



MEETING NOTES

***Best Start Window of Focus
January 13, 2011 @ 1:30 p.m.
Child and Youth Wellness Centre Office
779 Chelsea Court Brockville***

PRESENT: Shannon Brown, UCLG; Marci Bruyere, CRCHC; Peter Coughlin CYWC; Morley Burwash, MCYS; Kim Cunningham, Student/CYWC; JP Elliott, CDSBEO, St. Joseph School; Marg Fancy, EKIOC; Cathy Gladu, St. John Bosco Children's Centre, Ange Gabriel; Pam Gummer, F&CS; Gillian Jackson, ICCP-DSL; Kathylyn Jodoin, MTJB Child Care Centre Inc.; Cathy Millard, Health Unit; Marg van Beers, Child Development Centre, Kingston; Donna Vanderkloet-Hanna, BDACI; Maxine Weber, SER Autism Intervention Program; Jennifer Baker, Health Unit (Recorder)

REGRETS: Dixie O'Reilly, Infant and Child Development Program

1. Welcome and Introductions:

Maxine Weber, Chair welcomed attendees to today's meeting. Everyone introduced themselves.

2. Approval of Agenda

Agenda approved with the following changes/additions:

Marg van Beers, Special Needs Reference Committee report requests to speak early on the agenda

7.1 Add discussion re location of meetings

3. Approval of Meeting Notes December 9, 2010

Marg distributed to members the collation of the December 9 meeting discussion notes, "Best Start Meeting, Chart Summary" around the Service Integration Guidelines.

Moved by Pam Gummer, and seconded by Marg van Beers to approve meeting notes, all in favour.

4. Action Items arising from previous meeting notes

- Marg to draft a letter in support of child care providers receiving professional development i.e. training in helping young children with communication issues. Jessica to provide EDI data to support.

Jessica has sent EDI data to Marg who has drafted a letter as a result from our December 9 meeting discussion. As Jessica is currently on jury duty for a few weeks, it is



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anticipated that the letter be finalized and ready by next Best Start Window of Focus meeting on February 10, 2011.

- Marg to make additions to TOR to reflect membership

Terms of Reference are completed as per feedback from December 9 meeting. One additional agency to be included under membership is BDACI. TOR will be emailed to members.

- Marg/Jessica to move ahead with planning for Jim Grieve presentation on EDI. Invitations have been sent to community partners for the January 20, 2011 planned presentation; "EDI From Planning to Action", *Planning for the Success of our Children*. Location is Rideau Resource Centre (UCDSB), 231 Hwy 29, Frankville, with lunch from 12 – 1:00 and presentation by Jim Grieve starting at 1 pm.

To Register: go to

http://www.surveymonkey.com/s/January_20_2011_EDIRegistration

Cathy Millard requests info sharing from this presentation as she is unable to attend.

ACTION: Marg will request if handouts etc. are available for those not able to attend the presentation.

- Marg to organize meeting of OT service providers

Marg is working with Dixie O'Reilly to coordinate this meeting. Meeting planned for third week of February 2011. Attendees will be from CCAC, Ottawa Children's Treatment Centre, Child Development Centre, Kingston.

ACTION: Anyone working with OT services that wish to attend, please let Marg know.

5. Business Arising

- Planning for Jim Grieve Presentation – tasks to be done

Marg has asked for a volunteer to assist with registration the day of presentation. Cathy Gladu volunteered to arrive early to help with registration. Anyone else able to assist please let Marg know.



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- Service Integration Guidelines – Next Steps
Draft handout distributed to attendees, “Service Integration Guidelines for Leeds & Grenville”. Discussion followed – comments/questions arose:

Do we want to call them Service Integration Guidelines or should we call it Service Coordination?

We are dealing with families who have complex needs; hence the need to connect with more than one agency for service. If more than one service agency is involved with the family, the service coordinator is selected with the agreement of the family from the involved agencies. The person identified as service coordinator may shift as primary agency involvement changes.

At what point does Family & Children’s Services take the lead → if a protection file is opened on a family, then F&CS should take the lead of coordination.

Cathy Millard commented that this is clearly stated in the HBHC consolidated guidelines for the HBHC Program, Family Coordinator for clients.

If the child is in the care of Family & Children’s Services (foster care/crown ward), the child welfare worker is identified as the service coordinator.

More discussion is needed with F&Cs to confirm the above statements.

Marg feels this document is well done. Some language needed about service integration vs service coordination. Perhaps some protocols around service coordination would be helpful.

Service Integration / Service Coordination

“Service Integration” guidelines - is about agencies working together to service families.

“Service Coordination” is a methodology; the case manager/service coordinator decides how to better coordinate services for complex children.

Service Integration is a system level, and service coordination is a client level focus.

Are these guidelines for service integration or for service coordination, need to identify what the intent of this document is?



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Consensus from members is to refer to this document as Service Coordination Guidelines for Leeds & Grenville.

Action: Gillian Jackson will follow-up with Geoff McMullen from DSLG who has some additional information that may be helpful. Service Coordination Committee will discuss and revamp wording in this document where necessary.

➤ Approval of 18 month Pathways Chart (Cathy Millard)

Cathy Millard distributed copies as well as an overhead projection of “18 Month Enhanced Well Baby Visit - Leeds & Grenville Counties”. There is also a copy of this document related to Lanark County. Lanark Best Start has reviewed the document.

This document will be distributed to Health Care Providers who will complete the 18-month visit check-up, i.e. family physicians, nurse practitioners. The document is to assist health care providers to know where to go in follow-up to results from the 18-month visit, i.e. first line of contact dependant on the needs of the child → a quick glance reference guide.

The document has been sent out to Best Start agencies for input and lots of feedback was received. Cathy thanked everyone for their input. Not every agency providing service to community children and families could be included in the document. It was noted that agencies who receive referrals may not always be the correct point of contact however agencies should be and are willing to forward the referral on and/or assist the family in obtaining or connecting with appropriate agency for required services.

An electronic version of this guide will be incorporated in the Rourke Screen and laminated copies of this chart will be mailed to doctors, NPs in communities.

Shannon Brown requested that “Education” be included after “Hubs for Parent Support” under No Concerns.

Also an inquiry if there should be a date on it. As there is no service provider names in the document but rather agencies names and contact numbers, it is felt that this information would not likely change.

6. New Business



Every Kid in Our Communities....

Leeds and Grenville

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- Planning for Child and Family Centres – defining a process (Please read pg. 20 to 23 of Pascal Report in preparation for this discussion)

Birth to age 12 Child and Family Centres. Vision for Child and Family Centres in various communities can be different. It would provide families with a place to go where services can be accessed.

Members reviewed the example of Dixie's vision for Child & Family Centres and discussion followed. "What are the needs of a family where special needs are not the issue?"

Needs:

- Access to food
- Housing
- Transportation
- Health care
- Child Care
- Recreation
- Information/advice needs re: nutrition, G & D
- Income
- Informal Social Supports
- Safe environment
- Pre-Natal
- Post-natal
- Adult Education
- Mental Health wellness
- Accessibility – flexible hours

Supports:

- Food banks, smart shopping, education, food box, faith groups, food network, hunters, breakfast and lunch programs at schools etc.
- Municipal governments
- Neighbours, informal supports, volunteers in community
- CHCs, churches, municipal centres, organized sports, service clubs
- Libraries, schools, OEYC, child care
- Family
- Employment programs, CSE, EES, KEYS, CHC's Health Unit

Other supports that families may need / i.e. Targeted Interventions

- Speech Language
- Parenting skills
- Language skills (RSL support0
- Family support
- Physical needs
- Developmental needs



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- Addictions
- Domestic- Family violence
- Neglect/Abuse
- Dental
- Behavioural

What agencies are in the community to support these targeted needs?

a) Reports

➤ Coordinator

Read to Every Kid Wrap up is January 27, "Family Literacy Day"

Moving along successfully thanks to Laura Lee MacDonald and to all others involved. The closing celebration will be held on January 27 at Prescott Library @ 10 am. Mayor of Prescott will be in attendance to read and announce winners. There is also an evaluation component in place.

Marg mentioned that the Read to Every Kid initiative has been nominated for a provincial award and are currently in the top 5 nominees. Banquet to be held on February 3 in Toronto and winner will be announced.

➤ MCYS (Morley)

No update

➤ Service Integration (Gillian)

- Report on December 23 Meeting

The meeting was spent discussing the vision piece, see agenda item 5. Business Arising.

Marg and Cathy to attend a meeting to promote the use of the Nipissing screen.

Next Meeting January 27 @ 1 pm Health Unit – to be rescheduled → January 26, health unit Brockville at 1 pm.

➤ Special Needs Reference Committee (Margaret van Beers)

Next Meeting March 25 from 11 am to 1 pm @ Frankville Resource Centre

The next meeting is scheduled for late March 2011 as a number of Leeds Grenville participants are busy with a related project in Gananoque.



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Work around school board websites and tracking re requests for services, are ongoing.

In the interest of “cross fertilization of ideas” Margaret provided an overview of the Leeds Grenville project as it has grown in part from work done in Lanark, and as many of the agencies involved work tri-county.

Leeds & Grenville submitted a grant proposal re parent engagement and school transition in response to the L & G SSLI (Student Support Leadership Initiative) call for proposals. They just received the news that they will be receiving the grant.

A number of agencies including Developmental Services of L & G, Language Express, Health Unit, CYWC, OEYC, SE Autism, BDACI, Child Development Centre and both school boards participated.

There are 3 schools that will participate in Gananoque area: Linklater Public School, St. Joseph, and Thousand Islands Elementary in Lansdowne. The four focus areas are:

1. Pathways to Kindergarten – a joint school board communication strategy to provide a warm and welcoming message re: school to families of preschoolers.
2. Enhanced Kindergarten Registration – building on current kindergarten registration efforts, to partner with community agencies in making this more of a community event welcoming children and families to school.
3. Step into Kindergarten, (patterned in part on Lanark’s Step Into Kindergarten Program), a one week school readiness program. Provide 1 week in August to welcome incoming kindergarten children to meet the teacher and see their new school. Also engage families by welcoming them to school, offering information on how they can become involved in their child’s school, and providing information on key school readiness skills such as speech/language communication, hand skills, self care etc.
4. Evaluation Component

Discussion followed:

It was noted that some parents can be overwhelmed for their children who turn 4 near the end of the calendar year as there is a challenge for these younger children to know all the tasks that are recommended before entering kindergarten in September when they are still 3 years old.



- 18 Month Strategy Committee (Cathy Millard)
 - Report from November 16, 2010 Meeting

Committee met in November, focused on reviewing the referral pathways, (18 Month Enhanced Well Baby Visit – Leeds & Grenville Counties and Lanark County). As these referral pathways are now finalized, plan to work on draft Terms of Reference for a steering committee and what membership candidates make sense.

December meeting postponed, next scheduled meeting is January 24, 2011 @ health unit office in Smiths Falls @ 2:00 pm.

- French Language Network (Cathy Gladu)

Nothing new, January meeting postponed, next meeting in March 2011

- ELP/Ready to Learn Implementation Committee November 2 (Harold, Margaret, Morley)
Next meeting February 8, 1:30 UCDSB – meeting rescheduled for February 22, 2011

- Submission for year 3 sites has gone in
- 49% of children will be attending an ELP site in year 3
- Maynard Public School to be an ELP site in 2011
- Ange Gabriel with be an ELP site in September 2012; expansion needed

Other

Community profiles for South East region are now on-line, data related to children and youth.

Community Profile Reports can be found at the links below:

http://www.unitedwaykfla.ca/documents/Caring4Children_LEEDSGREN_WEB.pdf

http://www.unitedwaykfla.ca/documents/Caring4Children_LANARK_WEB.pdf

7. Next Meeting – February 10, 2011

7.1 Discussion re: location of meetings



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Marg Fancy asked if members wished to rotate the location of these Best Start Window of Focus meetings using various community partner locations. Members decided that the Fire Hall was an ideal location with plenty of room to accommodate all members. For consistency and ease of booking the Fire Hall, Laurier Blvd., Brockville will continue to be used as long as available.

7.2 Standard Report

Member requested that United Counties provide an update at each meeting i.e. report on subsidy childcare waitlist etc.

ACTION Marg will add United Counties Update as a standard agenda item.

Meeting adjourned at 3:35 pm