

Fall 2021 Revisions Enhancement Act Policy Manual

SECTION	SUBSECTION	REVISION
Intervention		
Chapter 1	1.1.3 Retention of Records	Policy section updated to include ‘audiovisual recordings’ in the list of things that are considered ‘records’ (pg. 1 of 2) .
	1.1.4 Restricting Access to Intervention Records	Policy section updated to reflect that adoption files are sealed automatically by the electronic information system (pg. 1 of 1) .
Practice Supports	Memory Book	Practice process section updated to include information that informs staff that the memory book is a combination of what is compiled by the caregiver and what is collected and stored by CS staff. (pg. 1 of 2) Practice process section updated to inform staff that electronic memorabilia can be collected by CS staff for the memory book and stored in the electronic information system (pg. 2 of 2) . Documentation section updated to inform staff that electronic memorabilia should be attached in the electronic information system (pg. 2 of 2) .
	Recording Contacts and Collection of Personal Information	Under ‘Recording Contacts’ adjustment made to state that the contact log in the electronic information system ‘must be used’ rather than it being ‘the preferred method’ (pg.1 of 6) . Under ‘Removing Records from a Worksite’ ‘Enhancement File Standards’ renamed ‘Child Intervention File Standards’ (pg. 5 of 6) . Under ‘Related Information’ ‘Enhancement File Standards’ renamed ‘Child Intervention File Standards’ (pg. 6 of 6) .
	Recording Information in a Physical File and on the Electronic Information System	Under ‘Practice Process’ ‘Enhancement File Standards’ renamed ‘Child Intervention File Standards’ (pg. 1 of 3) . Under ‘Practice Process’ information added regarding what cannot be uploaded in the electronic information system as per the updated file standards (documents received non-digitally, documents with wet signatures and court documents) (pg. 1 & 2 of 3) .

	<p>Under 'Practice Process' information added suggesting that staff, when possible, summarize emails, texts, social media and external reports in the contact log in the electronic information system. Information added to align with file standards explaining 'born digital' records and that they should be prioritized and how (pg. 2 of 3).</p> <p>Under 'Contact log' information adjusted to reflect that all contacts must be recorded in the contact log in the electronic information system and the list provided is not exhaustive (pg. 3 of 3).</p> <p>Under 'Contact log' CaseConnect added as location for contact logs (pg. 3 of 3).</p> <p>Language update under 'Contact log', 'DFNA director' added where 'Category 4 director' is referenced (pg. 3 of 3).</p>
Child Requests Requiring the Director's Consent	Under 'documentation' direction to document information in the contact log in the electronic information system made consistent within the 'documentation' section (pg. 5 of 6) .
Contracted Services and Payments	Under 'Review and Evaluation of Services' information added to reflect R&E evaluations being done in the electronic information system (pg. 8 of 11) . Under 'Documentation' information added to reflect R&E evaluations being done in the electronic information system (pg. 10 of 11) .
Court Procedures	Under 'disclosure' the word 'physical' was removed to reflect that the entire child or youth's file is to be provided, not just the physical file (pg. 5 of 12) .
Genogram	Under 'Practice Process' information changed to prioritise genograms created electronically (pg. 2 of 3) . Under 'documentation' information adjusted to reflect that electronic versions of genograms should be attached in the electronic information system and paper genograms should be placed on the physical file (pg. 3 of 3) .
Inter-Provincial Placements	Under 'documentation' information adjusted to reflect that the contact log in the electronic information system is to be used for correspondence, electronic documents should be attached in the electronic information system and written responses and paper forms should be placed on the physical file (pg. 5 of 5) .
Intrusive Measures	Under 'documentation' information added directing staff to attach electronic documents in the electronic information system (pg. 6 of 7) .
Medical, Dental and Optical Care	Under 'documentation' information added directing staff to place paper documents on the physical file and to attach electronic documents in the electronic information system (pg. 6 of 6) .

	Other Requests to Release Information	Under 'documentation' information added directing staff to attach electronic documents in the electronic information system (pg. 3 of 4) .
	Reciprocal Agreements for Transfer of Permanent Guardianship to/from Another Jurisdiction	Under 'documentation' information added directing staff to place paper based correspondence on the physical file and to attach electronic documents in the electronic information system (pg. 6 of 6) . Under 'related information' link to the CICIO User Guide added (pg. 6 of 6) .
	Safety Phase	Under 'documentation' direction regarding completing contact notes clarified to be in the electronic information system (pg. 9 of 11) . Under 'documentation' information adjusted to instruct staff to attach safety assessments in the electronic information system (pg. 10 of 11) . Under 'documentation' information adjusted to instruct staff to document rationale for not consulting with the family at the end of the assessment in the contact log in the electronic information system (pg. 10 of 11) . Under 'documentation' information adjusted to instruct staff to submit recommendations in the electronic information system (pg. 10 of 11) .
	Allowances and Christmas Gifts	Under 'documentation' direction clarified to specify that information should be documented in the contact log in the electronic information system (pg. 5 and 6 of 6) .
	Casework Responsibilities During Placement	Under 'documentation' information added directing staff to place paper format letters on the physical file and to attach electronic documents in the electronic information system (pg. 12 of 13) . Under 'documentation' information added specifying that paper photographs should be placed on the physical file and electronic photographs should be attached in the electronic information system (pg. 12 of 13) .
	Suicidal Child	Under 'documentation' information removed which instructed staff to place a copy of the suicide prevention safety plan on the physical file. (pg. 4 of 5) .
	Lost or Damaged Child's Record in a Physical File	Under 'related information' the title of the hyperlink 'Enhancement File Standards' changed to 'Child Intervention Standards'. (pg. 3 of 4) .
Chapter 1	1.1.4 Restricting Access to Intervention Records	Note added to policy section to inform staff that all CS staff have signed an Oath of Office and restrictions are only required under the circumstances provided in the policy (pg. 1 of 1) .
Practice Supports	Restricting Access to Intervention Records	Under 'Restricting Access to the Record of an Adopted Child or Youth' <ul style="list-style-type: none"> language adjusted to refer to adoption files 'sealing' instead of being 'restricted' (pg. 2 of 5),

		<ul style="list-style-type: none"> • ‘Youth’ added (pg. 2 of 5). <p>Under ‘Restriction Owner’:</p> <ul style="list-style-type: none"> • grammar corrected (pg. 3 of 5), • information changed to instruct staff to review their restrictions every six months to ensure they are still required based on the reasons found in the associated policy (pg. 3 of 5), • information changed to instruct staff to enter an end date to restrictions in CICIO once the restrictions are no longer required or if the reason for the restriction is unknown (pg. 3 of 5), • ‘Note’ added informing staff that unnecessary restrictions limit access to important information and can impede practice (pg. 3 of 5). <p>Under ‘Restriction Access Users’:</p> <ul style="list-style-type: none"> • Information added telling staff to contact the restriction owner, their supervisor or manager to be given access to a restricted case (pg. 4 of 5). <p>Under ‘documentation’:</p> <ul style="list-style-type: none"> • information added to prompt staff to ensure the reason for restriction is documented (pg. 4 of 5). • information specified to state ‘case closure information’ instead of ‘case closure’ and to specify the ‘sealing’ process (pg. 4 of 5).
Chapter 2	2.1.1 First Nations Designate	<p>Clarified:</p> <ul style="list-style-type: none"> • Caseworkers must involve a First Nations designate (designate) in planning for services for a First Nation child or youth (pg. 1 & 2 of 2). • Caseworkers may involve a designate who may provide supports to children and youth who may not be eligible to be registered under the <i>Indian Act</i>. <p>Added the director is required to involve a designate in decision making for a child or youth whose case plan involves private guardianship (pg. 1 of 2).</p> <p>Removed sentence on potential to be registered as content is currently captured in the Practice Support First Nation Individual Registered under the <i>Indian Act</i> (pg. 1 of 2).</p>
Practice Supports	First Nations Designate	<p>Practice Support was revised to align with language shifts.</p> <p>Included a section on the role and responsibilities of First Nation designates.</p> <p>Clarified:</p>

		<ul style="list-style-type: none"> designates cannot make delegated decisions for a child or youth receiving intervention services (pg. 2 of 8). the guardian’s consent is not required for completing collateral call to designates (pg. 3 of 8). Under ‘contact’ information clarified to inform staff to work with the designate's preferred method of contact and communication (pg. 5 of 8). Involvement with a designate may also include a child or youth who is not registered and member of a band but has cultural ties to the band (pg. 5 of 8).
Chapter 2	2.1.2 First Nation Individual Registered under the <i>Indian Act</i>	<p>Updated: “child or youth is Indigenous, self-identifies as Indigenous” to “child or youth is, may be, or self-identifies as Indigenous” (pg. 1 of 1).</p> <p>Under ‘Purpose’ grammar corrected (pg. 1 of 1).</p> <p>Redundant information removed:</p> <ul style="list-style-type: none"> For eligible children or youth, registration under the Indian Act is a constitutional and legislative right. (pg. 1 of 1). <p>Process information moved to practice support:</p> <ul style="list-style-type: none"> The Office of the Indian Registrar can determine whether a child or youth is entitled to be registered under the Indian Act (pg. 1 of 1). Band membership is granted by bands to a child or youth in accordance with the band membership code (pg. 1 of 1).
Practice Supports	First Nation Individual Registered under the <i>Indian Act</i>	<p>Practice Support was rewritten to provide direction to staff on how to support the early identification and registration of a child or youth under the <i>Indian Act</i>.</p> <p>Practice process is provided to assist staff with:</p> <ul style="list-style-type: none"> Early identify of a child or youth who is, may be or self-identifies as Indigenous, Eligibility criteria for requesting registration under the <i>Indian Act</i>, Registering a child or youth under the <i>Indian Act</i>, and Band Membership. <p>Process information moved to practice support from policy:</p> <ul style="list-style-type: none"> The Office of the Indian Registrar can determine whether a child or youth is entitled to be registered under the Indian Act (pg. 6 of 9). Band membership is granted by bands to a child or youth in accordance with the band membership code (pg. 6 of 9).

Chapter 2	2.1.3 Rights of First Nation Children Registered under the <i>Indian Act</i>	<p>Removed term “privileges” from title of the policy and throughout policy to reflect the rights and benefits of a First Nation child or youth under the <i>Indian Act</i>, as it is not a privilege (pg. 1 of 2).</p> <p>Added “on-reserve income assistance program” (pg. 1 of 2).</p> <p>Added First Nation children and youth in permanent care who are entitled to band membership is required to be registered as a band member (pg. 1 of 2).</p>
Practice Supports	Rights of First Nation Children Registered under the <i>Indian Act</i>	<p>Under “Registration under the <i>Indian Act</i>”:</p> <ul style="list-style-type: none"> • Clarified caseworkers to discuss and explore registration under the <i>Indian Act</i>, involve First Nations designate and support collaboration with guardian on registration process for a child or youth. • Removed outdated contact information to apply for Indian Status card (pg. 1 of 5). <p>Added “Eligible Benefits as Registered First Nation Child or Youth” and:</p> <ul style="list-style-type: none"> • Updated contact information for Trust Accounts, Non-Insured Health (NHIB) Covered by First Nations & Inuit Health Benefits, and Educational Benefits for children and youth who are registered. • Added On-Reserve Income Assistance Program (pg. 2,3 & 4 of 5). <p>Added “Band Membership” to support :</p> <ul style="list-style-type: none"> • First Nation child or youth who may be entitled to band membership • Child or youth’s rights as band members on a reserve. • Collaboration with child or youth and guardian to provide information: <ul style="list-style-type: none"> -registered individual is not entitled to be a band member with more than one band -once an individual is registered under the <i>Indian Act</i> it cannot be changed but their band membership can be changed. -First Nation child or youth cannot be registered with Metis Settlement and or/eligible for MNA citizenship (pg. 4 of 5). <p>Updated “Documentation” (pg. 5 of 5).</p> <p>Under “Related Information” :</p> <ul style="list-style-type: none"> • removed referenced of Policy 5.4 (Adoptions) • Added link to <i>Metis Settlement Act</i> and Metis Nation of Alberta Laws (pg. 5 of 5).

Practice Support	Caseworker's Responsibilities for an Indigenous Child	<p>Added "Responsibilities to a First Nation Child or Youth" on caseworkers requirement to support a First Nation child or youth:</p> <ul style="list-style-type: none"> • On early identification, eligibility for registration under the <i>Indian Act</i> and band membership as soon as possible. • Band involvement • Notice to a Band, and • Notification requirements and timeframes (pg. 3 & 4 of 8).
Chapter 2	2.1.4 On/Off Reserve Verification	<p>Under 'Policy' language made more concise (pg. 1 of 1).</p> <p>Under 'Policy' unnecessary information has been removed discussing enhancement versus protective services (pg. 1 of 1).</p> <p>Under 'Purpose' 'youth' was added (pg. 1 of 1).</p> <p>Under 'Purpose' reference to Jordan's Principle removed as it is not the correct application (pg. 1 of 1).</p> <p>Under 'Purpose' 'First Nations' replaced with 'Indigenous' (pg. 1 of 1).</p>
Practice Supports	On/Off Reserve Verification	<p>Under 'Child Intervention Practice Framework Principles' content adjusted to more accurately apply CIPF to the on/off reserve verification process (pg. 1 of 4).</p> <p>Under 'Determine on- or off-reserve residency' 'indigenous' changed to 'of indigenous ancestry' (pg. 1 of 4).</p> <p>Under 'Determine on- or off-reserve residency' redundant information regarding potential to be registered removed (pg. 1 of 4).</p> <p>Under 'Determine on- or off-reserve residency', point 2, information added clarifying a child or youth is deemed off reserve (pg. 1 of 4).</p> <p>Under 'Determine on- or off-reserve residency', point 3, information added prompting users to ensure all questions are answered (pg. 1 of 4).</p> <p>A note has been added informing readers that the questions for the On/Off Reserve Verification are regarding the child or youth's parent(s), guardian(s), or caregiver(s) but are used to determine the residency of the child or youth at the time of intake (pg. 2 of 4).</p> <p>Under 'Determine on- or off-reserve residency' process information has been clarified and the electronic information system identified as the location of the on/off verification (pg. 2 of 4).</p> <p>Under 'Determine on- or off-reserve residency' information added clarifying the process the verification officer takes after the form has been completed (pg. 2 of 4).</p>

		<p>Email address for the on/off reserve verification officer added (pg. 2 of 4).</p> <p>Under 'timeframe' 'ongoing case' added to include language that aligns with CICIO (pg. 2 of 4).</p> <p>Under 'documentation' information added to prompt staff to record identity, racial origins, ethnic backgrounds, registration, membership or affiliation information for children and youth in the electronic information system (pg. 2 of 4).</p> <p>Under 'documentation' information added that the verification should be done within 30 days of opening a file (pg. 3 of 4).</p>
Practice Support	Education Benefits and Resources Rebate	<p>Replaced 'Ministry contact' with 'RESP program Advisor' (pg. 3, 4, 5 & 7 of 8).</p> <p>Updated section 'Responsibilities of RESP Program' and moved under section 'Establishing an RESP Account' (pg. 3 of 8).</p> <p>Under 'Transition Planning':</p> <ul style="list-style-type: none"> • Removed reference of "16 or 17 year old" for a youth in care, and • Added staff to discuss with the youth, guardian and support network the steps required to access and utilize the RESP funds for the youth to pursue their post-secondary education and that the RESP account will automatically closed if the youth does not access or transfer RESP funds by age 30 • Added information about the youth's RESP account and how to access the funds can be accessed by contacting the RESP program Advisor (pg. 4 of 8) <p>Added under 'Child or Youth's Closure':</p> <ul style="list-style-type: none"> • Ensure the guardian is aware of the process to transfer ownership of the RESP account from CS to the guardian. • Provide the guardian with RESP program contact email to work through the RESP account transfer process (pg. 4 of 8). <p>Replaced 'young person' with 'young adult' (pg. 4 of 8).</p> <p>Under section 'If the Young Adult Does not Access Post-Secondary Education', replaced "If a young adult chooses not to access the RESP funds up to 35 years from when the account was opened, then all monies shall be returned to the provincial and federal programs from which they originated, per regulations of those programs." with " If a young adult who was previously in the care of the director chooses not to access or transfer the RESP by age 30, all monies shall be returned to the provincial and federal programs from which they originated, per regulations of those programs." (pg. 4 of 8).</p> <p>Under 'Ownership Transfer of an RESP' added:</p>

		<ul style="list-style-type: none"> • The subscriber of the child or youth’s RESP may be changed from CS to the child or youth when they turn 18 years old to 30 years (pg. 4 of 8). • Term ‘adult client’ when they are no longer a young adult requesting to access their RESP account. • RESP program Advisor’s approval is required to allow new guardian or adult client to complete steps to transfer ownership of an RESP account (pg. 5 of 8). <p>Updated section ‘Documentation’ (pg. 7 of 8).</p>
Chapter 8	8.5 Receiving or Being Served with Court Documents	<p>Clarified:</p> <ul style="list-style-type: none"> • The Statutory Director must be notified immediately when the director receives or is served with court documents filed with the court. • Language shift to align with Justice and Solicitor General terminology for court documents the director receives or is being served (pg. 1 of 2).
Practice Support	Receiving or Being Served with Court Documents	<p>Under “Responding to court documents” :</p> <ul style="list-style-type: none"> • Removed “If the document is a Contempt Application, the manager immediately notified the Statutory Director”. • Clarified the manager immediately forwards the court documents served or received, if appropriate to the Statutory Director. (Pg.1 of 3). • Removed term “fax” (pg. 2 of 3). <p>Under “Contact Information”:</p> <ul style="list-style-type: none"> • Replaced “Civil Law Branch” with “Alberta Justice and Solicitor General” • Removed fax number (pg. 2 of 3). <p>Under “Office of the Statutory Director”, added Office of the Statutory Director’s contact information for:</p> <ul style="list-style-type: none"> • Service of Production Orders, child intervention records disclosure request court documents; • Notice of Appeal or other court documents under the Child, Youth and Family Enhancement Act (pg. 2 of 3). <p>Under “Related Information” added Policy 2.4 (Intervention) (pg. 2 of 3).</p>
Practice Support	Legal Representation	<p>Under ‘Legal Representation for a Guardian’ added direction for complex court cases which include:</p> <ul style="list-style-type: none"> • informing Regional Directors about potential high cost ex gratia requests.

		<ul style="list-style-type: none"> working with the Ministry of Justice and the Solicitor General to identify, other sources of funding, and Informing families that they are primarily responsible for legal costs. (pg. 6 & 7 of 10). <p>Updated term “Office of Public Trustee” to “Office of the Public Guardian and Trustee” (pg.7 of 10).</p>
	Permanent Guardianship Orders	Under ‘Related Information’ added “8.1.3 Legal Representation for a Guardian” (pg. 9 of 10) .
Practice Support	Intake - Receiving Referrals	Under ‘Related Information’ added a link to “7.2.3 Suicidal Child” (pg. 11 of 12) .
	Suicidal Child	<p>Added ‘After-Hours Concerns Regarding Self-Harm or Suicidal Ideation’ section with direction including:</p> <ul style="list-style-type: none"> NACIS or SACIS contacting the regional or DFNA on-call worker. Consultation with the casework supervisor to discuss the level of response (pg. 4 of 5). <p>Under ‘documentation’ information added instructing NACIS, SACIS and on-call staff to document all contact, consultations, decisions and rationale on a contact log in the electronic information system (pg. 5 of 5).</p>
Practice Support	Opioids	<p>Added Child Intervention Practice Framework (CIPF) principles (pg. 1 of 6).</p> <p>Under “Case Planning”:</p> <ul style="list-style-type: none"> Removed “Alerts in the Electronic Information System” heading and content (pg. 2 of 6). Removed information to enter hospitalization or medical emergencies in the electronic information system (pg. 2 of 6). <p>Under “Safety Planning”:</p> <ul style="list-style-type: none"> Amended Note to include information on the <i>Emergency Medical Aide Act</i> (pg. 3 of 6). <p>Under “Role of Caseworkers”:</p> <ul style="list-style-type: none"> Heading changed from “Role of CS and DFNA Staff” to “Role of Caseworkers” (pg. 4 of 6). Added “NARCAN® Nasal Spray” heading and content (pg. 4 of 6).

		<ul style="list-style-type: none"> • Added “Naloxone Kits” heading (pg. 4 of 6). • Under “Home Visits” heading, added “and use as required” to bullet (pg. 5 of 6). • Under “Home Visits” heading, add “working alone” to clarify bullet (pg. 5 of 6). • Under “After an Overdose or Suspected Overdose of a Youth or Guardian” heading, replaced “Regional/DFNA OHSW Resource” with “casework supervisor” (pg. 5 of 6). <p>Added Documentation section (pg. 5 & 6 of 6).</p> <p>Under Related Information:</p> <ul style="list-style-type: none"> • Added links to Emergency Medical Aide Act and Good Samaritan Drug Overdose Act (pg. 6 of 6). • Added link to Online Narcan Training (pg. 6 of 6). <p>Language shifts:</p> <ul style="list-style-type: none"> • “substance addiction” to “substance use disorder” (pg. 1 of 6). • “frontline staff” to “caseworkers” (pg. 1 of 6). • “casework practitioner” to “caseworker” (pg. 3-5 of 6). • “illicit” to “illegal” (pg. 3 of 6). • “CS and DFNA Staff” to “caseworker” (pg. 4 of 6). • “staff” to “caseworkers” (pg. 4 of 6). • “child” to “child or youth” (pg. 4 & 5 of 6).
Placement Resources		
Chapter 2	2.1.2 Kinship Care Application and Approval Requirements	<p>Under ‘Policy’ updated language by changing “kinship care provider” to “kinship caregiver” (pg. 1 of 1).</p> <p>Under ‘Purpose’ updated language by changing “child” to “child and youth” (pg. 1 of 1).</p>
Practice Support	Kinship Care Application and Approval Requirements	<p>Added ‘Child Intervention Practice Framework Principles’ section (pg. 1 of 7).</p> <p>Updated the following terms:</p> <ul style="list-style-type: none"> • by changing “kinship care provider” to “kinship caregiver” (pg. 1, 2, 4 & 5 of 7). • by adding “youth” when child is referenced (pg. 2, 3, 4 & 5 of 7). <p>Under ‘Personal References’ added reference to form “Foster Care – Personal Reference [CS0013]” (pg. 2 of 7).</p> <p>Under ‘Personal References’ changed “the family” to “caregiver or caregiver and family, if applicable,” (pg. 2 of 7).</p>

		<p>Changed title of ‘Orientation for Caregiver Training’ section to ‘Mandatory Kinship Training’ (pg. 3 of 7).</p> <p>Under ‘Mandatory Kinship Training’ updated the process for completing mandatory Kinship Training (pg. 3 of 7).</p> <p>Added heading “Home Study” after ‘Mandatory Kinship Training’ section (pg. 3 of 7).</p> <p>Added PS4LLC content “Work with the kinship caregiver to discuss any potential difficulties in following the case plan and if supports need to be added to the Kinship Care Support Plan [FC3899] to help maintain significant relationships important to the child or youth.” (pg. 5 of 7).</p> <p>Updated ‘Documentation’ section to direct staff to use the electronic information system for documentation (pg. 6 of 7).</p> <p>Under ‘Related information’ added links to forms Caregiver Reassessment [FC2605] and Foster Care – Personal Reference [CS0013] (pg. 6 of 7).</p>
Chapter 2	2.2 Supporting Kinship Care Providers	<p>Under ‘Policy’ updated language by changing “kinship care provider” to “kinship caregiver” (pg. 1 of 1).</p> <p>Under ‘Purpose’ updated language by changing “child” to “child and youth” (pg. 1 of 1).</p> <p>Under ‘Purpose’ updated language by changing “Foster Allegation Support Team (FAST)” to “CAST” (pg. 1 of 1).</p>
Practice Support	Supporting Kinship Care Providers	<p>Added ‘Child Intervention Practice Framework Principles’ section (pg. 1 of 8).</p> <p>Under ‘Provide Support’ updated process for completing mandatory Kinship Training (pg. 2 of 8).</p> <p>Added ‘Training’ section which includes trainings for Kinship Caregivers (pg. 3 of 8).</p> <p>Under ‘Discuss the Use of Childcare Arrangements’ added bullet “respite care is only accessible through a licensed foster caregiver and not with another kinship caregiver,” (pg. 4 of 8).</p> <p>Under ‘Safe Sleeping Arrangements’ updated title “Baby Steps Manual” to “<i>Healthy Parents, Healthy Children: The Early Years</i> manual from Alberta Health Services” (pg. 5 of 8).</p> <p>Under ‘Safe Sleeping Arrangements’ updated direction for advising kinship caregivers regarding AHS safe sleep (pg. 5 of 8).</p> <p>Under ‘Permanency Planning’ added “Assist kinship caregivers in meeting all requirements for adoption or private guardianship, if that is the decision for permanency for the children or youth in their care.”(pg. 5 of 8).</p>

		<p>Updated 'Documentation' section to direct staff to use the electronic information system for documentation (pg. 7 of 8).</p> <p>Under 'Related information':</p> <ul style="list-style-type: none"> • Added link to policy 4.2.3 (pg. 8 of 8). • Added links to forms CS11680, FC1263 and FC3899 (pg. 8 of 8). • Added link to Transitioning from Care - A Guide for Caregivers document (pg. 8 of 8). <p>Updated the following terms:</p> <ul style="list-style-type: none"> • "Kinship Care Support Plan" to "the mandatory Kinship Care Support Plan" (pg. 1, 2, 4 of 8). • by adding "youth" when child is referenced (pg. 2, 3, 4, 5, 6, 7 & 8 of 8). • "Alberta Foster Parent Association (AFPA)" to "Alberta Foster and Kinship Association (AFKA)" (pg. 2 of 8). • "Alberta Foster Parent Association (AFPA)" to "Alberta Foster and Kinship Association (AFKA)" (pg. 2 of 8).
Chapter 2	2.4 Financial Compensation	<p>Under 'Policy' added "In addition, all children and youth in care receive entitlements to further support them in their placements"(pg. 1 of 1).</p> <p>Under 'Purpose':</p> <ul style="list-style-type: none"> • Updated purpose statement to "Financial support to kinship caregivers provides compensation for the expenses associated with the child or youth's day-to-day care and address caregiving barriers. Children and youth receive financial support for their cultural, social, emotional and physical development. Compensation and entitlements support children and youth to have their needs met while providing opportunities to explore their interests and talents while learning new skills." (pg. 1 of 1).
Practice Support	Financial Compensation (Policy 2.4)	<p>Added 'Child Intervention Practice Framework Principles' section (pg. 1 of 1).</p> <p>Under 'Reimbursement for Training Expenses' changed "mandatory Kinship Training or approved Caregiver Training" to "mandatory Kinship Training or approved Caregiver Training" (pg. 2 of 7).</p> <p>Under 'Reimbursement for Training Expenses' "same rate as Alberta government employees" to "the rate in the current Caregiver Rate Schedule [FC1263]" (pg. 2 of 7).</p> <p>Under 'Transportation' "same rate as Alberta government employees" to "the rate in the current Caregiver Rate Schedule [FC1263]" (pg. 2 of 7).</p>

		<p>Under 'Vacation/Camp Allowance' added "in the amount set out in the current current Caregiver Rate Schedule [FC1263]" (pg. 3 of 7).</p> <p>Under 'Related Information' added "4.2.3 Tempcare Plan and Ongoing Connections Plan" (pg. 6 of 7).</p>
Chapter 3	3.3.6 Financial Compensation	<p>Throughout policy updated language by changing "foster parents" to "foster caregivers" (pg. 1 of 1).</p> <p>Throughout policy updated language by changing "child" to "children and youth" (pg. 1 of 1).</p>
Practice Support	Financial Compensation	<p>Added 'Child Intervention Practice Framework Principles' section (pg. 1 of 1).</p> <p>Throughout practice support updated language by adding "youth" when child is referenced (pg. 1, 2, 3, 4, 5, 6, & 7 of 8).</p> <p>Under 'Practice Process' by adding "Ensure that foster caregivers are able to access financial compensation and entitlements for every child or youth placed in their home. Prompt and accurate compensation and entitlements give foster caregivers more opportunity to focus on helping the child or youth maintain the relationships and connections that matter most to them." (pg. 1 of 1)</p> <p>Throughout practice support updated language by changing "foster parent" to "foster caregiver" (pg. 2, 3, 4, 5 & 7 of 8).</p> <p>Under 'Related information' added link to policy 4.2.3 Tempcare Plan and Ongoing Connections Plan (pg. 8 of 8).</p> <p>Under 'Related information' added link to Foster Care Support Plan [FC3605] (pg. 8 of 8).</p>
Chapter 4	4.2 Child and Youth Facility Regional Placement Procedures	<p>Updated language by adding "and youth" when referring to a child (pg. 1 of 1).</p>
Practice Support	Child and Youth Facility Regional Placement Procedures	<p>Added 'Child Intervention Practice Framework Principles' section (pg. 1 of 1).</p> <p>Throughout practice support updated language by adding "youth" when child is referenced (pg. 1 & 2 of 3).</p> <p>Under 'Regional Placement Procedure' added "Tempcare Plan or Ongoing Connections Plan" to the bullet "case planning information, including the concurrent or transition to independence plan, genogram and ecomap," (pg. 1 of 3)</p> <p>Under 'Regional Placement Procedure' added bullets:</p> <ul style="list-style-type: none"> • support and participate in Family/Natural Support meetings, • ensures consults with First Nations designate occur when needed, • ensures consults with a Metis Resource person occur when needed, (pg. 2 of 3).

		Updated 'Documentation' section to direct staff to use the electronic information system for documentation (pg. 2 of 3).
Adoptions		
Chapter 5	5.1 Referring a Child or Youth for Adoption	<p>Policy updated to include the following:</p> <ul style="list-style-type: none"> • Layout of policies shifted by separating into policies and practice supports (the procedures). • Changed title from "Referring a Child" to "Referring a Child or Youth for Adoption". • Added "Siblings should be placed together in a permanency placement, whenever possible. PAR must be contacted whenever there are previously adopted siblings". • Removed Post Adoption Registration information, incorporated in practice support. • Removed History of Adoptive Child information. • Added Purpose Statement (pg. 1 of 1).
Practice Support	Referring a Child or Youth for Adoption	<p>Changed title to "Referring a Child or Youth for Adoption" (pg. 1 of 5).</p> <p>Added Child Intervention Practice Framework (CIPF) principles (pg. 1 of 5).</p> <p>Added the following content moved from Policy 5.4 (Adoption):</p> <ul style="list-style-type: none"> • Criteria to submit a Metis Settlement Affiliation Request [CS4014] to verify if a child or youth is affiliated with a Metis Settlement (pg. 3 of 5). <p>Under 'Adoption Referral':</p> <ul style="list-style-type: none"> • Heading changed from "Referring" to "Adoption Referral" (pg. 1 of 5). • Bullet added "all other permanency placement options with extended family, significant others and members of the child or youth's community have been explored" (pg. 1 of 5). <p>Under 'Adoption Referral Package Requirements':</p> <ul style="list-style-type: none"> • Heading changed from "Referral Package Requirements" to "Adoption Referral Package Requirements" (pg. 1 of 5). • Revised bullet "a copy of the Registration of Live Birth or a copy of the birth certificate that includes the biological parent's information if the child or youth was born outside of Alberta" (pg. 1-2 of 5).

		<ul style="list-style-type: none"> • Revised bullet “information and status of any full or half-siblings who are in care of Human Services” to “information and legal status of any siblings who are in care of Children’s Services (pg. 2 of 5). • Added bullet “any assessments that assist in understanding the child or youth’s needs” (pg. 2 of 5). • Added reference to Policy 5.2 (Adoption) (pg. 2 of 5). • Revised bullet “racial origins and ethnic backgrounds of the child or youth’s biological parents” (pg. 2 of 5). • Removed information on ‘completing’ Indian Status Checks and Métis Checks (pg. 2 of 5). • Added Note: “Canadian is a nationality representing an individual’s citizenship. Canadian is not a racial origin or ethnic background and will not be accepted by the court” (pg. 2 of 5). • Revised Note: “An ISC request and/or Métis Settlement Affiliation Request should be completed for an Indigenous child or youth as early in CS involvement as possible and not at the time of the adoption referral.” • “Registered Indian or Métis Child” heading removed (pg. 2 of 5). • Clarified information if a child or youth is registered under the <i>Indian Act</i> and if the child or youth is affiliated with a Metis Settlement (pg. 2-3 of 5). <p>Under ‘Siblings’:</p> <ul style="list-style-type: none"> • Removed content on philosophy of placing siblings together (pg. 3 of 5). <p>Under ‘Approval to Separate Siblings’:</p> <ul style="list-style-type: none"> • Clarified that a manager or DFNA Director’s written approval must be obtained (pg. 3 of 5). • Added information on supporting sibling relational connections and ongoing contact when siblings are not placed together in a permanency placement (pg. 3 of 5). <p>Under ‘Sibling Registry’:</p> <ul style="list-style-type: none"> • Updated information on referrals to PAR (pg. 3 of 5). <p>Under ‘Adoptive Parents Registered’:</p> <ul style="list-style-type: none"> • Removed bullets to request copies of previous home study reports and consider the family for placement (pg. 4 of 5).
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		<p>Under ‘Adoptive Parents Not Registered’:</p> <ul style="list-style-type: none"> • Removed references to “The Manager, Post Adoption Registry” (pg. 4 of 5). • Updated information regarding the director wanting to consider an adoptive family not registered with PAR (pg. 4 of 5). • Removed information in Note that required information to be returned to PAR within 60 days (pg. 4 of 5). <p>Added Documentation section (pg. 4 of 5).</p> <p>Under ‘Related Information’:</p> <ul style="list-style-type: none"> • Removed link to Adoption policy 5.4 (pg. 5 of 5). • Added links to Intervention policy 2.1.2 (pg. 5 of 5). • Added link to Adoption policy 5.2 (pg. 5 of 5). • Removed links to forms ADOP1373 & ADOP0011 (pg. 5 of 5). • Added links to forms CS2047, PAR3627, PAR2814 (pg. 5 of 5). <p>Language shifts:</p> <ul style="list-style-type: none"> • “child” to “child or youth” (pg 1-4 of 5). • “foster parents or kinship care providers” to “foster or kinship caregivers” (pg. 1 of 5). • “referral” to “adoption referral” (pg. 1 of 5). • “foster parents” to “caregivers” (pg. 2 of 5). • “AANDC” to “ISC request” (pg. 2 of 5). • “Métis check” to “Métis Settlement Affiliation Request” (pg. 2 of 5). • “registered Indian status” to “registered under the <i>Indian Act</i>” (pg. 2 of 5). • “Region 10 CFSA” to “Métis Settlements CS” (pg. 3 of 5).
Chapter 5	5.3 Selecting a General Adoptive Home	<p>Policy updated to include the following:</p> <ul style="list-style-type: none"> • Layout of policies shifted by separating into policies and practice supports (the procedures). • Changed title from “Selecting an Adoptive Home” to “Selecting a General Adoptive Home”. • Revised Policy Statement. • Added Purpose Statement (pg. 1 of 1).
Practice Support	Selecting a General Adoptive Home	Added Child Intervention Practice Framework (CIPF) principles (pg. 1 of 6).

		<p>Under 'Role of Adoption Services', reorganized Adoption Services consideration bullets and:</p> <ul style="list-style-type: none"> • Added "ethnic background" (pg. 1 of 6). • Replaced "continued access between the child and significant others" with "continued family time and relational connections between the child or youth and significant others", "special needs, including medical/psychiatric diagnosis, behavioural and emotional problems, development needs, history of loss/trauma, and resources required" with "presenting and expected unique needs", and "opinion" with "voice". (pg. 1 of 6). <p>Added the following content moved from Policy 5.4 (Adoption) with the headings:</p> <ul style="list-style-type: none"> • Family Proposed for an Indigenous or Metis Child or Youth (pg. 3 of 6). • Selecting an Adoptive Placement for an Indigenous Child or Youth (pg. 3 of 6). <p>Under 'Unofficial Matches':</p> <ul style="list-style-type: none"> • Updated bullet: "In consultation with the regional adoption specialist, casework supervisor and manager, choose one prospective adoptive family in consultation with the adoptive family's caseworker" (pg. 3 of 6). <p>Under 'Official Matches':</p> <ul style="list-style-type: none"> • Added "Prior to requesting an official match from Adoption Services a 3rd Person Consult needs to be completed when identifying a legal permanency match." (pg. 4 of 6) • Added a list of information to send to Adoption Services when requesting an Official Match (pg. 4 of 6). • Clarified bullet on the role of Adoption Services regarding Official Matches (pg. 4 of 6). <p>Under 'Contacting the Adoptive Family' section:</p> <ul style="list-style-type: none"> • Changed title of "Contacting the Family" section to "Contacting the Adoptive Family" (pg. 4 of 6). • Reorganized the 'Contacting the Adoptive Family' section into bullets and sub-bullets (pg. 4 & 5 of 6). • Revised bullet on Inter-regional conference and added reference to Policy 5.6 (Adoption) (pg. 5 of 6). • Added the bullet "any other significant changes in the adoptive family's home" (pg. 5 of 6).
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		<ul style="list-style-type: none"> • Updated information provided to prospective adoptive family (pg. 5 of 6). • Removed “Discuss the emotional and psychological effect on all family members if the child is HIV positive or has a high-risk background.” (pg. 5 of 6). • Added procedure to be used if the circumstances of the adoptive family have changed and the placement is not deemed appropriate (pg. 5 of 6). <p>Added “Family Accept Match” heading and updated direction for providing non-identifying information to adoptive family (pg. 6 of 6).</p> <p>Under ‘Family Accepting Match’:</p> <ul style="list-style-type: none"> • Removed “once the selected family agrees to proceed, begin preparing for the placement. Placement should occur within 60 days if at all possible” (pg. 6 of 6). <p>Added Documentation section (pg. 6 of 6).</p> <p>Under ‘Related Information’:</p> <ul style="list-style-type: none"> • Added links to intervention policy 2.4 (pg. 6 of 6). • Added link to adoption policies 5.3.1 & 11.0 (pg. 6 of 6). • Removed link to form ADOP1373 (pg. 6 of 6). <p>Language shifts:</p> <ul style="list-style-type: none"> • “child” to “child or youth” (pg 1-6 of 6).
Chapter 5	5.3.1 Information Sharing with Proposed Permanency Families	<p>Policies and practice supports updated to include the following:</p> <ul style="list-style-type: none"> • Layout of policies shifted by separating into policies and practice supports (the procedures). • Streamlined policy statement according to writing/language structure. • Removed overview section and removed repetitive content – section 126 and s.40(4) of FOIP which were blended into practice support. • Practice process content removed from policy statement and blended in appropriately through out practice support. • Purpose statement created (pg. 1 of 1).
Practice Support	Information Sharing with Proposed Permanency Families	<ul style="list-style-type: none"> • Child Intervention Practice Framework (CIPF) principles section added (pg. 1 of 14) • Moved up bullet about official match requested from pg.2 to pg.1 (pg. 1 of 14). • Added blurb to Information Sharing Process subheading: “once the selected family agrees to proceed, begin preparing for the placement. Placement should occur within 60 days if at all possible” (pg. 3 of 14)

		<ul style="list-style-type: none"> - Blurb was moved from Practice Support Selecting an Adoption Home (pg. 4 of 4) to Information Sharing Practice Support (pg 3 of 14). • Moved up bullet about establishing a child or youth’s right to ongoing and meaningful relational and cultural connections (pg. 3 of 14). • Removed duplicate paragraph about two copies of hardcopy documentation package (pg. 6 of 14). <p>Added the following new headings with content moved from 5.4 (pg. 3 of 5):</p> <ul style="list-style-type: none"> • Confirming child or youth’s registration under Indian Act to adoptive parent (pg. 9 of 14) heading • Confirming child or youth’s affiliation with Metis Settlement (pg. 10 of 14) heading <p>Language Shifts - updated the following terms:</p> <ul style="list-style-type: none"> • “home assessment report” to “home study report” (pg. 3-4 of 14). • “petition” to “court application” (pg. 8-9 of 14). • “Aboriginal” to “Indigenous” (pg. 9 of 14). • “CIRNAC/ISC” and “INAC” to “ISC” (pg. 9 of 14). • “cultural connection plan” to “CS4028 or a similar plan” (pg. 10 of 14) <p>Related Information section (pg. 14 of 14):</p> <ul style="list-style-type: none"> • Removed 5.4 from Related information and replaced with reference to 2.1.2, 2.1.3, 2.3 and 2.5 • Added 1.2.1 and 5.6 • Added 3rd Person Consult practice support • Added Family/Natural Supports meeting practice support • Added Form [PAR 3578] • Added Form [ADOP3771]
Chapter 5	5.4 Registered Indian or Metis Child	<p>Removed policy 5.4.</p> <p>Content incorporated into the following practice supports:</p> <ul style="list-style-type: none"> • First Nation Individual Registered under the <i>Indian Act</i> (Intervention) • Cultural Connections Planning (Intervention) • Referring a Child (Adoption) • Selecting an Adoptive Home (Adoption) • Information Sharing with Proposed Permanency Families (Adoption)

		<ul style="list-style-type: none"> Permanency Placement Period (Adoption)
Chapter 9	9.2 Permanency Placement Period	<p>Changed title from “Permanency Placement Period” to “Permanency Placement - Adoption (PP-A)Period” (pg. 1 of 1).</p> <p>Layout of policy changed separating policy into policy and practice supports (the procedures).</p> <p>Updated ‘policy’ section (pg. 1 of 1).</p> <p>Added ‘purpose’ section and purpose statement (pg. 1 of 1).</p>
Practice Support	Permanency Placement Period	<p>Changed title from “Permanency Placement Period” to “Permanency Placement - Adoption (PP-A)Period” (pg. 1 of 5).</p> <p>Added Child Intervention Practice Framework (CIPF) principles (pg. 1 of 5).</p> <p>Under ‘Practice Process’:</p> <ul style="list-style-type: none"> Rearranged order of the bullets and sub-bullets following “During the PPA, the receiving caseworker:” (pg. 2 of 5). Removed bullet “may obtain life insurance in the child or youth’s name,” (pg. 2 of 5). Added list of bullets for tasks completed during the PPA and prior to adoption finalization (pg. 2 of 5). Added bullet “discuss any safety concerns that the adoptive parent(s) may have with the child or youth being listed in the General Indian Register or the Band’s membership list” (pg. 2 of 5). Removed “The CCTB may include the National Child Benefit Supplement” (pg. 2 of 5). Updated information in bullet for maintenance provided under the Supports for Permanency program (pg. 2 of 5). <p>Removed “may obtain life insurance in the child or youth’s name” (pg. 2 of 5).</p> <p>From policy 5.4 added content under the heading “Registrar, Indian and Northern Affairs” and updated title to “Updating the Indian Registrar for a First Nation Child or Youth Registered under the Indian Act” (pg. 3 of 5).</p> <p>Added ‘Documentation’ section (pg. 4 & 5 of 5).</p> <p>Under ‘Related Information’:</p> <ul style="list-style-type: none"> removed link to form ADOP2659 (pg. 5 of 5). added link to form PAR2814 (pg. 5 of 5).

		<p>Updated the following terms:</p> <ul style="list-style-type: none"> • “Human Resources Development” to “the Canadian Revenue Agency (CRA)” (pg. 2 of 5). • “federal Canada Child Tax Benefit (CCTB)” to “federal Canada Child Benefit (CCB)” (pg. 2 of 5).
Practice Supports	Private Guardianship for a Child or Youth – Direct Application	Under ‘Related Information’ added “8.1.3 Legal Representation for a Guardian” (pg. 8 of 9) .
Intervention		
Policy	1.1.1 Recording Contacts and Collection of Personal Information	Updated “Policy”, replaced “Alberta Human Services Security Policy” with “GOA Information Security Management Directives” (pg. 1 of 2) .
	5.2.6 Support and Financial Assistance Agreement	Updated ‘Policy’ by changing “24 years” to “22 years” (pg. 1 of 1) .
	7.2.2 Reporting a Death	Updated ‘Policy’ by changing “24 years” to “22 years” (pg. 1 of 1) .
	7.2.4 Reporting a Serious Injury	Updated ‘Policy’ by changing “24 years” to “22 years” (pg. 1 of 1) .
Practice Support	Allowances and Christmas Gifts	Updated the title of form CS2651 by replacing “Letter Giving Permission to Guardian to Travel Outside of Alberta” with “Travel Authorization” (pg. 2, 3 & 6 of 6) .
	Approving Travel	Under ‘Related Information’ updated the title of form CS2651 by changing “Letter Giving Permission to Guardian to Travel Outside of Alberta” to “Travel Authorization” (pg. 4 of 4) .
	Contracted Services and Payments	<p>Updated “Driven Transportation and Supervision for Family Time”, replaced “<i>Public Service Subsistence Travel and Moving Expenses Regulation</i>” with “Travel, Meal and Hospitality Expenses Policy” (pg. 6 of 11).</p> <p>Updated “R&E Completion”, when completing the terms of the R&E provide the guardian with a signed copy, if appropriate (pg. 8 of 11).</p> <p>Under “Fee for Service Invoice” removed reference to the form Services Invoice [CS0158] as this form is obsolete (pg. 9 of 11).</p> <p>Under “Related Information”:</p>

	<ul style="list-style-type: none"> Removed referenced of Referral and Evaluation of Service [CS1839]-paper form only as R&E is to be completed in the electronic information system (pg. 10 of 11). Removed Services Invoice [CS0158] (pg. 10 of 11). Added link to Travel, Meal and Hospitality Policy (pg. 11 of 11).
Identification Documents	Under 'Related Information' changed "International Social Service Canada-Referral for Services Form" to "International Social Service Canada Request for Services [ADOP12822]" (pg. 4 of 4) .
Recording Contacts and Collection of Personal Information	Under 'Related Information' replaced "Alberta Human Services Policy (2013)" with "GOA Information Security Management Directives" (pg. 6 of 6) .
Administrative Reviews	Updated 'Policy' by changing "24 years" to "22 years" (pg. 2 of 8) .
Case Closure	Updated 'Policy' by changing "24 th birthday" to "22 nd birthday" (pg. 3 of 6) .
Gender Affirming Health Supports and Services	Updated 'Policy' by changing "24 years" to "22 years" (pg. 5 of 6) .
Mandatory Notifications	Updated 'Policy' by changing "age 18-24" to "age 18-22" (pg. 3 of 5) .
Matters to be Considered	Updated 'Policy' by changing "24 years" to "22 years" (pg. 5 of 6) .
Permanent Guardianship Orders	Updated 'Policy' by changing "24 th birthday" to "22 nd birthday" (pg. 8 of 10) .
Support and Financial Assistance Agreement	Updated 'Policy' by changing "24" to "22" (pg. 1,2, 4 & 6 of 7) .
Transition to Independence Plan	Updated 'Policy' by changing "24 years" to "22 years" (pg. 6 of 8) .
Requirements under An Act Respecting First Nations, Inuit and	Replaced "5.4 (Adoption)" with "5.3 (Adoption)" (pg. 7 of 10) . Under 'Related Information' added "5.3 Selecting an Adoptive Home" (pg. 10 of 10) .

	Metis children, youth and families (Federal Act) and CYFEA	
Placement Resources		
Policy	1.4 Inter-Regional/DFNA	Under 'Related Information' changed "5.6 Inter-Regional Conferencing" with "5.5 Inter-Regional Conferencing" (pg. 7 of 7).
	1.3 Home Study Report	Replaced reference to "Human Services" with "CS" (pg. 3 of 4).
	3.0 Foster Care Program Requirements	Replaced reference to "Human Services" with "CS" (pg. 1 of 2).
	3.1.4 Agreement to Foster	Replaced references to "Human Services" with "Children's Services" (pg. 1 & 3 of 3). Replaced reference to "Human Services" with "CS" (pg. 1 of 3).
	3.2.5 Child Management	Replaced reference to "Human Services" with "CS" (pg. 1 of 2).
	3.3.8 The AFPA	Replaced reference to "Human Services" with "CS" (pg. 1 of 3).
	4.0 Child and Youth Facilities Overview	Replaced reference to "Human Services" with "CS" (pg. 2 of 3).
	4.1 Expectations and Responsibilities of Child and Youth Facilities	Replaced reference to "Human Services" with "CS" (pg. 1 of 3).
	5.2.2 Renewal of a Child and Youth Facility Licence	Replaced reference to "Human Services" with "CS" (pg. 3 of 4).
	5.4.2 Varying, Suspending or Cancelling a Licence	Replaced reference to "Human Services" with "CS" (pg. 5 of 7).
	6.0 Assessment of Care Involving Placement Provider Overview	Replaced reference to "Human Services" with "CS" (pg. 3 of 4).
	6.4 Concerns of Non-Compliance	Remove policy 6.4 from the placement resources section as it was replaced last release with 6.4.1 and 6.4.2 and the associated practice supports.
	1.1 Intervention Record Check	Under 'Related Information' changed "International Social Service Canada-Referral for Services Form" to "International Social Service Canada Request for Services [ADOP12822]"(pg. 4 of 4).
	1.2 Criminal Record Check	Under 'Related Information' changed "International Social Service Canada-Referral for Services Form" to "International Social Service Canada Request for Services [ADOP12822]"(pg. 4 of 4).

	2.1.2 Kinship Care Application and Approval Requirements	Under 'Related Information' changed "International Social Service Canada-Referral for Services Form" to "International Social Service Canada Request for Services [ADOP12822]"(pg. 6 of 6).
	2.1.3 Immediate Placement	Under 'Related Information' changed "International Social Service Canada-Referral for Services Form" to "International Social Service Canada Request for Services [ADOP12822]"(pg. 4 of 5). Under 'Requirements following placement of a child' changed "2.2 Supporting Kinship Care Providers" to "policy 2.2 (Placement Resources) and the Supporting Kinship Caregivers practice support" (pg. 4 of 5). Under 'Related Information' updated link to policy 2.2 (pg. 4 of 5).
	3.1.3 Application Approval and Requirements	Under 'Related Information' changed "International Social Service Canada-Referral for Services Form" to "International Social Service Canada Request for Services [ADOP12822]"(pg. 4 of 4).
Practice Support	Intake: Preliminary Consultation	On pages 2, 3, 4, 5, and 6 the header of the document has been changed to reflect the correct title of the practice support: 'Intake: Preliminary Consultation'.
	Intake: Placement Concern Response Pre-Assessment Conference	In the 'related information' section, the hyperlink to practice support 'Intake: Preliminary Consultation' has been corrected to reflect the correct title of the practice support (pg. 5 of 5).
Adoption		
Policy	8.0 Preparing for Placement	Under 'Related Information' changed "5.3 Selecting an Adoptive Home" with "5.3 Selecting a General Adoptive Home" (pg. 2 of 2).
	2.0 Birth Parent Services Overview	Under 'Related Information' changed "5.4 Registered Indian or Métis Child" with "5.1 Referring a Child or Youth for Adoption" (pg. 2 of 3).
	7.0 Adoption by Foster Parents and Kinship Care Provider	Under 'Related Information' changed "5.4 Registered Indian or Métis Child" with "5.1 Referring a Child or Youth for Adoption" (pg. 3 of 3).
	3.1 Non-Child Specific or General Adoption Application Process	Under 'Related Information' changed "5.5 Appeal Periods, Termination Periods, Termination Periods and Reviews of Permanent Guardianship Orders by a Former Guardian" with "5.4 Appeal Periods, Termination Periods, Termination Periods and Reviews of Permanent Guardianship Orders by a Former Guardian" (pg. 11 of 12).
	2.2.2 Following-Up a PGA	Under 'Related Information' changed "9.2 Permanency Placement Period" with "9.2 Permanency Placement-Adoption (PP-A) Period" (pg. 5 of 6).
	2.1 Services Before Relinquishment	Replaced reference to "Human Services" with "CS" (pg. 1 of 6).

	2.2.1 Entering into a PGA for the Purpose of Adoption	Replaced reference to “Human Services” with “CS” (pg. 5 of 6). Under ‘Related Information’ changed “5.4 Registered Indian or Métis Child” with “5.1 Referring a Child or Youth for Adoption” (pg. 5 of 6).
	5.1 Referring a Child	Replaced reference to “Human Services” with “CS” (pg. 2 of 6).
	5.2 Media Recruitment	Replaced reference to “Human Services” with “CS” (pg. 2 of 4).
	13.1 Private Direct Adoption	Replaced references to “Human Services” with “CS” (pg. 1 & 4 of 4).
	13.2 Licensed Agency Adoption	Replaced reference to “Human Services” with “CS” (pg. 2 of 5).
	13.2.1 Authorization for Licensed Agency Adoption of Children Receiving Services Under CYFEA	Replaced references to “Human Services” with “CS” (pg. 2 & 3 of 4).
	3.1 Non-Child Specific or General Adoption Application Process	Under ‘Related Information’ changed “International Social Service Canada (ISSC) – Request for Services Form” to “International Social Service Canada Request for Services [ADOP12822]”(pg. 12 of 12).
	3.2 Home Assessment Report	Under ‘Related Information’ changed “International Social Service Canada (ISS) - Request for Services Form” to “International Social Service Canada Request for Services [ADOP12822]”(pg. 7 of 7).
Practice Supports	Private Guardianship – Application by the director	Updated title by changing “5.4 (Adoption)” to “5.1 (Adoption)” (pg. 2 of 15). Updated form name and number from “Registered Indian Status Request for a Child with a Permanency Plan of Adoption [ADOP0011]” to “Registered Indian Status Request for a Child/Youth under Permanent Guardianship Order or Permanent Guardianship Agreement [CS12881]” (pg. 3 & 15 of 15). Changed reference from “5.4 (Adoption)” to “2.1.2 (Intervention)” (pg. of 15). Removed bullet “The [ADOP0011] form is only completed if a legal permanency plan has been established (pg. 3 of 15). Under ‘Related Information’ changed “5.4 Registered Indian or Métis Child” with “5.1 Referring a Child or Youth for Adoption” (pg. 14 of 15).