

Relief Care Provider Assessment Guide and Checklist
(for completion by approved Foster Caregiver)

CONTACT INFORMATION			
Foster Caregivers Names and Address		Home Phone ()	
		Alternate Phone ()	
Proposed Relief Care Providers Names 1.	D.o.B	Home Phone ()	
		Alternate Phone ()	
2.	D.o.B	Home Phone ()	
		Alternate Phone ()	
Address	City/Town	Postal code	

Summary of the Relief Care Provider Assessment Steps: (check off when completed)

1. Assessment discussions

Using the Assessment Guide Questions, document your discussions with the proposed Relief Care Providers

2. Awareness of foster caregiver’s contractual obligations and required standards, policies and procedures

Inform the proposed Relief Care Provider of your obligations and responsibilities as outlined in the Foster Caregiver’s written agreement with the Director (Family Care Home Agreement).

Provide the proposed Relief Care Provider with the following documents related to Standards, Policies and Procedures, discuss the content and answer questions directly or with advice from your resource social worker:

Foster Family Handbook

Standards for Foster Homes

In particular review the following Standards for Foster Homes and expected Caregiver Practices with the proposed Relief Care Provider and ask them to sign the section below acknowledging their agreement:

- A.1: Uphold *CFCSA* section 70, Rights of Children in Care
- B.2: Manage Reportable Incidents
- C.1.7: Maintain Confidentiality
- D.1: Practice Positive Parenting
- D.1.11: Follow MCFD Discipline Policy

3. Observing the environment of care

Foster Caregiver visits the proposed Relief Care Providers home (required in case the care is provided in the Relief Care Provider’s home and not in the Foster Caregiver’s home) to observe the Standards for Foster Parents - Environment of Care (E.1) requirements are met within the home, including fire and toxic fume safety, infant equipment as appropriate, safe sleeping arrangements for all ages, car safety equipment and safe storage of hazardous materials. Note date on which the environment of care check was completed.

Date: _____

Note: If you have any questions about how to assess the home environment and how to mitigate any gaps (such as sharing your infant equipment with the Relief Care Provider) discuss with your Resource Worker for further advice or ideas.

4. Child/youth views about proposed Relief Care Provider and ongoing experiences with Relief Care Providers

Foster Caregiver discusses plans for relief care with all children and youth placed in their home. Wherever possible it is best if children can meet proposed Relief Care Providers while the assessment and screening process is underway. This allows both parties to get a sense of each other and how well matched they are for a relief care situation. The Foster Caregiver seeks the child or youth’s views about the proposed Relief Caregiver. Once the relief care commences the Foster Caregiver seeks the child or youth’s view on an ongoing basis to confirm the child’s comfort level and their experience of the relationship with the Relief Care Provider.

5. Acknowledgements

As the proposed Relief Care Providers, I/we acknowledge the assessment steps have been completed and that I/we agree to the standards, policies and procedures indicated on this checklist.

Relief Care Providers Signature	Date
Relief Care Providers Signature	Date

As the Foster Caregivers, I/we acknowledge the assessment steps have been completed and that I/we agree that the MCFD Standards for Foster Homes Standards are met by the proposed Relief Care Provider.

Foster Caregivers Signature	Date
Foster Caregivers Signature	Date

As Foster Caregivers I/we confirm that I/we have completed each of the steps outlined in the checklist, directly or in partnership with my resource workers. I/we recommend _____
 _____ are approved as a Relief Care Provider for the children in my home.

Foster Caregivers Signature	Date
Foster Caregivers Signature	Date

6. Information sharing

I confirm that each time _____ provides relief care I will share with the Relief Care Provider the most up to date and relevant information about the child’s individual needs and circumstances as indicated in the child’s Plan of Care and as required by information sharing policies. My whereabouts and contact details will be provided to the Relief Care Provider and they know who to contact in an emergency.

Foster Caregivers Signature	Date
Foster Caregivers Signature	Date

Foster Caregiver's Guide for Assessing Relief Care Providers

Assessment Discussion Questions

(suggested questions for Foster Caregivers to use to cover all the required areas)

Proposed Relief Care Providers Information

1. Who lives in your home?
2. Who will be the primary care providers during the relief stay?
3. What hours are you able to provide relief care? During the day, weekends, holidays? Are there specific times when you are unable to provide relief?
4. Why are you interested in providing relief care services?
5. Describe the support system you will have while you will be providing relief care?
6. Do you have any physical health conditions or mental health concerns that may affect your ability to care for children?
7. Do you already know the child/children you'll provide relief care to? Y/N
8. If yes, how would you describe the child's strengths and care needs?

Caregiving Knowledge and Experience

1. What do you consider to be your strengths and challenges as a caregiver?
2. What is your caregiver experience to date in caring for and/or working with children and/or youth?
3. Do you have any specific caregiver training or experiences that are relevant for the role of a relief care provider?
4. Describe a challenging behaviour (e.g., hitting others, lying, not listening) you've encountered with a child in the past – how did you handle it?
5. What child behaviour management (discipline) strategies do you commonly use?
6. What would you consider to be the typical stage of development for the child(ren) proposed for your home? What may be different if a child has experienced developmental delays?
7. How may experiences of trauma, abuse and neglect impact a child's typical development? Discuss some examples.
8. Describe some of the comfort or calming strategies you have used for a child or youth that is in distress? Discuss some examples.
9. While the child is in your care what kind of family activities would you expect a child to take part in? (e.g., recreation, family movies nights, religious activities)
10. Where will the child sleep while staying at your home for relief care?

Environment of Care Check (including home and car safety checks) undertaken on _____ (Date).

References

List three References who can provide information on your parenting/caregiving experience and capacity. (Note: by providing you with the names of references the Relief Care Provider is in effect giving you their consent to contact the references).

Full Name/Address	Home Phone ()	Alternate Phone ()
Full Name/Address	Home Phone ()	Alternate Phone ()
Full Name/Address	Home Phone ()	Alternate Phone ()

I/we the proposed Relief Care Providers have reviewed and agreed with the summary of the assessment discussions with the Foster Caregiver.

Proposed Relief Care Providers Signature	Date
Proposed Relief Care Providers Signature	Date

**Screening Checklist (for completion by the Delegated Social Worker)
and Joint Approval Documentation**

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		Home Phone ()	
Address		City/Town	Postal code

1. Screening checks

The resource social worker completes the following documentation and screening checks and discusses any concerns that arise with the proposed Relief Care Providers (see CRC Policy for guidance on managing consents and information sharing if a record of interest is found):

- Consent for Prior Contact Check (PCC)** **PCC Completed**
- Consent for Criminal Record Check (CRC)** **CRC Completed**

2. Joint review of assessment and screening steps and recommendation for approval

The resource social worker reviews the Summary of the Relief Care Provider Assessment Steps including the Environment of Care checklist with the foster caregiver and discusses any areas that require mitigation or support to make this relief caregiving situation workable. The foster caregiver and resource social worker discuss their assessment and screening conclusions and jointly recommend approval to the child’s care team.

Recommend _____ for Approval as a Relief Care Provider

Foster Caregivers Signature	Date
Resource Social Workers Signature	Date

Child’s Care Team (shared awareness of approved Relief Care Providers and relief plans)

All members of child’s care team are jointly responsible for the development and outcome monitoring for the child’s Plan of Care. The relief care plan is also outlined in the child’s Plan of Care and Relief Care Providers are encouraged to attend any caregiver education or training that pertains to the needs of the children being cared for. For the duration a Relief Care Provider is providing relief care for a child they are considered part of the child’s care team and included in all relevant planning and information sharing required to keep the child safe and healthy.