December 14, 2018 Revisions Enhancement Act Policy Manual

SECTION	SUBSECTION	REVISION
Intervention		
1.1 RECORDS	1.1.6 Mobile Devices	A new standalone policy to support the use of technology in the field. This policy was created in collaboration with IPO, MISO, Practice Unit, and supports existing records management and information security policies.
	1.1.7 Mobile Applications	A new standalone policy to support the application Case Connect in the field. This policy was created in collaboration with IPO, MISO, Practice Unit, and supports existing records management and information security policies.
2.1 Indian Child	2.1.0 Indian Child Overview	Overview statement clarified about Indian child as it pertains to legislation and when to involve the First Nations designate (pg. 1 of 2). Collateral with DFNA staff and/or First Nations designate must occur at intake for resource information in overview statement (pg. 1 of 2).
	2.1.1 First Nations Designate	Amended policy to allow for cost of legal documents such as Birth Certificates to support Potential to be Registered (pg. 1 of 6). Updated name "Indigenous and Northern Affairs Canada" to "Crown-Indigenous and Northern Affairs Canada" (pg. 1 of 6). Collateral with DFNA staff and/or First Nations designate must occur at intake for resource information (pg. 1 & 5 of 6). Language shift: familial ties to relational connections (pg. 2 of 6). Working with the Designate updated to include cultural and relational connection in the planning process (pg. 4 of 6). CICIO User Guide link added under Related Information (pg. 6 of 6).
	2.1.2 Registered Indian	Amended policy to clarify the director must inquire on the Potential to be Registered if a child is Aboriginal, self-identified as Aboriginal, or race and ethnicity are unknown when receiving intervention services (pg. 1 of 4). Updated name "Indigenous and Northern Affairs Canada" to "Crown-Indigenous and Northern Affairs Canada" (pg. 1 of 4).

		Collateral with DFNA staff and/or First Nations designate must occur at intake or assessment for resource information (pg. 1 & 3 of 4). CICIO User Guide link added under Related Information (pg. 4 of 4).
	2.1.4 On/Off Reserve Verification	Collateral with DFNA staff and/or First Nations designate must occur at intake or assessment for resource information (pg. 1 of 3). Updated name "Indigenous and Northern Affairs Canada" to "Crown-Indigenous and Northern Affairs Canada" (pg.1 & 2 of 3). CICIO User Guide link added under Related Information (pg. 3 of 3).
3.1 Assessment Phases	3.1.2 Intake	Policy clarified around collateral with DFNA staff and/or First Nations designate at intake for resource information (pg. 1 & 5 of 12). Policy strengthened to ensure existing connections and inclusion of connections are critical part of intake to build on the family's strengths during safety planning. (pg. 2 of 12). Procedure for completing a new intake for birth of a child clarified (pg. 4 of 12). Emphasis on identifying Support Network and connections including collateral with DFNA staff, First Nations designate and/or Metis Resource person (pg. 5 of 12). When reviewing electronic and paper records for prior involvement, previous safety plans and support networks and Safe Sleep Surface are to be identified (pg. 7-8 of 12). Brief Services updated to allow for cost of Birth Certificates to support Potential to be Registered (pg. 8 of 12). Documentation to include 4 Areas of Connections (pg. 10 of 12). 2.1.2 Registered Indian and CICIO User Guide links added under Related Information (pg. 11 of 12).
	3.1.3 Safety Phase	Inclusion of In-Care Consult before apprehension (pg. 1 of 11). Casework Supervisor responsible for entering consultation notes in electronic information system (pg. 2 & 8 of 11). Emphasis on identifying Support Network and connections, completing the genogram and collateral with DFNA staff, First Nations designate and/or Metis Resource person (pg. 4 of 11). Clarification on ensuring families are assisted to apply for Status Registration for the child(ren) (pg. 4 of 11).

		Information provided on how and when to involve Child Advocacy Centres (pg. 5-6 of 11). Brief Services updated to allow for cost of Birth Certificates to support Potential to be Registered (pg. 7 of 11). Language shift: interim services to brief services (pg. 7-8 of 11). Review of Assessment to occur with the guardian, child and Family/Natural Support network and a collaborative safety plan developed with all involved prior to decision to close file (pg. 8-9 of 11). In-Care Consult and planning that ensures all options are considered prior to bringing a child into care (pg. 9 of 11). Genogram and safety plan to be entered in the electronic information system (pg. 10 of 11). CICIO User Guide link added under Related information (pg. 11 of 11).
	3.1.4 Intervention Services Phase	Information provided on how and when to involve Child Advocacy Centres (pg. 1 of 2). Safety plans to be completed and entered on the electronic information system (pg. 1 of 2). 3.1.3 Safety Phase and CICIO User Guide links added under Related Information (pg. 2 of 2).
3.3 Emergency Care		Procedures for developing a Safety Plan while a child is in emergency care including the roles and responsibilities of the guardian, child and Support Network added. (pg. 2 of 3). CICIO User Guide link added under Related Information (pg. 3 of 3).
4.2 Planning Tools	4.2.0 Planning Tools Overview	Overview and common procedures updated to reflect changes in practice to include the 4 Areas of Connection, arranging Family/Natural Support meeting and involving support networks when creating a service plan (pg. 1-2 of 2). Clarification to attach the Service Plan in the electronic information system (pg. 2 of 2). CICIO User Guide link added under Related Information (pg. 2 of 2).
	4.2.1 Family Enhancement Plan	Signs of Safety language added (pg. 1-2 of 3). 4 Areas of Connection incorporated (pg. 1 of 3). Procedures updated to include engagement with Metis Resource person (pg. 1 of 3) Family Enhancement Plan to be attached in the electronic information system (pg. 3 of 3)

	CICIO User Guide link added under Related Information (pg. 3 of 3).
4.2.3 Concurrent Plan	Overall objective of concurrent plan changed to build safety, 4 Areas of Connection incorporated (pg. 1 of 6). Development of concurrent plan to include family/natural support network as well
	as child and guardian in a Family/Natural Supports meeting and include child's voice (pg. 2 of 6).
	Signs of Safety language, 4 Areas of Connection and Family Time to be included in concurrent plan (pg. 2-3 of 6).
	Language shift: placement provider to caregiver (pg. 2 & 4 of 6).
	Inclusion of Family Finding to identify significant others and emphasis on building lifelong support network for the child (pg. 3 of 6).
	Caregivers to actively participate in child's culture as a part of child's day to day life (pg. 4 of 6).
	Family must be included on goals and tasks in Part B of concurrent plan to support cultural connection (pg. 4 of 6).
	Review of the Concurrent Plan for safety and permanency (pg. 4 of 6).
	Process for Transitioning/Returning a child to Guardian's Care under CAG, CAY, and TGO must include a reunification plan that involves intensive involvement and
	support to ensure the child's and family's needs are met, including Family/Natural Supports meetings, 4 Areas of Connection, and intensive contact and additional
	supports to address the child's development and special needs to prevent potential breakdowns added to policy (pg. 5 of 6).
	Concurrent Plan to be attached to electronic information system (pg. 6 of 6). CICIO User Guide link added under Related Information (pg. 6 of 6).
4.2.4 Transition to Independence Plan	Amended policy to clarify Transition to Independence Plan must include youth's voice and 4 Areas of Connection (pg. 1-3 of 6).
	Under Creating a Transition to Independence Plan, changes made to include face-to-face contact with the youth/young adult and to reflect collaborative approach with
	youth/young adult and support network to successfully transition into adulthood (pg. 2 of 6).
	Under Completion of Transition to Independence Plan Document, changes made to
	include the 4 Areas of Connection as well as how each area is being met, Signs of Safety language, mental health, substance abuse, and identify past trauma(s) and address recovery (pg. 2 of 6).

	Language shift: Support Team to Support Network (pg. 3 of 6) Transition Services meeting must occur every 90 days including all members of the support network (pg. 5 of 6). A 3 rd Person Consult is required if a PGO young adult's file is closing and they do not sign a SFFA (pg. 6 of 6). Clarification to attach the Transition to Independence Plan to electronic information system (pg. 6 of 6). Appendix D-14: 3 rd Person Consult and CICIO User Guide links added under Related Information (pg. 6 of 6).
4.2.6 Permanency Planning	Policy updated to reflect holistic legal connection to incorporate all 4 Areas of Connection in every plan ensuring safety and well-being (pg. 1 of 6). Legal Connection defined (pg. 1 of 6). Legal connection begins from intake forward to file closure using collaborative, strength based process rooted in 4 Areas of Connection (pg. 1-2 of 6). Permanency Planning and Transition to Independence Plan updated to include youth's voice and 4 Areas of Connection (pg. 3 of 6). Process for Transitioning/Returning a child to Guardian's Care under CAG, CAY, and TGO must include a reunification plan that involves intensive involvement and support from support network including Family/Natural Supports meetings, 4 Areas of Connection, intensive contact and additional supports to address the child's development and special needs to prevent potential breakdowns outlined (pg. 3 of 6). Amended Permanency Planning and the Current Placement to include a determination on how the placement will meet the child's need for 4 Areas of Connection (pg. 4 of 6). Cultural connection planning must occur for every child (pg.5 of 6). Clarification on where to document individuals who have connection, relationships and involvement of First Nations designate or Metis Resource person in the electronic information system (pg.5 of 6). CICIO User Guide link added under Related Information (pg. 6 of 6).
4.2.7 Transition Planning for	CICIO User Guide link added under Related Information (pg. 6 of 6).
4.2.7 Transition Planning for Youth with Disabilities	Inclusion of 4 Areas of Connection (pg. 1 & 2 of 6). Transition Services meeting must occur every 90 days including all team members (pg. 1 of 6).

		Amended Purpose to ensure collaborative transitions occur according to existing protocol with adult disability services (pg. 1 of 6). Details provided on who to include in Transition services meeting including professionals and Family/Natural Supports (pg. 2 of 6). Youth's developmental level, voice and choices to be reflected in transition planning activities (pg. 3 of 6). Policy updated to ensure informal supports such as family and natural supports are considered as alternative services (pg. 5 of 6). Clarification to attach the Transition to Independence Plan to electronic information system (pg. 5 of 6). CICIO User Guide link added under Related Information (pg. 6 of 6). Supporting Alberta's Children, Youth & Parents/Guardians With Disabilities link added under Related Information (pg. 6 of 6)
5.2 Agreements	5.2.6 Support and Financial Assistance Agreements	Added 3 rd Person Consult must occur prior to closing youth's PGO file without signing SFAA even when the young adults meets the criteria (pg. 1, 3 of 8) Amended Purpose to ensure that young adults have enduring lifelong networks into adulthood (pg. 1 & 3 of 8). Inclusion of 4 Areas of Connection and the young adult's thoughts and perspective when creating an agreement (pg. 2 of 8). Shift in language and philosophy that the relationship between the caseworker and the young adult is supportive in nature and the emphasis of the SFAA is support and not just a financial agreement (pg. 2-3 of 8). Added that there is recognition that young adults aging out of care have experienced trauma and requires the support network coming together to meet the young adult needs for lifelong relationship (pg. 3 of 8). Added Interdependence language and ensuring youth has strong enduring connections into adulthood (pg. 4 of 8). Inclusion of 4 Areas of Connection (pg. 4-5 of 8). A collateral call is to be completed with the DFNA, First Nations designate, or Métis Resource person when an Aboriginal young adult or a young adult self-identified as Aboriginal moves between DFNA and a Region for a SFAA or when the young adult wants to be connected to their communities (pg. 4-5 of 8). Clarification to attach the Transition to Independence Plan to electronic information system (pg. 6 of 8).

		Clarification that a 3 rd Person Consult will be documented by the casework supervisor to electronic information system (pg. 7 of 8). Add a link to policy 5.2.2 Enhancement Agreement with Youth, policy 10.5 Inter-Regional/DFNA, Appendix D-14: 3 rd Person Consults and CICIO User Guide under Related Information (pg. 7-8 of 8).
		Removed Tip Sheet: Discharging From the Director's Care (pg. 8 of 8)
5.3 Orders	5.3.1 Apprehensions	Family/Natural Supports meeting and In-Care must occur prior to bringing a child into care and a Family/Natural Supports meeting must occur within 48 hours if a child comes into care on an emergency basis (pg. 1, 7 of 8). Amended Purpose to include consideration on how the child's natural supports remain involved, how will the 4 Areas of Connection be maintained and kinship option when considering an apprehension (pg.2 of 8). In-Care Consult to be documented by the casework supervisor on the electronic information system (pg. 2 of 9). Process added on criteria prior to applying for and apprehension order including Family/Natural Supports meeting, genogram initiated at Family/Natural Supports meeting, Sibling/Kinship Search Request, In-Care Consult and collateral to DNA, First Nations designate or Métis Resource person (pg. 4 of 8). Updated Access to ensure connections are maintained with family and the child's school (pg. 7 of 8). Clarification to update legal, placement and plans tabs to electronic information system (pg. 7 of 8). Appendix D-14: 3 rd Person Consult and CICIO User Guide links added under Related Information (pg. 8 of 8).
	5.3.2 Supervision Orders	3 rd Person Consult must occur prior to applying for a supervision order (pg. 1 of 6). Emphasis on Family/Natural Supports to occur (pg. 1 of 6). Clarification to caseworker, casework supervisor, and manager to ensure all points of consultation decisions are documented to electronic information system and attach the Supervision Order Plan to electronic information system (pg. 5 of 6). Appendix D-14: 3 rd Person Consult, CICIO User Guide and Data Entry For a Court Order links added under Related Information (pg. 5 of 6).
	5.3.3 Temporary Guardianship	3 rd Person Consult must occur prior to applying for TGO (pg. 1 of 8).
	Orders	Emphasis on Family/Natural Supports meeting to occur (pg. 2 of 8).

	Process on transitioning or returning to guardian's care for child under TGO should include a reunification plan to the concurrent plan outlining the following information: supports provided to family after reunification occurs, regular Family/Natural Supports meeting, 4 Areas of Connection, ongoing supports and resources available for family and adding intensive supports to address the child's development and special needs to prevent potential breakdowns (pg. 6-7 of 8). Clarification to caseworker, casework supervisor and manage to ensure all points of consultation/decisions are documented to electronic information system and attach the Supervision Order Plan to electronic information system (pg. 7 of 8). Appendix D-14: 3 rd Person Consult and CICIO User guide links added under Related Information (pg. 8 of 8).
5.3.4 Permanent Guardianship Orders	3rd Person Consult must occur prior to applying for a PGO and prior to applying to terminate a PGO (pg.1, 2 & 8 of 10). Category 4 Director or DFNA Director can consent to applying to terminate an existing PGO (pg. 1 of 10). Amended policy to clarify an application to terminate a PGO can only be made after child has resided in the former's guardian's care for 12 months and a 3rd Person Consult is completed with the Category 4 Director or DFNA Director (pg. 1-2 of 10). Amended policy to clarify the director will continue to re-assess the circumstance of the former guardian; extended family and other significant connections to determine if safety can be created that may allow reunification (pg. 1 -2 of 10). Under Obtaining Permission to Proceed for a PGO, added an inclusive process of meaningful discussion and case planning with guardian and their support network when making determination that all efforts towards reunification have occurred (pg. 2 of 10). Inclusion of 4 Areas of Connection (pg.3 of 10). Incorporated child's voice and choices (pg. 3 &6 of 10). Corrected "working days" to "business days" (pg. 3 of 10). Updated term "access" to "family time" (pg. 3 of 10). Clarification to ensure concurrent plan reflects ongoing conversations with guardians, support network, First Nations designate, and Métis Resource person (pg. 3 of 10). Updated term "band designate" to "First Nations designate" (pg. 5 of 10).

	Under Following the Hearing if a PGO is granted, add Family/Natural supports meeting to occur to plan next steps, impact of PGO on all, how to maintain and strengthen 4 Areas of Connection (pg. 5 of 10). Updated term "made" to "granted" (pg. 5 of 10). Under Case Management added ongoing planning to occur regularly and should continuously be evaluated to address 4 Areas of Connection; Family/Natural Support meetings and Family Finding are valuable tools to be utilized in the process (pg. 6 of 10). Emphasis on children having rights to their information and history, and tools such as words and pictures and memory books can be used to help them understand (pg. 6 of 10). Added Process for Terminating a PGO or PGA, including reunification plan, 3 rd Person Consult with Category 4 or DFNA Director, monthly Family/Natural Supports meeting, financial supports provided to former guardian on case by case basis, child must be guardian's care for 12 months, ongoing planning for sustainability continues for 12 months, especially during 3 and 7 months of intensive contact and supports, ensuring effective sustainability as supports transfer from CS/DFNA to community and family supports when PGO is terminated (pg. 7 of 10). Added Recording to ensure information gathered, services provided, consultation, 3 rd Person Consult, decisions, rationale for decisions are documented on the electronic information system (pg. 9 of 10).
	Appendix D-14: 3 rd Person Consult and CICIO User Guide links added under Related Information (pg. 10 of 10).
5.3.5 Review of Permanent Guardianship Order by Former Guardian	3 rd Person Consult must occur with a Category 4 or DFNA Director as part of application to review PGO (pg. 1-2 of 6). Clarification on language from "applicant" to "former guardian" (pg. 2-3 of 6). Under Service added recommendation to meet with former guardian on rational on application, address concerns, and plan for next steps (pg. 2 of 6). Updated term "band designate" to "First Nations Designate" (pg. 2 of 6). Under Assessment, added to meet with former guardian to explain the process for terminating a PGO or PGA if reunification is an option (pg. 4 of 6). Added Process for Terminating a PGO or PGA, including reunification plan, 3 rd Person Consult with Category 4 or DFNA Director, monthly Family/Natural Supports meeting, financial supports provided to former guardian on case by case basis, child

Added former guardian advised to seek legal representation on how to proceed when in agreement with the process to terminate PGO or PGA (pg. 5 of 6). Removed mentioned of "under a Supervision Order" (pg. 5 of 6). Clarification when the director is in agreement to return child to former guardian the prepared evidence to include the proposed process for terminating a PGO or PGA (pg. 5 of 6). Added under Recording to update legal tab on electronic information system (pg. 6 of 6). Added under Recording to update legal tab on electronic information system (pg. 6 of 6). Policy 5.3.4 PGO Orders, Appendix D-14: 3rd Person Consult and CICIO User Guide links added under Related Information (pg. 6 of 6). Policy overview updated when considering placing a PGO child with a former guardian, a reunification plan considering the 4 Areas of Connection to be developed where director remains guardian and from date of placement caseworker provides delegation of powers and duties to the former guardian as well as financial supports (pg. 1-2 of 7). Language shift: placement provider to caregiver (pg. 2-5 of 7). Prior to placing medically fragile child determine the need for & medical alert system device (pg. 2 of 7). Process for placement of a PGO child with former guardian added to policy. Includes need for 3rd Person Consult and approval prior to placement; former guardian provided with Delegation of Powers and Duties at time of placement which begins implementation of the reunification plan that includes a minimum 12 month period of intensive resources and financial support with monthly Family/Natural Supports meetings considering 4 Areas of Connection prior to terminating PGO (pg. 3 of 7). 4.2.3 Concurrent Planning, 7.3.3 Casework Responsibilities During Placement, Appendix D-14 3rd Person Consult, CICIO User Guide and Delegation of Powers and Duties to Child Caregiver [CS1621] links added under Related Information (pg. 6-7 of 7).
7.3.3 Casework Responsibilities Language shift: case conference to Family/Natural Supports meeting (pg. 1-3 of 8). During Placement Language shift: placement provider to caregiver (pg. 1-8 of 8).

	7.3.4 Placement Disruptions	Incorporating 4 Areas of Connection when developing plans (pg. 2 of 8). Caseworker needs to address plans for child's education and ensuring child receives sexual health education during contacts with caregiver (pg. 2 of 8). Language shift: service team to support network (pg. 3 of 8). Clarification when child is AWOL, caregivers are paid basic maintenance and foster caregiver is paid skill fee (pg. 5 of 8). Process for placement of a PGO child with former guardian added to policy; former guardian provided with Delegation of Powers and Duties at time of placement which begins implementation of the reunification plan that includes a minimum 12 month period of intensive resources and financial support, additional supports at critical 7 month period and monthly Family/Natural Supports meetings considering 4 Areas of Connection prior to terminating PGO (pg. 7 of 8). Update child's placement on electronic information system (pg. 7-8 of 8). CICIO User Guide and Delegation of Powers and Duties to a Child Caregiver [CS1631] links added under Related Information (pg. 8 of 8). Language shift: placement provider to caregiver (pg. 1-3 of 3). Placement Incompatibility process amended to require a Family/Natural Supports meeting with child, caregiver and support network, and ensuring the child's voice is heard; 3 rd Person Consult must occur prior to potential placement disruption (pg. 1 of 3). Language shift: case conference to Family/Natural Supports meeting (pg. 2 of 3). Language shift: service team to support network (pg. 2 of 3). Recording amended to complete Placement Review task when a child is removed from a placement or discharging a child from care on the electronic information system (pg. 3 of 3). Appendix D-14: 3 rd Person Consult and CICIO User Guide links added under Related Information (pg. 3 of 3).
APPENDIX B: COLLABORATION WITH COMMUNITY AND GOVERNMENT AGENCIES		A new resource created that outlines the steps and processed that need to be completed when working with families and children that has unresolved immigration issues. This document explains different immigration statuses, documents to collect, contact persons for assistance when dealing with immigration matters as well as how to process requests from international entities.

A new practice support created to align with Practice Strategies for Lifelong Connections to support CS and DFNA staff in their day-to-day work around decision making regarding families, children and youth receiving child intervention services.
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Clarity that a child needs to maintain their familial heritage and birth family relationships (pg. 1 of 1). Prior to application for apprehension, caseworker must contact PAR to determine if any siblings are registered (pg. 1 of 1). Change from Sibling Registry Card [CS2814] to Sibling Registry form [PAR2814] (pg. 1 of 1). Adoptive parents who have registered indicate an interest in foster or adopting a sibling the caseworker must consider the family as this is a significant relational connection for the child (pg. 1 of 1). Sibling Registry [PAR2814], Alberta Children's Services and CICIO User Guide links added under Related information (pg. 1 of 2).