

Chapter #: Children and Youth with Special Needs (CYSN) Service Delivery Policies

Policy #: Eligibility for CYSN Support Services – *INTERIM POLICY*

Effective Date of Policy:

December 2009

Amendment Date of Policy:

August 15, 2017

Policy Statement

MCFD staff use consistent criteria to determine the eligibility of children and youth with special needs for CYSN support services, which include CYSN Worker supports like case management and transition planning as well as Family Support Services for CYSN including respite, children and youth care worker, homemaker, professional support, behavioural support, and other programs and services as available and indicated.

Outcomes

- Determination of eligibility for CYSN support services is administratively fair, transparent, consistent and timely.

Standards

1.0 Children and youth with confirmed Intellectual Disability are eligible for CYSN Support Services.

2.0 Children under five years of age who have been diagnosed with Global Developmental Delay (GDD) are eligible for CYSN Support Services.

3.0 Children and youth who have been diagnosed with Unspecified Intellectual Disability (UID) may be eligible for CYSN Support Services.

4.0 Children and youth who are eligible for Autism Funding: Under Age 6 or Autism Funding: Ages 6 - 18 are also eligible for CYSN Support Services.

5.0 Children and youth with special needs who are eligible for the At Home Program are also eligible for CYSN Support Services.

6.0 Family Support Services are intended to support children and youth with special needs while in the care of their family, including out of care placements.

7.0 MCFD informs applicants of their eligibility for CYSN Support Services.

Procedures

Children Diagnosed with Developmental Disability or an Intellectual Disability

1.1 CYSN workers accept and review applications and supporting documentation specific to the child or youth to confirm that they:

- Are under the age of nineteen (e.g. a birth certificate);
- Are a resident of British Columbia (e.g. current BC Services card or BC Care Card); and,
- Have a diagnosis as outlined in 1.2.



Please note: A medical diagnosis on its own is insufficient to establish eligibility.

1.2 The diagnosis must:

- Be completed by a BC Registered Psychologist, Registered Psychological Associate, or Certified School Psychologist; and,
- Specify a diagnosis of Mental Retardation that meets the criteria outlined in DSM-IV-TR; or, Specify a diagnosis of Intellectual Disability (ID) that meets criteria outlined in DSM-5 completed after May 2013. Documentation must include supporting assessments indicating that standardized Intellectual Functioning and Adaptive Functioning testing has occurred.



Please note: In some cases a child or youth with an IQ of higher than 75 (may also be reported as the 5th percentile or higher) may receive a diagnosis of Intellectual Disability under the DSM-5. These may be

accepted without review by CYSN policy; however, CYSN policy must be notified of all occurrences.

Assessment completed by diagnosticians not explicitly referenced above must be forwarded to CYSN Policy for review.



- 1.3 CYSN Workers document CYSN Workers will document the diagnosis and eligibility information in ICM in the intake Memo under Developmental Disability and when opening the CYSN FS Case in the Case Notes.

Children Diagnosed with Global Developmental Delay (GDD)

- 2.1 CYSN Workers accept and review applications and supporting documentation specific to the child or youth to confirm that they:
- Are under the age of nineteen (e.g. a birth certificate);
 - Are a resident of British Columbia (e.g. current BC Services card or BC Care Card); and,
 - Have a diagnosis as outlined in 1.2.



Please note: A medical diagnosis on its own is insufficient to establish eligibility.

- 2.2 CYSN Workers advise the parent that the diagnosis of GDD applies only to children under the age of 5 and that the child will eventually have to be assessed with an eligible diagnosis other than GDD in order to remain eligible for services. Reassessment will be required by age seven in order to re-assess ongoing eligibility for CYSN Support Services.



- 2.3 CYSN Workers will document the diagnosis of GDD and eligibility information in ICM in the intake Memo under Developmental Disability and when opening the CYSN FS Case in the Case Notes.

Children with Unspecified Intellectual Disability (UID)

- 3.1 CYSN Workers accept and review applications and supporting documentation specific to the child or youth to confirm that they:
- Are under the age of nineteen (e.g. a birth certificate);
 - Are a resident of British Columbia (e.g. current BC Services card or BC Care Card); and,
 - Have a diagnosis as outlined in 1.2.



Please note: A medical diagnosis on its own is insufficient to establish eligibility.

3.2 CYSN Workers inform the parent that eligibility will be determined by CYSN Policy in Provincial Office and that, if approved, ongoing eligibility may be subject to re-assessment.



3.3 If found eligible, CYSN workers will document the diagnosis of UID and eligibility in the ICM intake Memo under Developmental Disability as well as when opening the CYSN FS Case in the Case Notes.

Eligibility for Autism Funding and CYSN Support Services

4.1 CYSN Workers confirm that the child has been found eligible as per the *Eligibility for Autism Programs Policy*.

Eligibility for At-Home Program and CYSN Support Services

5.1 CYSN Workers confirm that the child has been found eligible under the *Eligibility for the At Home Program Policy*.

CYSN Family Support Services intended to support children and youth with special needs while in the care of their family

- 6.1 Where children in care require services and/or programs provided through Family Support Services, and no other funding or service delivery options are available, the required services may be provided with the approval of the Director of Operations.
- 6.2 Family Support Services provided to children in care are time-limited and goal-oriented.

Informing Applicants of Eligibility Status

- 7.1 If determined eligible, CYSN Workers:
- Provide written confirmation to the parent that their child or youth is eligible for CYSN Support Services and provides information on relevant and available services;
 - Apply the *Service Planning* policy to determine a family's support planning needs; and,
 - Apply the *Service Prioritization* policy if Family Support Services are requested by the family.

7.2 If determined ineligible, CYSN Workers:

- Inform the parent of the reason(s) for ineligibility; and,
Provide information on MCFD's complaints process.



7.3 CYSN workers will document ineligibility in ICM in the intake Memo with supporting documentation attached.

7.4 CYSN Workers inform all families, regardless of whether or not they are eligible for the CYSN Support Services, of other supports and services available in their community.