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# **SUBSIDIARY COMPONENT AGREEMENT (SCA)**





Ministry of  
Children and Family  
Development


SUBSIDIARY COMPONENT AGREEMENT:  
RT07036002

Agreement Name: Supported Child Development

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, represented by The Minister of Children and Family Development (the "Province", "we", "us", or "our" as applicable) at the following address:	AND <u>VANCOUVER NATIVE HEALTH SOCIETY</u> (Legal Name)  (the "Contractor", "you", or "your" as applicable) at the following address:
SUITE 900 - 865 HORNBY S VANCOUVER, B.C. CANADA V6Z 2G3  Fax Number: (604)660-4005	449 East Hastings Street Vancouver, British Columbia Canada V6A 1P5  Fax Number: (604)254-9948
The term for the Subsidiary Component Agreement begins on: <u>01/04/2011</u> and ends on <u>31/03/2012</u> (Day/Month/Year) (Day/Month/Year)	
THE PARTIES AGREE TO THE TERMS ON THE ATTACHED PAGES OF THIS DOCUMENT AND OUTLINED BELOW. THIS SUBSIDIARY COMPONENT AGREEMENT IS PART OF THE THIRD PARTY SERVICE AGREEMENT RT07036000:	
APPLICABLE SCHEDULES:  SCHEDULE A - SERVICES SCHEDULE B - PAYMENT & FINANCIAL REPORTING SCHEDULE C - APPROVED SUBCONTRACTOR(S) SCHEDULE D - RISK MANAGEMENT & CONFLICT RESOLUTION SCHEDULE E - AUTHORIZED PERSONS (FOR THE SUBSIDIARY COMPONENT AGREEMENT) SCHEDULE H - ADDITIONAL TERMS	

SIGNED AND DELIVERED on the <u>14th</u> day of <u>April</u> , <u>2011</u> on behalf of the Province by its duly authorized representative  Signature: <u>Teresa Goodman</u>  Print Name: <u>Teresa Goodman</u>  Position: <u>Contract Manager or Designate</u>  Responsibility Centre: <u>CONTRACT MGMT OFFICE</u>	SIGNED AND DELIVERED on the <u>12th</u> day of <u>April</u> , <u>2011</u> by or on behalf of the Contractor (or by its authorized signatory or signatories if the Contractor is a corporation)  Signature: <u>[Signature]</u>  Executive Director or Print Name: <u>Lou Demerais</u> Position: <u>Designate</u>  Signature: _____  Print Name: _____ Position: _____  Signature: _____  Print Name: _____ Position: _____
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READ TERMS ON THE ATTACHED PAGES OF THIS DOCUMENT

 <b>BRITISH COLUMBIA</b>	<b>Ministry of Children and Family Development</b>	<b>SUBSIDIARY COMPONENT AGREEMENT:</b> RT07036002 <i>Agreement name:</i> Supported Child Development <b>SCHEDULE A</b>
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## **SCHEDULE A – SERVICES**

### **General**

#### **Supported Child Development Program**

The Ministry of Children and Family Development is contracting with Vancouver Native Health Society (VNHS) to deliver the Aboriginal Supported Child Development Program (ASCDP) in the geographical area defined as the City of Vancouver. Vancouver Native Health Society will become the primary provider of ASCDP in Vancouver.

The mandate of the Aboriginal Supported Child Development Program (ASCDP) is to provide the extra support services that may be required for children to be included in a child care setting because they have a developmental delay or disability in physical, cognitive, communicative or emotional/behavioural areas.

The philosophy of inclusion is the basis for the Aboriginal Supported Child Development Program (ASCDP). It recognizes the right of all children, regardless of ability, to participate actively in natural settings within their communities. A natural setting is one in which the child would spend time had he or she not had a developmental delay or disability. Inclusion is an approach to delivering services in which all children are welcomed, supported and valued. In inclusive settings the activities of play, learning and growing happen in a way that all children feel that they belong and the goals established for them can be accomplished.

As per the protocol signed between VNHS and BC Center for Ability, and in effect as of April 01, 2009, both agencies agree to maintain positive working relationships in the delivery of the Supported Child Development services in Vancouver.

The Contractor will provide all necessary components for delivery of the programs delineated below, including sufficient qualified program staff, administrative support, premises, materials and equipment.

The Province will appoint a Ministry Contract Supervisor for the Contractor's services funded under this Component Schedule. The parties agree to conduct quarterly contract reviews during the Funding Period to review **Service Deliverables** and any other issues of mutual concern, including the following:

- statements and reports;
- program elements, including hours of operation;
- access and admission criteria;
- intake and referral processes;
- numbers of clients to be served;
- hours of direct client service;
- frequency, content and format of progress and Court Ready reports;
- wait list management;
- exceptions to normal practice;
- critical incident reporting procedures;
- issue management;



- program liaison.

The service areas to be provided and the estimated annual output capacity are outlined in the following pages. A detailed description of the expectations regarding each service area and component is available in Attachment 1.1 to this Component Schedule.

Financial allocations at the services level are estimates.

Decisions to amend or reconfigure the negotiated subcontracted arrangements for the Inclusion Contracts must be discussed with the Local Advisory Committee and the Ministry of Children and Family Development.

The contractor will apply the funds received under this Subsidiary Agreement according to the Price Structure Chart. In consultation with the Province, and at the discretion of the Province, funding outlined in the Price Structure Chart may be reallocated among service areas to address client need.

## SUMMARY

**Term** 01/04/2011 to 31/03/2012 **Total Amount of Component Agreement** \$1,728,140.15

### Allocation by Programs and Services

<b>Programs</b>		
<b>Supported Child Development Program</b>		
Intervention - General		\$455,497.24
Linking and Brokerage - General		\$262,932.21
Training and Education - General		\$2,873.58
	<b>Sub-Total</b>	<b>\$721,303.03</b>
<b>Grouped Services</b>		
<b>Inclusion Contracts</b>		
Intervention - General		\$1,006,837.12
<b>Non-Program Services</b>		
	<b>Sub-Total</b>	<b>\$0.00</b>
	<b>Total</b>	<b>\$1,728,140.15</b>

### Allocation by Community

<b>Communities Served</b>		
Vancouver North		\$1,358,404.87
Vancouver South		\$369,735.28
	<b>Total</b>	<b>\$1,728,140.15</b>

### Allocation by Business Area

<b>Core Business Area</b>	<b>Business Area - Sub Business Area</b>	
ECD, Child Care and Children and Youth with Special Needs		
	Supported Child Development	\$1,728,140.15
	<b>Sub-Total</b>	<b>\$1,728,140.15</b>
	<b>Total</b>	<b>\$1,728,140.15</b>



## PROGRAMS

### Supported Child Development Program

<b>TARGET POPULATION:</b>	Children with special needs from birth to 18 years of age.			
<b>OUTCOME:</b>	Children achieve their developmental goals within a regular child care setting.			
<b>SERVICE: LINKING AND BROKERAGE - GENERAL</b>	<b>Total Amount</b>			\$262,932.21
<b>Definitions</b>	Activities to connect a family, child or youth to a formal support/resource, or to facilitate the formal support's direct connection to a child, youth or family.			
<b>Project Code</b>	18CA313			
<b>Input</b>	Qualified Staff			
<b>Output Indicators</b>	# Recipients of One to One Services	<b>Quantity</b>	120	
<b>Reporting Frequency</b>	Monthly			
<b>Core Business Area</b>	ECD, Child Care and Children and Youth with Special Needs			
<b>Business Area</b>	Supported Child Development			
<b>Aboriginal</b>	Yes			
<b>Communities Served</b>				
Vancouver North	<b>Recipient(s)</b>	0 to 18 years	<b>Amount</b>	\$206,670.70
Vancouver South	<b>Recipient(s)</b>	0 to 18 years	<b>Amount</b>	\$56,261.51

*This allocation is provided as an estimate.*

<b>SERVICE: TRAINING AND EDUCATION - GENERAL</b>	<b>Total Amount</b>			\$2,873.58
<b>Definitions</b>	Range of strategies for imparting knowledge, improving skills and building awareness of resources.			
<b>Project Code</b>	18CA529			
<b>Input</b>	Qualified Staff			
<b>Output Indicators</b>	# Direct Group Hours	<b>Quantity</b>		
	# Recipients		110	
<b>Reporting Frequency</b>	Monthly			
<b>Core Business Area</b>	ECD, Child Care and Children and Youth with Special Needs			
<b>Business Area</b>	Supported Child Development			
<b>Aboriginal</b>	Yes			
<b>Communities Served</b>				
Vancouver North	<b>Recipient(s)</b>	Service Providers	<b>Amount</b>	\$2,258.70
Vancouver South	<b>Recipient(s)</b>	Service Providers	<b>Amount</b>	\$614.88

*This allocation is provided as an estimate.*

<b>SERVICE: INTERVENTION - GENERAL</b>	<b>Total Amount</b>			\$455,497.24
<b>Definitions</b>	Activities provided to maintain or prompt a planned change in the behaviour, condition or functioning of children, youth, and/or families/caregivers.			
<b>Project Code</b>	18CA289			
<b>Input</b>	Qualified Staff			
<b>Output Indicators</b>	# Recipients of Group Services	<b>Quantity</b>	25	
	# Recipients of One to One Services		25	
<b>Reporting Frequency</b>	Monthly			
<b>Core Business Area</b>	ECD, Child Care and Children and Youth with Special Needs			
<b>Business Area</b>	Supported Child Development			
<b>Aboriginal</b>	Yes			
<b>Communities Served</b>				
Vancouver North	<b>Recipient(s)</b>	0 to 18 years	<b>Amount</b>	\$358,031.20
Vancouver South	<b>Recipient(s)</b>	0 to 18 years	<b>Amount</b>	\$97,466.04

*This allocation is provided as an estimate.*



**Inclusion Contracts**

<b>SERVICE: INTERVENTION - GENERAL</b>		<b>Total Amount</b>	\$1,006,837.12
<b>Definitions</b>	Activities provided to maintain or prompt a planned change in the behaviour, condition or functioning of children, youth, and/or families/caregivers.		
<b>Project Code</b>	18CA289		
<b>Input</b>	Qualified Staff		
<b>Output Indicators</b>	# Recipients of One to One Services	<b>Quantity</b>	25
	# Recipients of Group Services		60
<b>Reporting Frequency</b>	Monthly		
<b>Core Business Area</b>	ECD, Child Care and Children and Youth with Special Needs		
<b>Business Area</b>	Supported Child Development		
<b>Aboriginal</b>	Yes		
<b>Communities Served</b>			
Vancouver North	<b>Recipient(s)</b>	0 to 12 years	<b>Amount</b> \$791,444.27
Vancouver South	<b>Recipient(s)</b>	0 to 12 years	<b>Amount</b> \$215,392.85

*This allocation is provided as an estimate.*

**Attachments**

<b>Name</b>	Attachment 1.3 Inclusion including Ray Cam	<i>Attachment 1.3 Inclusion including Ray-Cam.docx</i>
<b>Name</b>	Attachment 1.1 Service Description	<i>Attachment 1.1 Service Description.docx</i>
<b>Name</b>	Attachment 1.2 Monthly Indicator Report	<i>Attachment 1.2 Monthly Indicator Report.doc</i>





Ministry of  
Children and Family  
Development

SUBSIDIARY COMPONENT AGREEMENT:  
RT07036002

SCHEDULE B

SCHEDULE B – PAYMENT & FINANCIAL REPORTING

*Aggregate Maximum*

- 1.1 Subject to the provisions of the Third Party Service Agreement and this Subsidiary Component Agreement, we will pay you an amount not exceeding \$1,728,140.15, including HST, in the aggregate, for providing the Services set out in Schedule A, during the term of this Subsidiary Component Agreement.

*Payments*

2.1 **Monthly Recurring**

We will pay you on or about the 15th day of the month commencing on the 1st day of April, 2011 as provided in the following payment schedule:

From	To	Amount	HST	Total
April 1, 2011	April 30, 2011	\$144,011.78	\$0.00	\$144,011.78
May 1, 2011	March 31, 2012	\$144,011.67	\$0.00	\$1,584,128.37
				\$1,728,140.15

2.2 **Payment Address**

449 HASTINGS ST E VANCOUVER, BC V6A 1P5

*Harmonized Sales Tax (HST)*

*Financial Reports*

- 2.3 In addition to the financial statements referred to in the Audit and Service Evaluation section of RT07036000 any financial reports should, at a minimum, relate costs to service outputs. The following additional financial reports are required:


Name	Description
Semi-annual Service Cost Report	Report that outlines the semi-annual costs associated with a service.
9-Month Service Cost Report	Report that outlines the costs associated with a service every 9 months.

*Transition to Unit Cost Based Payments*

2.4 Not applicable

**Attachments**


<b>Name</b>	Attachment 2.1 Financial Report	<i>Attachment 2.1 Financial Report .docx</i>
<b>Name</b>	Attachment 2.2 Price Structure Chart	<i>Attachment 2.2 Price Structure Chart.docx</i>

	<b>Ministry of Children and Family Development</b>	<b>SUBSIDIARY COMPONENT AGREEMENT:</b> RT07036002  <b>SCHEDULE C</b>
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## **SCHEDULE C – APPROVED SUBCONTRACTOR(S)**

### ***Subcontractors***

- 1.1 The following persons or organizations, are specified as Subcontractors under section 12 of the Third Party Service Agreement, for purposes of this Subsidiary Component Agreement:
  1. Britannia Community Services Centre Society Lord Nelson OSC,
  2. Britannia Community Services Centre Society Mount Pleasant Child Care,
  3. Britannia Community Services Centre Society Britannia OSC,
  4. Britannia Community Services Centre Society Eagles in the Sky,
  5. Britannia Community Services Centre Society Grandview Terrace Child Care Centre,
  6. Cedar Cottage - Association of Neighbourhood Houses Queen Alexandra OSC,
  7. Developmental Disabilities Association Waterside 12.5% of \$78,751.42,
  8. Kiwassa Neighbourhood Services Association Kiwassa Variety Club Daycare,
  9. Kiwassa Neighbourhood Services Association Longhouse Out of School Care,
  10. McGregor Child Care Society McGregor Child Care - Under 3 & Over 3,
  11. Strathcona Community Centre Association Out of School Care,
  12. Vancouver Aboriginal Friendship Centre Society Sundance Daycare,
  13. YMCA of Greater Vancouver Nanook (Beach FTE transferred to Nanook),
  14. Approved SCD Childcare Providers,
  15. Ray-Cam Cooperative Association,
  16. Approved SCD Families,

 <b>BRITISH COLUMBIA</b>	<b>Ministry of Children and Family Development</b>	<b>SUBSIDIARY COMPONENT AGREEMENT: RT07036002</b>  <b>SCHEDULE D</b>
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## **SCHEDULE D – RISK MANAGEMENT & CONFLICT RESOLUTION**

### ***Criminal Record Check***

- 1.1 In accordance with the Criminal Records Review Act, you must undertake a criminal record check of each staff member or other person who has, or potentially has, unsupervised access to children, or who has access to their records.
- 1.2 In addition to any criminal record checks required under the Criminal Records Review Act, you must undertake a criminal record check on volunteers or other individuals who have, or potentially have, unsupervised access to children or their records.
- 1.3 Upon our written request you must provide us written confirmation that:
  - (a) criminal record checks have been initiated;
  - (b) you have acted on instructions from the adjudicator or us; and
  - (c) all other related procedures have been followed.

### ***Conflict Resolution Officials***

- 2.1 The designated “Officials” of the parties for the purposes of the Conflict Resolution Protocol are:

	<b>Province</b>	<b>Contractor</b>
<b>Stage One:</b>	Contract Manager	Executive Director or Chairperson
<b>Stage Two:</b>	Regional Executive Director	Executive Director or Chairperson
<b>Stage Three:</b>	Deputy Minister or Designate	Executive Director or Chairperson


### ***Permits and Licenses***

- 3.1 You must obtain all the permits and licenses required to perform the Services, including, but not limited to:
- (a) any permits or licenses required by municipal or health authorities for the operation of the Services delineated in Schedule A.
  - (b) any municipal, provincial, federal permits and licenses required to provide the Services including motor vehicle licenses of the appropriate class to provide transportation to clients.

### ***Insurance and Indemnity***

- 4.1 If eligible, you will be enrolled for insurance coverage under our Master Insurance Program (MIP).
- 4.2 In the event that you are deemed ineligible for coverage under the Master Insurance Program (MIP), you must, without limiting your obligations or liabilities and at your own expense, provide and maintain throughout the Term, Comprehensive General Liability in an amount not less than \$2,000,000 inclusive per occurrence insuring against bodily injury, personal injury and property damage and including liability assumed under contract with insurers licensed in the province of British Columbia and in the forms and amounts acceptable to us.
- 4.3 You must ensure all required insurance is endorsed to provide us with 30 days advance written notice of cancellation or material change.
- 4.4 You must provide us with evidence of the required insurance, in the form of a completed Province of British Columbia Certificate of Insurance, immediately following execution and delivery of the Agreement.
- 4.5 You must maintain a minimum of \$2,000,000.00 automobile third party insurance on any vehicle used to provide Services to the public.
- 4.6 Additional Insurance: Not applicable



 <b>BRITISH COLUMBIA</b>	<b>Ministry of Children and Family Development</b>	<b>SUBSIDIARY COMPONENT AGREEMENT: RT07036002</b>  <b>SCHEDULE E</b>
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**SCHEDULE E – AUTHORIZED PERSONS (FOR THE SUBSIDIARY COMPONENT AGREEMENT)**


*Authorized Persons*

- 1.1 The Contractor designates any of the following persons, (identified by name and/or position) to act for you in relation to this Subsidiary Component Agreement:

Horacio Valle-Torres, Manager

- 1.2 The Ministry designates any of the following persons (identify by name and/or position) to act for us in relation to this Subsidiary Component Agreement:

Deborah Goldman, Procurement Specialist

 <b>BRITISH COLUMBIA</b>	<b>Ministry of Children and Family Development</b>	<b>SUBSIDIARY COMPONENT AGREEMENT: RT07036002</b>  <b>SCHEDULE H</b>
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## **SCHEDULE H – ADDITIONAL TERMS**

### ***Other***

1. Notwithstanding Clause 55 (b) of the Third Party Service Agreement, the termination notice period for this Subsidiary Component Agreement is 60 days.

**1.1** *Aggregate amount for this Agreement is \$1,728,140.15.*

**1.2** *Annual baseline funding for this Agreement is \$1,728,140.15.*

**1.3** *Financial Reports*

Whether or not an annual financial statement (or review or audit of the same) is required and submitted under section 40 of the Third Party Service Agreement, the Contractor will, for the purposes of negotiation of any future agreement, submit to the Province, within 30 business days of the end of the 2nd and 3rd quarters of the Fiscal Year, a Financial Report (unaudited) showing revenues and expenditures for each service area.

## **ADDITIONAL REPORTING REQUIREMENTS**

**2.1** *Monthly Indicator Reports*

The reports referred to in Schedule A will be submitted within 15 business days of the end of the period specified, commencing with a first report for the period ending April 30, 2012. For the purpose of this section and Section 1.3, a "business day" is any day that is not a Saturday, a Sunday, or a statutory holiday in British Columbia.

**2.2** *Annual Report on Outcomes*

The parties agree to work collaboratively in the development and implementation of outcome measurement tools that may be considered during the current funding period.

**2.3** *Other information as may be requested by the Province*

# **ATTACHMENT 1.1 – Services**

## **Attachment 1.1 to Component Services Agreement RT07036002**

### **Overview**

The Ministry of Children and Family Development is contracting with Vancouver Native Health Society (VNHS) to deliver the Aboriginal Supported Child Development Program (ASCDP) in the geographical area defined as the City of Vancouver. Vancouver Native Health Society will become the primary provider of ASCDP in Vancouver.

The Aboriginal Supported Child Development Program is intended to provide an accessible, coherent, integrated, community-based, and culturally responsive service delivery system. Through this program, services will be provided to children who require extra support in order to be included in a child care setting because they have a developmental delay or disability in physical, cognitive, communicative or social/emotional/behavioural areas.

The philosophy of inclusion is the basis for the Aboriginal Supported Child Development Program. It recognizes the right of all children, regardless of ability, to participate actively in natural settings within their communities. A natural setting is one in which the child would spend time had he or she not had a developmental delay or disability. Inclusion is an approach to delivering services in which all children are welcomed, supported and valued. In inclusive settings the activities of play, learning and growing happen in a way that all children feel that they belong and the goals established for them can be accomplished.

The primary focus of the program is on children birth to six years of age. Children seven to twelve years of age are a continued priority and youth thirteen years to their nineteenth birthday will continue to be served on an individual basis.

In the near future, services to Aboriginal children and families will be the responsibility of a Regional Aboriginal Authority. In support of the process, the Contractor agrees to work collaboratively with MCFD, other Supported Child Development contractors and sub-contractors and the Regional Authority to develop joint practice protocols and a transfer plan to facilitate this transition.

### **Program Operations**

The Contractor will deliver both child-specific and non-child-specific supported child care. In addition, the Contractor will have the capacity to maximize resources and quality of service delivered, as well as have the ability to respond to meet the changing needs of the community and the client population.

Program operations include:

- Establishing and maintaining a process for accepting and recording referrals;
- Establishing a process for ensuring parental consent is obtained;
- Establishing a process for determining eligibility;
- Establishing a process for determining the supports required for eligible children;
- Establishing a process and system for file management and review;
- Establishing and maintaining an appeal process;
- Establishing a process for maintaining a waitlist;
- Establishing and maintaining a dispute resolution process;
- Establish and maintain a Local Advisory Committee



- Establishing and maintaining a data collection and reporting system that meets Ministry reporting requirements, and responds to the need for public accountability;
- Maintaining appropriate financial records;
- Establishing a process and time-frame for an annual service delivery review;

## **Service Areas**

### ▪ ***Intervention (Payment System):***

- ***Individual – 25 children annually***
- ***Group – 25 children annually***

***Estimated annual output: 50 children per year***

- The agency will implement a payment system to provide payment for support workers hired to provide child-specific support. Workers may be hired as employees of the SCDP Agency, or funds may be allocated to Child Care settings or to families to hire support workers, or both methods may be used.

### ▪ ***Linkage and Brokerage (Consultation for Families and Child Care settings):***

***Estimated Annual Output: 120 children***

- Initiate contact with child and family and identification of need;
- Ensure that the required documentation is obtained;
- Determine eligibility;
- Provide information about child care and community options;
- Provide information about related support services;
- In collaboration with parents, staff and related professionals determine the nature and level of support required at the setting attended by the eligible child; complete support guide;
- Implement and coordinate service if required and/or requested and ensure parent/guardian consent;
- Provide setting specific information, resources and support that enhances the inclusion of all children;
- Provide child-specific information, resources and support that provides for the inclusion of the children eligible for SCDP;
- Provide extra support workers when deemed necessary or funding to hire same;
- In collaboration with the setting staff and parents the develop individual service plans for eligible children;

### ▪ ***Public/Provider Training (Community Outreach): provision of information, resources and both program specific and community wide training to support and enhance inclusion:***

***Estimated Annual Output: 110 participants per year***

- Maintain a lending library of a range of resources that take into consideration the diversity of cultures, families and abilities;
- Provide information, resources and training to service providers, support workers, community setting staff and other community services as appropriate.
- Participate in related community coalitions or committees for the purpose of information and resource sharing, service coordination and collaboration.

- **Management of Inclusion Contracts: (see Attachment 1.3)**
  - **Individual – 25 children annually**
  - **Group – 60 children annually**

**Estimated annual output:** 85 children per year

- Initiate contact with child and family and identification of need;
- Ensure that the required documentation is obtained;
- Determine eligibility;
- Provide information about child care and community options;
- Provide information about related support services;
- In collaboration with parents, staff and related professionals determine the nature and level of support required at the setting attended by the eligible child; completion of support guide;
- Implement and coordinate service if required and/or requested and ensure parent/guardian consent.

Decisions to amend or reconfigure the negotiated subcontracted arrangements must be discussed with the Local Advisory Committee and the Ministry of Children and Family Development.



# ATTACHMENT 1.2 – Supported Child Development Indicators

Attachment 1.2 to Subsidiary Component Agreement No. RT07036002

## Program Indicators 2011-2012

### SCD Supported Child Development

No	Service	Indicator	Definition
1	GENERAL	GEN: # intakes 0 - 6 (or: all intakes - see definition)	Number of children ages 0 - 6 deemed eligible to receive Supported Child Development services this month for the first time. ALTERNATIVELY, ALL INTAKES TO SCD MAY BE RECORDED HERE. Bargepole will report out on all intakes, regardless of whether the age groups are recorded separately or not.
2	GENERAL	GEN: # intakes 0 - 6 (or: all intakes - see definition) who identify as Aboriginal	Number of children ages 0 - 6 deemed eligible to receive SCD services this month for the first time whose primary caregiver considers them to be of Aboriginal heritage. ALTERNATIVELY, ALL INTAKES WHO IDENTIFY AS ABORIGINAL MAY BE RECORDED HERE.
3	GENERAL	GEN: % intakes 0 - 6 (or: all intakes) who identify as Aboriginal	
4	GENERAL	GEN: # intakes 7 - 12 (Optional - see definition)	Number of children ages 7 - 12 deemed eligible to receive Supported Child Development services this month for the first time. OPTIONAL: LEAVE BLANK IF USING #1 TO INDICATE ALL INTAKES
5	GENERAL	GEN: # intakes 7 - 12 who identify as Aboriginal (Optional - see definition)	Number of children ages 7 - 12 deemed eligible to receive SCD services this month for the first time whose primary caregiver considers them to be of Aboriginal heritage. OPTIONAL: LEAVE BLANK IF USING #1 TO INDICATE ALL INTAKES
6	GENERAL	GEN: % intakes 7 - 12 who identify as Aboriginal (Optional)	
7	GENERAL	GEN: # intakes > 12 (Optional - see definition)	Number of children over 12 years old deemed eligible to receive Supported Child Development services this month for the first time. OPTIONAL: LEAVE BLANK IF USING #1 TO INDICATE ALL INTAKES
8	GENERAL	GEN: # intakes > 12 who identify as Aboriginal (Optional - see definition)	Number of children ages over 12 years old deemed eligible to receive SCD services this month for the first time whose primary caregiver considers them to be of Aboriginal heritage. OPTIONAL: LEAVE BLANK IF USING #1 TO INDICATE ALL INTAKES
9	GENERAL	GEN: % intakes > 12 who identify as Aboriginal (Optional)	
10	LINKING & BROKERAGE	LNK: # new children receiving linking/ brokerage	Number of children receiving SCD linking and brokerage this month for the first time. SCD linking and brokerage comprises a range of activities to connect a child with a childcare resource, including assessment, referral and consultation.
11	LINKING & BROKERAGE	LNK: # children receiving linking/ brokerage within 90 days	Number of children receiving linking and brokerage this month for the first time who received it within 90 days of intake. This number is a sub-set of the total number of children receiving linking and brokerage for the first time and therefore cannot exceed that number.
12	LINKING & BROKERAGE	LNK: % children receiving linking/ brokerage within 90 days	

13	LINKING & BROKERAGE	LNK: # waitlisted for linking/ brokerage	Number of children on the last day of the month who have been deemed eligible to receive SCD linking and brokerage but who have not yet received any.
14	LINKING & BROKERAGE	LNK: # hours of linking/ brokerage	Number of hours this month that staff provided SCD linking and brokerage directly to a child, their family or their childcare providers. Service may be provided face-to-face or over the phone. The number of hours should be reported to the nearest quarter hour, e.g. 0.25, 0.5, 0.75, 1, 1.25 etc.
15	LINKING & BROKERAGE	LNK: # children receiving linking/ brokerage	Number of children for whom staff provided SCD linking and brokerage this month. Includes children whose caregivers received service, even if the family did not.
16	<b>LINKING &amp; BROKERAGE</b>	<b>LNK: Average # hours linking/ brokerage per child</b>	
17	INTERVENTION	INT: # new children receiving intervention	Number of children receiving Supported Child Development service from a support worker this month for the first time. Includes children receiving individual support and those receiving shared support, i.e. service from a worker who is supporting more than one child at a time.
18	INTERVENTION	INT: # children receiving intervention within 90 days	Number of children receiving individual or shared support this month for the first time who received it within 90 days of intake.
19	<b>INTERVENTION</b>	<b>INT: % children receiving support within 90 days</b>	
20	INTERVENTION	INT: # waitlisted for intervention	Number of children on the last day of the month who have been deemed eligible to receive services from a support worker but who have not yet received any. Includes children waiting for individual support and those waiting for shared support.
21	INTERVENTION	INT: # hours of individual intervention	Number of hours this month that support workers provided one-to-one support to children. The number of hours should be reported to the nearest quarter hour, e.g. 0.25, 0.5, 0.75, 1, 1.25 etc.
22	INTERVENTION	INT: # children receiving individual intervention	Number of children to whom support workers provided one-to-one support this month.
23	<b>INTERVENTION</b>	<b>INT: Average # hours individual intervention per child</b>	
24	INTERVENTION	INT: # sessions of group intervention	Number of times this month that SCD support workers provided support in a group format, i.e. supported 2 or more children at the same time.
25	INTERVENTION	INT: # hours of group intervention	Number of hours this month that SCD support workers provided support in a group format, i.e. supported 2 or more children at the same time. The number of hours should be reported to the nearest quarter hour e.g. 0.25, 0.5, 0.75, 1, 1.25 etc.
26	INTERVENTION	INT: # children receiving group intervention	Number of children to whom staff provided support in a group format this month.
27	<b>INTERVENTION</b>	<b>INT: Average # hours of group intervention per child</b>	
28	TRAINING & EDUCATION	TRE: # sessions of public/provider training and education	Number of times this month that staff provided training and/or education to other service providers or members of the public in a group format.
29	TRAINING & EDUCATION	TRE: # hours of public/ provider training sessions	Number of hours this month that staff provided training and/or education to other service providers or members of the public in a group format. The number of hours should be reported to the nearest quarter hour e.g. 0.25, 0.5, 0.75, 1, 1.25 etc.
30	TRAINING & EDUCATION	TRE: # attendances at public/ provider training sessions	Number of attendances by service providers and/or members of the public at all sessions of SCD training and education this month.
31	<b>TRAINING &amp; EDUCATION</b>	<b>TRE: Average # attendances per public/provider training session</b>	

**ATTACHMENT 1.3 – Inclusion Contracts**  
**Attachment 1.3 to Component Agreement No. RT07036002**

**Vancouver Supported Development Inclusion Costs: April 1, 2011 to March 31, 2012**

<b>Licensee (Payee)</b>	<b>Facility</b>	<b>Total</b>
Cedar Cottage - Association of Neighbourhood Houses	Queen Alexandra OSC	31,562.28
Britannia Community Services	Eagles in the Sky	73,087.32
Britannia Community Services Centre Society	Britannia OSC	62,861.40
Britannia Community Services Centre Society	Lord Nelson OSC	31,430.64
Britannia Community Services Centre Society	Grandview Terrace Child Care Centre	47,844.48
Britannia Community Services Centre Society	Mount Pleasant Child Care	47,844.48
Developmental Disabilities Association	Waterside 12.5% of \$78,751.42	118,127.16
Kiwassa Neighbourhood Services Association	Kiwassa Variety Club Daycare	83,308.56
Kiwassa Neighbourhood Services Association	Longhouse Out of School Care	41,654.40
McGregor Child Care Society	McGregor Child Care - Under 3 & Over 3	79,080.00
Strathcona Community Centre Association	Out-of-School Care	25,584.00
Vancouver Aboriginal Friendship Centre Society	Sundance Daycare	43,783.44
YMCA of Greater Vancouver	Nanook (Beach FTE transferred to Nanook)	73,905.00
Ray-Cam Cooperative Association		170,763.96
Total		930,837.12



**Attachment 2.1 Financial Report**  
**Attachment 2.1 to Subsidiary Component Agreement No. RT07036002**

**Financial Report**

**Sample Report**

**Name of Organization:** Vancouver Native Health Association  
**Contract No.:** RT07036002  
**Period Covered:**

SCA No. RT08924001	Intervention – General (payment system)	Linkage and Brokerage (Consultation to Families and Childcare Settings)	Management of Inclusion Contracts	Totals
Detail				
Total Operational Revenue				
Operational Expenses:				
Total Wages and Benefits				
Total Client Support Costs				
Total Transportation				
Total Program Support				
Total Program Admin. Support				
Total Facilities Expenses				
Total Operational Pre-Admin				
Total Admin. & Gen. Exp.*				
Total Operational Expenses				
Number of Units				
Unit Cost				
Total Surplus/(deficit)	\$	\$	\$	\$

\* Definitions from the Specified Audit Procedures, Core Policy and Procedures Manual, 6.3.2(d) Continuing Service Agreements, Policy 1, Appendix F.

Comments regarding variances:

This report has been prepared from the books and records of the Contractor for the funding period ended \_\_\_\_\_. I hereby confirm to the best of my knowledge and belief, that the information contained herein, was compiled in accordance with generally accepted accounting principles and in compliance with the Province's Core Policy and Procedures Manual. There is nothing to my knowledge that has not been disclosed in this report which would affect the accuracy and completeness of the financial information.

Signature:

Date

Print Name:

Print Title: Executive Director

Attachment 2.2 to Subsidiary Component Agreement No. RT07036002  
ATTACHMENT 2.2 Price Structure Chart

Price Structure Chart (Budget)

Service Areas					TOTALS
Operational Revenue:					
<b>Total Revenue</b>					
Operational Expenses:					
Wages and Benefits					
Staff Wages by Classification					
Relief					
Benefits					
Other (specify) On Call					
<b>Total Wages and Benefits</b>					
Client Support Costs					
Activities					
Meeting Expenses					
Other Client Support Costs (specify)					
Concrete needs					
Child care					
<b>Total Client Support Costs</b>					
Transportation					
Auto Insurance					
Client Transportation					
Staff Transportation					
Vehicle Costs					
Other (specify)					
<b>Total Transportation</b>					
Program Support					
Contracted Services					
Telephones/ Cellular/ Pagers					
Materials					
Memberships					
Staff Training - Mandatory					
Staff Training - Discretionary					
Other (specify)					
<b>Total Program Support</b>					
Program Administrative Support					
Advertising					
Computer software and development					
Recruitment and Training					
Office and Computer Supplies					
Other (specify)					
<b>Total Program Administrative Support</b>					
Facilities Expenses:					
Rent/ Lease/ Mortgage					
Insurance					
Other (specify)					
<b>Total Facilities Expenses</b>					
Administrative and General Expenses:					
<b>Total Administrative and General Expenses</b>					
<b>Total Operational Expenses</b>					
Number of Units					
Unit Cost					