

Instructions for Completing the Application Form for Educational Programs: Care and/or Treatment, Custody and Correctional (CTCC) Facilities 2019-20

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, Total Number of Students served in 2018-19, Duration, Program Attendance Expectations, FTE, PTR and Primary Need. 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: 'Postal Code' and 'Funding Ministry (Select from list)'. The 'Funding Ministry' field is a dropdown menu with 'Multiple Ministries' selected and highlighted in blue. To the right of the dropdown is a text box labeled 'Please specify:'.

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

Figure 2

4. Type of Application and Facility	
* Application Type	
* Facility Type	Renewal
Care and/or Treatment Focus of the Facility	Liaison/Administration
Setting	New
Program Description	
Status	

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

- FTE is a **critical field** and is required prior to approval.
- Total Number of Students Served in 2018-19 is a **critical field** and is required prior to approval.
- Verify or correct all pre-populated data.
- Complete actual enrolment numbers per month for 2018-19 as available.
- Complete projected enrolment numbers for 2019-20.
- Actual enrolment numbers for 2018-19 are to be completed by October 25, 2019. 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 2019-20* and review Section I 5 on *Approval and 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.

Section 5a: Program Type and Primary Need/Cluster

- Program Type and Primary Need/Cluster is a **critical field** and is required prior to approval.
- Select the Program Type and Sub-Type
 - Select the Primary Need the program is intended to support.
- Refer to Appendix 2 for definitions of program type and primary need.

Section 5b: Admissions & Transitions

- This is a **critical field**.
- Select the most appropriate source(s) of referral (e.g. education sector, health sector (hospital), self-referral, community-based agency (mental health), parent/guardian, justice services, other)

- Indicate whether there is a waitlist for the program or not as at the start of the school year and if so, how many students are currently awaiting services **beyond program capacity**.
- Select the most appropriate organization(s) participating in decision-making of admitting children and youth.
 - According to CTCC program guidelines, facilities lead the admissions process. However, other parties may also be involved as deemed useful.

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 2019-20, 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 2019-20 numbers by October 25, 2019

Section 9: Notifications

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

Additional Considerations: Formatting

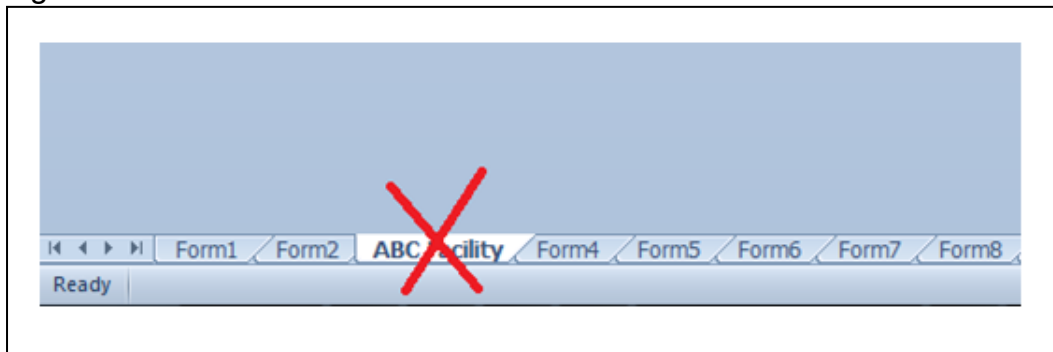
Spreadsheet Formatting

- 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 appropriate 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. Age appropriate 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.

Appendix 2: Working Definitions of Program Types and Primary Need/Cluster

Program Type					
Mental Health & Wellbeing			Physical Health & Exceptionalities	Custody and Correctional Youth Justice Programs	
Program Sub Type					
Mental Health & Substance Use	Mental Health Promotion	Well-being	N/A	Youth Justice	Adult Justice
Primary Need (Cluster)					
Mental Health	Social Emotional and Behavioural Challenges	Young Parent	Rehabilitation (OT, PT)	Open custody/detention centre	Corrections
Mental Illness		Youth in Care	Physical Medical condition(s)	Secure custody/detention centre	
Substance Use		Alternative Programs for Vulnerable Youth	Special Education Needs and/or Exceptionality focus	Community based youth justice	
Mental Health & Substance Use		Alternative Program for Indigenous Youth			

Program Types and Primary Needs

A. Mental Health and Well-Being

Mental Health: All aspects of a person's well-being that affect his or her emotions, learning, and behaviour. It is important to note that mental health is not merely the absence of mental illness.

Mental Illness: The term mental illness includes mental disorder, and is used to mean any emotional, behavioural, or brain-related condition that causes significant impairment in functioning as defined in standard diagnostic protocols such as the American Psychiatric Association's Diagnostic and Statistical Manual.

Substance Use: can be described as any behaviour or habit that is often hard to stop and that increasingly interferes with a person's life. Addiction typically encompasses the presence of four elements: craving, loss of control of amount of frequency or use, compulsion to use, and use despite consequences.

Mental Illness & Substance Use: These programs serve students with mental illnesses and substance use challenges.

B. Mental Health Promotion

Social Emotional and Behavioural Challenges: Social emotional learning is “the process of acquiring core competencies to recognise and manage emotions, set and achieve positive goals, appreciate the perspective of others, establish and maintain positive relationships, make responsible decisions, and handle interpersonal situations constructively” (CAMH Evidence Brief, 2016 Elias et al., 1997) These programs are responsible for providing their students with responsible decision-making skills, to assist them in developing self and social awareness, building relationships and self-management skills, and behaviour management.

C. Well-being

Well-Being: Well-being can be understood to be a positive sense of self, spirit and belonging that is felt when ones cognitive, emotional, social and physical needs are being met. These four interconnected elements are critical to student development. By building the knowledge and skills associated with well-being, children are able to become healthy, active, and engaged citizens within their communities.

Young Parent: These programs serve students who are young parents or soon-to-be young parents.

Youth in Care: These programs serve children and youth in/or who are receiving services from Children's Aid Society, including kinship or customary care.

Alternative Programs for Vulnerable Youth: These programs service homeless, 'at-risk', children and youth who may be at-risk of gang involvement or at risk of coming into conflict with the law, have family breakdown challenges. These programs include academic, therapeutic, and cultural components, while focusing on fostering positive relationships. The skill sets developed in these support students become integrated and contributing members of society.

Alternative Programs for Indigenous Youth: These programs that service 'disengaged' Indigenous youth. Programs focus on reconnecting youth with their culture, engaging in school communities, increasing attendance and credit accumulation, along with building relationships and fostering age appropriate social skills.

Physical Health & Exceptionalities

Rehabilitation: These are programs that refer to support for speech-language pathology, occupational therapy, and physiotherapy provided by and/or supervised by speech-language pathologists (S-LPs), occupational therapists (OTs), and physiotherapists (PTs). S-LPs, OTs and PTs are governed under the Regulated Health Professions Act, 1991 (RHPA) and their individual health profession Acts (Acts) and work within scopes of practice defined under those Acts.

Physical Medical Condition(s): The primary need of the program is geared towards students who are medically fragile and/or undergoing medical treatment or surgeries for a physical health issue.

Special Education Needs and/or Exceptionality Focused: These programs support students with special education needs, identified or non-identified. This may include students identified as an exceptional pupil through the Identification Placement Review Committee (IPRC). There are five categories of exceptional students: behavioural, communication, intellectual, physical, and multiple. Categories are broad in order to address the wide range of conditions that may affect a student's ability to learn, and are meant to be inclusive of all medical conditions, whether diagnosed or not, that can lead to particular learning challenges. ([Special Education in Ontario Kindergarten to Grade 12, 2017](#))

Custody & Correction Programs

A. Youth Justice: Youth Justice CTCC programs provide services to youth who were between the ages of 12 and 17 at the time of their offence or alleged offence, or in some cases youth who are at risk of conflict with the law. Youth Justice CTCC Programs would include all CTCC programs which receive funding from the Youth Justice Services Division. These can generally be categorised in two settings: Custody or Community.

Custody: Custody CTCC Programs provide education services for youth who are currently detained or serving a custodial sentence in either a Secure or Open Custody/Detention Centre. Youth in a custody/detention facility have been directed there by the Court.

Open Custody/Detention Centre: these centres have decreased restriction on movement and security features demonstrated by the physical make-up of the facility.

Secure Custody/Detention Centre: these centres have increased restriction on movement and increase security features demonstrated by the physical make-up of the facility.

Community Based Youth Justice: Community Based Youth Justice CTCC programs are for youth who are either serving the community portion of their sentence or who are in some case, are at risk of conflict with the law. These programs are responsible for youth in conflict with the law who are under the age of 18.

B. Adult Justice

Corrections: Educational programs delivered in a correctional institution operated by MCSCS. Correctional institutions house adults who are 18 years of age and older, who have either been remanded into custody while awaiting trial or who are serving sentences of up to 2 years less 1 day. In the CTCC programs, school boards only offer educational programming to those 'young adult' inmates or offenders who are between the ages 18 and 21.