

## **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 <u>at least two times per year</u>.

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 <u>Student Information Verification</u> 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).

NorKam Senior Secondary 2016-2017											A Select School	😕 Log Off		
Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin			
Student I	List													
Details	Optic	ns 🕶 🛛 Rej	ports 🕶	Help 🔻	Search on Name	0	Y III	852 Ili		8				0
Contacts										0	of 9 selected 🥖			SD73 CCO & TCO
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Membership													12	
Transaction	s 🗄												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

## <u>Select your Student</u> <u>Navigation Path: Student Top Tab>Details Side Tab>Who has Custody? Field</u>

ho has custody? 9	Social Worker	documenta	ardianship tion			
ric or YAG 🤨	Aunt	documenta				
greement or Order 🧕	Both Parents					
	Director (CFCSA)					
hool > Name	Father				Transfer pending	
	Foster Home					
xt School > Name	Grandfather	<b>~</b>			Name	
e-transition	Grandmother	1				
thdrawal Code	Grandparent				6 year Grad CohortID	
it of Catchment	Guardian					
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chool	Home Stay					
ut of District	Joint Custody					
	Mother					
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s not in MyEd Name	Self					
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ar of graduation 🤨	Social Worker				Confidential Student	
<u>avigatio</u>	n Path: Stu	<u>dent Top Tab</u> :	<u>&gt;Details Si</u>	de Tab>C	<b>CYIC or YA</b>	<u>G Box</u>
Who has	custody? 🤨	Social Worker	~	_		
CYIC or Y	AG 🔮	Check	this box	t.		

#### 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* 



# SD73 (KAMLOOPS/THOMPSON)

## January 17, 2023 Version 2.0

## **Continuing or Temporary Custody Order Procedure**

Agreement or Order	Continuing Custody Order Extended Family Program Agreen Interim or Temporary Custody Ord Interim or Temporary Custody Ord Special Needs Agreement Voluntary Care Agreement Youth on a Youth Agreement Another province or jurisdiction	v nent der - In Care der - Out of Care	Refer to Guardianship documentation and/or <b>x</b> speak to Guardian				
Agreeme	nt or Order Values	Description					
Continuing Custo	dy 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 Tempor	ary Custody Order - In Care	The court placed a child/youth temporarily in custody of a director due to a safety concern.					
Interim or Tempor Care	ary Custody Order - Out of	The court placed a child/youth temporarily in custody of friend/family due to a safety concern.					
Special Needs Ag	reement	A child/youth with a permanent or long-term severe disability is in the care of a director for a limited time.					
Voluntary Care Ag	greement	An agreement that places a child/youth in the care of a director for a limited time.					
Youth or Youth Ag	greement	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."

## <u>Step 2. Adjusting Parent Contacts</u> <u>Navigation Path: School View>Student Top Tab> Select Student > Contacts Side Tab</u>

Since MyEducation BC is the authorative database for student information; and this data is used for 3<sup>rd</sup> party applications (Synrevoice, 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**

Emergency priority Legal first name * Legal linst name * Usual test name Usual tast name Gender	•	۵ <b>۴</b>	Receive grade mailing Receive conduct mailing Receive email Include on IEP		Permissions	Parental Auth or Guarritan? Contact can pick up? Contact lives with student Contact has family portal access	0 0 0 0
Relationship Type	• Regular Contact •		Prevent Automating	IJ		. vourseer /	L.
Hared Contac Kome phone Cell phone elemational Phone # Primary email Atternate email					Place of Employment Work phone Work Phone Estension Pager Number		
Language of Correspondence	•				Home Language	ž	

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.

#### Туре Permissions/Notes Priority Relationship Regular Contact 🔻 1 Fee paying Receive grade mailing Parental Auth or Refer to guardianship Foster Guardian? cco documentation Receive conduct ri Parent Emergency mailing Contact can pick up V Other Contact /Custodial Receive other mailing Contact lives with 1 Out of District Parent Receive email Contact has family Special Permission TCO Include on IEP portal access from Social Worker Prevent Autodialing Volunteer? 2 Same as #1 Non-Fee-Same as #1 paying Foster Parent /Custodial Parent 3 Social Regular Contact -Receive grade mailing Parental Auth or V Worker Guardian? CCO Receive conduct V Contact can pick up? Emergency mailing Other Contact Contact lives with Receive other mailing Out of District student Receive email Check with Social Contact has family TCO Worker to see if they 0 Include on IEP V portal access want this access Prevent Autodialing Volunteer?

SD73 Standard for Student Contacts:



## January 17, 2023 Version 2.0

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4	Others	Regular Contact  CCO Emergency Other Contact Out of District Emen Regular Contact	Receive grade mailing Receive conduct mailing Receive other mailing	Check with Social Worker with respect to these permissions	Parental Auth or Guardian? Contact can pick up? Contact lives with student	
		TCO	Receive email		Contact has family portal access Volunteer?	

## <u>Removing a TCO/CCO from a student record (2 steps):</u>

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 <u>Student</u> <u>Information Verification</u> to the Social worker to fill out.

## **Removing Custody Information from the Student Record**

<u>Select your Student</u> <u>Adjust the data:</u> <u>Navigation Path: Student Top Tab>Details Side Tab>Who has Custody? Field</u> <u>Navigation Path: Student Top Tab>Details Side Tab>CYIC or YAG</u> <u>Navigation Path: Student Top Tab>Details Side Tab>Agreement or Order</u> <u>Step 2. Adjusting Parent Contacts</u> <u>Navigation Path: School View>Student Top Tab> Select Student > Contacts Side Tab</u>

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 prosity Tale Logal first name *	3		٩IJ	Receive grade mailing Receive conduct mailing Receive other mailing	0 0 0	Parental Auth or Guantian? Contact (van pick up? Contact (ves with subdent)	N N
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Gender	м -						
Relationship	Social Worker	11 <b>4</b> 1					
Туре	000	Re:	gular o	r Emergeno	ey .		

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