

**MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT
INFORMATION BRIEFING NOTE**

CLIFF# 225718

PREPARED FOR: Stephanie Cadieux, Minister - **FOR INFORMATION**

TITLE: Child Fatalities Published Statistics

PURPOSE: The Ministry will post child fatality statistics showing the number of children in care and children who had received ministry services who died between January 1st and June 30th, 2015.

BACKGROUND:

- In April 2005, the Ministry first published statistics regarding deaths of children in care. The Ministry also posted statistics regarding deaths of children who had received services within the past 12 months under the *Child, Family and Community Service Act* (CFCSA).
- Both types of fatality statistics are now updated every six months and posted in June and December.
- Children who have received services includes:
 - A child who was the subject of a child protection report and whose need for protection was investigated.
 - A child who was provided with a brief youth service, such as a food voucher, youth agreement or repatriation home.
 - A child who was placed by court order with a person other than a parent, under the Director's supervision.
 - A child who was formerly in care, either by agreement or court order, and returned home.
 - A child whose family received support services, for example, homemakers, child care workers, respite or family counseling providers.

DISCUSSION:

Children in Care Deaths:

- Between January 1st to June 30th, 2015, 5 children in care died. The following classification of death is information *currently* provided by the BC Coroner's Service.
 - 0 deaths are classified as Natural;
 - 2 deaths are classified as Accidental;
 - 0 deaths are classified as Suicide;
 - 2 deaths are classified as Undetermined with an ongoing investigation by the Coroner's Service;
 - 0 death is classified as Undetermined and the Coroner's investigation is complete and their file closed;
 - 1 death is classified as Homicide;
- 1 of these 5 deaths is an Aboriginal child; and
- 1 of these 5 deaths has proceeded to a Case Review and it is in progress.
- 1 of these 5 deaths has proceeded to Comprehensive Case Review and it in progress.

Children who had received services under the CFCSA in previous 12 months:

- Between January 1st and June 30th, 2015, 48 children who had received services died. The following classification of death is information *currently* provided by the BC Coroner's Service.
 - 27 deaths are classified as Natural*, comprising 56% of the total number of deaths of children receiving services;
 - 7 deaths are classified as Accidental;
 - 3 deaths are classified as Homicide;
 - 5 deaths are classified as Suicide;
 - 5 deaths are classified as Undetermined with an ongoing investigation by the Coroner's Service;
 - 0 deaths are classified as Undetermined with a Coroner's investigation completed and their file closed;
 - 1 death has no coroner classification as it took place outside the province of British Columbia;
- 13 of these 48 deaths are Aboriginal children; and
- 3 of these 48 deaths have proceeded to Case Review and all are in progress.
- All fatalities classified as homicide were screened to determine whether a case review was required.
- *Many of the Natural deaths were related to children and youth with special needs who were medically fragile.
- The Ministry verifies child fatality categories of death with the Office of the Chief Coroner of British Columbia. The categorization of a fatality may change as a death is investigated or new information becomes available.

Attachment:

Fatalities of Children in Care & Receiving Services under the *Child, Community & Family Service Act*.

Program ADM/Branch: Cory Heavener – Provincial Director of Child Welfare

Program Contact (for content): Trisha Myers – Manager - Practice Support & Issue Management

Drafter: Sonya Foote – Practice Analyst - Practice Support & Issue Management

Date: December 1st, 2015.

FATALITIES OF CHILDREN IN CARE & RECEIVING SERVICES UNDER THE CFCSA

Fatalities of Children in Care by Calendar Year

YEAR	NATURAL	ACCIDENT	HOMICIDE	SUICIDE	UNDETERMINED ⁱ		TOTALS
					OPEN	CLOSED	
2003	5	4	0	2	0	1	12
2004	10	1	0	1	0	2	14
2005	4	2	1	0	0	2	9
2006	7	3	0	0	1	2	13
2007	2	4	0	0	2	1	9
2008	6	5	2	2	0	0	15
2009	8	1	0	1	1	0	11
2010	5	3	0	0	5	0	13
2011	6	1	0	2	0	1	10
2012	6	6	0	2	1 ⁱⁱ	0	15
2013	2	1	2	2	1	1	9
2014	5	3	0	4	0	1	13 ⁱⁱⁱ
2015 ^{iv}	0	2	1	0	2	0	5

Fatalities of Children Receiving Services (Not in Care) By Calendar Year

YEAR	NATURAL	ACCIDENT	HOMICIDE	SUICIDE	UNDETERMINED		TOTALS
					OPEN	CLOSED	
2003	33	16	0	5	1	8	63
2004	50	11	1	3	1	4	70
2005	46	9	2	1	0	6	64
2006	57	12	6	3	2	5	85
2007	64	10	1	6	2	5	88
2008	46	12	3	1	16	4	82
2009	44	11	3	3	15	2	78
2010	38	12	1	5	6	1	63
2011	40	16	2	2	6	2	69 ⁱⁱⁱ
2012	61	20	1	7	6	1	96
2013	51	8	2	7	7	4	79
2014	37	12	6	4	5	4	68
2015 ^{iv}	27	7	3	5	5	0	48 ⁱⁱⁱ

ⁱ In the “Undetermined” category, “open” indicates a case is still under investigation by the Coroner; “closed” indicates the Coroner’s investigation is complete and, due to insufficient evidence or inability to determine, the death cannot reasonably be classified as natural, accidental, suicide or homicide.

ⁱⁱ Updated classification from the Coroner on one death – Undetermined/Open changed to Accidental.

ⁱⁱⁱ This total includes one fatality where there is no Coroner classification of death because the fatality occurred outside the province.

^{iv} These totals reflect Child Fatalities between January 1st, to June 30th – midyear report for 2015.

**MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT
INFORMATION BRIEFING NOTE**

CLIFF # 225741

PREPARED FOR: Stephanie Cadieux, Minister - **FOR INFORMATION**

TITLE: Posting of Practice Audit reports to the MCFD website in December 2015.

PURPOSE: To provide background information on the release of information to the general public concerning results from recently completed practice audits of SDAs and DAAs.

BACKGROUND:

- The purpose of the Child Welfare Practice Audit Program (the Audit Program) is to support and improve practice by social workers under the *Child, Family and Community Service Act (CFCSA)* and the *Adoption Act*.
- The audit program measures compliance of social work practice with standards for service to support the provision of consistently high quality services to children, youth and families.
- The audit methodologies and tools are designed to identify practice strengths and areas requiring improvement, inform the development of training and supervision models, and support individual and organizational learning.
- Practice audits are conducted by practice analysts in the Quality Assurance Branch of the Provincial Director of Child Welfare and Aboriginal Services Division, on a three year cycle, and in accordance with standardized methodologies, procedures and tools.
- The most important elements of the ministry's standards are captured in the critical measures that comprise the audit tools. Through a review of a representative sample of records in a Service Delivery Area (SDA) or Delegated Aboriginal Agency (DAA), the audits evaluate the level of compliance with practice standards over a specified period of time, using a rating scale. Critical measures for the DAA's Child Service audit and the Resource audit are derived from the Aboriginal Operational Practice Standards and Indicators (AOPSI). AOPSI standards are used only by DAA's and are different than the Children in Care Service Standards and the Caregiver Support Service Standards used with the SDAs.
- To receive a rating of achieved for a specific measure, the documentation in the record must confirm that the criteria for achievement of the standard have been met.
- The findings of the practice audits are reviewed with the SDA or DAA management team and an Action Plan is developed to address practice issues identified in the audit. The various action items comprising the Action Plan are then monitored for implementation by the Quality Assurance or Aboriginal Services Branch.

DISCUSSION:

- Reports from MCFD/DAA Practice Audits are now posted to the Ministry's public access website on a bi-annual basis.
- In December 2015, eight practice audit reports will be posted: four of practice audits of the SDAs and four of practice audits of DAAs. See appendix for detailed information on each of the audits.
- Themes common to all four DAA Practice Audits :

- Low compliance rates for guardianship audits include:
 - completion of Care Plans;
 - documentation of social worker contact with CICs (every 30 days);
 - reviewing appropriate standards for discipline with caregivers at the time of placements; and,
 - interviewing CICs about their experiences in care.
- Lower compliance in the following resource audits (except Carrier Sekani):
 - Annual Reviews being completed;
 - documenting the training of caregivers; and,
 - monitoring and reviewing foster homes.
- Themes common to Family Service MCFD audits are:
 - compliance with SDM tools is higher with Incidents than with Cases;
 - compliance measures with regard to collaborative practice is low;
 - compliance rates related to supervisory approvals and the use of SDM tools in the latter stages of managing Incidents are low.
- Themes common to Resource MCFD audits are:
 - Completing Annual Reviews of Family Care Homes and the regular monitoring of children's safety and well-being through in-person visits of family care homes was found to be low or very low for each audit.
 - The completion of the mandatory caregiver education program had a low compliance rate.
- The findings outlined in the eight practice audit reports are consistent with the findings of previous reports posted by MCFD in 2015 and 2014.
- Each of the eight audit reports to be posted in December 2015 reflects the commitment of MCFD to be accountable for our services and to working to improve outcomes for children and families in British Columbia.

Program ADM/Branch: Cory Heavener – Provincial Director of Child Welfare
Program Contact (for content): Dulcie Fernandes – A/Director Quality Assurance
Drafters: Larry Peters & Don Miller – Managers, Quality Assurance
Date: December 3, 2015

Appendix

Family Service Practice Audits of SDAs to be posted include:

- **South Fraser SDA:**
 - Completed October 2015.
 - Overall compliance: **62%**.
 - Compliance with SDM tools higher with Incidents than with Cases.
 - Lower compliance with adhering to timelines and supervisory approvals in the use of SDM tools.
 - Very low compliance with measures associated with collaborative practice (e.g., developing Safety Plans and Family Plans).
 - Two action items in Action Plan. Both action items are not yet due and remain open.

- **Coast/North Shore SDA:**
 - Completed September 2015.
 - Overall compliance: **71%**.
 - Higher compliance with SDM tools associated with Incidents than with Cases.
 - Moderate compliance with SDM tools being used with Cases, with the exception of Family Plans (only 1/3 had Family Plans).
 - Higher compliance with supervisory approvals during the screening process, but significantly lower during the latter stages of managing Incident records.
 - Greater collaboration with families during the development of Safety Plans, but Collaborative Practice Decision Making lacking with respect to the documentation of Family Plans.
 - One action item in Action Plan. This item is open and overdue as of October 31, 2015.

Resource Practice Audits of SDAs to be posted include:

- **Coast/North Shore SDA:**
 - Completed October 2015.
 - Overall Compliance: **45%**.
 - Issues: Lower compliance with the screening, assessment and approval of caregivers, caregivers completing the 53-hour mandatory education program, the sharing of placement information with caregivers, and informing caregivers about protocols. Very low compliance with completing Annual Reviews and in-person visits by the resource workers every 90 days.
 - Concerns: Completing Annual Reviews of Family Care Homes and the regular monitoring of children's safety and well-being through in-person visits of family care homes.
 - Four action items in Action Plan. All action items are not yet due and remain open.
- **Okanagan SDA:**
 - Completed November 2015.
 - Overall compliance: **58%**.
 - Issues: Lower compliance with completing Consolidated Criminal Record Checks for all caregivers every 3 years, caregivers completing the 53-hour mandatory education program, and informing caregivers about protocols. Very low compliance with completing Annual Reviews and in-person visits by the resource workers every 90 days.
 - Concerns: Completing Annual Reviews of Family Care Homes and the regular monitoring of children's safety and well-being through in-person visits of family care homes.
 - Four action items in Action Plan. All action items are not yet due and remain open.

DAA Practice Audits to be posted include:

- **Carrier Sekani (C4) :**
 - Completed September 2015.
 - Overall compliance: Child Services = 75%, Resources = 94%.
 - Excellent documentation in all areas of Resource practice.

- Four action items in Action Plan. All items are open (3 overdue and 1 due on December 31, 2015).
- **Denisiqi (C3) :**
 - Completed November 2015.
 - Overall compliance: Resources = 37%, Voluntary Family Services = 100% (1 file audited).
 - Three action items in Action Plan. All are open and not due until November 30, 2015.
- **Knucwentwecw (C6) :**
 - Completed October 2015.
 - Overall compliance: Child Services = 51%, Resources = 51%, Family Services = 64%.
 - Themes from Family Service Audit - SDM tools not being used on Cases (0% compliance for SDM assessments and Family Plans), higher compliance with using SDM tools during the screening process than during the assessment and planning stages of managing Incident records.
 - Three action items in Action Plan. All are open and due Dec 31, 2015.
- **Usma (C6) :**
 - Completed August 2015.
 - Overall compliance: Child Services = 52%, Resources = 83%, Family Services = 59%.
 - Themes for Family Service Audit: Moderate to low compliance in the use of SDM tools associated with Incidents, low compliance with adhering to timelines and very low compliance with the use of SDM tools within Cases, including Family Plans (14% compliance).
 - Five actions items in Action Plan. All are open and due Nov 30, 2015.

**MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT
INFORMATION BRIEFING NOTE**

CLIFF 225715

PREPARED FOR: Stephanie Cadieux, Minister **FOR INFORMATION**

TITLE: Public Disclosure of Case Review Report Summaries

PURPOSE: Eight case review report summaries will be posted on the Ministry's website in December 2015. The Ministry's commitment is to post summaries of all case reviews completed after January 2008.

BACKGROUND:

- In the *BC Children and Youth Review*, Judge Hughes recommended that the Ministry publicly release summaries for each child death review completed in the previous six months.
- As of June 2011, the Ministry revised its process for posting summaries to include all fatality and critical injury case reviews.
- The summaries are posted twice each year; in June and December.
- The public disclosure of Ministry case review summaries is subject to a similar process as Freedom of Information requests received by Citizens' Services.
- Privacy issues are considered when preparing the summaries.

DISCUSSION:

- The eight case review summaries in the December 2015 posting include two comprehensive reviews and six file reviews.
- None of the case reviews were about high profile cases.
- Six of the case reviews concern children/youth who were known to the Ministry but not in care, and two reviews involve a child/youth who was in the care of the Ministry.
- Five of the eight case reviews involve the death of a child.
- Two of the case reviews involve Aboriginal youth for whom a delegated Aboriginal agency had conduct of their case file.
- One of the eight case reviews determined that no action plan was required. The other seven case reviews resulted in a total of 21 actions of which:
 - four have been completed;
 - 17 are in progress; and,
 - ten are overdue.
- Seven of the case reviews identified practice concerns in the area of assessment and planning for the child/youth; two of the cases identified a lack of consultation with clinical leaders who had expertise in high risk behaviors; one review identified insufficient file documentation of practice as required by policy and legislation; and, one review identified a systemic issue that included a lack of clear and thorough training regarding policy and practice changes.
- The three main themes of the actions associated with the case reviews are: the review of policy; training; and, the development of mechanisms/processes to ensure adequate documentation, tracking and clinical/supervisory consultation.

- It is the responsibility of each service delivery area (SDA) to complete the action plans.
- The Office of the Provincial Director of Child Welfare monitors the completion of action plans.

ADVICE:

The eight case review summaries will be posted on the Ministry's website in December 2015.

Program ADM/Branch: Cory Heavener

Program Contact (for content): Sharon Crux

Drafter: Deanna Jacobs

Date: December 15, 2015

**MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT
INFORMATION BRIEFING NOTE**

CLIFF: 225572

PREPARED FOR: Minister Stephanie Cadieux - **FOR INFORMATION**

TITLE: Cross-Ministry Autism Services and Supports Update

PURPOSE: Provide update regarding key autism initiatives including: the autism researcher consultation meeting; the one time only (OTO) funding projects including parent coaching research and the quality assurance; and the Pacific Family Autism Centre (PAFC).

BACKGROUND:

- s.12
s.12 is linked to Minister Cadieux's 2014 and 2015 mandate letters and is guided by the principles of the *Children and Youth with Special Needs: A Framework for Action* or CYSN Framework in order to ensure effective coordination of services for BC families.
- Four key initiatives are currently underway that relate to the cross-ministry autism supports and services review:
 1. an in-camera consultation meeting with autism researchers is scheduled for February 19, 2016;
 2. s.12,s.13
 3. quality assurance measures are being put in place to improve service provider accountability in the autism funding programs; and
 4. ongoing collaboration with the PAFC.

DISCUSSION:

1. In-Camera Autism Researcher Consultation Meeting

- s.12,s.13

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- The Autism Researcher Consultation Meeting is set for **February 19, 2016** in Vancouver.
- s.12,s.13

- Funding for the meeting is provided by MCFD through the Michael Smith Foundation for Health Research (MSFHR).
- Invitations have been sent to researchers from BC and across Canada with 23 confirmed to attend to date (Please see appendix A: List of researchers).
- An invitation has been drafted for the Minister's Office to send to the Ministers of Education, Health, Social Development Social Innovation, as well as to executives at CLBC and PHSA. (Refer to Appendix B).
- Each Ministry will be asked to identify senior staff that will attend.
- Attendance at the event will be capped at about 75.
- The meeting will be professionally facilitated. A draft agenda is available in Appendix C. The agenda includes opening remarks by Minister Cadieux. Ministry staff will follow up with the Minister's Office to confirm who should deliver closing remarks.

2. Parent Coaching Research

- At the end of the 2014/15 fiscal year, the Ministry of Health provided OTO funding (\$3.03M) to ACT-Autism Community Training for a research project to develop and evaluate an evidence-based parent-coaching early intervention model for infants who are assessed as at risk for ASD.
- This initiative is intended to be a 2-3 year research project (not a new program) to examine proof of concept within the BC context of an evidence-based parent coaching model for infants suspected of having ASD.
- Results of the pilot project will help to inform the future direction of early intervention services for children with ASD and other related disorders.
- MCFD has established a steering committee with ACT, MSFHR, and PAFC which is tasked with the development of two Request For Proposals (RFPs):
 - One RFP to obtain the program provider/operator (estimated budget s.12,s.13 ; and
 - The second RFP to obtain the independent program evaluator (estimated budget s.12,s.13
- The parent coaching research project was announced on Dec 7, 2015 at a PAFC event.
- The parent coaching research initiative plan will be shared and discussed at the February autism researcher consultation meeting to help inform the initiative.

3. Quality Assurance Measures for Autism Funding Programs

- At the end of the 2014/15 fiscal year, the Ministry of Health provided OTO funding (\$150K) to improve quality assurance for autism services in BC.

s.13

4. Collaboration with the Pacific Autism Family Centre (PAFC)

- The PAFC Hub in Richmond known as the "Good Life Fitness Autism Family Hub" is currently under construction in Richmond.

- The PAFC recently released a public request for Expressions of Interest for services to be offered in the PAFC.
- On Dec 7, 2015 the PAFC announced the following initiatives:
 - In partnership with Autism Society of BC, they will offer the Ready, Willing & Able (RWA) Autism Initiative. RWA is a nationwide program aimed at developing employer demand, organizing the labor market and increasing employment outcomes of people with diverse abilities.
 - In Spring 2016, PAFC will begin delivery of the EmploymentWorks program in BC. A Canada wide initiative, this peer-supported pre-employment training program is for individuals ages 15-29.
 - The PAFC will house a blood accessioning lab at the hub centre operated by LifeLabs. The lab will be specially designed for individuals with ASDs and operated by practitioners who have been trained to work with individuals with ASDs.
- The PAFC has created a research-based initiative known as the Inform-Every Autism Initiative. The goal is to involve families in research.
- An ad-hoc steering committee for the Inform-Every Autism Initiative has been created and includes representatives from BC post-secondary and research organizations and MCFD.
- Initiatives underway from the Inform-Every Autism Initiative include:
 - Collaboration between PAFC and MCFD to support an innovative research project through Emily Carr University to examine how families use, experience, learn from, and what they want from research. The study is currently underway.
 - An inventory of BC-based ASD research resources (“asset map”).
 - An open call to BC autism researchers to attend a half day meeting on January 29, 2016 to discuss opportunities for research in BC connected to the PAFC. An MCFD representative will be attending.

ADVICE:

s.12,s.13

- Ministry staff will follow up with the Minister’s office to confirm final details regarding invitations and agenda for the researcher event.
- s.12,s.13
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Program ADM/Branch: Christine Massey/ Policy and Provincial Services

Program Contact (for content): Karen D. Bopp

Drafter: Michaela Jelen

Date: December 12, 2015

#225572

Appendix A: List of Researchers invited to attend the Cross-Ministry Autism Researchers Consultation Meeting: February 19, 2016

University of British Columbia:	RSVP
○ Dr. Pat Mirenda	yes
○ Dr. Joe Lucyshyn	yes
○ Dr. Laura Grow	yes
○ Dr. Poala Colozzo	yes
○ Dr. May Bernhardt	no
○ Dr. Dan Goldowitz (NeuroDevNet)	yes
○ Dr. Suzanne Lewis	yes
○ Dr. Tim Stainton	yes
○ Dr. Anthony Bailey	yes
○ Dr. Tal Jarus	
○ Dr. Steve Wellington	
Sunny Hill Health Centre for Children / UBC	
○ Dr. Tim Oberlander	yes
○ Dr. Nancy Lanphear	yes
○ Dr. Whitney Weikum	yes
Simon Fraser University	
○ Dr. Charlotte Waddell	yes
○ Dr. Grace Iarocci	yes
○ Dr. Elina Birmingham	yes
Neurodevnet and CFRI	
○ Dr. Emily Gardiner	yes
University of Victoria	
○ Dr. Jim Tanaka	yes
University of Alberta	
○ Dr. Lonnie Zwaigenbaum	no
University of Toronto	
○ Dr. Peter Szatmari	no
○ Dr. Kevin Stoddart	maybe
○ Dr. Wendy Roberts	
○ Dr. Jessica Brian	
○ Dr. Laurie Vismara	yes
○ Dr. Wendy Ungar	yes
McMaster University	
○ Dr. Stelios Georgiades	yes
○ Dr. Terry Bennett	yes
York University	
○ Dr Jonathan Weiss	yes
McGill University	
○ Dr. Mayada Elsabbagh	yes
Dalhousie University	
○ Dr. Isabel Smith	yes



Invitation

*The Ministry of Children and Family
Development
invites you and your selected executive to
attend an in-camera Autism Researcher
Consultation Meeting as a part of the Cross-
Ministry Autism Supports and Services Review*

TIME:

8:30 am to 4:30 pm

DATE:

Friday, February 19, 2016

LOCATION:

Blue Horizon Hotel: 1225 Robson Street, Vancouver, BC

**Please RSVP to Jessica Collins by February 5, 2016 with the list of
participants from your ministry or organization**

Email: jcollins@msfhr.org

Tel: 604-714-6603



***This invitation is intended for the original addressee. It is not for third party redistribution.**

#225572

APPENDIX C: ANNOTATED DRAFT AGENDA – AUTISM RESEARCHER CONSULTATION

FRIDAY FEBRUARY 19, 2016 – BLUE HORIZON HOTEL, VANCOUVER

Item	Who	What	Duration	Run time
Breakfast	All	Catering	30 min	0830-0900
Call to Order	Pat Evans, Facilitator	Welcome, Intro self and Minister Cadieux	5 min	0900-0905
Welcoming Remarks	Honourable Stephanie Cadieux, Minister of Children & Family Development	Acknowledgement of meeting on traditional First Nations territory s.12,s.13	10 min	0905-0915
Purpose of the Meeting	Pat Evans		10 min	0915-0925
Background	Karen Bopp		30 min	0925-0955
Q&A	Facilitator/All		10 min	0955-1005
Breakout directions	Pat Evans	What to do, where, after the break	10 min	1005-1015
Nutrition break	All	Catering	15 min	1015-1030
Breakout session #1	All; theme facilitator for each breakout	s.12,s.13	60 min	1030-1130
Debrief breakout #1	Theme Facilitators/ Rapporteurs/All	10 min report out plus 10 min discussion per theme	40 min	1130-1210
Breakout directions	Pat Evans	What to do, where, after lunch	5 min	1210-1215
Lunch break	All	Catering	45 min	1215-1300
Breakout session #2	All; theme facilitator for each breakout	s.12,s.13	60 min	1300-1400
Debrief breakout #2	Theme Facilitators/ Rapporteurs/All	10 min report out plus 10 min discussion per theme	45 min	1400-1445

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APPENDIX C: ANNOTATED DRAFT AGENDA – AUTISM RESEARCHER CONSULTATION

FRIDAY FEBRUARY 19, 2016 – BLUE HORIZON HOTEL, VANCOUVER

Item	Who	What	Duration	Run time
Nutrition break	All	Catering	15 min	1445-1550
Prioritization	Facilitator/All	Plenary discussion	50 min	1500-1550
Next steps	Pat Evans	Confirm agreements	5 min	1550-1555
Closing remarks	Who?	Thanks to all for participating in this initiative, other key points to be determined by MCFD staff/project team	5 min	1555-1600
Adjourn	All			

#225572

APPENDIX C: ANNOTATED DRAFT AGENDA – AUTISM RESEARCHER CONSULTATION

FRIDAY FEBRUARY 19, 2016 – BLUE HORIZON HOTEL, VANCOUVER

Logistical notes:

- Main room, U shaped table to seat all with podium/screen at front and table for facilitator, flipchart for facilitator. Tent cards for participants, big print visible across the room plus everyone has a name badge on a string. Table for note taker who will record the whole proceedings. Masking tape, markers, flipchart pads.
- LCD and laptop for power point presentation in main room.
- 2 breakout rooms, each with flipchart and table for breakout facilitator and round table seating (e.g. open square) for up to 25 people.
- Registration table outside main room with packages for participants including their tent card and name badge.
- Catering outside the main room.
- 2 handheld wireless mics and 1 lapel wireless mic for facilitator, in main room
- Computer, LCD slide projector, screen in main room
- Good clear signage outside the main room to direct people to the breakout locations

Breakout assignments:

- Michaela and Karen to be content experts, one in each breakout room
- Gayle and Pat to be breakout facilitators, one in each breakout room
- Jessica and ??? be breakout recorders, one each breakout room
- Michaela and Karen to be rapporteurs, reporting out for their work groups