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Withheld pursuant to/removed as

s.12 ; s.13

Appendix A - Key contributors to be invited to CYSN Service Framework engagement under non-disclosure agreement

Name	Position/Affiliation
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s.13; s.16

**MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT
DECISION NOTE**

DATE: March 24, 2021
CLIFF#: 259122

DATE OF PREVIOUS NOTE (if applicable): n/a
PREVIOUS CLIFF # (if applicable): [CLIFF #]

PREPARED FOR: Allison Bond, Deputy Minister, Ministry of Children and Family Development

ISSUE: CYSN Service Framework engagement to design hub and spoke service model

BACKGROUND:

The Ministry of Children and Family Development (MCFD) is developing a Children and Youth with Support Needs (CYSN) Service Framework to contribute to the overall efforts of the Ministry in strengthening its approach to prevention, early intervention, and family preservation. It is intended to clarify and improve access to MCFD's system of supports available to children and youth with support needs and their families, guide planning and establish an approach to accessing and delivering CYSN services that is driven by the needs of children, youth and families. An important aspect of this work will be to design the hub and spoke system that will deliver developmental and goal focused services through contracted agencies.

DISCUSSION:

Within the CYSN Service Framework, four core services available to families are identified: Developmental, Goal Focused, Disability and Customized Complex services. Developmental and Goal Focused services will be delivered by a community-based hub and spoke model which will make it easier to find and access services using a central point of contact for MCFD CYSN and/or Indigenous CYSN services. The hub and spoke model will be delivered by contracted agencies.

An MCFD staff Advisory Circle has been assembled and has been engaged in designing the hub and spoke service model. The Advisory Circle consists of representatives from:

- Inclusion Strategic Policy
- Specialized Provincial Services (A/Executive Director)
- Service Delivery Division (Director of Provincial Operations, Directors of Operations, Quality Assurance)
- Practice Division (Director of Practice)
- Information Services Division
- Finance and Corporate Services (Financial Services Branch, Procurement and Contract Management Branch, Procurement Strategy team within Corporate Operations Branch, Modelling Analysis and Information Management)
- Strategic Services (Project Management, Change Management and Communications)

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ATTACHMENTS (if applicable):

- A. List of key contributors to be invited to engagement under non-disclosure agreement
s.12; s.13

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**MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT
DECISION NOTE**

DATE: July 8, 2021
CLIFF#: 261682

DATE OF PREVIOUS NOTE (if applicable): N/A
PREVIOUS CLIFF # (if applicable): N/A

PREPARED FOR: Portfolio Board Members, Ministry of Children and Family Development

ISSUE: Local Service Area (LSA) Selection for Children and Youth with Special Needs (CYSN) Transformations

BACKGROUND:

MCFD is taking action to address urgent and long-standing systemic challenges within CYSN by building early implementation sites.

Key barriers within the current system of CYSN services include significant wait times for services, inequitable access to supports, high administrative and financial burdens for families, and experiences of systemic racism for Indigenous and English Language Learning (ELL) families, among others. Consistent with this, reports from the Representative for Children and Youth (2018, 2020) and the Select Standing Committee on Children and Youth (2019) have also highlighted similar issues with CYSN services. In partnership with families and key stakeholders, the CYSN Service Framework was developed to overhaul the current system and outline a future state of CYSN services that is equitable, high-quality, and more sustainable in providing support to children and their families.

The proposed future state for CYSN services requires transformational change on a provincial scale. There was initially a decision to complete early implementation in 2 Services Delivery Areas (SDAs) and the Northwest and Okanagan SDAs were selected. Early implementation was shifted to 2 LSAs to allow government to build and test the operational infrastructure, trial the service changes on a smaller scale, facilitate careful change management with families and front-line staff, identify challenges, set up clear and consistent lines of communication, and develop solutions to apply to provincial implementation.

DISCUSSION:

There was a decision to shift the implementation of the new CYSN model in two LSAs rather than 2 SDAs.

The Minister of Children and Family Development has approved recommendations to prototype. Approvals included:

CYSN services early implementation is planned to commence in 2 LSAs Fall 2022, s.13
s.13

Services Delivery Division (SDD) has determined the recommendation options for the early implementation sites. There was a review of available information and the following factors were considered: impact to children and youth, Indigenous considerations,^{s.17}
s.17 MCFD staff capacity to support transition, range of remote to urban

population distribution, service expansion opportunity, client change management,
s.17 and community capacity to participate.

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**MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT
DECISION NOTE**

DATE: November 8, 2021
CLIFF#: 264944

DATE OF PREVIOUS NOTE: October 18, 2021
PREVIOUS CLIFF #264273

PREPARED FOR: Allison Bond, Deputy Minister, Children and Family Development

ISSUE: Determining how best to situate Supported Child Development (SCD) contracts within the context of the implementation of the CYSN Service Framework

BACKGROUND:

In October 2021, the Minister and Minister of State provided direction indicating that Supported Child Development (SCD) and Aboriginal Supported Child Development (ASCD) contracts will continue to be delivered through MCFD when the Child Care Division transitions to the Ministry of Education, and that these services would be provided in alignment with the CYSN Service Framework. This decision was made to ensure that services are not fragmented for families or for service providers. Child Care Division will remain the policy lead for inclusive child care.

SCD/ASCD programs are currently part of the suite the CYSN Foundational Programs, along with the Infant Development Program (IDP), Aboriginal Infant Development Program (AIDP), and Early Intervention Therapy (EIT) Program. SCD/ASCD programs continue to work closely with the other Foundational Programs in local communities.

The implementation of the CYSN Service Framework will transform how these foundational programs are delivered. Critical to government's new approach to services for children and youth with support needs is the creation of family connections hubs (FCH), located in communities across BC. These "one stop" providers will give families easy access to a wide array of supports and services – reducing duplication, streamlining access, and making it simple to receive and navigate services. The family connections hubs will be available to anyone with an inquiry or concern regarding a child or youth.

Early implementation areas of the new CYSN service model will include the Central Okanagan and the Northwest, both with a current SCD base budget of \$2.1M.

DISCUSSION:

The implementation of family connections hubs will involve re-procurement of existing supports, including the services currently provided through the foundational programs.^{s.17}

^{s.17} Indigenous services provided through AIDP and ASCD are not being re-procured at this time. Including SCD in this re-procurement requires consideration of federal commitments, continuity of service for children who are already on caseload, and work underway to move towards inclusive universal child care.

Funding commitments

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In addition to this provincial funding, the programs receive an annual federal top-off of \$10M through the BC-Canada Early Learning and Care (ELCC) Agreement. New investment under the Canada-Wide ELCC agreement will provide further enhancement of \$15M annually, beginning in 2022/23. Specific priorities and reporting requirements are identified under these two federal agreements, including: (1) increased direct service enabling increased access to child care; and (2) capacity building for inclusion within child care centres.

Continuity of Service

Including SCD in the re-procurement process for early implementation areas will require careful consideration of how to ensure the level of enhanced staffing supports (support worker hours) for children already on caseload is maintained.

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Enhanced staffing supports for children with support needs are currently funded through the SCD/ASCD programs. These programs encompass the following two roles:

1. **SCD/ASCD Consultant** – provides child-specific consultation services to child care programs and families; determines need for enhanced staffing support; may provide inclusion training/capacity building to child care programs (program specific rather than child-specific)
2. **SCD/ASCD Support Worker/Aide** – provides enhanced staffing support within a child care program (either enhancing the staff ratio, providing direct shared support, or direct individual support to children with support needs); may be funded by the SCD/ASCD program and hired by the child care provider, or directly deployed by the SCD/ASCD program

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¹ Direction subject to Cabinet approval.

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OPTIONS:

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RECOMMENDATION:

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DECISION and SIGNATURE
Allison Bond
DM, MCFD

December 8, 2021
DATE SIGNED

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**MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT
DECISION NOTE**

DATE: October 15, 2022

CLIFF#: 264134

DATE OF PREVIOUS NOTE:[Date]

PREVIOUS CLIFF #: [CLIFF #]

PREPARED FOR: Honourable Mitzi Dean, Minister of Children and Family Development

ISSUE: Confirmation of the geographic boundaries for successful CYSN early implementation

BACKGROUND:

The Ministry of Children and Family Development (MCFD) Children and Youth with Support Needs (CYSN) Service Framework is a critical contribution to transforming the Ministry's approach to better support children, youth, and families in the system today and breaking down systemic barriers to provide needs-based, culturally sensitive, trauma-informed services.

The Project received Cabinet direction to prototype the system change in two geographic areas of the province, with provincial implementation anticipated to follow in 2024 by incorporating lessons gained from the prototypes.

DISCUSSION:

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**MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT
DECISION NOTE**

DATE: April 6, 2021

CLIFF#: 259544

PREPARED FOR: Carolyn Kamper, ADM SIPLD, Teresa Dobmeier, ADM SDD,
Cory Heavener, ADM/PDCW

ISSUE: Approve updates to the CYSN policy: *Collaborative Practice between Children and Youth with Special Needs Workers and Child Welfare Workers*.

BACKGROUND:

In response to recommendations by the B.C. Representative for Children and Youth (RCY) in the 2011 report *Isolated and Invisible*, MCFD developed two policies to improve information sharing across service lines. The CYSN policy, *Collaborative Practice between CYSN Workers and Child Welfare Workers* and the Child Welfare policy (1.6) *Working with Service Partners and Collateral Contacts* were both released in 2012.

In 2020, the decision was made to move the CYSN policy into the new MCFD policy template, as per the ministry's policy streamlining direction. This provided the opportunity to revisit MCFD's information sharing practices which were highlighted by the RCY again in the 2018 report *Alone and Afraid*. The report also called for the development of a training course to orient child protection workers to CYSN services. The update to the CYSN policy and the training are included in MCFD's Action Plan to address *Alone and Afraid* recommendations. The original 2020 completion dates for the updated policy and the training course were delayed due to COVID-19 and internal staff changes. The policy update and the training for child protection workers are now scheduled to be released separately in spring 2021.

While this note addresses updates to the CYSN policy, the training being developed by MCFD's Learning and Development Branch references both the CYSN policy and the Child Welfare policy (1.6) and includes examples in which CYSN and Child Protection work collaboratively.

DISCUSSION:

ENGAGEMENT

Updating CYSN's *Collaborative Practice Policy* generated significant interest from CYSN and Child Welfare service lines. The *REQUEST FOR SERVICE DELIVERY DIVISION STAFF PARTICIPATION* and the *REQUEST FOR DAA PARTICIPATION* forms were circulated to seek representation across the various branches of the Ministry and Delegated Aboriginal Agencies.

The following participants actively provided input and feedback:

- 2 Inclusion Policy staff
- CYSN Director of Provincial Operations
- Provincial Director of Practice
- 5 Directors of Operations (3 CYSN, 2 Child Welfare)

- 4 Team Leaders
- 2 Child Welfare Workers
- 2 CYSN Practice Consultants
- 1 DAA Practice Manager
- 1 Aboriginal Services Director
- 2 Operational Child Welfare Policy Analysts

Between June 2020 and February 2021, working group members had multiple opportunities to share their perspectives and provide feedback on the draft policy. Provincial Practice Branch and Inclusion Policy met regularly to review policy updates and discuss potential impacts to practice. The updated draft policy was jointly presented to CYSN Directors of Operations in March 2021. It was also presented to Directors of Practice and EDs/EDSs in April 2021.

KEY CHANGES TO POLICY

1. New Name

The policy's new name is *Collaborative Practice between Children and Youth with Support Needs Workers and Child Protection Workers*. This change reflects CYSN's name change from Special Needs to Support Needs and describes the policy's scope, which is limited to collaboration when a child or youth with support needs is involved in a child protection response.

2. Policy Streamlining

The policy looks and reads differently in the new policy template. The language is plain, and policy and procedures have been separated. Aboriginal Practice and Policy Framework (APPF) and Gender Based Analysis+ (GBA+) principles have been applied.

3. CYSN Reporting and Documenting Child Protection Concerns

Provincial Centralized Screening (PCS) is identified as the reporting mechanism for child protection concerns. A reference group lead by Practice Branch is clarifying the process for CYSN Workers to report protection concerns and establishing guidelines for them to document concerns in ICM. Their recommendations will be outlined in the policy's supporting Frequently Asked Questions (FAQs) and communicated to staff during policy orientation sessions planned for late spring or early summer 2021.

4. Roles and Responsibilities

The policy describes CYSN and Child Protection roles in the context of information sharing, planning, and decision making when a child or youth with support needs is involved in a child protection response. References to the role of the Child Protection Worker are taken from Child Welfare Policy 1.6 - a link to that policy is included.

POLICY IMPLICATIONS

While the content of the policy has not changed significantly since its release in 2012, its updates have the potential to impact staff in the following, minimal ways:

- The expectation for staff to strengthen collaborative working relationships across service lines may require additional time and supervisor support.

Attachments:

- A. Collaborative Practice between Children and Youth with Support Needs Workers and Child Protection Workers Policy, March 30, 2021

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Collaborative Practice between Children and Youth with Support Needs Workers and Child Protection Workers

MCFD Core Policy	N/A
Effective Date	2012-04-02
Amendment Date	2021-02-05
Last Review Date:	

A: Policy

This policy establishes expectations for collaborative practice between Children and Youth with Support Needs (CYSN) workers and ministry or Delegated Aboriginal Agency (DAA) Child Protection (CP) workers when children and youth with support needs are part of a Child Protection Response.

It aligns with Child Welfare standards for collaborative practice outlined in Policy 1.6 - Working with Service Partners and Collateral Contacts and Chapter 3 - Child Protection Response Policies. It reflects the values and foundations of the Aboriginal Practice and Policy Framework, and promotes inclusive, collaborative and accountable practice across service lines.

1. Information Sharing

Child protection decisions and case-planning for children and youth with support needs must be informed by timely and regular information sharing between CYSN and CP workers.

(a) Information sharing takes place at all stages of the Child Protection Response.

(b) Families receiving voluntary support services must consent to information sharing.

2. Collaborative Planning and Decision Making

When there are protection concerns, CYSN and CP workers must work together to make decisions and plan supports that help families of children and youth with support needs care for them safely.

(a) CP decisions and plans are informed by CYSN clinical judgement about the child or youth's disability, developmental needs and family functioning.

(b) Collaborative planning and decision making consider the views, cultural heritage and spiritual beliefs of the child, youth, family and community.

B: Procedures

Information Sharing

Collaborative Planning and Decision Making

C: Policy Visuals

1. Child Welfare Road Map

D: Procedures | Detailed

1. Information Sharing

(a) CYSN workers are responsible for:

- (i) Consulting with their supervisor if there are concerns about a child or youth's safety.
- (ii) Reporting concerns about the safety of any child or youth, as per the Child, Family and Community Service Act (CFCSA)
- (iii) Following Provincial Centralized Screening (PCS) and Integrated Case Management (ICM) processes for reporting and recording protection concerns about children and youth with support needs.
- (iv) Contacting CP for the results of report assessments and response decisions if not notified after 30 days (as per Child Welfare Policy 1.6)
- (v) Contacting CP when newly eligible children and youth with support needs have an open CP file.
- (vi) Sharing information with CP about the child or youth's diagnosis, developmental needs, care needs, support team, and family context including how they view the disability, their requests for and engagement with supports, and the outcomes of CYSN services offered and received to date.
- (vii) Obtaining verbal or written consent to share information when families receive voluntary support services.

(b) CP workers are responsible for (as per Child Welfare Policy 1.6):

- (i) Notifying CYSN when a report is made about a child or youth with support needs or when a child or youth with support needs resides in the same house as a subject child.
- (ii) Obtaining relevant information about the child or youth with support needs, as per (vi) above.
- (iii) Sharing the results of child protection assessments and CP response decisions with CYSN within 30 days of a report being made and before closing a file related to a child or youth with support needs.

2. Collaborative Planning and Decision Making

CYSN and CP workers engage in ongoing collaboration to:

- (a) Determine the methods and frequency of their communication.

- (b) Clarify their roles in communicating and planning with the family.
- (c) Develop plans to support eligible children and youth with support needs and their families and determine if services are best provided through CP, CYSN or both.
- (d) Resolve differences and when necessary, seek supervisor support to address conflict.

E: Related Resources

Type of Resource	Resource
Legislation/Regulation	<u>Child, Family and Community Service Act</u>
Indigenous Protocol	<u>Aboriginal Policy and Practice Framework</u>
Policy	<u>Child Welfare Policy 1.6 - Working with Service Partners and Collateral Contacts.</u>
Policy	<u>Child Welfare Chapter 3 - Child Protection Response Policies</u>
Website Link	<u>Provincial Centralized Screening</u>
Other	<u>Infographic: Child Welfare Roadmap</u>

F: Table of Changes

Amendment Date	Cliff #	Section	Change Type	Notes
[2021/01/13]	[Include Cliff# so that detailed information about the change can be easily sourced.]	Entire document	Re-write	Policy has been updated to: <ul style="list-style-type: none"> • Reflect CYSN name change from “special needs” to “support needs” • Change the title to align with focus on CYSN and Child Protection workers • Reflect the values and foundations of the APPF

				<ul style="list-style-type: none"> • Use plain, inclusive language • Clarify responsibilities of CYSN and CP workers when children and youth with support needs are involved in a CP response • Include PCS as the mechanism for reporting child protection concerns • Include ICM as the mechanism for recording child protection concerns • Emphasize the requirement for ongoing information sharing and collaborative planning • Include the need for CYSN consultation on in-care and out-of-care decisions
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G: Glossary

Term	Definition
Children and youth with support needs	Children and youth up to 19 years of age who are experiencing, or are at risk of, developmental delay or disability and who require support to have the opportunities, environments and experiences that will optimize their development, functional abilities and quality of life.
Disability	An umbrella term used to recognize any permanent physical and/or cognitive condition that may create limitations for children and youth to do certain activities and/or interact with those around them.
Family	A term that is inclusive of diverse family structures including (but not limited to) single parents, adoptive parents, same-sex couples, stepfamilies, married/common-law couples, intergenerational families and more. A family is broadly identified to ensure the inclusion of all families and family experiences, including the variety of relationships bonded by genetic relations, marital/legal status, cultural identity, and kinship systems. This broad identification acknowledges different uses of terminology, diverse household membership, and diverse social ties to caring for a child.

H: List of Acronyms

Acronym in Policy	Full Term
APPF	Aboriginal Policy and Practice Framework
CP	Child Protection
CYSN	Children and Youth with Support Needs
DAA	Delegated Aboriginal Agency
ICM	Integrated Case Management System
PCS	Provincial Centralized Screening

I: Metadata

Description	Outlines the policies and procedures for CYSN Workers to follow to work collaboratively with Child Welfare Protection Workers to plan and provide effective support to children and youth with support needs and their families, and to report safety concerns involving children and youth with support needs.
Keywords	Collaborative practice, collaboration, information sharing, decision making, planning, case-planning, children and youth with support needs, child protection concerns, child protection response, CYSN worker, CP worker, CYSN clinical judgement, duty to report,
Synonyms	Consultation, special needs, kids with special needs, teens with special needs, social workers, child welfare workers, working together, cooperation,

**MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT
DECISION NOTE**

DATE: April 19, 2021

CLIFF#: 259859

PREPARED FOR: Carolyn Kamper, Assistant Deputy Minister, Strategic Integration, Policy and Legislation Division; Cory Heavener, Provincial Director of Child Welfare and Aboriginal Services Branch

ISSUE: Contract modification for continuation of CYSN needs-based assessment and evaluation framework research

BACKGROUND:

The Ministry of Children and Family Development (MCFD) is developing a Children and Youth with Support Needs (CYSN) Service Framework to contribute to the overall efforts of the Ministry in strengthening its approach to prevention, early intervention and family preservation. It is intended to clarify and explain MCFD's system of supports, guide planning and establish an approach to the delivery and access of CYSN services that is driven by the needs of children, youth and families and reflects current research. An important aspect of this work will be to develop and validate a needs-based assessment approach and evaluation framework to monitor and evaluate the implementation of the CYSN Service Framework.

DISCUSSION:

CanChild, housed within the School of Rehabilitation Science at McMaster University, has been provided a direct award contract with MCFD to complete research that provides recommendations on 1) an evidence-informed approach to assessing child and youth functional abilities, strengths and needs, and 2) an evaluation framework to monitor and evaluate the implementation of the CYSN Services Framework.

The contract was initiated in January 2021. At the end of March, a presentation to MCFD officials around preliminary recommendations was provided, with final recommendations due May 15, 2021. Initial feedback from MCFD staff on the preliminary recommendations (attendees included Director and Executive Director of Practice, Director of Provincial Practice, Executive Directors of Service, Director of Inclusion Strategic Policy and Executive Director of Early Years, Indigenous Early Years and Inclusion Policy, Acting Deputy Director of Aboriginal Services Branch) suggested that further information on the cultural appropriateness of the proposed tools for Indigenous communities is required.

OPTIONS:

Option 1: (Recommended) Approve modification of CanChild contract for continuation of needs-based assessment and evaluation work.

Implications:

- Allows for research that is critical to the CYSN Service Framework implementation to be continued in a timely way
- Allows for scope to be expanded to ensure cultural appropriateness of process, tools and measures.
- Allows broader external engagement to inform the research and recommendations including consultation with parents, youth/adults with lived experience, Indigenous communities, and service providers.
- Supports building on the evaluation framework with a coordinated approach that includes feedback from service providers.

- Allows for continued work to understand eligibility thresholds of the suggested tools
- Includes evaluation of the evaluation framework and functional assessment tools through focused engagement in the fall with families and service providers.

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RECOMMENDATION:

Option 1: Approve modification of CanChild contract for continuation of needs-based assessment and evaluation work.

Approved 
DECISION and SIGNATURE
 Carolyn Kamper
 ADM Strategic Integration, Policy and Legislation

May 11, 2021
DATE SIGNED

Approved 
DECISION and SIGNATURE
 Cory Heavener
 ADM/Provincial Director of Child Welfare

May 19, 2021
DATE SIGNED

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