

Service Planning

Purpose *Planning processes for children and families will be in place to enhance goals based on the logic model and outcomes for Family Support Services.*

Policy Statement *Children or families applying to receive services will have an initial needs assessment completed following the intake meeting. The initial needs assessment is completed to determine the type of service that will benefit the child or family.*

Services will be based on what is referred and provided through the funding body (e.g. FSCD) and what is being requested by the family.

Within 30 days of service provision, a service plan will be completed that will include goals, strategies, timelines for review and indicators of success for each child/family. The service plan will be reviewed at least every six months from that point forward. The child, guardian, FSCD worker, family, Aboriginal Resource Worker (if applicable) and any internal or external support persons will have opportunity to be involved in the development, review, and implementation of the service plan.

A copy of the service plan will be distributed to the guardian and FSCD worker. The original will be placed on the child's main file.

Program Area:	Family Support Services					Page:	1 of 1
Section:	Services	A	May 29/14				
Sub-section:	Entry Exit						

Service Planning

1. The Coordinator will complete a service plan based on the information received from the referral, application process, intake meeting and initial needs assessment. This will take place within 30 days after the child has been accepted into services through the Placement Committee.

2. The service plan will have goals that relate to service provision such as:
 - Community Inclusion
 - Respite
 - FunTimes
 - T2A
 - Personal Care Support
 - Extra-Ordinary Childcare
 - Behavioral Supports
 - Developmental Supports
 - Employment Supports

3. Each goal will have family strategies, staff strategies, indicators of success and a timeline to review the service plan.

4. Services will begin after the service plan has been approved by the Guardian.

5. In order for behavioral or development service plans to take affect they must be approved by the FSCD caseworker.

6. Copies of the Service Plan will be provided to the Guardian and the FSCD caseworker.

Program Area:	Family Support Services						Page:	1 of 1
Section:	Services	A	May 29/14					
Sub-section:	Entry Exit							