the provider page.

## Related Information



[1.1.2 Recording Information in a Physical File and on the Electronic Information System \(Intervention\)](#)

[1.1.3 Retention of Records \(Intervention\)](#)

[1.3.1 Mandatory Notifications \(Intervention\)](#)

[3.1.2 Intake – Receiving Referrals \(Intervention\)](#)

[3<sup>rd</sup> Person Consults](#)



Agreement to Foster [[FC0044](#)]

Contact Notes [[CS0072](#)]

Kinship Care Agreement [[FC3599](#)]

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# Practice Supports

Practice Support:	<b>Kinship Care Application and Approval Requirements</b>	Issue Date: October 19, 2021
Policy Reference:	<a href="#">2.1.2 Kinship Care Application and Approval Requirements</a>	Revision Date: October 19, 2021
		Page 1 of 7

## Child Intervention Practice Framework Principles

CS considers each kinship care application and evaluates how the applicant will support the safety and well-being of a child or youth in their home. When evaluating an application, consider the role of kinship care in maintaining a child or youth's relationships and connections. Working collaboratively with the kinship caregiver will support information sharing and the approval process can better be understood by the Kinship caregiver. This will ensure the kinship placement can support the safety and well-being of a child or youth placed in their care.

When a kinship care application is received, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Kinship Caregiver Application and Approval Process

Upon meeting the eligibility requirements of Policy 2.1.1 (Placement Resources), kinship caregiver applicants would submit the following to the kinship care worker:

#### Application to Become a Kinship Caregiver

- Advise the applicant to complete an Application to Become a Kinship Care Provider [FC3600].
- Each adult in the home who will take on the role of a kinship caregiver is named as an applicant.
- Persons with whom an applicant is a legal spouse or in an adult interdependent relationship is also named as an applicant, even if that adult will not take on the role of a kinship caregiver.

#### Intervention Record Check

- Follow the process outlined in 1.1 Intervention Record Check (IRC) for each applicant, and any other adult residing with the applicant. This

provides written consent, authorizing the director to obtain information from all jurisdictions the person has resided in during the five years preceding the application to determine if they have caused a child or youth, of whom they are a guardian, to be in need of intervention.

- If documentation exists, evaluate the information as described in the Intervention Record Check practice support (Intervention).
- Any findings in an IRC that may have an impact on an applicant's ability to be a kinship caregiver must be thoroughly evaluated by the kinship worker and the casework supervisor.

### Medical Reference

- Provide a Medical Reference [CS0046] for each person named as an applicant.
- Review the completed Medical Reference to determine if the medical practitioner has indicated any health concerns that would have an impact on the applicant's ability to be a kinship caregiver.

**NOTE:** The cost for a Medical Reference is reimbursed upon approval of the home, or if the cost will be a hardship for the potential kinship caregiver.

### Personal References

- Provide each applicant with three reference letters using the Foster Care – Personal Reference [CS0013] to be completed by the referees, one of which must be a non-relative.
- Review the completed references to verify that:
  - each referee has known the caregiver or caregiver and family, if applicable, for at least two years, and two are relatives, and
  - the referees are not aware of any concerns that could affect the applicant's ability to provide kinship care.

### Criminal Record Check

- Record the results of a Criminal Record Check [CS1800] and vulnerable sector search for each applicant, and any other adult who resides with the applicant.
- The results must be current within six months of the date of the application.
- If a new Criminal Record Check [CS1800] is completed, the costs are reimbursable upon the approval of the application or in advance if the cost will result in undue hardship for the applicant.

- If fingerprinting is required for the Criminal Record Check, a time extension may be granted with prior approval from the manager or DFNA Director or their designate.
- Advise each adult that having a criminal record does not necessarily prevent approval as the nature and circumstances of the offence are considered.
- Assure the applicant and any adult living with the applicant that their privacy will be protected and the information will be managed according to FOIP.
- Advise each applicant and any adult living with the applicant that providing false information or failure to disclose a criminal conviction will impact their application status. Discovery of such action will result in the application being put on hold until the matter is thoroughly reviewed.
- If a criminal record exists, evaluate the record as described in Policy 1.2 (Placement Resources).
- Deny the application if the applicant(s) or an adult residing with the applicant has been convicted of an offense of a violent nature against any child, youth or adult (including internet luring, child pornography, sexual assault or homicide).

#### Mandatory Kinship Training

Let the applicant(s) know that they must complete mandatory Kinship Training or, at minimum, complete the training with the kinship care worker if in-class or online training is not accessible.

#### Home Study

A home study on the applicants can begin at any time during the approval process, understanding it will not be complete until all documentation is received by the DFNA or CS office where the kinship home is located Child Intervention Division. Provide the home study practitioner with all relevant information. For Home Study Requirements, see Policy 1.3 (Placement Resources).

#### Environmental Safety Assessment for Caregivers

An Environmental Safety Assessment for Caregivers [FC3606] must be completed before or at the time of placement.

If the applicant is approved as a kinship caregiver, an Environmental Safety Assessment for Caregivers must be completed once per year.

#### **Review of a Kinship Care Application/Approval Process**

If at any time there is evidence that one or more of the named applicants will not be a suitable kinship caregiver for the child or youth, end the application or approval process.



Circumstances that warrant a review of the application or approval process include:

- the child or youth disagrees with the placement plan,
- an applicant refuses to complete any application requirement,
- an applicant demonstrates an unwillingness or inability to collaborate with the child or youth's service team, or
- indications that an applicant or any other adult residing with the applicant has recently been involved in violent behaviour, substance abuse or illegal activities.

### **Re-Opening a Kinship Caregiver**

When a closed kinship caregiver has been identified to care for the same or different child or youth, the following requirements need to be met before the provider can be re-opened:

- a signed Intervention Record Check [CS2687] from each applicant, and any other adult residing with the applicant. If documentation exists, evaluate the information as described in Policies 1.1 and 1.2 (Placement Resources),
- a Criminal Record Check [CS1800] with vulnerable sector search current within three years for every adult who resided in the home at the time of the original approval (if the adult still resides in the home),
- a Criminal Record Check for every new adult who resides in the home within 30 business days of the application to re-open,
- completion of an Environmental Safety Assessment for Caregivers [FC3606], and
- completion of the Caregiver Reassessment [FC2605] to provide an update of any significant changes in the family situation.

### **Application Review**

Upon review of an application, the kinship care worker will make a recommendation regarding the application.

Factors that justify not approving the application includes:

- false or misleading statements in the application, supporting documentation, significant criminal record or other mitigating factors that cannot be addressed through supports or the Kinship Care Support Plan [FC3899].

- unwillingness or inability of the applicant to collaborate with the caseworker and/or other professionals involved to accomplish the goals of the Kinship Care Support Plan [FC3899].

### **Final Approval of the Application**

Prior to approving an application to be a kinship caregiver, the kinship care worker would take the following actions:

- Review in detail and sign a Kinship Care Agreement [FC3599] with the named applicants.
- Inform the applicant to notify the kinship care worker if there are any changes in address or contact information. Review the expectations set out in the Kinship Caregiver Guide for Caregivers regarding:
  - reporting critical incidents,
  - child management, refer to Policy 3.2.5 (Placement Resources), and
  - child safety, refer to Policy 3.2.6 (Placement Resources).

### **Process following Approval of an Application**

Upon completion of the conditions to approval, the kinship care worker undertakes the following actions to complete the approval process:

- Provide written notice to the kinship care applicant and the child's caseworker (if applicable) that the application to become a kinship caregiver has been approved,
- Initiate reimbursement of any costs incurred to the applicant for Criminal Record Checks [CS1800] and Medical References [CS0046],
- Complete a mandatory Kinship Care Support Plan [FC3899] with the kinship caregiver and make necessary referrals to support the kinship caregiver in meeting the needs of the child or youth.
- Work with the kinship caregiver to discuss any potential difficulties in following the case plan and if supports need to be added to the Kinship Care Support Plan [FC3899] to help maintain significant relationships important to the child or youth.

### **Process for Denying an Application**

If a decision is made by the manager, DFNA Director or their designate to deny the application, they must record on the file the factors considered, the persons involved in making the decision, and the reason(s) for denying the application.

The casework supervisor must provide a written response to the applicant that outlines:

- the documentation reviewed,
- the factors considered,
- the reason(s) for denying the application,
- the persons involved in making the decision, and
- information about the dispute resolution and decision review process. This process is made available to the applicant. Refer to Policy 1.4 (Intervention).

## Documentation

Document and record all contacts, consultations, decisions and rationale for decisions on a contact log in the electronic information system.

Open a kinship care provider file and electronic record for the kinship caregiver. See Policy 2.3 (Placement Resources) for information regarding Kinship Care Support Plans.

Any follow-up to be completed must be documented and a plan developed to assist the kinship caregivers in addressing the outstanding items.

Complete all entries in the electronic information system.

## Related Information



- [1.1 Intervention Record Check](#)
- [1.2 Criminal Record Check](#)
- [1.3 Home Study Report](#)
- [1.4 Administrative Reviews and Appeals \(Intervention\)](#)
- [2.0 Kinship Care Program Requirements](#)
- [2.1.1 Kinship Care Application and Approval Requirements](#)
- [2.3 Kinship Care Support Plan](#)
- [3.2.5 Child Management](#)
- [3.2.6 Child Safety](#)



- [Caregiver Reassessment \[FC2605\]](#)
- [Application to Become a Kinship Care provider \[FC3600\]](#)
- [Criminal Record Check \[CS1800\]](#)
- [Foster Care – Personal Reference \[CS0013\]](#)
- [Environmental Safety Assessment for Caregivers \[FC3606\]](#)

International Social Service Canada Request for Services [[ADOP12822](#)]

Intervention Record Check [CS2687] – paper form

Kinship Care Agreement [[FC3599](#)]

Kinship Care Support Plan [[FC3899](#)]

Medical Reference [[CS0046](#)]

[CICIO User Guide](#)



[Child Intervention Practice Framework: Practice Strategies](#)

[International Social Service Canada](#)

[Kinship Care Guide for Caregivers](#)

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Superseded

# Practice Supports

Practice Support:	<b>Receiving Care Concerns Regarding a Child in Care</b>	Issue Date: May 13, 2021
Policy Reference:	<a href="#">6.1.1 Receiving Care Concerns Regarding a Child in Care</a>	Revision Date: May 13, 2021
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## Child Intervention Practice Framework Principles

CS is responsible for receiving and responding appropriately to care concerns regarding a child or youth in the care of the director in a timely manner. CS strives to work in a transparent, outcome-oriented and evidence-based way. By being prepared to receive and respond to referrals of care concerns, CS strives to continuously improve and promote the well-being of children and youth in care.

When receiving care concerns regarding a child or youth in care, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

Care concern referrals may be made by any person or referral source including a child or youth in the care of the director.

### Requirements

- Regions and DFNAs must ensure staff are available to receive care concerns on a 24-hour a day basis 365 days per year.
- Coverage for after hours, weekends and holidays must be in place.
- After hours processes to connect with community resources such as police and health resources must be in place.
- All care concern referrals must be responded to by a person and not a recorded telephone message.

### Casework Responsibilities During Placement Concern Response

During a Placement Concern Response intake/assessment the caseworker and casework supervisor responsibilities do not change. These responsibilities include but are not limited to:

- Ensuring the child or youth's medical needs are met,
- Creating and sustaining safety for the child or youth,

- Contacting the police or other authorities as necessary.

### Report to Police

If there is information indicating a crime may have occurred, in consultation with the supervisor, immediately report the matter to the police. See Policy 1.9 (Intervention). Report information to the police in scenarios including, but not limited to, the following:

- a child or youth with observable injuries, whose injuries are suspected to be the result of abuse,
- a child or youth who is being assessed for sexual abuse, or
- a drug-endangered child or youth exposed to a placement provider's illegal drug activity.

### **Documentation**

Record all care concerns and activities on the electronic information system in the contact log on the child or youth's ongoing case and the provider page.

## **Related Information**



[1.1.2 Recording Information in a Physical File and on the Electronic Information System \(Intervention\)](#)

[1.9 Peace Officer Involvement and Offences \(Intervention\)](#)

[3.1.2 Intake – Receiving Referrals \(Intervention\)](#)

[7.2.4 Reporting a Serious Injury \(Intervention\)](#)

[7.2.5 Reporting an Incident \(Intervention\)](#)



[CICIO User Guide](#)

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# Practice Supports

Practice Support:	<b>Supporting Kinship Caregivers</b>	Issue Date: October 19, 2021
Policy Reference:	<a href="#">2.2 Supporting Kinship Caregivers</a>	Revision Date: October 19, 2021
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## Child Intervention Practice Framework Principles

The Kinship Support Plan is developed with the kinship caregiver, their support network and CS. The Kinship Support Plan ensures that the kinship caregiver is supported and barriers to providing care are addressed. CS collaborates with the child or youth, kinship caregiver, parents, and support network to provide a safe and positive placement for the child or youth.

When supporting kinship caregivers, consider every one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Discuss Safety and Child Management

The kinship care caseworker must review the following Placement Resources policies and practice supports with the kinship caregiver: 3.2.5 Child Management, 3.2.6 Child Safety, 3.2.7 Environmental Safety and the Safe Babies Training.

### Provide Support

Support the kinship caregiver by:

- identifying caregiver, family and community strengths, and addressing any complicating factors by developing the mandatory Kinship Care Support Plan [FC3899] as soon as possible, to mitigate any risk,
- confirming that the kinship caregivers have the resources they require to manage the unique challenges that come with providing care to a specific child or youth, such as dual loyalties, unrealistic expectations, changes in family dynamics and feelings of loss, guilt and shame. This includes:

- mobilizing formal and informal support systems to promote success of the kinship placement,
- identifying supports, resources and training that would help the kinship caregiver provide quality care and meet the child or youth's special needs, and
- reviewing the mandatory Kinship Care Support Plan [FC3899] regularly with the support network, refer to Policy 2.3 (Placement Resources) for additional information.
- holding ongoing Family/Natural Supports meetings to assist the kinship caregiver with accessing informal supports, as needed,
- ensuring the kinship caregiver is receiving case information to support the Kinship Care Support Plan [FC3899],
- providing mandatory Kinship Training or, at minimum, completing the training with the kinship care worker if in-class or online training is not accessible, and
- ensuring the kinship caregiver is receiving all financial supports for which they are eligible according to the Caregiver Rate Schedule [FC1263].

**The following supports are available to kinship caregivers through the Alberta Foster and Kinship Association (AFKA):**

- Assistance to individual kinship caregivers to resolve disputes with caseworkers or kinship care caseworkers.
- Support to kinship caregivers and their families, through CAST, when an allegation of abuse or neglect has been made against them.
- Support to new kinship caregivers, through the AFKA's Provincial Mentorship Program, empowering them to develop their skills, confidence, networking and motivation, and to be successful self-advocates.
- Assistance for youth transitioning to adulthood in the AFKA booklet [\*Transitioning from Care: A Guide for Caregivers\*](#).

**Review the Child or Youth's Case Plan with the Kinship Caregiver(s)**

Review the child or youth's case plan with the kinship caregiver(s). Support the caregiver's ability to be involved in the child or youth's case plan, including:

- following through on all agreed upon actions to support the child or youth's medical needs, treatment, counselling, education etc.,
- accessing community resources,
- maintaining cultural and significant connections, relationships with the child or youth's family members, caseworker, service providers, and



- attending ongoing caregiver training and education.

### Support the Kinship Caregiver's Case Plan Responsibilities

Support the kinship caregiver to carry out their responsibilities under the child or youth's case plan by:

- providing the kinship caregiver with the resources needed to care for the child or youth,
- engaging the kinship caregiver as a collaborative member of the child or youth's support network,
- participating with the child or youth's caseworker in developing the kinship caregiver's responsibilities for supporting the child or youth's Tempcare Plan, Ongoing Connections Plan or Transition to Independence Plan, and encouraging the kinship caregiver to complete all assigned tasks.

### Training

The kinship caregiver shall be supported to attend relevant training. The kinship care worker will, if necessary:

- arrange or provide specialized training,
- develop a Kinship Care Support Plan [FC3899] that is tailored to meet the individual and unique needs of the child or youth and family. If the relevant training is not available, provide consultation that will meet the need,
- provide the kinship caregiver with a copy of the *Healthy Parents, Healthy Children: The Early Years* manual from Alberta Health Services Public Health upon placement of an infant (36 months of age or younger) in their home, and
- make arrangements for the kinship caregiver to complete Safe Babies Training or complete the information from the training with the caseworker if they are caring for an infant.

**NOTE:** Ensure that the kinship caregivers complete the mandatory Kinship Training, take any other relevant trainings and inform them that they are entitled to the same compensation for related costs as a foster caregiver.

### Support the Kinship Caregiver's Medical Care Responsibilities

The child or youth's caseworker may delegate certain responsibilities to the kinship caregiver, including responsibility for the child or youth's ordinary and emergency medical care. See Policy 3.2.4 (Placement Resources).

### Communication

The child or youth's caseworker, the kinship care worker and the kinship caregiver have a responsibility to communicate regularly about:

- issues pertaining to the child or youth,
- supports and resources needed,
- significant events or changes in the kinship care family, and
- any new adult who takes up residence in the home and obtaining the required documentation on that individual.

### Discuss the Use of Childcare Arrangements

If the kinship caregiver expresses an intention to access childcare, (babysitting, relief care, respite or alternate childcare providers), inform the kinship caregiver that:

- childcare may be accessed only in collaboration with the caseworker,
- respite care is only accessible through a licensed foster caregiver and not with another kinship caregiver, and
- Childcare costs may then be negotiated as part of the mandatory Kinship Care Support Plan [FC3899].

**Note:** Childcare arrangements are discussed in section 3.4 (Placement Resources) and are applicable to kinship caregivers.

### Safe Sleeping Arrangements

Each child in care must have a separate bed or crib as a permanent sleeping arrangement, based on the age and development of the child, which meets Canadian safety standards.

Children under the age of six years cannot sleep on the top bunk of bunk beds.

Inform the kinship caregiver that Alberta Health Services has Safe Sleep Practices for infants with normal development (0 to 12 months of age) which must be followed, including:

- placing baby on back to sleep,
- keeping baby warm, not hot,
- ensuring the baby does not bed-share with anyone due to a number of associated risks, including falls and suffocation (**bed-sharing means a baby is sleeping on the same surface, bed, sofa, couch, etc., with another person**), and
- cribs must be free of quilts, comforters, bumper pads, stuffed animals, pillows and other pillow-like items.

Kinship caregivers caring for a child 36 months of age or under must be educated in the most current recommendations to reduce the risk of unexplained sudden infant death, including safe sleeping, soothing and self-regulating, by completing Safe Babies Training or by having the information formally reviewed with them by their kinship support worker and documented. Provide a copy of the *Healthy Parents, Healthy Children: The Early Years* manual from Alberta Health Services (part of the Safe Babies Training program).

Advise kinship caregivers that they are to follow the most current Alberta Health Services (AHS) recommendations for safe sleeping unless, after consultation with the child's physician, caregivers have documented permission from the physician to vary the current AHS recommendation.

### Permanency Planning

If the child or youth's caseworker is considering the kinship caregiver as a permanent placement, discuss with the kinship caregiver:

- the kinship caregiver's understanding of the child or youth's immediate and long-term needs,
- the kinship caregiver's interest and ability to make a permanent commitment to the child or youth through adoption or private guardianship,
- the views of the child or youth and their wishes for permanency,
- the supports the kinship family would need to adopt or obtain private guardianship, and
- the kinship caregiver's role in supporting permanency if they choose not to apply for adoption or private guardianship.

Assist kinship caregivers in meeting all requirements for adoption or private guardianship, if that is the decision for permanency for the children or youth in their care.

### Contact with the Kinship Caregiver

While a child or youth is placed in a kinship care home:

- **face-to-face** contact with the child or youth **and** the kinship caregiver must **occur monthly** for the first **90 days**.
  - Tailor the amount of additional contact above this minimum, the nature of the contact and with whom to have contact by considering, at minimum, the following:
  - the number of children or youth placed and their needs,
  - the experience and skills of the kinship caregiver,

- the kinship caregiver’s responsibilities under the case plan, and
- the relationships among the various children and youth living in the home,
- after the first three months, contact the kinship caregiver at least once a month,
- visit the kinship caregiver face-to-face at least once every 90 days, and
- document any additional contact as indicated below.

### **Review the Placement**

The kinship caregiver, kinship care worker and the child or youth’s caseworker will review the progress of the child or youth’s placement on an ongoing basis, including:

- the kinship caregiver’s successes and challenges in dealing with any problems that arise (behavioural, emotional, relationship),
- the safety and quality of family time with parents and how this time can be supported to be as positive and safe for the child or youth as possible,
- any behaviour management strategies,
- the child or youth’s adjustment to the home, school, neighbourhood, peers and other community contacts, and
- time that the child or youth spends with family members and contact with significant people in their lives, the caseworker and service providers.

### **Ongoing Support and Review of the Kinship Care Placement**

The Kinship Care Annual Evaluation Report [FC3602] shall be completed on an annual basis. The following factors should be considered when completing the evaluation:

- the kinship caregiver’s input,
- the family’s general well-being and response to the experience of being a kinship caregiver,
- the family’s strengths and challenges,
- the results of new CRC with Vulnerable Sector Searches for each adult in the home whose criminal record check is over three years old,
- if any child or youth in the home 12 years or older has been involved with the YCJA and, if so, what were the details,
- any concerns regarding the expectations under *CYFEA*,
- any identified training or mentoring needs,

- any identified support needs, and
- a newly completed Environmental Safety Assessment for Caregivers [FC3606].

### Reassessment

Kinship caregivers are reassessed using the Caregiver Reassessment form [FC2605] when any of the following conditions are present:

- there has been a change in the family structure or a change in who resides in the home,
- there have been sufficient health changes to any member of the kinship care family,
- there has been a criminal charge against a resident of the home,
- the kinship caregiver has changed residence, or
- a change has occurred that might affect the kinship caregiver's ability to provide care.

### Documentation

Record all contacts, findings, consultations and decisions and rationale for decisions on a contact note in the electronic information system.

Close the kinship caregiver file if the child or youth is removed, adopted or becomes the subject of a Private Guardianship Order. If the kinship caregiver expresses interest in fostering, tell the provider how to apply to be approved and licensed as a foster home.

## Related Information



[2.1 Kinship Care Approval Process](#)

[2.3 Kinship Care Support Plan](#)

[3.2.4 Medical Care](#)

[3.2.5 Child Management](#)

[3.2.6 Child Safety](#)

[3.2.7 Environmental Safety](#)

[Section 3.4 Child Care Arrangements \(Placement Resources\)](#)

[3.4.2 Babysitting](#)

[3.4.3 Relief Care](#)

[3.4.4 Respite](#)

[3.4.5 Alternate Child Care](#)

[4.2.3 Tempcare Plan and Ongoing Connections Plan \(Intervention\)](#)

[7. Adoption by Foster Parents or Kinship Caregivers \(Adoption\)](#)

[11 Private Guardianship for a Child or Youth \(Adoption\)](#)



[Cribs, Cradles and Bassinets Regulations](#)

[Canada Consumer Product Safety Act](#)

[Hazardous Products Act](#)



[Children's Services Planning Form \[CS11680\]](#)

[Caregiver Reassessment \[FC2605\]](#)

[Environmental Safety Assessment for Caregivers \[FC3606\]](#)

[Caregiver Rate Schedule \[FC1263\]](#)

[Kinship Care Annual Evaluation Report \[FC3602\]](#)

[Kinship Care Support Plan \[FC3899\]](#)

[CICIO User Guide](#)



[Safe Sleep](#)

[Safe Sleep Video](#)

[Alberta Health Services Safe Sleep Resources](#)

[AHS Safe Sleep - for baby's first year Brochure](#)

[Safe Sleep for Your Baby Brochure](#)

[Baby Steps - Caring for Babies with Prenatal Substance Exposure](#)

[Child Intervention Practice Framework: Practice Strategies](#)

[Kinship Care Guide – A Guide for Kinship Providers](#)

[Transitioning from Care - A Guide for Caregivers](#)

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Adoption



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## Practice Supports

Private Guardianship for a Child or Youth – Application by the Director  
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# Chapter 1: Adoption Overview

Section: <b>1. Adoption Overview</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 1, 2011
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## Overview

Adoption is intended to provide a lifelong commitment of permanence and stability for children.

This part of the manual discusses adoption, including the various programs managed by Adoption Services. All child adoption services are provided in accordance with CYFEA.

Subsequent sections describe:

- Birth parent services
- Adoption home approval
- Access
- Matching
- Inter-provincial Adoption
- Foster Parent and Kinship Care Provider Adoption
- Preparing for Placement
- Post Placement
- Adoption Finalization
- Private Guardianship
- Supports for Permanency (SFP)
- Private Adoption
- International Adoption
- The Post Adoption Registry (PAR)

### **Matters to be Considered**

S.58.1 of CYFEA sets out the specific matters that must be considered by any person who exercises any authority or makes a decision relating to the adoption of a child. These are:

- the importance to the child's development of a positive relationship with a parent, and a secure place as a member of a family,
- the benefits to the child of stability and continuity of care and relationships,
- the mental, emotional and physical needs of the child and the child's mental, emotional and physical stage of development,
- the benefits to the child of maintaining, wherever possible, the child's familial connections, and cultural, social and religious heritage,
- the child's views and wishes, if they can be reasonably ascertained,
- the effects on the child of a delay in decision-making, and
- in the case of an aboriginal child, the uniqueness of aboriginal culture, heritage, spirituality and traditions, and the importance of preserving the child's cultural identity.

### **Adoption Services**

Adoption Services is responsible for:

- developing policies and procedures for all adoption programs,
- monitoring for compliance with provincial adoption policy and regulations,
- managing the bank of approved adoptive homes,
- managing the bank of children referred for adoption matching,
- developing, implementing and managing media recruitment,
- maintaining the Adoption Website,
- responding to and referring inquiries generated by media recruitment,
- managing the provincial Electronic Matching System (EMS),
- facilitating unofficial matches for children with approved adoptive families,
- providing placement authority for matches,
- providing training and consultation on adoption practice and policy, as required,
- managing the private adoption programs, which include agency, direct, spousal, and relative,
- licensing and monitoring private adoption agencies,
- managing and delivering the International Adoption Program,

- acting as the Delegated Central Authority for the Province of Alberta under the Hague Convention on Intercountry Adoption, and
- compiling and distributing provincial adoption and private guardianship statistics.

### **Regional Adoption Services**

All regions have staff with specialized knowledge regarding adoption who are designated to provide consultation to regional staff on all adoption matters.

### **Individuals Delegated to Take Consents**

Each region identifies individuals who are specifically delegated under the Delegation Schedule for the purpose of taking adoption consents.

Only these delegated individuals are authorized to process the required consent of a child of 12 years of age or over, or consents for a direct placement or licensed agency adoption, if the relinquishing parents or a child 12 years or over choose to complete the consent using Ministry services.

Alternatively, the parents or the child 12 years or over may choose to use the services of a lawyer.

### **Intermediary Placements**

S.84 prohibits both an adoptive placement and the facilitation of a placement by a third party intermediary (i.e. anyone other than the child's parent, the director, a licensed adoption agency, or the Minister acting as a go-between). If staff becomes aware of such involvement, contact with the worksite manager or regional adoption specialist is mandatory. The manager or specialist will contact Adoption Services.

### **Interprovincial Requests**

As a courtesy, the Ministry responds to requests from other provinces or territories. These requests include:

- facilitating a home study report for a child to be placed in Alberta,
- completing an Intervention Record Check,
- witnessing a Consent to Adoption, and
- completing other requested documents.

When a request is received, an adoption case worker responds. The regional interprovincial co-ordinator is responsible for ensuring that responses are provided according to established regional protocol.

## Chapter 2: Birth Parent Services

Section: <b>2.0 Birth Parent Services Overview</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 19, 2021
	Page 1 of 3

### Overview

Birth Parent Services are available to any parent or guardian who wishes to consider relinquishing a child for adoption.

Provide birth parent services to any expectant or new parent who:

- self-refers,
- is referred by a licensed adoption agency,
- is referred by a community agency, or
- is referred by an intervention case worker

This chapter provides direction regarding:

- Services Before Relinquishment
- Permanent Guardianship Agreement (PGA)
  - Entering a PGA
  - Responsibilities during a PGA
  - Terminating a PGA

### Important Information

#### Adoption Facilitators

Under s.84 of CYFEA, only the following may facilitate the placement of a child for adoption:

- a parent of the child,
- a director,
- a licensed adoption agency, or
- the Minister.

## Procuring

Under s.83 (1), it is illegal to provide or accept payment or reward:

- for procuring or assisting in the procurement of a child for adoption, or
- for placing or facilitating the placement of a child for adoption.

**NOTE:** Exceptions to the prohibitions are detailed in s.83(2).

If information received regarding the suspected payment for the procurement of a child, assisting in the procurement of a child or facilitating the placement of a child for adoption, document the information on Contact Notes [CS0072] and/or the contact log.

Provide the information to the worksite manager or regional adoption specialist, who will contact Adoption and Permanency Services.

## Child at Risk

If at any time the parent or the child appears to be in need of intervention services, refer the matter for intake to the local CFSA or DFNA.

## Related Information



- [2.1 Services Before Relinquishment](#)
- [2.2 Permanent Guardianship Agreement \(PGA\)](#)
- [5.1 Referring a Child or Youth for Adoption](#)
- [13.1 Private Direct Adoption](#)
- [13.2 Licensed Agency Adoption](#)
- [15. Post Adoption Registry](#)



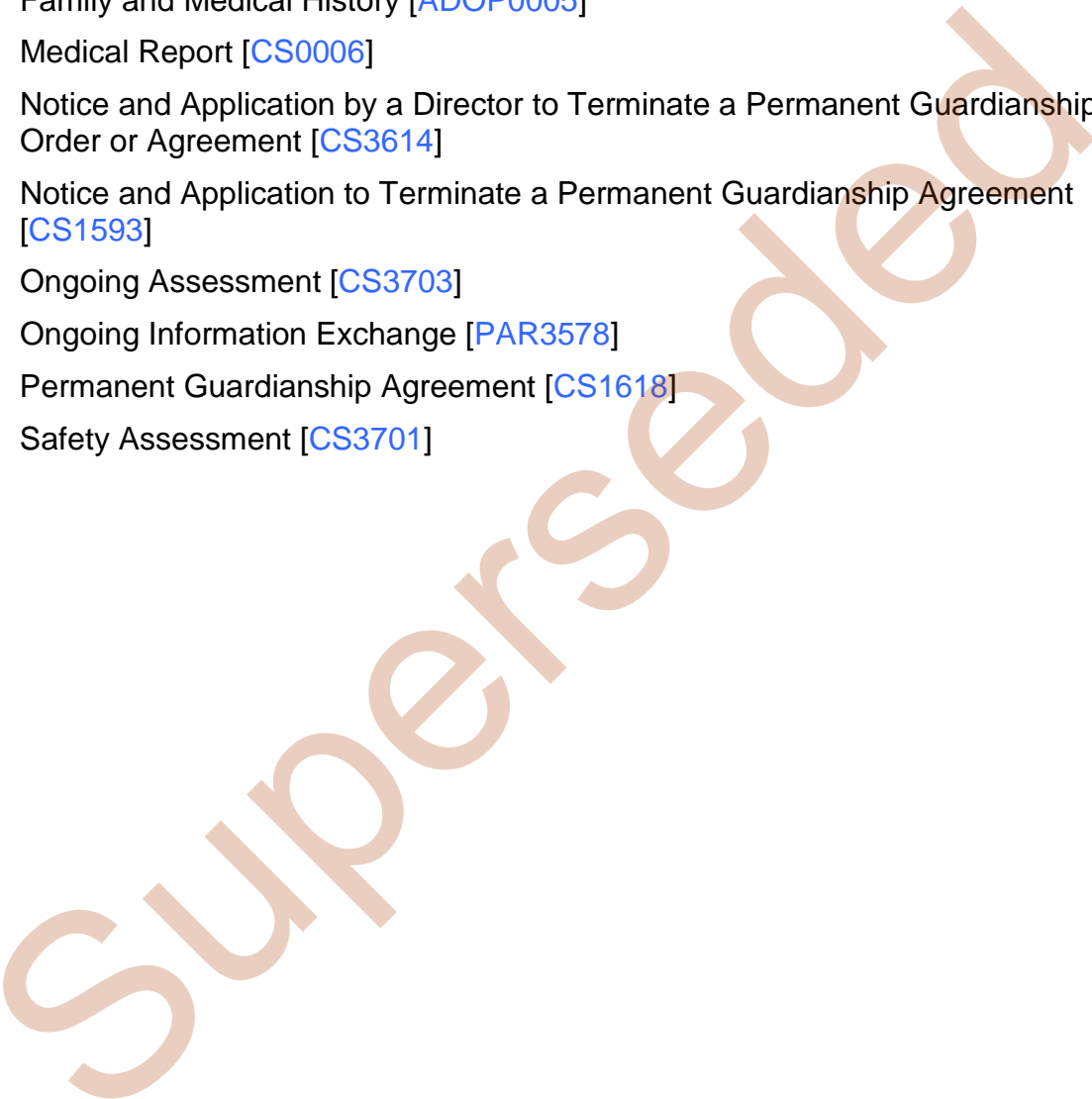
- [Adoption Regulation](#)
- [Family Law Act](#)



- [Affidavit of Execution \[CS1803\]](#)
- [Consent by a Guardian to Adoption – Adoption of a Child By the Parent \[ADOP3598\]](#)
- [Consent by a Guardian to Adoption – Adoption of a Child Under Permanent Guardianship or Step Parent Application \[ADOP2659\]](#)



Consent by a Guardian to Adoption – Agency [[ADOP2005](#)]  
Consent to Release Information [[CS0470](#)]  
Contact Notes [[CS0072](#)]  
Contact Preference [[PAR3575](#)]  
Custody Agreement with a Guardian [[CS1642](#)]  
Family and Medical History [[ADOP0005](#)]  
Medical Report [[CS0006](#)]  
Notice and Application by a Director to Terminate a Permanent Guardianship Order or Agreement [[CS3614](#)]  
Notice and Application to Terminate a Permanent Guardianship Agreement [[CS1593](#)]  
Ongoing Assessment [[CS3703](#)]  
Ongoing Information Exchange [[PAR3578](#)]  
Permanent Guardianship Agreement [[CS1618](#)]  
Safety Assessment [[CS3701](#)]

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## Chapter 2: Birth Parent Services

Section: <b>2.1 Services Before Relinquishment</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 19, 2021
	Page 1 of 6

### Policy

Prior to guardians relinquishing a child for adoption, CS is responsible for:

- Providing birth parent counselling to the relinquishing guardians at their request, including advising guardians of the options available to them, and the possible consequences of each option, in order to assist the guardians in making a decision to keep or relinquish a child,

**NOTE:** A licensed adoption agency may also provide birth parent counselling.

- Entering into a PGA regarding a child who has been in the actual custody of a guardian for a cumulative parent for a period of less than six months and who is being relinquished to Children's Services for the purpose of adoption and consequent casework, and
- Witnessing the guardians' consent to adoption with the adopting family or through a licensed adoption agency. This consent may also be witnessed by a lawyer.

### Procedures

#### Referral for Legal Advice

The director must not to provide any legal advice regarding the rights of the relinquishing guardians, the determination of who may be a guardian or the rights of other guardians. Advise the guardians to seek legal advice from a lawyer.

If the guardians indicate that they do not have a lawyer, provide them with the contact information for the Alberta Law Society lawyer referral services, where they will be provided with the names of three lawyers that are familiar with Family Law issues and will provide a free half-hour consultation.

### Informed Decision Making

Informed decision making is an important part of guardianship. When taking a consent, the director must be satisfied that the guardian's decision is informed.

To be informed, a person must be intellectually and developmentally able to fully understand the proposed action and to appreciate the consequences of the decision.

Provide relinquishing guardians with as much information as possible about each of their options for adoption of the child and be prepared to answer questions about:

- any barriers in the process
- the rationale for any procedural steps that must be taken
- risks and benefits of each option
- what happens after they have signed a PGA or given consent for a private direct adoption or adoption through a licensed agency

### Explain Options Available to Guardians

It is essential that information about all of the potential options is clearly explained to the guardians so that the guardians have the opportunity to make an informed decision.

#### 1. Parent the Child

If, after counselling, the guardians make the decision to parent the child, provide a list of resources that are available in the community to assist them.

#### 2. Relinquish the Child

If the guardians decide to relinquish the child for the purposes of adoption, ensure that they understand that several options are available.

##### A. Permanent Guardianship Agreement (PGA)

The guardians may enter into a PGA with the director. Tell the guardians that only the director can process a PGA and that a PGA may **only** be signed **if** the child has been in the care of the guardian for a cumulative period of less than six months.

Ensure that the guardians are aware that **all** guardians must sign the PGA in order for the director to be able to process it. This means that:

- The birth father, if known, **must** sign the PGA

- Where the birth father is unknown, or cannot be located, this must be documented in the file and the PGA can be accepted from the birth mother.
- Where there are compelling reasons to not involve the birth father (e.g. sexual assault), the details must be documented in the file and the PGA can be accepted from the birth mother.
- The director cannot enter into a PGA if:
  - the birth mother refuses to name the birth father,
  - the birth father is unwilling to sign the PGA, or
  - a guardian other than a birth parent is unwilling to sign the PGA.

**NOTE:** Where the father is unknown, cannot be located, or where there are compelling reasons not to involve the birth father, there is legal risk with respect to the PGA, as the birth father could apply under s.13 of CYFEA to terminate the PGA.

#### B. Licensed Agency Adoption

The guardians may place the child through a licensed adoption agency and consent to the adoption.

If the guardians request a referral to a licensed adoption agency, provide them with information about all of the agencies without showing a bias for any one. Each CFSA office has a list of licensed adoption agencies along with the contact information. These agencies are also listed on the Ministry website and in the yellow pages of the telephone book.

#### C. Private Direct Adoption

The guardians may place the child directly with a family known to them for the purposes of adoption and consent to the adoption.

If the guardians want to arrange a private direct adoption, tell them that they must arrange the placement directly with the family.

#### **Birth Parents Under 18**

Birth parents under the age of 18 years may enter a PGA or consent to an adoption without their guardians' involvement.

If a birth parent under the age of 18 years is receiving intervention services under an agreement or order, ensure that the parent receives counselling from a birth parent counselling caseworker.

### Post Adoption and Contact Information

Ensure the guardians understand that:

- the guardians may register a Contact Preference [PAR3575] with the Post Adoption Registry (PAR) when the adoption is finalized.
  - The contact preference indicates the manner in which the person who is completing the form would like any future contact to occur, including where the person who is completing the form does not wish to have any future contact.
  - The adoptee, a parent (birth or adoptive), or any other person whose personal information may be in sealed orders, certificates or documents may complete a contact preference.
  - Completing a contact preference does not prevent the release of their identifying information.
- the guardians may receive identifying information about the child, when the child has reached the age of 18 years and 6 months, and
- when the child reaches 18, the adoptee may contact the PAR to receive identifying information about their birth parents and other family members.

### Documentation to Gather from Guardians

When a child is being relinquished to the director under a PGA, collect the following from the relinquishing guardians:

#### Information about Marital Status

*Married* – if the birth mother is married, obtain a certified or notarized copy of the marriage certificate.

*Separated* – if the birth mother is separated from her spouse, obtain a certified or notarized copy of the marriage certificate.

*Divorced* – If the birth mother is divorced, obtain a certified or notarized copy of the divorce certificate.

*Widowed* – If the parent (birth mother or father) is widowed, obtain a certified or notarized copy of the death certificate of the other parent.

#### Information about the Child's Citizenship

Enter into a PGA only if a child is a Canadian citizen or has been lawfully admitted to Canada as a permanent resident. Contact Adoption and Permanency Services if there is uncertainty about whether a child qualifies.

### Relinquishing a Child who is Receiving Services Under CYFEA

It is possible to enter into a PGA with the guardians of a child who has been apprehended, who is under a custody agreement with guardian or a temporary guardianship order, as long as the child has been in the custody of a guardian for a cumulative period of less than six months. There is no legal requirement that the child must be returned to the guardian prior to taking the PGA.

If the intervention concerns have been alleviated and the child is returned to guardians, then the guardians can access any avenue for adoption (PGA, private direct adoption or adoption through a licensed adoption agency).

However, once a protection status (e.g. custody agreement, temporary guardianship order) has been taken on the child and the child is in the care and custody of the director, it is **no longer possible** for the guardians to pursue private direct adoption. Written authorization must be provided by the Senior Manager, Adoption Services, for the guardians to place their child for adoption through a licensed adoption agency.

### Recording

Record every effort to contact and every discussion held with all guardians on Contact Notes [CS0072] and/or the contact log.

## Related Information



[2.2.1 Entering Into a PGA for the Purposes of Adoption](#)

[2.2.2 Following Up on a PGA](#)

[2.2.3 Terminating a PGA](#)

[13.1 Private Direct Adoption](#)

[13.2 Licensed Agency Adoption](#)

[13.2.1 Authorization for Licensed Agency Adoption of Children Receiving Services Under CYFEA](#)

[5.1 Cumulative Time in Care \(Enhancement Policy Manual – Intervention\)](#)

[5.3.1 Apprehensions \(Enhancement Policy Manual – Intervention\)](#)



[Family Law Act](#)



Contact Notes [[CS0072](#)]

Contact Preference [[PAR3575](#)]

Permanent Guardianship Agreement [[CS1618](#)]



Alberta Law Society Lawyer Referral Service  
1-800-661-1095

[Children's Services Adoption website](#)

To report a broken link click [here](#).

Superseded

## Chapter 2: Birth Parent Services

Section: <b>2.2 Permanent Guardianship Agreement (PGA)</b>	Issue Date: October 1, 2011
Subsection: <b>2.2.1 Entering into a PGA for the Purpose of Adoption</b>	Revision Date: October 19, 2021
	Page 1 of 6

### Policy

Guardians (including birth parents) may make the decision to relinquish a child by entering into a Permanent Guardianship Agreement (PGA) for the purpose of adoption.

### Purpose

S.11(1) of CYFEA allows a director to enter a PGA with all guardians of a child. Such an agreement makes a director the sole guardian of the child until:

- a director or a court terminates the agreement,
- a private guardianship order is granted,
- a court makes an adoption order,
- the child attains 18 years of age, or
- the child marries.

### Procedures

#### Criteria

A PGA must be taken with guardians. If a child has guardians other than the birth mother and/or birth father, their participation and consent is required in order to enter into a PGA.

When considering a PGA, ensure the situation meets the following criteria:

- the child has been in the custody of at least one guardian for a cumulative period of less than six months,
- the guardians want to relinquish guardianship of the child, and
- the guardians are able to understand the consequences and are willing to enter the agreement without duress.



Ensure that the guardians are aware that **all** guardians must sign the PGA in order for the director to be able to process it. This means that:

- The birth father, if known, **must** sign the PGA
- Where the birth father is unknown, or cannot be located, this must be documented in the file and the PGA can be accepted from the birth mother. Efforts to locate the birth father must be documented.

**NOTE:** If the mother names more than one possible birth father, provide this information to each one.

- Where there are compelling reasons to not involve the birth father, the details must be documented in the file and the PGA can be accepted from the birth mother.
- The director cannot enter into a PGA if:
  - the birth mother refuses to name the birth father,
  - the birth father is unwilling to sign the PGA, or
  - a guardian other than a birth parent is unwilling to sign the PGA.

**NOTE:** Where the father is unknown, cannot be located, or where there are compelling reasons not to involve the birth father, there is legal risk with respect to the PGA until the court grants an adoption order, as the birth father could apply under s.13 of CYFEA to terminate the PGA.

The director must not provide legal advice to any of the guardians. Advise guardians to seek legal advice from a lawyer.

If one of the guardians is not prepared to relinquish the child through the PGA process, that guardian may wish to seek custody of the child and this must be explored.

Applying for a PGO **may** be an option **only** if the director has determined that the child is in need of intervention per s.1(2.1).

If there are no intervention concerns regarding the child, and it is not possible to enter into a PGA with the guardians, then the child **cannot** be relinquished through this process. In this circumstance, ensure that the guardians are aware of their options to pursue private direct adoption and adoption through a licensed adoption agency.

### Before Signing

Before entering a PGA:

- the director must be satisfied that each guardian understands that the agreement terminates all guardianship rights,
- tell each guardian that another person claiming to be a guardian may apply to the court to terminate the agreement within 10 days after it has been signed. When calculating the number of days, exclude the day the agreement was signed; include Saturdays, Sundays and holidays,
- inform each guardian in writing that:
  - a guardian may ask a director to terminate the agreement within 10 days after signing it; and
  - CYFEA provides no means to voluntarily terminate the agreement after 10 days.
- determine whether the child has or is eligible for registered Indian status through Indian and Northern Affairs Canada, or has an affiliation with a Métis Settlement.

### Completing the PGA

Complete the following steps with the relinquishing guardians:

Complete the Permanent Guardianship Agreement [CS1618]:

- Use the child's full legal name as it appears on the birth registration. Tell the guardians that the adoption order includes the child's full birth name. Encourage the birth parents to name the child. If the birth parents do not name the child, the registration is completed indicating the child's gender (e.g. Baby Girl Smith);
- Correct any error by putting one line through it, initialling the change, and having the guardians initial the change;
- If possible, have each guardian or birth parent sign the same original document; and
- Complete an Affidavit of Execution for each guardian, and have it witnessed and commissioned by a Commissioner for Oaths.

The manager reviews and signs the agreement within one working day.

## History

When completing the Ongoing Assessment Record [CS3703], enter information in every space. If the information is unavailable, enter the reason.

The only background information available to the adoptive family and the child may be the ongoing assessment, so it is essential that it is as thorough and accurate as possible.

Because of its relevance to HIV infection, ensure that information regarding the drug use and sexual history of the birth parents is included.

Race and ethnic origins are required for court. The court does not accept Canadian as an ethnic origin.

Include the following on the Ongoing Assessment:

- the period of involvement and number of interviews with the birth parents and other guardians,
- other counselling resources used by the guardians,
- the support of the birth grandparents in the decision to relinquish,
- the period covered by any apprehension order, custody agreement, or temporary guardianship order,
- the process, reasons, and timing of the guardians' decision to relinquish, and
- an assessment of how appropriate the agreement is considering the guardians' level of understanding and independence from influence.

## Registered Indian Child

The Ministry recognizes and encourages the importance of maintaining an aboriginal child's heritage.

If the child has or is eligible for registered Indian status, tell the guardians that once the child is under permanent guardianship status, a First Nations Designate will be involved in planning for the child.

## Métis Settlement Child

If a Métis child under a PGO or PGA is from an identified Métis Settlement, consult with Region 10 CFSA prior to referring the child for adoption.

If affiliation has not been determined for a Métis child, submit a Métis Settlement Affiliation Request [CS4014].

### Parents' Preference

If the birth parents and any other guardians want to participate in selecting the adopting family, inform Adoption Services. Information about prospective adoptive parents will be provided to the caseworker for discussion with the birth parents.

### Health Care

If the child is a newborn, tell the birth parents not to apply for Alberta Health Care coverage as registration with CS is effective on the date of the PGA.

### File Administration

Open a Birth Parent Services file.

The paper file must contain:

- Contact Notes [CS0072],
- A copy of the apprehension order, custody agreement or temporary guardianship order if the child is taken into the care and custody of the director,
- Permanent Guardianship Agreement [CS1618], if the guardians relinquished the child to CS,
- Consent by a Guardian to Adoption – Adoption of a Child Under Permanent Guardianship or Step-Parent Application [ADOP2659] (after PGA),
- Consent by a Guardian to Adoption – Adoption of a Child By the Parent [ADOP3598],
- Consent by a Guardian to Adoption – Agency [ADOP2005] (licensed agency adoption),
- copies of the agreement and any supporting documentation if the parent signs a Permanent Guardianship Agreement [CS1618] or a consent to adoption, and
- Consent to Release Information [CS0470] to have contact with a referring licensed adoption agency or the hospital.

## Related Information



### [5.1 Referring a Child of Youth for Adoption](#)

#### [13.1 Private Direct Adoption](#)

#### [13.2 Licensed Agency Adoption](#)

[2.1.1 First Nations Designate \(Enhancement Policy Manual – Intervention\)](#)

[2.1.2 Registered Indian \(Enhancement Policy Manual – Intervention\)](#)

[2.2.1 Métis Resource \(Enhancement Policy Manual – Intervention\)](#)

[3.1.2 Intake \(Enhancement Policy Manual – Intervention\)](#)

[3.1.3 Safety Phase \(Enhancement Policy Manual – Intervention\)](#)

[5.2.5 Permanent Guardianship Agreement \(Enhancement Policy Manual – Intervention\)](#)



### *Family Law Act*



Consent by a Guardian to Adoption – Adoption of a Child By the Parent [[ADOP3598](#)]

Consent by a Guardian to Adoption – Adoption of a Child Under Permanent Guardianship or Step-Parent Application [[ADOP2659](#)]

Consent by a Guardian to Adoption – Agency [[ADOP2005](#)]

Consent to Release Information [[CS0470](#)]

Contact Notes [[CS0072](#)]

Custody Agreement with a Guardian [[CS1642](#)]

Ongoing Assessment [[CS3703](#)]

Permanent Guardianship Agreement [[CS1618](#)]

*To report a broken link click [here](#).*

## Chapter 2: Birth Parent Services

Section: <b>2.2 Permanent Guardianship Agreement (PGA)</b>	Issue Date: October 1, 2011
Subsection: <b>2.2.2 Following-Up a PGA</b>	Revision Date: October 19, 2021
	Page 1 of 6

### Policy

An adoption placement must be selected as quickly as possible for a child under PGA status.

### Procedures

When the manager or delegate returns a signed Permanent Guardianship Agreement (PGA) [CS1618], complete the following procedures:

#### Electronic Records

Immediately end the intake and open the child's file in the electronic information system.

#### Services

Apply for health care coverage and provide all other appropriate services.

#### Medical

Obtain a Medical Report [CS0006] completed by a physician. If possible, have a paediatrician complete the assessment.

If the child is already discharged from hospital, assist the physician by obtaining and supplying all previous medical reports. For a newborn, such reports include the hospital pre-natal record, delivery record, and newborn discharge record.

#### Documents

Distribute the documents as follows:

- send both guardians and any additional guardian who signed it, an original PGA,

- place on the child's file:
  - the agreement with original signatures
  - the completed Affidavit of Execution for each guardian
  - the child's Medical Report
  - the guardians' placement preferences (if provided)
  - a copy of the child's assessment documents and History of Adopted Child – Mother and Father [ADOP1373], if completed
  - if there is any aboriginal background or if the ethnic origin is unknown for either guardian, an INAC check and a Métis Settlement check.
- send the following to Adoption Services to begin the matching process:
  - a copy of the Permanent Guardianship Agreement [CS1618]
  - a copy of the Affidavit of Execution [ADOP1803] for each guardian
  - a copy of the child's Medical Report [CS0006]
  - a copy of the child's assessment documents, if completed
  - the ethnic origins of the guardians
  - a copy of an INAC check or a Métis Settlement check, if applicable
  - the name of the adoptive parents if the guardians selected

### **Indian Child**

If the child is a registered Indian, or entitled to be registered, involve the First Nations designate immediately in permanency planning. Send the designate a copy of the PGA within 20 days of it being signed. When calculating the number of days, exclude the day the agreement was signed; include Saturdays, Sundays and holidays.

Once a PGA has been entered for a child with, or eligible for, registered Indian status:

- apply for registration if the child is not registered,
- involve the First Nations Designate from the child's band to develop the permanency plan, and
- provide detailed information on the involvement of the First Nations Designate in the permanency plan.

### **Guardianship**

Since the director becomes the sole guardian of the child upon entering the PGA, assume the following responsibilities:

- if a newborn remains in the hospital after being cleared for release, pay any charges from the hospital by issuing a Purchase Authorization and Invoice [CS0018C],
- if an adoption placement is not available immediately, place the child in an approved placement resource, or
- if an unnamed child is not placed for adoption before reaching 3 months, register the child's given name.

### **Keepsakes**

If a guardian who entered a PGA wants to provide a keepsake for the child or adoptive parent:

- advise the guardian that the letter may not contain identifying information,
- obtain the keepsake before the order is finalized,
- pass the keepsake to the adoptive parents at the time of placement, if possible,
- record on the file what is done with each item, and
- retain a copy of all written material on file.

If an adoptive parent wants to provide a letter or picture of the child to the guardian, accept and pass on the letter and picture at any time before the adoption order is granted.

The court reviewing the adoption petition must be made aware in the special affidavit what items have been passed on to the adoptive parents and when the items were provided. Accepting keepsakes after the PGA has been signed may entitle the previous guardians to service of notice of the adoption proceedings.

Non-identifying information may be exchanged through the Post Adoption Registry (PAR) after the adoption has been granted.

### **Providing Information**

If a guardian expresses interest in receiving further information about the adoption, follow procedures as outlined below.

#### Adoption Information

If the guardian asks whether the child has been placed for adoption:

- provide non-identifying information about the adoptive parents,
- do not contact the adoptive parents to request pictures or specific information, as this may result in the court requiring that previous guardians be notified of the adoption proceedings,



- tell the guardians they may complete a Contact Preference [PAR3575] and file it with the PAR when the child is adopted. A contact preference does not prevent the release of identifying information,
- explain that upon reaching the age of 18 years, the adoptee may request and receive identifying information about their birth family members from the PAR,
- tell the guardians that they may request and receive identifying information about the adopted child once the child reaches the age of 18 years plus 6 months,
- tell the guardians that they may be contacted when the adoptee is an adult, and
- tell the guardians about the process for exchanging non-identifying information and pictures through the PAR, after the adoption is finalized.

#### Ongoing Information Exchange

This service offered by the PAR is intended to allow the previous guardians and adoptive parents, on behalf of the adopted child, to receive updated information about the other party once a year.

If the previous guardians and adoptive parents express an interest in exchanging non-identifying information and pictures after the adoption, make the following arrangements before the adoption order is granted:

- obtain the agreement of the previous guardians and adoptive parents,
- have each of the previous guardians and adoptive parents complete an Ongoing Information Exchange form [PAR3578],
- tell all parties how to submit letters and pictures to the PAR after the adoption,
- set a date for this exchange – the usual date is the child’s birthday,
- tell all parties that PAR staff will review all information submitted to make sure it contains no identifying information, and then forward the information to the other parties,
- tell all parties that the PAR keeps on file any information that is not forwarded to the other party, and
- if the PAR is unable to forward the information for three consecutive years, the PAR will contact the sender and asks that no more information be sent.

Forward the signed Ongoing Information Exchange form to the PAR after the Adoption Order is granted.

After completing any needed follow-up counselling, close the guardian's counselling file.

### Post Adoption and Contact Information

The guardians may register a Contact Preference [PAR3575] with the PAR when the adoption is finalized.

- The contact preference indicates the manner in which the person who is completing the form would like any future contact to occur.
- The adoptee, a parent (birth or adoptive), or any other person whose personal information may be in sealed orders, certificates or documents may complete a contact preference.
- Completing a contact preference does not prevent the release of their identifying information.

The guardians may receive identifying information about the child, when the child has reached the age of 18 years and 6 months.

When the child reaches 18, the adoptee may contact the PAR to receive identifying information about their birth parents and other family members.

## Related Information



[9.1 Permanency Placement Adoption Date](#)

[9.2 Permanency Placement-Adoption \(PP-A\) Period](#)



[Family Law Act](#)



[Affidavit of Execution \[CS1803\]](#)

[Contact Preference \[CS3575\]](#)

[History of Adopted Child – Mother and Father \[ADOP1373\]](#)

[Medical Report \[CS0006\]](#)

[Ongoing Assessment \[CS3703\]](#)

[Ongoing Information Exchange \[PAR3578\]](#)

[Permanent Guardianship Agreement \[CS1618\]](#)

[Purchase Authorization and Invoice \[CS0018C\]](#) – (voucher) paper form only

Safety Assessment [[CS3701](#)]

Superseded

## Chapter 2: Birth Parent Services

Section: <b>2.2 Permanent Guardianship Agreement (PGA)</b>	Issue Date: October 1, 2011
Subsection: <b>2.2.3 Terminating a PGA</b>	Revision Date: October 1, 2011
	Page 1 of 3

### Policy

A request or application from a birth parent or any other previous guardian to terminate a PGA must be made in writing within **10 days** after the agreement was signed.

When calculating the number of days, exclude the day the agreement was signed, but include Saturdays, Sundays and holidays.

### Purpose

S.12 of CYFEA allows a relinquishing guardian to ask a director to terminate the permanent guardianship agreement.

S.13 allows any other person claiming to be a birth parent to apply for a court order terminating the agreement.

### Procedures

#### Relinquishing Guardians

If birth parents or any other previous guardian who entered a PGA request to terminate the agreement within 10 days after signing it:

- inform the manager,
- tell the guardian(s) they must put their request to terminate the PGA in writing, according to s.12(1), and
- notify any other guardians who were parties to the PGA.

Per s.12(3), the PGA automatically terminates **48 hours** after the director receives the request to terminate, or any other period agreed to by the director and the requesting guardian. The director must return the child to the guardian who made the request to terminate the PGA. The agreement of the other guardians is not required.

If other previous guardians disagree about who should have custody of the child, this then becomes a private custody dispute.

If the director is of the opinion that the termination of the PGA and placement of the child with the requesting guardian will result in the child being in need of intervention, the director must take appropriate steps under CYFEA to ensure the safety and well-being of the child.

### **Person Claiming To Be a Parent**

If a person claiming to be a parent who has not signed the PGA asks to terminate a PGA within 10 days after it was signed, advise that person to apply to court under s.13. Supply the person claiming to be a parent with a Notice and Application to Terminate a Permanent Guardianship Agreement [CS1593].

If a notice and application to terminate a PGA is received, ensure that it is provided to the manager or designate and Adoption Services.

Pursuant to s.13(2), the **applicant** is required to provide notice to all previous guardians.

### **Late Request**

If a guardian or birth parent who entered a PGA asks to terminate the agreement more than 10 days after signing it:

- Consider the request only if the child has not been proposed to prospective adoptive applicants and evaluate:
  - whether returning the child to the guardian will place the child in need of intervention,
  - why the guardian/birth parent is making the request,
  - why the guardian/birth parent entered the agreement, and
  - how stable and suitable the guardian/birth parent is to assume care of the child.
- In consultation with the supervisor, decide whether termination of the agreement would endanger the child's survival, security, or development. Document the decision, factors considered and the rationale for the decision.
- If the director is of the opinion that the child will not be endangered, apply for an order terminating the agreement using the Notice and Application by a Director to Terminate a Permanent Guardianship Order or Agreement [CS3614].

**NOTE:** Per s.35, the director must be satisfied that the child should be returned to a previous guardian prior to making an application to court to terminate the PGA.

## Related Information



*Family Law Act*



Notice and Application by a Director to Terminate a Permanent Guardianship Order or Agreement [[CS3614](#)]

Notice and Application to Terminate a Permanent Guardianship Agreement [[CS1593](#)]

Superseded

# Chapter 3: Non-Child Specific or General Adoption Home Approval

Section:	<b>3.1 Non-Child Specific or General Adoption Application Process</b>	Issue Date: October 1, 2011
Subsection:		Revision Date: October 19, 2021
		Page 1 of 12

## Policy

Individuals who wish to apply to adopt children who are in the care and custody of the director, and with whom they do not have a pre-existing relationship (a non-child specific or general match), must be willing to accommodate the special needs and backgrounds that these children may have. Individuals applying to adopt must be willing to maintain the child's culture, relationships and connections to family, community, and significant others.

Each applicant must meet all requirements in order to be approved as an adoptive home.

When an applicant does not meet all of the requirements, but is still interested in pursuing adoption, refer the applicant to the private licensed agency or international adoption programs.

## Procedures

**NOTE:** For Kinship Care Provider(s) or Foster Parent(s) who are seeking to become approved for adoption of children currently in their care (aka: a child specific application), refer to Chapter 7: Adoption By Current Kinship Care Provider(s) or Foster Parent(s).

Applicants who are seeking ONLY to become approved for adoption of children with whom they have significant and pre-existing relationship, including relatives, where the child is not already residing in the home of the applicant(s), refer to Chapter 7.

### Criteria to Apply for Non-Specific Child or General Adoption

All applications are reviewed to ensure that the applicant:

- resides in Alberta,
- is at least 18 years old,

- demonstrates financial and domestic stability,
- appears to be physically and mentally capable of parenting an adoptive child, and
- understands that when a child is placed in their home, a former guardian may apply to review the child's permanent guardianship order,
- understands that most children available for adoption are between the ages of 10 and 17, and
- understands that children have important existing relationships and connections to family, community and natural support network that need to continue into adoption,
- understands the importance of a child's culture and is prepared to make a commitment to ensuring that cultural contacts are maintained and facilitated,
- understands that very few young children are available for adoption, and that applications restricted to children aged 0-5 years will not be accepted.

Proceed immediately with the adoption application if the applicant accepts **ONE** of the following child-related criteria:

- Significantly cognitively delayed (dependency in adulthood anticipated)
- Diagnosis of Autism
- Diagnosis of Schizophrenia
- Limited life span
- Serious and chronic medical conditions requiring intensive and ongoing medical intervention. These conditions include, but are not limited to, Cystic Fibrosis, Hepatitis C, Muscular Dystrophy, Cerebral Palsy, Spina Bifida, HIV positive and Epilepsy.
- Profound multiple disabilities (dependency in adulthood anticipated)

If not accepting of one of the above criteria, the applicant **MUST** be accepting of:

- Confirmed maternal history of alcohol use in pregnancy, and/or
- Confirmed maternal history of drug use in pregnancy.

The applicant must also be accepting of **TWO** of the following special needs:

- Reactive Attachment Disorder (RAD) diagnosis
- Oppositional Defiant Disorder (ODD) or Conduct Disorder diagnosis
- Post-Traumatic Stress Disorder (PTSD) diagnosis
- History of sexually inappropriate/acting out behaviour
- Fetal Alcohol Spectrum Disorder (FASD)



- Fetal Drug Effect (FDE)
- Global developmental delays (delays in three or more areas of development)
- Deaf and/or blind
- Attention Deficit Hyperactivity Disorder (ADHD) diagnosis
- Down Syndrome
- Learning disability/special education
- Child 10 years and older
- Sibling group of three or more

And also be accepting of **TWO** of the following:

- Accepting of in-person contact with birth parents
- Globally delayed/cognitively delayed birth parents
- Birth parent(s) with psychiatric diagnosis
- Inheritable diseases

Refer the interested person(s) to relevant training/resources to learn about special needs being considered. Discuss with the interested person(s) how the special needs will impact the child and the family.

If the interested person(s) meet the Criteria to Apply, have them complete the Application to Adopt a Child [[ADOP0059](#)]. Enter the information on the electronic information system.

If the interested person(s) have previously adopted and are reapplying, a new Application to Adopt a Child and Home Assessment Report is required.

If the interested person(s) have a currently approved Home Assessment Report completed for the purposes of either an Alberta Private Licensed Agency adoption or an International adoption, the Region can determine if a new home assessment report is required or if a comprehensive addendum will be adequate to assess for approval.

**NOTE:** Historical information, gathered in the completion of a previous Home Assessment Report, can be used to inform a new Home Assessment Report. This information can be directly transcribed as long as it is appropriately referenced.

When a sibling to a child, who is currently placed Permanency Placement – Adoption (PPA), becomes available for adoption, and this PPA family has been identified as the preferred placement option, complete a thorough Addendum.

A new adoption Home Assessment Report is not necessary for a sibling, IF it is anticipated that their adoptions will be completed together.

- If a Structured Analysis Family Evaluation (SAFE) home assessment was initially completed, prepare an Addendum to Current and Approved SAFE Adoption Home Study ([ADOP3771](#)) in order to consider placing a sibling, or
- If the Home Assessment-Detailed Report ([CS2637A](#)) was initially completed, prepare an addendum according to the guide provided in ADOP3461-2 in order to consider placing a sibling.

At the discretion of the Region, Orientation to Caregiver Training (OCT) may be waived or modified. Documentation on a contact note [[CS0072](#)] is required if OCT is waived or modified, including rationale.

### **Approval Requirements for an Applicant to Adopt**

#### Attendance at an Information Session

If a person(s) expresses an interest in adopting, invite them to an information session, or refer them to the appropriate Regional adoption intake representative. At the session:

- provide the potential applicant(s) with enough information about the program to allow a realistic understanding of special needs adoption and inform their decision to apply. Review a representative sample of children available for adoption and their special needs,
- explain the Criteria to Apply in detail,
- tell the potential applicant that Orientation to Caregiver Training (OCT) must be completed as part of the approval process,
- provide approximate time frames from application to approval, and
- provide information about the licensed agency, private direct and international adoption programs, if the person(s) determines they are not interested in special needs adoption or they do not meet criteria.

#### Attendance at Orientation to Caregiver Training (OCT)

Advise the applicant(s) that the training is mandatory and must be completed before the Home Assessment Report can be initiated.

If the applicant(s) responded to a specific child featured in the media, the training **may** be condensed or accelerated, at the discretion of the Region.

Advise the applicant(s) that the Ministry examines the child's unique situation and attempts to resolve any issues before the adoption placement. However, the

Ministry cannot guarantee that all issues will be resolved, that new issues will not arise nor that some person will not make a legal challenge. These events could have an effect on the application for adoption.

Advise the applicant(s) that approval as a prospective adoptive parent does not guarantee placement.

### **Adoption Application Documentation Requirements**

**NOTE:** All documents required to support the application to adopt, with the exception of the Home Assessment Report, are the responsibility of the applicant(s).

#### **Criminal Record Check (CRC)**

A Criminal Record Check must be completed as per Policy 3.3 Criminal Record Check (Enhancement Policy Manual- Adoption), on every person aged 18 or older who resides in the home, or for anyone who has regular or periodic overnight visits.

Adoption Regulations (Form 8—Home Assessment Report) requires that Criminal Record Checks cannot be more than 6 months old at the time of application.

A Criminal Record Check cannot be requested for persons who reside in the home who are under the age of 18. However, as part of the home assessment process, inquire whether youths aged 12-17 have had any involvement with the legal system. Document any pertinent information within the Home Assessment Report or Addendum. Advise the applicants that they are responsible for disclosing any new criminal charges or convictions for themselves or anyone else residing in the home.

#### **Results of the Criminal Record Check (CRC)**

No Criminal Record Exists:

- Document confirmation that no criminal record exists in the electronic information system and record in the home assessment report or addendum.

Criminal Record Exists:

Refer to Policy 1.2 Criminal Record Check (Enhancement Policy Manual- Placement Resources), and:

- review of all information provided, including any results of finger printing,

- document that a criminal record exists in the electronic information system,
- deny the application if the applicant(s) or any adult residing with the applicant has been convicted of an offense of a violent or sexual nature against a child (including but not limited to internet luring, child pornography, sexual assault, aggravated assault or homicide)
- deny the application if the applicant(s) or any adult residing with the applicant has been convicted of a sexual offense against an adult
- consult with the casework supervisor and manager about all identified concerns to determine how to proceed
- any other information in a CRC should be evaluated as per Policy 1.2 Criminal Record Check (Enhancement Policy Manual - Placement Resources),
- discuss concerns directly with the applicant in order to determine the appropriateness of continuing the application process, and
- if a decision is made to proceed with the adoption application, ensure that the information is fully documented in the Home Assessment Report or Addendum as per Policy 3.2 Home Assessment Report (Enhancement Policy Manual - Adoption).

Advise applicants that the results of Criminal Record Checks must be updated every two years from the date of the original Criminal Record Check. During this time, ensure the dates of any new checks are updated in the electronic information system, and confirmed in subsequent Addendums.

Advise applicants that Criminal Record Checks cannot be more than 6 months old at the time that the adoption petition is filed in court.

#### Intervention Record Check (IRC)

An Intervention Record Check [CS2687] must be completed on every person aged 18 or older who resides in the home, or who has regular or periodic overnight visits.

Intervention Record Checks are completed in Alberta (or in another child welfare jurisdiction, if applicable) and determine:

- whether the applicant has caused a child to be in need of intervention; or
- whether an applicant has been an adoptive (PPA), foster or kinship care provider and there is information related to quality of care or intervention concerns; or
- whether the applicant's child has been found to be in need of intervention.

Adoption Regulations (Form 8—Home Assessment Report) requires that Intervention Record Checks cannot be more than 6 months old at the time of application.

#### Requirement for Intervention Record Checks outside of Alberta

Intervention Record Checks are required from jurisdictions outside of Alberta when:

- there is any reason to believe that the applicant(s), or any other adult(s) residing with the applicant(s), may have caused a child to be in need of protection, at any time, in another jurisdiction.
- an applicant or any other adult(s) residing with the applicant(s), have lived in Alberta for less than five years.

Where an applicant, or any other adult residing with the applicant, has lived in Alberta for less than five years, but within Canada:

- Follow the process outlined in Policy 1.1 Intervention Record Check (Enhancement Policy Manual - Placement Resources) for each applicant, and any other adult(s) residing with the applicant(s). This provides written consent, authorizing the director to request and obtain prior involvement checks from any relevant Canadian jurisdiction(s), and
- Consult with your regional Inter-Provincial Specialist about submitting the consent to obtain results of a prior involvement check from any relevant Canadian jurisdiction(s).

Where an applicant, or any other adult(s) residing with the applicant(s), has lived in Alberta for less than five years, and resided outside of Canada:

- Consult with your regional Inter-Provincial Specialist and refer to the International Social Service Canada: Request for Services process.
- Upon consultation, the regional Children's Services staff person is to complete a Request for Services from International Social Service Canada form.
- The regional Children's Services staff person then sends the completed *Request for Services* form to [CS.AdoptionServices@gov.ab.ca](mailto:CS.AdoptionServices@gov.ab.ca) for review by the Contract Manager or Adoption Specialist.
- The Contract Manager or Adoption Specialist, in consultation with International Social Services Canada (ISSC), will determine whether the services requested can be adequately provided.

If consultation confirms that the country in question **does** have a formal system of Child Intervention, the *Request for Services* form will be forwarded to International Social Services Canada (ISSC) by the Contract Manager or Adoption Specialist so they may proceed with the services requested.

- ISSC will communicate directly with the regional Children's Services staff person in completing the services, and providing the requested documentation.
- Information and documentation gathered from ISSC should be confirmed and recorded in the Home Assessment Report or Addendum and the electronic information system.

If consultation confirms that the country in question **does not** have a formal system of Child Intervention, and consequently ISSC cannot provide the services requested, the form will be returned to the regional Children's Services staff who initiated the request.

- The Contract Manager or Adoption Specialist will return the form, and advise why services cannot be provided.
- Document in the Home Assessment report or Addendum and the electronic information system that a request was made to process the required international Intervention Check(s), however, due to a lack of a formal system, they could not be completed.

### **Results of the Intervention Record Check(s) (IRC)**

No Intervention Record Concerns Exist:

- Document confirmation that no intervention record concerns exist in the electronic information system and record in the home assessment report or addendum.

Intervention Record Concerns Exist:

Refer to Policy 1.1 Intervention Record Check (Enhancement Policy Manual - Placement Resources), and:

- thoroughly review of all relevant information, including file documentation,
- consult with the casework supervisor and manager,
- if possible contact each previously involved caseworker,
- record all contacts and findings within the file and indicate the results on the electronic information system,
- discuss concerns directly with the applicant in order to determine the appropriateness of continuing the application process,
- if it is determined in consultation that the results of the Intervention Record Check cannot be mitigated through a home assessment process, do not proceed with the home assessment report,
- if a decision is made to proceed with the adoption application, ensure that the information is fully documented in the Home Assessment Report or

Addendum as per Policy 3.2 Home Assessment Report (Enhancement Policy Manual - Adoption).

Advise applicants that once submitted as a part of the adoption application documentation, Intervention Record Checks must be updated every 2 years during the waiting period. During this time, ensure the dates of any new checks are updated in the electronic information system, and confirmed in subsequent Addendums.

If there is information that the applicant maintains contact with a relative who may have caused a child to be in need of intervention, a further Intervention Record Check on the relative **may** be appropriate.

- First explore with the applicants any concerns that they may have about relatives who could have contact with a child, and assess the applicant's ability to ensure a child's safety.
- If exploration confirms that the applicants are not aware of potential risks posed by a relative, disclose to the applicants only information necessary to ensure the safety of any child.
- Review findings and discussion with the casework supervisor. If it is determined that the applicant(s) is unable or unwilling to ensure the safety of a child, do not proceed with the home assessment report.

#### Medical

Provide applicant(s) with a Medical Reference [CS0046] to complete and return according to regional protocol.

Request further medical, psychiatric, or psychological reports, as needed or recommended.

Document information in the home assessment or addendum.

**Costs are the responsibility of the applicant.**

#### References

Each adoptive applicant must provide a minimum of three (3) written references.

- One reference must be a relative of that particular applicant.
- Mail a reference form to each reference and ask that it be returned directly to the identified regional contact.
- Use the information from at least three references for each applicant to complete the home assessment report.
- The same person may provide a reference for each applicant, if they know each applicant.



If a submitted written reference is not supportive of the applicant(s) suitability, interview the referee. If the information is deemed to be valid and of significant concern, consult with your supervisor to determine if or how the adoption application should proceed.

Document information provided by the reference in the home assessment or addendum.

#### Safety Checklist

Complete the Environmental Safety Assessment for Caregivers ([FC3606](#)) to ensure the identification of any safety concerns. Advise the applicants of their responsibility to address identified worries.

Document any identified safety concerns in the home assessment report or addendum.

#### Other Documents

Collect the following original or notarized adoption application documents, as applicable:

- marriage certificate or the equivalent (must be a legal document)
- financial information, including income and expenses
- divorce documents
- death certificate of a former spouse
- change of name certificate

Obtain photocopies of one of the following adoption application documents to confirm legal name(s):

- birth certificate(s), or if not available,
- passport(s)

#### Home Assessment Report

A Home Assessment Report, for the purposes of permanency, is a comprehensive evaluation of family functioning and suitability to parent a child into adulthood.

Once documentation requirements have been met, and required training completed, proceed with a Home Assessment Report using:

- Structured Analysis Family Evaluation (*SAFE*) home assessment, or
- The Home Assessment-Detailed Report ([CS2637A](#)),



Home Assessment Reports are not valid until signed off and confirmed as approved by a casework supervisor or manager, as per regional or DFNA practice.

**NOTE:** Review Policy 3.2 Home Assessment Report (Enhancement Policy-Manual - Adoption) for greater detail on the process and the evaluation of information gathered.

#### Notification of Changes to Circumstances

Over the course of the application and approval process, advise the applicants that they must notify the caseworker of **any** changes to their circumstances, including but not limited to:

- new criminal charges or convictions,
- new child intervention involvement,
- a pregnancy,
- fertility treatments,
- marital status,
- family composition,
- the residents in the home,
- residence,
- employment,
- health.

### Related Information



[3.2 Home Assessment Report](#)

[3.3 Criminal Record Check](#)

[5.4 Appeal Periods, Termination Periods, Termination Periods and Reviews of Permanent Guardianship Orders by a Former Guardian](#)

[Adoption Regulations \(Form\) 7.0 Adoption by Foster Parents or Kinship Care Providers](#)



[Application to Adopt a Child \[ADOP0059\]](#)

[Contact Notes \[CS0072\]](#)

[Consent to Release Information \[CS0470\]](#)

Home Assessment – Detailed Report [[CS2637A](#)]

Medical Reference [[CS0046](#)]

International Social Service Canada Request for Services [[ADOP12822](#)]

Superseded

# Chapter 3: Non-Child Specific or General Adoption Home Approval

Section:	<b>3.2 Home Assessment Report for Non-Child Specific or General Adoption Matching</b>	Issue Date: October 1, 2011
Subsection:		Revision Date: October 19, 2021
		Page 1 of 7

## Policy

A home assessment report and addendums as appropriate are required to approve an adoptive family according to the requirements outlined in Adoption Regulations (Form 8).

Home assessment reports must be completed by a qualified professional, most often a Registered Social Worker or other professional with relevant education and experience.

## Purpose

A home assessment report, for the purposes of permanency, is a comprehensive evaluation of family functioning and suitability to parent a child or youth into adulthood.

The home assessment practitioner gathers, analyzes and evaluates demographic, relational, and financial information to determine how family dynamics, applicant history, and the physical environment will impact the safety and well-being of a child placed in the home.

The home assessment report should provide an accurate portrayal and comprehensive understanding of applicant strengths, suitability, and capacity as they pertain to parenting.

## Procedures

**NOTE:** For Kinship Care Provider(s) or Foster Parent(s) who are seeking to become approved for adoption of children currently in their care (a child specific application), refer to Chapter 7: Adoption By Current Kinship Care Provider(s) or Foster Parent(s).

**NOTE:** Applicants who are seeking to become approved for adoption of children with whom they have a significant and pre-existing relationship, including relatives, where the child is not already residing in the home of the applicant(s), refer to Chapter 7.

The recommended standard for the completion of a Home Assessment Report is the Structured Analysis Family Evaluation (SAFE) model. However, if there are compelling reasons not to use the SAFE home assessment tool, the Home Assessment—Detailed Report (CS2637A) can be used. The rationale for not using the SAFE model must be documented.

### **Documentation required to proceed to home assessment**

The following documentation must be received and reviewed prior to a Home Assessment being assigned:

- medical reports for the applicant(s),
- three personal references for each applicant (one of which must be a relative),
- results of Criminal Record Checks for each applicant and every person aged 18 or older who resides in the home refer to Policy 3.3 Criminal Record Check (Enhancement Policy Manual – Adoption), and
- results of Intervention Record Checks (CS2687) for each applicant and every person aged 18 or older who resides in the home.

### **Home assessment report completion**

When the applicant(s) have provided the above documentation, met the application requirements, completed specified training, and all available information provides a positive indication to proceed, a caseworker or contracted home assessment practitioner is assigned to complete a home assessment report.

**NOTE:** Do not proceed with the Home Assessment process in the following circumstances:

- unresolved child protection concerns exist,
- convictions of a crime of a violent or sexual offence are found,
- a newly established family unit relationship, e.g. new marriage or independent adult relationship, divorce or death of a partner, and/or the addition of a child has occurred in the past 12 months,
- significant changes in an applicant's physical or mental health;
- applicant is undergoing fertility treatments, or

- applicant is pregnant.

All information regarding application and approval requirements must be provided to the home assessment practitioner as part of the evaluation.

The home assessment practitioner must have a supervisor who provides:

- supervision throughout the home assessment process,
- confirmation that issues have been addressed, and
- confirmation of the practitioner's recommendation to approve or not to approve the applicant(s).

The following tools can be used to complete and approve a home assessment report for the purpose of pursuing legal permanency:

- A Structured Analysis Family Evaluation (SAFE) home assessment, or the *Home Assessment-Detailed Report (CS2637A)*.

**NOTE:** If the applicant(s) have a currently approved Structured Analysis Family Evaluation (SAFE) home assessment that was completed for the purposes of Private Licensed Agency or International adoption, consider whether it can be used as a part of the approval process with the Ministry. If determined to be appropriate by the Region, complete an addendum and complete an *Addendum to Current and Approved SAFE Adoption Home Study (ADOP3771)*.

The Addendum must:

- confirm applicants have met the criteria to apply,
- address the applicant(s) willingness and ability to meet the needs of children in the care of the Ministry, and
- ensure all regulated requirements are met.

**A minimum of four interviews are required and should take place in the applicants' home. Best practice is to complete interviews on separate dates. Interviews conducted with the family must include:**

- joint interviews with the applicants,
- individual interviews with the applicants,
- individual interviews with others who reside or are frequently in the home, including children and other adults,
- interviews with references by telephone (or in person when possible), and

- any other collateral contacts deemed necessary, with the applicants' written consent.

Once the information gathering and interview processes are concluded:

- the home assessment practitioner prepares a report according to the requirements as outlined in Adoption Regulations Form 8, either using the Structured Analysis Family Evaluation (SAFE) model or the Home Assessment-Detailed Report (CS2637A), ensuring that all areas of concern are thoroughly addressed, and duly mitigated,
- the applicant(s) review the report for accuracy and, if in agreement that the information is accurate, sign the report,
- the home assessment practitioner makes a recommendation to approve or not to approve the applicants for permanency,
- the home assessment practitioner's supervisor confirms both supervision of the practitioner during the home assessment process and agreement with the practitioner's recommendation, and
- Home Assessment reports are not valid until signed off and confirmed as approved by a casework supervisor or manager, as per regional or DFNA practice.

### **Recommendation Regarding the Home Assessment Report**

The recommendation to approve or not to approve the Home Assessment Report is made by the home assessment practitioner.

The director does not dictate the recommendation of the home assessment practitioner, but is responsible for the decision to either **accept** or **not accept** the recommendation.

### **Accept Recommendation to Approve**

A Home Assessment Report is not valid until signed off and confirmed as approved by the director. Regulations specify that at minimum, casework supervisors have the authority to approve Home Assessment Reports. Regional and DFNA practice may require approval at a higher level of authority.

In signing a Home Assessment Report that has a recommendation to approve it, the casework supervisor or manager confirms that:

- the Home Assessment Report has been read,
- the recommendation is based on the findings of the home assessment process,
- the applicant is suitable to adopt and identified concerns have been mitigated, and

- approval of the applicant(s) is accepted by the region.

**Accept Recommendation to Not Approve**

If the home assessment practitioner does not recommend approval and the casework supervisor or manager accepts the recommendation, send the applicant(s) a letter confirming this information.

Give the applicant(s) a copy of the report, and document the date the report was provided on a Contact Note [CS0072] for the file.

**Do Not Accept Recommendation to Approve**

If the casework supervisor or manager does not accept the home assessment practitioner's recommendation to approve the Home Assessment Report, provide written reasons for the decision.

Advise the applicant(s) of the decision to not accept the recommendation to approve the Home Assessment Report, and provide the applicant(s) with both a copy of the Home Assessment Report, and a written rationale of the decision.

Document the steps above on a Contact Note [CS0072] and in the electronic information system.

**Do Not Accept Recommendation to Not Approve**

If a decision is made to not accept the home assessment practitioner's recommendation to not approve the Home Assessment Report, an addendum must be completed. The addendum will:

- List the concerns outlined in the initial home assessment report that resulted in the recommendation to not approve it,
- Specify how each of these concerns has been, or is to be, mitigated,
- Provide a rationale for approval, despite the home assessment practitioner's recommendation to not approve,
- Have a Manager review the home assessment report and addendum, and
- Have a Manager sign off the addendum approving the applicant for adoption.

**Role of Adoption Services**

Adoption Services is responsible for providing the adoption placement authority (Official Match), for children who are referred for general adoptive matching. As such, Adoption Services makes the final determination regarding the matching of these children.

If a regionally approved family does not appear to be suitable for matching purposes, the family will not be considered for matching until the region addresses concerns identified by Adoption Services.

Adoption Services manages the contract with International Social Service Canada (ISSC), which assists in the completion of Intervention Record Checks outside of Canada.

### Administrative Review

General or non-child specific adoption applicants, whose Home Assessment Report is not approved, do not meet the criteria for an administrative review as identified in s.117.1(1)(d) of CYFEA.

### Follow-Up

Once an adoption home is approved:

- update the Adoption Provider Record status to “approved” in the electronic information system,
- advise Adoption Services that the applicants have been approved for adoption and submit their provider I.D. number,
- send Adoption Services the approved Home Assessment Report and any addendums,
- send Adoption Services one digital photograph of the applicant(s) and their children, for matching purposes. Original photos that are sent to Adoption Services will be scanned and returned to the region,
- send Adoption Services an electronic copy of the applicant’s individual profile, if one has been submitted by applicant(s). Profiles are written by the applicants themselves and can include information about their motivation to adopt, interests, hobbies, lifestyle and extended family. Photos may also be included. Profiles can be no larger than 1MB, and
- retain the original Home Assessment Report and all original supporting documents, such as the marriage or divorce documents, on the regional file as they will be required as a part of an adoption petition package filed in the Court of Queen’s Bench.

## Related Information



[1.4 Administrative Reviews and Appeals \(Enhancement Policy Manual – Intervention\)](#)





Contact Notes [[CS0072](#)]

Criminal Record Check [[CS1800](#)]

Intervention Record Check (CS2687)-available in paper copy only



[Adoption Regulations \(Form 8\)](#)

[SAFE templates at the SAFE Home Assessment](#)

International Social Service Canada Request for Services [[ADOP12822](#)]

To report a broken link click [here](#).

Superseded

## Chapter 3: Adoption Home Approval

Section:	<b>3.3 Criminal Record Check (Adoption)</b>	Issue Date: October 1, 2011
Subsection:		Revision Date: June 15, 2012
		Page 1 of 4

### Policy

The results of a Criminal Record Check, including a vulnerable sector search, are required for each applicant and every person aged 18 years or older who resides in the home. The Criminal Record Check must be current within one year of the completion of the home study.

The completion of a Criminal Record Check is a requirement of the home study necessary to approve an adoptive family.

### Procedures

#### Applicant Criminal Record Check

When completing a Criminal Record Check:

- Advise the applicants that each applicant and every person who is aged 18 years or older living in the home must provide the results of a Criminal Record Check [CS1800], including vulnerable sector search, before the home study begins. This includes tenants or relatives who are renting property and have open access to the applicants' home.
- Provide the applicants a Criminal Record Check form. Tell the applicants to take the completed form and personal identification to the local RCMP or city police station. Ask the applicants to return the Criminal Record Check to the identified regional contact. Costs are the responsibility of the applicants.
- Advise each applicant that having a criminal record does not necessarily prevent approval, as the nature and circumstances of the offence are considered.
- Advise each applicant that following approval of their SAFE Home Study, the Criminal Record Check must be updated every two years.
- Advise each applicant that the actual criminal record documentation will be reviewed and included in the package submitted to the Court of Queen's Bench when the adoption application is filed.

- Assure the applicants that their privacy will be protected and the information will be managed according to the *Freedom of Information and Protection of Privacy Act* (FOIP).
- Advise each applicant that providing false information or failure to disclose a criminal conviction will impact their application status. Discovery of such action will result in the application being placed on hold for review.

### Results of the Criminal Record Check

If an applicant returns documentation confirming that no record exists, document the information in the adoption file and continue with the process.

If an applicant or an adult residing with the applicant has been convicted of an offence of a violent or sexual nature against a child or adult (including internet luring, child pornography, sexual assault, or homicide), the application **will be denied**.

A Vulnerable Sector Record Search is required for each applicant and every person aged 18 years or older who resides in the home.

**NOTE:** Even if a pardon has been granted for an offence of this type, the Vulnerable Sector Record Search portion of the Criminal Record Check will result in the disclosure of this information.

### Evaluating the Information Where a Criminal Record Exists

Each case where there is a criminal record must be evaluated on its own merits (except where the applicant has been convicted of a violent or sexual offence against a child, as the application will be denied) in consultation with a manager. Advise the applicant that their application for adoption may be delayed or put on hold while the evaluation is ongoing, where the record shows a charge that has not yet been disposed of or a conviction.

Request that the applicant obtain the detailed circumstances of the recorded offence(s) from the police, which should include:

- a written description of the offence(s),
- details of the initial charges, any subsequent charges, and any plea bargaining, and
- any resulting convictions and sentence.

The manager **must** be consulted for continued evaluation when an applicant has a criminal record. The manager will make the final decision and document it in the file.

The evaluation of an applicant's criminal record should consider:

- the nature of the offence(s) and relevance to the care of children,
- when the offence(s) occurred, the number of offences, and the amount of time between offences and recurrences,
- what steps the applicant has taken toward rehabilitation,
- the age of the victim and the relationship of the victim to the applicant,
- the age of the applicant at the time of the offence(s),
- whether or not a pardon has been issued to the applicant for any offence(s) revealed by the “Vulnerable Sector Record Search” part of the Criminal Record Check,
- any social circumstances that may have contributed to the commission of the offence(s),
- the appropriateness of the home given this information, and
- the appropriateness of completing the home study.

Direct any legal interpretation questions to Family and Surrogate Court Litigation, not to the police.

#### Decision and Recording

Once a decision is made regarding an application where there is a criminal record:

- Document the rationale for accepting or denying the application on Contact Notes [CS0072] and/or the contact log, and document the relevant results of the Criminal Record Check in the applicant’s file.
- Notify the applicant of the decision in writing.
- If the application is denied, provide the applicant with written rationale for the decision, including what factors were evaluated in the decision-making process.
- Return the original documentation to the applicant.

#### Criminal Record Checks for Children in the Home

The director cannot request a Criminal Record Check on a person under the age of 18 years living in the home. However, during the home study process, the director may ask whether children aged 12-17 have had any involvement with the legal system.

If a child living in the home has a criminal history, proceed with the home study only if the healthy development of an adopted child would not be placed at risk.

## Related Information



Criminal Record Check [[CS1800](#)]

Superseded

## Chapter 3: Adoption Home Approval

Section: <b>3.4 Post-Approval Services</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 1, 2011
	Page 1 of 4

### Policy

All approved adoptive families must have up-to-date information on file in order to be considered for matching with children referred for adoption.

During the waiting period:

- Maintain regular contact with the family and address any questions or concerns. Provide them information on the activity on their file in relation to the matching process.
- Inform Adoption Services about any significant change in the applicants' circumstances and provide an Addendum to Current and Approved SAFE Home Study [ADOP3771], as required.

### Procedures

#### Annual Addendum

Addendums are required annually when the family has not received a placement or when there are significant changes in the family's circumstances.

Face to face contact is required to complete an Addendum.

If a family has not had an Addendum completed within 18 months of their approval date, their file will be deferred until the Addendum to Current and Approved SAFE Home Study [ADOP3771] is completed.

The Addendum to Current and Approved SAFE Home Study [ADOP3771] is not to be used for families seeking to be re-approved for adoption following a placement, except in cases where a family wishes to adopt a sibling to a PPA child in their home whose adoption has not yet been finalized.

If the family wishes to reapply for another adoption following a placement and finalization, a new home study must be completed.

### Significant Change Addendum

Advise the applicant to notify the case worker of any significant change in their circumstances that occurs during their process to adopt.

If the applicant notifies the case worker of a significant change, inform Adoption Services and provide an Addendum to Current and Approved SAFE Home Study [ADOP3771].

Significant changes include, but are not limited to:

- pregnancy,
- birth of a child,
- death of a spouse,
- adoption through the private or international programs,
- absence from Alberta,
- poor health,
- criminal charges,
- financial problems,
- marital or adult interdependent relationship issues, and
- changes to the “Child Desired”.

### Defer

If the applicant is unavailable for matching due to a significant change or any other reason, defer the matching until the situation is resolved and the family is available for matching again.

To defer matching, submit a written request identifying the reason for the deferral to Adoption Services.

To reactivate the application, complete an Addendum after the situation has stabilized, and submit it to Adoption Services.

### Birth, Private or International Adoption

If the applicant gives birth or receives a private or international adoption placement, and still wishes to adopt a child in government care, defer matching until the family has adjusted to the new member.

Adjustment usually takes about 12 months, unless the child has been in the home on a foster care or kinship care basis prior to the adoption.

Complete an Addendum to Current and Approved SAFE Home Study [ADOP3771] to update the family situation and submit to Adoption and Permanency Services when the family situation has stabilized and they are once again available for matching.

#### Marital Change

If an approved prospective adoptive parent changes marital status while waiting for a placement, complete a new home study report, according to SAFE, once the change is stable.

A placement will be considered only after a new home study report indicates stability. Stability can usually be established between 8 to 12 months from the time of the change in status.

#### **Criminal Record Check**

Have each applicant and any other person 18 years of age or older living in the home complete a Criminal Record Check [CS1800] every two years while waiting for placement.

Provide information from the Criminal Record Check with the Addendum to Current and Approved SAFE Home Study [ADOP3771] and forward to Adoption Services.

#### **Closure of an Approved Adoptive Home**

An approved home may be closed at the request of the applicant or if some other information indicates that approval should be ended.

If the closure is not at the applicant's request, consultation with a supervisor must occur prior to closing the home.

#### **Closure of an Approved Adoptive Home After Adoption Finalization**

To close an approved home:

- Notify the applicant of the closure and return any documents and photographs by registered mail.
- Send Adoption Services written notice of the closure, with a copy to the regional adoption specialist.
- Update the electronic information system to reflect the closure.

An approved home **must** be closed when an adoption order has been granted for a PGO/PGA child. If the family plans to adopt again, they **must** reapply and a new home study will be required.



### Recording

Retain copies of updates or addendums on the adoption file.

Document any supervisor consultation on Contact Notes [CS0072] and/or the contact log.

### Related Information



[3.3 Criminal Record Check](#)



[SAFE Templates at the SAFE Home Study](#)



Addendum to Current and Approved SAFE Home Study [[ADOP3771](#)]

Contact Notes [[CS0072](#)]

Criminal Record Check [[CS1800](#)]

Superseded

## Chapter 4: Access

Section: <b>4. Access</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 1, 2011
	Page 1 of 3

### Policy

Access to the child by previous guardians or birth family may continue after the permanency placement – adoption (PPA), if it is in the best interest of the child.

### Procedures

#### Make a Determination about Access

If a child under permanent guardianship status has access with the birth parent(s), determine whether continued access is in the best interest of the child.

Decisions regarding access must be made in consultation with a supervisor and other involved professionals.

#### Continuing Access

If it is determined that access is in the child's best interest:

- include this information in the matching referral of the child,
- request matches only with families who will accept access,
- at the time of information sharing, include the adoptive parents in the discussions with respect to their willingness and ability to maintain access after the adoption,
- during the PPA period, negotiate access between the adoptive family and those who have access to the child,
- if the child is being considered for adoption placement by the foster family or kinship care provider, prior to establishing PPA, discuss access implications and the family's willingness to maintain access, and
- the adoptive parents must include a statement that they will honour access provisions as part of their affidavit when the adoption application package is presented to the Court of Queen's Bench.

**NOTE:** Once an adoption order is granted, the adoptive parents determine access. As the adoptive parents become the parents of the child for all purposes, continued access cannot be guaranteed.

### Access Not to Continue

If it is determined that continued access is not in the best interest of the child, and if that access is pursuant to a court order, a Notice and Application [CS3528] may be made in Provincial Court to terminate the access order before referring the child for adoption matching.

**NOTE:** If the Permanent Guardianship Order is silent about access, and there has been no access, include a statement to this effect in the Special Affidavit.

If there has been access during Permanent Guardianship such as telephone calls, inquiries, goodbye visits, or informal visits and access will not continue after placement, conclude this informal access before making the matching referral. Include a copy of the concluding letter in the court documentation.

Information regarding telephone calls, inquiries, goodbye visits, or informal visits must be disclosed in the court documentation so the court can determine whether notice to the former guardian or other person should be given.

Regardless of whether access will continue, birth parents who have had continued access after Permanent Guardianship status must be served with a Notice of Objection to an Adoption [ADOP3475].

### Service of Notice

Persons with access to the child must be served with notice that there is an adoption application, and a Notice of Objection to Adoption [ADOP3475].

If a birth parent files a Notice of Objection with the court, the birth parent must be served with a Notice of Adoption Hearing [ADOP3515].

**NOTE:** If unclear what constitutes continued access, obtain a legal opinion on a case by case basis.

## Related Information



[10. Adoption Finalization](#)



Notice and Application [[CS3528](#)]

Notice of Adoption Hearing [[ADOP3515](#)]

Notice of Objection to an Adoption [[ADOP3475](#)]

Superseded

## Chapter 5: Adoption Matching

Section: <b>5.1 Referring a Child or Youth for Adoption</b>	Issue Date: October 19, 2021
Subsection:	Revision Date: October 19, 2021
	Page 1 of 1

### Policy

CS requires an adoption referral for any child or youth in the director's permanent care who has adoption as a permanency plan and is not being adopted by their current caregivers.

Siblings should be placed together in a permanency placement, whenever possible. PAR must be contacted whenever there are previously adopted siblings.

### Purpose

To ensure the most appropriate adoptive family are considered for a child or youth and all provincially approved adoptive families that match a child or youth's needs are reviewed for suitability.

### Practice Supports

[Referring a Child or Youth for Adoption](#)

To report a broken link click [here](#).

## Chapter 5: Adoption Matching

Section: <b>5.2 Media Recruitment</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 19, 2021
	Page 1 of 4

### Policy

Media recruitment may be used when there is no approved adoptive home available for a child who has been referred for adoption matching.

Regional consent is required.

### Procedures

Complete the child specific Consent to Appear in the Media [ADOP3442a] and the Media Recruitment Information [ADOP3442] to feature a child on television, the Adoption Website, the internal Electronic Matching System (EMS), newsletters and newspapers.

#### Profiling a Child in the Media

The following processes must be followed to profile a child in the media:

- Meet with the child's caregivers to discuss adoption and the adoption media recruitment process. Ensure that the caregivers are aware that adoption is the permanency plan, the type of recruitment methods which will be used and implications of those choices. Include the caregivers in the media recruitment plan and in preparing the child for adoption.
- Meet with the child, where age and developmentally appropriate, to explain adoption and the process of finding an adoptive home.
- Explain the consent form to children who are 12 years of age or older and discuss the implications of media exposure. Children who are 12 years of age and older must provide written consent to be featured in the media.
- Children who object to their personal information being featured in the media will not be profiled.
- The caseworker, supervisor and manager provide written consent [ADOP3442a] and caregivers sign the form to acknowledge that they have been informed about the adoption plan and the media recruitment process.

- The names of the newspapers, bulletins, newsletters, adoption fairs/ parties where the children's profiles will be featured and the location/ displays where brochures/posters will be distributed must be specified. Any avenues to profile a child that differ from those commonly used by the Ministry must first be approved by Adoption Services.

### **Adoption Media Recruitment Process**

#### Media Recruitment Methods

The following adoption media recruitment methods are used by CS:

- television programs that target all Albertans,
- adoption website (picture, profile, video),
- Electronic Matching System (EMS) (picture, profile),
- Ministry and regional CFSA websites (picture, profile, video),
- major newspapers and community newspapers that target all Albertans (picture, profile),
- newsletters that target all Albertans (picture, profile),
- Adoption Fair (picture, video),
- brochures/posters featuring pictures/profiles of the children,
- Adoption Council of Canada Website, and
- Adoption parties.

Media recruitment in magazines or newsletters that target advocate or lobby groups; or specific groups, must be referred to Adoption Services for approval.

Approvals are made on a case by case basis, in the best interest of the children involved.

**NOTE:** Internet exposure is a publicly accessible form of recruitment and may result in further exposure to other forms of public media such as television, radio and newspapers. The children's friends, classmates, neighbours and birth family may see their profile and/or video on the internet, television or in the newspapers.

#### Preparing and Approving the Media Profile

- The caseworker forwards the completed forms to Adoption Services.
- A professional, current picture of the child should accompany the consent form. An original or digital photograph may be forwarded if a professional photo is not yet available.

- Adoption Services prepares the profile on the child from information provided in the adoption matching referral and Media Recruitment Information [ADOP3442].
- The profile is reviewed and approved in writing by the caseworker, and returned to Adoption Services.
- Adoption Services forwards the child's profile to the CS Quality Assurance Team and to an appointed coordinator of the Information and Privacy Office for final review and approval. **No picture/profile of a child is to be featured in any form of public recruitment without these approvals being in place.**
  - S.126.2(1) stipulates a ban on the publication of information that may identify a child who has come to the attention of the director.
  - However, s.126.2(2)(a) allows the director to consent to the publication of information if the publication is in the best interests of the child. The authority to consent to publication is set out in the Delegation Schedule.
- When a child to be featured has or is eligible for Registered Indian status, the band must be consulted regarding media recruitment.
- When a child to be featured has or is eligible for affiliation with a Métis Settlement, Region 10 must be consulted regarding media recruitment.

#### Removing the Media Profile from Public View

Adoption Services will remove the child's profile from public view:

- upon notification that the child has been placed for adoption,
- at the written request of the caseworker,
- if the child's consent expires, or one has not been provided for a child turning 12 years old, or
- if the child's photograph and profile have not been up-dated for two years.

If the child's circumstances change prior to an adoption placement, all consents should be reviewed and reconsidered to determine if media recruitment is still appropriate.

A written request, including the reason to discontinue media and/or internet recruitment, is required from the child's caseworker. Forward the request to Adoption Services.

The caseworker, supervisor and manager will be informed when the profile has been removed.



## Related Information



Consent to Appear in the Media [[ADOP3442a](#)]

Media Recruitment Information [[ADOP3442](#)]



[Provincial Protocol for Adoption Media Recruitment](#)

To report a broken link click [here](#).

Superseded

## Chapter 5: Adoption Matching

Section: <b>5.3 Selecting a General Adoptive Home</b>	Issue Date: October 19, 2021
Subsection:	Revision Date: October 19, 2021
	Page 1 of 1

### Policy

When a child or youth is referred for adoption, CS identifies prospective adoptive home matches for the child or youth from a provincial list of approved adoptive families. The child or youth's caseworker is responsible for the final matching selection consistent with the best interest of the child or youth.

### Purpose

To ensure the most appropriate adoptive family is selected for a child or youth from all provincially approved adoptive families.

### Practice Supports

[Selecting a General Adoptive Home](#)

To report a broken link click [here](#).

# Chapter 5: Permanency Matching

Section: <b>5.3 Selecting an Adoptive Home</b>	Issue Date: November 5, 2018
Subsection: <b>5.3.1 Information Sharing with Proposed Permanency Families (Adoption and Private Guardianship)</b>	Revision Date: October 19, 2021
	Page 1 of 1

## Policy

Formal information sharing must be pursued when achieving legal permanency for a child or youth.

Information sharing needs to occur for all matches and placement types moving to legal permanency including: child specific (current caregiver), child specific (child not residing in the home) and non-child specific/general.

## Purpose

To ensure the formal process for information sharing is followed when releasing personal information to a child or youth's proposed permanency family and to allow the family to make an informed decision about the permanent placement of the child or youth.

## Practice Supports

[Information Sharing with Proposed Permanency Families](#)

To report a broken link click [here](#).

## Chapter 5: Adoption Matching

Section:	<b>5.5 Appeal Periods, Termination Periods and Reviews of Permanent Guardianship Orders by a Former Guardian</b>	Issue Date: October 1, 2011
Subsection:		Revision Date: January 1, 2014
		Page 1 of 3

### Policy

A child is usually not placed for adoption with a family until the 30 day PGO appeal period or 10 day PGA termination period have expired and access issues have been resolved.

The expiration of these appeal and termination periods signal that permanency planning can proceed as the PGO or PGA status of the child has been finalized.

**NOTE:** A child may be placed in an adoptive home prior to the expiration of the appeal period, on a case-by-case assessment. **The facts of the particular case may be such that they support immediate placement** to ensure that there is no unreasonable delay in establishing permanency for a child.

The child's guardian immediately prior to the current permanent guardianship order can apply to the court for a review of the permanent guardianship order to terminate the permanent guardianship order when:

- More than one year has elapsed since the 30 day period for appealing the PGO expired;
- If the PGO was appealed within the initial 30 days, more than one year has elapsed since the appeal was disposed of; or
- More than 2 years has elapsed since the last application by the former guardian under this section was disposed of.

## Procedures

The caseworker should advise all prospective adoptive parents of the possibility that a former guardian may initiate a review of the PGO in an attempt to regain guardianship.

The caseworker should:

- Discuss the particular case with the prospective adoptive parents underscoring the director's permanency plan, namely adoption, and the reasons why the director sees adoption as the permanency plan over long term foster care or family of origin reunification.

The caseworker may place a child before the appeal period expires (PGA – 10 days; PGO – 30 days) and during an appeal. The caseworker must:

- Determine if the facts of the particular case warrant such a placement,
  - is there a high likelihood that the PGO will not be overturned?;
  - are there special factors which support this type of placement in the best interests of the child?
- Discuss with the prospective adopting parents that there is a potential, no matter how strong the facts may appear in favour of the PGO, that an appeal may be successful and the PGO overturned, and
- Obtain written approval from the supervisor and manager

In the case of a PGA, placement should not be considered if a previous guardian is:

- ambivalent about the PGA,
- planning to seek termination of the PGA, or
- If the birth father is unknown, cannot be located, or there are compelling reasons not to involve the birth father.

In the case that access issues have not been resolved, but placement is appropriate, adoptive parents must be informed and accepting of the access issues.

However, once an adoption order is granted, the PGO and any access order is terminated and the adoptive parents determine access, as the adoptive parents become the parents of the child for all purposes.

In the case where a former guardian brings an application to review a Permanent Guardianship Order under section 35.1 and a child has been placed in an adoptive home but the adoption has not been finalized:

- Inform the prospective adoptive parents who have the child on an adoptive basis (PPA)
- Suspend the application process or adjourn any court proceedings for adoption finalization until you have had an opportunity to consult with legal counsel for the director.

## Related Information



### [4. Access](#)

[5.3.5 Review of a Permanent Guardianship Order by a Former Guardian – \(Intervention\)](#)

Superseded

## Chapter 5: Permanency Matching

Section: <b>5.6 Inter-Regional Conferencing</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: December 12, 2017
	Page 1 of 2

### Policy

To ensure that the most suitable family is chosen all approved families in the province who are identified as a match for the child, should be reviewed.

Inter-regional matching of a special needs child requires procedures to ensure that the child's needs, including cultural and lifelong connections, can be met by the prospective family and community, as well as ensure an effective transition during pre-placement and post-placement.

Both the child's and prospective family's regions must be involved in planning the child's move, and in defining the pre-placement and placement process. Both regions must agree on a process to involve a person designated by the council of a band (First Nations Designate) where appropriate, and that provision of services under the Supports for Permanency Program (SFP) have been addressed, prior to placement.

### Procedures

When arranging an inter-regional match of a child, complete the procedures outlined in Policy 5.3 Selecting a Permanency Home and Policy 8 Preparing for Placement.

#### Official Match

If the selected prospective family is in another region, the child's region must request an Official Match from Adoption Services *prior* to arranging an inter-regional conference. An Official Match will be prepared if no administrative or legal barriers have been identified, and workers for both the child and the family confirm preliminary support for further exploration of the match.

### Child's Region Contacts Family's Region

If the prospective family that is selected is in another region, complete the Inter-Regional Checklist and Consent [ADOP3769], and contact the family's region to arrange an inter-regional meeting or teleconference.

The inter-regional conference should include, but is not limited to:

- Review of the child's special needs, and discussion of the family's acceptance of, and ability to meet, these needs.
- Review of any existing or anticipated terms of access with child's birth family.
- Review of the child's cultural connection plan.
- Review of plan to maintain the child's connections and relationships to family and extended family, community, natural support network and other significant relationships.
- Confirmation that resources and services required to meet the child's special needs are available in the prospective family's community.
- Confirmation of early and meaningful involvement of the First Nations Designate has been undertaken by the placing region for a status Indian child.
- Confirmation that involvement has occurred regarding a child from an identified Metis Settlement.
- Confirmation that the prospective family's region is in agreement with the anticipated SFP supports to be provided following legal permanency.

### Consent

If both regions agree the match is appropriate, proceed only with the written consent of both the child and prospective family's designated regional managers. Use the Inter-Regional Checklist and Consent (ADOP3769).

### Costs

The child's region covers all the pre-placement and placement costs until the child's master file(s) is transferred. The receiving region is then responsible for all costs.

### File Transfer

Transfer the master file to the receiving worksite within two weeks of the child's placement in the permanency home.

## Related Information



Inter-Regional Checklist and Consent [\[ADOP3769\]](#)



## Chapter 6: Inter-Provincial Adoptions

Section: <b>6. Inter-Provincial Adoptions</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 1, 2011
	Page 1 of 4

### Policy

Children may be placed in another province if it is in their best interest.

Most children who are referred for adoption are placed with adoptive parents in Alberta. CYFEA requires that applicants be residents in Alberta at the time of placement in order for the adoption application to be filed in Alberta.

Occasionally a child's needs can best be met by placement in another province. An example is placement with a child's aboriginal community or relatives.

In any inter-provincial placement, the sending and receiving provinces must coordinate the placement before the child moves.

### Procedures

The following describes the procedures for processing an inter-provincial adoption of a child under the permanent guardianship of the director.

#### Placing a Child Outside Alberta

If a prospective adoptive home with a relative or an aboriginal community outside Alberta is proposed for a child under permanent guardianship, obtain permission from the regional manager to place the child outside of Alberta.

If permission is given, ensure a complete matching referral is forwarded to Adoption and Permanency Services.

#### Regional Inter-Provincial Co-ordinator

Refer the request to place a child outside of Alberta to the regional inter-provincial coordinator who:

- informs Adoption Services in writing about the proposed adoption and sends copies of all inter-provincial correspondence,

- ensures that an adoption referral package has been forwarded to Adoption Services,
- forwards pertinent information about the child to the receiving province and requests a home study report be completed on behalf of the identified family,
- provides the home study report to Adoption Services and to the caseworker who, along with the casework supervisor, decide whether to pursue placement,
- informs the other province of the decision to proceed,
- ensures placement authority is requested and provided by Adoption Services, if the decision is made to pursue placement,
- negotiates the placement process, including pre-placement related costs, and supervision during the permanency placement period,
- determines the documentation needed to petition the court in the receiving province, and
- co-ordinates benefits under the Supports for Permanency Program (SFP).

Once the child has been placed into the adoptive home, the inter-provincial coordinator:

- sends the receiving province all documentation and file information needed to supervise the placement; and
- sends all the original documents from the child's file, the consent of a director and all documentation required to the receiving province to finalize the adoption order.

The caseworker:

- advises Adoption Services of the date of placement and any new chosen names for the child.

Upon receiving confirmation the adoption order has been granted, the coordinator:

- informs the caseworker the order has been granted,
- forwards additional information/documentation to the receiving province for the Post Adoption Registry, and
- finalizes the Supports for Permanency Agreement [ADOP3652].

The caseworker:

- informs Adoption Services of the date of the Adoption Order and the location of the court that issued the order; and

- closes the child's file according to procedures established by Record Management.

**NOTE:** A sealed adoption record is not maintained in Alberta for an adoption granted outside of the province.

### **Out of Province Request for Adoptive Home**

If another province is seeking an approved adoptive home in Alberta for a child, refer the request to Adoption Services, who will provide options for placement with a suitable family and refer the matter to the inter-provincial coordinator for the selected family's region.

If another province proposes to place a child for adoption with an identified family in Alberta who is not approved for adoption, refer the request to the regional inter-provincial coordinator.

The originating jurisdiction's consent is always required in cases where the child has permanent guardianship status in another province/territory and is being placed for adoption in Alberta.

### **Out of Province Private Adoption**

If a birth parent lives outside of Alberta and wants to place the child privately with an Alberta family, either of the following consents is valid:

- the consent documents that are accepted in the birth parents' jurisdiction, or
- the consent documents that are used in Alberta.

The choice of consent is the decision of the consenting guardians. Consents can be completed by either a director's delegate or a lawyer.

Some provinces require the consent of their Minister to allow a child who is resident in their province to be adopted in Alberta through a private adoption placement.

### **Birth Registration**

Once an adoption order is granted in Alberta, the Clerk of the Court of Queen's Bench is responsible for providing a certified copy of the granted adoption order to the jurisdiction where the birth was registered.

A revised birth registration may generally be obtained from the Canadian jurisdiction where the birth is registered.

To obtain an amended birth record from Quebec, the caseworker must arrange for a solicitor to present the adoption order of a PGA/PGO child to the Quebec Youth Court. The Quebec Court may order that the record be amended.

## Related Information



[1. Adoption Overview](#)



[Supports for Permanency Agreement \[ADOP3652\]](#)

Superseded

# Chapter 7: Adoption by Foster Parents or Kinship Care Providers

Section:	<b>7. Adoption by Foster Parents or Kinship Care Providers</b>	Issue Date: October 1, 2011
Subsection:		Revision Date: October 19, 2021
		Page 1 of 3

## Policy

Foster parents and kinship care providers may apply to adopt a child in their care if the child has permanent guardianship status.

Assist the foster parents or kinship care providers to develop an adoption plan to move from foster parent or kinship care provider status to adoption.

## Procedures

### Aboriginal Child

If the child is Aboriginal:

- ensure that the required Band or Métis Settlement consultation and involvement has occurred, and
- review the results of the required Band or Métis settlement involvement with the supervisor.

### Assessing Suitability to Adopt

To assess the suitability of the foster parent or kinship care provider to adopt determine:

- the ability of the foster parents or kinship care providers to meet the child's physical, emotional, and social needs, until the age of majority,
- the foster parents' or kinship care providers' parenting skills, nurturing, and financial security,
- the foster parents' or kinship care providers' acceptance and support of the child's heritage, and the child's cultural plan, and
- the foster parents' or kinship care providers' willingness and ability to support the child's access to siblings or other biological family members, if that is the case plan.

Document the outcome on file.

#### When the Application to Adopt is Not Approved

If the foster parents or kinship care providers are **not** approved to be an adoptive home, ensure that the foster parents or kinship care providers are aware that they **may** have the option to pursue an administrative review.

- Kinship care providers may only request an administrative review if the child has been in their continuous care for more than 6 of the 12 months preceding the director's decision.
- Foster parents have the right to request an administrative review, if their application to adopt is not approved, regardless of the length of time that the child has been in their care.

The decision of the director to not approve a prospective adoptive parent(s) is **not** a decision that can be appealed by either foster parents or kinship care providers.

#### **Application and Approval**

If the foster parent or kinship care provider meet the criteria for adoption and have the support of the director's delegate:

- Complete all requirements under Policy 3.1 Application to Adopt but do not send a copy of the Application to Adopt a Child [CS0059] to Adoption Services.
- Complete a new Home Study Report according to the SAFE Model, if the foster parent or kinship care provider home study report is more than 2 years old, or was not completed according to the SAFE model.
- If the foster parent or kinship care provider home study report is less than 2 years old and was completed according to the SAFE Model, complete an Addendum to Current and Approved SAFE Home Study [ADOP3771], if the original home study is available with original signatures.
- Establish a permanency placement date of adoption (PPA) as soon as **all required documentation is in place to finalize the adoption order.**
- Continue paying the usual maintenance and skill fees until the adoption order is granted.
- **Within 90 days of establishing the PPA date, follow the procedures set out under adoption finalization.**

## Related Information



[5.1 Referring a Child or Youth for Adoption](#)

[10. Adoption Finalization](#)

[1.4 Administrative Reviews and Appeals \(Enhancement Policy Manual – Intervention\)](#)



Addendum to Current and Approved SAFE Home Study [[ADOP3771](#)]

Application to Adopt a Child [[CS0059](#)]

Delegation of Powers and Duties to a Child Caregiver [[CS1631](#)]

Superseded

# Chapter 8: Preparing for Placement

Section: <b>8. Preparing for Placement</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 19, 2021
	Page 1 of 2

## Policy

Pre-placement begins after the selected adopting family accepts the proposal for placement of a child. It is essential that the child and adoptive parents are well prepared for placement.

## Procedure

### Preparing the Family

In preparing a family for adoption:

- Provide the adoptive parent with as much information as possible to enable them to parent the child. Ensure that third party information is appropriately vetted from material so that only non-identifying information about third parties is provided.
- As much as possible, ensure that all the child's legal, cultural and social ties are addressed and resolved. Pay particular attention to Aboriginal issues. Do not guarantee that there will be no challenge to the placement.
- Develop a pre-placement plan for visits and integration of the child into the adoptive family.
- Address ongoing access issues with the adoptive family.
- Plan for post placement services.
- Provide details about the Supports for Permanency Program.
- Assess the behavioral and emotional needs of the child to determine what resources and supports the family will require.
- Advise the adoptive parents of the services and supports offered under the Supports for Permanency Program. The adoptive parents are eligible to receive basic maintenance payments from the date the child is placed until the Adoption Order is granted. If the child has behavioral or emotional problems, they may be eligible for additional supports.
- Refer the family to the Supports for Permanency Program.



- Arrange for a case worker from Family Support for Children with Disabilities (FSCD) to complete a preliminary assessment of the child to determine if the child may be eligible for services under the *Family Support for Children with Disabilities Act*. These services will be available to the adoptive parents following granting of the adoption order. If the child has a disability, adoptive parents are eligible for support services under the child's file until the adoption order is granted.
- Encourage the adoptive parents to remain at home for at least three months to promote attachment.

### Preparing the Child

A child should be prepared for adoption well in advance of placement. In preparing a child for adoption:

- Build a relationship with the child.
- Provide the child with factual information, about coming into care and the reason permanent guardianship status was obtained.
- Discuss what adoption means.
- Encourage the child's participation in planning for the adoption placement.
- Involve the child in the selection process as much as possible.
- Once the family is selected and agrees to proceed, discuss the family with the child.
- Provide pictures of the proposed adoptive family and answer the child's questions.
- Move toward meeting the family once the child is ready.

### Related Information



[4. Access](#)

[5.3 Selecting a General Adoptive Home](#)

[12.0 Supports for Permanency Overview](#)

# Chapter 9: Post Placement

Section: <b>9.0 Post Placement Overview</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 1, 2011
	Page 1 of 1

## Overview

This section describes the procedures to follow after a child under permanent guardianship has been placed on a Permanency Placement – Adoption (PPA) basis with caregivers who intend to adopt.

Subjects in this section include:

- Permanency Placement-Adoption (PPA) Date
- Permanency placement period
- Special situations

## Related Information



[12.1 Supports for Permanency Program Services](#)

[7.2.2 Reporting a Death \(Intervention\)](#)



Contact Preference [[PAR3575](#)]

Delegation of Powers and Duties to a Child Care Giver [[CS1631](#)]

History of Adoptive Child – Mother and Father [[ADOP1373](#)]

## Chapter 9: Post Placement

Section: <b>9.1 Permanency Placement-Adoption (PPA) Date</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: June 15, 2012
	Page 1 of 2

### Policy

The Permanency Placement – Adoption (PPA) period begins on the day that a child under permanent guardianship officially moves into a prospective adoptive home and ends when an adoption order is granted.

From the date of placement, the applicant assumes the parental responsibilities for the child according to the Delegation of Powers and Duties to a Child Caregiver [CS1631]. The director continues to be the child's guardian and must be informed of any issues that affect the best interests of the child.

Once the director signs a Consent by a Guardian to Adoption [ADOP2659] the prospective adoptive parents become joint guardians of the child per s.60 until such time as the consent is revoked, the order is granted or the petition is dismissed, the child leaves the care of the prospective adoptive parent due to a breakdown in the placement, or the court orders the termination of the joint guardianship status.

### Procedures

On the day that a child is placed in the home, the placing case worker:

- Advises the adoptive parents that they are responsible for the child's medical care. The child is to be added to their Alberta Health Care and to their medical benefit plans.
- Ensures that the applicants have been given the necessary information to parent the child, which may include:
  - therapeutic progress reports
  - Medigene assessments
  - Psychological, neuro-psychological or psycho-educational assessments
  - Report cards

- Medicals
- Birth records
- Foster parent reports (vetted for third party information)
- Ensures the family has a copy of the background and medical history of the child, including History of Adoptive Child – Mother and Father [ADOP1373] vetted for third party information, according to regional procedures.
- Addresses access issues if applicable.
- Gives the adoptive parents a completed Delegation of Powers and Duties to a Child Caregiver [CS1631] and ensures they are aware of their responsibilities.
- Informs Adoption Services and the regional designate of the placement date and provides the regional designate with documentation according to regional protocol.
- Informs the adoptive parents' case worker of the permanency placement date.
- Enters the permanency placement date on the provincial information system.
- Negotiates with the adoptive parents' case worker the supports that the child will receive during the PPA period.
- Informs and provides appropriate letters to the adoptive parents regarding benefits which may be available, such as Parental Benefits, and the Child Tax Benefit (CCTB). The CCTB may include the National Child Benefit Supplement and the Child Disability Benefit.
- **Ensures that the adoptive parents understand that they may apply for the federal Canada Child Tax Benefit only after the adoption order has been finalized.**

## Related Information



Consent by a Guardian to Adoption [[ADOP2659](#)]

Delegation of Powers and Duties to a Child Care Giver [[CS1631](#)]

History of Adoptive Child – Mother and Father [[ADOP1373](#)]

## Chapter 9: Post Placement

Section:	<b>9.2 Permanency Placement-Adoption (PP-A) Period</b>	Issue Date: October 1, 2011
Subsection:		Revision Date: October 19, 2021
		Page 1 of 1

### Policy

The Permanency Placement Period is an adjustment period for the child or youth and adoptive family to adjust to living together before the adoption is finalized. The recommended Permanency Placement time frame is a maximum of eight months, unless an extension is negotiated. The Adoption Order is to be obtained without delay.

Children or youth who reside in the home under foster or kinship care, the adoption application should be filed in court within three months of the PPA date, unless an extension is negotiated.

### Purpose

To provide time for the child or youth and the adoptive family to adjust to living together before an adoption order is granted.

### Practice Supports

[Permanency Placement - Adoption \(PP-A\) Period](#)

To report a broken link click [here](#).

## Chapter 9: Post Placement

Section: <b>9.3 Special Situations</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 1, 2011
	Page 1 of 3

### Overview

The following describes the procedures for special situations that occasionally arise prior to the granting of the adoption order.

#### **Move from Alberta**

If a child is placed with an adoptive family that is planning to move out of Alberta, arrange to obtain the adoption order before the move.

If the order cannot be obtained before the move, transfer placement supervision to the other province but obtain the adoption order in Alberta.

#### **Placement Disruption During Permanency Placement – Adoption (PPA)**

If the adoptive parents are struggling with the placement, provide casework supports to maintain the child in the home.

If, despite this, an adopting parent wants a child removed, in consultation with the supervisor and professionals involved in the case, determine the appropriate plan for the child.

If a child is removed from an adoption home prior to the adoption order being granted:

- Immediately notify Adoption Services, the worksite manager and regional adoption specialist or designate. Provide reasons for the disruption.
- Tell the adopting parent about the right to and procedures for an administrative review, if they have had the continuous care of the child for more than six months of the 12 months preceding the director's decision.
- Provide support to the family, including a counselling referral, if needed.
- Update the child's placement information on the provincial information system.

If there is reason to believe that a child is in need of intervention services, refer the matter for a child intervention intake. The initial assessment must be done by a child intervention case worker; however, the adoption case worker may be present to provide support to the adoptive family.

### **Parents Separate**

If an adopting couple separates prior to the granting of the adoption order, immediately assess the situation. If one of the parents wants to proceed with adopting:

- Determine the person's ability and resources to meet the child's needs as a single parent.
- With the supervisor, decide whether to remove the child or to proceed with the adoption.
- Inform Adoption Services.
- If proceeding with adoption, provide a thorough Addendum.
- Obtain legal advice regarding finalization if both parents wish to proceed to adoption.
- Advise the separated couple to obtain legal advice regarding custody and divorce.

### **Parent Dies**

If an adopting parent dies prior to the adoption order being granted, assess the surviving parent's ability and resources to adopt the child.

Under s.70(3), the surviving parent may ask to have the deceased person's name remain on the documents as an adopting parent if that person signed the petition prior to death. If the child is over 12, the child's consent is needed to have the deceased person named as an adoptive parent.

### **Child Dies**

If a child dies prior to the granting of the adoption order:

- If the adopting parent wants to provide the funeral and headstone, allow the headstone to be in the name chosen by the parent.
- To ensure that the death certificate is completed in the child's legal name, provide the birth registration information including the biological parents' names to the funeral home.
- Notify the birth parents, if possible. If the cause of death could affect a sibling, make every effort to inform the birth parents.

- Close the child’s file on the provincial information system. Include “Reason for Death” and “Date of Death” on the child-in-need details screen.

## Related Information



[3.1.2 Intake \(Intervention\)](#)

[7.2.2 Reporting a Death \(Intervention\)](#)

Superseded



# Chapter 10: Adoption Finalization

Section: <b>10. Adoption Finalization</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: May 13, 2021
	Page 1 of 8

## Policy

The adoption should be finalized within eight months of placement. A longer time may be negotiated between the adoptive parents and the caseworker if there are extenuating circumstances.

Kinship care and foster care adoptions, where the child has been in the home prior to PPA, should be finalized within three months following PPA.

The director continues to be the child's guardian and must be informed of any issues that affect the best interests of the child. Once the director signs a Consent by a Guardian to Adoption [ADOP2659] the prospective adoptive parent(s) become joint guardians of the child per s.60.

The approved adoption application and supporting documents must be filed with the Clerk of the Court of Queen's Bench.

## Procedures

Make final preparations with the adoptive family and negotiate the time for the completion of the adoption application package.

### Adoption Application Package

Complete the adoption application package as soon as all support services are in place and all documentation has been received.

#### Documents Required by Legislation

The application package **must** contain the following documents, which address the requirements of s.63.1:

- Adoption Summary [ADOP0527]
- Application for Adoption Order [ADOP0075]
- Affidavit of Director [ADOP0597]

- Affidavit of Applicant [ADOP0091] (for applicant and co-applicant – as appropriate)
- Consent by Guardian to Adoption – Adoption of a Child Under Permanent Guardianship or Step-Parent Application [ADOP2659] and/or Consent by Child to Adoption – Adoption of a Child 12 Years of Age or Older [ADOP2007] (as appropriate)
- Home Study Report (including Addendums and Post Placement Reports)
- Affidavit of Reference [ADOP0050] from two references, who are not spouses to each other (one reference may be a relative)
- The Plan [CS4028] or any similar plan when the child has an Indigenous background

#### Adoption Summary

Prepare the Adoption Summary [ADOP0527] which provides an outline of the pertinent information about the adoption for the Court of Queen's Bench. As the Adoption Summary reflects the unique characteristics of each adoption, the information will vary from file to file. Basic information contained in the written portion of the Adoption Summary must include:

- date and place of the child's birth,
- date the child was placed in the adoptive home and confirmation that the child has resided in the home since that time,
- names of the adoptive parents,
- whether the child is the subject of a Permanent Guardianship Order or Agreement and the date of the order or agreement,
- if there is an access order, confirmation that the order is on file,
- any unusual circumstances regarding the applicants, such as previously married, and adopting as a single person, or as a common law couple,
- if the child has Registered *Indian* status:
  - statement including the band name and number of the band the child is registered with and that confirmation of the Registered Indian status from CIRNAC/ISC is on file
  - statement that appropriate consultation has occurred with the Chief and Council or Designate
- if the child does **not** have Registered Indian status, the ethnic origin of the birth parents,
- if the birth mother's ethnic origin is known and the birth father's name is not known, a statement that it has not been possible to determine if the child is eligible for Registered Indian status,

- confirmation that the applicants are providing proper care and guidance to the child, and
- acknowledgement that the supervising caseworker has no concerns about the placement and recommends that the adoption be granted.

#### Other Documents That May Be Required

The other documents that may be required to complete the adoption application will vary on a case by case basis, and may include:

- Birth Certificates of the Applicants
- Verification of Applicants' Marriage
- Divorce Judgement/Certificate or Death Certificate
- Adoption Information – Identification of Particulars of Adopted Person [DVS3104] and one copy
- Adoption Post-Placement Assessment [ADOP0007]
- Results of the Criminal Record Check and Intervention Check completed within six months of filing
- Child's Registration of Birth
  - If the child was born in Alberta:
    - Registration of a Birth [DVS3123] and one copy
    - Adoption Information – Identification of Particulars of Adopted Person [DVS3104] and one copy
  - If the child was born outside of Alberta, but was born in Canada:
    - Adoption Information – Identification of Particulars of Adopted Person [DVS3104] and one copy
  - If the child was born outside of Canada:
    - Proof of Canadian citizenship or permanent residency status obtained through Citizenship and Immigration Canada (federal government)
- If the child is 12 years of age or older:
  - Consent by Child to Adoption – Adoption of a Child 12 Years of Age or Older [ADOP2007]
- Notice of Objection to Adoption [ADOP3475]
- Child's Permanent Guardianship Agreement and Affidavits of Execution or Permanent Guardianship Order and any additional order respecting access

- Confirmation from CIRNAC/ISC and any correspondence related to Registered Indian Status (if applicable)
- Response from Métis Settlement, if applicable
- Result of consultation with the Band, if the child is entitled for registered Indian status
- Adoption Order [ADOP1611]

### Special Affidavit

Prepare an affidavit that describes an involvement by the birth family, an Indian band or a Métis Settlement, and include the following information:

- the child's birth date and birth place,
- the name of the birth mother,
- the name of the birth father, if identified (if unknown, state this),
- details about the child's legal status while in care and the involvement of the birth parents or extended family in any court proceedings,
- details about any access or attempted access to the child by or on behalf of the birth parents who had significant involvement in the child's life after the PGO was granted. If there was no contact, include a statement to confirm that there has been no contact after the PGO was granted,
- a statement that there has been no access and that the Permanent Guardianship Order is silent about access, where applicable,
- a statement indicating the birth parents and child do not have registered Indian status, where applicable,
- details about the involvement of the First Nations Designate, in adoption planning for the child, if the child is a registered Indian,
- details about the consultation with Métis Settlements CS, if the child is Métis and from an identified settlement,
- a statement indicating the adoptive parents have registered Indian status, where applicable,
- a recommendation about serving the Notice of Adoption Application on the birth parents, if the birth parents have had access after the granting of PGO/PGA. Obtain legal advice, when unsure. If there has been no access there is no need to dispense with service on birth parents, as all their rights have been terminated by the permanent court order, and
- evidence to support the recommendation to formally dispense with service to the birth parents, if there has been sporadic/inconsistent/harmful contact between the child and the birth parents since the granting of the PGO.

If a child under PGA or PGO has had ongoing access with the birth parents, determine whether continued access is in the best interests of the child.

### **Approval of Worksite Manager**

Provide the completed application package, which contains unsigned copies of the Consent by Guardian to Adoption – Adoption of a Child Under Permanent Guardianship or Step-Parent Application [ADOP2659] and the Affidavit of Director [ADOP0597] to the worksite manager for approval.

Upon receiving the court application package, the worksite manager or delegate:

- completes a final review of the entire package in order to be satisfied, on behalf of the director, that the adoptive home meets the child's needs and the placement is in the child's best interests, and
- decides whether to consent to the adoption and informs the caseworker.

If in agreement, the worksite manager or delegate:

- completes a Consent by Guardian to Adoption – Adoption of a Child Under Permanent Guardianship or Step-Parent Application [ADOP2659], and
- completes Affidavit of Director [ADOP0597] with exhibit documents.

### **Filing**

There are three distinct processes in preparing the Application Package for court:

- one when no service is required,
- one for serving a child over who is 12 years of age or older, and
- one for serving a former guardian.

Upon receiving the approved application package and supporting documents, the designated regional person files the original application package and a duplicate (when service is required) with the clerk of the Court of Queen's Bench.

### **Service Not Required**

The Clerk of the Court files the Adoption application and supporting documents, and presents the application to a Judge in chambers.

### **Service Required**

When service is required, the Clerk of the Court returns a certified copy of the Adoption Application Package and the Notice of Objection to Adoption to the caseworker or regional designate.

- Serve or make arrangements to serve the certified photocopy of the Adoption Application Package and Notice of Objection to Adoption on a former guardian with access to the child and the child, if 12 years of age or older.
- Complete an affidavit of service and files it with the clerk of the court.

**NOTE:** If a child of 12 years of age or older needs to be served, a Notice of Objection to Adoption [ADOP3475] and Adoption Application Package, which excludes the Home Study report, Post-Placement Report, Special Affidavit, and Criminal Record Check, must be included in the application package forwarded to the court for certification by Clerk of the Court.

**NOTE:** If other persons (former guardians) need to be served, a Notice of Objection to Adoption [ADOP3475] and confirmation that notice has been provided to the birth parents must be included in the adoption application package forwarded to the court for certification by Clerk of the Court.

Advise the applicants and a child of 12 years of age or older that most adoptions will proceed without a hearing, unless the child or a person who was served with a Notice of Adoption Hearing [ADOP3515], files a Notice of Objection to Adoption [ADOP3475], or the judge orders a hearing.

### **Adoption Hearing Required**

If a Notice of Objection to Adoption is filed or the judge orders a hearing, the clerk of the court advises the caseworker or regional designate of the date, time and place of the adoption hearing.

The caseworker or regional designate completes the following tasks:

- prepares a Notice of Adoption Hearing [ADOP3515],
- files the original Notice of Adoption Hearing with the clerk of the court,
- serves a photocopy of the Notice of Adoption Hearing on the applicant, a child of 12 years of age or older and a guardian (if applicable) at least 30 days before the date of the hearing,
- completes the Affidavit of Service and files it with the court at least seven days before the date of the hearing, and
- advises the applicant and a child of 12 years of age or older that they are expected to attend the hearing and they have the right to be heard in person or by counsel at the hearing. Counsel will be present to provide the information to the Judge.

### Adoption Order Granted

Upon receiving confirmation that the adoption has been granted:

- Update the provincial electronic information system to indicate file closure and the termination of the PGA or PGO. Specify the reason for closure as **Adoption**.
- Transfer the child's Registered Education Savings Plan (RESP) from CS to the adoptive parents.
- Notify the Maintenance Enforcement Program that maintenance has been terminated, if there was a maintenance agreement or order in place.
- Notify the Supports for Permanency caseworker to implement the SFP Agreement.
- Notify the adoptive parents that they may obtain an amended birth registration by contacting the vital statistics registry in the jurisdiction where the birth was registered.
- **Notify the adoptive parents that they may apply for the federal Canada Child Tax Benefit (CCTB) after the adoption order has been granted.**

### Documentation for the Post Adoption Registry (PAR)

A complete copy of the court file as defined in s.63(1) must be sent to the PAR.

The PAR information will be sealed with the adoption file. These documents should **not** be retained on the child's intervention file or on the provider's file.

In addition, the following documents are required by the PAR:

- Background family and medical history of the child,
- History of Child [ADOP1373]
- All medical reports and assessments
- The completed Sibling Registry [PAR2814], if not mailed in separately by the adoptive parents
- The Ongoing Information Exchange [PAR3578]

This is the basis for the information that is made available to children when they reach adulthood.

## Related Information



### [1. Adoption Overview](#)



#### 4. Access

12.1 Supports for Permanency Program Services

12.2 Negotiating a Supports for Permanency Agreement

9.4.7 RESP Program for Children in Permanent Care (Enhancement Policy Manual – Intervention)



Adoption Information – Identification of Particulars of Adopted Person [[DVS3104](#)]

Adoption Order [[ADOP1611](#)]

Adoption Post-Placement Assessment [[ADOP0007](#)]

Adoption Summary [[ADOP0527](#)]

Affidavit of Applicant [[ADOP0091](#)]

Affidavit of Director [[ADOP0597](#)]

Affidavit of Reference [[ADOP0050](#)]

Application for Adoption Order [[ADOP0075](#)]

Consent by Child to Adoption – Adoption of a Child 12 Years of Age or Older [[ADOP2007](#)]

Consent by Guardian to Adoption – Adoption of a Child Under Permanent Guardianship or Step-Parent Application [[ADOP2659](#)]

Plan [[CS4028](#)]

Notice of Adoption Hearing [[ADOP3515](#)]

Notice of Objection to Adoption [[ADOP3475](#)]

Ongoing Assessment Record (OCAR) [[CS3703](#)]

Ongoing Information Exchange [[PAR3578](#)]

Registration of a Birth (Mother/Father) [[DVS3123](#)] - available from Vital Statistics

Sibling Registry [[PAR2814](#)]



# Chapter 11: Private Guardianship

Section:	<b>11.0 Private Guardianship for a Child or Youth</b>	Issue Date: May 13, 2021
Subsection:	<b>Private Guardianship for a Child or Youth – Application by the Director Private Guardianship for a Child or Youth – Direct Application</b>	Revision Date: May 13, 2021
		Page 1 of 1

## Policy

Any adult may make a court application for private guardianship of a child or youth who is in the custody of the director or is the subject of a TGO, PGO or PGA per s.52(1).

When a private guardianship order is granted, the following will occur:

- termination of a TGO for the child or youth per s.40(1)(a.1),
- termination of a PGO or PGA for the child or youth per s.40(2)(b), or
- termination of other in-care statuses i.e. CAG, CAY, Apprehension Order, or CO (interim or initial).

## Purpose

Private guardianship is a legal permanency alternative to adoption and transfers guardianship rights and responsibilities from the director to the applicant. Private guardianship offers a legal permanency outcome that provides a child or youth with continuity, stability and belonging as a legally recognized member of the family.

## Related Information

[Private Guardianship for a child or youth – Application by the Director](#)

[Private Guardianship for a child or youth – Direct Application](#)

To report a broken link click [here](#).

# Chapter 12: Supports for Permanency

Section:	<b>12.0 Supports for Permanency (SFP): Overview</b>	Issue Date: October 1, 2011
Subsection:		Revision Date: February 28, 2019
		Page 1 of 3

## Policy

S. 105.795(1) allows for provision of financial assistance, in accordance with the regulations, to families in respect of a child who was formerly the subject of a PGO or PGA in Alberta if:

- An adoption order is granted,
- A private guardianship order is granted,
- A guardianship order under the Family Law Act is granted, or
- A subsequent guardian or adoptive parent is appointed for the child or youth.

Where a guardian or adoptive parent of a child or youth who was formerly the subject of a PGO or PGA in Alberta is unable or unwilling to continue to care for the child or youth, s. 105.795(2) allows for the provision of this financial assistance to be extended to an adult person who is caring for the child or youth and who has applied to a court for guardianship of the child or youth or to adopt the child or youth.

These financial supports and services are negotiated annually and are available on behalf of a child or youth until they are 18 years of age.

## Purpose

Supports for Permanency (SFP) is a program that provides for specific and regulated financial supports and services which are to assist families in maintaining and meeting the needs of the children and youth they have committed to through the provision of legal permanency.

Provisions of the SFP program are negotiated, and are a complement to other community and government programs and services the SFP recipient may be eligible for on behalf of a child or youth.

The financial assistance and supports of the SFP program are provided in recognition of:

- The importance of supporting lifelong connections for a child or youth, with legal connection providing the security and sense of belonging of recognized family membership.
- The importance of eliminating financial barriers for families who, without supports, would not be able to provide legal permanency to a child or youth,
- The additional demands of parenting children and youth with the range of special needs that children and youth in permanent care can present with, and
- The importance of supporting and maintaining, on behalf of child or youth who is a First Nation Individual, connections with their culture and cultural communities.

## Procedure

The provisions of the SFP program, as well as how these are negotiated and delivered, are grounded on a number of principles, which include:

- The adoptive parent, private guardian, or guardian assumes all financial responsibility for the child or youth, with the SFP program assisting the family with some financial costs associated with caring for the child or youth and meeting their needs.
- Other community and government programs and services will be accessed prior to receiving supports under the SFP program.
- For a child or youth receiving or able to receive services through other community or government programs, joint planning and collaboration is to be pursued.
  - Relevant government programs include but are not limited to, Indian and Northern Affairs Canada (INAC), Health, Education, Persons with Developmental Disabilities (PDD) and Family Support for Children with Disabilities (FSCD).
- Financial assistance provided must not exceed the costs of services provided to a child in the care of the director. Families may provide an enhanced service at their own expense.
- The circumstances of each family and child or youth are unique. As possible and appropriate, a flexible and individualized approach should be taken to how provisions of the program can be accessed and delivered.
- The director may review the financial assistance from time to time and may vary or cancel the financial assistance in accordance with the regulations.

## Related Information



[12.1 Supports for Permanency Program: Supports and Services](#)

[12.2 Entering into a Supports for Permanency Agreement](#)

[12.3 Negotiating a Supports for Permanency Agreement](#)



[Child, Youth and Family Enhancement Regulation](#)

*To report a broken link click [here](#).*

Superseded

# Chapter 12: Supports for Permanency

Section:	<b>12.1 Supports for Permanency: Supports and Services</b>	Issue Date: October 1, 2011
Subsection:		Revision Date: April 15, 2019
		Page 1 of 6

## Policy

SFP is a program that provides financial supports and services to families who have adopted or become a guardian of a child or youth who was formerly in permanent care in Alberta. Eligible families may access these financial supports and services by entering into a Supports for Permanency Agreement, which is negotiated on an annual basis. SFP is available for children and youth under the age of 18.

Financial assistance through the Supports for Permanency program is provided under s. 105.795(1) and (2), and is delivered in accordance with s.10 of the regulations.

## Purpose

SFP financial supports and services are meant to encourage legal permanency for children or youth, by assisting adoptive parents and guardians in caring for and meeting the child or youth's individual needs.

## Procedure

### SFP Program Eligibility

Specific criteria must be met to be eligible to enter into a Supports for Permanency Agreement [ADOP3652] and receive the financial supports and services of the program. Eligibility criteria include:

- The child or youth **must** have previously been the subject of a PGO or PGA in Alberta.
- As per s. 105.795(1)(a) and (b), a director may provide financial assistance to any adult who has been granted an adoption order or private guardianship order of a former PGO or PGA child or youth in Alberta.
- As per s. 105.795(1)(c), a director may also provide financial assistance to a person who becomes a guardian of the child or youth or adopts the child

or youth after the child or youth was subject of a private guardianship order or adopted as defined in s. 105.795(1)(a) and (b).

- As per s. 105.795(2), a Supports for Permanency Agreement may be entered into with an adult person who is caring for a child or youth whose guardian or adoptive parent as defined in s. 105.795(1)(a)(b) or (c) is unable or unwilling to continue to care for them. Provision of SFP requires confirmation of the adult person having filed an application for guardianship or adoption of the child or youth with a court, and having met the requirements as outlined in policy 12.2 Negotiating a Supports for Permanency Agreement.
- A child or youth who was previously subject of a PGO or PGA in Alberta who was adopted, or was made the subject of a private guardianship (or the jurisdictional equivalent) in another Canadian jurisdiction.

### **SFP Program Ineligibility**

- The child or youth was never the subject of a PGO or PGA in Alberta.
- Guardianship of the child or youth was resumed by the child or youth's birth parent(s) under s. 35.1.
- The child or youth's PGO or PGA was terminated by the court as supported by the director, and the child or youth's birth parent(s) resumed guardianship of the child or youth.

### **Provisions of the Supports for Permanency Program**

SFP provides casework supports and financial assistance to adoptive parents and guardians on behalf of a child or youth. The following describe the casework supports and the regulated financial assistance provisions of the program.

For procedures on how to enter and negotiate an agreement, see policies 12.2 Entering a Supports for Permanency Agreement and 12.3 Negotiating a Supports for Permanency Agreement.

### **Casework Supports**

Given the complexity of parenting a child or youth with special placement needs, casework supports can be of critical importance to a family. Providing social support, building a trusting relationship, validating experiences, normalizing crisis as part of the process, and offering insight into the dynamics that can emerge can be meaningful to a family's ability to be successful in caring for a child or youth.

Assistance to the SFP recipient(s) in navigating the multiple systems, programs and services that may be needed to meet the needs of the child or youth.

Casework supports can include, but are not limited to:

- Assistance to a family in strengthening their natural support system, building their capacity, and transition planning,
- Developing an understanding of the child or youth and the family's unique needs and circumstances in order to support appropriate planning and resource brokerage,
- Assessing needs through interviews, participation in Family/Natural Supports meetings, and planning meetings,
- Identification of other available supports and services that the SFP applicant(s) or recipient(s) may have access to, or be eligible for, on behalf of the child or youth,
- Referral of the child or youth and/or family to appropriate community resources and services,
- Linkage to other community and government programs or services,
- Advocacy in securing services and programming, and assistance in eliminating barriers to accessing these,
- Intentional coordination and integration of services and supports,
- Identification of resources and information about adoption and guardianship matters,
- Assisting the family after a disruption or dissolution.

**NOTE:** The guardian's written consent should be obtained for any assistance and coordination of services that requires sharing of information.

**NOTE:** In some circumstances, a family may require a level of support that is beyond the capacity of the SFP program. Where intervention concerns exist, or when the integrity of the placement requires a level of support that cannot be met through provisions of the SFP program, a referral to Child Intervention Services intake is required. Team decision-making and consultation can assist in clarifying when this should be considered.

### **Financial Assistance Provisions (Regulated)**

By entering into a Supports for Permanency Agreement, the SFP program can provide financial assistance and funding for the following services and supports:

#### **Basic Maintenance:**

- Is a daily rate which is paid out monthly to SFP recipient on behalf of a program-eligible child or youth, and is the same rate as that provided to caregivers of a child or youth in care of the director.

- Assists with the day-to-day costs of caring for the child which include food, shelter, clothing, and personal care.

Respite:

- Is available to a maximum of 576 hours annually for the family as a whole, not per eligible child or youth.
- Assists with the purchase of parental relief services.

Cost of Travel on Behalf of a child or youth who is a First Nation Individual:

- Is a maximum annual amount negotiated to cover travel costs for the child or youth, the SFP recipient(s), and other family members in the home, which may include transportation, lodging and subsistence.
- Assists with travel costs to and from the child or youth's band(s), community or extended family for the purpose of respecting, supporting and preserving the child or youth's Indigenous identity, culture, heritage, spirituality, language and traditions or other purposes related to same.

Orthodontic Treatment:

- Covers the cost or partial cost of an orthodontic treatment plan recommended by a dentist or orthodontist, which meets the threshold of being medically necessary, as reviewed by the Alberta Dental Services Corporation's (ADSC) dental review board.
- As per regulation, payment for the treatment is not available from another program or source, and this financial assistance is the SFP recipient's last resort.
- Assistance is provided up to a maximum as determined by a director, and no direct costs are to be paid by the SFP recipient when a treatment plan has been approved by the ADSC.

Counselling:

- Funding for up to 10 one hour counselling sessions annually, at an hourly rate determined by a director.
- Assists in addressing the child or youth's emotional and behavioral problems.

Medical or Psychological Assessment:

- Covers the cost or partial cost for a medical or psychological assessment of the child or youth, at a maximum amount determined by a director, and which cannot exceed the cost of the equivalent service provided to a child or youth in the care of the director.



- As per regulation, payment for the treatment is not available from another program or source, and this financial assistance is the SFP recipient's last resort.
- Assists in securing an assessment necessary to establish a child or youth's eligibility for other programs or services, when the child or youth is not eligible to receive this service from another program or source.

#### Additional Needs Funds:

- Is up to \$70 per week, to purchase any additional services required to address the child or youth's additional needs.
- Assists in addressing the child or youth's emotional and behavioral problems.

#### Treatment in a Residential Facility:

- The cost of treatment of the child or youth in a residential facility satisfactory to a director, to an annual maximum determined by a director.
- Assists in the provision of necessary treatment for a child or youth, if the director is of the opinion that the placement of the child or youth is likely to break down without the treatment.

#### Recording

Record all contacts, information gathered and services provided to the child or youth and SFP recipient on contact notes to be kept on the SFP file.

Caseworkers, casework supervisors and managers must ensure that all consultation decisions and the rationale for these be documented as case consultation/decision on contact notes within the SFP file.

With permission of the SFP recipient, copies of assessments and other documentation can be kept on the SFP file.

## Related Information



[1.4 Administrative Reviews and Appeals \(Intervention\)](#)

[12.2 Entering into a Supports for Permanency Agreement](#)

[12.3 Negotiating a Supports for Permanency Agreement](#)



Contact Notes [[CS0072](#)]

Caregiver Rate Schedule [[FC1263](#)]

Supports for Permanency Agreement [[ADOP3652](#)]

*To report a broken link click [here](#).*

Superseded

## Chapter 12: Supports for Permanency

Section:	<b>12.2 Entering into a Supports for Permanency Agreement</b>	Issue Date: October 1, 2011
Subsection:		Revision Date: May 13, 2021
		Page 1 of 11

### Policy

Financial supports and services of the SFP program are available to eligible adults on behalf of children and youth who were in the permanent care of the Alberta government. A Supports for Permanency Agreement may be entered into in respect of a child or youth who was the subject of a PGO or PGA in Alberta when other relevant eligibility criteria are met.

Financial assistance may only be provided pursuant to an agreement entered into in Supports for Permanency Agreement [[ADOP3652](#)]. An SFP Agreement can be entered into at the following times and circumstances:

- Upon granting of an adoption order or private guardianship order which terminates the child or youth's PGO or PGA, or at any time until the child or youth's 18th birthday,
- Upon granting of a subsequent adoption order or guardianship order, or at any time after until the child or youth's 18th birthday, and
- Upon receipt of a filed copy of an application for guardianship or adoption, of a child or youth whose private guardian, guardian or adoptive parent is unable or unwilling to continue to provide care.

### Purpose

The SFP provisions are intended to assist SFP recipients with financial costs of maintaining a child or youth, and to support them in the purchase of services to meet individual needs a child or youth may present with. The nature and level of support that an SFP recipient requires is assessed on an annual basis. The supports and services of the program are intended to enhance placement success and promote the SFP recipient's ability to meet a child or youth's needs.

## Procedures

### Entering into an SFP Agreement

In keeping with eligibility criteria:

- An SFP Agreement is between a director and the SFP recipient(s), and may only be entered into on behalf of a child or youth who was the subject of a PGO or PGA in Alberta.
- To enter into an SFP Agreement, obtain a copy of the adoption order, private guardianship order or guardianship order, and confirm the child or youth's current legal name as well as any previous legal names.
- An SFP Agreement may be entered into immediately, or at any time after an adoption order, private guardianship order or guardianship order has been granted, up until the child or youth's 18th birthday.
- In cases of a child or youth's current adoptive parent, private guardian or guardian being unable or unwilling to continue caring for the child or youth, another adult has assumed care of the child or youth, and that adult has filed an application for a guardianship order or an adoption order, a provisional SFP Agreement [ADOP3652] may be entered into with them on behalf of the child or youth. Follow these procedures in addition to those identified below - Entering into a Provisional SFP Agreement -- Guardianship Order or Adoption Order Pending.
- Request and/or assemble copies of relevant, child-specific documentation for review (i.e. History of Child, specialized assessments, the Plan [CS4028] developed for a First Nation child, IPP's, Medical Report(s), ongoing contact agreement(s)/access orders).
- Complete an Intake Assessment – Supports for Permanency Program [ADOP2094] or regional equivalent.
- If the child or youth is eligible for services through Family Support for Children with Disabilities (FSCD), a coordinated approach between the two programs and the SFP applicant is required. This is to ensure no duplication of services and to maximize the supports and services the child or youth may have access to.
- Work collaboratively with the SFP applicant(s) to negotiate a draft SFP Agreement through discussion, review of documentation, and assessment of presenting needs.
- If the SFP applicant(s) has more than one child or youth for whom they are eligible to receive SFP program support, negotiate and prepare a separate agreement for each child or youth.
- For a child or youth who remains in the care of the director until an adoption or private guardianship order is granted, an SFP Agreement will not come into effect until the order is granted, but can be negotiated prior

to, which ensures no unnecessary delays in implementation of supports and services.

- Ensure other programs or funding sources available to the SFP applicant(s) are explored and accessed before approving certain regulated services of the SFP program. These programs and funding sources may include, but are not limited to, private insurance or benefit plans, Indigenous and Northern Affairs Canada (INAC), FSCD, Education, or Mental Health Services.
- SFP applicant(s) or recipient(s) who do not have private medical insurance coverage or benefits plan, should obtain such coverage.
- Ensure that financial compensation for any service negotiated for provision under the SFP program does not exceed the cost of services provided to a child or youth in the care of the director. SFP recipients who wish to access a resource or service at an enhanced cost may do so, and pay the difference at their own expense.

### **Entering into a Provisional SFP Agreement -- Guardianship Order or Adoption Order Pending**

As per 10(5)(a) and (b) of the child, Youth and Family Enhancement Regulation, an SFP agreement may be entered into with an adult person who has filed an application for guardianship or adoption on behalf of a child or youth who was previously under the permanent guardianship of a director in Alberta, and whose current adoptive parents, private guardians or guardians are no longer able or willing to care for the child or youth.

Circumstances will vary and must be assessed on a case by case basis, but the ability to enter into an SFP agreement in anticipation of an adoption order or guardianship order being granted on behalf of a program eligible child or youth may be appropriate for a number of reasons:

- Ensures no delay in providing financial supports and services that may be essential to caring for the child or youth while the transfer of guardianship process is underway,
- Recognizes that child intervention oversight in assessing the suitability of a prospective guardian is not always necessary, and that families are Capable of making sound plans for transfer of a child or youth's care and guardianship, and
- Oversight and determination of applicant suitability can be made by a court, as confirmed by the granting of a guardianship order or adoption order, minimizing intrusiveness.

#### Requirements of the SFP applicant(s):

- Confirm the circumstances when a transfer of guardianship is necessary.

- As appropriate to the situation, meet with the child or youth's current private guardians(s), guardian(s) or adoptive parent(s) to gather information and confirm the circumstances rendering them unable or unwilling to continue to care for the child or youth. Include the child or youth in discussion and planning to ensure their voice is being heard.
- Determine when or whether the existing SFP agreement should be cancelled, and relevant payments suspended. As circumstances dictate, this may be done immediately, or may coincide with the date a provisional SFP agreement is entered into with the prospective guardian(s) or adoptive parent(s).
- Request a copy of the filed application for guardianship or adoption.
- Request applicant(s) and all persons 18 years of age and older living in the home complete and provide results of an Intervention Record Check (IRC) [CS2687].
- Request applicant(s) and all persons 18 years of age and older living in the home complete and provide results of a Criminal Record Check (CRC) [CS1800], including a vulnerable sector check.
- Should results of an IRC or CRC for any person 18 years of age or older living in the home indicate concerns, follow procedures of policies 1.1 Intervention Record Check and 1.2 Criminal Record Check (Enhancement Policy Manual - Placement Resources). Complete a 3rd Person Consult to make the decision to support entering into an SFP agreement with the applicant(s) or not.

**NOTE:** Should protection concerns be identified for the child or youth, refer the matter to child intervention services for assessment.

- If the applicant(s) meet the requirements, and the SFP casework team support entering into a provisional SFP Agreement with them, follow the general procedures for entering into an SFP agreement.
- As per regulation, review of the provisional SFP Agreement must be undertaken at least every 6 months.
- When a guardianship order or an adoption order has been granted to the provisional SFP recipient(s), they are to immediately provide a copy of the granted order to the SFP worker.
- Once a copy of the granted order is received, the provisional SFP Agreement should be cancelled and a new agreement signed. The new agreement will be subject to review at least annually.
- If a guardianship or adoption order is not granted within 6 months, review the case to determine how to proceed. Decisions require a 3rd Person Consult. Document decision-making in contact notes.

- Notwithstanding that a director has the discretion to cancel an agreement immediately, a provisional SFP Agreement must be cancelled and all payments suspended with 30 days written notice if:
  - The provisional SFP recipient(s) withdraws their application for a guardianship or adoption order, or
  - The court does not grant the guardianship or adoption order.
- Entering into an SFP agreement requires an application for guardianship or adoption having been filed.
- If care of the child or youth has already been assumed by an adult person whose intention it is to become a guardian of the child or youth, but an application for guardianship or adoption has not yet been filed, an SFP agreement cannot be entered into.

### **Approving an SFP Agreement**

Prior to signing the agreement with the SFP applicant(s), provide the following applicable documentation to the casework supervisor and manager or DFNA Director for review and approval of all of the identified provisions within the agreement:

- The Intake Assessment – Supports for Permanency Program [ADOP2094] or regional equivalent
- The drafted Supports for Permanency Agreement [ADOP3652],
- Information and supporting documentation that outlines the child or youth's needs (i.e. emotional, behavioral, medical, developmental).
- Confirmation and identification of other programs or funding sources.
- The proposal for services to be purchased on behalf of the child or youth with Additional Needs Funds to address their emotional and behavioral problems.
- The proposal for travel costs on behalf of the child or youth who is a First Nation Individual to the child or youth's band(s), community or extended family for the purpose of respecting, supporting and preserving the child or youth's Indigenous identity, culture, heritage, spirituality, language and traditions. This is to be accompanied by a copy of the Plan [CS4028] when applying for adoption or private guardianship under CYFEA of a child or youth who is a First Nation Individual.
- A completed Request for Medical or Psychological Assessment Assistance [ADOP12161].
- If the agreement includes treatment in a residential treatment facility, include all information that will be/was provided to the regional placement committee.



- Confirmation that the Alberta Dental Services Corporation's (ADSC) dental review committee has approved the child or youth's orthodontic treatment plan as medically necessary.
- If the child or youth is residing temporarily outside of the SFP recipient's home, provide a brief description of the circumstances and a rationale for proposed supports to the SFP recipient(s).

### **Finalizing an SFP Agreement**

After the agreement has been reviewed by the casework supervisor and a manager or DFNA Director, and support for approval is given:

- Obtain all necessary signatures as the agreement is not valid until signed by all parties.
- Open an SFP file under the child or youth's name.
- As per regulation and as outlined on the SFP Agreement, review all terms of the agreement with the SFP applicant(s) or recipient(s).
- Ensure the SFP recipient(s) is aware of the responsibility to notify the SFP caseworker of significant changes in the needs of the child or youth and/or family circumstances (i.e. a move, the child or youth no longer living in the home, or a change in the needs of the child or youth).
- Payments will be made from the effective date of the signed SFP Agreement, and are not retroactive.
- Place the originally signed SFP Agreement on the SFP file, and provide a copy to the SFP recipient and FSCD worker (as applicable).
- Ensure the agreement as entered into the electronic information system (CYIM) contains the same information as the hardcopy agreement that is signed and kept on the SFP file,
- Place all assembled child or youth specific documentation on the SFP file.
- Enter the agreement within the accounts payable system (CMAS) for financial processing.
- The SFP worker will re-negotiate the agreement annually, or earlier if the SFP recipient(s) or the director requests a review.

### **Not Approving an SFP Agreement**

After the agreement and supporting documentation has been reviewed by the casework supervisor and a manager or DFNA Director, and support for approval is not given:

- Identify which if any of the proposed provisions of the SFP Agreement submitted for review are supported for approval, and which proposed provisions are not.



- Contact the SFP applicant(s) or recipient(s) directly to advise that the SFP Agreement was not supported for approval as submitted, with the rationale for the decision. Identify the specific provisions within the proposed SFP Agreement that were not approved.
- Follow up with a written communication of the decision and its rationale. Include information related to their right to an administrative review and the appeal process.
- Determine if the SFP applicant or recipient is willing to negotiate a revised SFP Agreement.
- If the matter cannot be resolved through collaborative renegotiation, encourage the SFP applicant(s) or recipient(s) to enter into a regional alternative dispute resolution process to find a solution.
- A request for an administrative review may be made when an applicant disagrees with:
  - refusal of the director to enter an agreement,
  - terms of an agreement, or
  - cancellation of an agreement.
- If the SFP applicant(s) or recipient(s) wishes to exercise their right to an administrative review, supply them with a Request for Administrative Review of a Director's Decision [CS1625], explain the process and clearly convey the timelines.
- If the SFP applicant(s) or recipient(s) disagrees with the outcome of an Administrative Review, they may appeal the decision to the appeal panel. Supply them with a Notice of an Appeal to the Appeal Panel [CS1622], explain the process and intent, and clearly convey the timelines.
- In compliance with the principles of procedural fairness, information about procedural rights should be provided verbally and followed up in a written communication.
- Clearly convey that financial supports and services may only be made from the effective date of a signed SFP Agreement, and cannot be made retroactively.

### **Annual Renegotiation or Review of an SFP Agreement**

Complete a renegotiation of any existing and current SFP Agreements on an annual basis or earlier if a review has been requested by following these procedures:

- To ensure no interruption of benefits, the annual renegotiation process should be initiated 90 days before an existing agreement expires.
- A review of an existing SFP Agreement is to occur within 30 days of having received written notice requesting a review.

- Meet with the SFP recipient(s) and assess current needs and circumstances.
- Request from, or develop with the SFP recipient(s) a new proposal which identifies and rationalizes the financial supports and services being requested within the new or varied agreement.
- Request that the SFP recipient(s) provide all required supporting documentation.
- Work with the SFP recipient(s) to prepare a new agreement that reflects a collaborative assessment of the financial supports and services that will meet the needs of the child or youth and SFP recipient(s).
- If a FSCD caseworker is involved and services of both programs are to continue, arrange to complete the agreements for both programs together.
- Submit the agreement and supporting documentation to the casework supervisor and manager or DFNA Director for approval.
- If approved, forward the agreement to the SFP recipient(s) for signature.
- When the signed agreement is returned, update the electronic information system (CYIM), place the original signed agreement on file and distribute the agreement to the parties involved.
- If an existing SFP Agreement is being reviewed, and the terms of the agreement are to be varied as a result of the review, a new SFP Agreement is entered into.

### **Cancelling an SFP Agreement**

As per s.10(4) and (7) of the Child, Youth and Family Enhancement Regulation, a director has discretion to immediately, or on 30 days written notice to the SFP recipient(s), cancel an SFP Agreement after a review or upon receipt of information of changed circumstances.

There are certain circumstances when an SFP recipient is no longer eligible to receive supports and the SFP Agreement should be cancelled. A caseworker should cancel an SFP Agreement and close the file if:

- Guardianship is transferred to the director,
- A child or youth reaches 18 years of age,
- The SFP recipient(s) cannot be located,
- The SFP recipient(s) request cancellation of the agreement with 30 days written notice to a director,
- The SFP recipient(s) withdraw their application for either guardianship or adoption, or

- The court does not grant a guardianship or adoption order to the SFP recipient(s).

A director's discretion to immediately cancel an SFP Agreement notwithstanding, when cancelling an SFP Agreement:

- Benefits continue for 30 days after a director provides written notice to the SFP recipient(s).
- Benefits continue for 30 days after the SFP recipient(s) provide written notice to a director.
- Where a child or youth has reached 18 years of age or guardianship has transferred to the director, financial benefits cease as of that date.
- Send a copy of the notice of cancellation to the accounts payable system (CMAS) for processing.
- Complete an SFP closure in the electronic information system (CYIM).
- Retain the closed SFP file according to records management policy.

### **Family Support for Children with Disabilities (FSCD)**

For a child or youth who qualifies for both SFP and FSCD supports and services, a collaborative and integrated approach to service delivery will be developed between the programs.

- A joint meeting between the adoptive parent, guardian or prospective guardian, SFP worker and FSCD worker should take place prior to or at the time of guardianship being granted.
- Refer to the Program Coordination Protocol for direction.
- For the sake of transparency, the SFP recipient(s) and the child or youth should be aware of what information is being shared between the programs and why. SFP caseworkers and FSCD workers may, however, disclose relevant information with each other to coordinate, plan or provide services to the child as authorized under section 40 of the FOIP Act, and 126 (1) (a) under CYFEA.
- Workers from both programs will have involvement with the family to ensure the family receives the benefit of supports from both programs.
- The SFP caseworker ensures community resources, private health plans, and FSCD services are accessed prior to negotiating an SFP agreement.
- FSCD services can only commence after an adoption, private guardianship or guardianship order has been granted.
- Provisions for respite and counselling services will be accessed through the SFP program first. A request may then be made for such services through the FSCD program, if the child or youth is eligible.

**SFP Recipient residing outside of Alberta or Canada**

- SFP recipient(s) continue to qualify for the program if they reside outside of Alberta or Canada.
- Each agreement needs to be managed on a case by case basis as there can be differences in the types and levels of services available in different jurisdictions.
- Any approved financial supports will be made in Canadian funds to a financial institution in Canada.
- Responsibility for management of the file remains with the region where the SFP recipient(s) last resided in Alberta, according to regional protocol.

**Recording**

Record all contacts and information gathered from the SFP applicant(s) or recipient(s) on contact notes.

Document all points of consultation, decisions and rationale for decisions in contact notes.

Document communication to SFP recipient(s) related to non-approval of provisions, variation of terms, or cancellation of an agreement. Ensure that rationale is provided in writing to the family, including information related to their right to have the decision reviewed. Place a copy of this communication on the file.

Document contacts with the FSCD worker.

Complete all necessary electronic information system (CYIM) entries.

**Related Information**

[1.1 Intervention Record Check \(Enhancement Policy Manual – Placement Resources\)](#)

[1.2 Criminal Record Check \(Enhancement Policy Manual – Placement Resources\)](#)

[1.4.1 Administrative Reviews \(Enhancement Policy Manual – Intervention\)](#)

[1.4.2 Appeals to the Appeal Panel \(Enhancement Policy Manual – Intervention\)](#)

[2.1.3 Rights and Privileges of Status Indian Children \(Enhancement Policy Manual – Intervention\)](#)

[3.2.3 Case Closure \(Enhancement Policy Manual – Intervention\)](#)

[12.0 Supports for Permanency \(SFP\): Overview](#)

[12.1 Supports for Permanency: Services and Supports](#)

[D-14 3<sup>rd</sup> Person Consults Practice Support](#)



Intake Assessment – Supports for Permanency Program [[ADOP2094](#)]

Request for Administrative Review of a Director's Decision [[CS1625](#)]

Notice of an Appeal to the Appeal Panel [[CS1622](#)]

Supports for Permanency Agreement [[ADOP3652](#)]

Contact Notes [[CS0072](#)]

Consent to Release Information [[CS0470](#)]

Criminal Record Check [[CS1600](#)]

Intervention Record Check [[CS2687](#)]

Caregiver Rate Schedule [[FC1263](#)]

Plan [[CS4028](#)]



[A Cross-Ministry Protocol between Children's Services and Community and Social Services-Supporting Alberta's Children, Youth and Parents/Guardians with Disabilities \(2019\)](#)

[Alberta Child Subsidy Program](#)

*To report a broken link click [here](#).*

# Chapter 12: Supports for Permanency

Section:	<b>12.3 Negotiating Provisions of a Supports for Permanency Agreement</b>	Issue Date: February 28, 2019
Subsection:		Revision Date: May 13, 2021
		Page 1 of 12

## Policy

A Supports for Permanency Agreement may be negotiated in respect of a child or youth who was the subject of a PGO or PGA in Alberta when other relevant eligibility criteria are met.

Each provision of the SFP program is negotiated individually, with all agreed-to financial supports and services confirmed through a duly signed and approved annual agreement or provisional agreement.

A director may vary or cancel an SFP Agreement immediately or within 30 days' written notice to the SFP recipient. A director will review an SFP Agreement within 30 days of receiving a written request from the SFP recipient.

## Purpose

Financial supports and services of the SFP program are available to eligible persons on behalf of children or youth who were in the permanent care of the Alberta government. The SFP provisions are intended to assist SFP recipients with financial costs of maintaining a child or youth, and to support them in the purchase of services to meet the individual needs of the child or youth. The nature and level of support that an SFP recipient requires is negotiated on an annual basis. The supports and services of the program are intended to enhance placement success and promote the SFP recipient's ability to meet a child or youth's needs.

## Procedures

### Basic Maintenance

- The basic maintenance rate is the same as that provided to caregivers of an in-care child or youth, as per the Caregiver Rate Schedule [FC1263].
- Basic maintenance rates vary by the age of the child or youth. If a change to the child or youth's age over the term of an agreement requires an

adjustment in the maintenance rate, calculate the number of days at each daily rate, based on the child or youth's birth date.

- As with other provisions within the Supports for Permanency Agreement [ADOP3652] where payments are reimbursed or disbursed, these payments are only made in Canadian funds, and to a financial institution within Canada.
- If a plan has been made for the child or youth to be placed temporarily out of the SFP recipient's home, the decision to continue providing basic maintenance should be made on a case by case basis.

### Respite

- As per the regulation, SFP recipient(s) are entitled to a maximum of 576 hours of respite annually. The 576 hours are applied to all children or youth for whom the SFP recipient(s) receives SFP support, combined and not per child.
- If the SFP recipient(s) is receiving financial supports under SFP for more than one program eligible child or youth, the respite hours are reflected on the SFP Agreement of the youngest child or youth.
- Establish the hourly rate for respite in consideration of the number of children the respite applies to, the complexity of presenting needs, community standards, and availability of respite services.
- The yearly maximum amount, number of hours x hourly rate, represents a pool of funds that the SFP recipient(s) may allocate to the respite service(s) that meet their needs. For instance these funds can be applied to day or overnight camps, out of home weekend respite, and/or hourly respite.
- The established hourly rate for respite should reflect to the extent possible the actual cost of purchasing hourly respite for the applicable child or youth.
- Respite services are paid for by the SFP recipient(s), and receipts submitted to the SFP worker for reimbursement.
- Financial barrier to access:
  - If reimbursement for respite represents a financial barrier to the SFP recipient(s) in accessing respite, having the costs third party billed (direct billed) to the director may be approved.
  - If a child or youth's needs require specialized respite, and these services are provided through a Ministry approved vendor or agency, having the costs third party billed (direct billed) to the director may be approved.



**Support for Maintaining Cultural Connections— for a First Nation Child**

- On behalf of a child or youth who is a First Nation Individual, SFP recipient's may receive financial assistance for the cost of travel for the purpose of respecting, supporting and preserving the child or youth's Indigenous identity, culture, heritage, spirituality, language and traditions.
- Travel costs can be covered for the child or youth, the SFP recipient(s) and extended family members in the SFP recipient(s) home.
- Applicable activities for which costs may be negotiated include travel to and from the child or youth's band or bands, community or extended family, and for other purposes related to respecting, supporting, and preserving the child's Indigenous identity, culture, heritage, spirituality, language and traditions.
- Travel costs may include consideration of those associated with transportation, subsistence, and lodging.
- The maximum annual amount is determined by a director, but is negotiated with a view to commitments within the child or youth's Plan. It is also negotiated through a collaborative assessment of what may be required to effectively respect, support and preserve the child or youth's Indigenous identity and cultural needs.

**Negotiating Costs:**

- Obtain a copy of the child or youth's Plan [CS4028], or any similar plan, and place on the SFP file. The Plan may act as a reference point for concrete commitments made that require travel, and a starting point for negotiation of costs to be covered when entering into or renewing an SFP Agreement.
- Annual renewal of an SFP Agreement is an appropriate time to review the Plan, and to address any barriers in fulfilling the commitments reflected within it. For instance, casework support offered could include confirming the name and contact information for the band designate, or acting as a liaison in establishing/reinitiating communication.
- As needs change and evolve, annual renewal is also an occasion to consider additional activities and opportunities which act to support and preserve the child or youth's cultural connections.
- SFP recipients are responsible to pay for costs directly and submit receipts to the director for reimbursement.

**Financial barrier to access:**

- If reimbursement for travel costs represents a financial barrier to the SFP recipient(s) in following through on identified travel plans and commitments, the director may provide direct funding for the agreed upon expenses.



Funding to support travel to address the child or youth's cultural connections must:

- Be determined on a case by case basis, with the maximum determined by a director,
- Consider both the most reasonable and most cost effective options,
- Cover only actual costs incurred, and
- Not exceed the annual maximum as negotiated on the SFP agreement.

#### **Medically Necessary Orthodontic Treatment Assistance**

- Should an SFP recipient(s) wish to have orthodontic treatment considered on behalf of their program eligible child or youth, the SFP worker will assist in undertaking the process to have this reviewed for approval.
- The regulation allows for the cost or partial cost of orthodontic treatment to be covered, to a maximum determined by a director, for a child or youth where it has been recommended by a dentist as medically necessary.
- The SFP program uses the services of the Alberta Dental Services Corporation's (ADSC) Dental Review Committee to review and approve all orthodontic treatment plans submitted by a treatment provider on behalf of a child or youth.
- To initiate approval of orthodontic treatment plans, work with the SFP recipient(s) in following the procedures outlined in the Request for Orthodontic Treatment Assistance [[ADOP12164](#)].
- If approved, the ADSC coordinates the SFP recipient's private insurance or benefits plan coverage, with the SFP program covering the balance of the costs as the second payer/payer of last resort.
- A treatment plan will not be approved for costs that exceed the maximum determined by a director, as per an established fee schedule agreement. The SFP recipient(s) is not expected to pay any balance, as per the agreement managed between the ADSC and the treatment provider.
- The ADSC will issue payment directly to the treatment provider according to the established fee schedule agreement, and the ADSC in turn bills back to the director. No payments are made by or to the SFP recipient(s). The ADSC will notify the treatment provider and the SFP worker of the outcome of their review.
- It is at the time of confirmed approval of the treatment plan by the ADSC that the SFP Agreement should reflect orthodontic treatment as a negotiated provision.
- It is at the time of confirmed approval of the treatment plan by the ADSC that the orthodontic treatment may commence.

- All orthodontic treatment must be completed by the child or youth's 18th birthday.

### **Counselling**

- The regulation allows for up to 10 one hour counselling sessions annually, at a maximum hourly rate. The rate or reimbursement for counselling cannot exceed that which would be paid for a child or youth in the director's care.
- The SFP recipient(s) may access a counselling resource at a higher rate than that set as a maximum in the SFP Agreement, the enhanced cost being paid at the SFP recipient's expense.
- Counselling may be accessed by the SFP recipient(s) independently, and the costs reimbursed by a director upon submission of receipts.
- Financial compensation for counselling cannot exceed the cost of services provided to a child or youth in the director's care. SFP recipient(s) may provide additional services at their own expense.

### **Financial barrier to access:**

- If reimbursement for the cost of counselling represents a financial barrier to the SFP recipient(s) in accessing it, the SFP recipient(s) may be approved to access counselling from a professional who is already an approved contractor/vendor with the Ministry.
- Where an SFP recipient(s) is approved to access a counselling resource from an approved contractor/vendor with the Ministry, the SFP worker and SFP recipient(s) will identify an appropriate resource for the contracted service.
- The SFP worker will purchase and pay for the agreed upon contracted service by completing a Referral and Evaluation of Services [CS1839] for a contractor or by having the vendor direct bill CS according to the rate and hours agreed up in the SFP agreement. Follow the procedures as outlined in policies 9.5.1 Purchasing Support Services, 9.5.2 Payment of Purchased Services, and 9.5.3 Referral and Evaluation of Services (Enhancement Policy Manual – Intervention).

### **Residential Treatment Facility**

SFP recipients may have residential treatment facility costs covered for a child or youth under the following circumstances:

- Concerns have been assessed as significant enough that in-home support services cannot adequately address the child or youth's emotional or behavioral problems, and the child or youth's legal permanency placement is likely to break down without the residential treatment.

- The SFP recipient(s) retain legal guardianship responsibility, are able and willing to work towards the child or youth's return to the home, and are not causing the child or youth to be in need of intervention.
- Treatment is or will be provided by a treatment facility satisfactory to a director, and will be to a maximum determined by a director.
- Treatment is not to exceed 12 months duration without a review of the circumstances and joint decision-making by the regional case team.

If the above criteria have been met:

- Consult with a casework supervisor and manager or DFNA Director, and complete a 3rd Person Consult to proceed with a referral of a child or youth to the regional placement committee to have a residential placement considered. Refer to policy 4.2 Child and Youth Facility Regional Placement Procedures (Enhancement Policy Manual – Placement Resources).
- Assemble a placement information package for submission to the placement committee which includes:
  - a description of the child or youth's history, behaviour and conditions that necessitate residential care,
  - pertinent medical, psychological, psychiatric assessments of the child or youth supporting the need for residential treatment,
  - an outline of interventions utilized to date,
  - the proposed resource if one has been identified, and
  - goals and anticipated length of treatment.
- If the child or youth is placed in a residential treatment facility, update the child or youth's placement information on the electronic information system, and provide direct payment to the treatment facility as per contracted rates.
- Assess the SFP recipient's circumstances, and review the SFP Agreement to determine whether terms of the agreement will be varied. Refer to the section below - Temporary Out of Home Placement for further guidance.
- Any decision to continue financial support must be done on a case by case basis, and in consultation with a casework supervisor and manager or DFNA Director.

### Medical or Psychological Assessment Assistance

- The regulation allows for the cost or partial cost of a medical or psychological assessment of the child or youth in cases where such is necessary to establish eligibility for other programs or services.
- Should an SFP recipient(s) wish to have a medical or psychological assessment completed on behalf of their program eligible child or youth, the SFP worker and SFP recipient(s) will discuss the need for and timing of the requested assessment.
- To initiate approval to cover the cost or partial cost of an assessment, work with the SFP recipient(s) in following the procedures outlined in the Request for Medical or Psychological Assessment [ADOP12161].
- Consideration of a request requires that a professional within the scope of their practice has recommended the assessment as necessary, and provided a letter supporting the recommendation.

**NOTE:** Medical professionals can include pediatricians, general practitioners, psychiatrists, clinical social workers, psychologists, physical therapist, speech and language pathologists and audiologists. Educational professionals may include teachers, principals, counsellors, or other members of an educational support team.

#### If the cost or partial cost of an assessment is approved:

- Identify any private health insurance or benefits plan coverage the SFP recipient(s) may have. The amount of any such coverage will be applied against the cost of the assessment first, with the SFP program covering the balance of the costs as the second payer/payer of last resort at the agreed maximum amount.
- The SFP recipient(s) may access an assessment resource at a higher rate than that set as a maximum in the SFP Agreement, with the enhanced cost paid at the SFP recipient's expense.
- An assessment resource may be accessed by the SFP recipient(s) independently, and be reimbursed by the director upon submission of receipts at the maximum amount agreed to.

#### Financial barrier to access:

- If reimbursement for the cost of an assessment that has been approved represents a financial barrier to the SFP recipient(s) accessing the service, the SFP recipient(s) may be approved to access an assessment from a professional who is an approved contractor/vendor with the Ministry.
- Where an SFP recipient(s) is approved to access an assessment from an approved contractor/vendor with the Ministry, the SFP worker and SFP

recipient(s) will identify an appropriate resource for the contracted service from among those available.

- The SFP worker will purchase and pay for the agreed upon contracted service by completing a Referral and Evaluation of Services [CS1839], and will follow procedures as outlined in policies 9.5.1 Purchasing Support Services, 9.5.2 Payment of Purchased Services, and 9.5.3 Referral and Evaluation of Services (Enhancement Policy Manual – Intervention).
- If the cost or partial cost of an assessment is not approved:
- Advise the SFP recipient(s) in writing, and provide a clear rationale for the decision.
- Advise the SFP recipient(s) of their right to an administrative review of the decision, and identify the timelines for same.
- Identify other services which may be provided or accessed to support the family.

#### **Additional Needs Funds (ANF)**

- The regulation allows for up to \$70 per week to purchase any additional services to address the child or youth's emotional and behavioral problems.
- ANF are negotiated annually, based on the SFP recipient's projection and plan for services that may be purchased to meet needs of the child or youth over the term of the agreement.
- The plan should identify an estimated amount of funding required, and how the funding will be utilized or allocated.
- As appropriate, discuss the child or youth's needs and review documentation that may support the need for the services identified for purchase.
- ANF is negotiated as a maximum weekly amount, with the funds being paid to the SFP recipient(s) on a monthly basis, not reimbursed.
- As the SFP recipient(s) may be subject to regional, provincial, or to Canada Revenue Agency (CRA) audits, they are to be advised of their responsibility to exercise due diligence in maintaining receipts for purchased services and other related financial records for ten years.
- Eligible purchased services include, but are not limited to:
  - Medications (approved by Alberta Health),
  - Gender affirming supplies and equipment,
  - Occupational therapy / speech therapy / physical therapy,
  - Tutoring,

- Youth work services,
- Additional counselling
- Orthodontic treatment (not approved as medically necessary),
- Homemaker services / parent aide,
- Sports fees / sports equipment / recreational activities,
- Dance classes / art classes,
- Overnight camps / day camps.

### **Temporary Out of Home Placement**

There are circumstances that may require a child or youth be placed out of the SFP recipient's home on a temporary basis. These tend to fall under the following categories:

1. The child or youth is receiving treatment in a residential treatment facility that is approved and paid for by the director,
2. The child or youth has an FSCD agreement and their extraordinary disability-related needs cannot be met in the SFP recipient's home. The family may request the child or youth be placed in an FSCD Out of Home Placement within Alberta, or
3. The child or youth's needs are such that the SFP recipient(s) has made a temporary plan for the child or youth to be placed out of the home. This may include placement with extended family or a member of their support network.

In these circumstances, continued provision of some or all SFP financial supports and services may be appropriate. Each of these circumstances must be assessed on a case by case basis, involve a 3rd Person Consult, and meet the following conditions:

- The SFP recipient(s) remains the child or youth's legal guardian,
- The SFP recipient(s) is willing to work towards the child or youth returning to the home,
- In-home services cannot adequately address the needs of the child or youth and SFP recipient(s),
- The out of home placement is assessed as necessary to meet the child or youth's needs or address presenting problems, and
- The SFP recipient(s) is not causing the child or youth to be in need of intervention.



In making any decision to continue providing some of all SFP financial supports and services to an SFP recipient(s) whose child or youth is temporary in an out of home placement, consider the following:

- the costs the SFP recipient(s) remains responsible for in maintaining the child or youth and in meeting their needs,
- the amount of time the child or youth may be spending in the home of the SFP recipient(s), for instance weekends, alternating weeks, graduated reintegration,
- the costs of travel to visit the child or youth to undertake training or therapy for their reintegration, and
- the hardship that may be experienced by the SFP recipient(s) through a temporary suspension of financial support (i.e. can no longer afford the housing that is otherwise required to accommodate the child or youth's return).

**NOTE:** Continued financial support in these circumstances requires review of provisions within the SFP agreement every 6 months.

### Documentation

Record all contacts and information gathered from the SFP recipient(s) on contact notes.

Document all points of consultation, decisions and rationale for decisions on contact notes.

Maintain a copy of the Request for Medically Essential Orthodontic Treatment Assistance on the SFP file.

Maintain a copy of the Treatment and/or Request for Medical or Psychological Assessment on the SFP file.

Maintain documentation to support the provision of ANF and Requests for Medical or Psychological Assessment Assistance or Orthodontic Treatment Assistance.

Complete all necessary electronic information system (CYIM) entries.

Record all consultations with the casework supervisor, service provider(s), and family about service provision on a contact log on the electronic information system.

Maintain a copy of the Referral and Evaluation of Service [CS1839] on the SFP file.

## Related Information



- 1.1 Intervention Record Check (Enhancement Policy Manual – Placement Resources)
- 1.2 Criminal Record Check (Enhancement Policy Manual – Placement Resources)
- 1.4.1 Administrative Reviews (Enhancement Policy Manual – Intervention)
- 1.4.2 Appeals to the Appeal Panel (Enhancement Policy Manual – Intervention)
- 2.1.3 Rights and Privileges of Status Indian Children (Enhancement Policy Manual – Intervention)
- 3.2.3 Case Closure (Enhancement Policy Manual – Intervention)
- 4.2 Child and Youth Facility Regional Placement Procedures (Enhancement Policy Manual – Placement Resources)
- 9.5.1 Purchasing support Services (Enhancement Policy Manual – Intervention)
- 9.5.2 Payment of Purchased Services (Enhancement Policy Manual – Intervention)
- 9.5.3 Referral and Evaluation of Services (Enhancement Policy Manual – Intervention)
- Appendix D-14: 3rd Person Consult Practice Support (Enhancement Policy Manual – Intervention)
- 12.0 Supports for Permanency (SFP): Overview
- 12.1 Supports for Permanency: Services and Supports
- 12.2 Entering a Supports for Permanency Agreement



- Intake Assessment – Supports for Permanency Program [[ADOP2094](#)]
- Supports for Permanency Agreement [[ADOP3652](#)]
- Request for Medically Necessary Orthodontic Treatment Assistance [[ADOP12164](#)]
- Request for Medical or Psychological Assessment Assistance [[ADOP12161](#)]
- Referral and Evaluation of Services [[CS1839](#)]
- Consent to Release Information [[CS0470](#)]
- Caregiver Rate Schedule [[FC1263](#)]
- Plan [[CS4028](#)]





Alberta Blue Cross

[Mental Health Counselling Benefits](#) (First Nations, Inuit and Aboriginal Health, Health Canada)

[Canada Revenue Agency \(CRA\)](#)

[A Cross-Ministry Protocol between Children's Services and Community and Social Services-Supporting Alberta's Children, Youth and Parents/Guardians with Disabilities \(2019\)](#)

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Superseded

# Chapter 13: Private Adoptions

Section: <b>13.0 Private Adoptions Overview</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 1, 2011
	Page 1 of 2

## Overview

A private adoption is the adoption of any child who is not under permanent guardianship. Such a child may be placed in the prospective adoptive parents' home directly by the birth parent (private direct adoption) or through the services of a licensed adoption agency (licensed agency adoption). Step-parent and relative adoptions are also private adoptions.

All private adoptions are processed at the expense of the applicants.

The director may be requested to take the consent to the adoption of the guardian or the child of 12 years of age or older. Lawyers may also take these consents.

The director always receives notice of the adoption proceedings for all private adoptions per s.64(1).

This section contains information regarding:

- Licensed Agency Adoption
- Birth Parent Adoption
- Step Parent Adoption
- Relative Adoption

### Private Adoption Self Help Kit

Step-parent adoptions and private direct adoptions, including relative adoptions, may be processed by the petitioners themselves, using a Private Adoption Self Help Kit.

Self Help Kits are published by and available for purchase from the Alberta Queen's Printer.

Petitioners may request the services of a private adoption agency or a lawyer to assist them in preparing and filing the adoption petition in the Court of Queen's Bench.

### Intermediary Placements

S.84 prohibits an adoptive placement by a third party intermediary, any one other than the parent of the child, a director, a licensed adoption agency, or the Minister.

If staff becomes aware of such involvement, contact with the worksite manager or regional adoption specialist is mandatory. The manager or specialist will contact Adoption Services.

## Related Information



[2.1 Services Before Relinquishment](#)

[13.2 Licensed Agency Adoption](#)



Consent by a Guardian to Adoption – Agency [[ADOP2005](#)]

Consent to Release Information [[CS0470](#)]

Notice of Objection to Adoption [[ADOP3475](#)]

Request for Intervention Record Check [[CS2687](#)] – available in paper copy only



[Adoption Kit – Self-Help Kit for Private Adoptions](#)

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# Chapter 13: Private Adoptions

Section: <b>13.1 Private Direct Adoption</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 19, 2021
	Page 1 of 4

## Policy

Private adoptions include

- birth parent adoptions
- relative adoptions, and
- step-parent adoptions

CS and licensed adoption agencies do not facilitate these private placements.

### Birth Parent Adoptions

Birth parents may choose to place their child for adoption directly with prospective adoptive parents who are known to them.

### Relative Adoption

A person may directly apply to the court, per s.63(3), to adopt a related child.

### Step-Parent Adoption

A person may directly apply to the court, per s.63(3), to adopt the child of the applicant's spouse or interdependent relationship partner.

## Procedure

### Adoption Application

In private direct adoptions, the applicant prepares and files the application directly with the court.

The applicant may use the Adoption Kit – Self-Help Kit for Private Adoptions, the services of a licensed adoption agency or a lawyer to process or assist in processing the adoption.

A home study report may be obtained through a licensed adoption agency, if the court orders it.

### **Home Study Reports**

Home study reports are not required unless the guardians request to see a report prior to signing the consent to adoption or the court orders a home study report to be completed. Home study reports may be prepared by licensed adoption agencies at the expense of the adoptive family. Home study reports are generally not completed for step-parent adoptions.

### **Financial Responsibility**

In private direct adoptions, the adoptive applicants are financially responsible for all costs related to processing the adoption, either by themselves or through the services of a licensed adoption agency or lawyer of their choice.

### **Service of Notice**

Per s.64(1), the adoptive applicant must ensure that notice of the adoption application and the supporting documents are served on the director through a CFSA or Adoption Services.

When served:

- ensure that service is accepted only by delegated caseworker,
- the receiving delegated caseworker will complete an intervention record check according to s.66(1) and (2), and
- send the notice and supporting documents and a copy of the report forwarded to the court to Adoption and Permanency Services.

### **Intervention Record Check**

Upon being served with a notice of an adoption application, check the provincial electronic information system to determine if the applicant has ever caused a child to be in need of intervention.

If no concerns are identified:

- Immediately forward a report to the Court of Queen's Bench on white bond paper advising that the director's position will be one of no involvement.
- Forward a copy of the report to the applicant.
- Forward the complete file and a copy of the report to Adoption Services.

If concerns that could impact the adoption are identified:

- Immediately forward a report to the Court of Queen's Bench on white bond paper, advising the court that a further report will be forwarded within 30 calendar days.
- Advise the applicant of the delay.
- Contact the office in which the file is open or was closed and request that a report be prepared on white bond paper and forwarded to the regional delegate within 21 calendar days.
- Upon receipt of the report, review the report with a supervisor and determine if the report should be filed with the court.

**NOTE:** The purpose of the report is to ensure that the court has full information regarding the applicants in order to make a decision about the adoption.

### Preparing a Report

If asked to prepare a report:

- Review the file and include, at minimum, the history of concerns and outcomes and whether the family continues to receive intervention services.

### Filing a Report with the Court

If filing the report:

- Ensure that the report is filed within 30 days of receiving service of the notice.
- Personally provide a copy of the filed report to the applicant as soon as it is prepared or received.
- Forward the complete file and a copy of the report prepared for the Court to Adoption Services.

**NOTE:** Even if concerns are identified, the director does not file a Notice of Objection to Adoption [ADOP3475] with the court.

### Court Orders a Hearing after a Report is Filed

If a report is filed with the court, the court may order a hearing be held. At the hearing, the applicants may personally address the concerns or issues identified in the report or obtain the services of a lawyer.

The director is generally not represented at the hearing unless requested by the court.

### Role of CS

The role of CS in a private direct adoption is:

- to provide birth parent counselling about adoption options, if requested,
- to advise the birth parents that they may request to see a home study report on the prospective adoptive parents and their Criminal Record and Intervention checks, prior to signing consent to the adoption,
- to take consent to the adoption by the relinquishing guardians and any child age 12 or over, if they choose to use the services of the Ministry, and
- to receive notice of the adoption application.

### Related Information



[13.2 Licensed Agency Adoption](#)



[Notice of Objection to Adoption \[ADOP3475\]](#)



[Adoption Kit – Self-Help Kit for Private Adoptions](#) (Purchased at Alberta Queen's Printer)

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# Chapter 13: Private Adoptions

Section: <b>13.2 Licensed Agency Adoption</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 19, 2021
	Page 1 of 5

## Policy

Birth parents may choose to place their child for adoption using the services of a private, non-profit agency licensed and monitored by Adoption Services.

Licensed adoption agencies are licensed according to CYFEA. They have the authority to facilitate adoption placements of children who are not under permanent guardianship and to file adoption petitions.

## Procedures

### Multiple Applications

An adoptive applicant may be registered with the Ministry and any number of licensed agencies. However, the applicant may only accept one child proposal during a 12 month period, unless adopting siblings.

### Financial Responsibility

The adoptive applicant is financially responsible for all costs related to processing a private adoption.

### Intervention Check

When applicants **register** with an agency, the agency supplies a Request for an Alberta Intervention Record Check: For Alberta Private Licensed Agency International Placements (ADOP10951). The applicant signs the form and takes it to their local CFS Office for processing.

CFS checks the provincial electronic information system and sends the results to the applicants. The applicants are responsible for providing the results to the agency.



### Adoption Application

The agency is responsible for completing the adoption application and all supporting documents and filing them with the clerk of the Court of Queen's Bench.

### Service of Notice

Per s.64(1), the adoptive applicant must ensure that notice of the adoption application and the supporting documents are served on the director through a CFSA or Adoption Services.

When served:

- ensure that service is accepted only by delegated caseworker,
- the receiving delegated caseworker will complete an intervention record check according to s.66(1) and (2), and
- send the notice and supporting documents and a copy of the report forwarded to the court to Adoption Services.

### Role of CS and the Licensed Adoption Agency

In a licensed agency placement, the role of CS is:

- to provide birth parent counselling about placement options, if requested,
- to take consent to the adoption by the relinquishing guardians and any child of 12 or over, if they choose to use the Ministry's services, and
- to receive notice of the adoption application.

**NOTE:** A licensed agency must ensure that consents to adoption are obtained prior to placement. If the consent cannot be obtained, the agency must notify Adoption Services of the date the placement will be made and the reason consent could not be obtained.

The licensed adoption agency's role is to refer the birth parents to a Birth Parent Counselling Services case worker for counselling and consent taking, if the birth parents choose to use the Ministry's services. The written referral is to include a summary of contacts with the parents. The referral, when possible, should occur before the child's birth.

When birth parents are referred to the Ministry by an agency, follow these procedures.

### Upon receiving a referral:

- open a Birth Parent Counselling Services file by completing a birth parent intake on the provincial electronic information system,

- acknowledge the referral to the agency, and
- contact the birth parents to arrange an interview – do not accept a consent before a child is born.

**Before accepting consent:**

- follow the procedures described in Before Relinquishment,
- ask the birth parents to sign a Consent to Release Information [CS0470] so the Ministry may give information to the licensed adoption agency and, if needed, to the hospital, and
- ensure the birth parents and any other guardians have received adequate counselling to make an informed decision.

**Tell the birth parents that:**

- The birth father's consent to the adoption is required.
  - The parents may revoke the consent within 10 days after signing it by giving written notice to a director. Upon receipt of such notice, the director immediately notifies an officer of the agency. The agency notifies any other guardian who signed the consent. The agency arranges to return the child to the parents immediately or at an agreed time. The joint guardianship of the prospective adoptive parents is terminated.
  - After 10 days, the consent may not be voluntarily withdrawn. When calculating the number of days, exclude the day the agreement was signed; include Saturdays, Sundays and holidays.
  - According to s.60(1), the prospective adoptive parents have joint guardianship with the birth parents once the consent is signed.
  - The adoption will proceed without a hearing unless the judge orders one or a notice of objection to the adoption is filed with the court.
  - The birth parents have a right to receive notice of the adoption application and all supporting documents, unless this right is declined by them.
  - If a hearing is held, it is recommended that the birth parents attend.
  - The birth father is entitled to receive notice of the adoption application and all supporting documents unless the court waives this requirement.
  - If the birth father opposes the adoption he may file a notice of objection to the adoption. If a notice of objection is filed, a hearing will be held.
  - The birth father has a right to receive notice of the date, time and place of the adoption hearing, if one is required.
  - Once an adoption order is granted:
    - They have no rights or responsibilities regarding the child.
-

- Within 35 days of being notified that the order is granted, an officer of the agency will notify them that the order has been granted, unless that person asks not to be notified.
- At any time, a parent who consented to the adoption may obtain a certified copy of the adoption order from the clerk of the court or the Post Adoption Registry.

### **Taking a Consent**

Upon being notified that the child has been born, interview the birth parents to take consent. Unless the parents ask to have another person present, interview the parents in private. At this interview, decide whether it is appropriate to accept a consent to adoption.

### **Refusing a Consent**

Refuse to accept a consent if the birth parents do not appear to understand the consequences or appear to be under duress. Inform the agency in writing of any concerns.

### **Accepting a Consent**

If it is appropriate to accept the consent, assist the parents to complete a Consent by a Guardian to Adoption – Agency [ADOP2005] fully and accurately. Ensure that all names appear exactly as on the birth documents.

Inform the birth parents that the prospective adoptive parents now have joint guardianship of the child, and the birth parents' guardianship rights end when the adoption order is granted.

Joint guardianship ends if a birth parent revokes consent or on court order.

Witness the parents' signatures and complete the affidavit of execution.

### **Follow-Up**

After accepting a guardian's consent, place a photocopy on the birth parent counselling file and send the original and all copies of the consent to the licensed adoption agency with a covering memo.

### **Concluding**

After completing any needed follow-up counselling, close the birth parent counselling file.

## Related Information



### 2.1 Services Before Relinquishment



Consent by a Guardian to Adoption – Agency [[ADOP2005](#)]

Consent to Release Information [[CS0470](#)]

Request for Intervention Record Check [[CS2687](#)] – available in paper copy only



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# Chapter 13: Private Adoptions

Section: <b>13.2 Licensed Agency Adoptions</b>	Issue Date: May 1, 2014
Subsection: <b>13.2.1 Authorization for Licensed Agency Adoption of Children Receiving Services Under CYFEA</b>	Revision Date: October 19, 2021
	Page 1 of 4

## Policy

The Senior Manager, Adoption Services or designate **may** consider providing written authorization for a licensed adoption agency to proceed with the adoption of a child who is receiving services under CYFEA, with written consent of the guardians and where it is considered to be in the best interests of the child.

The written authorization may be provided for children in the custody of the director, including Apprehension Order, Emergency Apprehension, Custody Agreement with Guardian, Interim Custody Order, Custody Order or Temporary Guardianship Order.

## Purpose

Pursuant to s.15 (1)(c) of the Adoption Regulation, a licensed adoption agency cannot place a child who is in the custody of the director without written authorization of the director.

## Procedures

### **Children receiving services while remaining in the care of the guardians (Investigation, Family Enhancement Agreement or Supervision Order)**

If the child is receiving services while remaining in the care of the guardians, the guardians can consent to a licensed agency adoption. Provide birth parent counselling through the CFS, if requested.

**NOTE:** An apprehension of an infant in hospital may not be necessary if the guardians have made an adoption plan.

### **Children in the custody of the director**

If the guardians have been working with a licensed adoption agency prior to a child coming into care, the Senior Manager, Adoption Services or designate may

consider authorizing the agency to continue adoption planning, if it is considered to be in the child's best interests.

If a licensed adoption agency is contacted by a guardian who is considering a licensed agency adoption, the agency must obtain written consent from the guardian to contact CS to confirm if the guardian is receiving services under CYFEA, and to allow the CFS/DFNA to release information about the child to the agency.

If the guardians wish to place a child for adoption through a licensed adoption agency:

- Consult with the regional Adoption Specialist or an adoption casework supervisor/caseworker and have an adoption caseworker provide birth parent counselling to the guardians, if requested. The guardians can also receive birth parent counselling through the licensed adoption agency.
- Advise the guardians that the Post Adoption Registry (PAR) will be contacted to determine if there are previously adopted siblings where a Sibling Registry Card has been completed by the adoptive parents.
  - If there is a Sibling Registry Card, inform the guardians that placing the child in an adoptive home with a sibling is a possibility.
- Follow the procedures in Chapter 2: Aboriginal Children Involvement of a First Nations designate for an Indian child.
- The guardians make an adoption plan and choose an approved family for their child.

**NOTE:** The agency must follow the procedures in 2.0 Birth Parent Services and 13.2 Licensed Agency Adoption.

The agency must not introduce an adoptive family to the child prior the provision of written authorization by the Senior Manager, Adoption Services or designate.

If the protection concerns are alleviated for the child and the child is returned to the guardians' custody and guardianship, the guardians can place a child for adoption through a licensed adoption agency. The Senior Manager's authorization is not required.

#### Guidelines to Provide Authorization for an Agency to Proceed with the Adoption of a Child

Authorization must be provided by the Senior Manager, Adoption Services or designate.

In consultation with the supervisor, provide the following information to the Senior Manager, Adoption Services or designate:

- the child's name and birth date,
- the names of the guardians,
- the circumstances of the current and any past intervention involvement,
- the guardians' plan to place the child for adoption through a licensed adoption agency (specify which agency),
- confirmation that the guardians received birth parent counselling explaining the options available to guardians through CS or the licensed adoption agency,
- documentation of the circumstances if the birth father is unknown or efforts to contact the birth father if his location is known,
- confirmation that the guardians received independent legal advice,
- whether there are any previously adopted siblings,
- whether the child is Aboriginal (Indian or Métis),
- the placement plan for the child (e.g. child to be placed with adoptive family from hospital),
- the recommendation of the caseworker and casework supervisor, and
- any other information requested by the Senior Manager, Adoptions or designate.

If in agreement that the child should be placed for adoption through a licensed agency, the Senior Manager, Adoption Services or designate, will provide written authorization.

If authorization of the Senior Manager is provided:

- provide any information relevant to the adoption to the licensed adoption agency (e.g. background and medical information), and
- withdraw any court proceedings or voluntary agreements under CYFEA and advise the guardian and agency.

There is no need to return a child to the custody of the guardians, once the guardians have consented to place a child for adoption through a licensed adoption agency. The child can be placed in an adoptive home by the licensed agency from the director's custody.

If a consent is taken for a child under TGO, the director, the guardians and the adoptive parents are considered joint guardians during the 10 day revocation period.

**NOTE:** The agency must advise the Senior Manager, Adoption Services or designate immediately if the guardian's consent is revoked.

## Related Information



2.0 Birth Parent Services

13.2 Licensed Agency Adoption

2.1 Indian Child (Intervention)

3.1 Assessment Phases (Intervention)



Consent by a Guardian to Adoption – Agency [[ADOP2005](#)]

Consent to Release Information [[CS0470](#)]

Consent to Involve a First Nations Designate or Métis Resource [[CS1634](#)]

Request for Intervention Record Check [[CS2687](#)] – available in paper copy only

To report a broken link click [here](#).

Superseded



# Chapter 14: International Adoptions

Section: <b>14. International Adoptions</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 1, 2011
	Page 1 of 3

## Overview

Most children are cared for within their country of origin. However, sometimes a country will allow the child to be adopted through an international adoption.

Adoption Services is responsible for managing **all** aspects of the International Adoption Program.

Alberta does not place children for adoption outside of Canada. An exception may be made if the child is being adopted by a relative.

**NOTE:** If placement of a child for adoption outside of Canada is being considered, the Manager, Adoption Services, who is the delegated central authority for international adoption in Alberta, **must be contacted for consultation and approval prior to initiating the adoption process and discussing SFP with the family.**

## Procedures

### Children Coming into Alberta from Other Countries

Service delivery of the International Adoption Program is provided by Adoption Services directly to families who are adopting children from outside of Canada.

If a family contacts a region and expresses interest in international adoption:

- Advise the family that international adoption is not a regional program, and refer the caller to Adoption Services.
- Provide the caller with the following information:
  - International adoption is extremely complex and difficult to arrange. All legal requirements of CYFEA, Canada's federal *Immigration and Refugee Protection Act* and the Hague Convention on Intercountry Adoption must be met.

- All international adoptions are considered to be special needs adoptions. All behavioural, medical, developmental or emotional issues will not be known at the time of the adoption match.
- Adoptive families can expect to pay \$20,000 or more to complete an international adoption. Costs include the home study report, preparation of a dossier, placement and legal costs, travel to the child's country of origin and completion of immigration requirements.
- There are no adoption supports for families adopting through the International Adoption Program. Therefore the provincial Supports for Permanency Program does not apply.
- A Guidebook for Albertans processing an international adoption is available:
  - on the Adoption Services Website
  - by contacting Adoption and Permanency Services
  - by contacting a licensed adoption agency

#### **Alberta Children Being Placed Outside of Canada**

Adoption Services co-ordinates the international adoption process and provides assistance and direction to the regions to complete all requirements.

If a child in the permanent care of the director is to be placed outside of Canada, the child's region is responsible for:

- contacting Adoption Services to advise of the proposed match
- preparing a report on the child, including:
  - background and history of the child
  - medical and special needs of the child
  - Ongoing Case Assessment Record
- providing information on the prospective adoptive parents to Adoption Services including:
  - relationship to the child
  - address and contact information
  - confirmation that the family is interested in adopting the child
  - confirmation that the region is in agreement with the match
  - a home study report on the prospective adoptive family, completed by an authorized agency in the jurisdiction where the family resides
- payment of the following costs:

- completion of a home study report
- Orientation to Caregiver training
- supervision of the child in the adoptive home
- travel costs for the child and the prospective adoptive parents for pre-placement visits
- completion of post placement reports
- costs of immigration requirements for the receiving country
- passport
- finalization costs

### Contact Information

Adoption Services  
10th Floor, Sterling Place  
9940 – 106 Street  
Edmonton, AB T5K 2N2 Telephone:  
780-422-0178  
Email: [cs.adoptionservices@gov.ab.ca](mailto:cs.adoptionservices@gov.ab.ca)

### Related Information



[Immigration and Refugee Protection Act](#)



[Adoption](#)

[Citizenship and Immigration Canada](#)

[Hague Convention on Intercountry Adoption](#)

[International Adoption – A Guidebook for Alberta Families](#)

## Chapter 15: Post Adoption Registry

Section: <b>15.1 Post Adoption Registry Overview</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 1, 2011
	Page 1 of 2

### Overview

S.75(3) of the CYFEA requires the Minister to maintain a post adoption registry that contains the sealed records of all adoptions granted in the Province of Alberta. The Minister delegates responsibility to operate all functions of the registry to the manager of the Post Adoption Registry.

The function of the Post Adoption Registry is to provide services to all persons involved in an adoption in the province of Alberta.

#### Functions of the Registry

The Post Adoption Registry:

- maintains all the sealed records of adoptions occurring under the CYFEA in Alberta.
- upon request:
  - provides a summary of non-identifying information to adoptees, birth parents, adoptive parents, adult siblings or a descendant of a deceased adoptee.
  - provides identifying information to adoptees and birth parents about each other unless one of the parties has filed a veto.
  - arranges for a reunion when two parties to an adoption voluntarily register for contact.
  - manages a yearly information exchange between birth parents and adoptive parents on behalf on their minor child, if both parties have consented to this exchange.
  - provides information from the sealed adoption record to assist caseworkers in providing intervention services to an adoptee or a sibling of an adoptee.
- obtains Adoption Orders from the Court of Queen’s Bench for clients of the Registry.

- maintains the sibling registry card system.
- assists adoptive parents or adoptees to determine the adoptee's eligibility for Registered Indian status, or Métis or Inuit rights.
- if there are compelling circumstances, arranges for information from the sealed adoption record to be disclosed as necessary.
- provides confirmation of an adoption to the Director of Maintenance Enforcement.
- with Ministerial consent, provides confirmation of an adoption to:
  - lawyers who are handling estate matters and require confirmation of an adoption in order to settle the estate or
  - the Office of the Public Trustee in order to assist them in distribution of monetary settlements.
- provides information concerning an adoption to Litigation Services for use in a Court proceeding, if the government is a party to the proceeding.

Superseded

# Chapter 15: Post Adoption Registry

Section: <b>15.2 Registering</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 1, 2011
	Page 1 of 3

## Policy

The PAR assists adoptees, adoptive families, birth parents and birth family members to reunite with one another.

The PAR provides support, information and referrals to registered parties who are interested in reunification.

## Purpose

S.75 allows the PAR to put two parties in touch with each other when they have been separated due to adoption.

## Procedures

### Applying

The following individuals are eligible to register with the PAR:

- adult adoptees
- adult descendants of a deceased adoptee
- biological parents of an adoptee
- previous adoptive parents of an adoptee
- adoptees aged sixteen to eighteen years of age who satisfy the manager that they are living independently of their adoptive parents
- adult birth siblings
- “interested persons” as defined in CYFEA
- if the adoptee is deceased, adoptive parents or adult adoptive siblings of the adoptee
- an adopted child’s legal guardian

### Register

If a person wishes to register, provide the person with a Post Adoption Registry Application [PAR3625]. The form is also available from the Post Adoption website.

Advise the person to submit the completed application to the PAR along with a photocopy of two pieces of proof of identity. One piece must be photo identification. These documents may include, but are not limited to birth certificate, personal health card, driver's license or passport.

### Processing

Upon receipt of an application, the PAR:

- determines that the applicant is eligible to register,
- confirms that the adoption was granted in Alberta, and
- verifies the identity of the applicant.

If satisfied that the applicant is entitled to be registered, the PAR enters the applicant's name on the registry and:

- informs the applicant in writing
  - that the applicant is registered; or
  - why the applicant was not registered.
- provides the information requested by the applicant according to the legislation
- arranges a reunion if another party is registered or registers in the future.

### Withdrawal

A person who is registered with the PAR may, at any time, withdraw their application by sending a written request to the PAR. PAR staff will, upon receipt of this request, immediately remove the person's name from the registry and confirm this in writing to the individual.

## Related Information



Adoptive Person/Adoptive Parent Application for Voluntary Contact Through the Post Adoption Registry [[PAR3625](#)] (adoptive child, adoptive parent, descendant of a deceased adopted person)

Family Application for Voluntary Consent Through the Post Adoption Registry [[PAR3624](#)] (birth parent, birth sibling, interested person)



[Alberta Children's Services](#)

Superseded



## Chapter 15: Post Adoption Registry

Section: <b>15.3 Non-identifying Information</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 1, 2011
	Page 1 of 3

### Policy

Upon request, the PAR provides non-identifying information about the parties to an adoption from the sealed adoption record. This information may be requested at any time after the adoption.

### Purpose

S.74.4(5) allows the disclosure of non-identifying information to the parties to an adoption. Information about one or more of these persons may be disclosed as long as the information does not disclose the identity of those persons.

### Procedures

#### Requesting

The following persons may apply to receive non-identifying information on the biological family:

- an adult adoptee
- an adult descendant of a deceased adoptee
- an adult sibling of an adoptee
- an adoptive parent

Upon request, a biological parent may receive copies of all the non-identifying information that was provided to the adoptee.

The following persons may apply to receive non-identifying information on the adoptee and the adoptive parents:

- a biological mother or father of the adoptee
- an adult birth sibling or half sibling
- a previous adoptive parent

If a person wishes to request non-identifying information, they may make their request in writing to the PAR. The request must be accompanied by two pieces of personal identification, one of which must be photo identification.

### **Processing**

When the PAR receives a request for non-identifying information, PAR staff:

- determines that the applicant is eligible to receive the requested information,
- verifies the applicant's identity,
- confirms that the adoption was granted in Alberta, and
- provides a written summary of the requested information.

### **Provision of Information**

If a person wishes to provide information regarding a party to a completed adoption the PAR:

- records the information provided, and
- provides the information to an interested party upon request, according to the legislation.

If the information provided includes medical information of a serious nature and a doctor confirms that this information could pose a serious medical risk, the PAR will:

- obtain Ministerial consent to open the sealed record, and
- make all reasonable attempts to contact the person to advise them of this information.

This information is given personally whenever possible.

### **Death**

If informed that an adoptee is deceased the PAR:

- enters the name and fact of death on the registry, and
- informs any person who is registered or any person who registers at any time in the future.

This information is given personally whenever possible.

## Related Information



Adoptive Person/Adoptive Parent Application for Voluntary Contact Through the Post Adoption Registry [PAR3625] (adoptive child, adoptive parent, descendant of a deceased adopted person)

Family Application for Voluntary Contact Through the Post Adoption Registry [PAR3624] (birth parent, birth sibling, interested person)



[Alberta Children's Services](#)

Superseded

## Chapter 15: Post Adoption Registry

Section:	<b>15.4 Identifying Information – Right to Disclosure – Adoption Prior to January 1, 2005</b>	Issue Date: October 1, 2011
Subsection:		Revision Date: October 1, 2011
		Page 1 of 3

### Policy

Identifying information from a sealed adoption record may be released to

- an adult adoptee,
- an adult descendant of a deceased adoptee, or
- a parent of an adoptee.

If a person registers a veto, the veto prohibits the release of identifying information about that person.

### Purpose

For all adoptions granted prior to January 1, 2005, s.74(2) allows the PAR to release identifying information from the sealed adoption record provided no veto has been registered.

### Procedures

#### Applying

If a person wishes to apply to receive identifying information from the sealed adoption record, advise the applicant to submit the Request for Release of Adoption Information form [PAR2455] along with 2 pieces of identification, one of which should be photo identification.

The following individuals may apply for the release of identifying information:

- An adopted person who is eighteen years of age or older or their legal guardian
- A birth parent of the adopted person
- An adult descendant of a deceased adoptee

- An adoptive parent under a previous adoption order

Upon receipt of the completed Request for Release of Adoption Information form, the PAR will:

- confirm that the applicant is eligible to apply,
- confirm that the adoption was finalized in Alberta,
- determine if a veto has been registered, and
- release information to the applicant as per s.74.2(2).

To allow the adult adoptee time to register a veto, the adoptee must be 18 years and six months of age before identifying information will be released to the birth parent or the parent of a previous adoption.

### **Veto**

A veto prevents the release of identifying information about the person who registered the veto. A veto [PAR2455v] may be filed with the PAR at any time by the following individuals:

- an adult adoptee,
- a legal guardian on behalf of an adult adoptee,
- a birth parent, or
- an adoptive parent under a previous adoption order

Vetoes which were registered with a licensed search agency prior to November 2004 are honoured. A veto by default filed by a licensed search agency is considered to be a valid veto.

A veto remains in effect from the date it is received until the veto is revoked or the person who registered it is deceased. The Registry will require proof of death of the person who filed the veto.

### **Deemed Veto**

S.74.2(9) allows the Minister to deem a veto if the adult adoptee is not aware of the adoption and the adoptive parent(s) can satisfy the Minister that releasing the adoptee's information would be extremely detrimental to the adoptee.

If the adoptive parents wish to request that the Minister deem a veto, they must write a letter to the PAR, outlining their reasons for their request and providing information as to why releasing the adopted person's information would be extremely detrimental to the adopted person.

The manager will review the information and forward the request to the Minister, along with a recommendation.

If a deemed veto is in effect, it is revoked if the adult adoptee contacts the PAR.

## Related Information



Application to Cancel a Disclosure Veto [[PAR3576](#)]

Disclosure Veto [[PAR2455v](#)]

Request for Release of Adoption Information [[PAR2455](#)]



[Alberta Children's Services](#)

Superseded

## Chapter 15: Post Adoption Registry

Section:	<b>15.5 Identifying Information – Right to Disclosure – Adoption on or After January 1, 2005</b>	Issue Date: October 1, 2011
Subsection:		Revision Date: October 1, 2011
		Page 1 of 2

### Policy

The PAR maintains sealed records on all adoptions granted in Alberta.

For adoptions which were granted after January 1, 2005, the PAR may, upon receipt of a written request from an adult adoptee, a descendant of a deceased adoptee, a birth parent or a previous adoptive parent, release personal information from the sealed adoption record.

### Purpose

For all adoptions granted after January 1, 2005, s.74.3 allows the PAR to release information in the sealed adoption record. Information on the adoptive parents gathered during the approval process will not be released.

### Procedures

#### Veto

There are no provisions to veto the release of information.

#### Contact Preference

Any person whose personal information may be in the sealed adoption record may register a Contact Preference [PAR3573] with the Post Adoption Registry. This Contact Preference advises the person requesting information as to how the person wishes to be contacted initially. A Contact Preference does not prohibit the release of personal information and is not binding.

#### Releasing

The adoptee can request personal information about their birth family upon reaching the age of eighteen years.

In order to allow time for the adult adoptee to register a Contact Preference with the PAR, the adoptee must be eighteen years and six months of age or older before the parent will be given personal information about the adoptee.

## Related Information



Contact Preference [[PAR3575](#)]

Request for Release of Adoption Information [[PAR2455](#)]



[Alberta Children's Services](#)

Superseded



## Chapter 15: Post Adoption Registry

Section: <b>15.6 General Release of Information</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 1, 2011
	Page 1 of 2

### Policy

The PAR may release information from a sealed adoption record.

### Purpose

The intent is to release information that will assist the adoptee or a sibling of the adoptee to receive services appropriate to meet their needs.

### Procedures

#### General Release

The PAR may:

- release information from the sealed adoption file to a caseworker providing intervention services to an adopted child or the sibling of an adopted child,
- provide information from the Sibling Registry Card and, with Ministerial consent, a copy of the home assessment report to a caseworker,
- release information to the appropriate authorities to establish an adopted child's rights to Indian status, Métis or Inuit rights,
- provide an adoption order to persons named in s.74.4(2) and 74(1) of CYFEA,
- provide confirmation of an adoption to:
  - Director of Maintenance Enforcement,
  - lawyers who are handling estate matters and require confirmation of an adoption in order to settle the estate, or
  - the Office of the Public Trustee in order to assist them in distribution of monetary settlements.

- and provide information from the sealed adoption record to
  - Litigation Services for use in a court proceeding, if the government of Alberta is a party to the proceeding.

### **Child in Need of Intervention Services**

S74.4(7) allows the PAR to release information from the sealed adoption record if an adopted child or a sibling of an adopted child are in need of intervention services.

If an adopted child or a sibling of an adopted child requires intervention services and if information from the sealed adoption record may assist with casework practice, contact the manager of the PAR to obtain information from the adoption record.

The sealed adoption record contains all of the documents that are filed with the court in support of the adoption. Medical and psychological information about the child may be contained in the record but is more likely found in the child intervention record.

### **Compelling Circumstances**

Ministerial consent may be obtained to release information from a sealed adoption record in certain extenuating circumstances.

Each case will be reviewed on an individual basis.

Circumstances may include, but are not limited to; medical confirmation of a serious condition, which if left unchecked could result in permanent disability or death. The information which is released is at the discretion of the PAR.

# Chapter 15: Post Adoption Registry

Section: <b>15.7 Sibling Registry</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: December 14, 2018
	Page 1 of 2

## Policy

Children's Services recognizes the need for an adopted child or youth to maintain their relational connections. To assist with establishing and/or maintaining relational and possible physical connections for children and youth who have been adopted, as well as children and youth who are coming into the director's care, the PAR maintains a Sibling Registry for the province.

## Purpose

S.58.1 of the CYFEA indicates matters to be considered when considering placing a child for adoption

## Procedures

The Sibling Registry is maintained by the PAR. Encourage adoptive parents to complete a Sibling Registry [PAR2814] form when they adopt a child. This form indicates the adoptive parents' preferences with regard to:

- adopting a sibling,
- fostering a sibling,
- enabling contact among siblings, and
- not being contacted regarding fostering or adopting a sibling to their adopted child.

The caseworker must complete the Sibling Registry/Kinship Search Request [PAR3627] prior to a child or youth being apprehended to explore potential placements or supports. If a child or youth comes into care on an emergency basis, the Sibling Registry/Kinship Search Request [PAR3627] must occur within 48 hours.

In all cases, where a sibling of an adopted child is brought into care, the caseworker will contact the PAR to determine whether or not the adoptive parents have registered with the Sibling Registry.

### Adoptive Parents Registered

If the adoptive parents are registered, the PAR sends a copy of the Sibling Registry form to the caseworker.

If the adoptive parents have indicated interest in fostering or adopting a sibling the caseworker must consider the family as this is a significant relational connection for the child.

The PAR may release a copy of the adoptive parent's previous home assessment to the caseworker.

### Adoptive Parents Not Registered

If the adoptive parents have not registered, the Post Adoption Registry will advise the caseworker accordingly. Upon request of the caseworker, the PAR may make contact with the adoptive parents to determine their interest in the sibling.

If, after contacting the family, the caseworker wishes to pursue the family as a support or resource for the child, the PAR may release the previous home assessment report to the caseworker.

All information provided by the PAR to the caseworker must be returned to the PAR within 60 days unless special permission has been given by the PAR to retain the information for a longer period.

### Recording

Record the results of the Sibling Registry/Kinship Search Request as a contact log on the electronic information system, as "case management contact" type and "relative search" purpose.

## Related Information



Sibling Registry [[PAR2814](#)]

Sibling Registry/Kinship Search Request

[[PAR3627](#)]



[Alberta Children's Services](#)

[CICIO User Guide](#)

To report a broken link click [here](#).

## Chapter 15: Post Adoption Registry

Section: <b>15.8 Ongoing Information Exchange</b>	Issue Date: October 1, 2011
Subsection:	Revision Date: October 1, 2011
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### Policy

The PAR may facilitate letter and/or picture exchanges between an adoptive family and a birth family.

### Purpose

The intent is to allow the sharing of non-identifying information between birth families and adoptive families.

### Procedures

Prior to the Adoption Order being granted, ensure that both the adoptive parents and the biological family members have had an opportunity to agree to this exchange.

Information cannot be exchanged without the written consent of **both** parties. If parties express an interest in the exchange of non-identifying information after the adoption has been finalized, have each complete an Ongoing Information Exchange [PAR3578].

If consents are obtained:

- the exchange is usually a yearly event (it is suggested that this occur during the month of the child's birth)
- only pictures and letters will be exchanged; no gifts are allowed to be exchanged

**NOTE:** the PAR has no ability to enforce this voluntary agreement.

## Related Information



Ongoing Information Exchange [[PAR3578](#)]



[Alberta Children's Services](#)

Superseded

PRACTICE  
SUPPORTS

Supervisors



# Practice Supports

Practice Support:	<b>Information Sharing with Proposed Permanency Families</b>	Issue Date: November 5, 2018
Policy Reference:	<a href="#">5.3.1 Information Sharing with Proposed Permanency Families (Adoption and Private Guardianship)</a>	Revision Date: October 19, 2021
		Page 1 of 14

## Child Intervention Practice Framework Principles

CS has a responsibility to ensure relevant information is shared appropriately during case planning as permitted under CYFEA and in accordance with FOIP.

When supporting a proposed permanency family seeking the adoption or private guardianship of a child or youth, work collaboratively with the family to share the information that is necessary for the family to make an informed decision about their ability to meet the current needs of the child or youth. The information shared should also support the family to make future parenting decisions that will continue to support the child or youth's needs, development and well-being.

When sharing information with proposed permanency families, consider each one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Information Sharing Key Considerations

Caseworkers are to consider sections 126(1) of CYFEA and section 40(4) of FOIP in the application of parameters for appropriate information disclosure.

In recognition of case specific subtleties, as well as the complexities inherent to interpreting legislation, direct inquiries about information allowable for release or requiring redaction should be made to the Information and Privacy Office.

Information sharing is only undertaken after the following has occurred:

- a 3<sup>rd</sup> Person Consult with the child or youth's caseworker, the caseworker supervisor and a delegated manager has occurred, and there is support to explore this plan,
- in the case of **adoption**, an Official Match has been requested and received from Adoption Services, refer to Policy 5.3 (Adoption),



- as applicable, the Inter-Regional Conferencing protocol has been followed as per Policy 5.6 (Adoption),
- the family has submitted their Application to Provide Legal Permanency - Child Specific [ADOP11608] which confirms their wish to pursue legal permanency of the child or youth, for child specific matches
- the family's home study report or addendum to home study report to provide legal permanency of the child or youth has been approved by the director using Addendum to Home Study Report – Child Specific Legal Permanency [ADOP12108]
- the proposed permanency family has an assigned worker to support them through the information sharing process.
- in the case of **private guardianship**, the casework team continues to support consideration of the proposed match.

#### Child Specific Matches (Current Caregiver)

Child specific matches with the current caregiver are matches where the child or youth is already residing in the home of the proposed permanency family. These are plans for legal permanency with current kinship or foster caregivers.

**NOTE:** In the case of adoption, the information sharing process must occur prior to the child or youth's status in the home being changed to Permanency Placement Adoption (PPA).

#### Child Specific Matches (child not residing in the home)

Child specific matches can also occur when the proposed permanency family has a significant pre-existing and definable connection with the child or youth's biological family, as confirmed by the director. This can include extended family members, permanency parents to the child or youth's sibling(s), cultural community members, respite providers, or teachers.

For these child specific matches, the child or youth is not yet residing in the home of the proposed permanency family.

#### Non-Child Specific/General Matches

Non-child specific matches, also known as general matches, are those matches where the child or youth and the proposed permanency family are unknown to one another, and no pre-existing, significant or definable relationship exists. The child or youth is not yet residing in the home of the proposed permanency family.

The information sharing key considerations above must be met in addition to the following:

- the proposed permanency family has submitted an Application to Provide Legal Permanency - Non-Child Specific/General Match [ADOP0059], which confirms their intention to pursue legal permanency of a child or youth,
- Adoption Services has reviewed the home study report and activated the proposed permanency family for provincial matching,
- the child or youth's caseworker has reviewed the proposed permanency family from among other possible matches for the child or youth, and wishes to consider them further as the legal permanency option of choice.

### Information Sharing Process

Once the selected family agrees to proceed with adoption or private guardianship, begin preparing for the placement. If possible, placement should occur within 60 days.

Personal information about a child or youth's history and needs is shared with the proposed permanency families to ensure they can make informed decisions about their ability to parent the child or youth.

While information sharing is a reciprocal process that allows for a joint evaluation of the suitability of proceeding with a proposed plan for legal permanency, information sharing is a multi-purpose process that:

- Fulfills the Ministry's responsibility to plan effectively for the child or youth and prepares a proposed permanency family with the necessary background information to provide for their care.
- Presents comprehensive information about a child or youth in a factual, sensitive and strength-based manner.
- Provides both current and historical information pertaining to the child or youth and their needs. This includes developmental, emotional, behavioral, medical, educational, spiritual, familial, and cultural information.
- Establishes the child or youth's right to ongoing and meaningful relational and cultural connections. Plans for such connections post-permanency are shared with the proposed permanency family to determine their ability and commitment to honoring these plans.
- Enables the proposed permanency family to consider their ability and willingness to meet the child or youth's needs as a permanent, lifelong member of their family, and to make an informed decision to proceed.
- Enables the casework team to make a decision about whether or not proceeding with the match is in the child or youth's best interests, based

on an assessment of the family's suitability and capacity to meet the child or youth's needs.

The child or youth's caseworker has primary responsibility for coordinating the information sharing process. The process involves:

- organizing hardcopy documentation into an information package to be provided to the proposed permanency family,
- determining whether third party or identifying information is appropriate or necessary for release to the proposed permanency family,
- redacting third party information from hardcopy documentation being provided,
- identifying family members, professionals, and vested parties who will be participating in verbal and direct contact information sharing about the child or youth,
- setting up a schedule for the information to be shared, how, and by whom,
- making the final decision to either proceed with the plan for legal permanency with the proposed family at the conclusion of the information sharing process, and
- establishing next steps in the process of achieving legal permanency for the child or youth.

### **Confidentiality and Confirmation of Information Shared**

When undertaking the formal information sharing process, all proposed permanency families will sign a Confidentiality Agreement and Acknowledgment of Information Shared [ADOP11368]. This applies to proposed permanency families pursuing both private guardianship and adoption, and to all match types.

Prior to any formal information sharing, the proposed permanency family is to sign Part A of the Confidentiality Agreement and Acknowledgment of Information Shared [ADOP11368]. In doing so, the proposed permanency family agrees to:

- preserve the confidentiality of the information shared,
- store any documentation provided to them in a secure manner, and
- return any such documentation to the casework team if the match does not proceed to legal permanency.

At the conclusion of formal information sharing, both the proposed permanency family and the casework team sign Part B of the Confidentiality Agreement and Acknowledgment of Information Shared [ADOP11368].

By signing Part B, the proposed permanency family acknowledges and confirms what information was shared, by whom, when, where, and how. It also serves to acknowledge that:

- the information that has been disclosed is limited to what is known and available at the time of information sharing,
- additional needs of the child or youth may emerge in time,
- legal risks exist, and
- cross-cultural placements will involve an agreement to collaboratively develop a plan to honour and maintain the child or youth's cultural identity needs.

### **Scheduling of Information Sharing**

Information sharing is a necessary process that can be time-consuming to coordinate and undertake. It requires thoughtful planning, flexibility, sensitivity, and should allow the proposed permanency families adequate time to absorb and evaluate all of the information being shared. As the amount and nature of the information can be overwhelming, support the families throughout the process. The family's assigned caseworker should be present for the entirety of the process.

The process should involve:

- developing a clear and progressive information sharing plan that accommodates the prospective permanency family's schedule to the extent possible,
- scheduling information sharing meetings over a period of time to allow families necessary time to absorb, consider the information and consult with other professionals, if necessary,
- consideration to conducting the initial information sharing meeting at the home of the family, providing an opportunity for the child or youth's caseworker to observe the home environment and dynamics within it,
- allowing the proposed permanency family to have a support person present. Support persons **must** also sign a confidentiality agreement,
- meeting with the family regularly to offer support, answer questions, and to assist in the interpretation and contextualization of the information, and
- the caseworkers for the family and the child or youth being in close communication about how the process is unfolding, and to discuss any issues or concerns.

### **Hardcopy Documentation Provided During Information Sharing**

Information can be shared in several ways. One of these is through sharing of hardcopy documentation from the child or youth's intervention file. Provide the proposed permanency family a coherent and organized package of child specific

documents for independent review and consideration. The volume and nature of pertinent documents will vary on a case-by-case basis.

Child specific documents appropriate for sharing are outlined below. Using a binder with labelled tabs or a legal sized full tab classification folder can help with organizing documentation appropriately.

The timing of when to provide the hardcopy documentation package to proposed permanency families may vary, with professional judgment to be exercised. For current caregiver matches, this might be done as an initial step, given the likelihood that much of the information will already be known.

For general matches, introduction to the information may be best done through verbal or direct contact information sharing as a first step. This approach supports the family in understanding and contextualizing information that can be complex and difficult.

**Two copies** of the Confidentiality Agreement and Acknowledgment of Information Shared [ADOP11368] are to be made. Provide a copy to the proposed permanency parents for inclusion in their documentation package.

If, at the conclusion of the formal information sharing process, there is **agreement to proceed** with legal permanency by the proposed permanency family and the casework team, Part B of the Confidentiality Agreement and Acknowledgment of Information Shared [ADOP11368] is signed by relevant participants. In these cases, the proposed permanency family may keep all documentation shared with them.

Identified below are examples of documents that may be shared, as directly relevant to the family's ability to make an informed decision about the permanent placement of the child or youth. These include, but may not be limited to:

- History of Child [ADOP1373], a fact and strength-based document that represents a historical chronology of information known about the child or youth, their needs, their biological family, time in care, and expectations for family and cultural connections post-permanency. A History of Child document is a foundation document that is completed for all children and youth where legal permanency is being pursued.

**NOTE:** Identifying information or photographs of third parties, including biological families, should not be released in PART 1 of the History of Child unless this information is determined to be relevant to the proposed family's decision making.

- Medical Records, Assessments or Reports of the child or youth, which may include but are not limited to:
  - Medical reports
  - Birth records
  - Diagnostic reports
  - Medical assessments
  - Hospital Records (i.e. admissions, discharge, surgery)
  - Immunization Records
  - Optometrist/Ophthalmologist reports
  - Audiology reports
  
- Specialized Assessments of the child or youth, which may include but are not limited to:
  - Developmental assessments
  - Collaborative Mental Health
  - Occupational Therapy
  - Speech and Language Therapy
  - Physical Therapy
  - Infant Development Screening
  - Psychological assessments
  - Psychiatric assessments
  - Prenatal exposure assessments
  - Words and Pictures document that was developed for the child
  
- School Information of the child or youth, which may include but are not limited to:
  - Educational assessments
  - Program Unit Funding information
  - Individual education plans
  - Reports cards

**Hardcopy Documentation Provided After Information Sharing (Legal Permanency to Proceed)**

The following documentation and records are to be provided to the proposed permanency family, if a joint decision has been made to proceed with legal permanency. These are to be added to the hardcopy documentation package given to the family.

Original photos from the child or youth's physical file

Colour photocopies are to be made of photos that are removed from the physical file. Originals are given to the permanency family, and the copies placed on the child or youth's physical file. Dates of when the photos were taken, and the names of who appears in these should be recorded on the photocopies and on the original photos.

Contact/Openness Agreements

When a plan for ongoing contact has been collaboratively developed by the proposed permanency family, the biological family, and/or other significant connections to the child or youth, an agreement can be drafted which reflects the names of the individuals who will have ongoing contact, their relationship to the child or youth, their contact information, and the agreed upon terms of contact.

For adoption applications, these contact/openness agreements can be referenced in the special affidavit, or included as exhibits to the court application.

The completion of the Ongoing Information Exchange [PAR 3578] is also recommended, as it can help biological and adoptive families reconnect, if contact was agreed upon but has been lost.

For private guardianship applications, these contact/openness agreements can be submitted to the court as evidence of agreed-to contact terms.

**Note:** Identifying information related to contact/openness agreements should be recorded in Part 2 of the History of Child [ADOP1373].

Exchange of Non-identifying Information

For adoption applications, when there is a plan for the exchange of non-identifying information including letters, cards and/or pictures as facilitated by the PAR, identify the details in the History of Child [ADOP1373], and complete the Ongoing Information Exchange [PAR 3578] prior to finalizing the adoption order.



### Cultural Plans

For any child or youth who is Indigenous, there is a requirement that the Plan [CS4028] or any similar plan be collaboratively developed to ensure a child or youth's connection to their culture and cultural community is honored. The plan reflects the names of the individuals who are party to the plan, their role/relationship, contact information, and the specific commitments being made. See Policy 2.3 (Intervention) for more details about Cultural Connection Planning.

The Plan [CS4028] or any similar plan is submitted to the court with the application for adoption or private guardianship.

**Note:** Identifying information related to Cultural Plans should be recorded in Part 2 of the History of Child [ADOP1373].

### Confirming Child or Youth's Registration under the *Indian Act* to Adoptive Parent

When a child or youth who is registered under the *Indian Act* is placed for adoption, the caseworker confirms the child or youth's registration to the adopting parent in writing and recommends the parents contact ISC for information regarding registration and any benefits for which the child or youth is eligible to receive.

### Indigenous Services Canada Documentation

In the case of adoption of a child or youth who is registered under the *Indian Act*, ISC will issue a new Status Card in the child or youth's adoptive name, once advised by the Alberta Court of Queen's Bench that an adoption order has been granted. Refer to Policies 2.1.2, 2.1.3 and 2.5 (Intervention).

Status Cards in the child or youth's biological name **must not** be provided to the proposed adoptive family as a part of information sharing.

In the case of private guardianship of a child or youth who is registered under the *Indian Act*, the child or youth's current registration number is not impacted and as such their Status Card should be provided to the proposed permanency family.

In the case of either adoption or private guardianship of a child or youth with Indigenous heritage, where ISC has provided confirmation that the child or youth is not eligible for registered, provide the permanency family with a copy of the response from ISC. The ISC file number on the letter can be referenced in any future applications for registration with the potential to expedite the process. This letter **must** be redacted of identifying biological family information.



#### Confirming Child or Youth's Affiliation with Metis Settlement

If a Métis child or youth is affiliated to a Metis Settlement, the caseworker confirms this to the adoptive parents in writing and recommends they contact the affiliated Metis Settlement for information regarding any benefits for which the child or youth may be eligible to receive. To be considered for Metis Settlement membership, the applicant must be 18 years as the *Metis Settlement Act*.

#### Media Recruitment

If media recruitment was ever undertaken for the child or youth, provide copies of written profiles featured on the adoption website or other events and, as applicable, copies of Wednesday's Child video clips.

#### **Redacting Hardcopy Documentation for Third Party Information**

As information sharing is bound by FOIP and CYFEA, it is essential to ensure that hardcopy documentation provided to proposed permanency families is carefully vetted. As such, prior to releasing the documentation package, the caseworker has a responsibility to ensure all documents are:

- photocopies (original documents are not to be altered),
- redacted for third party information that is identifying,
- redacted for referral source information,
- redacted for solicitor-client privileged information,
- thoroughly reviewed for third party information (i.e. check headers and footers for information pertinent for redaction), and
- marked "private and confidential".

Refer to Policy 1.2.1 (Intervention) for more details on releasing information.

#### **Release of Identifying Third Party Information**

Under certain circumstances release of third party identifying information may be warranted and permissible. Each circumstance requires critical thinking, professional judgment, and consideration of parameters in release.

Identifying third party information may be released **if**:

- Contact with a particular individual or family member presents a risk to the child or youth's safety and/or that of the permanency family.
- Ongoing contact between birth family members or other significant connections and the child or youth is planned post-permanency. Facilitating ongoing contact is predicated upon knowing each other's identities and contact information. Individuals need to provide written consent to have their identifying information released.

- The Plan [CS4028] or any similar plan has been collaboratively developed. The ability of participants to fulfill their commitments is predicated on knowing each other's identities and contact information. Participants need to provide written consent to have identifying information released.
- A biological parent is voluntarily surrendering the child or youth and has requested an open adoption. Written consent to have their identifying information released to the proposed permanency family has been provided.

### **Verbal and Direct Contact Information Sharing**

The proposed permanency families are also provided information about the child or youth directly from persons who have close personal or professional knowledge of them. Such contact is important in presenting a current and accurate understanding of the child or youth, with clinical information balanced against information that is holistic, strength-based, and appropriately contextualized. These contacts also assist in fostering the connections necessary to the continuation of post-permanency relationships for children and youth, whether personal or professional.

In cases where ongoing contact is anticipated, best practice dictates that the casework team assist in fostering a collaborative and sound connection between the proposed permanency family and individuals who are to remain connected with the child or youth. These individuals can be family members, significant connections, or cultural community members. Agreements related to post permanency contact must be collaboratively developed.

Where applicable and appropriate, meetings are to be organized to allow for direct contact information sharing between the proposed permanency family and persons and professionals who are connected to or supporting the child or youth.

These may include but not limited to:

- Caregiver(s)
- Respite care provider(s)
- Previous caseworker(s)
- Teacher(s)
- Teacher's aide(s)
- Youth worker(s)
- Therapist(s), Psychologist(s) and/or psychiatrist(s)
- Medical personnel, including pediatricians or other specialists
- Biological parent(s)
- Sibling(s) and their guardians/caregivers
- Extended family
- First Nation designate

- Métis Resource Person
- DFNA staff
- Elder(s)
- Cultural community representative(s)

### **Outcome of Information Sharing**

Once information sharing is concluded, there are two possible outcomes: Either the decision is made to **proceed** or **not proceed** with legal permanency of the child or youth with the proposed permanency family.

#### **Legal Permanency with Proposed Permanency Family to Not Proceed:**

If a decision is made by either the casework team or the proposed permanency family to **not proceed** with the proposed plan for legal permanency, all hardcopy documentation that was provided to the proposed permanency family is to be returned to the director.

For matches that required an Official Match to proceed to information sharing, the caseworker must contact Adoption Services to advise of the need to cancel the Official Match. Adoption Services may identify what is required to reactivate the child or youth and/or family for further matching activity.

#### **Legal Permanency with Proposed Permanency Family to Proceed:**

##### *Adoption*

For matches where the child or youth is not yet residing in the home of the proposed permanency family, and adoption is the legal permanency plan being pursued, a pre-placement plan is collaboratively developed. Pre-placement concludes on the date of the child or youth's full transition into the home, as defined by their being placed Permanency Placement Adoption (PPA) and when the PPA date begins.

See Policy 9.1 (Adoption). Adoption Services is to be advised when the child or youth is placed PPA, and again when the adoption has been finalized.

For matches where the child or youth is already residing in the home of the proposed permanency family, and adoption is the legal permanency plan being pursued, the PPA date can be anytime it is administratively feasible.

##### *Private Guardianship*

For matches where the proposed permanency family is the current caregiver and private guardianship is the legal permanency plan being pursued, Adoption Services is to be advised when the private guardianship order has been granted.

For matches where there is a kinship relationship or a significant, pre-existing and definable connection, as confirmed by the director and where the child or youth is not already living in the home of the proposed permanency family, a pre-placement plan is collaboratively developed. Pre-placement concludes on the date of the child or youth's full transition into the home as defined by their being placed kinship care with the family.

For general matches where there is no pre-existing relationship and private guardianship is the legal permanency plan being pursued, a pre-placement plan is collaboratively developed. Pre-placement concludes on the date of the child or youth's full transition into the home, as defined by the date of their placement with the family. Adoption Services is to be advised when the child or youth is placed in the home of the family, and again when private guardianship has been granted.

### Documentation

- Document all contacts, consults, activities, decisions and rationale for decisions on the contact log in the electronic information system.
- Ensure 3<sup>rd</sup> Person Consult and Family/Natural Support Meetings and any other meetings are documented, including the outcome of the meetings and the rationale for decisions made.
- Document the participants in attendance in meetings including what information was shared, by whom, when, where, and how the information was shared.
- Document any direct contact the proposed permanency family had with persons and professionals connected to the child or youth.
- Ensure a copy of the Confidentiality Agreement and Acknowledgment of Information Shared [ADOP11368] is appropriately documented.
- Where third party information was shared as part of the information sharing process, document the rationale for the disclosure.
- Update the legal status and placement changes on the electronic information system accordingly.
- Complete all necessary electronic information system entries.

## Related Information



[1.2.1 Releasing Information for Providing Intervention Services \(Intervention\)](#)

[2.1.2 First Nation Individual Registered under the Indian Act \(Intervention\)](#)

[2.1.3 Rights and Privileges of First Nation Children Registered under the Indian Act \(Intervention\)](#)

[2.3 Cultural Connection Planning \(Intervention\)](#)

[2.5 Caseworkers Responsibilities for an Indigenous Child \(Intervention\)](#)

[4. Access \(Adoption\)](#)

[5.6 Inter-Regional Conferencing](#)

[9.1 Permanency Placement- Adoption \(PPA\) Date \(Adoption\)](#)

[3<sup>rd</sup> Person Consult \(Intervention\)](#)

[Family/Natural Supports Meeting \(Intervention\)](#)



[Application to Provide Legal Permanency – Child Specific \[ADOP11608\]](#)

[Application to Provide Legal Permanency -- Non-Child Specific/General Match \[ADOP0059\]](#)

[Addendum to Home Study Report \(Child Specific Legal Permanency\) \[ADOP12108\]](#)

[Addendum to Home Study Report \(Non-Child Specific/General Legal Permanency \[ADOP3771\]](#)

[Plan \[CS4028\]](#)

[Confidentiality Agreement and Acknowledgement of Information Shared \[ADOP11368\]](#)

[Inter-Regional Checklist and Consent \[ADOP3769\]](#)

[Plan \[CS4028\]](#)

[History of Child – \[ADOP1373\]](#)

[Ongoing Information Exchange \[PAR 3578\]](#)

[CICIO User Guide](#)

*To report a broken link click [here](#).*

# Practice Supports

Practice Support:	<b>Permanency Placement-Adoption (PP-A)Period</b>	Issue Date: October 19, 2021
Policy Reference:	<a href="#">9.2 Permanency Placement-Adoption (PP-A)Period</a>	Revision Date: October 19, 2021
		Page 1 of 5

## Child Intervention Practice Framework Principles

CS works with adoptive parent(s) to provide children or youth with a safe and stable home when the child or youth cannot be reunited with their biological parent(s). During the Permanency Placement Period CS and the adoptive parents have joint guardianship of the child or youth before the adoption order is granted. Collaboration and open communication with adoptive parent(s) provides information regarding their responsibilities and different supports that may be available after the adoption order is granted.

During the permanency placement period, consideration should be given to every one of the principles (Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration and Continuous Improvement).

## Practice Process

For Indigenous children or youth, ongoing reassessment as per s. 16(3) of the Federal Act is not required once the Permanency Placement Adoption (PPA) period starts.

During the PPA, the placing caseworker transfers the child or youth's file, within two weeks, to the worksite where the adoptive family lives.

During the PPA, the receiving caseworker:

- retains guardianship responsibilities during the PPA period,
- immediately contacts the local health/medical services to ensure services are available for the child or youth,
- contacts the adoptive parent(s) within one week of placement,
- visits the adoptive home within two weeks,
- has, at minimum, monthly contact with the child or youth and adoptive parent(s) for the first three months of placement,

- supports the adoptive family and ensures the required resources are in place,
- informs the adoptive parent(s) if any issue arises that could affect the granting of an Adoption Order,
- discuss any safety concerns that the adoptive parent(s) may have with the child or youth being listed in the General Indian Register or the Band's membership list,
- advises the adoptive parent(s) to notify the caseworker if:
  - the child or youth's safety, security or development is endangered,
  - the adoptive family's or child or youth's circumstances change,
  - the adoptive family has plans to move or travel outside of the province which requires prior approval from CS, or
  - the adoptive parent(s) experience difficulties parenting the child or youth.
- advises the adoptive parent(s) that they:
  - assume financial responsibility for the child or youth,
  - should take the child or youth to their chosen doctor for initial medical check-up, transfer previous medical records and arrange transfer of immunization records to the local Health Unit,
  - should direct any questions regarding claiming a child or youth on their income tax to Canada Revenue Agency (CRA), and
  - should register the child or youth for an Alberta Personal Health Card and medical benefits, if possible

Prior to adoption finalization, the caseworker:

- advises the adoptive parent(s) to apply for any benefits which may be available through the Canada Revenue Agency. This includes applying for:
  - the federal Canada Child Benefit (CCB) only after the adoption order has been finalized.
  - The CCB may include the Child Disability Benefit (CDB).
- requests that the adoptive family contact a Family Support for Children with Disabilities (FSCD) caseworker to assess the child or youth's eligibility for services under the FSCD program,
- determines if the adoptive family requires maintenance according to the regulations under the Supports for Permanency program. For maintenance and support services prior to and upon the Adoption Order being granted, see Policy 12.1 (Adoption).



**NOTE:** Services under the FSCD program or SFP cannot commence until the adoption order has been granted.

### Sibling Registry

Ask the adoptive parent(s) to complete the Sibling Registry [PAR2814] and indicate if they would consider:

- adopting a sibling,
- fostering a sibling,
- contact between siblings, or
- if they are not interested in being contacted.

The adoptive parent(s) have the option to email or mail the Sibling Registry form to the PAR themselves, if it is not to be included in the package sent to the PAR.

### **Updating the Indian Registrar for a First Nation Child or Youth Registered under the *Indian Act***

Once an adoption order is granted, the Clerk of the Court sends a copy of the order to Adoption Services and to ISC.

Upon receiving an adoption order, ISC sends a form to the adoptive parent(s) asking if any safety concerns exist in having the child or youth identified on the General Indian Register or on the Band's membership list.

If the adoptive parent(s) indicates that there **ARE NO** safety concerns or they do not respond to ISC within 90 days:

- The child or youth's adoptive name is listed both on the General Indian Registry and, in some cases, on the Band membership list.
- ISC will send the adoptive parent(s) a new Indian Status card in the child or youth's adoptive name.
- ISC might also advise adoptive parent(s) whether or not they will need to reapply for Band membership.

If the adoptive parent(s) indicates that there **ARE** safety concerns:

- The child or youth is placed on the Restricted "A-List" under their adoptive name.
- ISC provides the adoptive parent(s) with a "B-Number". This number allows individuals on the "A-List" to access Non-Insured Health Benefits.
- Access to benefits and rights are limited for individuals who remain on the "A-List".
- Individuals can make a request to be removed from the "A-List" at any time by contacting ISC.



- A decision to place a child or youth on the “A-List” should be carefully considered as the process to remove an individual from the “A-List” and place them on the General Indian Registrar can take several years.
- ISC will advise adoptive parent(s) about issues related to Band membership.

If the child or youth is adopted by a First Nation Individual registered under the *Indian Act*, the child or youth may be registered under the adoptive parent’s registration. The adoptive parent(s) may then apply for band membership for the child or youth.

### **Post Adoption Registry (PAR)**

In order to promote continuing connections to the biological parent and sibling(s) inform the adoptive parent(s) about the services provided by the PAR.

#### Identifying Information

Upon request from an adoptee or biological parent, the PAR may release identifying information, if:

- an adoptee 18 years of age or older requests, or
- a biological parent requests after the adoptee has reached the age of 18 years and six months.

#### Contact Preference

An adopted person, a parent, or any person named in the sealed adoption record may file a Contact Preference [PAR3575] with the PAR advising the manner in which they prefer to be contacted.

A Contact Preference does not prevent the release of identifying information from the sealed adoption record and is not binding.

#### Ongoing Information Exchange

If the biological parent expresses an interest in exchanging non-identifying information and pictures through the Post Adoption Registry after the child or youth is adopted, determine whether the adopting parents are willing to exchange correspondence. Any arrangements should be made before the adoption order is granted.

### **Documentation**

Document all activities, contacts, consultations, decisions and the rationale for decisions on a contact log in the electronic information system.

The placing caseworker documents the reason for changing the eight month recommended PPA timeline such as unforeseen health issues or changes in family circumstances.

## Related Information



[12.1 Supports for Permanency Program Services](#)



[Sibling Registry \[PAR2814\]](#)

[Contact Preference - Post Adoption Registry \[PAR3575\]](#)

To report a broken link click [here](#).

Superseded

# Practice Supports

Practice Support:	<b>Private Guardianship for a Child or Youth – Application by the Director</b>	Issue Date: May 13, 2021
Policy Reference:	<a href="#">11.0 Private Guardianship of a Child or Youth</a>	Revision Date: October 19, 2021
		Page 1 of 15

## Child Intervention Practice Framework Principles

Private guardianship provides legal permanency for children and youth in care. Work with the applicant, the child or youth, and their support network to ensure the child or youth maintains connections to their culture and to significant individuals important to them. When determining whether to support a decision for private guardianship, collaborate with everyone involved throughout the private guardianship process to facilitate careful planning and shared decision-making.

Throughout the private guardianship process give consideration to each one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Key Considerations

The decision point to support a plan for private guardianship is based on applying the Practice Strategies for Lifelong Connections and the core principles of the Child Intervention Practice Framework to facilitate critical thinking, careful planning and shared decision-making.

When considering whether to support an applicant's intention to pursue private guardianship, ensure it is in the best interests of the child or youth and include the child or youth in the conversation and part of the decision making process.

Work through the decision making process and ensure the applicant is aware the following requirements for the application process need to be met:

- the applicant's ability and willingness to meet the child or youth's physical, emotional, and social needs into adulthood,
- the applicant's ability and willingness to understand and recognize the child or youth's voice and opinions,
- the social and emotional readiness of the child or youth,
- the opinion of the child or youth's former guardian(s),

- the applicant’s ability and willingness to maintain the child or youth’s connections with their biological family and other significant individuals in the child or youth’s life,
- the applicant’s physical and mental capacity to be the guardian of the child or youth,
- the applicant’s financial and domestic stability,
- the applicant’s ability and willingness to meet the legislative and practice requirements of planning for an Indigenous child or youth,
- the applicant’s ability and willingness to address the 4 Areas of Connection (relational, physical, cultural and legal) for the child or youth. For more information about the 4 Areas of Connection, see Policy 4.2.3 (Intervention):
  - identify how the applicant will support the child or youths cultural, spiritual and linguistic background as well as how the child or youth will actively participate in their culture in their day to day life
  - identify how the child or youth’s relationship with family members and persons important to them will be supported and explore the possibility of searching for family members including extended relatives
  - observe the interactions and environment of the child or youth with the applicant and identify if there is a sense of belonging and connection
- The case team must confirm the applicant has met the legislative requirement of providing continuous care for the child or youth for a period of at least 3 months prior to the court hearing,
- Although the legislative requirement is 3 months of continuous care, which may be waived by the court, the readiness of the family and the child or youth for private guardianship should be assessed by the case team on a case by case basis.

### **Indigenous Child or Youth**

For a child or youth who is, may be or self-identifies as Indigenous, ensure that:

- A Metis Settlement Affiliation Check [CS4014] has been completed if the criteria has been met as defined in Policy 5.1 (Adoption).
- If the child or youth has been confirmed as affiliated to a Metis Settlement in Alberta, a Métis Resource person is involved in planning for the child or youth.
- If the child or youth is Inuit, ensure there is involvement and support from a Inuit Resource person.

- A Registered Indian Status Request for a Child/Youth under Permanent Guardianship Order or Permanent Guardianship Agreement [CS12881] has been completed if the criteria has been met as defined in Policy 2.1.2 (Intervention).

**NOTE:** As soon as a child or youth who may be or self-identifies as Indigenous is in the care and custody of the director, complete checks to determine Metis Settlement affiliation, or eligibility for Registered Indian Status.

See Policies 2.1.1, 2.2.1 and 2.4 (Intervention).

### Band Involvement

When a child or youth is a First Nation Individual, band involvement in the planning for services is required and is to be initiated as soon as possible where the child or youth:

- Is in need of intervention services per s.107(1)(a), and
  - is a resident of a reserve, or
  - if the child or youth is not a resident of a reserve, the guardian of the child or youth has consented to the involvement of a person designated by the council of the band, or
- Is under a TGO, PGO or a PGA regardless of whether the child or youth is a resident of a reserve or not as per s.107(1)(b),
- Involvement of a First Nations designate in the planning for the child or youth's must be confirmed as part of a decision to formally support the plan for private guardianship.

### Notice to a Band

- The band(s) the child or youth is a member of or entitled to be a member of must be served with notice of the nature, date, time and place of the hearing of the application for private guardianship per s.53(1.1).
- Notice to the Band of Private Guardianship Application [CS12166] must be served no less than 30 calendar days before the date of the court hearing.
- Notice is served by registered mail to the band office, addressed to Chief and Council. An Affidavit of Service by Registered Mail [CS1638] must be completed upon confirming notice has been received.
- For bands with post office boxes, registered mail cannot be accepted, use a process server to serve the notice.
- Direct contact (in person or by phone) must be made with the person designated by the council of the band and/or who has been involved in

planning for services on behalf of the child or youth. Confirm details of the private guardianship hearing verbally, and then with written communication.

- Notice is also served on the bands or settlements the Indigenous child or youth is connected to regardless of whether they are a recognized member or on the band or settlement's membership list.

### Cultural Connection Planning

For a child or youth who is Indigenous, cultural connection planning must occur per s.52(1.3):

- Ensure an application for private guardianship of an Indigenous child or youth consists of the Plan [CS4028] or a similar plan. The plan must address how the child or youth's Indigenous identity, culture, heritage, spirituality, language and traditions will be respected, supported and preserved over the long term, and specify commitments that have been made and by whom, within the child or youth's care team.
- The plan needs to be detailed, specific, individualized, developed in a collaborative manner, and agreed to by all participants.

See Policy 2.3 (Intervention).

### **Meeting with the Applicant**

When meeting with an applicant, support them in making an informed decision by explaining the private guardianship process including, their rights and responsibilities as private guardians, the expectations to maintain and support the cultural and family connections of the child or youth, and the level and nature of supports available after receiving a private guardianship order, such as SFP.

**NOTE: SFP is only available to the private guardians of children and youth who were under PGO/PGA prior to granting of the private guardianship order. For details, see Policy 12.0 (Adoption).**

Work with the applicant to review the application requirements and help them understand the following:

- An addendum to their Home Study Report (HSR) or, in some cases, a new HSR may be required.
- The possibility that the addendum or new HSR may not be approved by the director to support the application for private guardianship to the court.
- Information about the nature and level of support to be provided to the child or youth once the order is granted.

- The option of having the director make the application on behalf of the applicant or for the applicant to make their own application for private guardianship.
- If the child or youth is Indigenous, the applicant must:
  - meet the relevant legislative and procedural requirements
  - include the Plan [CS4028] or a similar plan in the application as per s.52(1.3) and that there is an understanding of, and demonstrated commitment to addressing how the child or youth's identity, culture, heritage, spirituality, language and traditions will be respected, supported and preserved per s.57.01(a).
  - take reasonable steps necessary for the child or youth to exercise their rights as a First Nation Individual and must inform the child or youth of their status as a First Nation Individual as soon as, in the opinion of the guardian, the child or youth is capable of understanding the child or youth's status as a First Nation Individual as per s.57.01(b).
- The application, per s.55(1) requires the consent of:
  - The director (current guardian), consent is part of the Notice and Application by a Director for a Private Guardianship Order [CS2050]; a separate consent is not required, refer to section 5 of CS2050, and
  - the child or youth, if 12 years of age or older, with the completed Consent by a Child 12 Years or Older [CS1612].
- The court may make an order to dispense with the consent of the guardian who is not the director, or the child or youth, if satisfied that it is in the best interests of the child or youth as per s.55(2).
- The court may also order terms respecting custody and contact with the child or youth.
- The court may dispense with service on any band or any person other than the director in accordance with s.53(2)(c).
- The legal risk associated with a former guardian making an application to have a child or youth returned to their care as per s.35.1(1).
- The former guardian may return to seek guardianship after an order has been granted
- Any adult can make an application for private guardianship of a child or youth in the care of the director and multiple applications for private guardianship could be heard. The court determines which applicant(s) may be granted private guardianship.



**NOTE:** Legal advice is not to be provided by the case team or director. Advise the applicant of their right to seek independent legal advice, and that they may do so at any point during the process.

### **Completing the Application for Legal Permanency Form (Expressed Interest)**

After meeting with the applicant to discuss the process and expectations for private guardianship, the following should occur:

- have the applicant complete an Application for Legal Permanency - Child Specific [ADOP11608],
- begin the assessment and approval process of the applicant for private guardianship.

**NOTE:** Completing an Application for Legal Permanency – Child Specific [ADOP11608] is the process that initiates the requirement for assessment and approval by a director of the applicant for private guardianship of a child or youth. This is distinct from the court application process of completing and filing a Notice and Application by a Director for a Private Guardianship Order [CS2050], which occurs following the director's approval for private guardianship.

### **Case Team Decision**

When an individual has confirmed their intention to seek private guardianship of a child or youth who is subject of a PGO or PGA, the case team, using a collaborative approach, determines whether to support this plan. Include the child or youth in the conversation and part of the decision-making process.

- The case team may use a Family/Natural Supports meeting to engage all participants. Refer to Policy 7.1.1 (Intervention).

Conduct supervisor consults to explore the implications of the plan, identify and discuss the key considerations, and ensure there are no evident barriers to proceeding.

### **Decision to Support the Applicant**

Conduct a 3<sup>rd</sup> Person Consult for a formal decision to determine whether to proceed with the plan for private guardianship.

- The 3<sup>rd</sup> Person Consult must review the key considerations and the practice strategies that have been used to arrive at the decision to support private guardianship by the applicant.



- Where the decision is made to support the applicant’s private guardianship application, define the plan for proceeding and outline the requirements for the applicant.
- Where there are complex questions regarding applying for private guardianship that require legal input such as serving notice on affected parties, consult with the casework supervisor to determine the need to seek legal advice. Serving notice of the hearing on other affected parties may include:
  - Any person with an existing order for access related to the child or youth,
  - Birth parents or other extended family who have had ongoing contact with the child or youth, or
  - Other individuals who wanted to be considered as a legal permanency option for the child or youth.

In most circumstances, the director will file the application on behalf of the applicant who is the child or youth’s caregiver. The caseworker is to define a staged plan for proceeding, outline requirements for the applicant, and the process to be undertaken.

When the director is not supporting the application for private guardianship, and the caregiver has intentions of filing their own (direct) application for private guardianship of the child or youth, refer to Practice Supports Private Guardianship – Direct Application, and the [Private Guardianship Self Help Guide](#).

### **Completing and Approving a Home Study Report or an Addendum**

During the HSR process, determine the documentation required for private guardianship application.

When there are no known concerns, request that the applicant provides the following completed documentation prior to preparing the Addendum or HSR:

- Criminal Record Check [CS1800]
- Intervention Record Check [CS2687]
- Three Personal References [CS0013]
- Medical Reference, if necessary [CS0046]

The case team reviews the documentation and determines whether to proceed with completing an addendum or HSR.

If information from the case team’s review of documentation identifies concerns that cannot be mitigated, advise the applicant in writing of the specific reasons for not completing an addendum or HSR.

When completing the addendum or HSR, identify and fully mitigate as part of the assessment process, any concerns related to the applicant's care of children or youth under a kinship or foster care status.

- This is to include a review of provider assessments, quality of care, or license non-compliance concerns. Relevant information on the provider's page in the electronic information system must be reviewed including contact logs, provider assessments and any other relevant information. The applicant is entitled to receive a copy of the addendum or HSR even if it was not approved by the director.

### Home Study Report

CYFEA requires that every court application for private guardianship include a HSR.

Ensure the following information is included when a HSR is completed for the purposes of private guardianship:

- the applicant's history of, and demonstrated commitment to, supporting and preserving the child or youth's Indigenous identity, culture, heritage, spirituality, language and traditions.
- the applicant's history of, and demonstrated commitment to, supporting the child or youth's connections to family, friends, caregivers and other significant individuals.
- the opinion of the applicant's kinship/foster care support worker, relative to their capacity and suitability for private guardianship of the child or youth.
- the opinion of the child or youth's caseworker about the applicant's proceeding with private guardianship of the child or youth, when it is not the caseworker completing a new HSR i.e. a contractor completes the HSR.

On a case by case basis, where the applicant has a current and approved HSR, the case team may determine that circumstances require that a new HSR be completed for the applicant seeking approval for private guardianship.

Otherwise, where a current and approved HSR needs to be updated, use an addendum to reflect the current circumstances of the applicant.

### Addendum to a Home Study Report

An addendum to Home Assessment Report (Child Specific Legal Permanency) [ADOP12108] is used to:

- assess the applicant and provide specific approval for private guardianship of the child or youth

- update the applicant’s information when the HSR is more than a year old to reflect current circumstances.
- update information and act as a complement to an approved SAFE Home Assessment, Home Study Report [ADOP3461], or Home Assessment – Detailed Report [CS2637A],
  - HSRs using any one of these templates may have been previously completed for the purposes of kinship care, foster care, adoption, or private guardianship.

**NOTE: The Addendum to Home Assessment Report (Child Specific Legal Permanency) [ADOP12108] is the template to update and complement information found in a current and approved HSR.**

The applicant is entitled to a copy of the addendum or HSR regardless of whether the director approved it. Ensure a copy of the addendum or HSR is provided to the applicant.

#### Approving the Home Study Report or Addendum

When the HSR or addendum has been completed, the decision on whether to approve the applicant for private guardianship is made through another 3<sup>rd</sup> Person Consult process.

The completed HSR or addendum must be signed by the director and a copy provided to the applicant.

The HSR or addendum is not valid until approved and signed by the director. Regional and/or DFNA practice may vary as to whether sign-off approval is at a casework supervisor or manager level.

When completed and approved, the addendum is submitted with the current and approved HSR for filing with the court as part of the private guardianship application. An addendum is never submitted by itself to the court.

- When an application for private guardianship is being made more than one year after an addendum’s initial approval, information within the addendum will need to be updated. Once updated, it will again require approval by the director.

**NOTE: If the director is not approving the addendum and/or HSR, the individual is entitled to a copy, which they can use to apply for private guardianship on their own. The court does not require an addendum or HSR to be approved by the director to be submitted as part of the individual’s direct application.**

For more information on applying without the support and consent of the director, refer to Practice Support Private Guardianship for a Child or Youth – Direct Application

### Supporting Documentation

The following documents must be included with the court application when the private guardianship application is filed by the director:

- A current and approved HSR:
  - SAFE Home Assessment, Home Study Report [ADOP3461], or Home Assessment – Detailed Report [CS2637A]
- a current and approved HSR submitted in conjunction with an approved Addendum to Home Assessment Report (Child Specific Legal Permanency) [ADOP12108].
- Criminal Record Check, completed within 6 months of filing, for the applicant and any other individual living in the home who is 18 years of age or older.
- Intervention Record Check, completed within 6 months of filing, for the applicant and any other individual living in the home who is 18 years of age or older.
- Copy of the Permanent Guardianship Order, or an original Permanent Guardianship Agreement.
- Copy of any Access Order.
- For an Indigenous child or youth, the Plan [CS4028] or any plan that addresses how the child or youth's Indigenous identity, culture, heritage, spirituality, language and traditions will be respected, supported and preserved.
- For a child or youth who is a First Nation Individual, a summary of the band involvement process, and the perspective of the band or bands with respect to the Plan [CS4028] or a similar plan that addresses how the child or youth's Indigenous identity, culture, heritage, spirituality, language and transitions will be respected, supported and preserved.

**NOTE:** For more detailed guidance on processing and preparing the private guardianship application package for filing at court, for details on court procedures, follow Policy 5.5 (Intervention).

### Formal Information Sharing

Once the HSR or addendum process has concluded, begin a formal information sharing process using the Confidentiality Agreement and Acknowledgement of Information Shared [ADOP11368] and ensure it is duly signed by all required parties including the caseworker, the casework supervisor and the manager. This form acts as confirmation of the information that was shared. For more information on information sharing, for the purpose of legal permanency refer to Policy 5.3.1 (Adoption).

Sharing information appropriately is a necessary part of the private guardianship process and ensures families have important information about the child or youth. Information sharing:

- Presents comprehensive information about a child or youth in a factual and sensitive manner,
- Provides current and historical information pertaining to the child or youth and their needs. This includes developmental, emotional, behavioral, medical, educational, spiritual, familial, and cultural information,
- A formal process of information sharing is only a requirement for children and youth who were subject of a PGO or PGA.
- Ensure the new guardian is provided with any photos and mementos that were kept on the child or youth's intervention file. Copies of these are to be made and kept on the file.
- Equips the applicant with necessary background information to provide for care,
- Enables the applicant to make an informed decision by considering their ability and willingness to meet the child or youth's needs as a permanent, lifelong member of their family,
- Fulfills the Ministry's responsibility to disclose information required to plan effectively for the child or youth.

### **Planning for Transition of Supports**

Prior to filing an application for private guardianship with the court, the case team:

- Coordinates a joint meeting with the applicant and the SFP worker to begin negotiating the SFP Agreement. Refer to Chapter 12 (Adoption).
  - If the child or youth qualifies for FSCD supports, ensure the SFP meeting includes an FSCD worker. Refer to the Cross Ministry Protocol between Children's Services and Community and Social Services for direction.
- Ensures the applicant is made aware of other programs that may be accessible after becoming a private guardian. These programs include but are not limited to, child or youth health benefits, daycare subsidy, and disability tax credit.
- Review with the applicant their ability, commitment, and plan to support the child or youth's ties to family, community, and culture.

- Discuss and establish the plan to move the application for private guardianship forward to the court, and continue to support the child or youth's current placement until private guardianship is granted.

### **Multiple Applications and Complex Circumstances**

There can be multiple applications for private guardianship, and the court may choose to hear multiple applications for private guardianship of a child or youth at one time. Utilize a case by case approach in determining the position of the director in moving forward.

Determining how to proceed with multiple applications or other complex situations require planning and shared decision-making. Such decisions can include:

- Whether to formally support one applicant over another,
- Whether to take no position before the court, relative to which applicant should be granted private guardianship, or
- Whether to provide consent to one, none, or all applicants.
- For more information for when the director is not supporting the private guardianship application, refer to the Practice Supports Private Guardianship for Child or Youth – Direct Application.

### Decision Making for Multiple Applications and Complex Circumstances

Where direct applications for private guardianship are being made, or multiple applications are being made, the case team must:

- Complete a 3<sup>rd</sup> Person Consult
- Consult with a lawyer, as appropriate.
- Ensure the principles of procedural fairness are adhered to. A clear and fair process requires transparency, and clear communication of intention. Contact the affected parties directly and communicate decisions in writing whenever possible.
- Do not provide legal advice to applicants or prospective applicants. Advise them to seek independent legal advice.
- When the child or youth's request may benefit from legal advice, contact the Office of the Child and Youth Advocate to access a lawyer through the Legal Representation for Children and Youth. For more information, refer to Policy 1.3 (Intervention)

**NOTE: File standards for private guardianship are being developed. In the interim, contact notes, application documentation, and copies of any other hardcopy documentation relevant to the private guardianship**



applicant(s) and process should be kept together on the provider file. Such records are required to be kept; at no point should any such documents be shredded or purged.

### Documentation

Complete all electronic entries and update the contact log on the provider page in the electronic information system. Ensure the appropriate entries are completed in the provider page's private guardianship tab and attach relevant forms.

Document all decision points and rationale for decisions including decisions from the case team, Supervisor consults and 3<sup>rd</sup> Person Consults. Documentation should include:

- who was in attendance
- the purpose or reason for the consult
- any ideas or cultural considerations that were raised
- what was decided (including assessment for an addendum, HSR, and whether or not to support the applicant's private guardianship application)
- the rationale for the decision, and the next steps to be implemented
- the rationale for full assessment in the provider file where a new HSR is required for the applicant seeking approval for private guardianship
- efforts to involve the child or youth's birth parents, extended family and community
- the voice of the child or youth

Document band involvement (who, what, when, how) as this helps identify whether legislative requirements have been met. Documentation should include:

- efforts and/or evidence of collaborative planning and decision-making,
- the completed Plan [CS4028] or similar plan with the perspective of the band(s) to the proposed plan,
- how the proposed plan addresses the 4 Areas of Connection for the child or youth

Document the information that was shared including when, what was shared, with whom and in what manner the information was shared.

Retain a copy of the completed application on the provider file and upload it into the electronic information system.

## Related Information



- [1.3 OCYA Overview](#)
- [1.4 Administrative Reviews and Appeal](#)
- [1.8 Procedural Rights](#)
- [2.1.1 First Nations Designate](#)
- [2.1.2 First Nation Individual Registered under the \*Indian Act\*](#)
- [2.2.1 Métis Resources](#)
- [2.3 Cultural Connection Planning](#)
- [2.4 Requirements under \*An Act respecting First Nations, Inuit and Métis children, youth and families\* \(Federal Act\) and CYFEA](#)
- [3.1.2 Intake – Receiving Referrals](#)
- [3.1.3 Safety Phase](#)
- [3.2.3 Case Closure](#)
- [3.2.4 Leaving the care and custody of the Director](#)
- [5.1 Referring a Child](#)
- [5.3.1 Information Sharing with Proposed Permanency Families \(Adoption and Private Guardianship\)](#)
- [5.3.5 Review of Permanent Guardianship Order by a Former Guardian](#)
- [5.5 Court Procedures](#)
- [8.1.2 Legal Representation for Children and Youth](#)
- [3<sup>rd</sup> Person Consults](#)
- [Family/Natural Supports Meeting](#)
- [Private Guardianship for a Child or Youth – Direct Application](#)



- [Addendum to Home Assessment Report \(Child Specific Legal Permanency\) \[ADOP12108\]](#)
- [Assessment and Support for Kinship Caregiver Section 2 \[FC12513\]](#)
- [Plan \[CS4028\]](#)
- [Metis Settlement Affiliation Request \[CS4014\]](#)
- [Registered Indian Status Request for a Child/Youth under Permanent Guardianship Order or Permanent Guardianship Agreement \[CS12881\]](#)
- [Application to Provide Legal Permanency – Child Specific \[ADOP11608\]](#)



[AHCIP Notice of Change/Addition \[AHC2212\]](#)

[History of Child \[ADOP1373\]](#)

[Consent by a Child 12 Years of Age or Older \[CS1612\]](#)

[Consent by a Guardian \[CS1613\]](#)

[Consent by a Director or Authorized Delegate \[CS2047\]](#)

[Notice and Application for a Private Guardianship Order \[CS0458\]](#)

[Notice and Application by a Director for a Private Guardianship Order \[CS2050\]](#)

[Notice to Band of Private Guardianship Application \[CS12166\]](#)

[Confidential Agreement and Acknowledgement of Information Shared \[ADOP11368\]](#)



[Checklist for Court Documents](#)

[Children Have Rights Brochure](#)

[Youth Have Rights Brochure](#)

[CICIO User Guide](#)

[Private Guardianship Self Help Guide](#)

[Director's Response to a Notice and Application for a Private Guardianship Order \[CS12396\]](#)

[Cross Ministry Protocol between Children's Services and Community and Social Services](#)

*To report a broken link click [here](#).*

# Practice Supports

Practice Support:	<b>Private Guardianship for a Child or Youth – Direct Application</b>	Issue Date: May 13, 2021
Policy Reference:	<a href="#">11.0 Private Guardian for a Child or Youth</a>	Revision Date: October 19, 2021
		Page 1 of 9

## Child Intervention Practice Framework Principles

When CS is not filing the application for private guardianship, the applicant has the right to apply directly to the court, and request the court to dispense with the director's consent. Direct applications may be made with the consent of the director but may also involve applicants requesting the court to dispense with the director's consent. Whenever needed, work with the applicant to access the information they need to complete their application. This facilitates open communication, transparency and relationship building between everyone involved to achieve legal permanency for the child or youth.

Throughout the private guardianship court application process give consideration to each one of the principles: Indigenous Experience, Preserve Family, Strengths-based, Connection, Collaboration, and Continuous Improvement.

## Practice Process

### Applicant Responsibilities

When the applicant is applying on their own, without the support of the director, the applicant is responsible for meeting all court requirements. The applicant is responsible for preparing and/or filing the following:

- Notice and Application for Private Guardianship Order [CS0458]
- Consent of all current guardians (other than the director) [CS1613]
- Consent by a child 12 years of age or older [CS1612]
- If the child or youth is Indigenous, the Plan [CS4028] or a similar plan that addresses how the child or youth's Indigenous identity, culture, heritage, spirituality, language and traditions will be maintained as per s.57.01(a),
- Notice to Band of Private Guardianship Application [CS12166], sent by registered mail to the band office, addressed to Chief and Council
  - The director is responsible for providing the applicant with the name of band or bands of the child or youth who is a First Nation

Individual regardless of whether the child or youth is a recognized band member.

- Affidavit of Service by Registered Mail [CS1638]
- Affidavit of Service [CS0458] Page 4
- A Home Study Report (HSR), is the minimum requirement, and
- An Addendum to Home Assessment Report (Child Specific Legal Permanency) [ADOP12108], when requested or deemed necessary by the court or applicant. Further information related to HSR's and addendums can be found below.

Applicants can locate all required forms in the [Private Guardianship Self Help Guide](#)

**NOTE:** If a private guardianship order is granted by the court for a child or youth who was subject of a PGO or PGA, the guardians are entitled to SFP whether or not the director consented to the order.

### Caseworker Responsibilities

When applicants are making a direct application for private guardianship, the caseworker is still responsible for carrying out a number of duties including but not limited to the following:

- Informing the applicant of the Self Help Guide (the Guide) and how to access it,
- For an Indigenous child or youth, providing a list of band or settlement names and contact information that they are a member of or entitled to be a member,
- Preparing or arranging for a home study report or addendum as outlined below,
- Informing the applicant of the decision and the rationale not to support their application for private guardianship,
- Once served with the Notice and Application for Private Guardianship [CS0458], the director must file a Director's Response to a Notice and Application for a Private Guardianship Order [CS12396] with the court. This process advises the court of the director's position in relation to the private guardianship application,
- Making efforts to undertake a formal information sharing process with the new guardian of a child or youth who was subject of a PGO or PGA, when the private guardianship order has been granted. If the new guardian is unwilling to participate in a formal information sharing process, ensure all relevant hardcopy documentation is provided by registered mail. For more details on information sharing with proposed families, see Policy 5.3.1 (Adoption),

- Providing SFP information to the new guardian as well as coordinating a joint meeting between an SFP worker, the applicant and an FSCD worker, if applicable.

**NOTE:** SFP is only available to the private guardians of children and youth who were subject of a PGO/PGA prior to granting of the private guardianship order. For details, see Policy 12.0 (Adoption).

This is not an exhaustive list; work collaboratively with the applicant to address their questions and concerns throughout the application process.

### **The Caseworkers' Responsibility for Home Study Reports and Addendums**

If the child or youth is subject of a PGO or PGA, the HSR must be prepared by a director as per s.52(1.2). If the child or youth is not subject of a PGO or PGA, the HSR may be prepared by a qualified person as per s.52(1.1).

As per legislation, every application for private guardianship made under CYFEA requires that a Home Study Report (HSR) be included as part of the application package filed with the court.

Four typical case types arise when a direct application for private guardianship is being made:

- 1) **The child or youth is in the care of the director, is the subject of a PGO or PGA and the private guardianship applicant is the current caregiver.** In this case, the HSR or addendum **MUST** be prepared by the director. Generally these applicants already have an existing HSR, they can proceed to court with this HSR or if they or the court request, the director must prepare an addendum for the applicant updating information for the court.
- 2) **The child or youth is in the care of the director, is the subject of a PGO or PGA, and is NOT living with the private guardianship applicant.** In this case, the applicant likely does not have an existing HSR. To meet the legislative requirement for a HSR, the applicant must approach CS to request the director prepare the HSR.
- 3) **The child or youth in the care of the director but is NOT the subject of a PGO or PGA and the private guardianship applicant is the current caregiver.** In this case, the HSR or addendum can be prepared by the director or a qualified person (as outlined in the Guide). If the private guardianship applicant already has an HSR, they can proceed to court. If they do not have an HSR they can:
  - a. Hire a qualified person to prepare the HSR or addendum, or
  - b. If they cannot afford to pay for a qualified person to prepare the HSR or addendum, they can make a request for the director to prepare one.
- 4) **The child or youth is in the care of director but is NOT the subject of a PGO or PGA and the private guardianship applicant is NOT their current**

**caregiver.** If the private guardianship applicant does not have an HSR, they can:

- a. Hire a qualified person to prepare the HSR, or
- b. Make a request for the director to prepare one, if they cannot afford to pay a qualified person to prepare the HSR.

The applicant is entitled to a copy of any HSR or addendum prepared by the director.

**NOTE:** Legislation does not require the director approve the HSR or addendum to be valid for submission to the court.

### **Evaluating an Applicant Request for the Director to Prepare or Pay for a HSR or Addendum:**

There are two primary circumstances that will lead an applicant to request the director prepare or pay for an HSR or addendum. These include:

- The child or youth being subject of a PGO or PGA, and the application requires the HSR or addendum be prepared by the director,
- The applicant requires a HSR or addendum be prepared by a qualified person, but cannot afford to have one completed.

The case team must evaluate requests, but is not obligated to approve all requests being made. Some of the reasons why the director may not agree to prepare or pay for an HSR or addendum include but are not limited to:

- The case plan for the child or youth involves an expected return to the care of their birth parent(s) or former guardian(s),
- The child or youth is not in agreement with the application,
- Currently available information about the applicant shows that they are not a suitable caregiver for the child or youth (e.g. case file information or known intervention history),
- Information gathered from the evaluation process and screening documents show that the applicant is not a suitable caregiver for the child.

If an applicant's request is received and there is no currently available information about the applicant that shows they are not a suitable caregiver for the child or youth, the child or youth has not indicated opposition to the application, or return to guardian is not the immediate case plan, evaluation of the request will require the applicant to submit the following screening documents for review:

- Three personal references for each applicant (with at least one being a family member),
- A medical reference for each applicant,

- A Criminal Record Check for each application and any other adults residing in the home, no older than 6 months,
- An Intervention Record Check for each applicant and any other adults residing in the home, no older than 6 months,

The case team will then evaluate the information provided in the screening documents and make a decision to either approve or deny the applicant's request for the director to prepare or pay for an HSR or addendum.

- A 3<sup>rd</sup> Person consult may be utilized in this process to determine whether to approve a request.
- If the request is denied, inform the applicant about the decision and provide them with written rationale for the decision.

If the request is approved, arrange for completing the HSR or as noted, if an applicant request has been evaluated and the director's decision is NOT to prepare or pay for an HSR or addendum, this decision must be clearly rationalized, provided to the applicant in writing, and well documented. Having been denied by the director, the applicant may take legal measures to have the matter heard in court. The director may be called upon to articulate and defend the decision in court.

### **Director's Response to Notice and Application for a Private Guardianship Order**

When an applicant applies directly to the court for private guardianship of a child or youth in care, the applicant is required to serve the director with a filed copy of a Notice and Application for a Private Guardianship Order [CS0458]. The director responds to service of a filed copy of the application package by completing and then filing with the court, a Director's Response to Notice and Applicant for a Private Guardianship Order [CS12396].

A director's response enables the ministry to provide the court with additional information necessary for decision-making, and allows the director to formally express a position related to the application. The response will indicate the director is choosing to:

- Provide consent,
- Not provide consent, or
- Take no position.

### **Decision not to provide consent**

The director may choose not to provide consent to the private guardianship application in certain circumstances, which includes but not limited to:

- Another plan has been identified and is being supported such as expected return to birth parents or a kinship option has been identified,
- Legislative requirements have not been met,



- The application is not deemed to be in the child or youth's best interests,
- The child or youth is not in agreement with the application for private guardianship,
- Multiple applications are being made, and the director has chosen to take no position on providing explicit support to one over another. The court will evaluate all presented evidence and determine whose application will be granted.
- Lack of support was indicated from the beginning and an assessment process was not undertaken

If information comes to light during the process which has implications for the child or youth's remaining in the applicant's care, plan for the safety and transition of the child or youth with the case team in collaboration with the casework supervisor.

### **Granting of a Private Guardianship Order**

After the private guardianship order is granted, complete the following:

- Follow Policy 3.2.4 (Intervention) for a child or youth leaving care.
- If the child or youth was subject of a PGO or PGA immediately prior to granting of the private guardianship order, advise the family that they are entitled to SFP and provide SFP contact information to the family.
  - Payments cannot be made until a signed agreement is in place, and retroactive payments will not be made. See Policy 12.0 (Adoption).
- Advise the private guardian to contact the FSCD worker or office to begin receiving services provided by FSCD, if the child or youth is eligible.
- Assist the new guardian with applying for the Canada Child Tax Benefit, Child Disability Benefit and the Alberta Health Benefit, if applicable.
- Advise the new guardian to register for Alberta Health Care and support them with completing the Alberta Health Care Insurance Plan Notice of Change/Addition form [AHC2212].

### **Formal Information Sharing**

In circumstances of the applicant choosing to file a Notice of Application for Private Guardianship without the consent of the director, the court dispenses with the director's consent, and a private guardianship order is granted, efforts should be made to undertake information sharing with the new guardian of children and youth who were subject of a PGO or PGA.

- If the new guardian chooses not to engage in this process, the History of Child [ADOP1373] and other important documentation about the child or youth should be sent to them by registered mail. Consult with the casework supervisor prior.

When the new guardian(s) choose not to engage in this process, document this in the electronic information system. For more information on information sharing, for the purpose of permanency refer to Policy 5.3.1 (Adoption).

Sharing information appropriately is a necessary part of the private guardianship process and ensures families have important information about the child or youth.

### Documentation

Complete all electronic entries and update the contact log by recording all contacts throughout the application process.

- Update the provider file within the Private Guardianship tab of the electronic information system, if one exists.
- Close the child or youth's intervention file in the electronic information system.
- Cancel any benefit being received on behalf of the child or youth including treatment services card and Alberta Health Care coverage.
- Ensure there are copies of the child or youth's photos and mementos on file.
- If the new guardian(s) choose not to engage in the process of information sharing, document this in the provider file, if one exists, and also in the child or youth's intervention file in the electronic information system
- Retain a copy of the private guardianship order on the child and/or provide file, if one exists and upload a copy into the electronic information system.
- Update the legal and placement tabs on the electronic information system.
- If the director declines the applicant's request to prepare the HSR or addendum, document that rationale in the electronic information system.

## Related Information



[2.1.1 First Nations Designate](#)

[2.1.2 First Nation Individual Registered under the Indian Act](#)

[2.2.1 Métis Resources](#)

[2.3 Cultural Connection Planning](#)

[2.4 Requirements under \*An Act respecting First Nations, Inuit and Métis children, youth and families\* \(Federal Act\) and \*CYFEA\*](#)

[3.1.2 Intake – Receiving Referrals](#)

[3.1.3 Safety Phase](#)

[3.2.3 Case Closure](#)



- [3.2.4 Leaving the care and custody of the Director](#)
- [5.3.1 Information Sharing with Proposed Permanency Families \(Adoption and Private Guardianship\)](#)
- [5.3.5 Review of Permanent Guardianship Order by a Former Guardian](#)
- [5.5 Court Procedures](#)
- [8.1.2 Legal Representation for Children and Youth](#)
- [8.1.3 Legal Representation for a Guardian](#)
- [11.1 Private Guardianship of a Child or Youth – Application by the director](#)
- [12.1 Supports for Permanency](#)



Addendum to Home Assessment Report (Child Specific Legal Permanency) [[ADOP12108](#)]

Plan [[CS4028](#)]

AHCIP Notice of Change/Addition [[AHC2212](#)]

Consent by a Child 12 Years of Age or Older [[CS1612](#)]

Consent by a Guardian [[CS1613](#)]

Consent by a Director or Authorized Delegate [[CS2047](#)]

Notice and Application for a Private Guardianship Order [[CS0458](#)]

Notice and Application by a Director for a Private Guardianship Order [[CS2050](#)]

Notice to Band of Private Guardianship Application [[CS12166](#)]

Notice and Application by a Former Guardian to Terminate a Permanent Guardianship Order [[CS0025](#)]

Ownership Change for Registered Education Savings Plan [[CS4012](#)]

Supports for Permanency Agreement [[ADOP3652](#)]

Director's Response to Notice and Applicant for a Private Guardianship Order [[CS12396](#)]

Affidavit of Service [[CS0508](#)]

Affidavit of Service by Registered Mail [[CS1638](#)]

Affidavit of Caseworker [[CS2648](#)]

[Benefit Information for Permanency Families](#)

[Checklist for Court Documents](#)

[Children Have Rights Brochure](#)

[Youth Have Rights Brochure](#)

[CICIO User Guide](#)

[Private Guardianship Self Help Guide](#)

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Superseded

# Practice Supports

Practice Support:	<b>Referring a Child or Youth for Adoption</b>	Issue Date: October 19, 2021
Policy Reference:	<a href="#">5.1 Referring a Child or Youth for Adoption</a>	Revision Date: October 19, 2021
		Page 1 of 5

## Child Intervention Practice Framework Principles

CS makes every effort to ensure a child or youth with a permanency plan of adoption, who is not being adopted by their current caregivers or other kin, is referred for adoption to Adoption Services. Involving the child or youth, their support network, Adoption Services and PAR ensures all information regarding the child or youth is included in the adoption referral package. Collaborating with everyone involved will ensure that Adoption Services has all of the required information they need to provide the best possible prospective adoptive matches to be considered for the child or youth.

When referring a child or youth for adoption, consideration should be given to every one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Adoption Referral

An adoption referral should be sent to Adoption Services when:

- a PGA has been signed,
- a PGO has been obtained,
- all other permanency placement options with extended family, significant others and members of the child or youth's community have been explored,
- adoption is the permanency plan, and
- the child or youth is not being adopted by foster or kinship caregivers.

### Adoption Referral Package Requirements

The following information and documents are required in the adoption referral package:

- a copy of the Registration of Live Birth or a copy of the birth certificate that includes the biological parent's information if the child or youth was born outside of Alberta,

- a copy of either the Permanent Guardianship Agreement [CS1618] or the PGO,
- a copy of the Access Order or Termination of Access Order, if applicable,
- information and legal status of any siblings who are in care of Children's Services,
- a copy of the Medical Report [CS0006] with the physician's signature,
- a copy of the hospital birth record, if available,
- any assessments that assist in understanding the child or youth's needs,
- recommendations for matching,
- comments on the caregivers' understanding of and support for the permanency plan of adoption for the child or youth,
- Consent to Appear in the Media [ADOP3442a] and Media Recruitment Information [ADOP3442], if appropriate,
  - This ensures the child or youth's profile will be entered in the provincial Electronic Matching System (EMS) and will expedite the media recruitment process, if no suitable adoptive families are available. Refer to Policy 5.2 (Adoption).
- the racial origins and ethnic backgrounds of the child or youth's biological parents,

**NOTE:** Canadian is a nationality representing an individual's citizenship. Canadian is not a racial origin or ethnic background and will not be accepted by the court.

- a copy of the ISC request and/or Métis Settlement Affiliation Request responses, if applicable,

**NOTE:** An ISC request and/or Métis Settlement Affiliation Request should be completed for an Indigenous child or youth as early in CS involvement as possible and not at the time of the adoption referral.

- If the child or youth is registered under the *Indian Act* or entitled to be registered, provide the following:
  - detailed documentation regarding involvement of the First Nations designate in adoption planning, and
  - manager or DFNA director consent that sufficient band consultation has occurred, as per s.67(1) and s.107.
- If the child or youth is affiliated with a Metis Settlement, provide the following:
  - a statement regarding the residency of the biological parents, and

- the results of permanency planning consultation with Métis Settlements CS if the child or youth is affiliated with an identified Métis Settlement.

To verify if a child or youth is affiliated with a Metis Settlement, the caseworker must submit a Metis Settlement Affiliation Request [CS4014] only if all three of the following criteria are met:

- the ethnic origin of one or both biological parents is unknown,
- one or both of the biological parents were born in Alberta, and
- there is an indication of Indigenous heritage.

### Referral Timelines

For children 0-6 years, submit the adoption referral package within two months after the 30 calendar day PGO appeal period expires.

For children and youth 7-18 years, submit the adoption referral package within three months after the 30 calendar day PGO appeal period expires.

### **Siblings**

If a sibling group is referred for adoption, Adoption Services will make every effort to propose matches where the siblings can be placed in the same adoptive home.

### Approval to Separate Siblings

If the permanency plan is to place siblings under permanent guardianship status in different permanency placements, manager or DFNA Director written approval to separate siblings must be obtained.

If siblings are not placed together in a permanency placement, sibling relational connections and ongoing contact should be encouraged and supported. Plans for ongoing sibling contact, that address strengths, worries and next steps, must be considered in the matching process and arranged prior to the granting of the adoption order.

### **Contact with the Post Adoption Registry**

#### Sibling Registry

If a sibling to the child or youth being referred was placed for adoption, complete a Sibling Registry/Kinship Search Request [PAR3627] and email it to [CS.PostAdoptionReg@gov.ab.ca](mailto:CS.PostAdoptionReg@gov.ab.ca) to determine whether the adoptive parents are registered with the Sibling Registry.

### Adoptive Parents Registered

If the adoptive parents are registered, the PAR will advise and forward the information on the Sibling Registry [PAR2814] to the caseworker.

**NOTE:** Registering with the Sibling Registry **does not** assure placement. In addition to families of previously adopted siblings, other placement options may be assessed to determine a suitable match for the child or youth.

If the adoptive parents are registered but are not interested in adopting the sibling to their child or youth, determine if the adoptive parents will consider contact between the siblings.

**NOTE:** If the adoptive parents are registered, they must be informed about sibling contact, even if the family is not considered for placement of the child or youth.

### Adoptive Parents Not Registered

If the adoptive parents are not registered, the PAR will notify the director.

Advise PAR if the director would like to consider adoptive parents not registered with the PAR. The PAR will make contact with the adoptive parents to determine their interest in the sibling to their child or youth and will provide the caseworker's contact information. If the adoptive parents provide their consent, PAR will provide the caseworker with the adoptive parent's contact information.

If the adoptive parent's contact information is provided, determine if the adoptive parents would like to be considered as a permanency placement for the child or youth or if they will consider contact between the siblings.

**NOTE:** If adoptive parents have not registered, it is best practice to contact them regarding sibling contact.

### **Documentation**

Ensure all information gathered for the adoption referral package, all consultations, decisions and rationale for decisions are documented on a contact log in the electronic information system.

Ensure all information gathered from the Sibling Registry including all consultations, decisions and rationale for decisions are documented on a contact log in the electronic information system.

Place the manager or DFNA Director's written approval to separate siblings on the child or youth's physical file.

## Related Information



- [2.1.1 First Nations Designate \(Intervention\)](#)
- [2.1.2 First Nation Individual Registered under the Indian Act \(Intervention\)](#)
- [2.2.1 Métis Resource \(Intervention\)](#)
- [5.2 Media Recruitment \(Adoption\)](#)



- [Consent to Appear in the Media \[ADOP3442a\]](#)
- [Media Recruitment Information \[ADOP3442\]](#)
- [Medical Report \[CS0006\]](#)
- [Métis Settlement Affiliation Request \[CS4014\]](#)
- [Permanent Guardianship Agreement \[CS1618\]](#)
- [Consent by Delegated Director, Biological Parent and/or Legal Guardian \[CS2047\]](#)
- [Sibling Registry/Kinship Search Request \[PAR3627\]](#)
- [Sibling Registry \[PAR2814\]](#)

To report a broken link click [here](#).

# Practice Supports

Practice Support:	<b>Selecting a General Adoptive Home</b>	Issue Date: October 19, 2021
Policy Reference:	<a href="#">5.3 Selecting an Adoptive Home</a>	Revision Date: October 19, 2021
		Page 1 of 6

## Child Intervention Practice Framework Principles

When a child or youth has a permanency plan of adoption, CS makes every effort to identify prospective adoptive home matches and determine the most suitable adoptive placement for a child or youth. Collaboration with the child or youth, their support network, case team and Adoption Services ensures that the proposed adoptive family is matched based on the child or youth's best interests and unique needs. This collaboration ensures that consideration is given to the child or youth's relational, cultural, physical and legal connection needs when decision making occurs to identify an official match.

When selecting an adoptive home for children and youth, consider every one of the principles: Indigenous Experience, Preserve Family, Strength-based, Connection, Collaboration and Continuous Improvement.

## Practice Process

### Role of Adoption Services

Upon receiving an adoption referral, Adoption Services:

- immediately informs the child or youth's caseworker if additional information or documentation is required to start the matching process,
- identifies prospective adoptive families for the child or youth, and
- provides the caseworker with approved adoptive families' home study reports to review.

When proposing matches, Adoption Services considers the child or youth's:

- age,
- gender,
- racial origin,
- ethnic background,
- culture,



- siblings,
- continued family time and relational connections between the child or youth and significant others
- health,
- religion,
- presenting and expected unique needs,
- family history,
- legal risk, and
- voice, if age and developmentally appropriate.

Other considerations when matching a child or youth for adoption are:

- all placement options for the child or youth, including:
  - extended family
  - placement with a previously adopted sibling, foster or kinship caregivers
- any existing relationship between the child or youth and a potential adoptive family, and
- featuring the child or youth in the media to recruit an adoptive family.

Adoption Services will propose prospective adoptive families of the same racial or cultural background as the child or youth, when they are able to meet the child or youth's needs.

If an Indigenous child or youth is referred for matching, Adoption Services will propose prospective adoptive families that are consistent with the Federal Act placement considerations and order of priority. Refer to Policy 2.4 (Intervention).

If racial or cultural compatibility is not possible, Adoption Services will propose adoptive families who will respect, encourage and support the child or youth's cultural heritage.

### **Unofficial Matches**

When Adoption Services proposes prospective adoptive families, referred to as unofficial matches, the caseworker for the child or youth:

- reviews the adoptive families' home study reports,
- contacts the caseworkers for the proposed adoptive families to discuss the adoptive families' suitability to meet the child or youth's needs,

- In consultation with the regional adoption specialist, casework supervisor and manager, choose one prospective adoptive family in consultation with the adoptive family's caseworker.
- provides feedback to Adoption Services within three weeks regarding the home studies reviewed but not selected,
  - Adoption Services will provide the feedback to the adoptive family's caseworker
- requests additional unofficial matches from Adoption Services, if none of the proposed adoptive families are appropriate, and
- proceeds with media recruitment, if there are no additional homes.

#### Selecting an Adoptive Placement for an Indigenous Child or Youth

When seeking an adoptive placement for an Indigenous child or youth, select an adoptive placement from as high on the following priority list as possible:

1. with another adult member of the child or youth's family;
2. with an adult who belongs to the same Indigenous group, community or people as the child or youth;
3. with an adult who belongs to an Indigenous group, community or people other than the one to which the child or youth belongs;
4. with a family who has already adopted or has private guardianship of an Indigenous child or youth and who will establish and maintain connections with people from the child or youth's Indigenous community;
5. with any other adult who does not belong to the groups above who will establish and maintain connections with people from the child or youth's Indigenous community.

#### Family Proposed for an Indigenous or Metis Child or Youth

If an Indigenous child or youth is registered under the Indian Act, or affiliated with a Metis Settlement, and the band or Metis Settlement proposes a permanent family for the child or youth, inform Adoption Services whether the family is proposed for adoption or private guardianship.

- If the permanency plan is adoption, immediately register the proposed family as an adoptive applicant and proceed with the Orientation for Caregiver Training and home study report.
- If the permanency plan is private guardianship, refer to Policy 11.0 (Adoption).
- If the proposed family resides in a different region than the child or youth, contact the regional designate to commence the adoption application process.

### Official Matches

Prior to requesting an official match from Adoption Services a 3<sup>rd</sup> Person Consult needs to be completed when identifying a legal permanency match.

If a suitable adoptive family is identified from the unofficial matches, the child or youth's caseworker sends an email requesting an Official Match to: Adoption Services, the casework supervisor, the adoptive family's caseworker, and their casework supervisor that includes:

- the child or youth's name
- the child or youth's ID number,
- the adoptive family's name,
- the adoptive family's ID number,
- information to clarify why the adoptive family was chosen, and
- information to clarify why the other unofficial matches were not chosen.

Adoption Services:

- reviews the request for an Official Match and identifies any outstanding documents or information to be provided, and/or barriers to the match,
- requests confirmation that both the child or youth's caseworker and the adoptive family's caseworker support the Official Match, and
- provides the adoption placement authority by providing the Official Match to proceed with the match from the Senior Manager of Adoption Services.

### Contacting the Adoptive Family

Contact the prospective adoptive family after:

- the child or youth's caseworker has received the Official Match from Adoption Services,
- the appeal period has expired, unless proceeding with a legal risk placement, and,
- the inter-regional conference has been completed, when the adoptive family resides in a different region, and written consent of both the child or youth and adoptive family's managers have been provided to proceed with the match. Refer to Policy 5.6 (Adoption).
  - Expedite the arrangement of the inter-regional conference for an infant adoptive placement.

The adoptive family's caseworker contacts the prospective adoptive family to gather information to identify if any circumstances within the family have changed that may prevent placement. Ask questions to determine:

- pregnancy,
- birth of a biological child,
- private adoption placement,
- separation or divorce,
- any other significant changes in the adoptive family's home.

If circumstances within the adoptive family have not changed and the adoptive placement is deemed appropriate, the adoptive family's caseworker will advise the prospective adoptive family of the proposed match and provide non-identifying background information about the child or youth.

If circumstances within the adoptive family have changed and the adoptive placement is not deemed appropriate, the adoptive family's caseworker:

- immediately informs Adoption Services
- provides reasons why the placement is no longer appropriate and request that the Official Match be cancelled, and
- places the adoptive family on hold for matching until a decision is made by the casework team to either:
  - complete an Addendum to Home Study Report (Non-Child specific/General Legal Permanency) [ADOP3771], or
  - continue referring the adoptive family for matching.

### Family Not Accepting Match

If the prospective adoptive family chooses not to accept the proposed match, the adoptive family's caseworker:

- immediately informs Adoption Services,
- provides reasons why the match was not accepted, and
- places the adoptive family on hold for matching until a decision is made by the casework team to either:
  - complete an Addendum to Home Study Report (Non-Child specific/General Legal Permanency) [ADOP3771], or
  - continue referring the adoptive family for matching.

**NOTE:** If the adoptive family's child desired has changed, the adoptive family's caseworker **must** clarify the family's desired child information in an Addendum to Home Study Report (Non-Child specific/General Legal Permanency) [ADOP3771] before another match is proposed.

### Family Accepting Match

If the adoptive family is interested in proceeding with the match, arrange a meeting to provide non-identifying information about the child or youth's background. Refer to Policy 5.3.1 (Adoption).

### Documentation

Ensure all unofficial and official matches are documented on a contact log in the electronic information system.

Document all contacts, consultations, decisions and rationale for decisions on a contact log in the electronic information system.

Place the Official Match on the child or youth's physical file.

Place a copy of the Addendum to Home Study Report (Non-Child specific/General Legal Permanency) [ADOP3771] on the adoptive family's physical file.

### Related Information



[2.4 Requirements under \*An Act respecting First Nations, Inuit and Metis children, youth and families\* \(Federal Act\) and CYFEA \(Intervention\)](#)

[4. Access \(Adoption\)](#)

[5.3.1 Information Sharing with Proposed Permanency Families \(Adoption\)](#)

[5.6 Inter-Regional Conferencing \(Adoption\)](#)

[11.0 Private Guardianship for a Child or Youth \(Adoption\)](#)



Addendum to Home Study Report (Non-Child specific/General Legal Permanency) [[ADOP3771](#)]

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