



Section 7- Placement Services

Standard 7.19

Out of Territory Specialized Services Process

The Child Protection Worker will facilitate the move of children, youth and/or families to specialized services outside of the Northwest Territories in accordance with the *Provincial/Territorial Protocol on Children and Families Moving Between Provinces and Territories*.

REFERENCE

NWT Child and Family Services Act, section, 9(1)

Provincial/Territorial Protocol on Children, Youth and Families Moving Between Provinces and Territories, April 1, 2016, Section 8.2.3

PURPOSE

- To clarify the roles and responsibilities of all those involved in the planning and management of Out of Territory Specialized Services.
- To provide required specialized services to children, youth and/or families that are not available in the Northwest Territories.
- To ensure integrated child welfare services, case management and supervision between jurisdictions.
- To ensure compliance to the *Provincial/Territorial Protocol on Children, Youth and Families Moving Between Provinces and Territories* timelines and administrative requirements.

PROCEDURE

Child Protection Worker:

- a) Identifies the need for placing the child, youth and/or family in an Out of Territory Specialized Service in another Province or Territory and reviews the decision with the Supervisor and/or Manager.
- b) Consults with the Supervisor and/or Manager to discuss providing alternative services (i.e., placement in a Northern Specialized Service or foster home, in-home support, respite, etc.) for the child, youth and/or family within their own community or another community within the Northwest Territories.
- c) Documents efforts to secure alternative services for the child, youth and/or family within their own community or another community within the Northwest Territories. This includes obtaining a letter from the Northern Specialized Service documenting why the child or youth's needs cannot be met within the resource.
- d) Receives notification and documents the decisions of the Supervisor and/or Manager, and Deputy Director, Practice with respect to the placement of the child, youth and/or family in an Out of Territory Specialized Service.

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- e) Completes the **Out of Territory Specialized Services Program Application form** and prepares the supporting documentation as outlined on the **Application form**.
- f) Signs off on the **Out of Territory Specialized Services Program Application form** and forwards it to the Supervisor and/or Manager for review and feedback.
- g) Receives and documents approval from the Supervisor and/or Manager, the Assistant Director and/or Chief Executive Officer for the **Out of Territory Specialized Services Program Application Package**.
- h) Schedules a consultation meeting to review the **Out of Territory Specialized Services Program Application Package**. Sends an email titled "Case Consultation Re: Out of Territory Specialized Services" to the NTHSSA's mailbox at NTHSSA_CFS@gov.nt.ca and attaches the **Out of Territory Specialized Services Application Package**.
- i) Consults with the Territorial Manager Placement Resources, Territorial Lead - Training and Practice Improvement and Supervisor and/or Manager to discuss the **Out of Territory Specialized Services Program Application Package**. Submits any outstanding information and answer all clinical questions to the NTHSSA's mailbox at NTHSSA_CFS@gov.nt.ca.
- j) Receives and documents notification by the Territorial Manager Placement Resources of the Deputy Director, Department's final decision for an Out of Territory Specialized Services for the child, youth and/or family.
- k) Completes the Specialized Services Application and forwards the Application along with the supporting documentation to the Intake Coordinator of the Specialized Services.
- l) Receives and documents notification by the Interprovincial and Territorial Services Specialist of the intake date for the child, youth and/or family.
- m) Coordinates the travel plans with the child, youth and/or family, school and other significant person(s). For a youth under a Probation Order, inform their Probation Officer of the changes to their living arrangements.
- n) Ensures the child, youth and/or family members have valid NWT Health Care and one (1) piece of valid government-issued photo identification or two (2) pieces of valid government-issued non-photo identification for travel. Examples of required identification are:
 - Passport;
 - Citizenship Card;
 - Permanent-Resident Card;
 - Driver's license;
 - NWT Health Card;
 - Provincial Identity Card;
 - NWT General Identification Card;
 - Birth Certificate
 - Record of Landing Form/Confirmation of Permanent Residence;
 - Immigration documents issued to foreign nationals (i.e., work permit, study permit, visitor record, temporary resident permit, refugee approved status)
 - Federal Police Identification;
 - Federal, Provincial, Territorial or Municipal Government Employee Identification Cards;
 - Old Age Security
 - Certificate of Indian Status (Status Card) issued by Indigenous and Northern Affairs Canada;

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- Canada Border Services Agency NEXUS Card; and
- Firearm License.
- o) Arranges travel for the child, youth and/or family and escorts them to the Out of Territory Specialized Service.
- p) Obtains the appropriate signatures on the **NWT Health Care Plan Temporary Absence form**.
- q) Reviews the draft **Interprovincial Placement Agreement** with the Supervisor and/or Manager.
- r) Reviews the **Interprovincial Placement Agreement** with any amendments with the Interprovincial and Territorial Services Specialist, Supervisor and/or Manager as well as the receiving Province or Territory's delegated Child Welfare Agency.
- s) Places a copy of the final **Interprovincial Placement Agreement** on the child or youth's hard file and in MatrixNT.
- t) Contacts the assigned courtesy supervision worker to further discuss roles and responsibilities in case managing the child, youth and/or family receiving specialized services within their jurisdiction.
- u) Receives and documents notification by the Interprovincial and Territorial Services Specialist of the due date for an Out of Territory Specialized Services Program Extension. Completes the **Out of Territory Specialized Services Program Extension Application form** and follows the same approval process as outlined in this Standard.
- v) Receives and documents notification by the Interprovincial and Territorial Services Specialist, concerning the expiration dates of legal statuses, NWT Health Care Plan Temporary Absence and the Interprovincial Placement Agreement renewal date.

Supervisor and/or Manager:

- a) Meets with the Child Protection Worker to discuss the child, youth and/or family's need for an Out of Territory Specialized Service.
- b) Meets with the Child Protection Worker to discuss alternative services available within the child, youth and family's home community or another community within the Northwest Territories.
- c) Consults with the Assistant Director and/or the Chief Executive Officer if the alternative service requires financial support.
- d) Receives notification and documents decisions of the Assistant Director and/or Chief Executive Officer and Deputy Director, Practice's recommendation to place the child, youth and/or family in an Out of Territory Specialized Service.
- e) Reviews the completed **Out of Territory Specialized Services Program Application** and the supporting documentation to ensure the package is completed correctly.
- f) Signs off on the **Out of Territory Specialized Services Program Application form** and forwards the completed **Out of Territory Specialized Services Program Application Package** to the Assistant Director and/or Chief Executive Officer for authorization of the **Application Package**.

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- g) Receives notification and documents approval from the Assistant Director and/or Chief Executive Officer of the authorization for the **Out of Territory Specialized Services Program Application Package**.
- h) Informs the Child Protection Worker of the Assistant Director and/or Chief Executive Officer's authorization of the **Out of Territory Specialized Services Program Application Package**.
- i) Consults with the Territorial Manager Placement Resources, Territorial Lead - Training and Practice Improvement and Child Protection Worker to discuss the **Out of Territory Specialized Services Program Application Package**. Ensure all outstanding information is collected and assist in answering all clinical questions that were presented during the consultation meeting with the NTHSSA.
- j) Receives and documents notification by the Territorial Manager Placement Resources of the Deputy Director, Department's final decision for an Out of Territory Specialized Services for the child, youth and/or family.
- k) Receives and documents notification by the Interprovincial and Territorial Services Specialist concerning the intake date for the child, youth and/or family.
- l) Reviews the draft **Interprovincial Placement Agreement** with the Child Protection Worker.
- m) Reviews the **Interprovincial Placement Agreement** with any amendments with the Interprovincial and Territorial Services Specialist, Child Protection Worker as well as the receiving Province or Territory's delegated Child Welfare Agency.
- n) Signs off on the final **Interprovincial Placement Agreement**.
- o) Receives a copy of the final **Interprovincial Placement Agreement** and instructs the Child Protection Worker to place a copy of the **Agreement** on the child or youth's hard file and in MatrixNT.
- p) Ensures the Child Protection Worker contacts the assigned courtesy supervision worker to further discuss roles and responsibilities in case managing the child, youth and/or family receiving specialized services within their jurisdiction.
- q) Receives and documents notification by the Interprovincial and Territorial Services Specialist concerning the due date for an Out of Territory Specialized Services Program Extension. Ensures the Child Protection Worker completes the **Out of Territory Specialized Services Program Extension Application form** and that they follow the same approval process as outlined in the Standard.
- r) Receives and documents notification by the Interprovincial and Territorial Services Specialist concerning the Interprovincial Placement Agreement renewal date.

Territorial Manager Placement Resources:

- a) Reviews the Out of Territory Specialized Services Summary Report, Checklist and additional documentation that were sent to the NTHSSA's mailbox with the Territorial Lead - Training and Practice Improvement. Identifies any missing information from the **Out of Territory Specialized Services Program Application Package**.
- b) Meets with the Territorial Lead - Training and Practice Improvement, Child Protection Worker and Supervisor and/or Manager to discuss the **Out of Territory Specialized Services Program**

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Application Package. Identifies missing information and outstanding issues to the Child Protection Worker and Supervisor and/or Manager.

- c) Reviews the completed **Out of Territory Specialized Services Program Application Package** with the Territorial Lead - Training and Practice Improvement and the Interprovincial and Territorial Services Specialist.
- d) Forwards recommendations to approve the **Out of Territory Specialized Services Program Application Package** to the Deputy Director, Practice.
- e) Receives and documents notification by the Deputy Director, Practice concerning their recommendation for Out of Territory Specialized Services.
- f) Receives and documents notification by the Interprovincial and Territorial Services Specialist through the NTHSSA's email concerning the Deputy Director, Department's final decision for an Out of Territory Specialized Service for the child, youth and/or family.
- g) Notifies the Child Protection Worker, Supervisor and/or Manager, Territorial Lead - Training and Practice Improvement and Deputy Director, Practice of the Deputy Director, Department's final decision for an Out of Territory Specialized Services for the child, youth and/or family.
- h) Receives and documents notification by the Interprovincial and Territorial Services Specialist concerning the due date for an Out of Territory Specialized Services Program Extension and follows the same approval process as outlined in this Standard.

Territorial Lead - Training and Practice Improvement:

- a) Reviews the Out of Territory Specialized Services Summary Report, Checklist and additional documentation that were sent to the NTHSSA's mailbox with the Territorial Manager Placement Resources. Identifies any missing information from the **Out of Territory Specialized Services Program Application Package**.
- b) Meets with the Territorial Manager Placement Resources, Child Protection Worker and Supervisor and/or Manager to discuss the **Out of Territory Specialized Services Program Application Package**. Identifies missing information and outstanding issues to the Child Protection Worker and Supervisor and/or Manager.
- c) Reviews the completed **Out of Territory Specialized Services Program Application Package** with the Territorial Manager Placement Resources and the Interprovincial and Territorial Services Specialist.
- d) Receives and documents notification by the Deputy Director, Practice, concerning their recommendation for Out of Territory Specialized Services.
- e) Receives and documents notification by the Territorial Manager Placement Resources of the Deputy Director, Department's final decision for an Out of Territory Specialized Services for the child, youth and/or family.

Assistant Director and/or Chief Executive Officer:

- a) Meets with the Supervisor and/or Manager to discuss how the alternative service will meet the child, youth and/or family's needs but will require financial support.

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- b) Consults with the Deputy Director, Practice if the alternative service is not covered by standards, processes and the Regional budget. If the alternative service cannot be supported, recommend an Out of Territory Specialized Service for the child, youth and/or family to the Deputy Director, Practice.
- c) Informs the Supervisor and/or Manager of the Deputy Director, Practice's recommendation to place the child, youth and family in an Out of Territory Specialized Service because their needs could not be met within their own community or another community within the Northwest Territories.
- d) Signs off on the **Out of Territory Specialized Services Program Application Package** and forwards **Application Package** to the Supervisor and/or Manager.
- e) Receives notification and documents the Deputy Director, Department's final decision for an Out of Territory Specialized Service for the child, youth and/or family.

Deputy Director, Practice:

- a) Meets with the Assistant Director and/or Chief Executive Officer to discuss how the child, youth and family's needs can be met by providing an alternative service that is not covered by standards, processes and the Regional budget. If the alternative service cannot be supported, recommend an Out of Territory Specialized Service for the child, youth and family to the Assistant Director and/or Chief Executive Officer.
- b) Reviews the completed **Out of Territory Specialized Services Program Application Package** and recommendations from the Territorial Manager Placement Resources, Territorial Lead - Training and Practice Improvement and Interprovincial and Territorial Services Specialist.
- c) Recommends and signs off on the **Out of Territory Specialized Services Program Application form** and forwards the signed **form** to the Territorial Manager Placement Resources, Territorial Lead - Training and Practice Improvement and Program Officer Placement Resources.
- d) Meets with the Interprovincial and Territorial Services Specialist if additional information is required by the Deputy Director, Department to make a decision about the request to place a child, youth and/or family in an Out of Territory Specialized Service.
- e) Receives and documents notification by the Territorial Manager Placement Resources of the Deputy Director, Department's final decision for an Out of Territory Specialized Services for the child, youth and/or family.

Interprovincial and Territorial Services Specialist:

- a) Reviews the completed **Out of Territory Specialized Services Program Application Package** with the Territorial Manager Placement Resources and Territorial Lead - Training and Practice Improvement.
- b) Reviews the **Out of Territory Specialized Services Program Application Package** and the Deputy Director, Practice's recommendation for an Out of Territory Specialized Service.
- c) Consults with the Deputy Director, Department about the request to approve the Out of Territory Specialized Service for the child, youth and/or family. If additional information is required to make a

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decision, emails the NTHSSA_CFS@gov.nt.ca mailbox with the request for a scheduled case conference with the Deputy Director, Practice and the Deputy Director, Department and Interprovincial and Territorial Service Specialist. The timeline for reviewing the **Out of Territory Specialized Services Application Package** is within **three (3) working days** of receiving the completed **Package**.

- d) Receives and documents notification by the Deputy Director, Department, concerning their final decision for the Out of Territory Specialized Services and forwards this to the NTHSSA's mailbox at NTHSSA_CFS@gov.nt.ca.
- e) Contacts the Contracted Specialized Service to provide approval for the budget and placement of the child, youth and/or family.
- f) Receives and documents notification from the Contracted Specialized Service of the intake date for the child, youth and/or family.
- g) Notifies the Child Protection Worker and Supervisor and/or Manager of the intake date for the child, youth and/or family.
- h) Completes the **Interprovincial Request for Services form** to request courtesy supervision of the child, youth and/or family while attending the specialized service and forwards the **form** to the receiving Province or Territory's Interprovincial Desk for approval and assignment of the courtesy supervision worker.
- i) Completes the **NWT Health Care Plan Temporary Absences form** and forwards the **form** to the Child Protection Worker to obtain the appropriate signatures.
- j) Completes the draft **Interprovincial Placement Agreement**.
- k) Forwards the draft **Interprovincial Placement Agreement** for review and feedback to the Child Protection Worker, Supervisor and/or Manager and to the receiving Province or Territory's Interprovincial Desk, who distributes the **Agreement** to the delegated Child Welfare Agency.
- l) Schedules an Interprovincial Meeting with the Child Protection Worker, Supervisor and/or Manager as well as the receiving Province or Territory's delegated Child Welfare Agency to review the draft **Interprovincial Placement Agreement**.
- m) Updates the **Interprovincial Placement Agreement** and forwards the final **Agreement** to the Child Protection Worker and Supervisor and/or Manager for their signatures.
- n) Signs off on the completed **Interprovincial Placement Agreement** and forwards the **Agreement** to the receiving Province or Territory's Interprovincial Coordinator for signatures.
- o) Distributes the final **Interprovincial Placement Agreement** to the Child Protection Worker and Supervisor and/or Manager to place on the child or youth's hard file and in MatrixNT.
- p) Ensures the courtesy supervision worker has been assigned to the child or youth and/or family and provides contact information to the Child Protection Worker and Supervisor and/or Manager.
- q) Forwards signed **NWT Health Care Plan Temporary Absence Form** to Health Services Administration in Inuvik, NT for processing.

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- r) Notifies the Child Protection Worker, Supervisor and/or Manager and the NTHSSA's mailbox at NTHSSA_CFS@gov.nt.ca of the due date for an Out of Territory Specialized Services Program Extension and follows the same approval process as outlined in the Standard.
- s) Notifies the Child Protection Worker of the expiration dates of legal statuses, NWT Health Care Plan Temporary Absence and the Interprovincial Placement Agreement renewal date.
- t) Notifies the Supervisor and/or Manager of the Interprovincial Placement Agreement renewal date.

Deputy Director, Department:

- a) Meets with the Interprovincial and Territorial Services Specialist about the request to approve the Out of Territory Specialized Service for the child, youth and/or family. If additional information is required to make a decision, request the Interprovincial and Territorial Services Specialist to schedule a case conference with the Deputy Director, Practice.
- b) Notifies the Interprovincial and Territorial Services Specialist if the recommended Out of Territory Specialized Service is not approved and the rationale as to why it was not approved.
- c) Provides the final decision for the Out of Territory Specialized Services to the Interprovincial and Territorial Services Specialist and requests them to forward the final decision to the NTHSSA's mailbox at NTHSSA_CFS@gov.nt.ca.

Director of Child and Family Services:

- a) Receives notification from the Interprovincial and Territorial Services Specialist concerning the Deputy Director, Department's final decision for an Out of Territory Specialized Services for the child, youth and family.

FORMS

- Out of Territory Specialized Services Program Application
- Interprovincial Request for Services
- NWT Health Care Plan Temporary Absence
- Out of Territory Specialized Services Program Extension Application

TOOLS

- Provincial/Territorial Protocol on Children, Youth and Families Moving Between Provinces and Territories, April 1, 2016, Section 8.2.3

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