



## 11.6 6D: Collaborative Planning and Information Sharing Checklist: Change in Living Arrangement

The checklists in 6C and 6D outline the roles and responsibilities recommended to enhance information- sharing and planning for children and youth in care who are experiencing a transition:

- 6D: change in living arrangements, including coming into care, a change in foster placement (and/or child welfare worker), or returns to live with family of origin.

| Checklist for Collaborative Planning and Information Sharing When a Child or Youth in Care Changes Living Situations |  |         |                |           |
|--|--|---------|----------------|-----------|
| Team Member(s)   | Required actions   | Pending | Date Completed | Signature |
| Child welfare worker   | Immediately inform school staff of change in the child/ youth's living situation, including any change in the child/ youth's legal status and its implications for members of their care team.   |         |                |           |
|  | Work collaboratively to support a successful transition for the child or youth to the new living situation.  |         |                |           |
| Child welfare worker and caregiver(s)  | Consult with the school to determine any specific supplies (equipment, clothing such as gym strip and supplies) that are required for the child/youth's classes and provide them as soon as possible.  |         |                |           |
|  | Update and maintain all records: contact information of family members, caregiver(s), child welfare worker, and emergency contact information.   |         |                |           |
| Child welfare worker and school staff  | Give information to the new caregiver(s) to support their ability to provide continuity and compliance with existing school routines (homework, attendance, extra-curricular school or community involvement, etc.) and to help provide stability for the child or youth during this transition. |         |                |           |



**Checklist for Collaborative Planning and Information Sharing When  
a Child or Youth in Care Changes Living Situations**

| Team Member(s)   | Required actions  | Pending | Date Completed | Signature |
|--|---|---------|----------------|-----------|
| <b>Child welfare worker, care-giver(s), and school staff</b> | Sign/provide necessary release forms to share information that will be needed to enhance planning for the child or youth.   |         |                |           |
|  | For a child or youth brought into care for the first time, develop short-term plans to ensure a smooth transition for them (e.g., identifying a mentor to help the child or youth adjust to new living situation, counselling, peer support, and other services).   |         |                |           |
|  | Discuss the child/youth's needs and education planning required to support a successful transition to the new caregivers.   |         |                |           |
|  | Discuss with school staff their observations of the child/youth's adjustment and progress with regard to school life and learning: <ul style="list-style-type: none"> <li>• Is there evidence of peer support? Belonging?</li> <li>• Is the child or youth completing school work?</li> <li>• Is the child or youth meeting their educational goals?</li> <li>• Are the current supports (school and home) effective?</li> <li>• If the child or youth is not meeting their responsibilities as a member of the school community, what joint actions can be taken to support the child or youth?</li> </ul> |         |                |           |
|  | Invite community members who have a relationship with the child or youth into the framework of support in a more formal way (i.e., to provide access to leisure activities and school events, such as family read-in or after-school sports activities).  |         |                |           |
|  | Document ongoing communication (e.g., log of phone calls, meeting notes, checklists, letters, email, etc.).   |         |                |           |
|  | <b>Other considerations</b>   |         |                |           |

Adapted from [Joint Educational Planning and Support for Children and Youth in Care: Cross-Ministry Guidelines](#)