

Ministry of Children and Family Development

**Proposed Policy Change**  
**Child and Family File Transfer Policy and**  
**Joint Child and Family File Management Policy**  
**April 4, 2023**

**Change Description**

Two proposed policies (Child and Family File Transfer and Joint Child and Family File Management) and two accompanying Roles and Responsibilities Forms based on the Aboriginal Policy and Practice Framework, have been developed to replace the *Practice Directive: Case Transfer and Joint Case Management*.

The proposed policies are streamlined to clarify procedures and documentation requirements when a child and family are receiving services under the *Child, Family and Community Services Act*, and responsibility for providing those services is:

- transferred between geographic areas within British Columbia, or
- shared between two or more geographic areas within British Columbia

This is intended to ensure responsibility for providing services to the child and family is clear, preventing service disruptions or delays. The proposed policies include procedures for:

- When files involve domestic violence, and other situations of immediate risk;
- The dispute resolution process and timelines, when two or more service areas are not in agreement;
- key activities and responsibilities for the delegated workers involved;
- reciprocal services between service areas when it is not in a child's best interest to transfer a file; and
- making the decision to end joint service provision.

The accompanying Roles and Responsibilities Forms will assist in outlining workers specific roles, responsibilities, plans and actions.

**CONTACT US**

Feedback on these two new policies will be accepted until **May 9, 2023**.

For more information or to provide feedback:

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