

Brant Children's Services Case Management Functions regarding Case Resolution Purchase of Service Placements

It is important that a Brant case manager remains connected when a child/youth's Case Resolution placement is a purchase of service. The Case Manager must communicate the Case Resolution expectations as well as timelines regarding review of the placement and funding. The clinical direction is what guides the placement; the Brant case manager must be the spokesperson for the clinical plan. The Brant case manager must always communicate that the plan supported by Case Resolution is time-limited - the purpose of any funding is to stabilize the child/youth, and the plan that utilizes Complex Needs Funds must be reviewed annually at Case Resolution. There should be a plan developed to return the child/youth to funded services and to the child/youth's home, at least on a shared care basis, wherever possible.

Many placements may also provide a case management function, for example McMaster Brokerage Services, CPRI HomeShare, OPI's, etc. It is therefore important that the Brant case manager and the placement case manager coordinate who is doing what, keeping in mind that the Brant case manager is the shared lead for the child/youth placed through a Case Resolution recommendation. Sometimes practices of other regions are different than the Hamilton-Niagara Region; Brant operates under the Hamilton-Niagara Regional Office expectations.

Putting a placement agreement together

It is important that the Child and Family Services Act requirements are met in placing a child/youth. Following is the list of items that need to be coordinated with the placement case manager:

1. Get a copy of the placement home's license to ensure it is appropriately licensed by MCYS.
2. The clinical direction is what guides the placement, based on availability of resources. The placement outcomes need to be developed in collaboration with parents/guardians; parents/guardians may need support to understand the limitations of resources, purpose of funding a placement for stabilization with an annual commitment, and expectations of involvement. It is desirable that the parents/guardians are partners in this collaborative planning and continue financial support as well as regular contact with their child/youth in accordance with the agreed upon plan. Messaging regarding parental support of the plan is important for the success of the child/youth's placement; disruptions to the plan may impact the placement, up to and including the termination of the placement.
3. Develop a written agreement between community, parents/guardians and placement. (OARTY – the Ontario Association of Residences Treating Youth - has a package on-line that has several agreements that could be used. Some include pro-rated scenarios (e.g., to ensure hold of bed and not full amount paid when client not present). Agreement should include:
 - a. Communication process (who acts as the go to person for communication; there may be different people for different purposes – the overall aim is for consistent messaging with Parents/guardians, service provider, community)

- b. Clinical direction – what are expected outcomes of the placement, as identified through Case Resolution. How will these be met by the placement?
 - c. Ensure responsibilities of Parents/guardians are clearly identified, as appropriate, including parental support payments (for clothing, basic needs, medication, glasses, medical, hygiene costs - community may have to pay depending on Parents/guardians income level) and visitation schedule/ expectations - set specific dates and times
 - d. Visit schedule of case manager (placement case manager or Brant case manager) – drop in visits also encouraged
 - e. List of services the placement provides (speech, social work, activities, therapies, assessments, etc.)
 - f. Plans for schooling
 - g. Plans for transportation
 - h. Caution around 1:1 cost – very specific parameters of expectations including timelines and plan to decrease. If not being fulfilled, approach placement supervisor and then Ministry.
 - i. Timelines anticipated for placement – includes when next Case Resolution review will be
 - j. Funding – must be within commitment made by Case Resolution; identify billing and payment expectations.
 - k. If termination of placement is required, at least 7 days notice is required by either party.
4. Once the child/youth is placed, a visit is required by the appropriate Brant representative within 7 days
5. A Plan of Care is required to be completed by the placement within 30 days of the placement. The placement provider will include how the child/youth is doing in the residence; recreation opportunities; religious/spiritual offerings; medical/clinical treatment; access to school; and family involvement.
The Plan of Care is reviewed by case manager, Parents/guardians and placement every 30 days for the 1st 6 months; thereafter, the Plan of Care is reviewed every 6 months. Every 90 days a visit is required by the case manager and the appropriate Brant representative is also encouraged to visit quarterly. During the visit the case manager will ensure the Plan of Care is appropriate and being implemented and followed.