



Preparation for Case Resolution CHECKLIST for Community Staff

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

- Contact Brant and the Service Coordinator requesting Case Resolution confirm date and time for the meeting; the regularly scheduled Case Resolution is held on the 4th Friday of each month
- The Service Coordinator will confirm with Contact Brant who will be invited to the Case Resolution meeting (e.g., youth/family, advocates/ support people identified by individual/family)
- ***4 days prior to the meeting***:**
Provide the Case Resolution Summary package along with the most recent Coordinated Service Plan to Contact Brant by e-mail.

Case Resolution Package:

Ask Contact Brant for the templates. Contact Brant can assist the Service Coordinator to ensure relevant information is included.

- Complete the *Summary for At Risk Case Resolution Review* and attach the most recent *Coordinated Service Plan*.
- OR**
- Complete the *Summary for TAY Case Resolution Review* and attach the most recent *Coordinated Service Plan* that will include the integrated Transition Plan.

AND

- Signed 'Consent' for Case Resolution

- 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 Service Coordinator 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 age 0 - 18 are responded to by the community when they are considered to have **complex support needs**. There are 2 types of reviews:

At Risk Reviews are for children and youth with immediate risks that require a coordinated community response. Additionally, when services have been exhausted, and the child/youth has a clinical recommendation for specialized supports to stabilize the situation, the Case Resolution review may consider Complex Special Needs Funding. In these cases, CPRI must complete a clinical review with each parent/guardian using the interRAI ChYMH tool.

Transitional Aged Youth Reviews ensure 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 their transition to community life. These youth will be reviewed at Case Resolution following their 16th birthday to identify their current support needs and preliminary transition plans. Another review after the youth's 17th birthday ensures a discharge plan from children's services supports the transition at age 18.

What to expect:

- A meeting with senior representatives from up to 12 Brant service agencies form the Case Resolution Team.
- Your worker will 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. This 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 should meet with your worker and discuss anything you want to say in the meeting. You do not have to speak if you do not wish to.
- The Case Resolution meeting will be about 15 - 30 minutes. You will be introduced to everyone on the Case Resolution Team. Since the Team has already read the package of information, you do not need to retell your story; however, the Team might ask you and your worker any clarifying questions. **You can provide any additional information or ask any questions.**
- Case Resolution meetings that review **transition plans for youth** with a developmental disability can only make recommendations for future supports; planning for adult services needs to be completed with Developmental Services Ontario.
- **Case Resolution 'at risk' reviews for Complex Special Needs funding can only make recommendations for supports to stabilize the situation through a clinical treatment plan for a short-term 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.**
- For 'at risk' reviews, the Case Resolution Team will meet in-camera to decide about the allocation of resources. They might 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 in our community.
- Contact Brant will write a Case Resolution Report that summarizes your situation and the meeting. Your worker will give you 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 Ganohkwasra Grand Erie District School Board HNHB Local Health Integration Network Lansdowne Children’s Centre McMaster Children’s Hospital Brokerage Services St. Leonard’s Community Services Woodview Mental Health and Autism Services MCYS Probation Services	
Other:	

Signature of Client/Guardian	Signature of Client/Guardian
Signature of Staff Receiving the Consent	Date