

Waitlist Priority Tool Training

Ridge Meadows SCD Program

April 9, 2014

Why Are We Here?

- * A year ago the Vancouver Coastal SCDP Coordinators came together to review the process of prioritizing waitlists and a working group was established.
- * We were all using our independent waitlist tools.
- * We had reviewed and established cross boundary protocol and identified the need to review the waitlist priority for consistency across communities.
- * Families wanted transparency.

About the Original Priority Rating Scale

- * It was developed in the interior by a working group comprised of coordinators and MCFD representatives.
- * Provincial office made the tool accessible to other SCDP for use.
- * Aspects of the tool were found to be subjective and programs adapted it to meet their needs.
- * Training and guidance was not provided.

The Revision

Steps:

- *A discussion with Coordinators who were using the tool took place.
- *A working group was established to review the various rating scales that programs were using.
- *We met frequently to discuss what was important to keep and what required revision.
- *We wanted to create a tool with more transparency.
- *We agreed that we liked the format of the original form and the work began...

The New Tool!

- * Introduction to User Guide
- * Guiding Principals
- * Determining the Priorities
- * Documenting the Priorities
- * Appendices: the criteria, forms

Guiding Principles

A set of core principles will guide you as you gather information and use it to determine priorities.

- * These principles will include:
 - Transparent
 - Accountable
 - Clear/Consistent Communication
 - Family Centred Practice
 - Accessible
 - Coordinated/Streamlined

Guiding Principles

- * **Transparent:** family and childcare program must be able to clearly understand the criteria used to determine the priority status of their request.
- * **Accountable:** objective (to the greatest extent possible) and concrete information justifies priority level given in any situation.
- * **Clear/Consistent Communication:** SCD Programs are able to communicate clearly and consistently about the criteria used to make decisions about the priority of service requests with families and child care programs, for their program and across the region.

Guiding Principles

- * **Family Centred Practice:** each family's unique circumstances and support needs should be identified and used to establish their need for service.
- * **Accessible:** SCD programs will strive to make the waiting list process as straightforward as possible.
- * **Coordinated/Streamlined:** forms and materials for establishing priorities for service will be coordinated to minimized confusion for families, child care programs and SCD Programs.

Determining the Priorities

There are 3 steps required:

1. Gathering Information
2. Determining the Priority Level
3. Documenting the Priority Level

Gathering Information

Appendix 1

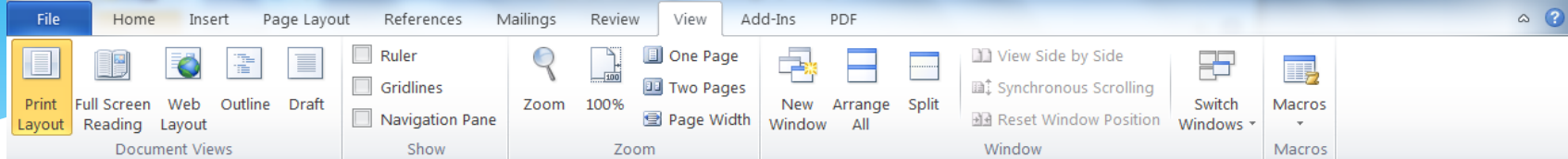
From Who?

- * The Family
- * Child Care Program
- * Other Team Members

With What?

- * The Support Guide
- * Child Development Profile
- * Support Profile

****You can use either the current or previous versions of the Support Guide or comparable forms used by your agency*



WAITING LIST PRIORITIES - USER GUIDE

Questions for the Family & Child Care Setting Support Profiles

Family Support Profile Questions:

Are you currently actively looking for work OR:

- | | | | |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Working full time | <input type="checkbox"/> Working part time | <input type="checkbox"/> One parent | <input type="checkbox"/> Both parents |
| <input type="checkbox"/> Going to school full time | <input type="checkbox"/> Going to school part time | <input type="checkbox"/> One parent | <input type="checkbox"/> Both parents |
| <input type="checkbox"/> 2044 Situation | | | |
| <input type="checkbox"/> Single parent family | <input type="checkbox"/> Two parent family | <input type="checkbox"/> Foster Parent or in Care of Relative | |

1. What are your specific hours of work, including your start and end times as well as travel time and times you do not work (*e.g. if you are a teacher, you are off in the summer; if a seasonal worker, off during non-peak times etc.*)? Please answer for both parents.
2. If you are looking for work or your employment is changing in some way (*e.g. you are going on maternity leave, your job is changing, you have been laid off and are looking for work etc.*), when do you hope to be



Documenting the Priorities

Based on the information you have gathered, and the completed Criteria/Considerations for Establishing Priorities form, you will:

- * Fill in the priority level within each area of need on the Funding Priority Tool form
- * Complete the Priority Summary form

The Criteria / Considerations

Appendix 2

- * **A) CHILD'S AGE:**

- * Date of birth
- * Intake / support guide or other information that identifies whether or not the child has been / is involved with child care

- * **B) CHILD'S NEEDS:**

- * Support Guide – Child Development Information (or comparable form used by your agency/program) including Support Profile (with family if the child is not yet in child care)
- * Observations / feedback from other team members and child care program

The Criteria / Considerations

- * **C) FAMILY NEEDS:**

- * Intake Information

- * **D) CHILD CARE SETTING NEEDS:**

- * Support Guide Support Profile
- * Child Care Support Profile
- * Child Care Support Schedule (as needed)
- * Observations from team members

Reference Guide/ Workbooks

- * A series of “Reference Guides/Workbooks” have been developed to support you as you begin to use the Funding Priority Tool .
- * There are 3 options to choose from. Choose the one that works best for you.

The Support Guide Add-Ons

- * Supplemental forms were developed to help gather information if needed for the purpose of determining placement on the waitlist.

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AABBCCD AAE AaBbCcD AAE Header 1 Header 2 Normal Sub Header... Change Styles Find Replace Select Sign and Encrypt

Supported Child Development Program

Date Referred to SCD: _____

Use of these forms/materials occurs after the child has been deemed eligible for SCD services and is solely to determine priority status for waiting list management.

This form is for SCD Program use only and not to be circulated with the completed SG

Family Child Care Needs:

(note - this section can be put into an extra staffing request form if the program uses one)

- Do you want your child to attend: preschool OR daycare / before & after school care
- If daycare, are you currently actively looking for work OR:
 - Working full time Working part time One parent Both parents
 - Going to school full time Going to school part time One parent Both parents
 - 2044
 - Single parent family Two parent family Foster Parent or in Care of Relative
- What are you **primary child care needs** (based on questions 1 and 2)? See priority rating scale user guide for question prompts and areas to address

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Priority Rating Scale Revisions - Coordinator Handbook - 05-22-2013 [Read-Only]... Table Tools

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SECTION 2 – CHILD CARE PROGRAM PROFILE

- 1. Child Care Program Description:**
To include the following information - # of adults in the program during days child attends; expectations of your staff & children in program; what role staff play in helping children complete tasks (e.g. getting dressed to go outside, lunch routine); in being directly involved with children during free play; any recent changes in program (e.g. staff leaving, new staff, children attending)
- 2. What are the needs of the group of children in the program?** *Please do not write children's names*
To include the following information - # of children in the program on the days the child attends; how many other children require extra time/help (e.g. children who are going through family issues, acting out behaviourally, new to the program, have ESL, not yet toilet trained, are younger); other children in the program who have special needs; who have extra staffing (SCD funded, BI's, nanny attends).
- 3. What is your program's philosophy about inclusion? How do you put this into practice in your program?**

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The Rating Scale Forms

All Waiting List Priority Tool Information Forms

- * Birth to 19 years of age
- * Birth to 6 years of age & school age/youth
- * Birth to 6 years of age & 6 to 12 years of age & 13 to 19 years of age

Your program will use one version of these forms

Small Groups

Case studies / scenarios

- *Get into small groups to work through a scenarios referencing the Support Guide.
- *In your group complete the Funding Priority Tool Form.
- *In your group complete the Priority Summary Form.
- *Designate a person to report back to the group.

Closing

- * Thanks
- * FAQ's