

**SUMMARY: FILE REVIEW  
Of the Death of a Youth Known to the Ministry**

**A. INTRODUCTION**

The Ministry of Children and Family Development (the ministry) conducted the File Review (FR) to examine the case practice provided to the subject youth (the youth).

**B. TERM(S) OF REFERENCE**

1. Were guardianship and planning responsibilities carried out consistent with the expectations outlined in legislation, policy, and practice standards?
2. Were guardianship services provided in collaboration with Youth Justice Services and Child and Youth Mental Health Services?

**C. BACKGROUND SUMMARY**

The ministry had longstanding involvement with the youth and family due to concerns of parenting capacity and high risk activity. The youth was Aboriginal and had been in the continuing care of the ministry for many years at the time of death.

**D. FINDINGS**

1. Guardianship services and responsibilities were not fully carried out in accordance with legislation, policy and practice standards. The youth had access to supports to assist with physical, cultural, and social needs. Treatment related to medical, psychological and behaviour issues were not entirely aligned with policy and practice standards in that more specialized service could have been offered. When behavioral issues arose, ongoing attention and monitoring could have been more rigorous. There was limited documentation related to assessments associated with the youth's high risk lifestyle and planning for independence.
2. Guardianship services were provided in collaboration with Youth Justice Services, Child and Youth Mental Health Services, and the caregiver. Referrals to the above service providers were appropriate and timely.

**E. ACTIONS TAKEN TO DATE**

1. All delegated staff received training on The Good Recording Guide. The training covered best practices in documentation in:
  - o the Integrated Case Management system;
  - o case notes;
  - o assessment tools and plans; and,
  - o opening, review, and closing recordings.
2. All delegated staff received training on reportable circumstance notifications. This training covered: categories and definitions of reportable circumstances; how to complete and submit a reportable circumstance template; and, informing a child's family of a reportable circumstance.
3. All guardianship social workers received training on completing care plans. This training covered: guardianship social workers' role and mandate; assessment and planning domains; Care Plan Guide to Conversations; and, Assessment/Planning for Young People Involved with Youth Justice Services.
4. The guardianship team leader attended the Youth Services Workshop. This workshop covered: barriers to serving youth; the importance of matching resources to assessed and emergent needs; how to inform Centralized Screening about a high risk youth; planning beyond the crisis; and, effective use of interdisciplinary case conferences. This information was also shared with the guardianship social workers.
5. Following the Youth Services Workshop, the agency created a Youth Services Toolkit for all guardianship social workers. The toolkit included the: Independence Planner; Plan for Independence Worksheet; AYA Screening Form; AYA Application Form; Important Items for Living on Your Own document; Youth Engagement Toolkit; This is Me document; An Elephant in the Living Room document; Preventing Youth Suicide - A Guide for Practitioners; We are Family document; Children Rights in Practice; Cultural Plan Guide; Care Plan User Guide; Guide to Conversations; Good Recording Guide; and, copies of all handouts provided at the workshop.
6. All guardianship workers received training on completing the Independence Planner.

## **F. ACTION PLAN**

1. The agency provides training to all guardianship social workers on collaborative planning for youth with special needs transitioning to adulthood.
2. The agency offers training to all caregivers on Fetal Alcohol Spectrum Disorder, including best practices in behavioral management.

**The review was completed in April 2017. The above action plan is due for full implementation in December 2017.**