

## 1. STATUTORY AUTHORITY

*Child, Family and Community Service Act, Section 93*

## 2. OBJECTIVES

- To assist service providers, families and Ministry staff to provide effective services for eligible children with special needs living in their homes and communities.
- To enhance and support community integration for eligible children with special needs and their families.

## 3. DESCRIPTION

The Ministry may contract for specialized support services to be provided for specified periods of time by qualified professionals. Such services may include but are not limited to the following:

- Assessment of the state, condition and/or functional level of a child with special needs;
- Assessment of the type(s) and amounts of service required, and related recommendations;
- Training, counselling, public awareness and/or support for caregivers, families, children or Ministry staff and related liaison with other community contacts and/or professionals.

Professional Support should support the use of other family support services described in this section. CYSN Managers may contract for these services on an as needed or an on-going basis.

## 4. ELIGIBILITY

For eligibility information, see the Eligibility for Family Support Services Policy

## 5. PROCEDURES

### 5.1 Service Approach

#### 5.1.1 Use Prior to Other Services

Professional Support may be used in order to assist Ministry staff to determine what family support or other services may be appropriate and/or available.

When used in this way, this is a child-specific, time-limited service. It should be explained that information and recommendations arising from such an assessment are used to assist in making decisions in partnership with families, caregivers and other professionals involved. Actual referrals and approval for services will be done by Ministry staff based on existing budgets.

#### 5.1.2 Use in Conjunction with Family Support Services

Professional Support may be used to support the participation of a child and family in one or more of the family support services described elsewhere in this section. When used in this way, the service is usually child-specific. The initial provision of services is often time-limited, but

consultation, program planning, training, support and/or demonstration of techniques may be provided on an as-needed intermittent or on-going basis.

### 5.1.3 Use in Non-Child-Specific Circumstances

Professional support may be provided to service providers for purposes not specific to a particular child.

Services may include the following:

- One-time only training for staff or caregivers about particular approaches or updated techniques for working with children with special needs;
- On-going training or consultation for staff of agencies providing family support services;

When used this way, services are not child specific, and may be provided on a time-limited, one-time only, on-going or as-needed basis.

## 5.2 Service Limitations

This program is not intended to relieve caregivers and service providers of their responsibility to hire the best qualified staff available within the limits of funding provided through the various family support programs for children with special needs described elsewhere in this section.

Professional Support should support, not duplicate, services available through other agencies or programs. Staff should ensure that Professional Support are not used to provide therapies or specialized treatments, which fall within the mandate of other branches of the Ministry. Before using Professional Support funding for assessments, staff should ensure that such services do not fall under the mandate of public health units, mental health centres, the Medical Services Plan, or other programs of the Ministry of Health or other Ministries.

Children and Youth with Special Needs Support Workers (CYSN SW) are responsible for identifying the need for Professional Support and making recommendations to the Team Leader. Team Leaders may approve the use of Professional Support.

## 5.3 Contracting Procedures

Under the CF&CS Act, the Ministry has statutory authority to purchase services by means of contracts. The “Core Policy and Procedures Manual” at [www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/CPMtoc.htm](http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/CPMtoc.htm) can be used in initiating contracts. Services are purchased by CYSN Managers or delegates on a contract basis from an agency.

CYSN Managers or delegates are responsible for signing contracts and modification agreements. Team Leaders are responsible for recommending new contracts and modification agreements. The Client Services Agreement and the Component Schedule Agreement should be used. These are Non RAP contract templates. The contractor must have a written agreement with each family regarding the provision of services.

## 5.4 Payment Procedures

### 5.4.1 Fixed Payments

Payments are made monthly. To initiate payment, the original contract is to be submitted to the appropriate accounting office along with an Authorization to Pay grants and Contracts (CF0025) signed by a CYSN Manager. Accounting can only make payments if there is a current contract or modification agreement and a CF0025 on file.

### 5.4.2 Variable Payments

If payments are variable and based on actual invoices, the service provider submits an invoice to the regional office. The Team Leader is responsible for certifying satisfactory performance and receipt of services. After the spending authority has signed the billing, it is to be forwarded along with a completed Invoice Coding Block (CF2094) to the appropriate accounting office for processing.

## 5.5 Forms to be used for Professional Support Services for Children with Special Needs

CF0025 Authorization to Pay Contracts and Grants

CF2094 Invoice Coding Block

Client Services Agreement

Component Schedule Agreement