beds will not be considered beyond 10 days without prior written approval from the Child Protection Branch.

- It is expected that when a resource receives a referral, they will begin the pre-admission process prior to that particular bed becoming vacant to facilitate a new resident placement in a timely manner. A written explanation needs to be provided to the Provincial Placement Desk specialist if the bed cannot be filled within 10 days due to additional work associated with admission of a particular child/youth. Again, vacant beds will not be funded past 10 days unless prior written approval has been granted by the Child Protection Branch. It may not always be possible for treatment facilities to receive complete social histories on a youth referred for various reasons (ex: new admission to the system) prior to admission. Consultation with the Provincial Placement Desk specialist is recommended if the facility is experiencing challenges in connecting/consulting with the placing agencies. In these situations, the Provincial Placement Desk specialist will support and assist in that process.

- A licensee admitting any individual who is physically disabled shall comply with all applicable Manitoba Building and Fire Code requirements.

- The licence issued shall indicate the director’s approval to accommodate physically disabled residents.

- The licensee shall ensure that all equipment used by children under the age of two years for eating, sleeping and playing is consistent with their developmental capabilities and is in compliance with the Consumer Product Safety Act as well as other applicable safety legislation or standards.

- The licensee, in consultation with the placing agency or jurisdiction, provides appropriate opportunities to the child/family to be orientated to the placement facility.

**Advocacy**

**Standard**

- The residential child care facility staff should provide residents and their families with information about community services. They should also help them advocate for themselves and negotiate with other service providers and systems.

**Commentary**

Residential child care facilities and organizations can:

- advocate on behalf of their clients
- increase the community’s understanding of residential youth services
- help the community identify gaps in social services programs

**Treatment Planning**

**Standard**

- Treatment planning conferences must occur within 30 days of admission and on a quarterly basis thereafter.

- The licensee is responsible for organizing, documenting and providing the written plans to the placing agency within 10 working days following a treatment planning conference.
Commentary
Manitoba Child and Family Services’ treatment planning is based on strengths and needs defined through competency-based training (see Appendix F).

Discharge process
Standard

- The decision to discharge a child from a residential child care facility, whether it is planned or the result of a crisis, requires a conference with the provincial placement desk where consideration is given to the following:
  - risk factors
  - supports required to maintain placement
  - availability of appropriate alternative arrangement needs
  - transitional or discharge plans

- Children shall remain at the residential child care facility until they are discharged, unless risk factors indicate the child’s or others’ safety cannot be maintained. Where the child remains at the facility, the agency makes it a priority to find an appropriate alternative placement.

- In designated managed residential child care facilities, the Provincial Placement Desk shall be notified of any unplanned discharges prior to the removal of the resident.

- Where the child is placed in a residential child care facility, the licensee prepares a discharge summary for the agency prior to the discharge conference.

- The licensee sends the resident’s clothing with the child or, if the child is discharged in absentia, packs the child’s clothing, possessions and moneys within three days of discharge and forwards it to the child’s worker. The resident’s possessions should be transported in appropriate cases.

Commentary
Tentative discharge plans should be identified by the placing agency or jurisdiction at the time of placement. Ongoing planning for the resident should reflect this plan.

Guidelines
A distinction needs to be made between a crisis resulting in a child’s temporary replacement and a discharge.

Children should never be discharged during a crisis. There may be times where separation from the facility is required. In this situation, the Provincial Placement Desk must be notified by telephone and a written care plan must be submitted to the Provincial Placement Desk outlining the process that will occur to support the child’s re-entry/return to the residential child care facility. A plan also needs to be in place to ensure the child has the opportunity for a healthy separation.

Voluntary Placement Agreement/Youth Criminal Justice Act situations may result in immediate discharges over which the agency/facility has no control. It is expected the residential child care facility will make every effort for the child in this type of discharge to finish or say “goodbye” in a healthy way to other residents and staff.