

## February 28, 2019 Revisions Enhancement Act Policy Manual

SECTION	SUBSECTION	REVISION
Overarching Policy Statement		<p>New overarching policy statement created to align the Enhancement Policy Manual with overarching changes to the Child, Youth and Family Enhancement Act (CYFEA) to support CS and DFNA staff when interpreting existing policies, procedures and other relevant documents.</p> <p>Overarching changes that staff must consider include the new Guiding Principles, 13 consolidated Matters to Be Considered and the new terminology.</p> <p>Terminology changes include “Aboriginal” to “Indigenous”, “Indian” to “First Nation Individual”, and “Survival” to “Safety”.</p>
<b>Intervention</b>		
3.5 Gender Affirming Health Supports and Services		<p>A new policy created that guides decision-making for staff when providing child intervention services to gender diverse children or youth in the care of the director, related to consent to medical interventions and support services. Procedures are provided to assist staff:</p> <ul style="list-style-type: none"> <li>• to recognize a gender diverse child or youth and their needs.</li> <li>• to plan and refer for medical transitions and supports services.</li> <li>• to provide consent guidelines prior to any medical services initiated.</li> <li>• to document consultation, decisions, and rationales.</li> </ul> <p>Decisions for the transgender or gender diverse child or youth must consider s. 2 Matters to be Considered under CYFEA.</p> <ul style="list-style-type: none"> <li>• s.2(f) ensure the child and youth’s gender identity, gender expression and orientation is considered.</li> </ul>

5.3 Orders	5.3.6 Private Guardianship Order	<p>Amended policy to include service to a band when a private guardianship application is made for a child or youth who is a First Nation individual, member of a band, or eligible to be a member of a band <b>(pg. 1 of 8)</b>.</p> <p>Amended policy to ensure the Plan must be included in private guardianship applications for a child or youth who is Indigenous <b>(pg. 1 of 8)</b>.</p> <p>Amended policy to clarify that all private guardianship applications are made only under the CYFEA when a child or youth is in the custody of the director or subject to a TGO, PGA or PGO <b>(pg. 1 of 8)</b>.</p> <p>Language shift: permanency option to legal connection <b>(pg. 1 of 8)</b>.</p> <p>Amended policy by clarifying 3 months rather than 90 days <b>(pg. 1-2 of 8)</b>.</p> <p>Included support network, Family/Natural Support meetings, Family Group Conferences and child's voice when considering support for private guardianship application <b>(pg. 2 of 8)</b>.</p> <p>Consent of a director, unless a director is the guardian of the child removed from policy <b>(pg. 2, 3, 4 of 8)</b>.</p> <p>Language shift: Aboriginal to Indigenous <b>(pg. 2, 4, &amp; 7 of 8)</b>.</p> <p>Language shift: Cultural Connection Plan to the Plan <b>(pg. 2, 3, 4, 5, 6 &amp; 7 of 8)</b>.</p> <p>Language shift: Indian and First Nation individual <b>(pg. 3 &amp; 4 of 8)</b>.</p> <p>Clarified that the guardian of the child or youth, and the child or youth if 12 years or older are served with application for private guardianship and shall receive a copy of the home study report and the Plan, if applicable <b>(pg. 3 of 8)</b>.</p> <p>Clarification on when the court may waive service of the home study or the plan <b>(pg. 3 of 8)</b>.</p> <p>Clarification that the director must involve the First Nations designate <b>(pg. 3 of 8)</b>.</p> <p>Added reference to policy 12.1 Supports for Permanency Program Services (Enhancement Policy Manual – Adoption) <b>(pg. 3 of 8)</b>.</p> <p>Added 3rd Person Consult and 4 Areas of Connection <b>(pg. 4 of 8)</b>.</p> <p>Added Notice of the hearing must be served not less than 30 days before the date of the hearing on bands or bands identified if a child or youth is a First Nation individual, a member of a band, or is entitled to be a member of a band <b>(pg. 4 of 8)</b>.</p> <p>Added service for a band or bands identified shall include: notice of the nature, date, time and place of hearing of an application for private guardianship <b>(pg. 5 of 8)</b>.</p>
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		<p>Amended policy from the director supports the application to the director consents to the application <b>(pg. 5 of 8)</b>.</p> <p>Note added to refer to Chapter 11: Private Guardianship (Enhancement Policy Manual – Adoption) for children under PGO or PGA <b>(pg. 5 of 8)</b>.</p> <p>Amended policy by removing Guardianship Applications under the Family Law Act section <b>(pg. 7 of 8)</b>.</p> <p>Recording amended to include the Plan for Indigenous children on electronic information system and removed contact note <b>(pg. 7 of 8)</b>.</p> <p>Removed Closure of File section <b>(pg. 7 of 8)</b>.</p> <p>Cultural Connection Plan [CS4028] replaced with the Plan [CS4028] <b>(pg. 2-8 of 8)</b>.</p> <p>Reference to policy 7.2 Private Guardianship of a Child under PGO or PGA and CICIO User Guide added to Related Information <b>(pg. 8 of 8)</b>.</p>
7.2 Casework Responsibilities	7.2.2 Reporting a Death	<p>Amended policy to state ‘as soon as the caseworker is made aware of’ instead of ‘immediately’ <b>(pg. 1 of 5)</b>.</p> <p>Updated policy to include young persons with involvement at intake and assessment phase <b>(pg. 1 of 5)</b>.</p> <p>Language shift to include youth throughout: From ‘child’ to ‘child or youth’ <b>(pg. 1,2,3 of 5)</b>.</p> <p>Language shift from ‘Human Services’ to ‘Children’s Services’, ‘Child and Family Services Regional Director’ to ‘Category 4 Director’ <b>(pg. 1 of 5)</b>.</p> <p>Removed information regarding the mandatory review by OCYA of a death for a young person receiving designated services as no action is required by front-line staff <b>(pg. 1 of 5)</b>.</p> <p>Removed Note that mentioned only incidents involving a young adult less than 22 years of age may be investigated by the OCYA <b>(pg. 1 of 5)</b>.</p> <p>Language shift from ‘Child and Family Services Regional/DFNA Director or designate’ to ‘Category 4 Director/DFNA Director or their designate’ <b>(pg. 2 of 5)</b>.</p> <p>Updated Report of Death form is located on the Child Intervention Portal in the Internal Child Death and Serious Incident Review Process page <b>(pg. 2 of 5)</b>.</p> <p>Involve the former guardian/biological parent, family members, caregivers and members of the support network in decision making and planning of services regarding: request for autopsy, tissue and organ donation, and funeral and burial arrangements <b>(pg. 2,3 of 5)</b>.</p>

		<p>Amended procedure to include DFNA director in worksite manager responsibilities. <b>(pg. 2 of 5)</b></p> <p>Updated language from ‘parents’ to ‘biological parent’ <b>(pg. 3 of 5)</b>.</p> <p>Updated Note to include children and youth with involvement at intake and assessment phase <b>(pg. 3 of 5)</b>.</p> <p>Moved link to the Alberta organ and tissue donation registry under Related Information <b>(pg. 3 of 5)</b>.</p> <p>Included the First Nations designates, Métis resource persons or cultural connectors in planning <b>(pg. 3 of 5)</b>.</p> <p>Language shift from ‘placement providers’ to ‘caregivers’ <b>(pg. 4 of 5)</b>.</p> <p>Updated when arranging for services such as counselling and critical incident stress debriefing if necessary <b>(pg. 4 of 5)</b>.</p> <p>Added email to the Office of the Chief Medical Examiner under Contact Information <b>(pg. 4 of 5)</b>.</p> <p>Removed policy 7.2.4 Reporting a Serious Injury under Related Information <b>(pg. 4 of 5)</b>.</p> <p>Amended related information: Appendix D is now Appendix C-2: Publication Ban <b>(pg. 4 of 5)</b>.</p> <p>Added Internal Child Death and Serious Incident Review Process page link, and CICIO user guide link in Related Information <b>(pg. 4 of 5)</b>.</p> <p>Removed Child Intervention Report of Death [CS0022] <b>(pg. 4 of 5)</b>.</p> <p>Removed mandatory notifications from related information as it is not applicable <b>(pg. 4 of 5)</b>.</p>
	7.2.4 Reporting a Serious Injury	<p>Amended policy to state ‘as soon as the caseworker is made aware of’ instead of ‘immediately’ <b>(pg. 1 of 3)</b>.</p> <p>Policy statement amended to include young persons at intake and assessment phase <b>(pg. 1 of 3)</b>.</p> <p>Language shift from ‘Human Services’ to ‘Children’s Services’ <b>(pg. 1 of 3)</b>.</p> <p>Language shift throughout: from ‘child, youth, young adult’ to ‘young person’ <b>(pg. 1,2 of 3)</b></p> <p>Removed reference to Child and Youth Advocate Act s.1(i) <b>(pg. 1 of 3)</b>.</p> <p>Removed information regarding the review by OCYA of a serious injury of a young person receiving designated services as no action is required by front-line staff and <b>(pg. 1 of 3)</b>.</p>

		<p>Removed Note under Purpose <b>(pg. 1 of 3)</b>.</p> <p>Consulting and safety planning with casework supervisor and determining if the young person needs medical attention or counselling added to notification process <b>(pg. 1 of 3)</b>.</p> <p>Added to procedure consultation is to occur with the Office of the Statutory Director if a young person is seriously injured <b>(pg. 1 of 3)</b>.</p> <p>Language shift from 'Child and Family Services Regional Director' to 'Category 4 Director' <b>(pg. 2 of 3)</b>.</p> <p>Update language from 'Child and Family Services Regional Director/DFNA Director or designate' to 'Category 4 Director/DFNA Director or their designate' <b>(pg. 2 of 3)</b></p> <p>Updated the Report of Serious Injury form is located on the Child Intervention Portal in the Internal Child Death and Serious Incident Review Process page <b>(pg. 2 of 3)</b>.</p> <p>Procedure updated to discuss and involve the guardian, former guardian/biological parent, family members, caregivers and members of the support network in planning of services and decision making when the young person sustains a serious injury <b>(pg. 2 of 3)</b>.</p> <p>Child intervention practice framework principle statement regarding connection and collaboration added to notification process. <b>(pg. 2 of 3)</b></p> <p>Reporting changed to Recording. Updated under Recording to record all contacts, consultations, referrals, decisions and rationale for decisions on a contact log in the electronic information system <b>(pg. 2 of 3)</b>.</p> <p>Removed policy 7.2.2 Reporting a Death under Related Information <b>(pg. 3 of 3)</b>.</p> <p>Removed Appendix D under Related Information <b>(pg. 3 of 3)</b></p> <p>Removed Child and Youth Advocate Act <b>(pg. 3 of 3)</b>.</p> <p>Removed Report of Serious Injury [CS0023] <b>(pg. 3 of 3)</b>.</p> <p>Added the Report of Serious Injury – Internal Child Death and Serious Incident Process link and CICIO User Guide link under Related Information. <b>(pg. 3 of 3)</b></p>
	7.2.5 Reporting an Incident	<p>A newly created policy regarding children and youth involved in incidents. An incident is defined as:</p> <ul style="list-style-type: none"> <li>• Witnessing or being the victim of a violent crime that impacts the child or youth's well-being or functioning.</li> <li>• An incident of substantiated abuse or neglect by a caregiver.</li> </ul>

		<ul style="list-style-type: none"> <li>Incidents that have a major impact on the well-being of a child or youth.</li> </ul> <p>The Office of the Statutory Director must be consulted if a child or youth receiving services is involved in an incident as defined above.</p>
Appendix D: Practice Supports	D-1 Matters to be Considered	<p>Updated Matters to Be Considered practice support to reflect changes to CYFEA. Matters to be Considered were consolidated from 16 to 13 provisions, several previous matters were merged or condensed and others were included to better reflect principle-based practice.</p> <p>The 13 Matters to be Considered include: a) Family is Primary, b) Child’s Opinion, c) Indigenous Identity, d) Enduring Connections, e) Cultural Connections, f) Child’s Identity, g) Stability and Continuity, h) Impact of removal, i) Family Violence, j) Placement Considerations, k) Support those with disabilities, l) Support transitions to adulthood, and m) Prevent unnecessary delays.</p> <p>All Matters to be Considered must be addressed when making decisions for a child receiving intervention service. A brief explanation of each matter is given along with some of the related implications for practice.</p>
<b>Placement Resources</b>		
<b>Adoptions</b>		
11. Private Guardianship for a Child under a PGO or PGA		<p>This policy was updated and redeveloped to:</p> <ul style="list-style-type: none"> <li>Direct the casework team to slow the process down and use critical thinking to ensure readiness of the proposed family to proceed to private guardianship.</li> <li>Guide an application process which can now be tracked in the electronic system.</li> <li>Introduce the process to use an “Addendum” to assess a current caregiver for the purposes of Private Guardianship. <ul style="list-style-type: none"> <li>ensures provincial consistency</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>- builds in an assessment of the child and family’s adjustment to the placement</li> <li>• Clarify for the need of a formalized Information Sharing process (outlined in Policy 5.3.1—released on November 5, 2018) in all cases of legal permanency.</li> <li>• Support in managing complex circumstances, including multiple applications and the need for transparency in decision-making.</li> </ul> <p>The policy updates also include the following changes specific to Bill 22:</p> <ul style="list-style-type: none"> <li>• Clarification of legislative changes including that, applications for Private Guardianship for a child who is in the custody of the director, or is the subject of a TGO, PGO or PGA can no longer be made under any other Act.</li> <li>• Policy related to managing an application without the consent of the guardian (the director)</li> <li>• Alternation of language from “Aboriginal” to “Indigenous”, and from “Indian” to “First Nation Individual”</li> <li>• Outline of the process to Notify a Band(s) of a private guardianship hearing</li> <li>• Clarification of the need for and use of a “Plan” to document agreed upon terms to support a child’s cultural connections</li> </ul>
12.0 Supports for Permanency (SFP): Overview		<p>These policies were updated and redeveloped to include:</p> <ul style="list-style-type: none"> <li>• Expanded criteria now includes: Children who were previously under the permanent guardianship of the director where the adoptive parent or private guardian is no longer able or willing to maintain guardianship and a subsequent order of guardianship or adoption has been granted or filed with respect to the child.</li> <li>• Cost or partial cost of medically necessary orthodontic treatment.</li> <li>• Cost or partial cost of a medical or psychological assessment necessary to establish eligibility for other programs/services.</li> </ul>
12.1 Supports for Permanency: Supports and Services		
12.2 Entering a Supports for Permanency Agreement		
12.3 Negotiating a Supports for		

<p>Permanency Agreement</p>		<ul style="list-style-type: none"> <li>• Ability for the director to arrange direct billing for services/supports when a financial barrier exists.</li> <li>• Allowance for supports/services to continue even when a child is temporarily placed outside of the home.</li> <li>• Families can now access SFP even if they are residing outside of Canada.</li> <li>• Coverage for travel costs for a First Nation Child and their family to the child's band(s), community, extended family or other relevant opportunities to support the child's Indigenous identity, culture, heritage, spirituality, language and traditions. Previously, costs for transportation to a child's Band was the only allowable expense.</li> <li>• Greater emphasis on an increased casework role for those families requesting this level of support.</li> <li>• Greater level of direction and support for workers when a child is temporarily placed outside of the home.</li> </ul>