

## 1. STATUTORY AUTHORITY

*Child, Family and Community Service Act*, Sections 5 and 93

## 2. OBJECTIVES

To provide behavioural support services for eligible children and their families and caregivers, enabling them to function as effectively as possible within their communities.

## 3. DESCRIPTION

Behavioural support is provided by trained professionals for specific children, with direct involvement with their families, caregivers, and other relevant professional or community members. This includes determining behavioural change goals, developing plans, and the systematic use of positive behaviour support.

Behavioural support services may also include; child specific training and hands on demonstration of child management techniques; service coordination and liaison around a specific child in partnership with families, the ministry, and other service providers; community awareness and network building about the needs and responses of children with behavioural challenges; and follow up with families and caregivers following the end of intense service.

This program was historically for children and youth with Autism Spectrum Disorder (ASD), but has expanded to include other children and youth with behavioural challenges.

## 4. ELIGIBILITY

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

## 5. PROCEDURES

### 5.1 Service Approach

Behavioural Support Services are provided as part of a package of services for the family, which may include any of the following:

- Respite
- At Home Respite Benefits (if eligible)
- Child and Youth Care Worker Services
- Homemaker / Home Support
- Supported Child Development
- Infant Development Program

Once the child's eligibility is established, the Children and Youth with Special Needs Support Worker (CYSN SW) should meet with the parents to develop an individual plan of goals and services. The plan would establish the duration and intensity of behavioural support services, and would be reviewed regularly as the child's needs change.

## 5.2 Funding Requirements for Service Providers

Agencies or individuals providing Behavioural Supports Services must ensure that the delivery of these services will be supervised by a professional with a graduate degree in psychology or an appropriate equivalent. Agency staff providing Behavioural Support Services will be appropriately qualified in the field of behavioural psychology. Preferably they will have background or experience in working with children with autism and/or developmental disabilities and their families.

Training requirements may be met over a period of time, subject to a staff training and qualification plan submitted by the agency and approved by the ministry. Services such as art therapy or play therapy may not be provided through a behavioural support contract.

## 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," available 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.

The CYSN Manager or delegate is responsible for negotiating agreements with approved agencies and individuals for the provision of Behavioural Support Services using the Support Services Agreement (CF2606).

## 5.4 Payment Procedures

### 5.4.1 Fixed Payments

Payments are made monthly. To initiate payment, the original contract or extension is to be submitted to the appropriate accounting office. Where the contract specifies a fixed monthly payment, a current Authorization to Pay Contracts and Grants (CF0025) signed by the CYSN Manager must be 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 Behavioural Supports for Children with Autism

CF0025 Authorization to Pay Contracts and Grants  
CF2094 Invoice Coding Block  
CF2606 Support Services Agreement