

THE CHILDREN'S AID SOCIETY OF BRANT

MEMORANDUM

DATE: February 7, 1995
TO: Chairperson, Services Committee
FROM: Roy Walsh, Executive Director
RE: Transition Planning: Native Services Branch

The following service issues have been identified as those requiring Transition Plans to successfully devolve services to the Six Nations Child Welfare Authority.

A number of these issues and processes are subject to the agreement of a proposed Transition Committee comprised of CAS Administration, Six Nations representatives, and the Ministry of Community and Social Services Program Supervisor. This Committee will review the issues and established timelines for implementation. However, in the interim, we will plan to proceed with those issues which are within our control in order to facilitate their timely implementation once an Agreement has been reached.

Requirements to verify Off Reserve First Nations, non-status Metis and self identified aboriginal peoples:

1. Review of
 - Intake records
 - Crown Ward Review documents
 - Open filesConsumer survey letter of verification to open clients

To our existing knowledge, fifty six (56) clients are living off-reserve for a continuous period of twelve (12) months or more.

1. A draft letter of client verification will be done by Kim Barbon, Native Services Branch Supervisor, for review by the Transition Committee.

2. Upon review of files and verifications, clients eligible for Off Reserve services will be served by the Brant CAS from its offices in Brantford.
3. Requests for service from new aboriginal clients will include eligibility criteria as above.
4. Service requests from Six Nations' Child Welfare Authority will proceed as per requests from other child welfare jurisdictions.
5. A public notice will be placed in local newspapers when the date for implementation of Off Reserve services to aboriginal peoples has been determined.
6. As soon as is practicable per verified Off Reserve and New Credit cases, records will be transferred with two (2) F.T.E. positions to The Children's Aid Society offices in Brantford.
7. It is our preference that this action proceed forthwith so that the remaining issues of transition can be addressed apart from the Off Reserve services.

Case Records:

1. All existing records located at the Native Services Branch whether open or closed constitute the records of the Society and will be relocated to the Brant Children's Aid Society offices in Brantford.
2. All open files subject to transfer will be photocopied and signed over to the Ministry of Community and Social Services for Six Nations' Child Welfare Authority as they are officially approved for transfer.
3. All requests for file disclosure from Six Nations will be treated as do requests from other Child Welfare jurisdictions, i.e. when conducting an investigation, full disclosure will be made available and copies of all pertinent information will be made available.
4. When requesting information not pertinent to protection investigation the required signed Consents to Release Information will accompany information requests.
5. The Director of Administration will arrange to relocate all files to Brantford when deemed appropriate by the Transition Committee.

It will be our recommendation that Program transfers of Adoption, Foster Care, Child Care, and Protection take place in that order as appropriate targets for implementation considering the unit in each area.

Residential Resources:

1. All care providers, including foster care providers and per diem resources will be informed in writing of any jurisdiction change.
2. All Off Reserve foster parents will be informed of their eligibility to continue fostering for the Brant Children's Aid Society.
3. Six Nations will need to advertise to foster parents their criteria for eligibility for foster parents.
4. The Brant Children's Aid Society will facilitate this by informing all Native Services Branch foster parents both On and Off Reserve of the criteria if so asked. Otherwise, releases of information from existing foster parents will be required to release name and address records material.
5. Rate Structure:
It is hoped that the intended Six Nations' rate structure will be consistent with existing per diem rates so as to avoid unnecessary competition for aboriginal Off Reserve foster parents.

Children in Care:

1. In order to ensure continuity of care, we would propose that the existing placements of all aboriginal children be reviewed with a view to maintaining the placement in the best interests of the child.
2. Therefore, if children from Off Reserve families are placed in On Reserve placements and subject to review are deemed to be in the placement of choice, the Society will request Six Nations to supervise the placement and will reimburse Six Nations the established supervisor fee of \$9. per day.
3. Conversely, if children are placed in the Society's resources Off Reserve and deemed appropriate, the Society, at the request of Six Nations, will supervise the placement and charge back the prescribed fee.

Case Transfers:

1. The continuity of care principle should be the overriding factors in governing the transfer of children in care from CAS direct service staff and Six Nations direct service staff.
2. Transfers should include a comprehensive review of file.
3. A definite number of visits by existing staff and proposed staff to ensure separation issues and relationship building issues as addressed with the child.
4. Similar relationship issues with care givers are to be addressed by both staff.
5. Placement reviews be completed.
6. Anticipated placement changes, if any, be fully addressed by all parties.
7. CAS will sign over each child; give file to Province; copy all pertinent material and make it available to Six Nations subject to Ministry of Community and Social Services' approval.

Transfer of Responsibilities for Case Management:

Upon consideration of the complexity of what needs to take place, we make the following recommendations:

1. That we have available the intended organizational structure of the Six Nations' Child Welfare Authority.
2. That the Six Nations' Child Welfare Authority have a supervisor who will spend considerable time to be determined, familiarizing oneself with all of the:
 - Existing delivery systems including intake/protection/foster care/child care/adoption
 - Administrative requirements re records processing and financial expenditures
 - Staff Performance
3. Concurrently, Six Nations would have the required staff who would be partnered with existing staff or trained by Six Nations independently. These staff would be supervised by CAS and Six Nations Supervisors with CAS

retaining responsibility for case management until each staff was designated as trained sufficiently to receive designated cases for transfer. CAS staff would carry on in a consultative basis for a prescribed period of time after case transfer was achieved.

The process could include:

- Six Nations Supervisor have observation period.
- Six Nations Supervisor have co-supervision period.
- Six Nations Supervisor have supervisory responsibility with CAS consultation.

Similarly for direct service staff.

- Hire Six Nations Staff - orientation and training period
- Hire Six Nations Staff case carrying responsibility with CAS staff consultation period.

- Formal withdrawal of CAS direct service and clerical staff.
- Formal withdrawal of CAS Supervisor and Administrative staff.

- Orientation period for Financial expenditure.
- Hiring of Six Nations Staff.
- Orientation and training with Brant Accounting Department.
- Transfer of Financial responsibility.
- Consultation by CAS to Six Nations, if requested.

Adoption:

The intended Six Nations Staff person be hired, oriented and trained either as in service with CAS Staff or as determined by Six Nations prior to receiving cases for transfer to Six nations jurisdiction.

The readiness of the staff will be determined by Six Nations with consultation from CAS available if required.

The training should include areas appropriate to the knowledge and skills as per the job description.

Training should also include a comprehensive understanding of the legal and bureaucratic requirements of determining eligibility for Status and Band membership as well as the process and documentation required for the placement of children for adoption under the provincial statutes as well as customary adoptions.

Protection:

Needless to say, this areas of child welfare service delivery requires the closest of attention due to the responsibility of the assuming agency to understand child maltreatment concerns. Prerequisites here are a thorough understanding of the legislation, knowledge of child maltreatment, investigation techniques, risk assessment, treatment planning, contracts, court procedures and social work skills.

Even envisaging a graduated process of hiring and orientation/training, observing case management and accepting cases before final designation will necessitate a fairly lengthy period of transition. We would estimate a six month process prior to fully transferring protection responsibilities.

The key to this transition will be the availability of child protection training from IPCA for all new staff. It would be imperative to arrange these sessions as soon as possible to begin as soon as the new staff are hired.

Administration:

The clerical support staff are integral to the process of administering and maintaining the integrity of service delivery systems.

Our clerical staff will articulate the existing systems so that they will be transparent to incoming staff. This will include Intake, Records Management, Turnaround documents, office management, personnel administration, and general office procedures.

Transition provisions should accommodate the observation, coaching, gradual reception of responsibilities before CAS staff are terminated.

Financial Management:

The above process should likewise take place with respect to designated accounting staff and financial managers.

Personnel:

Presently there are ten (10) employees at the Native Services Branch.

Requirements:

Notice provisions in accordance with Employment Standards Act need to be researched. Notice will require a time line by the Transition Committee. Severance provisions will have to be researched and costed.

OMERS needs to be contacted and provide personnel to inform our staff as to their options and commitments. Six Nations' hiring policy should be made available to our staff. Six Nations needs to commit to whether existing staff will be required for transfer. Sick time pay outs at Termination costed. We need to determine which staff will be transferred to Brantford office location within units and service response.

The Collective Agreement needs to be the rule of thumb for layoff and transfer (Article 8.09).

Information sharing with the staff on a regular basis.

Executive Director

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Six Nations of the Grand River Social Services Administration

P.O. Box 5001

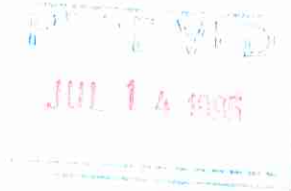
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Roy Walsh
Executive Director
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July 10, 1995



CONFIDENTIAL

Dear Mr. Walsh:

Re: Status-Native Services Branch Staff

file 95711


Please be advised, that the Six Nations Council in their meeting of July 4, 1995 passed a Resolution whereby we are able to offer positions to three of your current staff in our new Child Care Unit. Formal 'Letters of Offer' will be sent to the three staff (two Child Care Worker positions and a Secretary Clerk position) on the basis of their seniority and equivalency of positions currently held to those in our new Unit.

With regards to the above, the Secretary Clerk will be required to start employment with us as of September 5, 1995. However, prior to identifying a start date to the two Child Care Workers we would request a written commitment from you as to the number of days per week your agency would be prepared to make them available to us, for the purposes of orientation and training. In our meeting of June 29th '95 the MCSS representative did summarize by saying that, "that three days per week sounds like a good compromise." Should your written confirmation reflect such, we would not require the two workers to commence employment with us until the point of designation (targeted for Dec. 4, '95).

Should you have any questions or concerns regarding any of the above, please do not hesitate to contact either Karen Hill or me.

We look forward to your response at your earliest opportunity.

Sincerely,


Cynthia Jamleson
Director Social Services