Care Plan Flow Chart

Teachers identify a concern—
speech, behaviour, toileting, changing family dynamics,
delayed development, napping, etc.

Teachers bring it up to the class Program Manager.

Makes observational records (minimum 2)

Manager brings it up in the Managers Meeting for guidance and/or supports

A Care Plan meeting is scheduled with the family. Care Plan is drafted by Program Manager and staff.

Care Plan DOES require a CDC referral (parents must agree to the referral):

Program Manager and another Manager/Keely will attend the Care Plan meeting with the family. Draft plan is reviewed with family and notes are made with their feedback.

Draft plan is updated and sent to the family for review. Parents confirm or add more changes. Finalized copy of the Care Plan is sent to them. A printed copy is made for the class, and one stays in the child's file. Parents sign the class copy.

Any injuries/behaviours/ concerns are documented in the Incident Report sheets as well as written on the Daily Communication sheet.

Wait for CDC Support Worker is 3-8 months. Until then, strategies are discussed and applied with the NIA team. Care Plan is amended and will be reviewed in 2 months or earlier. Once a CDC Support Worker/ Consultant is assigned, a new meeting (with just the manager and family) is required.

Behaviours/ concerns have escalated or are unsafe (with or without CDC support). Have a review meeting with Program Manager and Executive Director and parents. Contact CDC for urgent support. Discuss with parents new strategies and outline possible release of care within a defined timeline.

Care Plan does NOT require a CDC referral:

Program Manager and both parents/guardians attend the Care Plan meeting.

Draft plan is reviewed with family and notes are made with their feedback.

Draft plan is updated and sent to the family for review.

Parents confirm or add more changes.

Finalized copy of the Care Plan is sent to them. A printed copy is made for the class, and one stays in the child's file. Parents sign the class copy.

Any injuries/behaviours/ concerns are documented in the Incident Report sheets as well as written on the Daily Communication sheet.

A follow up meeting is scheduled 6 months or when behaviours/ concerns have improved/ escalated.

Concerns/ behaviours escalate. Need to submit a CDC referral. Care plan is updated.

Concerns/ behaviours improve. No longer a need for Care Plan or Care Plan Meetings

Concerns/ behaviours improve. Wait for additional CDC guidance and continue to do strategies and Care Plan review meetings

Concerns/ behaviours escalate or remain at unsafe levels. NIA will issue a release of care notice following our Cancellation of Care Policy

Final strategies are implemented by NIA staff and CDC representatives notified of the ongoing situation.

Please note that in extreme or extenuating circumstances, we may add a step or skip any step at any time.