



SHSS Care Circle & SHSS Service Plan

Establishing and Convening the SHSS Care Circle is the act of identifying and bringing together the SHSS Care Circle to inform and coordinate planning for children or youth residing in an SHSS placement. The SHSS Care Circle is convened in a respectful, culturally safe, trauma informed and developmentally appropriate manner.

All children and youth residing in Specialized Homes and Support Services will have a unique SHSS Service Plan. The SHSS Service Plan helps the SHSS align to a vision of holistic child and youth development and empowers SHSS service providers to carefully consider each child or youth's needs.

Step 1:

Primary Professional establishes the membership of the SHSS Care Circle, and documents the membership in the CS Case, including rationale for why individuals are/are not included in the SHSS Care Circle.

Consider ways to align with existing care circles where possible.

- Membership consists of:
- child/youth;
- child/youth's guardian;
- Indigenous community/representative;
- child/youth's Primary Professional;
- SHSS Service Provider;
- Resource Worker
- Others, as appropriate (The Primary Professional must approve requests for any new members)

The SHSS Referral Document is important in the establishment of the SHSS Care Circle and the SHSS Service Plan.



It is important to be aware of the power imbalance that a child or youth, and their family, may experience when the circle responsible for their planning is mostly professionals. Ensuring that other key people in a child or youth's life, who are not professionals, contribute to their planning is a fundamental principle of the SHSS Care Circle. For this reason, policy states that **at least two people in the SHSS Care Circle should be adults in the child or youth's life who are not professionals involved with their care and services, and who have a strong understanding of their strengths and needs.**

The SHSS Referral Document



The SHSS Referral Document contains key information that supports the SHSS Service Provider to collaboratively develop the SHSS Service Plan. Complete, up to date, and accurate information is key and essential to meaningful planning for the child/youth during their SHSS placement. The information should be current and should highlight and build upon the child/youth's strengths and needs in order for the SHSS Care Circle to set goals and strategies with a focus on the child/youth's potential, rather than their limitations. Information in the SHSS Referral Document will be used by the Service Provider to draft the SHSS Service Plan, therefore it is important for the Primary Professional to use culturally safe, trauma informed, respectful and strength-based language when providing information about a child/youth. Refer to [A Call to Action: Destigmatizing Language](#) for support in using child-centered, person-first, identity-first, and destigmatizing language. (link to SHSS Ref Doc sample)

When completing the SHSS Referral Document (CF4117) the Primary Professional indicates who is a part of the child/youth's SHSS Care Circle by checking the "SHSS Care Circle Member" box that appears with each member of the child/youth's relationship/support network that is auto populated from ICM.

In the context of providing SHSS service to an Indigenous child/youth, if the child/youth is not placed with a member of their family in accordance with paragraph 16(1)(a) or (b) of the Federal Act, to the extent that doing so is consistent with the best interests of the child, the child/youth's attachment and emotional ties to each member of their family are to be promoted.

Ensure that the relationship/support network on ICM is up to date. This will reduce the number of contacts that may need to be added or removed as part of the SHSS Referral Document development. Not everyone in the child/youth's relationship network would be in their SHSS Care Circle (step-siblings, ex-boyfriend, etc.).

Once the SHSS Referral Document is complete the Primary Professional will add the Resource Worker to the coverage team on the child/youth CS Case to enable the Resource Worker to complete the placement.

Step 2:

Service Provider convenes the SHSS Care Circle and develops the SHSS Service Plan.



The SHSS Care Circle can be attended virtually or in person.

The Service Provider brings together the SHSS Care Circle **within 72 hours of placement.**

The exception is in Emergency Care where the Primary Professional convenes the SHSS Care Circle within 48 hours of the child/youth being placed.

The SHSS Referral Document will provide the SHSS Service Provider with key information that is needed for the development of the SHSS Care Circle and SHSS Service Plan. Complete, up to date, and accurate information in the SHSS Referral Document is an essential component of establishing meaningful planning for the child/youth during their SHSS placement.

If the SHSS Care Circle cannot be convened within the first 7 days of placement, the SHSS Service Provider will notify the Primary Professional and submit an Initial SHSS Service Plan based on the SHSS Referral Document.

Bringing together the SHSS Care Circle and completing the SHSS Service Plan should be done in alignment with the:

[Aboriginal Policy and Practice Framework \(iConnect, gov.bc.ca\)](#)

- Gathering the Circle of the Child/Youth, Family, and Indigenous Community/Communities
- Listening, Assessing and Finding Solutions
- Creating Security, Belonging and Well-Being
- Keeping the Child, Youth, or Family's Plan Strong

[Policy 1-1 Restorative Practice Guide \(.pdf, gov.bc.ca\)](#)

- [CYSN Restorative Practice Guide](#)

Step 3:

Support and develop the SHSS Service Plan with the SHSS Care Circle.

Within 2 days of the child/youth's transition into the home, the Service Provider begins development of the SHSS Service Plan with the collaboration of the SHSS Care Circle. The SHSS Service Plan is completed and submitted to the Primary Professional within 7 days of the child/youth's placement.



The SHSS Care Circle can be attended virtually or in person.

The SHSS Care Circle is convened in a respectful, culturally safe, trauma informed and developmentally appropriate manner.

Existing Plans

A child or youth might have additional pre-existing plans, such as a Care Plan, a CYSN My Support Plan, or a Youth Transition Plan. Each of these plans serve important functions in supporting the child/youth. The SHSS Service Plan is essential as it guides the day-to-day care delivered to a child or youth residing in an

Responsibilities of a caregiver in a child/youth's existing plans will naturally form part of the SHSS Service Plan. For children and youth in-care, the MCFD Care Plan is their primary planning document and may aid in the development of the [SHSS Service Plan](#).

Reviewing plans and assessments such as a child/youth's Care Plan, Individual Education Plan (IEP), assessments, medical information, and others, can support the development of the SHSS Service Plan.

When drafting the SHSS Service Plan, it is important that the Service Provider use:

- Current information
- Culturally safe, trauma informed, respectful, and strength based language

Service Providers should refer to the following resources for information and guidance: [A Call to Action: Destigmatizing Language](#).

Step 4:

Approval of the SHSS Service Plan.



- Within 7 days, the Primary professional will receive the SHSS Service Plan in the Placement Management tab on ICM (sent via the Specialized Services Portal).
- The Primary Professional confirms that the SHSS Service Plan is:
 - accurate and aligned with the child/youth's other plans
 - contains at least one goal, with accompanying strategies, in each of the four domains
 - uses language in the About Me section, and throughout, that is culturally safe, trauma informed, respectful, and strength based
- The Primary Professional will approve the SHSS Service Plan in ICM. If changes are needed, the SHSS Service Plan is “rejected” and the Primary Professional and/or the Resource Worker will consult with the Service Provider regarding needed amendments.

Please see the Quick Reference Guide [QRG-SHSS-Service Plan](#) for instructions on accepting/rejecting the SHSS Service Plan in ICM.

Step 5:

Reviewing and Maintaining the SHSS Service Plan

Ongoing SHSS Care Circle Meetings are convened:

- Monthly for Specialized Long Term Care and Low Barrier Short Term Stabilization Care
- Once per stay (to a maximum of once monthly) for Respite Care
- Twice Monthly for Emergency Care

Refer to [MCFD Staff Operational Policy for SHSS for](#) more information on the frequency of SHSS Care Circle meetings and SHSS Service Plan updates.

SHSS Service Providers will review progress toward goals with the child/youth and the SHSS Care Circle. They will also provide monthly check in information on the child/youth's experience in the resource. This information is reviewed at SHSS Care Circle meetings and informs ongoing planning.