

## Our Vision

An Ontario where children and youth with special needs get the timely and effective services they need to participate fully at home, at school, in the community, and as they prepare to achieve their goals for adulthood.



Create an environment where everyone feels safe to share - **come prepared with the facts** – bring and share all your information – **give everyone opportunity to speak.**

## How to identify the Service Planning Coordinator (SPC) in Coordinated Service Planning (CSP)

Family-Centred Service is at the core of Coordinated Service Planning and can help guide the decision making process. [CanChild - Family Centred Service](#)

Who the best person is to act as Service Planning Coordinator may be self-evident, or may need to be discussed among the family/providers. It may change over time.

When a family is involved with two or more services, all providers should be asking the family whether they need help with service coordination. If the family indicates they would appreciate help with service coordination, ask them if there is a particular provider with whom they are most connected.

Coordinated Service Planning is a relationship based process, and part of the work we do with families. There could be a number of different results. Remember that we are talking about the function of coordination, not case management. Work together as a team, and use the following questions to help guide the decision making process.

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## Questions to Consider:

What is the family's preference?

At this point in time, who is the main provider of services?

How long is each provider likely to be involved?

Who has the best relationship with the child/youth/family?

Remember, while there should only be one SPC, everyone can help – the SPC may ask someone to help take notes or facilitate meetings for example.

If the service providers involved are not able to come to a decision on who will act as the Service Planning Coordinator, they may wish to reach out to their Special Needs Steering Committee member for assistance.