

**CIRCULAR**

**Date:** November 3 , 2020

**CIRCULAR NUMBER:** COVID#: 2020-154

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**To:** Authorities, CFS agencies, CYSD staff

**Subject:**  
**CFSA Documentation of COVID-19 for Children in Care**

**Program(s): All**

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**Type:**       Policy                                       For Internal Reference Only  
                   Procedure                                       Information Only

**Effective Date** Immediately

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The safety and health of our children in care, their care providers, and frontline child protection staff is of utmost importance.

Effective immediately, records for children in care must be updated in the Child and Family Services Applications (CFSA) anytime a child tests positive for COVID-19 to ensure that proper precautions are taken when caring for children. This includes documenting the diagnosis and any other accompanying information.

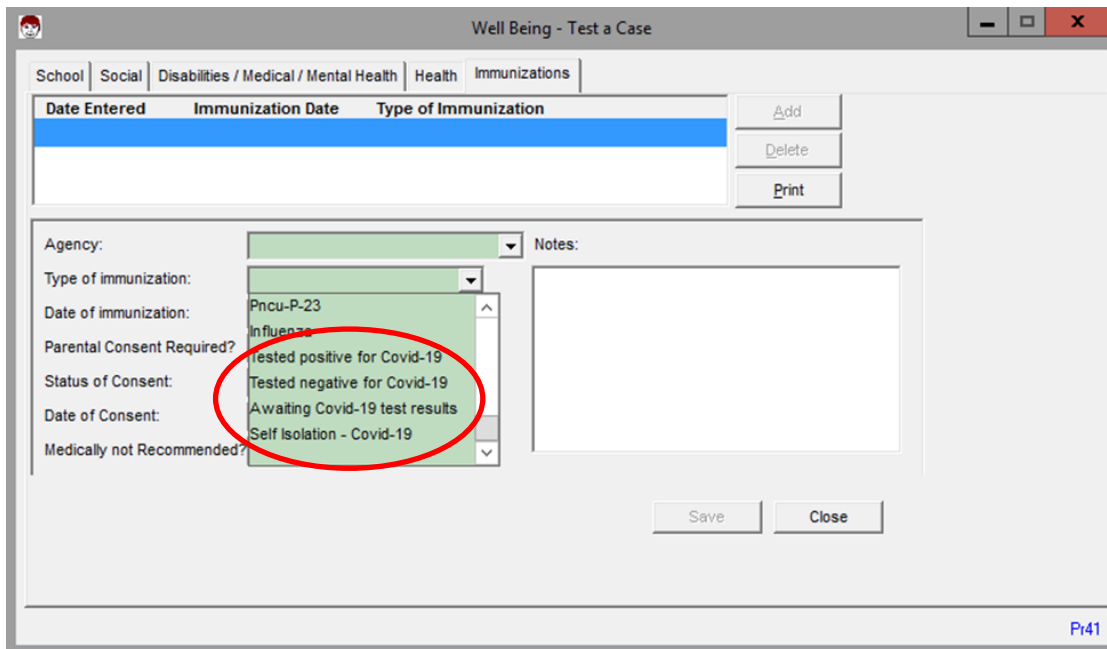
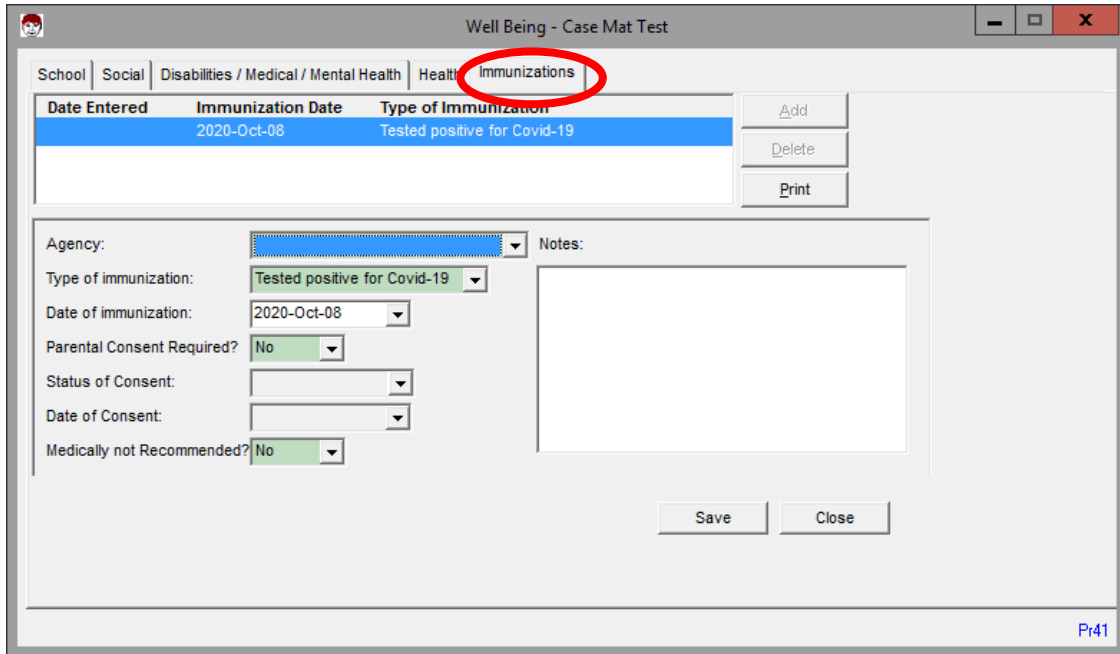
CFSA has been updated in three key areas: when a child has been tested for COVID-19; when a placement has been affected by COVID-19; and if death has occurred as a result of the infection. Child in Care records should also include clear, concise recordings and a note in the Care and Caution section to alert staff of the infection.

**Immunization Screen**

In addition to the normal childhood vaccination and influenza vaccinations, the immunization tab (located in the Well-Being screen of the child's personal record in CFSIS) has been updated to document when a child has been tested for COVID-19. The appropriate reference value and date should be selected to reflect the current situation of the child, including:

- child has tested positive for COVID-19;
- child has tested negative for COVID-19;
- awaiting COVID-19 test results; and
- self-isolation due to COVID-19.

More than one value and date may be selected. For example, if a child was tested on October 1, 2020, the value "Awaiting COVID-19 test results" would be added on that date. When the test results are received, another entry can be made to record the results. The application will display the history in the area directly below the well-being tabs.



## Care and Caution

The Care and Caution window is located in the Address/Phone section of a personal record in both CFSIS and the IM. The Care and Caution window must be updated to reflect the positive or suspected diagnosis of COVID-19 so that appropriate precautions can be taken and proper personal protective equipment is used when providing services to the child and/or foster family household. If there are any special instructions regarding isolation or quarantine, this may also be documented here for quick reference. Please note that this space has a limited number of characters and full documentation may be made in recordings.

The screenshot shows a software window titled "Address/Phone" with a close button (X) in the top right corner. The window has three tabs: "Location", "Mailing", and "History". The "Location" tab is selected. Below the tabs, there is a "Location Note (Land location may be entered here)" field, a "Whereabouts Unknown" checkbox, and an "Add New Address" button. The main form area contains several input fields: "Unit/Apt/ Suite No." (321), "House No./ Building No." (5678), "Street Name" (Rocky), "Street Type" (Road), "Direction", "City/Town/Municipality" (New Town), "Province" (Manitoba), and "Postal Code" (R0R0R0). Below these fields is a question: "Is the location address the same as the mailing address?" with radio buttons for "Yes" (selected) and "No". A red circle highlights the "Care and Caution" text area, which contains the text: "Child has tested positive for COVID-19 use appropriate PPE when interacting with child and/or foster home." To the right of this area is the "Address Directions" field. Below the "Care and Caution" section is the "Contact Information" section, which includes a table for phone numbers and an "Email" field. The table has columns for "Area Code", "Phone Number", "Extension", and "Type". The first row shows "( 204 )", "555-5555", an empty extension, and "Home". Below the table is an "Email" field. At the bottom of the window, there is a "Save and Close" button and a "Pr08" label.

## Placement

The Placement window is located under the details of a CFSIS case. A number of placement entry and exit reasons have been added to indicate if a placement change was the direct impact of COVID-19.

Entry reasons:

- COVID-19 Hospital (used when a child is hospitalized due to COVID-19)
- Post COVID-19 Return (used when a child is re-entering a placement after being hospitalized or moved due to isolation)

Exit reasons:

- COVID-19 Hospitalization (used when a child is leaving a placement due to being hospitalized)
- COVID-19 Isolation (used when a child is leaving a placement to isolate at another location)
- COVID-19 Return (used when a child is returning to their placement after a COVID-19 related move due to hospital or isolation requirements)

**Facility**

Tracked Facility  
 Untracked Facility

Facility: [Dropdown]  
Placement Type: [Dropdown]  
Held Space: Bed #5 [Dropdown]

**Placement**

Family Placement

Culturally Appropriate?  Yes  No  N/A

Relationship: [Dropdown]  
CA Reason: Hotel/group home/residential care/cor [Dropdown]  
Entry Reason: Entered into care [Dropdown]  
Exit Reason: Covid-19 - Hospitalization [Dropdown]

Start Date: 2020-May-15 [Dropdown]  
End Date: 2020-May-15 [Dropdown]

**Location** | Mailing | History | Telephone | Facility | Bed Space Usage

Location Note (Land location may be entered here)    Whereabouts Unknown     Add New Address

Unit/Apt/ Suite No.	House No./ Building No.	Street Name	Street Type	Direction
	330		Avenue	

City/Town/Municipality: Winnipeg    Province: Manitoba    Postal Code: [Dropdown]

Is the location address the same as the mailing address?  Yes  No

Care and Caution    Address Directions

Last Modified By: Chris Pratt    October 09, 2020 02:36:23 PM

Save    Close    Delete

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## Deceased

A new value has been added to the deceased screen located under the details in the person record. In the event that a child dies as a result of COVID-19, the cause and date of death must be added.

## Recordings

A detailed recording may also be added to the CIC case to document any information that is related to the child's positive diagnosis or situation regarding the illness and/or infection. This includes information relating to self-isolation, quarantine, placement, or any other information the worker deems relevant.

Case Status	Effective Date	Reason	ADP Applies Name	Age	Role	Relation/Service	Status	CAA
Pending	Jan 1 2013	New CIC	Test Case	15	Client - case reference	Case Reference	In home	First Nation
Closed	Jan 1 2013	CREATED IN ERROR	Chris Pratt	19	Primary worker	CFS employee	Support Branch staff	
			Laurie Jarvis		Supervisor	CFS employee	Support Branch staff	

For the latest provincial public health information on COVID-19, including helpful information for citizens, service providers and employers, please regularly visit [www.manitoba.ca/covid19](http://www.manitoba.ca/covid19).

Christina Moody | A/Assistant Deputy Minister  
Child and Youth Services