

What is Coordinated Service Planning (CSP)?

When everyone on your child's team works together to:



Who is Coordinated Service Planning for?

Families who:

- have a child or youth with multiple and/or complex special needs
- have at least two service providers involved in their child or youth's care (including schools, therapists, community supports, and medical professionals)
- need extra support to navigate the system

Service Planning Coordinators will:

- meet with families to help them establish their goals
- connect with the professionals who work with the child/youth (including schools, therapists, community supports, medical professionals, etc.)
- work to create a Single Plan of Care (SPOC)
- lead a meeting with the family that brings the child/youth's professionals together as a team to discuss the family-centered goals within the Single Plan of Care (SPOC)
- follow up with each professional and keep the family informed

Coordinated Service Planning will help you:

- tell your story once, and be better understood by all professionals working with your child/youth
- be empowered to make informed decisions about your child's care and your family's needs
- get support to monitor the needs and progress of your child or youth through a coordinated service plan

Privacy and Consent

A record of your child's history, treatment and progress is important to planning well for your child. Your consent is required to share this record with others.

Privacy legislation protects your rights

You have a right to:

- Decide with whom your child's information is shared
- Give your consent verbally, in writing or electronically
- Be informed. Ask questions.
- Withhold or withdraw consent (except for legal reasons such as a court order)
- Ask to see your child's record at any time
- Ask that errors related to the facts of your child's record are corrected.

For more information about your privacy and our commitment to you, please refer to the Privacy and Consent Guide. <http://kidsinclusive.ca/families-visitors/protecting-your-privacy/>

Questions or concerns?

We're always happy to answer any questions you have about the collection, use or sharing of personal and health information, or to discuss any concerns you have. Please contact us by calling our centre at 613-544-3400 ext. 3175 or toll free at 1-855-544-3400 ext. 3175.

You may also contact a Manager at KidsInclusive, at 613-544-3400 ext. 3175.

For more information visit www.kidsinclusive.ca