

RPAC INFORMATION for CASE MANAGERS

Contact Brant coordinates the Brant RPAC review process according to the Child and Family Services Act (See the RPAC Summary of Legislation). A Contact Brant Resource Coordinator will assist Case Managers in preparations for an RPAC.

Case Manager Responsibilities:

- With assistance from the Contact Brant Resource Coordinator, complete the required planning for a RPAC meeting – utilize the RPAC Meeting Planning Sheet if this is helpful
- Establish an RPAC meeting date with the Resource Coordinator (within 45 days of placement). Confirm the date with the child and parents/guardian before others are notified.
- Identify who should be invited to the RPAC including the child, parents/guardians, and service providers, including the residential placement provider
- Prepare an RPAC information package for review by the RPAC Team – this must be given to the Resource Coordinator 48 hours prior to the meeting.

Meeting Format:

15 minutes prior to the meeting – The Case Manager should meet with the Resource Coordinator and the child/family to try to put them at ease, explain the process and their role, and then bring them into the meeting. The parents and child may choose whether or not they want to attend the full RPAC meeting which should take about 30 minutes. As Case Manager, during this pre-meeting period, you are asked to identify issues that you will address in the meeting that may be difficult for the family or child to hear. The Case Manager should be attuned to the child and family's comfort with the meeting procedures, and be prepared to support them to leave the meeting if they are uncomfortable.

During the meeting, the Case Manager, the child and family, and the residential provider will make BRIEF presentations. Your presentation should be a brief summary of the written information:

- Begin with an outline of the strengths of the child and family - highlighting the strengths first tends to make the child and/or parent feel more comfortable.
- Identify the child's needs with clear information on why the current placement was chosen.

In the last 10 minutes the client and family, with the Case Manager, may be asked to wait in the reception area while the RPAC team formulates their recommendations regarding the placement. The Resource Coordinator, an RPAC member and the Case Manager would meet with the child/family at the end of this RPAC discussion and explain the recommendations. The Case Manager should support the child/family during the waiting period.

Follow-up:

The Case Manager should notify Contact Brant when the discharge from the placement is pending, or if an extension is planned.

RPAC Meeting Planning Sheet

Client: _____ **Date of Birth:** _____

An RPAC is required due to the placement at: _____

Case Manager: _____ **Agency:** _____

Contact Brant Resource Coordinator: _____

Reason for Referral:

_____ Post-Placement Admission Review (Mandatory RPAC)

_____ Follow-up RPAC (every 9 months)

_____ Objection to placement

The Case Manager and Contact Brant Resource Coordinator will:

- set an RPAC meeting date within 45 days of placement; the Case Manager will confirm the date with the child/youth and parents/guardian before others are notified.

Date of Meeting: _____

- identify who should be invited to the RPAC including the child/youth, parents/guardians, service providers including the residential placement provider. Please note the parents and child are encouraged to attend the meeting.

Who will Attend:

Invitees:

Child: _____ **Residential Provider:** _____

Parent(s)/Guardian: _____

_____ **Other:** _____

RPAC Team (Contact Brant will invite):

Informed Citizen: _____ **Ministry:** _____

Service Provider: _____ **Native Rep.:** _____

Information Package:

All documentation for the RPAC meeting must be provided to the Resource Coordinator at Contact Brant, 164 Colborne Street West, Suite 1 at least **48 HOURS PRIOR** to the meeting date –

Package Due Date: _____

_____ RPAC Case Information

_____ Common Tool for Intake (includes current/previous services, family situation, school success)

_____ Case Profile checklist

_____ RPAC Consent, signed

_____ Other pertinent documentation, if it is recent and relevant:

_____ Current Plan of Care reports

_____ C.A.S. Reports/Recommendations

_____ Psychological/Psychiatric Assessments

RPAC Case Information

Name of Client: _____ Date of Birth: _____ Sex: _____

If Native, Band Status: _____ CAS Status (if applicable): _____

Child's strengths:

Brief History: (Behaviour difficulties, what has been successful/unsuccessful in addressing behaviours)

Child's Needs: (Include recent events and issues which have precipitated this placement; identify the social, emotional and residential treatment needs)

Plan of Care/Goals of Treatment:

Case Manager should address these questions, as per legislation, in their Summary/presentation

- Does the child have a special need?
- Is the residential placement likely to benefit the child? (Plan of Care/programs available; importance of continuity in the child's care and possible effect on the child of disruption to that continuity)
- Is the placement appropriate for the child in the circumstances?
- Would a less restrictive alternative be more appropriate?
- What considerations were given to the importance of preserving the child's cultural identity, where the child is from First Nations?

What course of action would be in the best interest of this child in regards to this residential placement?

CASE PROFILE

Name:	Unknown	Mild	Moderate	Severe
Behaviour				
Non-Compliant				
Impulsive				
Running Away				
Lying				
Stealing				
Destruction Of Property				
Fire Setting				
Verbally Abusive To Others				
Aggressive				
Sexual Acting Out				
Substance Abuse				
Poor Social Skills				
Mood Swings				
Self Injury				
Defiant				
Disrespectful				
School / Vocational				
Identified (Exceptionality: _____)				
Attendance Issues				
Vocational Program				
Diagnoses				
ADD				
ADHD				
Oppositional Disorder				
Obsessive Compulsive				
Conduct Disorder				
Multiple Personality				
Depression				
Anxiety				
Tourettes				
Autism Spectrum Disorder				
Developmentally Delayed				
Dual Diagnosis				
Suicidal				
Suicidal Ideation				

Name:	Unknown	Mild	Moderate	Severe
Bipolar				
Phobia				
Psychosomatic Illness				
Eating Disorder				
Justice Involvement				
Physical / Medical Issues				
Non Verbal				
Sensory Deficit				
Physical Handicap (Specify: _____)				
Medically Fragile				
Sleep Related Problems				
Enuresis / Encopressis				
On Medication: (Specify: _____)				
Speech Difficulties				
Child Abuse				
Deprivation				
Neglect				
Emotional				
Physical				
Sexual				
Family Issues				
Financial				
Unemployment				
Marital				
Family Illness				
Family Death				
Sibling Conflict				
Parent / Child Conflict				
Intellectual Functioning				
Psychiatric				
Substance Abuse				
Criminal				
Abandonment				
Family Violence				
Poor Parenting Skills				

Completed by: _____ Date: _____

Residential Placement Advisory Committee (RPAC)

Summary of Legislation

The roles and responsibilities of the Residential Placement Advisory Committee will be followed according to the Child and Family Services Act (Section 34 – 36):

- 1.0 RPAC has a duty to advise, inform and assist parents, children and service providers with respect to the availability and appropriateness of residential services and alternatives as well as to conduct reviews according to the Act.
 - 1.1 Note: Contact Brant for Children's and Developmental Services is mandated by MCSS/MCYS to coordinate the Brant RPAC review process.
- 2.0 RPAC members shall include:
 - persons engaged in providing services
 - other persons who have demonstrated an informed concern for the welfare of children
 - one representative from the Ministry
 - a representative of a band or native community when the RPAC reviews placements of Indian/Native children.
- 3.0 The RPAC shall review:
 - all residential placements for Brant children in an institution with 10 beds or more, if the placement is intended to last 90 days or more. The review must occur as soon as possible, but within 45 days of placement. (Note: placements made due to court order or commitment to secure treatment are not included as residential placement for review.)
 - while placements continue, at least once during each nine month period succeeding the review.
 - every residential placement of a child 12 years of age or older who objects to the placement within the week immediately following the day that is fourteen days after the child is placed.
 - a child's placement when the Ministry refers such placement for an RPAC review.
 - 3.1 According to legislation an RPAC may consider a Discretionary Review, on a person's request or on its own initiative, for an existing or proposed residential placement of a child who resides within Brant.
- 4.0 An RPAC shall conduct a review in an informal manner, in the absence of the public, and in the course of the review may:
 - interview the child, members of the child's family and any representatives of the child and family
 - interview persons engaged in providing services and other persons who may have an interest in the matter or may have information that would assist the advisory committee
 - examine documents, reports and records that are presented to the committee

- 5.0 In conducting a review, the committee shall:
- determine whether the child has a special need
 - consider the programs available for the child in the residential placement and whether the program is likely to benefit the child
 - consider whether the residential placement is appropriate for the child in the circumstances
 - specify an alternative placement if it considers that a less restrictive alternative to the placement would be more appropriate
 - consider the importance of continuity in the child's care and the possible effect on the child of disruption of that continuity
 - consider the importance of preserving the child's cultural identity, where the child is an Indian or native person.
- 6.0 An RPAC shall advise the child of their rights if the child is 12 years of age or older, and shall advise the following of its recommendations as soon as the review has been completed;
- the service provider
 - any representative of the child
 - the child's parent, or where the child is in a society's lawful custody, the society
 - the child, where it is reasonable to expect him/her to understand
 - where the child is an Indian or native person, a representative chosen by the child's band or native community.
- 7.0 The RPAC shall, within 30 days of completing the review, make a report of its recommendations and any Findings to the Ministry. (Note – Contact Brant ensures the appropriate reporting is submitted.)
- 7.1 Where an RPAC considers that the provision of a less restrictive service to a child would be more appropriate than the residential placement, the RPAC shall recommend in its report that the less restrictive service be provided to the child.
- 8.0 A child who is 12 years of age or older and is in a residential placement to which he or she objects may, if the placement has been reviewed by an RPAC and the child is dissatisfied with the RPAC's recommendations or the RPAC's recommendations are not followed, apply to the Child and Family Services Review Board for a determination of where they should remain or be placed.

Note:

The Child and Family Services Act indicates the Minister is to appoint members, however, the Hamilton/Niagara Ministry office expects the following practice: Membership is provided annually to the area office by Contact Brant, following agencies appointing a member and members signing an RPAC Letter of Agreement.

SAMPLE RPAC AGENDA

ON BEHALF OF:

D.O.B.:

DATE:

Purpose of Meeting:
Review of Residential placement at

1. WELCOME / INTRODUCTIONS - Meeting chaired by Contact Brant. The child is encouraged to attend, and if the child is 12 years of age or older, they will be advised of their rights. The Case Manager should also have advised the child of their rights when notifying the child of the RPAC meeting.
2. REVIEW CASE INFORMATION
 - 2.1 CASE MANAGER – briefly highlight the information in the Case Manager's Summary.
 - 2.2 CHILD/FAMILY - should be asked if they will speak about their current situation and wishes for service; otherwise Case Manager should include this information in their brief presentation
 - 2.3 OTHER PROVIDERS – Residential provider should speak to Plan of Care and how the placement is progressing; other involved service providers may also be asked by Case Manager to present information if appropriate
3. DISCUSS CONSIDERATIONS/APPROPRIATENESS AND OPTIONS – these considerations are outlined in the legislation. The Case Manager should address these in their Summary/presentation and these will be discussed by the RPAC Team:
 - Does the child have a special need?
 - Is the residential placement likely to benefit the child? (Plan of Care/programs available; importance of continuity in the child's care and possible effect on the child of disruption to that continuity)
 - Is the placement appropriate for the child in the circumstances?
 - Would a less restrictive alternative be more appropriate?
 - What considerations were given to the importance of preserving the child's cultural identity, where the child is from First Nations?
4. RPAC TEAM RECOMMENDATION RE: PLACEMENT – RPAC Team may make this recommendation with all present or may meet on their own.