

CYIC Point Person Checklist

Reporting Period 1:

1. Collaboration

- Identify all students who meet criteria as CYIC; shared responsibility with MCFD and Indigenous Child and Family Services
- Identify the Social Worker for each CYIC student; communicate to:
 - Introduce yourself to Social Worker (and student if new to you); familiarize yourself with the student's current situation (e.g. Care Agreement, Foster Parent, circumstances, etc)
 - Establish who the CYIC student's team includes (e.g. Caregiver, Teacher(s), Staff, Delegated agency, etc.)
 - Collaborate as a team to develop SSSP (include team members as available, and gather input otherwise)

2. Entering Data

- Log into App and enter student data under each heading
- Upload completed SSSP to App and complete data submission; select blue [SUBMIT](#) button
- If you have students on your list who are no longer in care, select "inactive"; you will be prompted to provide a reason
- If you currently have no CYIC students, check the box to indicate this and then select the blue SUBMIT button

Repeat these steps for Reporting Periods 2 and 3:

1. Collaboration

- Refer to CYIC student list to:
- Confirm student(s) are still in care
- Check with Social Worker for changes to care agreements and custody orders
- Check for any students who have entered into care since the previous reporting period
- Review and upload SSSP** - review & revise with appropriate team members, noting progress and changes in need and/or focus; upload into App

2. Entering Data

- Enter student data into the App by due date (remember to select blue [SUBMIT](#) button)