

Annual Audits of Child and Family Services

The NWT Child and Family Services Program files shall be audited annually by the Department of Health and Social Services and the Regional Authorities.

REFERENCE

NWT Child and Family Services Act, section 51(2)(b)

PURPOSE

- To ensure that Child Protection Workers and Supervisors are fulfilling the requirements of the *NWT Child and Family Services Act* and the Child and Family Services Standards and Procedures Manual.

PROCEDURE

The Audit Team consisting of staff from the Department, the authority being audited and a representative from another authority will:

1. Conduct and on site meeting with authority staff to review the audit process.
2. Audit all Permanent Custody files and a sample of all other Child and Family files, including foster care, within the authority.
3. Analyze data and develop a report based on the audit findings.
4. Present the report to the audited authority.
5. Provide support to the authority to develop an action plan in response to the audit report within four weeks of being presented with the report.

The Director and Assistant Directors of Child and Family Services will:

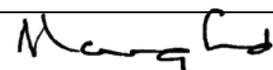
1. Approve the recommended audit report from the audit team.

The Assistant Directors will:

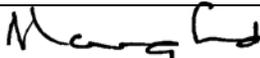
1. Provide a signed written action plan to address non-compliance issues to the Director of Child and Family Services.

Effective Date:
April 1, 2015

Director of Child and Family Services



FORMS
<ul style="list-style-type: none">• None
TOOLS
<ul style="list-style-type: none">• Child and Family Audit Cycle

Effective Date: April 1, 2015	Director of Child and Family Services	
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