



**Continuing or Temporary Custody Order Procedure**

In the fall of each year, you may receive a list from Inclusive Education Services indicating the students in your school who are under a CYIC (Child Youth in Care) or YAG (Youth Agreement). The information in MyEducation BC for your school needs to be reviewed and updated **at least two times per year**.

There are likely **three** scenarios that you will likely encounter here:

1. Student Custody data remains the same, (or)
2. Student is no longer under a CYIC or YAG, (or)
3. New CYIC or YAG student(s) will need to be added.

- Schools must send the Student Information Verification sheet to be filled out by the legal guardian, in most cases, the social worker.
  - Please ensure there is a copy of the CYIC / YAG in the student file.
- If there is no change to the record, leave as is
- If you need to add a new student that was not in your MyEducation BC list, please see procedure below (or) If there is a difference between the list from Inclusive Education Services and the data in MyEducation BC

**How to Find Students with CYIC/YAG in MyEducation BC**

**Navigation Path: School View>Student Top Tab>**

**Filter: SD73 – CYIC/YAG**

You will be presented with any student in your school that has:

- CYIC or YAG = Y (in Student>Details),
- Who has custody = Social Worker or Director, **OR**
- Any Contact with a Type of CCO (Continuing Care Order) or TCO (Temporary Custody Order).

The screenshot shows the MyEducation BC interface for NorKam Senior Secondary 2016-2017. The 'Student' tab is selected, and a filter for 'SD73 CCO & TCO' is applied. The table below shows the resulting student list.

Name	Pupil #	Homeroom	Grade
			11
			12
			10
			11
			12
			10
			10
			12
			11

Please note: This filter based on a query.



**Continuing or Temporary Custody Order Procedure**

How to add a CCO/TCO to a student record (2 steps):

**Step 1. Adding/Changing Custody Information to the Student Record**

**Select your Student**

**Navigation Path: Student Top Tab>Details Side Tab>Who has Custody? Field**

**Navigation Path: Student Top Tab>Details Side Tab>CYIC or YAG Box**

**Navigation Path: Student Top Tab>Details Side Tab>Agreement or Order**

Select only one of: *Continuing Custody Order* or *Interim or Temporary Custody Order – In Care* or *Interim or Temporary Custody Order – Out of Care*



**Continuing or Temporary Custody Order Procedure**

Agreement or Order

- Continuing Custody Order
- Extended Family Program Agreement
- Interim or Temporary Custody Order - In Care
- Interim or Temporary Custody Order - Out of Care
- Special Needs Agreement
- Voluntary Care Agreement
- Youth on a Youth Agreement
- Another province or jurisdiction

Refer to Guardianship documentation and/or **X** speak to Guardian

Agreement or Order Values	Description
Continuing Custody Order	The court placed a child/youth permanently in the custody of a director due to a safety concern.
Extended Family Program Agreement	An agreement with a friend or family member to support a child/youth for a limited time.
Interim or Temporary Custody Order - In Care	The court placed a child/youth temporarily in custody of a director due to a safety concern.
Interim or Temporary Custody Order - Out of Care	The court placed a child/youth temporarily in custody of friend/family due to a safety concern.
Special Needs Agreement	A child/youth with a permanent or long-term severe disability is in the care of a director for a limited time.
Voluntary Care Agreement	An agreement that places a child/youth in the care of a director for a limited time.
Youth or Youth Agreement	An agreement between a child/youth and a director to support the youth to live independently.
Another Province or Jurisdiction	An agreement with another province or territory for a child who is in the care of that jurisdiction.

A **CYIC or YAG Filter** is available on the Student List in District View and School View that will instantly retrieve a list of all students who have a value entered in any of the three fields.

After entering the data for the 3 fields, click **“SAVE.”**

**Step 2. Adjusting Parent Contacts**

**Navigation Path: School View>Student Top Tab> Select Student > Contacts Side Tab**

Since MyEducation BC is the authoritative database for student information; and this data is used for 3<sup>rd</sup> party applications (Synvoice, School Cash Online (KEV) etc). Please ensure that you also update the **Contacts** section of the student record. This would include an Agency Representative and/or a Foster Parent. If unsure about which contacts to include, check with the Agency (Social Worker) involved.



**Continuing or Temporary Custody Order Procedure**

Add any new contact information: Work Phone, Agency, Cell Phone and primary email. When adding/updating the CCO /TCO contacts please refer to the standards on the next page.

SD73 Standard for Student Contacts:

Priority	Relationship	Type	Permissions/Notes
1	Fee paying Foster Parent /Custodial Parent	Regular Contact	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Receive grade mailing <input type="checkbox"/></p> <p>Receive conduct mailing <input type="checkbox"/></p> <p>Receive other mailing <input type="checkbox"/></p> <p>Receive email <input type="checkbox"/></p> <p>Include on IEP <input type="checkbox"/></p> <p>Prevent Autodialing <input type="checkbox"/></p> </div> <div style="width: 50%;"> <p><b>Refer to guardianship documentation</b> →</p> <p>Parental Auth or Guardian? <input type="checkbox"/></p> <p>Contact can pick up? <input checked="" type="checkbox"/></p> <p>Contact lives with student <input checked="" type="checkbox"/></p> <p><b>Special Permission from Social Worker</b> →</p> <p>Contact has family portal access <input type="checkbox"/></p> <p>Volunteer? <input type="checkbox"/></p> </div> </div>
2	Non-Fee-paying Foster Parent /Custodial Parent	Same as #1	Same as #1
3	Social Worker	Regular Contact	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Receive grade mailing <input type="checkbox"/></p> <p>Receive conduct mailing <input type="checkbox"/></p> <p>Receive other mailing <input type="checkbox"/></p> <p>Receive email <input type="checkbox"/></p> <p>Include on IEP <input checked="" type="checkbox"/></p> <p>Prevent Autodialing <input type="checkbox"/></p> </div> <div style="width: 50%;"> <p>Parental Auth or Guardian? <input checked="" type="checkbox"/></p> <p>Contact can pick up? <input checked="" type="checkbox"/></p> <p>Contact lives with student <input type="checkbox"/></p> <p>Contact has family portal access <input type="checkbox"/></p> <p>Volunteer? <input type="checkbox"/></p> <p><b>Check with Social Worker to see if they want this access</b></p> </div> </div>



**Continuing or Temporary Custody Order Procedure**

4	Others	Regular Contact CCO <b>Emergency</b> Other Contact Out of District Regular Contact TCO	Receive grade mailing <input type="checkbox"/> Receive conduct mailing <input type="checkbox"/> Receive other mailing <input type="checkbox"/> Receive email <input type="checkbox"/> Include on IEP <input type="checkbox"/> Prevent Autodialing <input type="checkbox"/>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Check with Social Worker with respect to these permissions</b> </div>	Parental Auth or Guardian? <input type="checkbox"/> Contact can pick up? <input type="checkbox"/> Contact lives with student <input type="checkbox"/> Contact has family portal access <input type="checkbox"/> Volunteer? <input type="checkbox"/>
---	--------	--	---	---	---

**Removing a TCO/CCO from a student record (2 steps):**

If you need to remove CCO/TCO information from a student you must first contact the Agency Representative or Guardianship Worker for custody information so that the fields can be updated correctly. Send a Student Information Verification to the Social worker to fill out.

**Removing Custody Information from the Student Record**

**Select your Student**

**Adjust the data:**

**Navigation Path: Student Top Tab>Details Side Tab>Who has Custody? Field**

**Navigation Path: Student Top Tab>Details Side Tab>CYIC or YAG**

**Navigation Path: Student Top Tab>Details Side Tab>Agreement or Order**

**Step 2. Adjusting Parent Contacts**

**Navigation Path: School View>Student Top Tab> Select Student > Contacts Side Tab**

1. If the Agency (Social Worker) will remain in place, but no longer acts as Parent Authority, this means permissions will need to be changed. Change the type to: (Regular/Emergency).

Emergency priority: 3 Title: Legal first name: Legal last name: Suffix: Usual first name: Usual last name: Gender: M Relationship: Social Worker Type: CCO	Receive grade mailing <input type="checkbox"/> Receive conduct mailing <input type="checkbox"/> Receive other mailing <input type="checkbox"/> Receive email <input checked="" type="checkbox"/> Include on IEP <input type="checkbox"/> Prevent Autodialing <input type="checkbox"/>	Parental Auth or Guardian? <input checked="" type="checkbox"/> Contact can pick up? <input checked="" type="checkbox"/> Contact lives with student <input type="checkbox"/> Contact has family portal access <input type="checkbox"/> Volunteer? <input type="checkbox"/>
---	--	---

**Regular or Emergency**

2. Adjust priority to existing contacts
3. Add new contacts if any