

**Family Support for Children with Disabilities Program  
 Multi-Disciplinary Team Review**

**Recommendation Implementation Plan Update**

Alberta's Family Support for Children with Disabilities (FSCD) program uses a Multi-Disciplinary Team (MDT) process to help inform decision-making regarding the provision of specialized services for children with severe disabilities.

The MDT process was reviewed in 2009 and all seven recommendations were accepted. The MDT process and the specialized services policy and procedures have been revised to:

- improve information-sharing with families
- streamline access to specialized services
- increase support for parents who participate in the MDT process and
- help ensure the process is consistent province-wide.

Recommendation	Actions Taken
1. Clarify the FSCD program's decision-making process regarding access to the MDT and ensure that parents receive sufficient rationale regarding MDT recommendations.	<ul style="list-style-type: none"> <li>▪ Clarified the decision-making process and steps for the provision of specialized services in policy and procedure.</li> <li>▪ Clarified that the FSCD worker, in consultation with their Supervisor and the MDT Coordinator, decides if an MDT is required.</li> <li>▪ Developed a new MDT Recommendation Form that clarifies what the MDT makes recommendations about and highlights rationale for their recommendations.</li> <li>▪ Clarified in policy that a copy of the MDT recommendations must be provided to and discussed with the family.</li> <li>▪ Developed a parent feedback form regarding the decision-making process for specialized services, including the MDT process.</li> </ul>
2. Clarify the purpose of the MDT process and role of MDT panel members.	<ul style="list-style-type: none"> <li>▪ Clarified in policy that the MDT is intended to provide consultation to FSCD workers.</li> <li>▪ Developed a standardized selection process for new MDT members.</li> <li>▪ Developed a Roles and Responsibilities document describing what the MDT members do.</li> <li>▪ Clarified the roles that FSCD workers, parents, service providers and advocates play in the MDT process through policy and procedure and information-sharing resources.</li> </ul>
3. Ensure that service providers play an integral role in the MDT process and service planning for children.	<ul style="list-style-type: none"> <li>▪ Clarified the information that service providers will be asked to submit when a family requests specialized services and/or in preparation for an MDT.</li> <li>▪ Reinforced service provider's role and participation in MDTs through policy, procedure and information-sharing resources.</li> <li>▪ Developed guidelines to support service providers by clarifying the FSCD program's expectations for Individualized Service Plans.</li> </ul>

<p>4. Ensure a timely and consistent Multi-Disciplinary Team (MDT) process regardless of where a family lives.</p>	<ul style="list-style-type: none"> <li>▪ Detailed the consistent MDT process in policy and procedure.</li> <li>▪ All families requesting specialized services for the first time will continue to require MDT recommendations. Where appropriate, recent reports from two of the main preschool assessment clinics may be considered as the MDT’s recommendations and an MDT meeting may not be required.</li> <li>▪ An MDT will no longer be required every year for children receiving ongoing specialized services if it is not necessary. Policy and procedure provide criteria for the FSCD worker’s decision-making about whether or not an MDT is needed.</li> <li>▪ In some cases, the MDT may do a shortened and more timely paper review instead of an in-person meeting.</li> </ul>
<p>5. Support parents in preparing for and participating in the MDT process.</p>	<ul style="list-style-type: none"> <li>▪ Clarified the role of the Family Support for Children with Disabilities (FSCD) worker through policy and procedure, including what they make decisions about, how they work with and support families to prepare for and participate in the MDT process and their role in supporting and monitoring the implementation of specialized services.</li> <li>▪ Clarified the information and documentation the families need to provide when requesting specialized services and/or in preparation for an MDT and developed a checklist for parents.</li> <li>▪ Developed information-sharing resources describing the decision-making process for specialized services and the purpose of MDTs.</li> <li>▪ Continuing to work with our partners in Education on a pilot project involving joint service planning for preschool children accessing both FSCD and Early Childhood Services.</li> <li>▪ Continuing to support Human Resources with the FSCD Workload Assessment.</li> <li>▪ Continuing to work with partners to streamline and smooth transitions across government programs.</li> </ul>
<p>6. Improve information-sharing and communication with parents, service providers and FSCD staff.</p>	<ul style="list-style-type: none"> <li>▪ Clarified policies and procedures to reinforce the FSCD worker’s role in providing information, referral and support to parents.</li> <li>▪ Developed a number of information-sharing resources and tools for families regarding specialized services and the MDT process.</li> <li>▪ Developed a parent feedback form to seek input on their experience in requesting specialized services and the MDT process.</li> <li>▪ Developed tools and resources to share information regarding the FSCD program; application to the program; eligibility; the types of services available; how the individual service needs of families are assessed; and the concerns resolution options available to families.</li> <li>▪ The FSCD website has been enhanced. The program will review and revise existing print materials, and develop additional resources (i.e. orientation video).</li> </ul>
<p>7. Ensure consistent and transparent decision-making, clarify eligibility criteria and provide additional explanation for decisions about the provision of Specialized Services.</p>	<ul style="list-style-type: none"> <li>▪ Clarified the decision-making process and steps for providing specialized services, including who makes decisions; when an MDT is required; and follow-up and information-sharing with families regarding decisions.</li> <li>▪ Clarified policies, procedures and information about specialized services that will be available to parents online, by phone, in person and in print.</li> </ul>