**Ministry of Children, Community and Social Services**

**Optional – Pre-Admission/Pre-Placement Assessment Templates**

**Overview:**

These optional templates were created by the Ministry of Children, Community and Social Services (ministry) to assist licensees in complying with their obligations under *Child, Youth and Family Services Act, 2017* (CYFSA),[Section 86](https://www.ontario.ca/laws/regulation/180156#BK130) and [Section 127](https://www.ontario.ca/laws/regulation/180156#BK191) of O. Reg. 156/18, respecting pre-admission/pre-placement assessments, effective July 1, 2023.

These requirements apply to foster care licensees (including Children’s Aid Societies), children’s residence licensees (other than a place of secure or open custody or detention licensed to provide out of home care), staff-model home licensees and placing agencies (including Children’s Aid Societies).

These requirements do not apply to licensees providing care for young persons ordered into detention or custody by a youth justice court.

There are two templates – one for use by children’s residence and staff model homes licensees, and one for use by foster care licensees. Please note that within the two templates below there are separate sections for licensees and placing agencies.

The ministry has enhanced the existing process for pre-admission/pre-placement planning to increase the planning and information sharing between placing agencies and licensed sites (placements). There have been serious health and safety concerns in some licensed settings when information sharing between the placing agency and the placement has been incomplete. This template has been developed to ensure clarity in the information that needs to be shared and documentation that should be completed.

**Note:** Although the term ***residential*** is a legal term under the CYFSA and its regulations, the ministry is using the term “out-of-home care” instead of “residential” care to acknowledge the traumatic history of the Residential School system in Canada.

**Terms of Use/Disclaimer:**

Licensees may choose to use their own template or forms to demonstrate compliance with the pre-admission/pre-placement assessment requirements.

**All licensees are required to ensure that any documentation pertaining to the pre-admission/pre-placement assessment requirements complies with all applicable requirements of the Act, its regulations and ministry directives. The template is a resource only and does not have the force and effect of the law. It does not replace the obligations set out in O. Reg. 156/18 pertaining to pre-admission/pre-placement assessments and reference should always be made to the official version of the regulation.**

Licensees requiring assistance with the interpretation of regulatory requirements, including those requirements specific to pre-admission/pre-placement assessments, should seek legal advice.

Items with an asterisk\* are recommended and not a regulatory requirement.

**Pre-Admission Assessment: Children’s Residences & Staff Model Homes**

**ACTION REQUIRED BY LICENSEE:**

**Step #1: Immediate Needs Evaluation by Licensee**

***Note:*** *The intent of this step is for the licensee to assess that the child’s immediate needs can be met in the residence. The information in (a) to (i) must be provided to the licensee by the child’s placing agency or the person placing the child in circumstances where the placing agency is not the licensee.*

|  |  |
| --- | --- |
| **Required Information** | **Details** |
| 1. Child Name | |  |
| 1. DOB | |  |
| 1. Gender | |  |
| 1. \*First Nation, Inuit and Métis Identity Characteristics (when applicable, indicate specific band council representative/individual contact, with relevant contact information | |  |
| 1. Identity Characteristics | |  |
| 1. Cultural Identity | |  |
| 1. Objectives of Placing Agency/Person placing child | |  |
| 1. Immediate Needs     *[Include information about any immediate developmental, emotional, social, medical, psychological and educational needs and any immediate needs related to any behavioural challenges or any trauma experienced by the child.]* |  |
| 1. Basis on which the child is in CAS care, where applicable |  |
| 1. Any behaviours that may pose a safety risk and safety measures that should be implemented if the child were admitted |  |
| 1. Circumstances necessitating out of homecare admission |  |
| 1. Any other relevant information |  |
| 1. Details of any training completed by persons providing direct care to child if admitted |  |
| 1. For children and adults already residing in the residence at the time of the proposed admission[[1]](#footnote-1): | |
| 1. Age and gender of each child/adult | *Example:*    *Child X: Age 16; Female*    *Adult X: Age 21; Male* |
| 1. General description of needs, services and supports provided to each child/adult, including any additional staffing and whether they have a safety plan. | *Example:*    *Child X:*  *Requires services and supports to address suicide ideations.*  *Requires 2-1 staffing supports.*  *Safety plan in place.*    *Adult X:*  *Requires services and supports for developmental disability.*  *Requires 1-1 staffing supports.*  *No safety plan in place.* |
| 1. Assessment of how the needs of the children/adults might impact on the care to be provided to the child proposed for admission. |  |
| 1. Details of any immediate needs of the child that cannot be met in the licensed setting |  |

**Optional Information (to be included if available at the time of the proposed admission):**

*The information in (a) to (c) must be provided to the licensee by the child’s placing agency or the person placing the child.*

|  |  |
| --- | --- |
| **Information** | **Details** |
| 1. Any information set out in a personal, family and social history or assessment respecting the child that is prepared by or provided to the placing agency or person placing the child. |  |
| 1. Strengths of the child, including information about their personality, aptitudes and abilities |  |
| 1. Information respecting the child’s identity characteristics. |  |

**Note:** [Section 2 of O. Reg. 156/18](https://www.ontario.ca/laws/regulation/180156#BK2) provides that a reference to a child’s identity characteristics means: “a reference to the child’s race, ancestry, place of origin, colour, ethnic origin, citizenship, family diversity, disability, creed, sex, sexual orientation, gender identity, gender expression or cultural or linguistic needs.

**Signature of Licensee:**

|  |  |
| --- | --- |
| Signature of Licensee: |  |
| Date Report Prepared: |  |

**Step #2: Licensee’s conclusions on whether immediate needs can be met (“Immediate Needs Evaluation by Licensee”)**

***Note:*** The assessment below must account for the information recorded in **Report #1**.

|  |  |
| --- | --- |
| Details of how the licensee determined that the child’s immediate needs will be met if admitted[[2]](#footnote-2). |  |
| Details of any immediate needs of the child that cannot be met |  |
| Details of how any immediate needs that cannot be met will otherwise be met. |  |

**Signature of Licensee:**

|  |  |
| --- | --- |
| Signature of Licensee: |  |
| Date Report Prepared: |  |

**Step #3: Information required to be provided to the placing agency or person placing the child by the licensee (except where the placing agency is the licensee):**

|  |  |
| --- | --- |
| **Information required to be shared** | **Details** |
| **“Immediate needs evaluation by Licensee”:** The report setting out the licensee’s conclusions on whether immediate needs can be met (*described above*) | See above section for details of the required content for **Report under Step #2.** |
| An indication of the training provided to persons providing direct care to child and adults that are relevant to the care of the child proposed for admission. |  |
| The total number of children and adults already receiving out-of-home care in the residence at the time of the proposed admission. |  |
| The ages, gender and information about the needs of the persons already receiving out of home care in the residence at the time of the proposed admission, as well as services and supports required to meet those needs, that might impact on the services to be provided to the proposed admission. |  |

**Date report shared with the placing agency/person placing the child**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note:*** *The licensee must ensure that the information above regarding training and children and adults already residing in the residence to be shared with the child’s placing agency or person placing the child does not include personal information.*

**ACTION REQUIRED BY THE PLACING AGENCY:**

**Step #1:** **Provide the licensee with the following information (except where the placing agency is the licensee):**

1. The child’s name, age and gender.
2. The objectives of the person placing the child or the placing agency.
3. Information about the immediate needs of the child that is reasonably necessary for the purposes of performing the pre-admission assessment
4. The basis on which the child is in the society’s care where the child is being placed by a society
5. Any behaviours of the child that may pose a safety risk and any safety measures that should be implemented to mitigate those risks if the child were admitted
6. The circumstances necessitating out of home care.
7. Any other information that is relevant to the provision of out of home care by the licensee.

**Step #2: Consultation & Assessment of Whether the Child’s Immediate Needs Would be Met:**

|  |  |  |
| --- | --- | --- |
| **Action required** | **Documentation required** | **Date of documentation** |
| *Consultation with the child on the proposed placement (based on child’s age and maturity).* | *Document the child’s views expressed during engagement with the child/youth*    *Include reasons where consultation did not occur.* |  |
| *Consultation with any other person or entity that, in the opinion of the agency, would have information on the proposed placement and whether it will meet the child’s immediate needs (e.g., the child/youth’s FNIM band or community, where appropriate).* | *Document the views of the persons or entities consulted.*    *Include reasons where consultation did not occur.* |  |
| *Collect information required to be provided by licensee to placing agency (described above), including* ***“Immediate needs evaluation by Licensee”*** *(except where the placing agency is the licensee).* | *Analysis of whether the proposed placement will meet the child’s immediate needs.* |  |

**CONDITIONS ON PLACEMENT:**

A licensee cannot accept a child to be admitted unless they have:

1. Completed all the required steps as part of the pre-placement/pre-admission assessment process described in [O. Reg. 156/18, s. 86.2](https://www.ontario.ca/laws/regulation/180156#BK132) (children’s residences & staff model homes), and
2. If the child engages in behaviours that may pose a risk to the safety of the child or others or if there are risks to the child’s safety known to the licensee, conducted a safety assessment as required by regulation and, if required, prepared a safety plan.

**Pre-Placement Assessment – Foster Care**

**ACTION REQUIRED BY LICENSEE:**

**Step #1: Immediate Needs Evaluation by Licensee**

***Note:*** *The intent of this step is for the licensee to assess that the child’s immediate needs can be met in the home. The information in (a) to (i) must be provided to the licensee by the child’s placing agency or the person placing the child in circumstances where the placing agency is not the licensee.*

|  |  |
| --- | --- |
| **Required Information** | **Details** |
| 1. Child Name |  |
| 1. DOB |  |
| 1. Gender |  |
| 1. \*First Nation, Inuit and Métis Identity Characteristics (when applicable, indicate specific band council representative/individual contact, with relevant contact information) |  |
| 1. Identity Characteristics |  |
| 1. Cultural Identity |  |
| 1. Objectives of Placing Agency/Person Placing Child |  |
| 1. Immediate Needs     *[Include information about any immediate developmental, emotional, social, medical, psychological and educational needs and any immediate needs related to any behavioural challenges or any trauma experienced by the child.]* |  |
| 1. Basis on which the child is in CAS care, where applicable |  |
| 1. Any behaviours that may pose a safety risk and safety measures that should be implemented if the child were admitted |  |
| 1. Circumstances necessitating out of homecare admission. |  |
| 1. Any other relevant information |  |
| 1. Details of any training completed by the foster parent or parent(s) if child is admitted. |  |
| n. For children and adults receiving already residing in the home at the time of the proposed admission[[3]](#footnote-3): | |
| 1. Age and gender of each child/adult | | *Example:*    *Child X: Age 16; Female*    *Adult X: Age 21; Male* |
| 1. General description of needs, services and supports provided to each child/adult | | *Example:*    *Child X:*  *Requires services and supports to address suicide ideations.*  *Requires 2-1 staffing supports.*  *Safety plan in place.*    *Adult X:*  *Requires services and supports for developmental disability.*  *Requires 1-1 staffing supports.*  *No safety plan in place.* |
| 1. Assessment of how the needs of the children/adults might impact on the care to be provided to the child proposed for admission. | |  |
| o. Details of any immediate needs of the child that cannot be met in the foster home |  |

**Optional Information (to be included if available at the time of the proposed admission):**

*The information in (a) to (c) must be provided to the licensee by the child’s placing agency or the person placing the child.*

|  |  |
| --- | --- |
| **Information** | **Details** |
| 1. Any information set out in a personal, family and social history or assessment respecting the child that is prepared by or provided to the placing agency or person placing the child. |  |
| 1. Strengths of the child, including information about their personality, aptitudes and abilities |  |
| 1. Information respecting the child’s identity characteristics. |  |

**Note:** [Section 2 of O. Reg. 156/18](https://www.ontario.ca/laws/regulation/180156#BK2) provides that a reference to a child’s identity characteristics means: “a reference to the child’s race, ancestry, place of origin, colour, ethnic origin, citizenship, family diversity, disability, creed, sex, sexual orientation, gender identity, gender expression or cultural or linguistic needs.

**Signature:**

|  |  |
| --- | --- |
| Signature of Licensee: |  |
| Date Report Prepared: |  |

**Step #2: Licensee’s conclusions on whether immediate needs can be met (“Immediate Needs Evaluation by Licensee”)**

***Note:*** The assessment below must account for the information recorded in **Report #1**.

|  |  |
| --- | --- |
| Details of how the licensee determined that the child’s immediate needs will be met if admitted[[4]](#footnote-4). |  |
| Details of any immediate needs of the child that cannot be met |  |
| Details of how any immediate needs that cannot be met will otherwise be met. |  |

**Signature:**

|  |  |
| --- | --- |
| Signature of Licensee: |  |
| Date Report Prepared: |  |

**Step #3: Information Required to be Provided to the Placing Agency or Person Placing the Child by the Licensee (except where the placing agency is the licensee):**

|  |  |
| --- | --- |
| **Information Required to be Shared** | **Details** |
| **“Immediate Needs Evaluation by Licensee”:** The report setting out the licensee’s conclusions on whether immediate needs can be met (*described above*). | See above section for details of the required content for **Report #2.** |
| The names of the proposed foster parent or parents, the date on which the foster parent or parents were approved to provide foster care and an assessment of whether the parent or parents have access to the supports and have completed the training necessary to meet the child’s immediate needs, as described in the foster parent’s foster parent learning plan. |  |
| Details of any support services available to and training provided to the proposed foster parent or parents, as well as any training completed by the proposed foster parent or parents, that are relevant to the care of the child. |  |
| The total number of children and adults already receiving out of home care at the time of the proposed placement. |  |
| The ages, gender and information about the needs of the persons already receiving foster care in the home at the time of the proposed placement, as well as services and supports required to meet those needs, that might impact on the services to be provided to the proposed placement. |  |
| The total number of persons living in the proposed foster home and any information about those persons that is known to the licensee that is relevant to the care to be provided to the child whose placement is being proposed. | *Example:*  *Foster Parent Biological child X: Age 16; Female – goes to high school each day and has a part time job. Excellent with younger children*  *Foster Parent Paternal Grandmother X: Age 72; Female: VSS and medical on file. Lives in a self-contained unit in the basement, spends time with the family, will not be involved in direct care or supervision of the placed children.* |

**Date report shared with the placing agency/person placing the child:**

***Note:*** *The licensee must ensure that the information above regarding training and children and adults already residing in the home to be shared with the child’s placing agency or person placing the child does not include personal information.*

**ACTION REQUIRED BY THE PLACING AGENCY:**

**Step #1:** **Provide the licensee with the following information (except where the placing agency is the licensee):**

1. The child’s name, age and gender.
2. The objectives of the person placing the child or the placing agency.
3. Information about the immediate needs of the child that is reasonably necessary for the purposes of performing the pre-admission assessment
4. The basis on which the child is in the society’s care where the child is being placed by a society
5. Any behaviours of the child that may pose a safety risk and any safety measures that should be implemented to mitigate those risks if the child were admitted
6. The circumstances necessitating foster care.
7. Any other information that is relevant to the provision of foster care by the licensee.

**Step #2: Consultation & Assessment of Whether the Child’s Immediate Needs Would be Met:**

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| --- | --- | --- |
| **Action required** | **Documentation required** | **Date of documentation** |
| *Consultation with the child on the proposed placement (based on child’s age and maturity)* | *Document the child’s views expressed during the consultation.*    *Include reasons where consultation did not occur.* |  |
| *Consultation with any other person or entity that, in the opinion of the agency, would have information on the proposed placement and whether it will meet the child’s immediate needs (e.g., the child/youth’s FNIM band or community, where applicable).* | *Document the views of the persons or entities consulted.*    *Include reasons where consultation did not occur.* |  |
| *Collect information required to be provided by licensee to placing agency (described above), including* ***“Immediate Needs Evaluation by Licensee”*** *(except where the placing agency is the licensee)* | *Analysis of whether the proposed placement will meet the child’s immediate needs.* |  |

**CONDITIONS ON PLACEMENT:**

A licensee cannot accept a child in foster care unless they have:

1. Completed all the required steps as part of the pre-placement/pre-admission assessment process described in [O. Reg. 156/18, s. 127](https://www.ontario.ca/laws/regulation/180156#BK191) (foster care licensees), and
2. If the child engages in behaviours that may pose a risk to the safety of the child or others or if there are risks to the child’s safety known to the licensee, conducted a safety assessment as required by regulation and, if required, prepared a safety plan.
3. Approved the foster parent or parents under [O. Reg. 156/18, s. 121](https://www.ontario.ca/laws/regulation/180156#BK183), and the results of the last assessment under [O. Reg. 156/18, s. 123](https://www.ontario.ca/laws/regulation/180156#BK185), if any, indicated that the foster parent or parents and foster home remain suitable to receive a child for the purposes of providing foster care.
4. Disclosed to the foster parent or parents all information known to the licensee about the child that is relevant to the care of the child, including the record setting out the information about the child and the report setting out the licensee’s conclusions on whether the child’s needs can be met in the foster home that are prepared under [O. Reg. 156/18, s. 127](https://www.ontario.ca/laws/regulation/180156#BK191); and
5. the licensee has obtained the agreement of,
   1. the foster parent or parents, on the basis of the information provided under clause (d), and
   2. the placing agency, if the licensee is not the placing agency. O. Reg. 350/22, s. 26.

1. It is strongly recommended that the licensee maintain this information on file and keep it up to date at all times to support efficiency in completing the pre-admission process. [↑](#footnote-ref-1)
2. The details of how the licensee determined the child’s immediate needs will be met if admitted should include details of the program offered by the licensee, staff training and the population of the licensed site and an analysis of how that aligns with the child’s immediate needs. It might also include details of any additional staffing supports that will be provided to the child, if admitted and any additional services and supports that will be provided to respond to any immediate needs of the child. For example, where applicable, the licensee should identify how the unique needs of an Indigenous child/youth will be met in the setting, including connecting the child/youth’s FNIM band or community. [↑](#footnote-ref-2)
3. *It is strongly recommended that the licensee maintain this information on file and keep it up to date at all times to support efficiency in completing the pre-admission process.*  [↑](#footnote-ref-3)
4. The details of how the licensee determined the child’s immediate needs will be met if admittedshould include detailed information such as the name or names of the proposed foster parents the date on which the foster parent or parents were approved to provide foster care and an assessment of whether the parent or parents have access to the supports and have the training necessary to meet the child’s immediate needs, as described in the foster parent’s learning plan. For example, where applicable, the licensee should identify how the unique needs of an Indigenous child/youth will be met in the setting, including connecting the child/youth’s FNIM band or community. [↑](#footnote-ref-4)