



## POLICY AND PROCEDURE MANUAL

**Section:** Access Coordination

**Policy:** CP 09

**Policy Date:** August 2022

July 2020; February 2020; August 2018; April 2018;  
February 2016; November 2014

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### RESIDENTIAL PLACEMENT ADVISORY COMMITTEE (RPAC)

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#### **POLICY**

**Contact Brant will coordinate the community Residential Advisory Placement Committee according to legislative requirements and Ministry guidelines.**

#### **PROCEDURE**

- 1.0 Contact Brant will coordinate the Brant RPAC review process. The roles and responsibilities of the Residential Advisory Placement Committee will follow the Child, Youth and Family Services Act; 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.
- 2.0 The RPAC will 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 for RPAC review.)
  - All placements at least once during each nine month period that the placement continues succeeding the initial review.
  - Every residential placement of a child 12 years of age or older who objects to the placement.
  - A child's placement when the Ministry refers such placement for an RPAC review.
- 2.1 Discretionary RPAC reviews may be conducted when there are no other available ways to support the review; the Resource Coordinator for clients suggested for discretionary reviews should facilitate discussion with the Case Manager around the option of Case Conferences as a means to bring together a broad representation of service providers to address the individual's needs. Case Resolution will address those cases that are hard to serve and where community resources have been exhausted.
- 3.0 The Chief Executive Officer will annually ensure there is a pool of RPAC members to draw from to meet the legislative requirements for meetings, including the following representation:
  - One Informed Citizen (Person who has demonstrated an informed concern for the welfare of children but is not employed by a Children's Transfer Payment Agency)

- One person engaged in providing Ministry-funded Child and Youth Services
  - One representative of a band or First Nations, Inuit or Metis community when the RPAC reviews a placement of an Indigenous child.
  - Note: Although legislation indicates one representative from the Ministry, the Regional Office has directed that this will be fulfilled by Contact Brant's presence at the meeting and subsequent reporting to the Ministry; the Resource/Service Coordinator chairing the RPAC will fulfill this role.
- 3.1 The Lead Resource Coordinator will provide orientation when a new member is recruited, or as needed.
- 4.0 An RPAC is initiated when Contact Brant receives notification from a service provider, which should occur within 7 days after a placement occurs, or while placements continue at least once during each nine month period succeeding the review. The Lead Resource Coordinator with the Resource/Service Coordinator who has the child on their caseload will coordinate the RPAC process. If no previous connection to Contact Brant has been made, a Resource/ Service Coordinator will be assigned to complete an intake prior to the RPAC meeting.
- 4.1 The Lead Resource Coordinator will flag in EMHware each case reviewed by RPAC for a nine-month follow-up RPAC to ensure that legislative requirements are met. If the child is discharged prior to the nine month period, the notice for the future RPAC will be deleted.
- 5.0 The Lead Resource Coordinator will assist the Resource/Service Coordinator:
- To confirm an RPAC meeting date (within 45 days of placement)
  - To prepare the RPAC package for the RPAC meeting
  - To identify who should be invited to the RPAC including the child/youth, parents/guardians, service providers including residential placement, and others relevant to the RPAC review.
  - To ensure appropriate consents are signed regarding invitees
  - To ensure the documentation is received by Contact Brant two days prior to the scheduled meeting
  - To inform Contact Brant of when discharge from the placement is pending or if an extension is planned.
- 6.0 The Lead Resource Coordinator will invite the RPAC Team members according to legislative requirements.
- 7.0 The Lead Resource Coordinator will ensure that sufficient copies of the client's RPAC package are prepared for the scheduled meeting and distributed to team members as they arrive at the meeting.
- 8.0 The Lead Resource Coordinator or alternate will Chair the meeting and will:
- 8.1 welcome the invited guests and review the domain of an RPAC review
- 8.2 ensure the child and family have been offered the choice as to whether they want to participate in the full RPAC meeting.

- 8.3 facilitate the meeting, ensuring that everyone who wants to speak has an opportunity including the child/youth's opinion regarding their placement, and ensuring the RPAC focus is maintained.
- 8.4 take notes for completion of the RPAC Report.
- 8.5 ensure the RPAC committee considers the following:
- 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 the placement inappropriate
  - 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, especially in recognition of the uniqueness of First Nations, Inuit and Metis cultures, heritages, and traditions.
  - RPAC cannot commit agencies to providing service; RPAC can support a referral regarding a type of service or the continuation of a current service
  - Identify the agency/person responsible for follow up on recommendations.
- 9.0 The Lead Resource Coordinator or Resource/Service Coordinator should ensure that the child/youth, parent/guardian, and service provider(s) are advised of the RPAC recommendations as soon as the review has been completed if they are not present at the RPAC.
- 10.0 The Lead Resource Coordinator will ensure that the RPAC Report, including recommendations and findings, is sent to the child/family, service coordinator and Ministry Regional Office within 10 working days. A copy will be attached in the client's EMHware file.
- 11.0 The Lead Resource Coordinator will document in EMHware – Contacts that an RPAC meeting was held by selecting the Activity List pick, "RPAC Mandatory" or "RPAC Discretionary".