



Section 6 – Case Management

Standard 6.21

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**

Date: December 14th, 2020


Colette Prevost, Territorial Executive Director, CFS



Section 6 – Case Management

Standard 6.21

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);

Date: December 14th, 2020


Colette Prevost, Territorial Executive Director, CFS

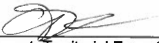


Section 6 – Case Management

Standard 6.21

- 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.;

Date: December 14th, 2020


Colette Prevost, Territorial Executive Director, CFS



Section 6 – Case Management

Standard 6.21

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)

Date: December 14th, 2020


Colette Prevost, Territorial Executive Director, CFS



Section 6 – Case Management

Standard 6.21

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

Date: December 14th, 2020


Colette Prevost, Territorial Executive Director, CFS