

**Fall 2023 Revisions and Outcomes
Enhancement Policy Manual**

Policy Revisions and Outcomes

SECTION	SUBSECTION	REVISIONS
Term update from Children’s Services (CS) to Children and Family Services (CFS) throughout the documents listed below.		
Project 1: Substance Use		
Intervention	Practice Supports - Substance Use Practice Supports – Opioids *removed from EPM	New practice support created to direct staff on working with children, youth and families who use substances. Key topics covered: <ul style="list-style-type: none"> • Working with children, youth and their families when substance use is a factor impacting a child or youth’s safety and well-being, • Factors That Influence Substance Use, • Impacts of Guardian Substance Use on Infants, Children and Youth, • Role of CI Practitioners, • Safety Planning, • Caregiver considerations, • Case planning, • Drug testing, • Addressing Substance Use with Children, Youth, and Guardians, • CI Practitioner Safety, • Methamphetamine, and • Opioids. The existing practice support, Opioids, has been discontinued and content of this practice support has been incorporated into this new practice support titled Substance Use.
	Practice Supports – Safety Planning	<ul style="list-style-type: none"> • Under ‘Family Violence’ amended content to reflect new practice support ‘Substance Use’ (pg. 6 of 7). • Under ‘Related Information’ replaced link to ‘Opioids’ practice support with link to new ‘Substance Use’ practice support (pg. 7 of 7).
Project 2: Disclosure to Protect Against Domestic Violence Act (Clare’s Law)		
Intervention	Policy 6.6 <i>Disclosure to Protect Against Domestic Violence Act</i> (Clare’s Law) Practice Support - <i>Disclosure to Protect Against Domestic Violence Act</i> (Clare’s Law)	New policy and practice support created to provide staff direction on making an application under Clare’s Law, including direction and when and how to: <ul style="list-style-type: none"> • Assist the legal guardian to make an application for disclosure under Clare’s Law. • Make a third-party application with the guardian’s consent. • Make an application as the legal guardian for a child or youth in permanent care who is at risk.
	Project 3: Absent from Care	
Intervention	Policy 7.3.6 Practice Support - Absent from Care	New policy and practice support created to detail the process and requirement for reporting a child or youth that is absent from care, including the following sections: <ul style="list-style-type: none"> • Absent from care definition • Considerations for Assessing an absent from care • Reporting an absent from care • Proceeding to a Missing Person police report • Documentation • Under ‘Related Information’ updated link for Absent from Care Report [CS2829] form (pg. 5 of 5).
	Project 4: Enhancement agreement with youth (expiration of agreement)	

Policy Revisions and Outcomes

SECTION	SUBSECTION	REVISIONS
Intervention	Practice Supports - Enhancement Agreement with Youth	<ul style="list-style-type: none"> • 'CS' changed to 'CFS' throughout (pg. 1, 6, 7, & 8 of 9). • Under 'Assessing Youth Competency to Enter into an EAY', changed 'competency' to 'capacity' (pg. 2 of 9). <p>Under 'Negotiating an EAY':</p> <ul style="list-style-type: none"> • Added content about discussing extensions, renewals or termination of agreements with youth (pg. 2 of 9). • Added content to direct staff to contact TAP admissions if a youth signs an EAY for the first time at 17 years of age (pg. 2 of 9). • Added content stipulating that manager approval is required to sign an EAY for the first time with a youth within 6 months of their 18th birthday (pg. 3 of 9). <p>Under 'Consent for Services':</p> <ul style="list-style-type: none"> • Added reference to the Joint Protocol for Complex Medical Decision Making Between Alberta Health Services and Children's Services (pg. 4 of 9). • Added content about a guardian being unable to consent because they are incapacitated (pg. 4 of 9). <p>Under 'Changing the EAY':</p> <ul style="list-style-type: none"> • Added content about the impact of changing a youth's legal authority on their eligibility for TAP (pg. 5 of 9). • Situation' changed to 'safety concerns' (pg. 5 of 9). • Under 'Replacing an EAY' changed 'guardianship order' to 'TGO or PGO' to be more specific (pg. 6 of 9). • Under 'Terminating or Allowing an EAY to Expire' corrected grammar and 'adult supports' referenced (pg. 7 of 9). • Under 'Closure' added content saying a youth's file may be closed if they cannot be contacted (pg. 8 of 9). • Under 'Documentation' updated grammar and direction added on documenting closure due to no contact (pg. 8 of 9). • Under 'Related Information', added '5.2.6 Transition to Adulthood Program (TAP), 5.3.3 Temporary Guardianship Orders, 5.3.4 Permanent Guardianship Orders, and TAP Policy Manual' (pg. 9 of 9).
Project 5: File restrictions update		
Intervention	Policy, 1.1.4 Restricting Access to Intervention Records	<ul style="list-style-type: none"> • 'CS' changed to 'CFS' throughout (pg. 1 of 2). <p>Under 'Policy':</p> <ul style="list-style-type: none"> • Amended content to include media coverage as a consideration when restricting a case (pg. 1 of 2). • Amended content to consult with the manager or DFNA Director when determining whether to restrict the record of a child, youth, or young adult who has died (pg. 1 of 2). • Added content stating that accessing information outside of work requirements is prohibited (pg. 1 of 2).
	Practice Support - Restricting Access to Intervention Records	<ul style="list-style-type: none"> • 'CS' changed to 'CFS' throughout (pg. 1 & 3 of 5). <p>Under 'Decision':</p> <ul style="list-style-type: none"> • Clarified content regarding someone requesting that their information be restricted (pg. 1 of 5). • Removed content stating the supervisor makes the final decision as manager may be involved as per new content (pg. 1 of 5). • Added direction to consult with the assigned manager or DFNA Director to determine if the record of a deceased child or youth should be restricted (pg. 1 of 5). <p>Under 'Restricting Access to the Record of an Adopted Child or Youth':</p> <ul style="list-style-type: none"> • Amended content to reference adoption finalization policy (pg. 2 of 5). <p>Under 'Transfer of a Restricted Case':</p> <ul style="list-style-type: none"> • Added content directing that when a restriction owner leaves the GOA or a DFNA their restrictions must be assigned to a new owner or ended (pg. 4 of 5). <p>Under 'Closure of a Restricted Case':</p>

Policy Revisions and Outcomes

SECTION	SUBSECTION	REVISIONS
		<ul style="list-style-type: none"> Added content directing that when closing a case, the restriction owner must review the restriction (pg. 4 of 5). Under 'Related Information': <ul style="list-style-type: none"> Added a link to '10. Adoption Finalization (Adoption)' (pg. 5 of 5).
Project 6: Safety Phase physical observation of children's injuries and workflow project		
Intervention	Policy 3.1.3 Safety Phase	<ul style="list-style-type: none"> Removed content speaking to timelines to align with updated practice (pg. 1 of 1). Requirement added to assess the child or youth's living environment (pg. 1 of 1).
	Practice Support - Safety Phase	Under 'Practice Process': <ul style="list-style-type: none"> Removed content regarding the assessment being completed within 30 business days to align with updated practice (pg. 1 of 13). Updated language to align with language used in 3rd Person Consults practice support 'in-care consult' and reference to 3rd Person Consults practice support added (pg. 1 of 13). Under 'Safety Phase Activities': <ul style="list-style-type: none"> Added qualifying language 'about the reported concerns' and 'if applicable' (pg. 2 of 13). Removed bullet regarding 'online presence' as this also appears on page 4 (pg. 2 of 13). Under 'Gathering Information': <ul style="list-style-type: none"> Added sub-heading 'Response Time' and amended content on contact and timelines (pg. 3 of 13). Added new sub-heading 'Interviews' and content updated for clarity and to recommend picking up children to assess child for weight, strength, movement, and age-appropriate milestones (pg. 4 of 13). Under 'Response Time': <ul style="list-style-type: none"> Replaced 'survival' with 'safety' to align with 'Terminology Changes' section of the Introduction to the Enhancement Policy Manual (pg. 3 of 13). Added reference to 'Policy 7.1.1' and changed 'should' to 'must' in reference to 'Family/Natural meeting' (pg. 3 of 13). Under 'Interviews': <ul style="list-style-type: none"> Added content regarding completing a home visit and assessing the home environment (pg. 4 of 13). Added 'if applicable' regarding assessing the child or youth's online presence (pg. 4 of 13). Under 'Reviewing Information': <ul style="list-style-type: none"> Added content regarding assessing whether this information is relevant to the current concerns to align with Office of the Information and Privacy Commissioner (OIPC) Order F2021-41 (pg. 5 of 13). Under 'Assessing Physical Injury': <ul style="list-style-type: none"> Added list of factors to consider (pg. 6 of 13). Under 'Child or Youth Discloses Abuse and/or Sexual Exploitation': <ul style="list-style-type: none"> Clarified content and added 'if applicable' regarding interviewing a non-abusing guardian (pg. 7 of 13). Clarified content (pg. 7 of 13). Under 'Medical Examination' amended content to include siblings (pg. 7 of 13). Under 'Medical Examination': <ul style="list-style-type: none"> Added 'if applicable' regarding providing the Letter to Doctor (pg. 8 of 13). Under 'Review of Assessment with Child or Youth and Family': <ul style="list-style-type: none"> Added content regarding the Family/Natural Supports meeting being an opportunity to create a safety plan (pg. 9 of 13). Under 'Decision': <ul style="list-style-type: none"> Removed bullet regarding a Family/Natural Supports meeting occurring prior to file closure to formalize

Policy Revisions and Outcomes

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		<p>interim direction for starting safety phase (pg. 10 of 13).</p> <ul style="list-style-type: none"> Removed 'intake' regarding arranging the mandatory Family/Natural Supports meeting (pg. 10 of 13). Moved bullet and sub-bullet regarding acquiring the appropriate legal authority within the list to better align with current practice (pg. 10 of 13). <p>Under 'Documentation':</p> <ul style="list-style-type: none"> Added content regarding documenting historical information and rationale for its use to align with OIPC Order F2021-41. (pg. 11 of 13). Under 'Related Information': Added link to Cross Ministry Protocol Between Children's Services and Community and Social Services (pg. 13 of 13). Added link to AHS' How Children Grow and Develop website (pg. 13 of 13). <p>Safety Phase Practice Support was also updated to ensure consistently with other project(s), including:</p> <p>Project 10: CI Letter of Ongoing Involvement</p>
Project 7: Delayed Registration of Live Birth		
Intervention	Practice Support - Identification Documents	<ul style="list-style-type: none"> Added 'Delayed Registration of Live Birth' (pg. 3 of 9). <p>'Identification Documents' Practice Support was also updated to ensure consistently with other project(s), including:</p> <p>Project 8: Process for obtaining a SIN for children in Permanent Care</p>
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Intervention	Practice Support - Identification Documents	<p>Under 'Social Insurance Number (SIN)':</p> <ul style="list-style-type: none"> Changed sub-heading to 'SIN for Children and Youth in Permanent Care' and content under amended to reflect new process for obtaining a SIN for a child or youth in permanent care (pg. 4 & 5 of 9). Changed sub-heading to 'Supporting Guardians Applying for a SIN' (pg. 5 of 9). <p>Under 'Supporting Guardians Applying for a SIN':</p> <ul style="list-style-type: none"> Updated grammar (pg. 5 of 9). Removed content pertaining to obtaining a SIN for a child or youth in permanent care (pg. 6 of 9). <p>Under 'Passport':</p> <ul style="list-style-type: none"> Updated website (pg. 7 of 9). Updated from 'Canada Passport website' to 'Canada Travel and Tourism- Canadian Passports and other Travel Documents' (pg. 8 of 9). <p>Under 'Documentation':</p> <ul style="list-style-type: none"> Added direction to upload birth certificates and specific SIN documentation with direction on documentation regarding a SIN (pg. 8 of 9). <p>Under 'Related Information':</p> <ul style="list-style-type: none"> Updated link to 'Vital Statistics Forms' replacing outdated links and added link to SIN process on the CI Portal (pg. 9 of 9). <p>Identifications Documents Practice Support was also updated to ensure consistency with other project(s), including:</p> <p>Project 7: Delayed Registration of Live Birth</p>

Policy Revisions and Outcomes

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Project 9: Appeals to the Appeal Panel		
Intervention	Practice Support - Appeals to the Citizen's Appeal Panel	Under 'Disclosure package', added a bullet to consult with DLS to vet the information prior to it being provided to the appeal panel and appellant (pg. 6 of 9).
Project 10: CI Letter of Ongoing Involvement		
Intervention	Practice Support – Safety Phase	<p>Updated practice support:</p> <ul style="list-style-type: none"> • Under 'Gathering Information' added direction to provide information regarding affiliation with a Metis Settlement or Métis Nation of Alberta citizenship for children who are or may be Métis (pg. 5 of 13). • Under 'Decision' added 'Use the interpreter services available on the Over the Phone Interpretation service website' (pg. 9 of 12). • Under 'Documentation' added direction to complete and upload a copy of the CI Letter of Ongoing Involvement (pg. 11 of 13). • Under 'Documentation' added direction to document attempts to provide the CI Letter of Ongoing Involvement to the guardian (pg. 11 of 13). • Under 'Related Information' added link to Over the Phone Interpretation (pg. 12 of 13). <p>Safety Phase Practice Support was also updated to ensure consistently with other project(s), including:</p> <p>Project 6: Safety Phase physical observation of children's injuries and workflow project</p>
Project 11: Orthodontics		
Intervention	Practice Support - Medical Services Coverage and Payment	Under 'Medical Services Payment' added a new sub-heading 'Payment for Orthodontic Treatment for Youth Transitioning to TAP and Advancing Futures' with content directing CI practitioners to plan all orthodontic procedures to be initiated, and whenever possible completed, prior to a youth's 18th birthday (pg. 4 of 6).
	Practice Support - Transition to Adulthood Program (TAP)	<ul style="list-style-type: none"> • Under 'Services' added content advising that orthodontic services should not be initiated after a young adult turns 18 years of age and reference to the practice support Medical Services Coverage and Payment (Intervention) (pg. 2 of 5). • Under 'Related Information' added link to practice support Medical Services Coverage and Payment (pg. 5 of 5).
Project 12: Transitions		
Placement Resources	3.2.8 When a Child Leaves a Foster Care Placement	<ul style="list-style-type: none"> • Policy title changed from '3.2.8 When a Child or Youth Leaves' to 'When a Child Leaves a Foster Care Placement' (pg. 1 of 1). • Moved 'The transitions debrief discussion provides an opportunity to reflect on the transition process for both planned and unplanned moves and how these are experienced by foster caregivers.' from 'Policy' heading to 'Purpose' heading (pg. 1 of 1). • Under 'Purpose' updated language regarding debrief for clarity by changing debrief to an opportunity for the foster caregiver to provide and receive feedback, debrief, take a break when necessary and work with the foster care worker to update their matching criteria.' (pg. 1 of 1). • Under 'Purpose' changed added that the debrief process can inform better practice (pg. 1 of 1).
	Practice Support - When a Child Leaves a Foster Care Placement	<ul style="list-style-type: none"> • Practice Support title changed from '3.2.8 When a Child or Youth Leaves' to 'When a Child Leaves a Foster Care Placement' (pg. 1 of 4). • Under 'Practice Process' added direction to not complete a Transition Debrief meeting when a child or youth is in a temporary or short-term placement (pg. 1 of 4). • Under 'Prior to a Child or Youth Transition from a Foster Placement' added direction to create a memory book

Policy Revisions and Outcomes

SECTION	SUBSECTION	REVISIONS
		<p>when a child or youth is in care for a period of 6 months (pg. 2 of 4).</p> <ul style="list-style-type: none"> • Under 'After a Child or Youth Leaves a Foster Placement' added direction for the foster care worker and caseworker to meet with the foster caregiver to capture their perspective no later than 30 calendar days, unless it does not meet the caregiver's needs (pg. 3 of 4). • Under 'After a Child or Youth Leaves a Foster Placement' added direction for the foster care worker to complete the debrief report and provide a copy for the foster caregiver (pg. 3 of 4). • Under 'After a Child or Youth Leaves a Foster Placement' added direction to use scaling questions and a three-column conversation to guide the Foster Care Transition Debrief and provide contacts for community supports to the foster caregiver (pg. 3 of 4). • Under 'Documentation' updated directions for completing and documenting the Foster Care Transition Debrief (pg. 3 of 4). • Under 'Related Information' added link for the Foster Care Foster Care Transition Debrief Template (pg. 4 of 4).
Project 13: Health Inspection and Environmental Safety Assessment for Caregivers		
Placement Resources	Practice Support - Financial Compensation (2.4)	<ul style="list-style-type: none"> • Under 'Renovations, Specialized Equipment and Structural Modifications' removed 'health' from 'safety (fire, health, and structure) inspection deficiencies' (pg. 5 of 9).
Project 14: Adoption Overhaul Phase 1		
Intervention	Policy 2.1.4 Legal Permanency for an Indigenous Child	<p>Amalgamated practice support Legal Permanency for an Indigenous Child into the practice support Permanency Planning for Children and Youth in Permanent Care:</p> <ul style="list-style-type: none"> • The practice support Legal Permanency for an Indigenous Child is now removed from the Enhancement Policy Manual (EPM) as all content has been moved to the practice support Permanency Planning for Children and Youth in Permanent Care. • Policy 2.1.4 Legal Permanency for an Indigenous Child and Policy 7.1.5 Permanency Planning for Children and Youth in Permanent Care now link to the practice support Permanency Planning for Children and Youth in Permanent Care.
	Practice Support - Permanency Planning for Children and Youth in Permanent Care	
	Practice Support - Legal Permanency for an Indigenous Child *removed from EPM	
	Practice Support - Intake-Receiving Referrals	<ul style="list-style-type: none"> • Under 'Information Gathering' SFP content moved for better flow and content added regarding SFP involved families requiring the same level of assessment as the public (pg. 5 of 14).
Adoption	10. Adoption Finalization	<ul style="list-style-type: none"> • Updated policy to refresh format by separating procedural information and creating a practice support for this policy. • Added 'purpose' heading and statement (pg. 1 of 1).
	Practice Support - Adoption Finalization	<p>Created practice support to align with refresh format.</p> <ul style="list-style-type: none"> • Added 'Child Intervention Practice Framework Principles' section (pg. 1 of 9). • Under 'Documents Required by Legislation' split bullets so forms [ADOP2659] and [ADOP2007] have their own bullets (pg. 2 of 9). • Added new heading 'Notice to Birthparent(s)' regarding process for notifying birthparents (pg. 2 of 9). <p>Under 'Adoption Summary':</p> <ul style="list-style-type: none"> • Removed bullet regarding unusual circumstances to align with current practice (pg. 3 of 9). • Updated direction regarding registration under the <i>Indian Act</i> and 'racial' added where 'ethnic' is referred to, and 'supervising' replaced with 'delegated' (pg. 3 of 9). <p>Under 'Other Documents That May Be Required':</p> <ul style="list-style-type: none"> • Updated grammar (pg. 3 of 9). • Replaced 'Citizenship and Immigration Canada' with 'Immigration, Refugees and Citizenship Canada' (pg. 4 of 9).

Policy Revisions and Outcomes

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		<ul style="list-style-type: none"> • Added reference to the <i>Indian Act</i>, language updated regarding Metis Settlement Affiliation, and bullet added on documents that support adoption as the permanency plan (pg. 4 of 9). • Under 'Special Affidavit' added content regarding serving the birthparent and what information to include in affidavits (pg. 5 of 9). • Under 'Filing' amended content to reflect practice change, removing content regarding serving a former guardian' (pg. 6 of 9). <p>Under 'Service Required':</p> <ul style="list-style-type: none"> • Removed 'former guardian with access' (pg. 6 of 9). • Removed 'note' regarding serving former guardians (pg. 6 of 9). • Amended content added content regarding 'birthparents who completed an Affidavit' (pg. 6 of 9). <p>Under 'Adoption Hearing Required':</p> <ul style="list-style-type: none"> • Replaced 'guardian' with 'birthparent' in two places (pg. 7 of 9). <p>Under 'Adoption Order Granted':</p> <ul style="list-style-type: none"> • Replaced 'Canada Child Tax Benefit (CCTB) with 'tax credits' (pg. 7 of 9). • Added a bullet regarding notifying service providers about a child or youth's new name (pg. 7 of 9). • Under 'Documentation for RRC' replaced 'PAR' with 'RRC' (pg. 7 of 9). • Under 'Related Information' added link to 'CICIO User Guide' (pg. 8 of 9).