



## Foster Care Report

The Foster Care Worker/Designate (including Child Protection Worker, Authorized Person, or Supervisor/Manager) must complete a **Foster Care Report** every **three (3) months** with a foster care provider(s) (Extended Family, Provisional and Regular Foster Caregivers) to ensure the safety, permanency, and well-being of the child/youth as well as to support the foster care provider(s) which is caring for the child/youth.

### REFERENCE

*NWT Child and Family Services Act, Section 20(1) (2),*

*Federal Government's Act respecting First Nations, Inuit and Métis children, youth and families, Section 9(1), 10 (1-3), 16(3), 17*

*Child and Family Services Standard 6.1 Case Documentation*

*Child and Family Services Standard 6.6 Child and Family Services Minimum Contacts*

*Child and Family Services Standard 7.6 Annual Foster Home Reviews*

*Child and Family Services Standard 7.2 Approval of Extended Family and Provisional Placement*

### PURPOSE

- To discuss and observe the foster care provider(s)' relationship with the child/youth.
- To identify and address any issues impacting the foster care provider(s).
- To identify and arrange any supportive services the foster care provider(s) may require.
- To identify any factors that may impact the foster care provider(s)' ability to address these factors.
- To monitor the quality of care provided.

### PROCEDURE

#### Responsibilities

##### Foster Care Worker/Designate:

- Support the foster care provider(s) towards meeting the needs of the child/youth in their care by:
  - Meeting with the foster care provider(s) regularly and directly as per **Standard 6.6**

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Colette Prevost, Territorial Executive Director, CFS



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**Child and Family Services Minimum Contacts** ensures the child/youth's safety and well-being and helps the Foster Care Worker/Designate make informed decisions and plans for the child/youth;

- Responding to any concerns or significant events involving the foster care provider(s);
- Assessing the level of support and services required by the foster care provider(s);
- Monitoring and reviewing the foster care provider(s) as **per Standard 6.6 Child and Family Services Minimum Contacts** and **Standard 7.6 Annual Foster Home Reviews**;
- Involving the foster care provider(s) and other team members in the ongoing planning for the child/youth in their care, i.e. preparing the child/youth to return to the care of their parent(s)/care provider(s)/caregiver(s) or extended family as well as transitional planning for a young person to independent living.
- Meet with the foster care provider(s) every **three (3) months** at the foster care provider(s)' home or at the Regional Office to review and reassess the foster care provider(s)' progress towards meeting the needs of the child/youth in their care. It is best practice to involve the Child Protection Worker/Designate in this meeting to ensure fulsome planning.
  - It is important to note that the **Foster Care Report** meetings review how the child/youth is managing in their placement. They are not meant to be a problem-solving forum or to address difficulties built up over time. Moreover, these difficulties should be dealt with as they arise, through the Child Protection Worker/Designate's routine supervision and support, or by discussions with other professionals working alongside the foster care provider(s) or child/youth. Where issues develop during the reporting period, the **Foster Care Report** can be a good arena to reflect these issues, consider any learning, and, if necessary, help the parties to move forward restoratively.
- Within **seven (7) calendar days** of the face-to-face meeting with the foster care provider(s) and at each **three (3) month** interval, complete the **Foster Care Report form 6.21.1**. The meeting will include a review of the following items:
  - Any significant events during the period of the foster care report; i.e., achievements, challenges, changes in household etc.;
  - Details of the child/youth's relationship with the foster care provider(s);



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- Details of the child/youth's access/visitation with their parent(s)/care provider(s)/caregiver(s), sibling(s) and extended family member(s);
- Details of the foster care provider(s)' contact/relationship with the child/youth's family and extended family, i.e., comment on the foster care provider's involvement in parent/careprovider/caregiver-child access/supporting the child/youth in maintaining contact with their family and extended family;
- Description of the child/youth's needs within the placement and how the foster care provider(s) meets the child/youth's needs and deals with challenging behaviours;
- Details of the Child Protection Worker/Designate's level of contact with the child/youth and the foster care provider(s);
- Description of the strengths and challenges with concurrent, long-term and transitional planning for the child/youth and meeting their needs;
- Explanation for the reason and outcome of any medical and/or other appointments for the child/youth;
- An update on school attendance, recreational programs and community activities, if applicable;
- Description of how the foster care provider(s) is following up on recommendations from the Foster Care Worker/Designate, assigned Child Protection Worker and/or service providers, if applicable;
- Identification of what the child/youth will be working on in the next **three (3) months**;
- Comments or concerns related to the child/youth;
- Comments or concerns related to the child/youth's goals and services;
- Description of the outcome of court appearance(s), if applicable;
- Description of the type of support/training required/requested by the foster care provider(s), if applicable;
- Description of general concerns or questions that the foster care provider(s) has about fostering, i.e., financial process, working with the Authority/other professionals etc.;



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and

- Description of how the foster care provider(s) has been addressing Quality of Care issues, if applicable.
- Review the previous **Foster Care Report(s)**, if applicable, and consult with the assigned Child Protection Worker/Designate about the foster care provider(s)' ability to meet the needs of the child/youth in their care. Document your review and consultation in MatrixNT as a **Case Note**.
- Review the draft **Foster Care Report** and findings from the previous Foster Care Report(s) and consultation with the assigned Child Protection Worker/Designate with the Supervisor/Manager before finalizing the **Report**.
- Make the appropriate changes to the **Report** as per the Supervisor/Manager's recommendations and document any advice or decisions in the **NTHSSA's Supervision Form: Case Management**. Upload a copy of the form in MatrixNT and place a copy of it on the hard file.
  - It should be noted that there will be situations where a Supervisor/Manager will provide advice and direction outside clinical supervision, and this information must be appropriately documented in a **Case Note** and placed on the hard file.
- Obtain the Supervisor/Manager's approval and signature on the final **Foster Care Report**.
- Provide a copy of the approved **Foster Care Report** to the child/youth's assigned Child Protection Worker/Designate. The recommendations/information contained within the **Foster Care Report** should form a part of the ongoing rapport between the foster care provider(s) and their assigned Child Protection Worker/Designate. Further, the information gathered by the Foster Care Worker/Designate during this process should be used to inform the next **Foster Care Report** and **Annual Review** processes.
- Upload a copy of the **Foster Care Report** in MatrixNT and place a copy on the hard file within **48 hours** from the date it is approved.

### Supervisor/Manager:

- Ensure the Foster Care Worker/Designate meets with the foster care provider(s) as per **Standard 6.6 Child and Family Services Minimum Contacts** to support them in meeting the needs and the safety and well-being of the child/youth placed in their care.
- Ensure the Foster Care Worker/Designate coordinates and supports the foster care provider(s)

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in accessing appropriate supports and services for their needs.

- Ensure the Foster Care Worker/Designate collaborates with the assigned Child Protection Worker/Designate to address any concerns identified during the **Foster Care Report** review process.
- Ensure the Foster Care Worker/Designate appropriately documents their work and contacts with the foster care provider(s) in MatrixNT as a **Case Note** and places a copy of the **form** on the hard file.
- Review and approve the foster care provider(s)' **Foster Care Report** and ensure the Foster Care Worker/Designate uploads the **Report** in MatrixNT and places a copy of it on the hard file within **48 hours** from the date it is approved.

### NTHSSA Deputy Director of Practice:

- Ensure all Supervisors/Managers are aware of and inform Foster Care Worker/Designate of the responsibilities included within this Standard.
- Promote practices to ensure adherence to **Standard 6.21 Foster Care Report** and complete Quarterly Reviews as requested by the DHSS Director of Child and Family Services or Deputy Director.

### DHSS Director of Child and Family Services or Deputy Director:

- Ensure Foster Care providers receive timely and supportive interventions as required to promote the safety, permanency, and well-being of the child/youth placed in their home.
- Monitor compliance to this Standard by requesting Quality Reviews from the Deputy Director of Practice and/or completing necessary regional audits.

## FORMS

- Form 6.1.1 Case Note
- Form 6.21.1 Foster Care Report

## TOOLS

- N/A

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