



**First Nations of Southern Manitoba CFS Authority**  
**Volume 1: Agency Standards**  
**Chapter 8: Agency Operations**  
**Section 3: Reporting to First Nation Leadership**  
**Effective Date: February 24, 2012**

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## **Introduction**

This section contains policy and standards pertaining to the mandated CFS Agencies responsibility to provide regular reports on agency activities to the Chiefs and Councils of the First Nation communities served by the Agency. It applies to the Agencies mandated by the Southern First Nations Network of Care (SFNNC), with the exception of *Animikii Ozoson CFS* and *Child and Family All Nations Coordinated Response Network (ANCR)*.

## **Standards**

### **1. Requirement to Report on Activities**

- (a) As part of accountability to communities served, and subject to the *CFS Act* and FIPPA provisions, mandated agencies will provide a regular report on their activities to the Chief(s) and Council(s) of the First Nation communities that they serve.
- (b) The Agency will provide non-identifying statistics. These statistics will include community specific data, as well agency "rolled up" data.
- (c) Agencies will provide this report in a written format and make it available to all Chiefs and Councils electronically or by hard copy.
- (d) An electronic copy of each report is to be provided to the Southern First Nations Network of Care.

### **2. Frequency of Reporting**

- (a) Agencies will provide such a report at least 2 times (2x) per fiscal year. Agencies will provide the SFNNC with their reporting schedule by March 31 for the upcoming fiscal year.
- (b) Agencies may provide report more frequently.

### **3. Minimum Reporting Requirements**

- (a) Each report must include, at a minimum, the following information:

#### **Agency "Roll Up Reports"**

- Data on children in care, including legal status, by funder, increase/decrease from last report, reasons for increase/decrease
- Data on placements of children in care, including placement type; on/off reserve numbers; placements with family



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- Data on Family Services, including the number of cases on and off reserve; breakdown by protection / family enhancement; number of minor parent cases
- Data on Alternative Care, including the number of licensed foster homes on and off reserve and Aboriginal/non-Aboriginal; number of places of safety on and off reserve; other agency owned resources such as group homes, 4 bed units, etc.
- Data on reportable child deaths for the year
- Data on staffing, including the number of staff; vacancies / turnover rates; staff qualifications and compliance with the workforce qualifications standard; number of Aboriginal/non-Aboriginal staff
- Report on Agency initiatives underway / upcoming

**Community Specific Reports**

- Number of children in care from the community, by legal status; by funder; increase/decrease from last report
- How many children from the community are placed on/off reserve; what types of placements are being used; how many are placed with family; how many are placed in culturally appropriate placements
- How many families from the community are being served by the agency, on and off reserve; how many are protection / family enhancement; how many minor parent case are open on and off reserve
- How many foster homes are licensed in the community; how many places of safety are in the community; what other types of placement options exist in the community
- Reportable child deaths for children from the community for that year
- How many staff work in the community and in what positions; do they meet the workforce qualifications; what are their qualifications; how many are from the community Aboriginal / non-Aboriginal
- How many and what type of other agency staff provide services to the community (for example, Abuse team workers; foster home coordinators, etc.).