



Preparation for Case Resolution CHECKLIST for Case Manager

*This is a tool only to assist case managers in completing preparations for Case Resolution and should **NOT** be submitted with the Case Resolution Package.*

- Contact Brant and the Case Manager requesting Case Resolution agree on a date and time for the meeting (which should be held within 5 working days of the request if urgent; otherwise at the regularly scheduled Case Resolution, the 4th Friday of the month)
- The Case Manager and Contact Brant Resource Coordinator will confirm who will be invited to the Case Resolution meeting (e.g., youth/family, other involved service providers, advocates/ support people identified by individual/family)
- Contact Brant will invite the Case Resolution Team members.
- ***4 days prior to meeting***:**
Provide the Case Resolution package to Contact Brant
by Fax: (519) 758-9507 or R.C.'s e-mail.

Date Package Due: _____

Case Resolution Package:

The Contact Brant Resource Coordinator will support the Case Manager to ensure relevant information is included.

- For Children Urgent/At Risk: Case Resolution Case Manager's Summary (ask Contact Brant Resource Coordinator for the template)
OR
- For TAY Reviews: Your current written Transition Plan
- Signed "Consent to Share Information" for Case Resolution (see template)

- Review** your completed Case Resolution Package with the youth/family prior to the meeting
- Provide** the youth/family with the 'Case Resolution Information for Individuals and Families' (attached)
- Attend the Case Resolution Meeting.** The Case Manager does not need to present at the Case Resolution meeting but should be prepared to answer any questions, and support the youth/family if they are attending.



Case Resolution Information for Children/Youth and Families

Purpose of Case Resolution:

Case Resolution ensures that children under age 18 are responded to by the Brant community when they are considered at **immediate risk, with complex support needs** and services have been exhausted; they require specialized supports to stabilize the situation.

Additionally, Case Resolution ensures that youth with a developmental disability who are crown wards or have complex support needs are planned for by the Brant community in advance of their 18th birthday for the **transition to adult services**. These youth will be reviewed at Case Resolution following their 16th birthday to identify their support needs and preliminary plans for community and adult services. Youth will again be reviewed after their 17th birthday to ensure an actual discharge plan from children's services to adult and community supports is in place to be implemented at age 18.

What to expect:

- If you are 'going to Case Resolution', it means that a meeting with representatives from up to 12 Brant service agencies will be held.
- Your worker and Contact Brant must develop a package of information about your current situation and history. Your worker will review the package of information with you and ask you to provide **consent** for the Case Resolution Team to receive this information package. Your information package will be read by the Case Resolution Team prior to the meeting.
- You are invited to attend the Case Resolution meeting and can bring anyone with you. Before the meeting starts, you will meet with your worker and discuss anything you want to say in the meeting.
- Case Resolution for '**at risk' situations** can only make recommendations for supports to **stabilize** the situation and for a **specific period** of time. The same level of service cannot be guaranteed for the long term and it is expected that there will be a return to existing services when the immediate risk has been addressed.
- Case Resolution meetings that review **transition plans for youth** with a developmental disability can only make recommendations for future supports and planning that should be considered.
- The Case Resolution meeting should be about 20 - 30 minutes. You will be introduced to everyone on the Case Resolution Team. Since the Team has already read the package of information, you don't need to retell your story; however, the Team will ask you and your worker any clarifying questions. **You can provide any additional information or ask any questions.**
- For 'at risk' reviews, the Case Resolution Team will meet to decide how they can allocate resources to meet the plan that has been discussed. They will also identify if there are gaps or barriers to services based on your situation, and recommend how to make changes to better meet the needs of our community.
- For 'transition' reviews, your current services will continue, and planning for the transition out of children's services will continue.
- Contact Brant will write a Case Resolution Report that summarizes your situation and the meeting. You will be given a copy. Agencies involved in the meeting will also get a copy. Contact Brant must submit this report to the Ministry of Children and Youth Services.

For more information about Case Resolution, call Contact Brant, (519) 758-8228

CONSENT TO SHARE INFORMATION

Contact Brant works closely with other agencies to coordinate Case Resolution for children and youth who may have exhausted appropriate services and require a specialized response to stabilize the situation. Case Resolution also reviews transitional plans for youth with a developmental disability who will be discharged from children's services at age 18. To facilitate this, relevant personal information must be gathered, shared, and kept on file. Contact Brant protects the privacy of this information. All information is treated as strictly confidential and is not released or discussed with any other persons or organizations without consent, unless required by law.

I, _____ of _____
 (Name) (Address)

In respect of _____, _____
 (Child/Youth's Name) (Date of birth)

give my consent for Case Resolution Review. Contact Brant will obtain and release information for the purpose of the Case Resolution Team Review, and maintain ongoing contact for the purpose of coordination of this child/youth's services with the organizations or individuals specified below.

I understand that the Case Resolution Team are all bound by confidentiality standards. I understand that Contact Brant will not willingly disclose information without permission, unless the law requires them to do so otherwise. I understand that the information collected is stored at Contact Brant as required by their provincial funders, the Ministry of Children and Youth Services. I also understand that information collected is used in a non-identifying summary form for community planning and Ministry of Children and Youth Services reporting.

I understand that I may revoke this consent in writing at any time.

Purpose: Case Resolution

Organizations	Consent Approved (initial)
CASE RESOLUTION TEAM - Representatives from: Brantwood Centre Brant Family and Children's Services Community Living Brant Contact Brant Family Counselling Centre of Brant Grand Erie District School Board HNHB Community Care Access Centre Lansdowne Children's Centre St. Leonard's Community Services Woodview Children's Mental Health and Autism Services MCYS – Probation Services	
Other:	

Signature of Client/Guardian

Signature of Client/Guardian

Signature of Staff Receiving the Consent

Date