

Screening and Assessment of Caregiver in Contracted Agencies Policy Frequently Asked Questions

Q1: Where do I find the policy?

The [policy](#) is located on the MCFD Internet site under Featured Topics: Information for Contracted Service Providers and MCFD's iConnect on the Contracted Agency Policies page.

Q2: What is new in this policy?

The MCFD Centralized Services Hub (The Hub) now conducts the consolidated criminal record check (CCRC) and child welfare check on all prospective caregivers.

Caregivers hired prior to the implementation of this policy will undergo a child welfare check and a CCRC check at their three year CCRC renewal date. Only the CCRC must be completed every three years during a caregiver's term of employment. Contracted Agencies are responsible to alert The Hub when their caregivers are up for CCRC renewal. Should an agency have questions around this process, they are to contact their Hub liaison worker.

The Hub will provide contracted agencies either: a "screened in" response advising that the agency can proceed in assessing a prospective caregiver to provide care to children in care; or a "screened out" response in which the applicant may not provide care to children in care.

Prospective caregivers and caregivers due for their three year CCRC renewal must complete the following consent forms at the agency they are applying to / working at:

- Contracted Agency Caregiver Screening Consent for Disclosure of Criminal Record Information (CF0622B) and
- Contracted Agency Screening Consent for Prior Contact Check (CF0623B) - completed at the first three year renewal date for CCRC.

The consent forms are available in the service provider portal and on the MCFD iConnect forms page.

Q3: Who conducts the *Criminal Records Review Act (CRRA)* Check?

The Agency conducts the CRRA check upon making the decision to hire a prospective caregiver.

Q4: Does this policy apply to caregivers previously hired by contracted agencies?

Yes, this policy applies to all current and prospective caregivers. Contracted agencies must ensure that they have received a "screened in" approval by the Hub, and complete the required assessments (as outlined in the policy) prior to hiring or retaining a caregiver.

Caregivers already working in agencies prior to this policy's effective date do not need to provide an out of jurisdiction criminal record check when they are screened by the Hub.

Q5: Who is the contact for questions regarding the applicability of the policy?

If contracted agencies have further questions, they can contact Alison Stancil, Senior Policy Analyst, at Alison.Stancil@gov.bc.ca

Q6: Does this policy apply to respite and relief caregivers?

It depends. If a caregiver provides respite care only for children who are **not in care** under the *Child, Family and Community Service Act*, then the policy **does not apply**. However, if the caregiver provides relief care for **even one child in care**, the **policy applies** and the caregiver must be assessed and approved accordingly.

Respite care is defined as the provision of out-of-home care for a child overnight to provide a **parent**, with whom there is a support agreement, a rest from giving daily care to the child.

Relief care is defined as the provision of in-home or out-of-home care overnight for a **child in care** to provide the **caregiver** periods of rest from giving daily care to the child. Care provided to a child for less than 4 hours in a 24 hour period is typically not considered to be respite or relief care and the provider would not typically be considered a caregiver.

Some agencies use the terms relief and respite interchangeably, whether your agency calls it respite or relief, the bottom line is that the policy and standards apply to any caregiver who provides day-to-day and/or overnight care for a **child in care**.

Q7: Who is included in the definition of “adult with significant and unsupervised access to a child” for whom a criminal record check must be conducted?

Significant and unsupervised access applies to individuals aged 19 years of age and over who are visiting/staying overnight for more than 30 days in the home where the child lives, and anyone in an intimate partner relationship with the prospective and or approved caregiver who visits regularly and/or stays in the home where the child lives overnight or for extended periods of time. Roommates of the caregiver and boarders are also included.

Q8: Is it necessary to address the entire list of topic areas in the policy when completing an assessment of a prospective caregiver intended to work in a staffed residential resource?

Yes, all of the topics areas identified in the policy must be covered.

Q9: Is it necessary to visit the home of a prospective caregiver if the caregiver will not be caring for children in their own home (e.g. staffed facilities)?

Visits to the prospective caregiver's home are not necessary if the caregiver works exclusively in staffed residential facilities, or if the caregiver provides hourly respite/relief in the child's home. A criminal record and child welfare screening by the Hub of the caregiver and an assessment of their ability to care for children, through the use of interviews and questionnaires, is required.

Q10: Do prospective caregivers applying to work in a staffed residential resource obtain a medical opinion as part of their assessment prior to being hired?

No. The requirement to obtain a medical opinion as part the assessment process is only for prospective caregivers who will be providing care to children in care, in a sub-contracted family care homes.

Q11: What is the policy regarding pets in the home?

When interviewing a prospective caregiver and conducting a home visit, the agency is asked to ensure that the prospective caregiver has the ability to respond to a child's health and behavioural needs by providing a safe, nurturing, respectful, and healthy environment for the child. This includes ensuring that there are not animals in the home that could pose a risk to the child's safety or health due to the animal's behaviour or characteristics (e.g., dangerous breeds or exotic pets) and/or by aggravating a child's health condition.