

Plan of Care Committee Meeting Procedures

The Child Protection Worker must provide support to the Chairperson and Plan of Care Committee members to ensure that Plan of Care Committee operates in compliance with the *Child and Family Services Act*, Regulations and Guidelines.

REFERENCE

NWT Child and Family Services section 15(5)(6)

PURPOSE

- To provide guidance to the Plan of Care Committee members on their roles, responsibilities and the Committee's procedures.

PROCEDURE

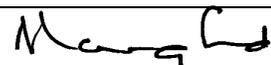
1. Follow the *Guidelines for Plan of Care Committee tool* for establishing a Plan of Care Committee.
2. Contact the necessary people to arrange a time and place for the first meeting of the Plan of Care Committee and provide *Notice of the First Meeting of Plan of Care Committee form* to all members.
3. Keep records of all meetings and activities associated with the Plan of Care Committee and place them on the child's file.
4. Explain rules of confidentiality to all members at the first meeting as outlined in the *Confidentiality and Disclosure form*.
5. Ensure all Plan of Care Committee members sign an *Oath of Confidentiality form*.

FORMS

- Notice of First Meeting of Plan of Care Committee
- Confidentiality and Disclosure
- Oath of Confidentiality

Effective Date:
April 1, 2015

Director Child and Family Services



TOOLS

- Guidelines for Plan of Care Committee

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