

Required Documentation Guide

Jordan's Principle and the Inuit Child First Initiative

The purpose of this document is to provide an overview of what official documentation is required to support Jordan's Principle and Inuit Child First Initiative (Inuit CFI) requests.

To support all Jordan's Principle and Inuit CFI requests, signed documentation is required from a health, social, or education professional directly working with the child that clearly indicates the diagnosis(es) or identified need, directly recommends the requested intervention and stipulates the recommended frequency/duration (treatment plan), if applicable. The documentation must:

- be within the professional's area of expertise/scope of practice (i.e. requests for a medical or health intervention must be recommended by a health professional, whereas a child or family social service can be recommended by a social worker), bearing in mind community context and access to professionals, as noted below*;
- be from a professional within the child's circle of care (i.e. directly treating the child);
- include the registration/professional licensing number of the recommending professional, if applicable; and
- be consistent with the general care/wellness plan for the child, if applicable.

* Please note that community health, social and education providers should be considered as qualified in most cases to provide an initial assessment of unmet needs of the child (or children). This is especially important to consider in cases where communities/families do not have timely access to specialized or additional subject-matter expertise (e.g. a National Native Alcohol and Drug Abuse Program (NNADAP) worker can provide a substance abuse recommendation in the absence of a physician or psychologist).

Required documentation could include ONE or more of the following (See Appendix A for a non-exhaustive guide):

- Health/education/social assessment, evaluation, report or summary (i.e. psycho-educational assessment, behavioural assessment, Occupational therapist report, etc.)
- Referral
- Prescription
- Official diagnosis with treatment plan
- Letter of recommendation from health/social/education professional involved in the child's/children's life that indicates the diagnosis(es) or identified need and directly recommends the requested product/support/service.*

* If providing a letter of recommendation from a health, social, or educational professional involved in the child's/children's life, the following elements should be included:

- date
- professional's role in the child's life
- professional's licensing number/credentials (if applicable)

- nature of relationship to the child, including the length of time working with the child
- diagnosis(es) and/or identified need
- direct recommendation of the requested intervention, which:
 - o indicates how provision of the request would directly address the child's health, social and/or educational identified need/diagnosis(es); and/or
 - o identifies the potential impacts on the child should the request not be provided.
- Giving an example is helpful to demonstrate how the request would address the child's need. The more specific the letter is, the better it demonstrates why the request should be provided.
- The recommended intervention should be directly named in the letter. For example, for a request for coverage of fees associated participation in a hockey team, the professional should not simply suggest that sports in general would be beneficial for the child, but rather should specify how participation on a hockey team specifically would address the child's diagnosis (es) or identified need(s).
- signature of the recommending professional

It is preferable that the professional not use a generic letter. Given each child has unique needs, the letter of recommendation must speak directly about the child making the request.

Example of an incomplete letter of recommendation

"I, recommend that this child participate in activities because it is beneficial for him to get exercise for both health and social reasons."

Unfortunately, this letter is very brief, generic and vague with respect to the child, which makes it difficult for a reviewer to know what the link is between the child's needs and what is being requested.

Example of a complete letter of recommendation

(Child's name) has been my patient/client since 2015. (Child's name) has been diagnosed with anxiety, which has worsened with age. He has already tried medication, and his parents have taken training to help him manage his anxiety on a daily basis, which has helped a lot, but there is still work to be done. I have observed that since (child's name) joined a soccer team and has been practising regularly, his anxiety has decreased considerably and he is concentrating better at school. I strongly recommend that he continue participating in this activity. I have determined that it helps him manage his anxiety and do better in school.

Signature of service provider

(Name and title of service provider). Letter signed September 1, 2019

Appendix A

Types of Health/Social/Educational Assessments, Evaluations or Reports

- Autism Assessment
- Behavioural Therapy Assessment
- Dental/Orthodontic Treatment Plan
- Developmental Assessment Report
- Educational Support Plan/Intervention
- FASD Assessment
- Hospital Report
- Individual Education Plan (IEP)
- Neurodevelopmental Assessment
- Neuropsychological Assessment
- Mental Status Exam
- Occupational Therapist Assessment/Report
- Orthodontic Evaluation Summary
- Physiotherapy Report
- Psycho-Educational Assessment
- Psychological Assessment/Report/Evaluation
- Psychology Record of Service
- Rehabilitation Report
- Report Card
- Speech and Language Assessment/Report
- Student Support Plan
- Trauma-Informed Safety Plan
- Treatment Plan/Progress Report

Who can Provide a Referral or Letter of Recommendation

- Aboriginal Disability Case Manager
- Assistive Technologist
- Audiologist
- Behavioural Consultant/Analysts
- Chiropractor
- Community Health Nurse
- Community Health Representative
- Counselling Services
- Dentist
- Early Childhood Interventionist
- Educational Professional
- Mental Health Nurse
- Mental Health Therapist
- Midwife
- Neuropsychologist
- Nurse/ Nurse Practitioner
- Occupational Therapist
- Ophthalmologist
- Optometrist
- Orthodontist
- Otolaryngologist
- Pediatrician
- Physical Therapist
- Physician/Doctor
- Physiotherapist
- Psychiatrist
- Psychological Associate
- Psychologist (Clinical/Social/Educational)
- Psychotherapist
- Recreational Therapist
- Speech-Language Pathologist
- Social Worker