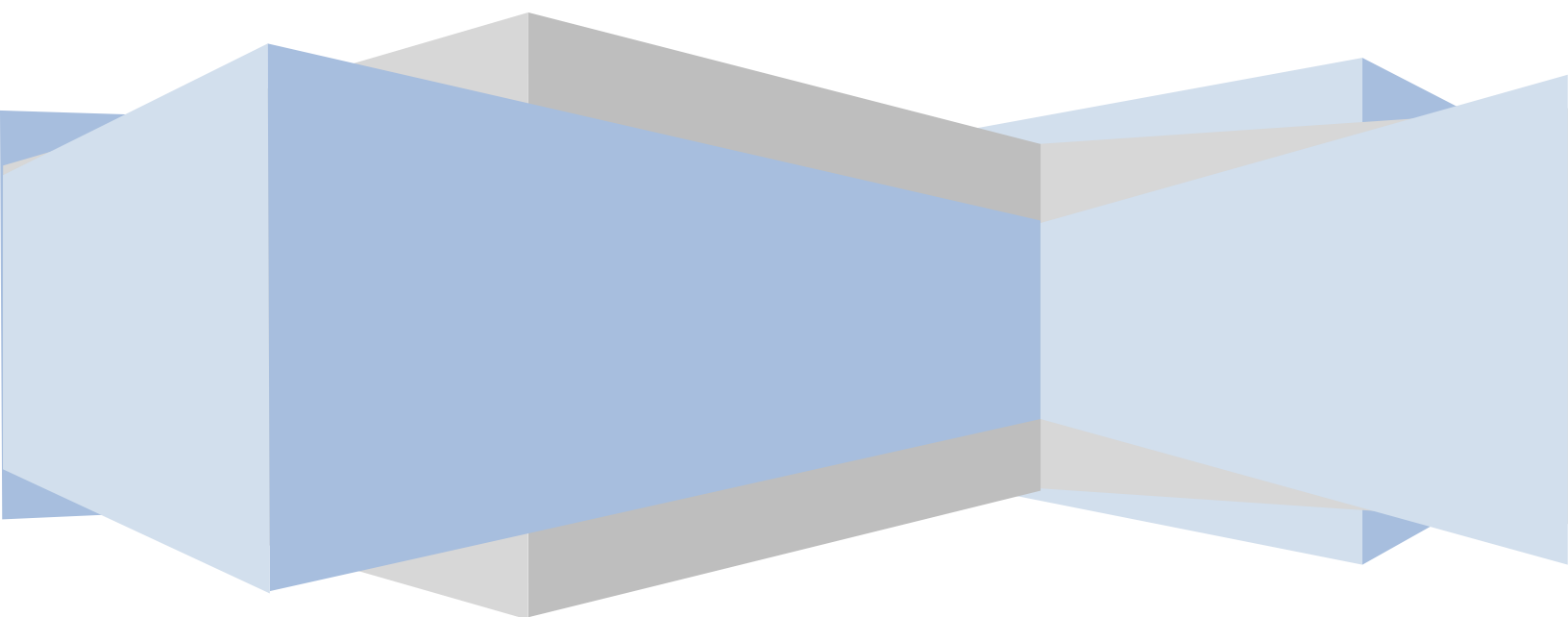


Weechi-it-te-win Family Services

Psychological Services Policy

May 31, 2018



Weechi-it-te-win Family Services Psychological Services – Philosophy as Resource Bank

As a resource to the First Nation Community Care Programs, it is the philosophy of the agency to provide quality services. Remembering Naaniigan Abinoojii is our central purpose, each resource will uphold the best interest and integrity of services to each child, family, and community we serve.

As a resource bank, staff will be accountable, responsible, ethical, truthful, and consistent. We will continue to strengthen each other as we recognize your success is our success. As a staff we will be respectful, cooperative, kindhearted, and motivated to the concepts involved in mino-biimaatiziiwin. We will promote the positives, the resiliency, the strengths, and we will empower cultural restorative strategies to empower change and healthy living.

Working towards the same goals, Weechi-it-te-win Family Services and the First Nation Community Care Programs will work as a team; will develop cohesiveness, and comradery needed to bring about the principles of Naaniigan Abinoojii. Our commitment and motivation to the administrative harmonization of Ministry child welfare and children's mental health standards will be a responsibility to each other as together we make up the leaders in Anishinaabe Child Welfare excellence.

With the renewal of energy and the focus of sacred strength we will awaken the traditional family and community laws on child care. We will utilize our Elders to embrace our language, our teachings and our ceremonies to fully realize the meaning in Weechi-it-te-win and the true intentions of our founding fathers.

As a resource to the communities, we will form a sincere engagement with you, the clients, the workers, the committees, the board, and the chiefs. We will recognize the need to be culturally competent and begin to specialize in the unique needs of your community. As a resource we recognize that one size does not fit all, and we need to engage and learn from multiple people through community contributions to Weechi-it-te-win's overall vision.

As a resource bank for the communities, together we will set high standards, work towards excellence, and champion powerful outcomes for children in our care. The children we care for will know they are loved, who their family and extended family is, as well they will know their community and their community teachings. We will support the positive and resilient identity that exists in the children in our care.

Dedication and commitment to our mutual success is the philosophy of the resource bank. Empowering our communities and through them promoting the healing of our families and our children is our central purpose. We will continue to grow together as leaders and continue to monitor our performance together as this multi-directional circle is our protective network for our children and our children's children.

Introduction

The purpose of this policy is to identify the scope of services that are offered through Weechi-it-te-win's Psychological services and to identify how these services are accessed, delivered, and completed. The policy will outline specific procedures required to access a psychological services and will demonstrate the process of how these services are carried out from intake to closure.

In keeping with Weechi-it-te-win Family Services Bi-Cultural Practice Model each family has an option to receive mental health or healing support through traditional Anishinaabe practices or through mainstream or western methods. As a result, Weechi-it-te-win offers psychological services for identified children and families through certified Psychologists and Psychological Consultants.. These fee-per-service providers are Weechi-it-te-win's contract Psychologists and Psychological Consultants and many have longstanding relationships with the organization (List of Psychologists/Psychologists Consultants Updated October 2017 – Appendix A).

Single Point of Access

The primary objective of this policy is to ensure a single point of access for all referrals to Weechi-it-te-win's psychological services. The single point of access will ensure these services are delivered in a thorough, consistent and evidence based manner that is in accordance with Weechi-it-te-win's philosophy. Weechi-it-te-win's psychological services are provided on a fee per service basis; therefore the single point of access also ensures that invoices and payment are consistent with the financial policies of Weechi-it-te-win Family Services. Finally, the single point of access ensures accurate statistical data collection, non-mandated reporting, and security and storage of Weechi-it-te-win's clinical records.

Weechi-it-te-win's single point of access is identified as the "Clinical Services Coordinator" who is responsible for ensuring adherence to this policy.

Eligibility

All referrals for psychological services are submitted from the Community Care Programs of the ten (10) area First Nations and as such any children and/or families that are involved with these programs are eligible for services. Other eligibility criteria are not applicable i.e) on or off reserve, status or non-status etc.

PHIPA (Personal Health Information Protection Act)

It is the responsibility of the "Clinical Services Coordinator" to ensure that WFS Nanaandawewenin Services are in compliance with PHIPA. Health professionals, including Mental Health service providers are legally bound to comply with the Act. This legislation, enacted in 2004, governs the collection, use and disclosure of personal health information. It is essential for health care providers to understand how the

unique demands of providing mental health care affect the interpretation of the health information custodian's obligations under PHIPA.

Custodians must ensure that records are retained, transferred and disposed of in a secure manner. Records to which an individual has requested access must be retained until all procedural matters relating to that request are completed.

Weechi-it-te-win's Nanaandawewenin Clinical Services will abide by the following PHIPA guidelines:

- a custodian may only *collect, use or disclose personal health information* if the *individual* consents or the *collection, use or disclosure* is permitted or required by the *Act*;
- a custodian must not *collect, use or disclose personal health information* if other information will serve the purpose;
- a custodian must not *collect, use or disclose* more *personal health information* than is necessary to meet the purpose;

Ensuring Consent

Although the Act indicates that consent may be expressed or implied verbally or in writing. Weechi-it-te-win's Nanaandawewenin Clinical Services will ensure that consent is obtained in writing prior to any service provision including collection, use and disclosure of personal health information.

All youth over the age of 12 will be required to sign the consent form along with their legal guardian (Consent Form – appendix B). This practice assumes that it is explained to the youth, in a language that he or she understands, what type of clinical service he or she will be participating in.

As per PHIPA regulations, all persons over the age of 12 and/or their legal guardians will be given an opportunity to withhold or withdraw the consent.

Scope of WFS Psychological Services:

The scope of WFS Psychological Services includes provision of various forms of psychological assessment. Psychological assessment for families and children in care of WFS will commence upon completion of a WFS Clinical Services Referral Form (WFS Clinical Services Referral Form – Appendix C). Services shall include:

- Psychoeducational/Psychometric Assessment
- Psychosocial Assessment
- Psychological Assessment and/or Diagnosis
- Developmental Assessment
- Neuro-developmental Assessment
- Occupational Therapy Assessment
- Assessment for Youth Transitioning into Adult Services
- Vocational Assessment
- Parent and Family Capacity Assessment
- Threat/Risk Assessment

- Navigation and support for accessing Ontario’s Mental Health System (Developmental Services of Ontario, Psychiatric Units, Early Psychosis Intervention Programs, Specialized Mental Health Treatment).

Requests that exceed the Scope of Service

Any request that is beyond the scope of psychological services provided by the WFS Nanaandawewenin Clinical Unit must be brought forward to the WFS Residential Placement Advisory Committee (RPAC Committee) for approval. The RPAC may or may not approve the request. Should the request be approved, the RPAC committee will identify a time frame for the duration of the service and set a date to review progress.

Requests for psychological services that are above and beyond are as follows:

Requests for OPI Children’s Treatment Programs Requests

for Treatment Foster Care placements

Requests for Psych Consultant to provide individual therapy to children and caregivers

Requests for Psych Consultant to provide individual training and mentoring to caregivers and parents

Requests for therapeutic interventions or counselling to be provided by another mental health professional not associated with Weechi-it-te-win.

Use of Psychological Consultant for ongoing case consultations i.e.,) telephone calls, discussions, case reviews

Criteria for exceeding the Scope of Service

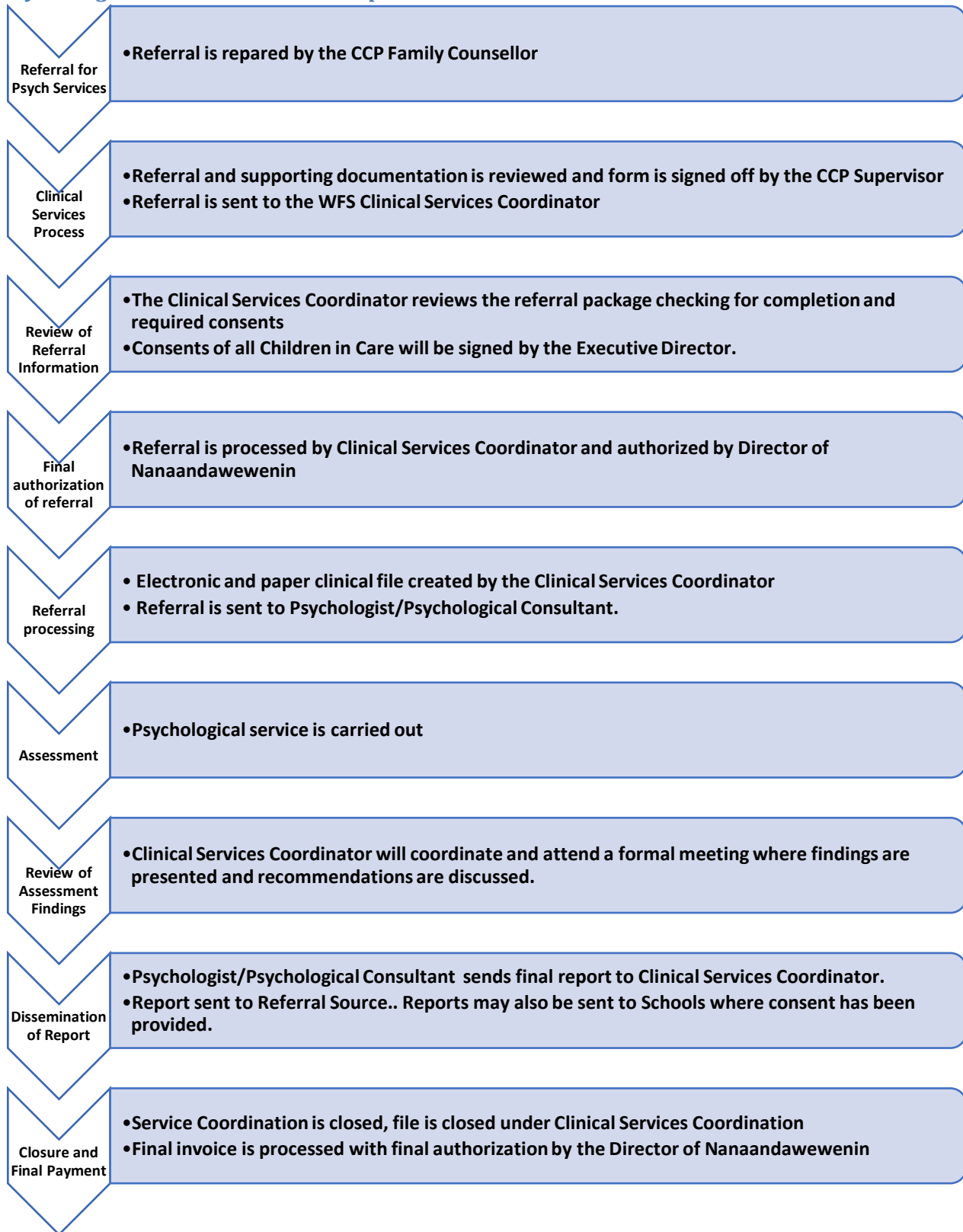
There may be extenuating circumstances where Weechi-it-te-win must exceed the scope of service. In these situations RPAC may approve a request bearing in mind that the approval is time limited and based on regular review. Such circumstances are as follows:

Youth has a psychotic disorder and is a risk to self or others

Youth’s has co-occurring disorders that pose a risk to self and others

Case managers and the Clinical Services Coordinator have been unsuccessful at “locating” a service that responds to the youth’s presenting concerns, in that case, the consulting Psychiatrist may be called upon to locate and assist in referring youth for mental health services or treatment.

Psychological Services Process Map



Referral Process:

1. A Clinical Services Referral Form (Appendix A) will be completed along with all required documentation by the CCP Family Counselor (Referral Source).
2. The CCP Family Counselor (Referral Source) forwards the referral package to the Clinical Services Coordinator who will review the Referral package to ensure that all supporting documentation is attached and required consent forms have been signed by the appropriate people. body
3. The Clinical Services Coordinator will forward the Clinical Services Referral Form to the Director of Nanaandawewenin for signature.
4. The Clinical Services Coordinator will create a clinical file for the client and forward the referral package to the Psychological Consultant.
5. The Assessment Process is carried out by the Psychological Consultant. This includes initial meeting with case manager, parent, caregiver or other collateral sources. These appointments may be scheduled by the Clinical Services Coordinator or the Psychological Consultant depending on their preference.
6. A meeting is coordinated by the Clinical Services Coordinator between all concerned parties to review the assessment findings and discuss recommendations.
7. The Psychological Consultant completes the final report and forwards to the Clinical Services Coordinator.
8. The Clinical Services Coordinator copies the final report to the Clinical File and provides Original report to the CCP Family Counselor/Referral source.
9. The Clinical Services Coordinator enters the data into the Clinical Services tracking system for statistical and billing purposes.
10. The Clinical Services Coordinator receives invoice and submits check requisition to the Director of Nanaandawewenin for payment processing.

Payment of Psychological Services

The following items are included with every psychological services request:

- Initial meeting (gathering of information)
- Review of records
- Meeting with collaborative sources
- Testing and interviewing of youth, family, caregiver, worker, legal guardian
- Closure meeting: presentation of findings and discussion for recommendations
- Report writing
- Provision of written strategies or resources
- Retests for the purpose of medication review (3 and 6 months)
- Travel time

Any costs above and beyond the items listed above will not be assumed or paid by Weechi-it-te-win Family Services, unless temporarily approved through the RPAC process.

Quality Assurance of Psychological Services

It is very important for the Senior Management and Board of Weechi-it-te-win to ensure the highest quality of services. It is additionally a goal to ensure that paperwork and accountability measures do not become a barrier to service. After each referral is complete; the Referral Source will be asked to complete a “Clinical Coordination Satisfaction Survey for Referral Sources” (Appendix D). This survey is intended to capture the level of satisfaction with the psychological services referral process at WFS in addition to gaining insight on how we can improve services.

Satisfaction surveys are confidential and are provided to the Director of Nanaandawewenin on a quarterly basis to be analyzed and shared with the WFS Senior Management Team..

Appendix A –List of Psychologists/Psychological Consultants

PSYCHOLOGIST/PSYCHOLOGICAL CONSULTANT	CREDENTIALS	SCOPE OF SERVICE
<p>Dr. Laurence Hunt - 731 Second St. South Kenora, ON, P9N 1H3 807-468-1080</p>	<p>PhD, Clinical Psychology Registered with the College of Ontario Psychologists Licensed to provide Diagnostic Assessments</p>	<p>Comprehensive psychological and psycho-educational assessments. ADHD, Autism Spectrum Disorders, Learning Disabilities, Mood and Anxiety Disorders, Behavioral issues, Parenting Capacity Assessments</p>
<p>Dr. Jennifer Sullivan Associates - 960 Alloy Drive Thunder Bay, ON P7B 6A4 807-768-0660</p>	<p>PhD, Clinical Psychology Registered with the College of Ontario Psychologists Licensed to provide Diagnostic Assessments</p>	<p>Comprehensive psychological and psycho-educational assessments. ADHD, Autism Spectrum Disorders, Learning Disabilities Behavioral issues (emotion dysregulation, ODD, etc), Intellectual Disabilities, Emotional issues(anxiety, depression, etc), Giftedness, Counseling and Psychotherapy for children, adolescents and adults</p>
<p>Dr. Mary Ann Mountain - Community Mental Health Director St. Joseph’s Care Group St. Joseph’s Health Centre 710 Victoria Avenue East Thunder Bay, ON P7C 5P7 807-624-3434</p>	<p>PhD, Clinical Psychology Registered with the College of Ontario Psychologists Licensed to provide Diagnostic Assessments</p>	<p>Clinical Neuropsychological assessments. Vocational rehabilitative psychology. Comprehensive assessment/testing focuses on cognitive, psychological/emotional and behavioral functioning) in relation to Autism, Asperger’s Disorder, ADHD, Learning Disorders, Traumatic Brain Injury, Stroke, Dementia,</p>
<p>Dr. Peter Hettinga – 39 Cambrian Drive Kenora, ON P9N 4A4 807-467-2405</p>	<p>PhD, Clinical Social Work</p>	<p>Psycho-Social Assessments</p>

PSYCHOLOGIST/PSYCHOLOGICAL CONSULTANT -	CREDENTIALS	SCOPE OF SERVICE
<p>Dr. Fred Schmidt – <i>Adjunct Professor, Department of Psychology</i> <i>Associate Director, Clinical Development, Evaluation & Research, Children’s Centre, Children’s Centre Thunder Bay</i> 283 Lisgar Street St. Thunder Bay, ON, P7B 6G6</p>	<p>PhD, Clinical/Child Psychology Registered with the College of Ontario Psychologists Licensed to provide Diagnostic Assessments</p>	<p>Comprehensive psychological and psychoeducational assessments. ADHD, Adolescent Sex Offenders Autism Spectrum Disorders Learning Disabilities Behavioral issues (emotion dysregulation, ODD, OCD, etc), Intellectual Disabilities, Giftedness Emotional issues (anxiety, depression, etc) Parenting Capacity Assessments</p> <p>Parenting Capacity Asses</p>
<p>Sirppa Sterling – Sterling Counselling Consultants RR #2, 216-44 Fort Frances, Ontario 807-276-7256</p>	<p>Master’s Degree in Clinical Psychology Certified School Psychologist in Manitoba</p>	<p>Cannot diagnose Psychoeducational/Psychometric assessments Psychosocial assessments Developing Behavioral and/or Individual Behavioral Plans for students with learning or behavioral difficulties Emotional issues (anxiety, depression, etc) Behavioral issues, (emotion dysregulation) Triple “P” Parenting Vocational Assessments Threat/Risk Assessments Suicide Risk Assessments Marschak Testing Parenting and Family Capacity Assessments</p>
<p>M. Lynn Wells – Cornerstone Mental Health Services P.O. Box 203 Longbow Lake, ON POX 1HO 403-915-5111</p>	<p>Master’s Degree in Counseling Psychology, (MACP) Mental Health Consultant</p>	<p>Cannot diagnose Psychoeducational/Psychometric assessments Psychosocial assessments Developing Behavioral and/or Individual Education Plans with students with learning or behavioral difficulties Emotional issues (anxiety, depression, etc) Behavioral issues, (emotion dysregulation) Suicide Risk Assessments Parenting Capacity Assessments</p>

Appendix B – Consent for Psychological Services

WEECHI-IT-TE-WIN
Family Services Inc.



P.O. Box 812, Fort Frances, ON P9A 3N1 1-807-274-3201
1-807-274-0483
Fax 1-807-274-8435
Toll-Free 1-800-465-2911

CONSENT FOR RELEASE AND EXCHANGE OF INFORMATION

I, _____,
date of birth _____

(child 12 years of age and older)

Authorize

Medical Facility, Educational Facility, Social Service Agency

Address

To disclose and exchange any pertinent information about myself with: Name

and Address of Associate:

And,

I, Laurie Rose, Executive Director _____ of Child
Legal Guardian

Date of Birth: _____ Age: _____

Authorize

Medical Facility, Educational Facility, Social Service Agency

Address

To disclose and exchange any pertinent information regarding above child with: Name

and Address of Psychological Consultant:

Parent / Legal Guardian / or Person

Date

Appendix C – Clinical Services Referral Form



**Weechi-it-te-win Family Services
Clinical Services Referral Form**

First Nation: _____

Date of Referral: _____

Service Being Requested: **WFS Psychological Services:**

- Comprehensive Psychological Assessment/Diagnosis
- Psychoeducational/Psychometric Assessment
- Psychosocial Assessment
- Developmental Assessment
- Parent Capacity Assessment
- Other _____

WFS Clinical Services Coordinator Program:

- Clinical Support/Training
- Crisis Response
- Other

Name of Person being Referred:

First Name:	Last Name:
Anishinaabe Name:	Clan:
Gender: Male _____ Female _____	Age:
Date of Birth: (D/M/Y)	Band Number:

Client Status:

Customary Care: _____ Family Support: _____ Residential: _____ Society Wardship: _____

Family Information:

Parent(s):

Address:
Telephone:

Parent(s):

Address:
Telephone:

Foster Caregiver(s):

Address:
Telephone:

Legal Guardian(s):

Address:
Telephone:

If student - Name of School:

Grade: _____

Telephone - Number of School:

Address of School:

Professional Consultant Requested: _____

Professional Consultant Approved: _____

Required Mandatory Documentation: (Please attach and check box :)

- CR01, CR02
- Client Social History
- Previous Psychological Assessments
- Previous Educational Assessments/Report Cards
- Previous Telemental Health Consult Reports
- Assessment Tools/Screenings Utilized
- Consent to Release of Information
- Genogram

Reason for Referral:

Brief Description of Presenting Problem and/or Type of Service Being Requested:

Desirable Outcome:

Please describe client's relative strengths:

Signature of CCP Referring Worker: _____

Date: _____

Signature of CCP Supervisor: _____

Date: _____

Director of Nanaandawewenin

Date

Referring Agency Notified

Date

Clinical Coordination Satisfaction Survey for Referral Sources – Appendix D

Clinical Coordination Satisfaction Survey for Referral Sources

Please use the following scale as a guide for your level of satisfaction for the items below.

1	2	3	4	5	6
very poor	poor	fair	good	very good	Excellent

- 1) The referral form was easy and simple to complete? 1 2 3 4 5 6
- 2) After submitting the referral form and all necessary documentation, how satisfied were you with the amount of time it took for the service to begin? 1 2 3 4 5 6
- 3) Level of satisfaction with the coordination of psychological services? 1 2 3 4 5 6
- 4) I was given ample opportunity to provide input into the assessment? 1 2 3 4 5 6
- 5) The findings were shared with me in a manner which I could understand. 1 2 3 4 5 6
- 6) I was able to participate in the recommendations portion of the assessment. 1 2 3 4 5 6
- 7) I was linked up with the Clinical Coordinator for ongoing support to carry out recommendations of assessment. 1 2 3 4 5 6

Please comment on the strengths of this service. If it is helpful, in what way is it helpful?

What changes should be made to improve this service?