



## Section 7 – Placement Services

## Tool 6.12.1

# Case Plan Evaluation and Assessment

Case Plans acknowledge the need for support and provide the direction, timelines and plans for that support. Revisiting each Case Plan regularly provides the opportunity to evaluate goals in relation to achievements, determining changes in the family's situation and requirements for Case Plan updates.

## Evaluation

Evaluating Case Plans helps to determine the child/youth's safety and whether activities and timelines are being met. Through the evaluation process, the Child Protection Worker/Designate (including Authorized Persons, or Supervisor/Manager) can assess the effectiveness of the Case Plan concerning the family achieving the desired goals and reducing any potential risks towards the child/youth.

The evaluation must be done throughout the process of providing services. This evaluation process is an ongoing process that assists the Child Protection Worker/Designate in providing relevant and needed services to the family. Consider questions such as:

- Is the concern still apparent?
- How does the family feel about things that have happened as a result of the Case Plan?
- Are they hopeful about whether change is possible?
- How do they feel about the Case Plan as it stands, and what do they think should change, if anything?
- What results or changes have occurred because of the Case Plan?
- What updates do you believe are required for the Case Plan?
- Are there significant changes in the situation, such as changing the level of risk to child/youth to require a review?

## When Progress is Hindered

From time to time, individual goals will be difficult to accomplish. When progress is hindered, it is useful to apply these rules:

1. If what you are doing doesn't work, don't do it again; do something different.
2. Once you know what works, do more of it.
3. Consider another perspective, consult with the Supervisor/Manager and peers.

Further, if the responses lead to a lack of progress, in collaboration with the family (extended family, Aboriginal Organizations, Indigenous Governing Bodies and other cultural organizations (if applicable)) determine:

- If the assessment of the family is accurate.
  - *Ask yourself: What works for safety? What works against safety? How does the family's support system (formal and informal) support the Case Plan?*



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- If the timelines and expectations are realistic.
- If everyone understands what is written in the Case Plan and assess whether the tasks are appropriate and useful in achieving the outcome.
- What changes are required in the Case Plan for the family to reach the goal(s)?
  - *Ask yourself: Who is the agent of change? Who is able to change? Who wants to change? What is the benefit of changing?*
- If the participants are completing the tasks outlined in the Case Plan and if not, what are the barriers to completing them and the consequences of not completing them?
- If everyone believes the required changes can be made.
- If new concerns and/or challenges have surfaced that increase risk to the child/youth and determine what needs to be added to the Case Plan to address the concerns.

You must assess whether you believe the family can make changes considering the child/youth's safety and best interests. What has changed in the situation and its impact on the family's ability to make the required changes (e.g., employment, finances, interest in making change, physical or intellectual abilities)?

Your reassessment of the situation and Case Plan should consider:

- Any noted new concerns and/or challenges.
- Whether the current safety plan works for the family, and if not, what needs to happen to ensure the child/youth's safety?
- Other service needs that have arisen since the previous evaluation and assessment.
- The family's lack of progress on addressing the issues despite the intensive support/services put in place and long-term planning for the child/youth.
- Whether all other case management standards are being met.

Following your evaluation of the current Case Plan, you need to decide the next steps:

- Change and update the Case Plan or close the file.
- If an out-of-home placement is required, identify the best place for the child/youth and their long-term plan.



**Section 9- Concurrent and Long Term Planning**

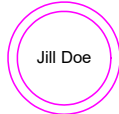
**Tool 9.1.1**

# Genogram Code Key



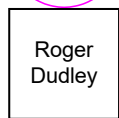
Peter Cent

Male Applicant – should be indicated by a double square and is placed on the left

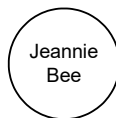


Jill Doe

Female Applicant – should be indicated by a double circle and is placed on the right



Roger Dudley

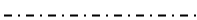


Jeannie Bee

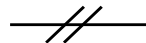
Other males and females should be indicated by a single square or circle – males are placed to the left and females to the right. Siblings are placed in order of birth.



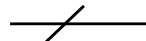
Solid line connects individuals and also represents marriage – date of marriage is placed above the line



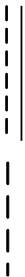
Dotted line connecting individuals horizontally is indicative of a common law relationship - date of the relationship started can be placed above the line



Solid line with two slashes through it represents a divorce – date of divorce is placed above the line

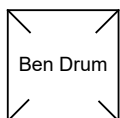


Solid line with one slash through it represents a separation – date of separation is placed above the line

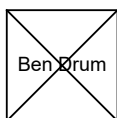


Dotted line with solid line vertically indicates an adoption – date of adoption is placed beside the lines

Vertical single dotted line indicates a foster child



Ben Drum



Ben Drum

Either box is acceptable to indicate a death – the date of death should be placed above the box

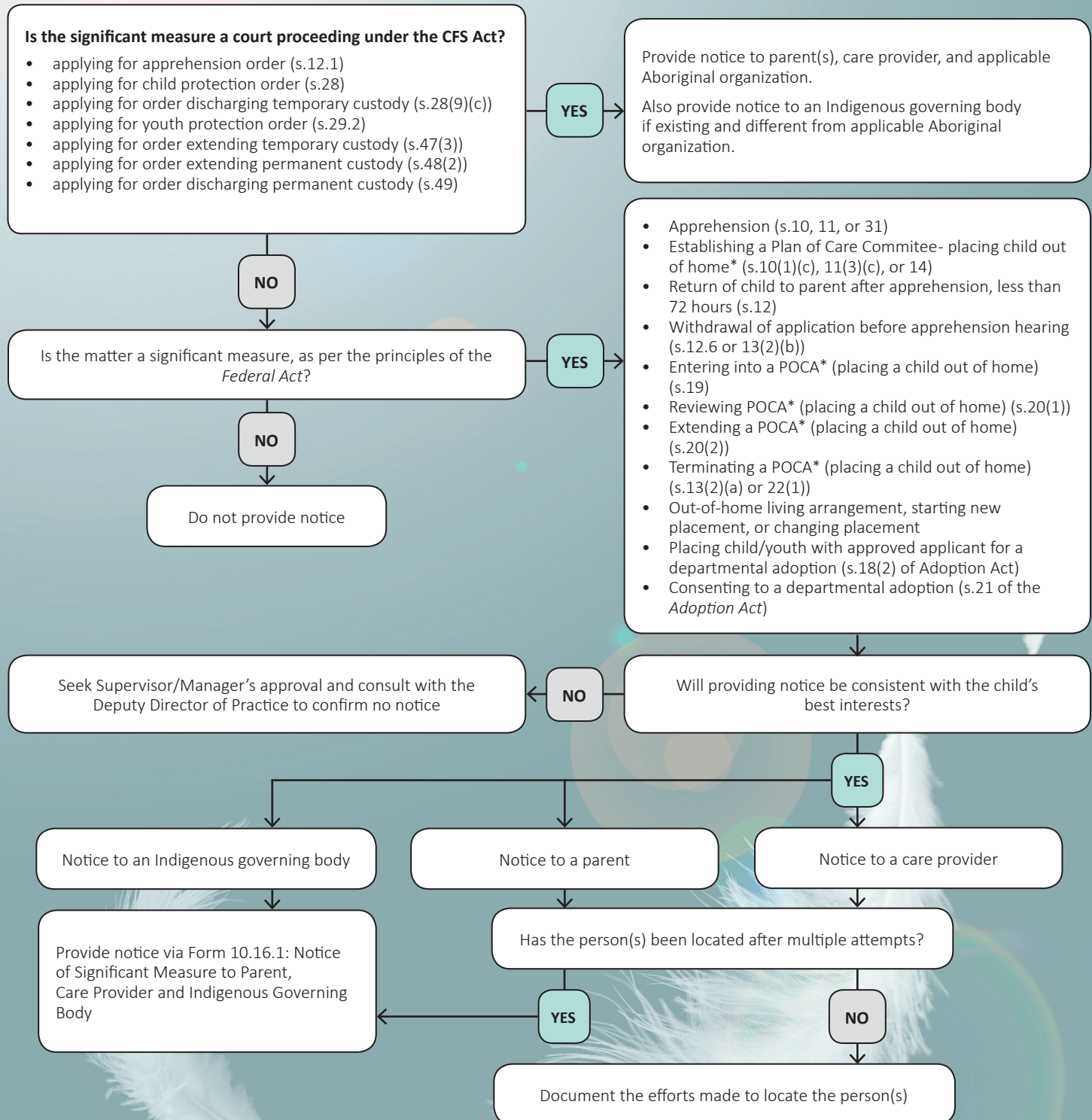


A triangle is used to represent a miscarriage

# Tool 10.16.1

## Notice of Significant Measures Flowchart

### Requirement to provide notice before taking a significant measure in relation to an Indigenous child or youth



\*Please note: Where a Plan of Care Agreement (POCA) exists with a child placed in the home and it is determined that an out-of-home placement is needed, the parent can consent to placing the child with family. If this kind placement happens, the out-of-home placement is not considered a significant measure and there is no need to give notice of the change in placement or the subsequent POCA process (i.e. review, extended, etc.). This is contingent on an apprehension not having occurred.





## Section 10 Administration

## Tool 10.16.2

# Significant Measures Notice Schedule

The purpose of the notice is to provide those affected by the proposed significant measure with an opportunity to have their views considered **before** taking the measure. Notice must be provided unless it is not in the best interests of the child/youth.

## How Notice is Provided

Prior to taking a significant measure, complete **Form 10.16.1: Notice of Significant Measure to Parent, Care Provider, and Indigenous Governing Body**. Use this form for both court proceedings and non-court significant measures.

## Court Proceedings

Where the Indigenous governing body (IGB) and the applicable Aboriginal organization (AAO) are the same, you must serve a certified copy of the originating notice/notice of motion, as well as a copy of **Form 10.16.1**.

If the Indigenous governing body and the applicable Aboriginal organization are not the same, serve a certified copy of the originating notice/notice of motion to the applicable Aboriginal organization. The **Form 10.16.1** is not required.

Where notice is required under the **CFS Act**, a court order under **s.83** is necessary to dispense with the requirement notice.

## Best Interests of Child/Youth

Instances may exist where providing notice prior to taking a significant measure is not in the child/youth's best interest. In these cases, the Supervisor/Manager and Deputy Director of Practice (DDP) must be consulted and the reason for the decision to delay notice or deviate from the approved notification process must be clearly documented.

These instances may include but are not limited to:

- Where the child/youth's safety is at imminent risk and providing notification would compromise the safety of the child/youth, i.e., upon receiving a child protection report which requires an immediate child protection intervention. In this case, the notice of the significant measure must be provided as soon as possible after the significant measure has been taken.
- The person who will be provided notice of significant measure is involved in an alleged offence against the child, youth, or family and serving this person would compromise the safety of the child, youth, or family. In this situation, alternative methods of notification must be used such as notifying an alternate person.

There may be times a child/youth or family does not want a person or Indigenous governing body to be notified. However, the Child Protection Worker/Designate must provide notice of a significant measure to the parent(s)/care provider(s) and the Indigenous governing body/bodies to fulfill legislated responsibilities under the *Federal Act*.



## Section 10 Administration

## Tool 10.16.2

### Notice Period

A default guideline of 10 days minimum is recommended for most significant measures. In urgent circumstances, the notice period is determined in consultation with a Manager/Supervisor.

X = current notice requirements under CFS Act

O = notice requirements under Federal Act

Significant Measure (section of CFS Act)	Notice provided to the following persons before taking significant measure				Notice period
	Parent(s)	Care provider	Applicable Aboriginal organization	Indigenous Governing Body (IGB)	Notice period, as required under CFS Act
<b>Court proceedings</b>					
Application to confirm an apprehension, otherwise known as an application for an apprehension order Section: 12.1	XO	XO	X	O	4 days
Application for a child protection order (a declaration that the child is in need of protection and a supervision, temporary custody, or permanent custody order) Section: 28	XO	XO	X	O	10 days
Application for a youth protection order (a declaration that the youth is in need of protection and a temporary custody or permanent custody order) Section: 29.2	XO	XO	X	O	10 days
Application for an extension of a child/youth temporary custody order Section: 47(3)	XO	XO	X	O	10 days
Application for an extension of a child/youth permanent custody order Section: 48(2)	XO	XO	X	O	10 days



## Section 10 Administration

## Tool 10.16.2

<b>Application to discharge a child/youth temporary custody order</b> Section: 28(9)(c)	XO	XO	X	0	10 days
<b>Application to discharge child/youth permanent custody order</b> Section: 49	XO	XO	X	0	10 days
<b>Non-court proceedings</b>	<b>Parent(s)</b>	<b>Care provider (if having care of child)</b>	<b>Applicable Aboriginal organization</b>	<b>Indigenous Governing Body (IGB)</b>	<b>Notice period, as required under CFS Act</b>
<b>Establishing a Plan of Care Committee- placing child out of home</b> Sections: 10(1)(c), 11(3)(c), or 14	XO (unless part of the Committee)	0	N/A	0	Default 10 day minimum
<b>Entering into a Plan of Care Agreement-placing child out of home</b> Sections: 19	0 (unless signing the POCA)	0	N/A	0	Default 10 day minimum
<b>Reviewing a Plan of Care Agreement-placing child out of home</b> Sections: 20(1)	0 (unless signing the POCA)	0	N/A	0	Default 10 day minimum
<b>Extending a Plan of Care Agreement-placing child out of home</b> Sections: 20(2)	0 (unless signing the POCA)	0	N/A	0	Default 10 day minimum
<b>Terminating a Plan of Care Agreement-if child was placed out of home</b> Sections: 13(2)(a)	0 (unless parent terminates POCA)	0	N/A	0	Default 10 day minimum
<b>Apprehension</b> Sections: 10, 11, or 31	0	0	N/A	0	Default 10 day minimum



## Section 10 Administration

## Tool 10.16.2

<b>Return of child to parent after apprehension, less than 72 hours</b> Sections: 12	0	0	N/A	0	24 hour minimum
<b>Withdrawal of application before apprehension hearing</b> Sections: 12.6 or 13(2)(b)	0	0	N/A	0	Default 10 day minimum
<b>Out-of-home living arrangement, starting new placement, or changing placement</b>	0	0	N/A	0	Default 10 day minimum
<b>Placing child/youth with approved applicant for a departmental adoption</b> Section: 18(2) of <i>Adoption Act</i>	0	0	X (consulted if consent provided by parent/child)	0	Default 10 day minimum
<b>Consenting to a departmental adoption</b> Section: 21 of the <i>Adoption Act</i>	0	0	N/A	0	Default 10 day minimum



## INFORMATION SUR LA LOI CONCERNANT LES ENFANTS, LES JEUNES ET LES FAMILLES DES PREMIÈRES NATIONS, DES INUITS ET DES MÉTIS (LOI FÉDÉRALE)

### Avis au parent et au fournisseur de soins avant de prendre une mesure importante

Avant de prendre une mesure importante concernant un enfant ou un jeune placé sous vos soins, le préposé à la protection de l'enfance ou la personne désignée (y compris les personnes autorisées, les superviseurs ou les gestionnaires) doit vous en informer.

Un avis vous est transmis afin que vous ayez la possibilité de faire entendre votre point de vue avant que le préposé à la protection de l'enfance ou la personne désignée n'agisse.

Votre point de vue est important. Nous tiendrons compte de tout ce que vous direz avant de prendre une mesure importante.

Selon nous, vous devez participer à la prise de décision et à la planification concernant l'enfant ou le jeune.

#### Qu'est-ce qu'une mesure importante?

Une mesure importante est une intervention que le préposé à la protection de l'enfance ou la personne désignée effectue après avoir pris une décision basée sur l'information recueillie pour mettre en place un plan ou un plan d'action pour un enfant placé sous vos soins.

L'avis en question vous expliquera exactement quelle mesure est envisagée pour l'enfant ou le jeune concerné.

Voici des exemples de mesures importantes :

- une procédure judiciaire;
- une appréhension;
- le placement d'un enfant ou d'un jeune dans une famille d'accueil;
- le placement d'un enfant ou d'un jeune en adoption.

Avant que toute mesure ne soit prise, vous devez être avisé, sauf si cela va à l'encontre des intérêts fondamentaux de l'enfant ou du jeune. Il arrive qu'une mesure doive être prise immédiatement pour la sécurité de l'enfant ou du jeune. Si c'est le cas, vous recevrez un avis dès que possible. Nous vous expliquerons pourquoi nous ne pouvons pas attendre. Votre opinion demeure importante et nous voulons en discuter avec vous dès que possible étant donné que nous travaillons ensemble pour planifier l'avenir de l'enfant ou du jeune.

## Comment allez-vous m'aviser?

- Vous recevrez un exemplaire d'un formulaire appelé *Avis de mesure significative au parent, au fournisseur de soins et au corps dirigeant autochtone*.
- Ce formulaire vous indique quelle est la mesure importante proposée, et comment communiquer avec le préposé à la protection de l'enfance ou la personne désignée.
- Vous recevrez ce formulaire en main propre ou par télécopieur, courrier recommandé ou courriel. Il est possible qu'on vous donne l'avis verbalement, auquel cas vous recevriez le formulaire peu de temps après.
- Ce formulaire contient l'information dont vous avez besoin pour participer à la prise de décisions et à la planification pour l'enfant ou le jeune.

## Quelqu'un d'autre reçoit-il l'avis?

- Si un corps dirigeant autochtone nous informe qu'il agit au nom de la communauté autochtone dont fait partie votre enfant ou votre jeune, il sera également avisé.

## Que dois-je faire lorsque je reçois l'avis?

- Communiquez avec le préposé à la protection de l'enfance ou la personne désignée si vous souhaitez donner votre point de vue. Les coordonnées sont inscrites sur le formulaire *Avis de mesure significative au parent, au fournisseur de soins et au corps dirigeant autochtone*.
- Posez des questions — c'est votre droit.
- Faites-nous part de vos inquiétudes et de vos suggestions, le cas échéant.
- Vous pouvez demander de l'aide au préposé à la protection de l'enfance ou à la personne désignée, à votre famille, à votre gouvernement autochtone, à vos amis ou aux membres de la communauté.
- Vous avez le droit d'avoir accès à un avocat et de lui parler.
- Vous pouvez demander que toute information ou procédure vous soit expliquée, ainsi que traduite dans votre langue.

Si vous voulez ces informations dans une autre langue officielle, téléphonez-nous au 1-855-846-9601.

If you would like this information in another official language, contact us at 1-855-846-9601.

**Pour en savoir plus, consultez le [www.hss.gov.nt.ca/cfs](http://www.hss.gov.nt.ca/cfs).**

Updated: November 6, 2020

### Tool 10.16.3

## **INFORMATION ON AN ACT RESPECTING FIRST NATIONS, INUIT AND MÉTIS CHILDREN, YOUTH AND FAMILIES (FEDERAL ACT)**

### **Notice to Parent and Care Provider prior to taking a Significant Measure**

Before taking a significant measure in regard to a child or youth under your care, the Child Protection Worker or Designate (including Authorized Persons, Supervisors or Managers) must notify you.

The reason why notice is provided is to give you an opportunity to share your views before a Child Protection Worker or Designate takes the measure.

Your views matter. Everything you say will be considered before a significant measure is taken.

We believe you should be involved and participate in the decision and planning for the child and youth.

#### **What is a Significant Measure?**

A significant measure is an intervention the Child Protection Worker or Designate takes after making a decision based on information gathered to put in place a plan or course of action for a child under your care.

You will be told exactly what significant measure is being considered for the child or youth in your care when you receive notice.

Examples of significant measures can include:

- a court proceeding;
- an apprehension;
- placing a child or youth in an out-of-home living arrangement; or
- placing a child/youth for adoption.

Before any measure is taken, you must be notified unless it is not in the child or youth's best interest. Sometimes, a measure must be taken right away for the safety of the child or youth. If this happens, you will be given notice as soon as possible. We will tell you why we could not wait. Your views are still important, and we want to discuss them with you as soon as possible as we work together to plan for the child or youth.

**For more information, please visit [www.hss.gov.nt.ca/cfs](http://www.hss.gov.nt.ca/cfs).**

### How are you going to give me Notice?

- You will be given a copy of a form that is titled *Notice of Significant measure to Parent, Care Provider, and Indigenous governing body*
- This form tells you what the proposed significant measure is, , and how to get into contact with the Child Protection Worker or Designate.
- You will be given this form in person or by fax, registered mail, or email. Sometimes you might be told about the notice verbally, and the form will follow shortly after.
- This form includes information you need to participate in decisions and planning for the child or youth.

### Is anyone else given Notice?

- If there is an Indigenous governing body that has informed us that they are acting on behalf of the Indigenous community to which your child or youth belongs, then they will also be given notice.

### What should I do when I receive Notice?

- Contact the Child Protection Worker or Designate if you would like to provide your views. This contact information is on the *Notice of Significant measure to Parent, Care Provider, and Indigenous governing body* form.
- Ask questions—this is your right.
- Let us know what you are concerned about and if you have any suggestions.
- You can ask for help from the Child Protection Worker or Designate, your family, your Indigenous Government, friends, or community members.
- You have the right to access and speak to legal counsel.
- You can ask to have any information or processes explained to you, as well as translated into your language.

If you would like this information in another official language, contact us at 1-855-846-9601.  
Si vous voulez ces informations dans une autre langue officielle, téléphonez-nous au 1-855-846-9601.

**For more information, please visit [www.hss.gov.nt.ca/cfs](http://www.hss.gov.nt.ca/cfs).**



**Section 10 Administration**

**Tool 10.16.5**

# PLAN OF CARE AGREEMENT (out of the home) INDIGENOUS GOVENING BODY (IGB) NOTICE FLOWCHART

A Plan of Care Agreement (POCA) placing a child or youth out of the home is considered a significant measure. A Plan of Care Agreement (POCA) keeping a child or youth in the home is **NOT** considered a significant measure. The flowcharts below identify the significant measures in a POCA process where a child or youth is placed out of the home.

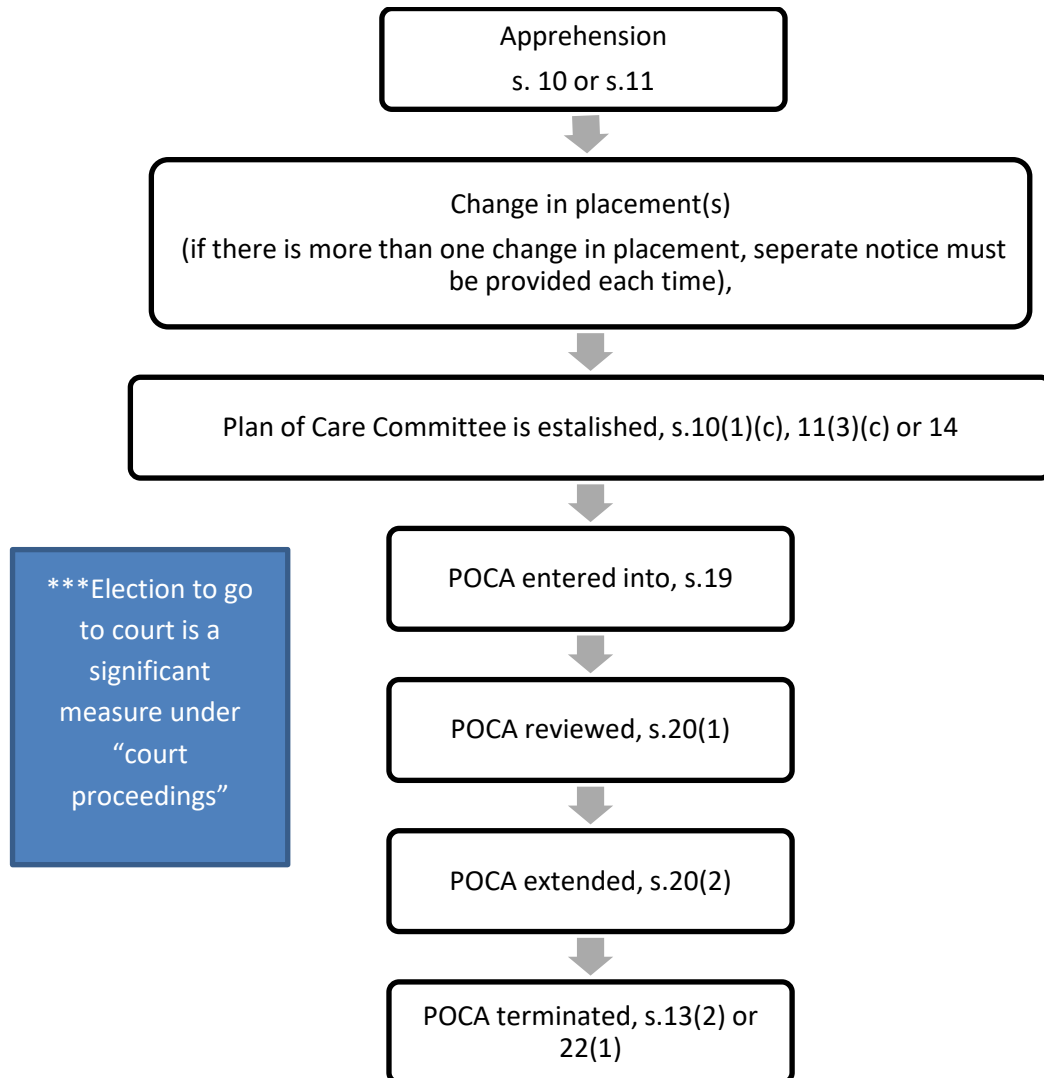
**Please note:** Where a Plan of Care Agreement exists with a child placed in the home and it is determined that an out-of-home placement is needed, the parent can consent to placing the child with extended family. If this kind of “family arrangement” placement happens, the out-of-home placement is **NOT** considered a significant measure and there is no need to give notice of the change in placement or the subsequent POCA process (i.e. review, extended, etc.). This is contingent on an apprehension not having occurred. If an apprehension occurs, the following significant measures are identified.



Section 10 Administration

Tool 10.16.5

Scenario #1: Significant Measures when there is no existing POCA placing child or youth out of the home





**Section 10 Administration**

**Tool 10.16.5**

**Scenario #2: Significant Measures when POCA already exists with child placed in home**

