

Child Welfare / Complex Needs Ad Hoc Consultation Brant Process Terms of Reference

Membership

The following agencies are members of the Child Welfare and Complex Needs Ad Hoc Consultation. Each agency will identify their key contact to receive notification of an Ad Hoc Consultation meeting – the key contact will then ensure the appropriate Senior Leader(s) to be their agency's representative(s) at the meeting.

- **Child and Family Services Grand Erie** - involved Child Welfare Agency
- **Contact Brant** – cross-sector Access, Community Information, Coordinated Service Planning, FASD Service Coordination, OAP Urgent Response Service
- **Lansdowne Children's Centre** – Children's treatment centre, Ontario Autism Program Provider, Developmental Services
- **Ogwadeni:deo** - involved Child Welfare Agency
- **St. Leonard's Community Services** – Crisis Services, Child and Youth Mental Health, Housing, Addictions
- **Willowbridge Community Services** – Child and Adult Developmental Services, Coordinated Service Planning Provider, Mental Health
- **Woodview** – Child and Youth Mental Health Lead Agency, Coordinated Service Planning Provider

Other Invitees as appropriate:

- Brant Haldimand Norfolk Catholic District School Board
- Grand Erie District School Board
- McMaster Children's Hospital, Child and Youth Mental Health Program - invite lead from the involved program i.e. 3G, Child/Youth Mental Health, OAP, DPR when involved
- Where the child/youth is Indigenous, an Indigenous provider (involved or potential)
- LGTBQ2S+, BIPOC providers based on the child/youth's identify
- Others involved with the child/youth (as required, for example Band Representative, and exceptional basis)

Purpose

The Ad Hoc Consultation meeting is not a clinical or child/youth/family level planning meeting; child/youth specific planning occurs outside of this process.

The Ad Hoc Consultation meeting is a **system level** meeting to ensure the following:

- Supporting children, youth and families that do not require the intersection of child welfare as no protection concerns exist

- Sharing of relevant information so that all parties have the same, most updated information
- Agreement on system-level next steps and process to be followed
- Inform strategies and recommendations that support collaboration and practice in order to reduce systemic barriers.

Any Member Agency of the Ad Hoc Consultation can initiate a meeting when one of the following scenarios are present:

- Situation is escalating (nearing crisis) and child welfare agency is concerned / has questions about community planning on behalf of a child/youth that they have deemed does not require admission to care
- Situation is escalating (nearing crisis) and community agency/agencies are concerned / have questions about child welfare involvement and/or query potential need for child welfare admission to care
- Situation is escalating (nearing crisis) on behalf of a child/youth involved with McMaster 3G Inpatient Program, or any other hospital service, where it involves a query of a child welfare nature OR the guardian is indicating that they are unable to have the child/youth return home due to their level of support need and current supports do not seem sufficient
- There are no child protection concerns identified by the child welfare agency that would result in the removal of the child from their home; however, the child/youth's needs are high and the current support/service plan does not provide sufficient supports, and further planning is required.

Process

Initiating the Meeting

- Any Member Agency of the Ad Hoc Consultation can initiate a meeting by contacting Contact Brant's CEO requesting a meeting
 - The initiating agency obtains consent wherever possible from the child/youth/family; where verbal consent has not been obtained, the consultation will be non-identifying which may limit the amount information that can be shared and impact discussions.
- Contact Brant manages the scheduling of the meeting and will send out an email notice to the Ad Hoc Consultation Membership contacts
 - Consultation occurs as soon as possible, ideally within 1-2 days
 - Each Member Agency contact will internally identify the appropriate Senior Leader(s) to attend the Ad Hoc Consultation meeting, and notify Contact Brant.

Meeting

- Consultation typically occurs via teleconference or videoconference
- The initiating party shares relevant information
- Other parties share relevant information especially regarding current service usage, waiting list information, experience with service system, etc.

- Clarification is provided; fulsome information is gathered, and next steps are identified - these can include:
 - Need for additional information
 - Need to explore potential appropriate services (working within existing service system and processes)
 - Coordination of services, effort etc.
 - Identify where Case Resolution is/may be required
 - Where the community stakeholders are concerned about imminent safety issues, short-term crisis interventions will be developed; Contact Brant will advise the Regional Office to identify the urgent situation and steps being taken and flag any systemic barriers.
- The Ad Hoc Consultation team may meet multiple times as required, ensuring all discussions conclude with a decision, action, or outcome.

Annual Review

The Executive Directors of the Member Agencies will meet annually to review the Ad Hoc Consultation process.