

## **Instructions for Completing the Application Form for Educational Programs: Care and/or Treatment, Custody and Correctional (CTCC) Facilities 2017-18**

### **Background**

School boards applying to renew existing CTCC programs, including summer programs, are required to complete the Excel Application Form.

The following information is provided to support school board's completion of the Excel Application Form:

### **Critical Fields**

Critical Fields are mandatory fields and must be filled out before any financial data can be approved. These fields include: DSB, BSID, Application Type, Facility Type, Duration, Program Attendance Expectations, FTE and PTR. In the case of a Liaison/Administration claim, FTE and PTR data is not required.

## Section Outline

### Section 1: Board Information (partially pre-populated for renewals)

- DSB No. is a **critical field** and is required prior to approval.
- Verify or correct all pre-populated data.
- Include the position/title of the school board contact.
- Include details of any additional partner school board(s) where appropriate.

### Section 2: Agency (partially pre-populated)

- Verify or correct all pre-populated data.
- Review and complete drop-down sections (who operates the agency and funding ministry).
- Contact partner agency as required to confirm data.
- Applications for Liaison/Administration should not include any agency data.
- Where “Funding Ministry” is represented by “Multiple Ministries” please specify the names of the Ministries in the box provided.

### Figure One



The image shows a screenshot of a web form. On the left, there are two input fields. The top one is labeled 'Postal Code' and is empty. The bottom one is labeled 'Funding Ministry (Select from list)' and has a dropdown menu open. The dropdown menu is currently displaying 'Multiple Ministries'. To the right of the dropdown menu is a text box with the label 'Please specify:' and an empty input field.

### Section 3: Facility (partially pre-populated)

- BSID is a **critical field** and is required prior to approval.
- Verify or correct all pre-populated data.
- Include the name and position/title of the facility contact.
- Contact partner agency as required to confirm data.
- Review Appendix 1 Supporting Information for Excel Application Form, for explanation of day treatment, residential and hospital spaces.
- Applications for Liaison/Administration are not to include any facility data.

### Section 4: Type of Application & Facility (partially pre-populated)

- Select the application type (Renewal, Liaison/Administration).
  - School boards are eligible to receive a full-time, non-teaching (liaison/administration) position if there are 16 full-time equivalent teaching positions across their CTCC programs. Applications for Liaison/Administration does not require any further information in this section.
- Select the most appropriate category of Facility Type, Care and/or Treatment Focus of the Facility and Setting from the revised drop-down sections. Please see Appendix 1 for further information on these categories.
- If there were changes made to the 2016-2017 programs, Boards must complete a revised program description template (Appendix A), which will provide a more comprehensive and consistent understanding of the breadth of programs being provided in Ontario.

- Please take special care to not leave any fields in this section blank for each program, except in the case of Liaison/Administration claims.
- Do not make any formatting changes to the Appendix A template.
- *Claiming* a Liaison/Administration position, must be indicated under the **Application Type** field.

Figure 2

4. Type of Application and Facility	
* Application Type	<input type="text"/>
* Facility Type	<input type="text" value="Renewal"/> <input type="text" value="Liaison/Administration"/> <input type="text" value="New"/>
Care and/or Treatment Focus of the Facility	<input type="text"/>
Setting	<input type="text"/>
Program Description	<input type="text"/>
Status	<input type="text"/>

#### Section 5: Education Programs Enrolment: FTE (partially pre-populated)

- FTE is a **critical field** and is required prior to approval.
- Verify or correct all pre-populated data.
- Complete actual enrolment numbers per month for 2016-17 as available.
- Complete projected enrolment numbers for 2017-18.
- Actual enrolment numbers for 2017-18 are to be completed by October 27, 2017. Boards are required to only provide September FTE information.
- Please carefully review your programs FTE numbers and enter them accurately and completely in this section.
- To ensure accurate calculations of your FTE values, please refer to the *Guidelines 2017-18* and review Section K.5 on *Funding: Calculating Enrollment*.
- Applications for Liaison/Administration should not contain any enrolment data.
- The Total Number of Students Served field should be reflective of the total “head count” of students that have entered the program. If a student enters and exits the program on more than one occasion during the school year, each admission is counted towards the total number of students served. **Data collection for 2016-17 will begin during reporting of October actuals.**

#### Section 6: Panel (partially pre-populated)

- Duration and Program Attendance Expectations are **critical fields** and are required prior to approval.
- Verify or correct all pre-populated data.
- Provide the school BSID number for classrooms located in a school setting.
- Provide the location of classrooms offered outside of a school setting. If the classrooms are not located at the facility, the location needs to be specified.
- Applications for Liaison/Administration should not include any panel/classroom data.

- Program attendance expectations are required to provide additional insight into attendance patterns for each program with the following options:
  - For an average of 210 minutes or more per school day
  - For an average of less than 210 minutes per school day
  - On an independent study basis (defined in Ontario Schools K-12, 2011) as “an arrangement by which a student is excused from attending some or all classes in a course in order to study independently but under the supervision of a teacher”.
  - A combination of the above (please specify)
  - Other (please specify)

**Section 7: Statistical Information (partially pre-populated)**

- PTR is a **critical field** and is required prior to approval.
- In 2017-18, once the flatfile has been loaded to pre-populate your Renewal data, the PTR field will be frozen and uneditable to maintain greater data integrity. Any changes to the PTR will require a request with justification to your Field Services Branch.
- The “*PTR (According to agreement)*” field is a value which can be found within your official program agreement or Memorandum of Understanding. Considering that this number should remain consistent year to year, this field is frozen for all renewals and can only be changed upon request, with justification to your local Regional Office.
- Applications for Liaison/Administration are not to include any statistical data.

Figure Three

**7. Statistical Information**

	Actual 2015-16	Projected 2016-17	Actual 2016-17
Total FTE	0	0	0
Average Monthly FTE	0	0	0
PTR	0	0	0
* PTR (According to agreement)	:1		

**Section 8: Request for Approvals (partially pre-populated)**

- Verify or correct all pre-populated data.
- Enter projected numbers for:
  - The salary of the teacher(s) and related employee benefits;
  - The salary of the educational assistant(s), if applicable, and related employee benefits;
  - An additional amount per teacher and per educational assistant, if applicable, for administrative, consultative and supervisory services, will be automatically calculated and added;
  - An amount of not more than \$3523 for classroom furniture and equipment, unless the Board receives Minister approval. This amount is a one-time only start up grant for new or expanded programs.
  - (For Divested Programs Only) An amount for each of the following categories: Other Salaries, Benefits, Direct Operating and Capital.

- The program amount will continue to be \$2,666 per teacher and \$1,302 per teacher assistant. These amounts will continue to be automatically calculated for each program and their corresponding teacher and educational assistant approval. As a clarification, summer programs will have their program amounts pro-rated for their length of operation.
- Applications for Liaison/Administration should include their request in the teacher row, and not provide any further data in this section. Liaison/Administrator costs are provided where there are 16 FTE teaching positions.
- Enter and submit actual 2017-18 numbers by October 27, 2017.

### Section 9: Notifications

- No data entry is required in this section.
- Please follow any instructions given in this section.

### Additional Considerations: Formatting

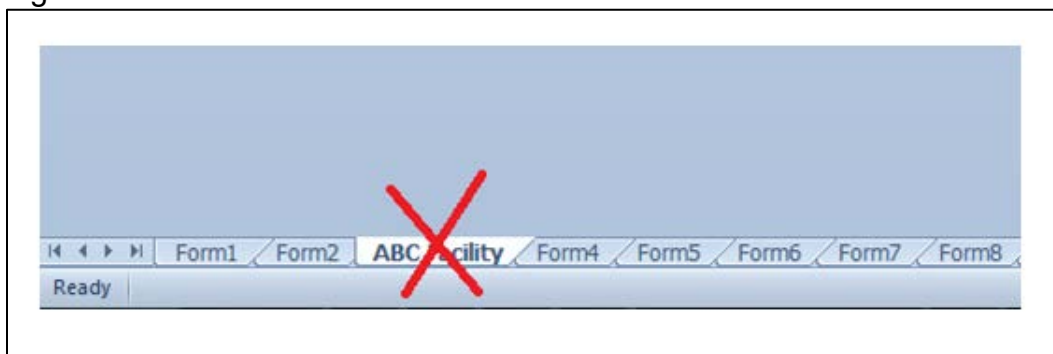
#### Spreadsheet Formatting

- Please do not try to unlock the Spreadsheet as there is a high risk of losing the integrity of all the formulae that are necessary to ensure accurate calculations of your amounts.

#### Spreadsheet Tabs

- Please DO NOT change the name of the tabs at the bottom of the spreadsheet as shown in the figure below. The names are to remain as they are for the purpose of tracking data. As previously mentioned, the form will disable data entry until the name of the form is returned to its original name.

Figure Four



If your staff have any questions or require further clarification, please contact the relevant Education Officer at the Ministry of Education Regional Office (a list of contacts is included as part of the application package).

## Appendix 1: Supporting Information for Excel Application Form

The following information is provided to support applicant school boards so they can enter the most accurate information when filling out the indicated sections of the application form:

- The **Care and/or Treatment Focus of the Facility** categories are:
  - 1) Treatment for students demonstrating severe social and/or emotional and/or behavioural issues;
    - Severe social and/or emotional and/or behavioural issues, which include, **but are not limited to**:
      - i. Withdrawal or isolation;
      - ii. Disruptive or disturbing behaviour;
      - iii. Hyperactivity or a lack in concentration;
      - iv. Immature social skills; and/or
      - v. Other challenging behaviours.
  - 2) Care and/or treatment for students identified with one or more category of exceptionality and demonstrating severe social and/or emotional and/or learning needs;
    - Exceptionalities include:
      - i. Behaviour;
      - ii. Communication (autism, deaf and hard-of-hearing, language impairment, speech impairment, learning disabilities);
      - iii. Intellectual (giftedness, mild intellectual disabilities, developmental disabilities);
      - iv. Physical (physical disabilities, blind and low vision); and/or
      - v. Multiple exceptionalities.
  - 3) Treatment for students requiring mental health and/or addiction services; or
    - Mental health and/or addictions include, **but are not limited to**:
      - i. Mood disorders, such as depression and bipolar disorder;
      - ii. Psychotic disorders, such as schizophrenia;
      - iii. Anxiety disorders, such as post-traumatic stress disorder and obsessive-compulsive disorder;
      - iv. Eating disorders; and/or
      - v. Substance use.
  - 4) Treatment for students requiring medical and/or surgical services in a hospital setting.
    - Medical and/or surgical services include, **but are not limited to**:
      - i. Bone, marrow and organ transplants;
      - ii. Dialysis;
      - iii. Cardiovascular disease;
      - iv. Neurological disease;
      - v. Orthopaedic surgery; and/or
      - vi. Oncological disease.

## 5) Youth Justice or Corrections

With few exceptions, most Youth Justice programs have no care and/or treatment component, therefore, the setting option provided will simply be “Youth Justice or Corrections”.

- The **setting** of the CTCC program is to be selected from the drop-down menu following selection of the most appropriate Care and/or Treatment Focus of the Facility. The setting of CTCC programs is defined as day treatment, residential or hospital-based as set out in Section 4:
  - **Day Treatment** includes attendance in community-based programs and outpatient hospital services, i.e., students who receive treatment who do not require an overnight stay at the facility.
  - **Residential** services include boarding or lodging provided for students away from their families/caregivers, such as in group homes or shelters. Residential services may include a treatment component, but may not always be present, e.g., shelters.
  - **Hospital** treatment includes inpatient hospital services, i.e., students who occupy a hospital bed for at least one night in the course of treatment.
- Setting options for hospital –based programs for students requiring medical and/or surgical services, where the setting options are:
  - **Outpatient:** Treatment for students in a hospital setting that does not require an overnight stay; and/or
  - **Inpatient:** Treatment for students who occupy a bed in a hospital setting for at least one night in the course of treatment.