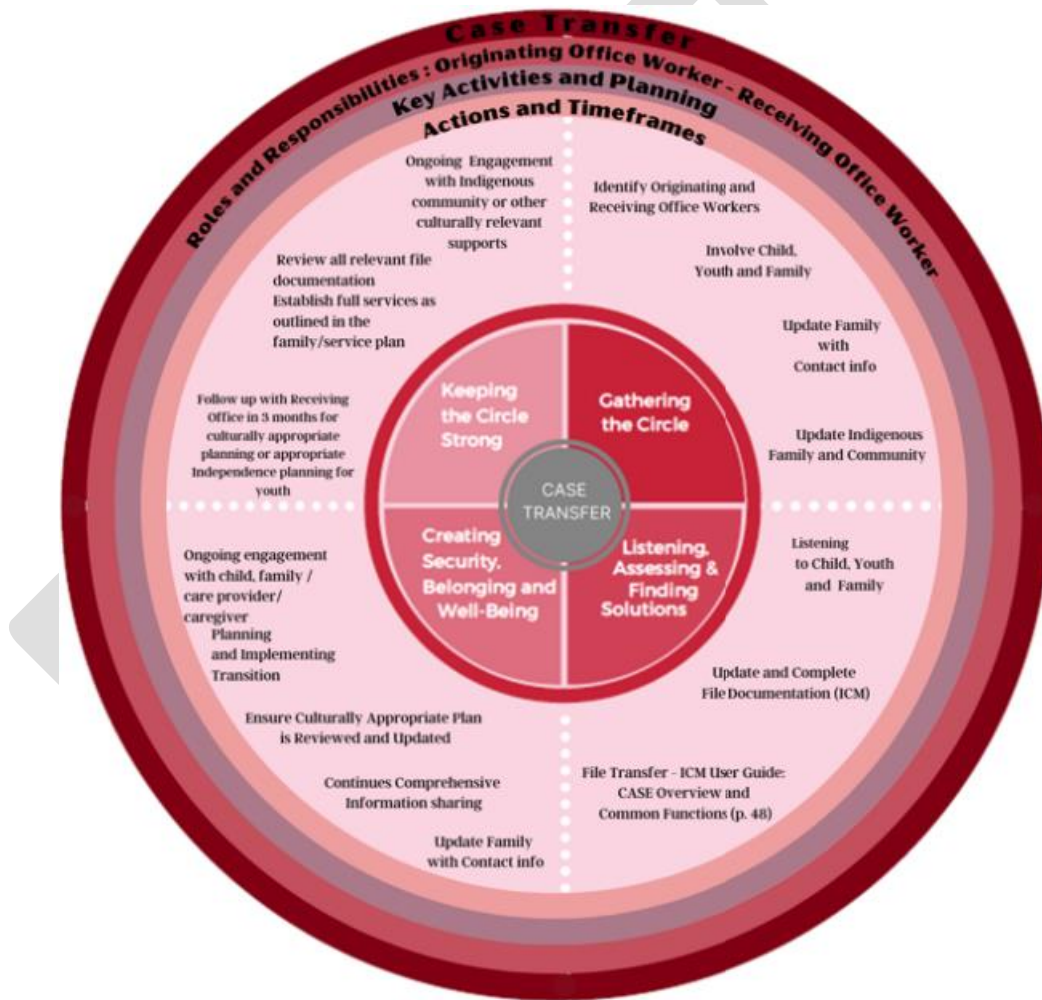


# DRAFT FOR REVIEW

## Policy Procedures for Child and Family File Transfer: Activities, Roles, and Responsibilities

*Ensuring Full Information Sharing & Inclusion in File Planning Meetings is Key to Success*

"...strengthening RELATIONSHIPS THROUGH SHARING, collaborating AND STRIVING FOR COMMON understanding...". The Circle process ensures the right people are brought together to collectively plan, make decisions, and commit to actions to ensure the well-being of Aboriginal children, youth, families, and communities (*Aboriginal Policy and Practice Framework*)



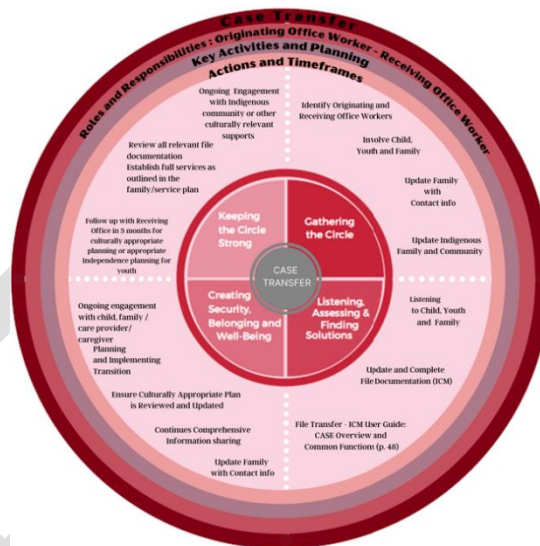
# Policy Procedures for Child and Family File Transfer: Activities, Roles, and Responsibilities

**Ensuring Full Information Sharing & Inclusion in File Planning Meetings is Key to Success**

## Responsibilities of the Originating Office Worker:

Within two days contacts receiving, office worker to fully brief and develop a plan for file transfer as outlined below. Discuss the provision of service to the family and the plan to keep the child/youth safe, including culturally safe.

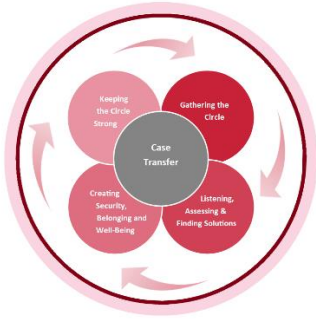
- Prepare for file transfer by involving child, youth, and family in discussion
- Provide child/youth and family with contact information for workers/service providers in new service area
- Update electronic and physical file documentation
- Collaborate with receiving worker to ensure a culturally appropriate plan has been reviewed/updated within the last 3 months for children/youth in care
- Collaborate with receiving worker to ensure a culturally appropriate plan for independence has been reviewed/updated within the last 3 months for a youth in a Youth Agreement
- Complete transfer recording, refer to the [ICM User Guide](#): CASE Overview and Common Functions (p. 48)
- Ensure that all physical filing has been collected and filed as appropriate in the physical file, including loose notes and emails



## Responsibilities of the Receiving Office Worker:

- Review all available and relevant file documentation
- Provide necessary services immediately
- Establish full services as outlined in the family/service plan

Child and Family File Transfer requested date:	Child and Family File Transfer accepted date:
Originating worker's name and office code:	Receiving worker's name and office code:
Team Leader:	Team Leader:
Director of Operations:	Director of Operations:



Key Activities	PLAN	ACTION	Identify Worker Originating Office Worker Receiving Office Worker	Review Date for Cultural and Independence Plans

DRAFT