

## **Students under Continuing Custody Orders**

### **Data Collection Information for Public Schools**

#### **Quick Reference**

##### **Who is the data collected from?**

Data will be collected for student enrolments in the following types of facilities:

- Standard (regular, public) Schools
- Long Term Provincial Resource Programs
- Youth Custody/Residential Attendance Centres
- Continuing Education Schools
- Alternate Schools
- Ministry-Approved Distributed Learning Schools

##### **How will the data be collected?**

The contracted service provider for the Ministry of Education (EDUC) will obtain a data extract from MyEducation BC, and securely transfer the file directly to the Ministry of Children and Family Development (MCFD). Schools that do not use MyEducation BC are not required to prepare an extract from their student information services at this time.

##### **When will the data be collected?**

January 31, 2016, then annually, in the fall, following the September 1701 data collection.

##### **What will be collected?**

For individual students identified during the most recent enrolment as being under a Continuing Custody Order (CCO) within the student information services:

- Personal education number
- School number

##### **Why is this information being collected?**

As the legal guardian of a child under a Continuing Custody Order, it is MCFD's responsibility to inform school staff about a change in a child's circumstances. Schools are responsible for entering this information into their student information services for purposes of planning educational services. The purpose of this data extract is to measure the completeness of information in the student information services as an indicator of schools' access to this information.

EDUC, in partnership with MCFD, completed a Lean project in March 2015 to improve the process for schools to access information about students under a CCO. The improvements identified as a result of the project were: (1) a more collaborative approach between MCFD District Offices or Delegated Aboriginal Agency Offices and schools, (2) real-time information such that a school is informed as soon as possible that one of its students comes under a CCO, or a new CCO student arrives, and (3) on-demand reporting so schools can track educational achievement and identify a need for additional services.

As part of the project evaluation, MCFD will be assessing the completeness of CCO information in the student information service to confirm whether there has been improvement in thoroughness of CCO identification. To do this, MCFD will compare schools' records of students under a CCO with its client list to determine the proportion of MCFD clients accurately identified as "CCO" within student information services. This will provide a measure of the success of increased collaboration and the available real-time information. MCFD will then be able to ensure that field offices have provided complete lists of students under a CCO to the appropriate schools. We plan to repeat this evaluation annually each fall to confirm that students under a CCO continue to be identified over time, and to support ongoing process improvements.

*Does the Ministry of Education intend to use this information for any other purposes?*

The purpose of this collection is to support and monitor the streamlined processes for schools to access information about students under a CCO. As the student information system contract manager, EDUC is required to receive the information from the contracted service provider, and provide the file to MCFD. However EDUC will not be using the information for any other purpose.

*Why doesn't the Ministry of Education use this information to support the development of programs and services?*

EDUC and MCFD already exchange information under an existing Information Sharing Agreement. This agreement supports a collaborative approach to supporting all vulnerable children and their families, and helps to ensure that the minimum amount of personal and sensitive information necessary to deliver these supports is being shared.

Any changes to these processes will be communicated to the school districts and planned in partnership with MCFD.

### **Step by Step Procedures for the Collection**

1. Boards of education will endeavour to collect information about students' Continuing Custody Order status from the field office delegate (guardian) and enter the information into MyEducation BC.
2. Boards of education will submit this information to the Ministry of Education via an extract retrieved, by the Ministry of Education's contracted service provider, from MyEducation BC.
3. The contracted service provider will provide the CCO student list to EDUC (contract manager) by way of a secure data transfer site.
4. EDUC will then securely transfer the CCO student list to the director or a delegate designated under Section 91 of the Child, Family and Community Service Act.
5. The director will identify any CCO students not identified in MyEducation BC or associated with a school that is different from MCFD's records. The director will then determine whether there is a need to instruct MCFD District Offices or Delegated Aboriginal Agency Offices to contact the local school with updated information.

*How will the Ministry of Education know if communications between field offices and schools are improving?*

MCFD will keep EDUC informed when notifications go out to field offices, and the two ministries will continue to collaborate and support ongoing improvements in this area.

### **Legal Authorities for the Collection, Use and Disclosure of Student CCO Status**

<b>Activity Description</b>	<b>Purpose</b>	<b>Legal Authority</b>
A <b>Disclosure</b> by the designated director or delegate to Boards of Education	To ensure school boards have the information they require in providing the appropriate learning supports and services to students.	<a href="#">Child, Family and Community Service Act</a> Part 5, Section 79a Part 7, Sections 91 and 92
B <b>Collection</b> by Boards of Education	Boards of education (schools) require access to certain information about students registered in their facilities or programs, including their care status, to ensure the provision of appropriate learning supports and services.	<a href="#">The Freedom of Information and Protection of Privacy Act</a> Part 3, Division 1, Section 26 (c) and (e). Part 3, Division 1, Section 27 (1) and (1)(a).
C <b>Use</b> by Boards of Education	To inform the planning and delivery of learning supports and services to CCO students.	<a href="#">The Freedom of Information and Protection of Privacy Act</a> Part 3, Division 2, Section 32(a)
D <b>Disclosure</b> to the Ministry of Education by Boards of Education	To inform the planning and delivery of learning supports and services to CCO students.	<a href="#">The Freedom of Information and Protection of Privacy Act</a> Part 3, Division 2, Section 33.2 (a)
E Collection by Ministry of Education	To inform the planning and delivery of learning supports and services to CCO students.	<a href="#">The Freedom of Information and Protection of Privacy Act</a>  Part 3, Division 1, Section 26 (c) and (e) Part 3, Division 1, Section 27 (1) (b)  School Act Ministerial Order M14/91
F Use by Ministry of Education	To inform the planning and delivery of learning supports and services to CCO students.	Part 3, Division 2, Section 32(c)

G	Disclosure by the Ministry of Education to the designated director via its service provider	To assist the director in ensuring that the director's delegates located in MCFD District Offices or Delegated Aboriginal Agency Offices have provided the most complete information about students under CCOs to schools.	Part 3, Division 2, Section 33.1(1)(e.1)(i) Part 3, Division 2, Section 33.2 (a)
H	Disclosure by the designated director or delegate to Boards of Education (see A)	To ensure school boards have the information they require in providing the appropriate learning supports and services to students.	<a href="#">Child, Family and Community Service Act</a> Part 5, Section 79a Part 7, Sections 91 and 92

For information on acceptable information sharing related to students under CCOs, please see the Joint Educational Planning and Support for Children and Youth in Care: Cross-Ministry Guidelines:

[http://www.bced.gov.bc.ca/specialed/joint\\_educational\\_planning\\_and\\_support\\_for\\_children\\_and\\_youth\\_in\\_care.pdf](http://www.bced.gov.bc.ca/specialed/joint_educational_planning_and_support_for_children_and_youth_in_care.pdf)

**If you need assistance**

Technical questions about the CCO data collection should be directed to your district contact person, or: Julie Labelle, Knowledge Management Branch, Phone (778) 679-7200 or via email at [julie.labelle@gov.bc.ca](mailto:julie.labelle@gov.bc.ca).

Questions about programs for vulnerable students should be directed to: Renee Wentland, Phone (250) 886-6883 or via email at [renee.wentland@gov.bc.ca](mailto:renee.wentland@gov.bc.ca).