

# SHSS Care Circle & SHSS Service Plan

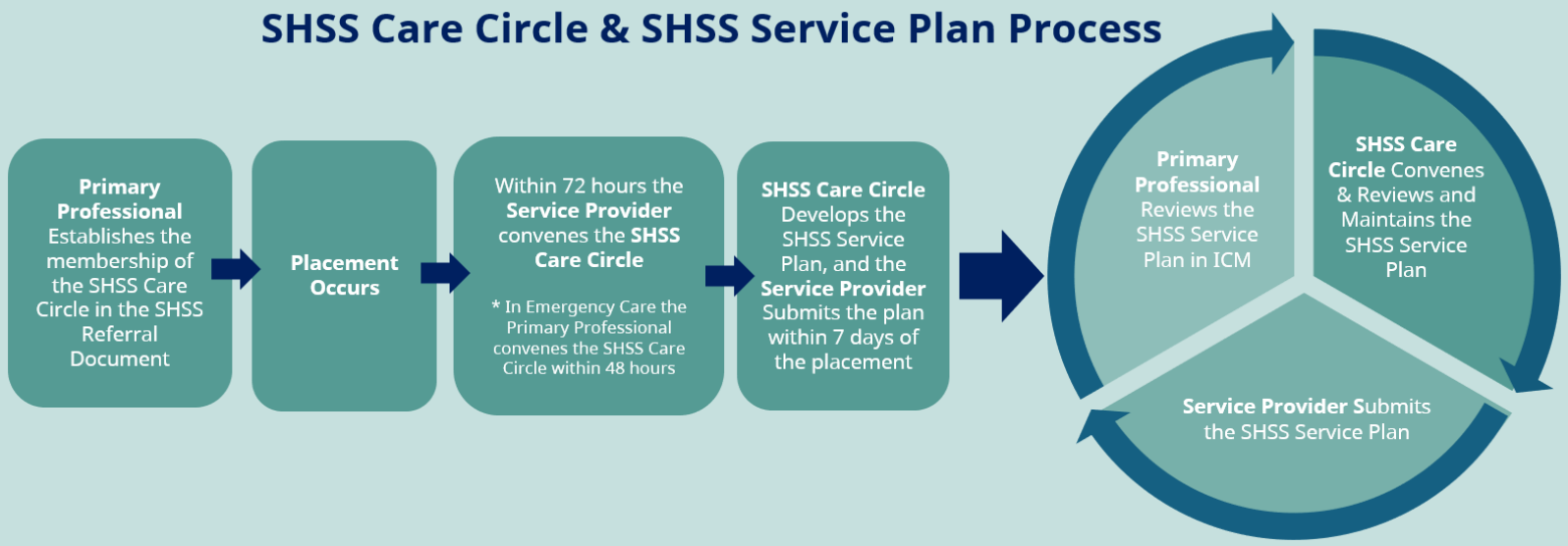


The SHSS Care Circle is a group of people that includes a child or youth along with trusted individuals who understand their strengths and needs.

The SHSS Care Circle meets regularly and informs and coordinates planning for a child or youth residing in an SHSS home, including supporting the development and ongoing review of the SHSS Service Plan.

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.

## SHSS Care Circle & SHSS Service Plan Process



## Step 1: Primary Professional Establishes Membership of the SHSS Care Circle

SHSS Care Circle Membership consists of the:

- 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 Primary Professional will:

- ✓ Consider ways to align with existing care circles where possible.
- ✓ Document SHSS Care Circle Membership on the CS Case. Including rationale for why individuals are/are not included in the SHSS Care Circle.
- ✓ Ensure that the relationship/support network on ICM is up to date prior to generating the SHSS Referral Document. This will reduce the number of contacts that may need to be added or removed in the SHSS Referral Document. Not everyone in the child/youth's relationship network will be in their SHSS Care Circle (step-siblings, ex-boyfriend, etc.).
- ✓ Outline who is part of the SHSS Care Circle on the SHSS Referral Document.

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

## The SHSS Referral Document

The SHSS Referral Document contains key information that supports the SHSS Service Provider to collaboratively develop the SHSS Service Plan.

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 to begin to draft the About Me section of the 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

Primary Professionals will ensure that the SHSS Referral Document:

- ✓ Contains complete, up to date, and accurate information about the child/youth. This is essential to meaningful planning for the child/youth during their SHSS placement.
- ✓ Contains current information and highlights the child/youth's strengths and needs. This helps the SHSS Care Circle to set goals and strategies with a focus on the child/youth's potential, rather than their limitations.



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.**



- ✓ Contains culturally safe, trauma informed, respectful and strength-based language. Refer to [A Call to Action: Destigmatizing Language](#) for support in using child-centered, person-first, identity-first, and destigmatizing language.
- ✓ Contains the members of the child/youth's SHSS Care Circle. This is completed 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.

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.

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.

## Step 2: Service Provider convenes the SHSS Care Circle



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.**

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.

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

The SHSS Care Circle is convened in alignment with the [Aboriginal Policy and Practice Framework](#), ensuring a safe environment for the child/youth and all participants to speak openly, share concerns, and contribute to planning.

Convening the SHSS Care Circle includes determining, in collaboration with SHSS Care Circle who will guide each meeting. Unless otherwise agreed upon by the SHSS Care Circle, this responsibility typically rests with the Primary Professional (SHSS Emergency Care) or the Service Provider (SHSS Long Term Specialized, Low-Barrier Short-Term Stabilization, or Respite Care).

The SHSS Care Circle will

- ✓ Work collaboratively to develop the goals and strategies in the SHSS Service Plan.



- ✓ Review and discuss the need for Child Specific Additional Support Requests (ASR). Any discussion about costs related to an ASR will occur separately between the Service Provider and the Director, outside of the SHSS Care Circle meeting.
- ✓ Child Specific ASRs are documented in the SHSS Service Plan. Review the [Additional Support Request](#) Job aid for further information.

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

- 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
- [Aboriginal Policy and Practice Framework \(iConnect, gov.bc.ca\)](#)
- [Policy 1-1 Restorative Practice Guide \(.pdf, gov.bc.ca\)](#)
- [CYSN Restorative Practice Guide](#)
- [Trauma-Informed Practice Guide \(.pdf, gov.bc.ca\)](#)

### Step 3: SHSS Care Circle develops the SHSS Service Plan

Within 2 days of the child/youth's transition into the home, the Service Provider in collaboration with the SHSS Care Circle begins development of the SHSS Service Plan.

The SHSS Service Plan:

- Supports the overall development of children and youth, guiding Service Providers to meet each child's or youth's needs.
- Is designed to drive consistency in planning, practice, reporting and accountability.

Refer to the [SHSS Service Plan Guidelines](#) for guidance and support.

The SHSS Service Plan is completed and submitted to the Primary Professional within 7 days of the child/youth's placement.

The SHSS Service Plan must contain:

- Current information about the child/youth.
- Culturally safe, trauma informed, respectful, and strength-based language.
- The expressed words of the child/youth and goals in the first person. If a child/youth is unable to express their own goals, the Parent/Guardian or their Primary Professional can provide language for the goals.



- Goals or strategies that reflect the need for Child Specific Additional Support Requests

Note: If the child/youth is living in a home with Additional Service Capacity, the SHSS Service Plan must include at least one *Social Emotional and Day-to-Day Wellness* goal that supports the child/youth's safety, comfort, and physical and emotional well-being while living with three or more children/youth. The SHSS Service Plan may also outline any planning and interventions in place to address increased environmental and interpersonal risks.

### 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 SHSS home.

**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.

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

When a child or youth leaves an SHSS placement, Primary Professionals and Resource Workers must follow up with the Service Provider to ensure the SHSS Service Plan is completed.

- **If the placement ends within 7 days:** the SHSS Care Circle will have met, and a draft SHSS Service Plan must be created.
- **If the placement ends after 7 days:** the SHSS Care Circle will have met, and the Service Provider must submit the SHSS Service Plan to the Primary Professional for review.

## Step 4: Primary Professional Reviews the SHSS Service Plan

Within 7 days, the Primary Professional will receive the SHSS Service Plan in the Placement Management tab on the child/youth CS case in 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 that is culturally safe, trauma informed, respectful, and strength based.

If the Primary Professional approves of the plan, they will click the "approve" button in ICM.

If the Primary Professional does not approve the plan, they will click the "reject" button in ICM. The Service Plan status will change to rejected. The Primary Professional and/or the Resource Worker will consult with the Service Provider to discuss the required changes. The Service Provider will clone the plan and make the required changes and resubmit.

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

## Step 5: SHSS Care Circle continues to Review & Maintain the SHSS Service Plan

SHSS Service Plans are reviewed each time the SHSS Care Circle convenes.

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.
- Within 48 hours of the child/youth's transition into SHSS service for Emergency Care and then bi-monthly (twice a month) and at the child/youth's transition-out of 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.

The SHSS Service Plan will automatically close 10 days after the child/youth's SHSS placement ends. Please ensure Service Providers have completed all edits to the SHSS Service Plan prior to the end date of the placement.

