



Memo

TO: All Staff

FROM: Lee-Anne Besselt, Service Manager-Intake
Screening/Inter-Society Liason

DATE: April 8, 2024

CC: Bill Kuzemczak

RE: Protection Assist's- 10-1's

Effective today, Intake screening will assign all referrals that are related to Requests for Assists to Intake Direct Services Supervisors- depending on First Nation affiliation. All Dilico and Thunder Bay CAS requests for Assists, including Blended family requests will be assigned to Intake Screening Direct Services Supervisor- Cora Gregg. 101's that are opened for follow up, will no longer be assigned to Service Managers.

1. Referral of request for assistance is to signed off by DSS- Intake Investigations or Cora Gregg (For Dilico or Tbay CAS requests only). If service is required to open, the service is assigned to DSS of the community identified depending on the request-Child care, Family services, Intake Investigations or Residential care- DSS's
2. The responsibility of the tasks needed for this service request will be assigned by the DSS within their unit. The requests can be anything from a request for protection service, child care service, request for agency information/consult or miscellaneous requests by another society.
 - a. If case conference is required, The unit should arrange this case conference immediately following the service request. DSS- Cora Gregg is available to the unit's to coordinate a Mamow Obiki-Ahwahsoowin Case Conference with Dilico or other agency.
 - b. The case conference coordinator in Thunder Bay- (Victoria Quedent) will be responsible to issue all invites for all conferences pertaining to the request. The Case conference request form will be required to be completed and a lead of the case conference is to be identified, including a note taker. The Mamow Obiki-Ahwahsoowin case conference form is to be completed per conference.
 - c. Once the tasks for the PA are completed, all required and approved documents including case notes and correspondence are to be sent to Karen Legros at Information systems.
 - d. If the request is for Dilico or Thunder Bay CAS- The assigned DSS or worker will generate a letter outlining the PA has been completed with attached follow up documentation. Letter and documents are to be sent to ISL- Lee-Anne Besselt and ISL account- ISL@tikinagan.org to be forwarded to the other ISL.
 - e. The PA recording on frontline is required to be completed by the worker assigned by DSS. If workers do not enter directly on frontline data base, please ensure that the Case Summary/Closing form (Attached for Reference) is completed/approved by DSS and sent to Information systems- tikdocs@tikinagan.org for entering. The assigned worker is to ensure all case notes and/or emails are attached to frontline for the file.

- f. If entering directly on frontline-Once final approval is completed by DSS- a notification email is to be sent to Karen Legros/Cree Atatise Chisholm or Information Systems to have the Protection Assist closed on frontline, under particulars. This will close the Service on frontline. If you are submitting the Case Summary/Closing to Information systems, this will automatically close this PA Service on frontline.

ISL- will continue to be the designate in forwarding all documentation to the ISL of either Agency, Please do not forward documents directly to Dilico or Thunder Bay CAS

Information systems will track all assigned PA's that are assigned to Supervisors/ outstanding PA's that are currently assigned to Service Managers by community and unit. Information systems will also track to ensure that all PA's are approved within the child protection standards.

Just a reminder, There are several outstanding PA'S in Service Managers names, Please work on getting appropriate documentation completed to have these PA Services closed off as soon as possible.

If there are any questions, Please contact your Service Manager