

**Community Assessment Tool Kit**  
**Aboriginal Supported Child Development**



**Shelly Littlechild**

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# **Community Assessment Tool Kit**

## **Readiness Checklist and Needs Assessment Templates**

### **Aboriginal Supported Child Development**

#### **Purpose of the Tool Kit:**

This Tool Kit was created to help communities ensure that Aboriginal children with extra support needs and their families have access to culturally appropriate Aboriginal Supported Child Development (SCD) services.

Communities may be exploring, establishing, or strengthening partnerships with existing SCD services or may be considering starting up an Aboriginal SCD program in their community. Communities asked for tools to help them with this process. These tools were developed specifically for this purpose.

#### **What's in the Tool Kit?**

This tool kit contains the following tools:

1. A Readiness Checklist – designed to help communities identify their readiness to partner with an existing SCD program, or develop and deliver their own Aboriginal Supported Child Development Program.
2. Community Needs Assessment Templates – designed to help communities identify children with special needs, and identify existing community supports and resources – this will outline individual, program, and community strengths and individual, program, and community limitations, barriers and needs.

#### **An Overview of the Process:**

This tool kit provides a starting point for communities. The information gathered using these tools will provide a current 'snapshot' of a community and may be used to track future changes. They can also be used as the basis for writing proposals.

These tools provide a process that involves families and community members by collecting their input to help:

- provide a holistic view of the community to support children with special needs
- determine short term and long term vision for a community service delivery model including build/strengthen partnerships with existing SCD program, partner with a neighbouring community to develop a new program or start up their own Aboriginal SCD program
- provide community the opportunity to develop and govern ASCD services
- provide baseline data for the development of:
  - setting priorities
  - action plan
  - funding proposals
  - outcome measurements
  - community awareness plan

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**The following information is provided in a step-by-step process for your community. Templates are provided as Appendices:**

- Step 1: Questions for Self and Organization
- Step 2: Readiness Checklist – Where to Start – ***Appendix 1.***
- Step 3: Planning for Community and Family Assessment
- Step 4: Conducting Child and Family Needs Assessment - ***Appendix 2***
- Step 5: Conducting Community Needs Assessment – ***Appendix 3***
- Step 6: Organizing Community Assessment Information
  - Summary of Child and Family Needs Assessments - ***Appendix 4***
  - Summary of Community Needs Assessments – ***Appendix 5***
- Step 7: Exploring the Findings, Strength Based Approach – ***Appendix 6***
- Step 8: Putting it All Together – Reflecting on the Process



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## Step 1: Questions for Self, Organization, and Community

In the beginning stages of assessing community services it is helpful to recognize strengths and limitations in self to better seek out strengths and limitations elsewhere. Using these strengths is the best approach to addressing community needs. Here are some questions to consider as you begin to explore self, program, and community.

### ***Self-Awareness:***

- What are your strengths, limitations, and needs?
- Do you have a good understanding of what ASCD is?
- How familiar are you with your community: people, organizations, and services?
- How familiar are you with the needs of your community/families with children who have special needs?
- What would you expect from a community assessment relating to ASCDP?

### ***Program Context:***

- What are your organization's expectations?
- What are the expectations after the needs assessment?
- How does ASCDP fit within your organization?
- What/how is your relationship with the community?
- What are your organization's strengths, limitations, and needs?
- Are there other community members who should be involved in the planning and assessment?
- Is the timing right in your program/organization to do an assessment?
- Are there any barriers to doing an assessment?

### ***Community Organization:***

- Have other assessments already been done that will help this process? How recent are they?
- What other communities should be involved in this assessment?
- Is there community interest in developing an ASCDP?
- How well do community representatives and stakeholders, e.g. know your program/organization, families, service providers, funders, other organizations?
- Do you have strong relationships with these programs/organizations?
- How is leadership structured in your community, e.g. band and council?
- Are your interests similar to other groups in the community? Are you aware of their interests - values and traditions?
- Is there a high level of community organization and participation in your community?
- Is the timing right in your community to do an assessment? When will it be appropriate?
- Are there any barriers to doing an assessment?

**You are now ready for Step 2: Is your Community Ready?**

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## Step 2: Is Your Community Ready? – Points to Consider

The decision to develop an ASCDP or partner with existing services will depend on your community's answers to the following questions:

### Has/does your community or program:

- receive requests for Supported Child Development services?
- have a waitlist for services for children with special needs?
- refer children with special needs to other services?
- know of a family with a child who has special needs who is hard to reach?
- include children/child with a diagnosed disability or delay?
- work with children suspected to have an undiagnosed special need who would benefit from extra support?

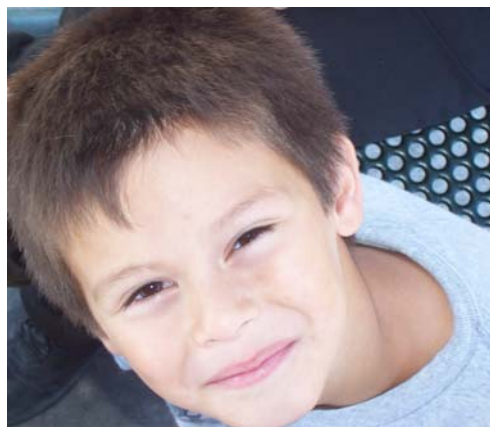
**The Readiness Checklist will help you answer these questions in detail by looking at three areas of development for an Aboriginal Supported Child Development Program (ASCDP).**

- Program Service Design
- Program Structure
- Program Staff

**You are now ready to complete the Readiness Checklist**

**Action: Complete the Readiness Checklist – See *Appendix 1***

**When you have completed the Readiness Checklist you will be ready for Step 3: Planning for Family and Community Assessment**



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## Step 3: Planning for Family and Community Assessment

This section is designed to be done with a planning group interested in developing Aboriginal Supported Child Development services and identifying community priorities.

A community needs assessment is a systematic way of identifying the needs and resources of a community by gathering information and ideas from community members, and collecting information about service providers and other resources to create a community profile.

### Gathering Information from the Community

Gathering the information for a community assessment will depend on your time and resources. The best information gathering techniques depend on your community and what is best suited to your planning group. You may want to choose a focus group, community forums and public meetings; surveys by phone or mail; or you may want to choose in-person interviews with community stakeholders – families and experts.

Two assessment templates – ***Child and Family Needs Assessment*** (Appendix 2) and the ***Community Needs Assessment*** (Appendix 4), have been provided as a guide for your community. Every community is unique; please adapt these needs assessments templates as required.

### Possible Methods for Collection Information

#### Community Forums/Public Meetings

- Where will the meeting be held?
- Who will host, moderate, facilitate, and record at the meeting?
- What groups should be targeted? How will you publicize the meeting?
- How will you invite focus group participants (letters, telephone, personal contact)?
- What supports and incentives might you provide to encourage people to participate (i.e., child care, transportation, food, prizes)?
- What will your agenda be and what questions will you ask?
- Are the questions to be used in the various methods of information gathering consistent?
- If you are using the survey method, who will be responsible to pay for and process the mail out or delivery?

#### Surveys

A survey is a formal systematic method of gathering information for a specific issue, for a specific population and a specific area. Surveys work best when someone that is trusted by the community is asking specific questions to obtain specific information. Some steps for surveys:

1. Choose your survey approach
2. Design your questionnaire
3. Pilot-test the questionnaire
4. Distribute/administer the questionnaire
5. Collect data
6. Analyze data

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### Key Informant Interviews:

When planning interviews, expect to interview 10 – 15 people, for 15 – 30 minutes each. Try to choose people who might have different experiences or perspectives.

- Which individuals should be targeted?
- Who will conduct the interviews? Note: The community should trust interviewer
- What questions will be asked? – Note: Open-ended questions are best
- Has an interview script been created?
- What outreach efforts will be necessary to interview the "hard-to-reach" individuals?

- Creating a planning group to do the assessment
  - Who is participating and who is missing – See **Appendix 1** for a list of suggested participants
  - Is there enough variety of ECD representatives from the community  
Note: it is very important to try to have representatives with expertise in all areas of development example: 5 domains – Social, Emotional, Cognitive, Physical, Spiritual and cultural development
  - Possible members: Elders, band and council, front line workers, parents, community leaders, key decisions makers, social/family supports, medical professional, councillors, cultural workers – see structured resources in Readiness Questionnaire
  - What are the strengths of the existing group?
  - What are the limitations of the existing group?
  - Who can support these limitations to compliment the strengths of this group?
- Decide on the community geographic boundaries – For instance geographic, interest, characteristics, or combination, e.g., We will assess services in the catchments area of our aboriginal community, or local school district, for ASCDP services to meet children ages birth to 5, or 6 to 12 children with special needs.
- Have a clear idea of what you want to find out from the community assessment i.e.; what are the strengths, limitations (barriers), and needs of the community to develop ASCDP.
- Prioritize what your goals and objectives for this assessment
- How are you going to get the information to find out about your goals?
  - Do you need more information to find out what your goals and objectives are?
  - What is the first important piece of information to find out?
  - Who will help in collecting the information?
  - Who will help to analyse this information?
  - Do you need more help to analyse this information?
  - How will you collect the information - questionnaire, interview, etc.?
  - Keep in mind the unique characteristics of your community and diversity
  - What are the strengths of your community i.e.: band and council aware of ASCDP,
    - Number of resources in community, time and motivation,
- What could be the barriers to this assessment?
- What strengths of your community could help to address barriers?
- How to keep process as sensitive, open, and inclusive as possible
- How to engage and promote community to create a successful process
- Who will receive the results?
- How and when will you share the results with the community?

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### **Timeline and Planning**

- Do you have a timeline? Is the timeline realistic?
- Is the timing good for your community?
- Do you have financial and human resources available?
- Do you foresee any challenges? Do you have supports to address possible challenges?
- Is there anyone who does not support the assessment process?
- Is there enough commitment to start an ASCD Program?
- Are there any other issues that need to be looked at before starting an assessment?
- Who would be able to support you with these issues?

\*\*based on John teLinde's resource book "Community Assessment Handbook".

**You are now ready for Step 4: Conducting the Family Needs Assessment**



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## Step 4: Conducting the Child and Family Needs Assessment

Information collected in the Child and Family Needs Assessment (**Appendix 2**) will provide an overview of children with special needs in your community. Information gathered will guide you in determining what your community requires to meet their needs. The child and family assessment provides a template of questions to identify needs and resources that support children with special needs. The template contains general questions that can be changed to meet your community's unique needs.

The Child and Family Needs Assessment in Appendix 2 will help to provide information on:

### Overview of Children and Families

- Health Indicators
- Number of Aboriginal children actively receiving SCD Consultant services: birth to 5 years of age, 6 -12 years of age, and over 12 years of age
- Number of children with a professional diagnosis
- Estimated number of potentially eligible children not receiving services - unmet needs
- Information on family's access barriers to Supported Child Development services
- Resources available in the community: formal and informal
- Services and organizations related to disability and developmental delay
- Types of Child Care Services

**Note:** the need for a full time program depends on the number of children eligible for services, the level and complexity of need of the children and their families and the strengths and needs of the community. The caseload range recommended for 1 full time staff is from 15 to 30 children and families. This can vary, depending on community characteristics such as geography, travel requirements, weather, staff and agency experience and community capacity.

**You are now ready to complete the Child and Family Needs Assessment**

**Action: Complete the Child and Family Needs Assessment – please see *Appendix 2***

**You are now ready for Step 5: Community Needs Assessment**



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## Step 5: Community Needs Assessment

Information collected in the Community Needs Assessment (**Appendix 3**) will provide an overview of services in the community for children with special needs. The information gathered will also guide you in determining your community's strengths and challenges for delivering services to children with special needs. The Community Needs Assessment provides a template of questions to help identify needs and suggest resources to support the development of Aboriginal Supported Child Development services. The template contains general questions that can be adapted by you to meet your community's unique needs.

The Community Needs Assessment (**Appendix 3**) will help to provide information on:

### Overview of Programs working Child and Family who have special needs

- Health Indicators
- Number of Aboriginal children actively receiving SCD Consultant services: birth to 5 years of age, 6 -12 years of age, or over 12 years of age
- Number of children with a professional diagnosis
- Estimated number of potentially eligible children not receiving services – unmet needs
- Information on family's access barriers to Supported Child Development services

### Community Overview

- Resources available in the community: formal and informal
- Services and organizations related to disability and developmental delay
- Types of Child Care Services

### Program Information

- Needs of staff requirements and methods of training
- Barriers to developing an ASCDP
- Information to decide on developing an ASCDP
- Information if partnering with a neighbouring community is required
- Information if contracting with Supported Child Development Services is required

**You are now ready to complete your Community Needs Assessment.**

**Action: Complete the Community Needs Assessment – please see *Appendix 3***

**After you have completed the Community Needs Assessment you are ready for Step 6: Organizing Assessment Information**



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## Step 6: Organizing Community Assessment Information for Key Decision Makers

The next step is to compile responses from the Child and Family Needs Assessment and the Community Needs Assessment to assess resources and services available in the community. The summarized results will provide an overview of strengths and identify any gaps in services for Aboriginal children with special needs in the community.

Templates for summarizing the responses from both Assessments have been provided: Summary of Child and Family Assessments - **Appendix 4**, and Summary of Community Assessments - **Appendix 5**

**You are now ready to compile the Child and Family Needs Assessment and the Community Needs Assessment.**

**Action: compile both the Child and Family Needs Assessments and Community Needs Assessment using templates in *Appendix 4* and *Appendix 5***

**You are now ready for Step 7: Strengths-Based Approach**

## Step 7: Strengths-Based Approach

Using a strengths-based approach utilizes existing community resources to address service gaps.

The template, Exploring the Findings of Child and Family and Community Needs Assessments – **Appendix 6**, is provided to summarize identified community strengths. Use this template to address and build on the needs identified in the assessments. Communities will be able to see their unique strengths and decide how to support the delivery of Aboriginal Supported Child Development services in their community.

**You are now ready to complete the Exploring the Findings – A Strength Based Approach.**

**Action: Complete Exploring the Findings – A Strength Based Approach – see *Appendix 6***

**You are now ready for Step 8: Putting it all together**

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## Step 8: Putting it all Together

With a planning group, reflect on what you've done so far:

1. A planning group reviewed their strengths and limitations (barriers) to address the needs of the community. The Toolkit provided questions to review strengths in self, organization, and community for the planning group to consider the needs of developing Aboriginal Supported Child Development services.
2. A planning group used the Readiness Checklist to review their readiness to
  - (1) develop an Aboriginal Supported Child Development Program or
  - (2) partner with a neighbouring community in developing an Aboriginal Supported Child Development Program, or
  - (3) partner with an existing Supported Child Development Program.
3. A planning group conducted a Child and Family Needs Assessment to provide a community profile of children with special needs and barriers families are experiencing for their children. Existing support resources were also identified.
4. A planning group conducted a Community Needs Assessment to identify community strengths, limitation and needs for providing services for children with special needs. Existing resources were also identified.
5. Information from the Family Needs Assessment and Community Needs Assessment were compiled to build the foundation for:
  - setting priorities
  - developing an action plan
  - determining outcome measurements
  - writing proposals
  - increasing community awareness
6. A template for Exploring the Findings of Family and Community Needs Assessment was completed to identify strengths of the community to address and build on the needs of the community that were identified in Appendix 2 and Appendix 3.
7. The information compiled so far will provide direction on how to best meet the needs of community children and families. The information provides an overview of the community and provides the groundwork for proposal development.

The appendices contain the following:

- Appendix 1 - Readiness Questionnaire
- Appendix 2 - Child and Family Needs Assessment
- Appendix 3 - Community Needs Assessment
- Appendix 4 - Summary of Child and Family Needs Assessment for Key Decisions Makers
- Appendix 5 - Summary of Community Needs for Key Decisions Makers
- Appendix 6 - Exploring the Findings – A Strength Based Approach

For further information refer to the Supported Child Development website: [www.scdp.bc.ca](http://www.scdp.bc.ca)

## Aboriginal Supported Child Development Program Readiness Checklist – Where to Start

The Supported Child Development Program (SCDP) provides a range of supports for children with special needs so that they can participate fully in community child care programs.

The intent of this readiness questionnaire is to help communities find out what is involved in developing and operating Aboriginal Supported Child Development services and to look at community readiness. It will show you what components are already in place and what are the next steps to work on.

The number of children and the level of need in your community and neighbouring communities will help you to figure out if you want to develop your own community based ASCD program or if working with other neighbouring communities or an existing SCDP might be the best option at this point for your community.

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This is a list of some of the key components that communities have identified as important for developing and delivering ASCD services. Every community is unique, so each community's checklist will look different.

### Child, Family, Community, and Program Needs

- Does your community have child care programs and other Early Childhood Development services?
- Do your child care programs include children with special needs?
- Do your child care programs access Supported Child Development services?
- Do your child care programs have a waitlist for children with special needs?
- Has your site referred children with special needs to other services?
- Do you know of a family with a child who has special needs and who has not attempted to access your program?
- Does your community have children/child with a diagnosed disability or delay?
- Does your site work with children you suspect has an undiagnosed special need who would benefit from extra support or where services need to be determined for extra support in the following areas?
  - o physical disability or delays: fine or gross motor, hearing/vision
  - o cognitive disability or delays: concepts and learning
  - o communicative disabilities or delays: deaf – hard of hearing, language & speech
  - o play: social, emotional, behavioural
- Has your community completed a needs assessment that documents the number of children with special needs and their level of needs?

## Program Service Design

You know you are ready to start if you have **or** will have:

(Please check)

- An Early Child Development plan including Aboriginal SCD developed by Early Child Development community members and decision makers

AND

- A communications network for referral, collaboration, planning and partnership agreements, addressing accountability, roles and confidentiality with some of the following:
  - Band and Council
  - Friendship Centers
  - Infant Development Program
  - Early Intervention Therapy Programs: SLP/OT/PT
  - School-aged therapy programs
  - Aboriginal Head Start
  - Other Child Care Settings
  - Child Care Resource/Referral Program
  - Other ECD Initiatives
  - Autism Programs
  - Other Aboriginal Agencies
  - Local School District and Ministry of Education
  - MCFD and Community Living Authority
  - Neighbouring Aboriginal Communities
  - Regional Aboriginal Planning Tables
  - Regional Health Authorities
  - Community Care and Facilities Licensing Branch
  - Mental Health
  - Nursing Support Services
  - Community Health Nurses Etc.

AND

- A good understanding of some of the barriers for families accessing services such as:
  - Level of comfort to access services
  - Level of awareness of services
  - Lack of support at home
  - Parent health or disability
  - Access to child care facilities
  - Lack of child care spaces
  - Waitlists
  - Child health
  - Time issues
  - Costs and financial barriers
  - Available programs lack cultural appropriateness
  - Lacking cultural component
  - Transportation issues
  - Parent circumstances

## Program Service Design continued...

*You know you are ready to start if you have **or** will have:*

- Early Child Development mandate/mission statement reflecting principles of family centred practices (recognizes parents know their child best)
- Policy and procedures outlining support for inclusion of services, Local Advisory Committee, quality assurance, staff responsibilities, and conflict of interest
- Plans to maintain a high level of communication with parents and community
- Elder involvement and cultural curricular components as practice
- Plans to offer developmental assessments and screening as a program practice
- Access to resources: specialists, materials, equipment, information, and/or is in development of a lending library E.g. Parent resources, toys, adaptive equipment, and communication devices
- Plans for annual reviews and awareness of federal and provincial legislation and regulations, and accreditation or Ministry's accreditation guideline standards relating to SCDP services
- A public/community awareness plan to share where Aboriginal program funds are going
- A plan for community awareness to build capacity and mentorship

## Structure

*You know you are ready to start if you have **or** will have:*

- An appropriate building to house program staff that is centrally located, safe and accessible
- Office equipment including computers with Internet access, and technical and communication support
- Administrative and financial management structure to address human resources, staff hiring and supervision, payroll, accounting and management of program funding
- A plan for the management of records, data, and files

## Staff

You know you are ready to start if you have **or** will have:

- Skilled and qualified staff with Supported Child Development education, experience and training; or
- A plan to train/mentor new staff or community members for the positions of:
  - Supported Child Development Program Coordinator/Manager
  - Supported Child Development Consultant
  - Supported Child Development Worker/extra staff support

*\*\*Please refer to Job Descriptions in the ASCD Handbook and the Supported Child Development Policy and Procedures Manual (both available for download at [www.scdp.bc.ca](http://www.scdp.bc.ca))*

- Professional development enhancement opportunities
- Staff with developmental screening and assessment training and credentials
- Mentorship agreement with other Supported Child Development program(s)
- Plans to support a child both at home and in the program
- Caseload management knowledge, conduct case reviews, and has/will have reporting and documentation times for caseload management
- Replacement of support staff during training, illness, and mental health strategies
- A policy and procedure that supports an effective communications strategy for staff, e.g. logbooks, regular staff meetings, and networking with colleagues

Review the statements that you checked. They create a profile of how ready your community is to deliver Aboriginal Supported Child Development services.

Please note: these are general recommendations for the foundation to develop Aboriginal Supported Child Development services in your community. Please refer to the Supported Child Development Program Policy and Procedures Manual and the Aboriginal Supported Child Development Handbook for further information.

**Please refer to the SCDP provincial website at: [www.scdp.bc.ca](http://www.scdp.bc.ca)**



Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Child and Family Needs Assessment for Aboriginal Supported Child Development

**If you have a child with special needs we would like to know:**

- what supports you use and/or
- what supports you need

Supported Child Development is designed to meet the needs of children with special needs and gives support to families and children in a wide range of child care settings.

Our community is thinking about creating an Aboriginal Supported Child Development Program. You, as parents, will give us the most important information, making sure the program is well-designed for our community. All information is confidential and will not result in any loss of services for you. Please take a few minutes to fill out these questions:

**Child and Family Information**

**1. Please answer the following questions:**

- |   |  |
|---|--|
| a. We are receiving services from Supported Child Development   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. We are on a waitlist for Supported Child Development   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. We have been waitlisted for Supported Child Development:<br>please tell us how many months you've been on a waitlist | # ____ months  |
| d. We applied, are not eligible, but we still need support  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e. Services in my community are meeting my child's needs  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| f. Services are culturally appropriate  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| g. We would prefer to receive services from an Aboriginal<br>Supported Child Development program                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Child's Information**

**2. Please tell us how much your child weighed at birth.**

Under 5 lbs 8 oz (2500 grams)

Over 5 lbs 9 oz

**3. Please mark the best fit:** none of the below

<ul style="list-style-type: none"> <li>• My child has received a diagnosis by a doctor or other professional such as Speech Language Pathologist.</li> <li>• I think or <b>suspect</b> my child has a developmental delay or disability and needs extra support. We have not received a diagnosis.</li> </ul>		
	<b>Diagnosis</b>	<b>Suspect</b>
Cognitive disability or delays: concepts and learning		
Communicative disabilities or delay: deaf/hard of hearing, speech & language		
Physical disability or delays: fine or gross motor, hearing/vision		
Play: Social, Emotional, Behavioural		
FASD		
Other (please describe)		

**4. Please provide your child's information**

- |                            |                          |                             |                          |
|----------------------------|--------------------------|-----------------------------|--------------------------|
| Newborn to 12 months       | <input type="checkbox"/> | 4 years old to 5 years old  | <input type="checkbox"/> |
| 13 months to 24 months     | <input type="checkbox"/> | 5 years old to 6 years old  | <input type="checkbox"/> |
| 25 months to 36 months     | <input type="checkbox"/> | 6 years old to 12 years old | <input type="checkbox"/> |
| 3 years old to 4 years old | <input type="checkbox"/> | Over 12 years old           | <input type="checkbox"/> |

Services Connected to Disability and Developmental Delays

5. What types of services are needed to support your child?

\* If you are receiving program services please include a contact phone number. Contact information provided will help us find out what services are being used and who else we can contact to support the development of an Aboriginal Supported Child Development Program. We will not be asking questions or getting information about your child or family, only information about the services that the program(s) are offering

	Getting support from:	Not needed	Yes we need services	Need more information
Aboriginal Supported Child Development Services – aboriginal children who require extra support (birth to 12)	N/A			
Supported Child Development Services - children who require extra support (birth to 12)				
Aboriginal Infant Development Program – aboriginal children who have or are at risk for a developmental delay (birth to 3/5 years old)				
Infant Development Program Services - children who are at risk for developmental delay (0 to 3 years old)				
Autism Services - children who have a diagnosis of autism (birth to 19 years old)				
Community health professional or Doctor/Nurse				
Nursing Support Services				
Home support or Respite				
Special needs transportation				

What types of services are needed to support your child – continued...?

	Getting support from	Not needed	Yes we need services	Need more information
Early Intervention Therapy Program – for birth to school age				
<ul style="list-style-type: none"> <li>• Speech &amp; Language Services – Assessment and treatment for children who have speech/language delays</li> </ul>				
<ul style="list-style-type: none"> <li>• Occupational Therapy Services – Assessment and treatment for children with developmental delays (motor, cognitive, visual perceptual)</li> </ul>				
<ul style="list-style-type: none"> <li>• Physiotherapy Services – Assessment and treatment for children with gross motor delay</li> </ul>				
Band Social Worker/ Counsellor/Family Support				
Cultural Worker				
Recreation programs				
Child Care Resource and Referral Program				
Family Resource Program				

Other Child Development programs: please specify \_\_\_\_\_

\* Any service contact information would be greatly appreciated – please see end of the questionnaire.

**Child Care Services and Education Services**

(Please mark the best fit)

**6. What services are you currently accessing for you child?**

Attending	On a waitlist	
<input type="checkbox"/>	<input type="checkbox"/>	Aboriginal Head Start
<input type="checkbox"/>	<input type="checkbox"/>	Licensed Family Day Care
<input type="checkbox"/>	<input type="checkbox"/>	License not required Family Day Care
<input type="checkbox"/>	<input type="checkbox"/>	Licensed Group Day Care
<input type="checkbox"/>	<input type="checkbox"/>	Licensed Pre School
<input type="checkbox"/>	<input type="checkbox"/>	In Own Home child care
<input type="checkbox"/>	<input type="checkbox"/>	Licensed Out of School Care (before or after school care)
<input type="checkbox"/>	<input type="checkbox"/>	Elementary School, Band School
<input type="checkbox"/>	<input type="checkbox"/>	Staying at home – no child care services
Other Services: _____		
_____		

An Advisory Committee member provides guidance to a program with feedback and suggestions on how to make the program better.

Would you be willing to sit on an Advisory Committee for an Aboriginal Supported Child Development Program?

- Yes      No      Later

**Information on accessing Supported Child Development**

**7. Please answer if you are receiving Supported Child Development services**

Please fill in the number that best describes your experiences in the column below:

- 1. Never a problem
- 2. Sometimes a problem
- 3. Always a problem

	<b>Insert Number 1, 2 or 3</b>	<b>Comments?</b>
Distance to the existing program		
Transportation to the existing program		
Times of support offered matches when my child needs it		
Comfort level going to the existing program		
Knowledge of all services offered		
Costs and fees		
Suitable program		
No child care programs or lack of child care spaces		
Cultural practice		
Child ill or doesn't want to attend		

Thank you for taking the time for filling out this questionnaire.

Name of Parent: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Staff: \_\_\_\_\_ You will hear back from us by \_\_\_\_\_

## Child and Family Needs Assessment - Aboriginal Supported Child Development

Please provide contact information of program services you feel are culturally appropriate and who would be a resource to support the development of an Aboriginal Supported Child Development Program. We will not be asking questions or getting information about your child or family, only information about the services that the program(s) are offering.

### 1. Contact information of services supporting your child and family

Organization: \_\_\_\_\_

Name of Person: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Services Provided: \_\_\_\_\_

Other information: \_\_\_\_\_

### 2. Contact information of services supporting your child and family

Organization: \_\_\_\_\_

Name of Person: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Services Provided: \_\_\_\_\_

Other information: \_\_\_\_\_



Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Community Needs Assessment for Aboriginal Supported Child Development

Supported Child Development provides services to children with special needs in a wide range of child care settings. We are considering developing an Aboriginal Supported Child Development Program (ASCDP) to support community children who have a developmental delay or disability.

The information you offer will help us learn more about our community's strengths, limitations and needs for designing Aboriginal Supported Child Development services in our community.

We want to find out about:

- available resources in our community
- missing resources in our community

So that we may:

- build networking relationships
- mobilize the community to create an ASCDP, if needed

Resources can be formal or informal services, and people working in structured or unstructured settings. For this questionnaire the definition of a community will include community members, service providers, indigenous leaders interested in providing or enhancing services for our community children with disabilities or delays, within the local school district area and your community.

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Mission Statement and Purpose: \_\_\_\_\_

\_\_\_\_\_

Services Provided: \_\_\_\_\_

Numbers of families served each year: \_\_\_\_\_

**Funding sources:**

1. Primary Funding sources: e.g. federal or provincial govt \_\_\_\_\_

2. Additional funding sources above \$5000 per year: \_\_\_\_\_

**1. Please indicate your role in the community (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Parent   | <input type="checkbox"/> Other Aboriginal Agency _____               |
| <input type="checkbox"/> Elder  | <input type="checkbox"/> Local School District                       |
| <input type="checkbox"/> Band and Council   | <input type="checkbox"/> Ministry of Education                       |
| <input type="checkbox"/> Friendship Centre  | <input type="checkbox"/> Ministry of Children and Family Development |
| <input type="checkbox"/> Supported Child Development Program  | <input type="checkbox"/> Community Living BC                         |
| <input type="checkbox"/> Aboriginal Infant Development Program  | <input type="checkbox"/> Neighbouring Aboriginal Community           |
| <input type="checkbox"/> Infant Development Program   | <input type="checkbox"/> Regional Aboriginal Planning Table          |
| <input type="checkbox"/> Early Intervention Therapy Programs:<br>SLP <input type="checkbox"/> OT <input type="checkbox"/> PT <input type="checkbox"/> | <input type="checkbox"/> Regional Health Authority                   |
| <input type="checkbox"/> School-aged therapy programs   | <input type="checkbox"/> Community Care/Facilities Licensing         |
| <input type="checkbox"/> Child Care Services  | <input type="checkbox"/> Mental Health                               |
| <input type="checkbox"/> Aboriginal Head Start  | <input type="checkbox"/> Community Health Nurse                      |
| <input type="checkbox"/> Child Care Resource/Referral Program   | <input type="checkbox"/> Nursing Support Services                    |
| <input type="checkbox"/> Other ECD Initiative _____   | <input type="checkbox"/> Family Resource Program                     |
| <input type="checkbox"/> Autism Programs  | <input type="checkbox"/> Child and Family Service Agency             |
| <input type="checkbox"/> Child Development Centre   | <input type="checkbox"/> Other: _____                                |

**2. Please indicate where you have strong relationships with programs/ organizations (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Elders   | <input type="checkbox"/> Other Aboriginal Agency _____       |
| <input type="checkbox"/> Band and Council   | <input type="checkbox"/> Local School District               |
| <input type="checkbox"/> Friendship Centre  | <input type="checkbox"/> Ministry of Education               |
| <input type="checkbox"/> Supported Child Development Program  | <input type="checkbox"/> Ministry of Children and Family Dev |
| <input type="checkbox"/> Aboriginal Infant Development Program  | <input type="checkbox"/> Community Living BC                 |
| <input type="checkbox"/> Infant Development Program   | <input type="checkbox"/> Neighbouring Aboriginal Community   |
| <input type="checkbox"/> Early Intervention Therapy Programs:<br>SLP <input type="checkbox"/> OT <input type="checkbox"/> PT <input type="checkbox"/> | <input type="checkbox"/> Regional Aboriginal Planning Table  |
| <input type="checkbox"/> School-aged therapy programs   | <input type="checkbox"/> Regional Health Authority           |
| <input type="checkbox"/> Child Care Services  | <input type="checkbox"/> Community Care/Facilities Licensing |
| <input type="checkbox"/> Aboriginal Head Start  | <input type="checkbox"/> Mental Health                       |
| <input type="checkbox"/> Child Care Resource/Referral Program   | <input type="checkbox"/> Community Health Nurse              |
| <input type="checkbox"/> Other ECD Initiative _____   | <input type="checkbox"/> Nursing Support Services            |
| <input type="checkbox"/> Child Development Centre   | <input type="checkbox"/> Family Resource Program             |
| <input type="checkbox"/> Autism Programs  | <input type="checkbox"/> Child and Family Service Agency     |
|   | <input type="checkbox"/> Other: _____                        |

3. Do you have good understanding of the Supported Child Development Program? Yes  No

4. How does SCDP fit within your organization? \_\_\_\_\_

5. Do you provide direct services for children and families? Yes  # \_\_\_\_ No

If Yes, please answer questions #6 to 15

If No, please skip to Question #16

6. Have you made referrals to Supported Child Development? Yes  # \_\_\_\_ No

7. Have you referred children with special needs to other services? Yes  # \_\_\_\_ No

8. Do you have a waitlist that includes children with special needs? Yes  # \_\_\_\_ No

9. Do you know of a family and child with special needs who has not attempted to access your program or services? Yes  # \_\_\_\_ No

10. Does your program include children with a diagnosed disability or delay? Yes  # \_\_\_\_ No

11. Please estimate how many children you have supported within the last 2 years who have had a professional assessment with the following primary (most significant) needs? Count each child only once.

- Cognitive disability or delays: concepts and learning # \_\_\_\_
- Communicative disability or delay: deaf/hard of hearing, speech & language # \_\_\_\_
- Physical disability or delays: fine or gross motor, hearing/vision # \_\_\_\_
- Play, Social, Emotional, Behavioural issues # \_\_\_\_
- FASD # \_\_\_\_
- Other (please describe) \_\_\_\_\_ # \_\_\_\_

12. Estimate how many additional children you suspect have unidentified special needs who would benefit from extra support in the following areas:

- Cognitive disability or delays: concepts and learning # \_\_\_\_
- Communicative disability or delay: deaf/hard of hearing, speech & language # \_\_\_\_
- Physical disability or delays: fine or gross motor, hearing/vision # \_\_\_\_
- Play, Social, Emotional, Behavioural issues # \_\_\_\_
- FASD # \_\_\_\_
- Other (please describe) \_\_\_\_\_ # \_\_\_\_

Comment: \_\_\_\_\_

**13. Please provide an estimation for children you work with:**

Total population of children and families you work with # \_\_\_\_  
 Number of children birth to 5 children with special needs # \_\_\_\_  
 Number of children 6 to 12 youth with special needs # \_\_\_\_  
 Number of youth over 12 with special needs # \_\_\_\_

**14. What are some of your programs challenges in providing services to children with special needs?**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**15. Does your program offer Supported Child Development services?**

Yes  No

If yes, you provide Supported Child Development Services in your program, please provide information regarding: Supported Child Development Consultant and/or Support Worker service

- Number of Aboriginal children receiving Consultant services:  
 Birth to 5 years old \_\_\_\_ 6 to 12 years old \_\_\_\_ over 12
- Number of Aboriginal children receiving extra staffing support:  
 Birth to 5 years old \_\_\_\_ 6 to 12 years old \_\_\_\_ over 12
- Number of Aboriginal children on waitlist for Consultant services:  
 Birth to 5 years old \_\_\_\_ 6 to 12 years old \_\_\_\_ over 12
- Number of Aboriginal children on waitlist for extra staffing support:  
 Birth to 5 years old \_\_\_\_ 6 to 12 years old \_\_\_\_ over 12

**16. Do you have community health information and the numbers for the area?**

Births per year # \_\_\_\_

Infant deaths per year # \_\_\_\_

Low birth weight babies # \_\_\_\_

Teen pregnancies per year # \_\_\_\_

Causes of death: \_\_\_\_\_

**17. What are the access barriers for families and Supported Child Development services?**

- |   |  |
|---|--|
| <input type="checkbox"/> Distance & isolation                   | <input type="checkbox"/> No childcare facilities or lack of child care spaces    |
| <input type="checkbox"/> Family/Social isolation                | <input type="checkbox"/> Waitlisted for SCDP                                     |
| <input type="checkbox"/> No Supported Child Development Program | <input type="checkbox"/> Child not eligible for SCDP, but still requires support |
| <input type="checkbox"/> Parental denial or attitude            | <input type="checkbox"/> Costs and finances                                      |
| <input type="checkbox"/> Lack of transportation                 | <input type="checkbox"/> Suitability of existing SCD program                     |
| <input type="checkbox"/> Time                                   | <input type="checkbox"/> Available SCD program lacks cultural appropriateness    |
| <input type="checkbox"/> Level of comfort to attend services    | <input type="checkbox"/> Parent circumstances                                    |
| <input type="checkbox"/> Level of awareness of services         | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> No support at home                     |  |
| <input type="checkbox"/> Parent health or disability            |  |

Please provide any suggestions for the barriers identified: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**18. What are your *program's* strengths in supporting the development of an Aboriginal Supported Child Development Program? For example:**

- |   |  |
|---|--|
| <input type="checkbox"/> High Elder involvement                                 | <input type="checkbox"/> Program development knowledge       |
| <input type="checkbox"/> Mission/purpose of child development program           | <input type="checkbox"/> Child development knowledge         |
| <input type="checkbox"/> Early Child Development Programs available             | <input type="checkbox"/> Funding sources knowledge           |
| <input type="checkbox"/> Staff/human resource knowledge                         | <input type="checkbox"/> Proposal development knowledge      |
| <input type="checkbox"/> Materials and information resources                    | <input type="checkbox"/> Previous community assessments done |
| <input type="checkbox"/> Space availability                                     | <input type="checkbox"/> Time                                |
| <input type="checkbox"/> Cultural knowledge and practices                       | <input type="checkbox"/> Motivation                          |
| <input type="checkbox"/> Policy development knowledge                           | <input type="checkbox"/> Program funding available           |
| <input type="checkbox"/> Political knowledge: local, federal, and/or provincial | <input type="checkbox"/> Education services                  |
| <input type="checkbox"/> Networks – community relationships                     | Other: _____   |
|   | Other: _____   |
|   | Other: _____   |

Comments: \_\_\_\_\_  
 \_\_\_\_\_

**19. What are your *personal* strengths in supporting the development of an Aboriginal Supported Child Development Program? For example:**

- |   |   |
|---|---|
| <input type="checkbox"/> Child Development training                       | <input type="checkbox"/> Program development knowledge  |
| <input type="checkbox"/> Supported Child Development training             | <input type="checkbox"/> Funding sources knowledge      |
| <input type="checkbox"/> Knowledge of disability or delays                | <input type="checkbox"/> Proposal development knowledge |
| <input type="checkbox"/> Knowledge of materials and information resources | <input type="checkbox"/> Time                           |
| <input type="checkbox"/> Cultural knowledge and practices                 | <input type="checkbox"/> Motivation                     |
| <input type="checkbox"/> Policy development                               | Other: _____  |
| <input type="checkbox"/> Political knowledge: local, federal, provincial  | Other: _____  |
| <input type="checkbox"/> Networking – community relationship              | Other: _____  |

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**20. What do you see as important in developing Aboriginal Supported Child Development services?**

- Training and Education of staff or community members in Supported Child Development
- Mentoring with mainstream Supported Child Development Programs
- Mentoring with Aboriginal Supported Child Development Programs
- Collaborating with other band or community to develop an Aboriginal Supported Child Development Program
- Partnering with mainstream Supported Child Development Program
- Develop own Aboriginal Supported Child Development Program
- Other \_\_\_\_\_

**21. What are some of the barriers to developing an Aboriginal Supported Child Development Program?**

- Lack of child care and other ECD programs
- Lack of trained Aboriginal Supported Child Development staff
- Lack of program administrative support
- Lack of physical space
- Lack of resources or materials
- Lack of funding
- Level of understanding in the community about the importance of supporting children with special needs and their families
- Level of awareness of the process to start an Aboriginal Supported Child Development program
- Level of interest from the community and leadership to support the process
- Level of human resources to support the process
- Level of collaboration and networking between community support services

Please provide any suggestions to the identified barriers: \_\_\_\_\_

**22. Are you available to sit on an advisory committee for Aboriginal Supported Child Development?**                      Yes                       No

**23. Please indicate those who you think should be involved in the planning and assessment stages for the development of Aboriginal Supported Child Development services.**

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Mission Statement and Purpose: \_\_\_\_\_

Services Provided: \_\_\_\_\_

**24. Please provide any names that may be interested in training as Aboriginal Supported Child Development staff.**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Current Position \_\_\_\_\_

Current level of training \_\_\_\_\_

Please, again state your program name: \_\_\_\_\_

**Who else should we know about in the community that could help in the process of developing Aboriginal Supported Child Development services? Please provide any organization and contact information:**

Organization - Name - Email - Telephone

- Band and Council: \_\_\_\_\_
- Elder (with permission): \_\_\_\_\_
- Friendship Centre: \_\_\_\_\_
- Aboriginal Infant Development Program: \_\_\_\_\_
- Early Intervention Therapy Programs: SLP/OT/PT \_\_\_\_\_
- School-aged therapy programs: \_\_\_\_\_
- Child Care Services: \_\_\_\_\_
- Aboriginal Head Start: \_\_\_\_\_
- Child Care Resource/Referral Program: \_\_\_\_\_
- Other ECD Initiatives: \_\_\_\_\_
- Autism Programs: \_\_\_\_\_
- Other Aboriginal Agency: \_\_\_\_\_
- Local School District: \_\_\_\_\_
- Ministry of Education: \_\_\_\_\_
- Ministry of Child Family Development: \_\_\_\_\_
- Community Living Authority: \_\_\_\_\_
- Neighbouring Aboriginal Community: \_\_\_\_\_
- Regional Aboriginal Planning Table: \_\_\_\_\_
- Regional Health Authority: \_\_\_\_\_
- Community Care and Facilities Licensing Branch: \_\_\_\_\_
- Mental Health: \_\_\_\_\_
- Community Health Nurse: \_\_\_\_\_
- Nursing Support Service: \_\_\_\_\_
- Other: \_\_\_\_\_

Thank you for your support and information towards the development of an Aboriginal Supported Child Development services. Feedback on this information assessment will be provided by \_\_\_\_\_.



Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Summary of Child and Family Information Aboriginal Supported Child Development Program

Compile responses from the Family Needs Assessment to identify two areas: information on accessing existing Supported Child Development Programs, or the need to develop an Aboriginal Supported Child Development Program.

The compiled information of both the Child and Family Needs Assessment and the Community Needs Assessment will provide an overview of community strengths to address providing services to Aboriginal children with special needs in your community.

**Number of families who completed the Child and Family Needs Assessment # \_\_\_\_\_**

### Child and Family Information – from question 1

**We are receiving services from SCD**

The number of families receiving services from SCD # \_\_\_\_\_

The number of families not receiving services from SCD # \_\_\_\_\_

**We are on a waitlist for SCD**

The number of families who are on a waitlist for SCD # \_\_\_\_\_

The number of families in each section for the amount of time waitlisted for SCD:

1 month # _____	2 months # _____	3 months # _____	4 months # _____	5 months # _____	6 months # _____	7 months # _____	8 months # _____
9 months # _____	10 months # _____	11 months # _____	12 months # _____	1 to 2 years # _____	2 to 3 years # _____		

**We applied, are not eligible for SCD, but we still need support**

The numbers of families who are not eligible, but still require support # \_\_\_\_\_

**Services in my community are meeting my child's need**

The numbers of families who state the community services are meeting their needs # \_\_\_\_\_

The numbers of families who state the community services are not meeting their needs # \_\_\_\_\_

**Services are culturally appropriate**

The numbers of families who state the services are culturally appropriate # \_\_\_\_\_

The numbers of families who state the services are not culturally appropriate # \_\_\_\_\_

**We would prefer to receive services from an Aboriginal SCD Program**

The number of families currently receiving services from SCDP and want ASCDP # \_\_\_\_\_

The number of families currently receiving services from SCDP and do not want ASCDP # \_\_\_\_\_

The number of families not accessing SCDP who want ASCDP # \_\_\_\_\_

The number of families not accessing SCDP who don't want ASCDP # \_\_\_\_\_

**Child Information – from questions 2, 3, 4**

**Child's weight at birth**

The indicated number of children born under 5 lbs 8 oz # \_\_\_\_\_

The indicated number of children born over 5 lbs 9 oz # \_\_\_\_\_

Number of children **with a diagnosis** in each age category: example five families responded they had a 3 year old child with a diagnosed physical disability

Age of child with diagnosis	Cognitive: concepts and learning	Communicative: deaf/hard of hearing, speech & language	Physical: fine or gross motor, hearing/vision	Play, Social, Emotional, Behavioural	FASD	Other: Please describe
Birth – 12 months						
13 – 24 months						
25 – 36 months						
3 – 5 years						
6 – 12 years						
13 – 19 years						
Totals						

Please indicate the number of children with a **suspected** disability or delay in each age category. Example: five families reported they had a 3 year old child not yet speaking

Age of child with suspected disability or delay	Cognitive: concepts and learning	Communicative: deaf/hard of hearing, speech & language	Physical: fine or gross motor, hearing/vision	Play, Social, Emotional, Behavioural	FASD	Other: Please describe
Birth – 12 months						
13 – 24 months						
25 – 36 months						
3 – 6 years						
6 – 12 years						
13 – 19 years						
Totals						

**Services Connected to Disability and Developmental Delays – from question 5**

The number of responses in each category for information on the resource services

Number of respondents in each category for services needed to support their child	# of families getting support from:	Contact phone numbers of programs providing service	# of families indicated not needed	# of families indicated yes we need services	# of families indicated needing more information
Aboriginal Supported Child Development Services	n/a				
Supported Child Development Services					
Aboriginal Infant Development Program					
Infant Development Program					
Autism Services					
Community health professional or Doctor/Nurse					
Nursing Support Services					
Home support or Respite					
Special needs transportation					
Early Intervention Therapy Program – for birth to school age					
<ul style="list-style-type: none"> <li>• Speech &amp; Language Services</li> </ul>					
<ul style="list-style-type: none"> <li>• Occupational Therapy Services</li> </ul>					
<ul style="list-style-type: none"> <li>• Physiotherapy Service</li> </ul>					
Band Social Worker/ Counsellor/Family Support					
Cultural Worker					
Recreation programs					
Child Care Resource and Referral Program					
Family Resource Program					
Other Child Development programs: please specify					

**Child Care and Education Services – from question 6**

Types of child care services being accessed or waitlisted

Number Attending	Number On a waitlist	
		Aboriginal Head Start
		Licensed Family Day Care
		Licence not required Family Day Care
		Licensed Group Day Care
		Licensed Pre School
		In Own Home child care
		Out of School Care
		Elementary School, Band School
		Staying at home – no child care
		Other Services:
		Other Services:

Number of parents interested in sitting on the Advisory Committee. Yes # \_\_\_\_\_

**Information on Accessing Supported Child Development- from question 7**

Information on access barriers for parents who are receiving Supported Child Development services. The number of respondents for each column.

1. Never a problem
2. Sometimes a problem
3. Always a problem

Access to SCD services	1. Never	2. Sometimes	3. Always
Distance to the existing program			
Transportation to the existing program			
Times of support offered matches when my child needs it			
Comfort level going to the existing program			
Knowledge of all services offered			
Costs and fees			

Access to SCD services continued...	1. Never	2. Sometimes	3. Always
Suitable program			
No child care programs or lack of child care spaces			
Cultural practice			
Child ill or doesn't want to attend			

Comments from parents receiving Supported Child Development on access barriers.

Parent comments on access barriers	
Distance to existing programs	
Transportation to existing program	
Time of support offered when my child needs it	
Comfort level going to existing program	
Knowledge of all services offered	
Costs and finances	
Suitable program	
No child care or lack of child care spaces	
Cultural practice	
Child ill or doesn't want to attend	



Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Summary of Community Information Aboriginal Supported Child Development

The Community Needs Assessment information will provide information in the following areas:

- Available resources in our community and the missing resources in our community
- To Build networking relationships and to mobilize the community to create an Aboriginal Supported Child Development Program, if needed

The collection of the Community Needs Assessment will provide an over view of community strengths to address providing services to aboriginal children with special needs.

### Total number of respondents in each community role – from question 1

Role of the participant	#	Role of the Participant	#
Parent		Autism Programs	
Elder		Other Aboriginal Agencies	
Band and Council		Local School District	
Friendship Centre		Ministry of Education	
Supported Child Development Program		Ministry of Children and Family Development	
Aboriginal Infant Development Program		Community Living BC	
Infant Development Program		Neighbouring Aboriginal Community	
Early Intervention Therapy Programs:		Regional Aboriginal Planning Table	
Speech and Language		Regional Health Authority	
Occupational Therapy		Community Care/Facilities Licensing	
Physical Therapy		Mental Health	
School-aged therapy programs		Community Health Nurse	
Child Care Services		Nursing Support Services	
Aboriginal Head Start		Family Resource Program	
Child Care Resource/Referral Program		Child and Family Service Agency	
Other ECD Initiative		Other	
Child Development Centre		Other	

Summary of strong relationships with programs/ organizations – from question 2

Strong relationships	#	Strong relationships	#
Elders		Child Development Centre	
Band and Council		Other Aboriginal Agencies	
Friendship Centre		Local School District	
Supported Child Development Program		Ministry of Education	
Aboriginal Infant Development Program		Ministry of Children and Family Development	
Infant Development Program		Community Living BC	
Early Intervention Therapy Programs:		Neighbouring Aboriginal Community	
Speech and Language		Regional Aboriginal Planning Table	
Occupational Therapy		Regional Health Authority	
Physical Therapy		Community Care/Facilities Licensing	
School-aged therapy programs		Mental Health	
Child Care Services		Community Health Nurse	
Aboriginal Head Start		Nursing Support Services	
Child Care Resource/Referral		Family Resource Program	
Other ECD Initiative		Child and Family Service Agency	
Autism Programs		Other	

Number of Respondents who have a good understanding of the Supported Child Development Program – from question 3

# Yes \_\_\_\_\_ # No \_\_\_\_\_

How SCDP fits within organizations – from question 4

Comments:

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Summary of services for children and families – from questions 5, 6, 7, 8, 9, 10

Indicate with the numbers for yes responses and number of children, and indicate the number of no's to the following questions	# of Yes	If yes # of children	# of No
Do you provide direct services for children and families?			
Have you made referrals to SCDP			
Have you referred children with special needs to other services?			
Do you have a waitlist that includes children with special needs?			
Do you know of a family and child with special needs who has not attempted to access your program or services?			
Does your program include children with a diagnosed disability or delay?			

The numbers of children who have been supported in community programs within the last 2 years, who have had a *professional assessment* with the following primary (most significant) developmental delay or disability, and those suspected of having *unidentified special needs* – from question 11 and 12

Children in the community with an assessed delay or disability	Number of children with professional assessment	Number of children with unidentified special needs
Cognitive disability or delays: concepts and learning		
Communicative disability or delay: deaf/hard of hearing, speech and language delay		
Physical disability or delays: fine or gross motor, hearing/vision		
Play, Social, Emotional, Behavioural issues		
FASD		
Other		
Other		
Other		

Comments about children with a professional assessment	
Program:	
Program:	
Program:	

Comments about children suspected of having an unidentified special need	
Program:	
Program:	
Program:	

The numbers and ages of children accessing programs and services who have special needs – includes those with a professional assessment and those suspected of having a developmental disability or delay – from question 13

Information about children accessing services and programs	Total Number of children accessing services or programs	Children with a professional assessment	Children suspected of having special needs - no assessment
Birth – 5 years of age children			
Age 6 – 12 youth			
Over 12			

Comments about program challenges in providing services to children with special needs – from question 14

Program	Comment

**Information about programs providing Supported Child Development services – from question 15**

# \_\_\_\_\_ of programs providing SCDP

**Information about SCDP Consultant services and SCDP Support Worker services**

<b>Number of aboriginal children actively receiving Consultant service</b>	<b>Number</b>
Birth to 5 years old	
6 to 12 years old	
Over 12	
<b>Number of aboriginal children on waitlist for Consultant services</b>	<b>Number</b>
Birth to 5 years old	
6 to 12 years old	
Over 12	
<b>Number of aboriginal children receiving Support Worker service</b>	<b>Number</b>
Birth to 5 years old	
6 to 12 years old	
Over 12	
<b>Number of aboriginal children on waitlist for Support Worker service</b>	<b>Number</b>
Birth to 5 years old	
6 to 12 years old	
Over 12	

**Community health information – from question 16**

<b>Health Indicators</b>	<b>Numbers</b>	<b>Health Indicator</b>	<b>Number</b>
Births per year		Teen pregnancies per year	
Infant deaths per year		Causes of infant/child death	
Low birth weight babies		Causes of infant/child death	

**Information about access barriers for families and Supported Child Development Services – from question 17**

Access Barriers	Number of responses	Access Barriers	Number of responses
Distance or community isolation		Parent health or disability	
Family/Social isolation		No childcare facilities or lack of child care spaces	
No Supported Child Development Program		Waitlisted for SCDP	
Parental denial or attitude		Child not eligible for SCDP, but family still requires support	
Lack of transportation		Costs and fees	
Time		Suitability of existing SCDP program	
Level of awareness of services		Available SCDP program lacks cultural appropriateness	
Level of comfort to attend services		Parent circumstances	
No support at home		Other:	
Other:		Other:	

**Suggestions for addressing identified family access barriers – question 17 continued**

Distance or community isolation
Family/Social isolation
No Supported Child Development Program

Suggestions for addressing identified family access barriers – question 17 continued

Parental denial or attitude
Lack of transportation
Time
Level of comfort to attend services
Level of awareness to attend services
No support at home
Parent health or disability
No child care facilities or lack of child care spaces
Waitlisted for SCDP
Child not eligible for SCDP, but family still requires support
Costs and fees

Suggestions for addressing identified family access barriers – question 17 continued

Suitability of existing SCDP programs
Available SCD program lacks cultural appropriateness
Parent circumstances
Other:

Program responses and comments about program strengths in supporting the development of an Aboriginal Supported Child Development Program – question 18

Responses about community program strengths	# of responses	Comments:
High Elder involvement – <b>with permission</b>		
Mission/purpose of child development program		
Early Child Development Programs available		
Staff/human resource knowledge		
Resource for materials and information		
Space availability		
Cultural knowledge and practices		
Policy development knowledge		
Political knowledge: local, federal, provincial		
Networks – community relationships		
Program development knowledge		

Responses about community program strengths continued...	# of responses	Comments:
Child development knowledge		
Funding sources knowledge		
Proposal development knowledge		
Previous community assessments done		
Time		
Motivation		
Program funding available		
Education services		
Other:		
Other:		

**Information about personal strengths to support the development of an Aboriginal Supported Child Development Program – question 19**

Name and contact information	
Child Development training	
Supported Child Development training	
Knowledge of disability or delays	
Knowledge of materials, information and resources	
Cultural knowledge and practices	
Policy development	
Political knowledge: local, federal, provincial	
Networking – community relationship	
Program development knowledge	
Funding sources knowledge	
Proposal development knowledge	
Time	
Motivation	
Other:	
Other:	

### Information about what is important in developing an Aboriginal Supported Child Development Program – question 20

What is important in developing an Aboriginal Supported Child Development Program	# of responses
Training and education of staff or community members in Supported Child Development	
Mentoring with mainstream Supported Child Development Programs	
Mentoring with Aboriginal Supported Child Development Programs	
Collaborate with other bands and communities to develop an Aboriginal Supported Child Development Program	
Partner with mainstream Supported Child Development Program	
Develop our own Aboriginal Supported Child Development Program	
Other:	
Other:	

### Information gathered about barriers to developing an Aboriginal Supported Child Development Program – from question 21

Identified barriers	# of responses
Lack of child care and other ECD programs	
Lack of trained Aboriginal Supported Child Development staff	
Lack of program administrative support	
Lack of physical space	
Lack of resources or materials	
Lack of funding	
Level of understanding in the community about the importance of supporting children with special needs and their families	
Level of awareness of the process to start an Aboriginal Supported Child Development Program	
Level of interest from the community and leadership to support the process	
Level of human resources to support to the process	
Level of collaboration and networking between community support services	
Other:	
Other:	

**Suggestions to address identified barriers in developing an Aboriginal Supported Child Development Program – question 21 continued**

Lack of child care and other ECD program
Lack of trained Aboriginal Supported Child Development staff
Lack of program administrative support
Lack of physical space
Lack of resources and materials
Lack of funding
Level of understanding in the community about the importance of supporting children with special needs and their families

**Suggestions to address identified barriers in developing an Aboriginal Supported Child Development Program – question 21 continued**

Level of awareness of the process to start an Aboriginal Supported Child Development Program
Level of interest from the community or leadership to support the process
Level of human resources to support the process
Level of collaboration and networking between community support services
Other:

**Programs available to sit on an advisory committee for Aboriginal Supported Child Development – from question 22**

Organization - Name - Email – Telephone

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**Suggestions for others who should be involved in the planning and assessment stages for the development of an Aboriginal Supported Child Development services – from question 23**

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Mission Statement and Purpose: \_\_\_\_\_

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Services Provided: \_\_\_\_\_

**Persons who may be interested in training as an Aboriginal Supported Child Development staff – from question 24**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Current Position \_\_\_\_\_

Current Program \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Current Position \_\_\_\_\_

Current level of training \_\_\_\_\_

Please gather photocopies of the last page of the community needs assessment questionnaires. They will provide you with a starting point for a directory of organizations that will be beneficial to the process of developing Aboriginal Supported Child Development services. Information will provide the following contacts:

Organization - Name - Email - Telephone

- Band and Council: \_\_\_\_\_
- Elder (with permission): \_\_\_\_\_
- Friendship Centre: \_\_\_\_\_
- Aboriginal Infant Development Program: \_\_\_\_\_
- Early Intervention Therapy Programs: SLP/OT/PT \_\_\_\_\_
- School-aged therapy programs: \_\_\_\_\_
- Child Care Services: \_\_\_\_\_
- Aboriginal Head Start: \_\_\_\_\_
- Child Care Resource/Referral Program: \_\_\_\_\_
- Other ECD Initiatives: \_\_\_\_\_
- Autism Programs: \_\_\_\_\_
- Other Aboriginal Agency: \_\_\_\_\_
- Local School District: \_\_\_\_\_
- Ministry of Education: \_\_\_\_\_
- Ministry of Child Family Development: \_\_\_\_\_
- Community Living Authority: \_\_\_\_\_
- Neighbouring Aboriginal Community: \_\_\_\_\_
- Regional Aboriginal Planning Table: \_\_\_\_\_
- Regional Health Authority: \_\_\_\_\_
- Community Care and Facilities Licensing Branch: \_\_\_\_\_
- Mental Health: \_\_\_\_\_
- Community Health Nurse: \_\_\_\_\_
- Nursing Support Service: \_\_\_\_\_
- Other: \_\_\_\_\_

Program Logo

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Exploring the Findings - A Strengths-Based Approach

### Identify community strengths - to address community, needs

A strengths-based approach makes the most of what exists in the community. The documented community strengths outlined in this section can be used as a starting point to address the gaps identified in both the Child and Family Needs Assessment and the Community Needs Assessment. Every community is unique and may want to include other areas of strengths. The following section summarizes identified strengths of:

- Community Connections: parents and programs
- Community Program Development Resources: formal and informal
- Community Voice and Feedback: input for addressing service barriers

Once this section is completed, communities will be able to see their unique strengths and decide how to support the delivery of Aboriginal Supported Child Development services in their community.

### **Community Connections**

The strengths-based approach regarding community and family connections is about where families are receiving services and what is working for families. Contact the programs identified by families as being well connected; ask what is working for those programs, and what methods might work for an ASCD program. Successful mentorship begins with connections recommended by the community.

### **Community Program Development Resources: formal and informal**

Program resources can be formal or informal, both are valuable. Formal resources are usually organized services, programs, organizations, structured bodies/groups, etc. Informal resources are unstructured unorganized sources. An example of the most valuable resource in Aboriginal early child development is Elder's cultural teachings and the knowledge shared with children, parents and programs.

### **Community Voice and Feedback: input for addressing service barriers**

Feedback from the community is the one of the strongest ways to get an accurate snapshot to identify and address barriers to services. Just as parents know best for their children – communities know best for their families. The process of utilizing community feedback begins community accountability, involvement, ownership and stewardship. The community's voice will ensure services are culturally appropriate and relevant for the community.

## Community Connections

**From question 1 of the Summary of Child and Family Information:** Enter the total number of families who filled out the Family Needs Assessment # \_\_\_\_\_

**From question 5 of the Summary of Child and Family Information:** Review family connections within your community:

- a) note where families mostly receive services from and
- b) view where family connections may be strengthened.

Community Programs and Services	# of families	Contact information
Supported Child Development Services		
Aboriginal Supported Child Development Services	n/a	
Aboriginal Infant Development Program		
Infant Development Program		
Autism Services		
Community health professional or Doctor/Nurse		
Nursing Support Services		
Home support or Respite		
Special needs transportation		
Early Intervention Therapy Program – for birth to school age		
Speech & Language		
Occupational Therapy		
Physiotherapy		
Band Social Worker/ Counsellor/Family Support		
Cultural Worker		
Recreation programs		
Child Care Resource and Referral Program		
Family Resource Program		
Other Child Development programs: please specify		

**From question 6 of the Summary of Child and Family Information:** Enter the types of child care services being accessed by children and families.

Number Attending	Child Care Services
	Aboriginal Head Start
	Licensed Family Day Care
	Licence not required Family Day Care
	Licensed Group Day Care
	Licensed Pre School
	In Own Home child care
	Out of School Care
	Elementary School, Band School
	Staying at home – no child care
	Other Services:
	Other Services:

**From the last page of Appendix 2, collect parent recommendations of services felt to be culturally appropriate.**

**From question 1 in the Summary of Community Information:**

- (a) Indicate number of representatives
- (b) Indicate where these representatives are well connected to community resources. This provides a glance of community assets regarding human resources, structured resources, and community connections.
- (c) Review where there needs to be more connections with the community to support the development and maintenance of ASCDP.

Number of Representatives	Number of Strong Relationships	Identified Structured Community Resource
		Parent
		Elder
		Band and Council
		Friendship Centre
		Aboriginal Supported Child Development
		Supported Child Development
		Aboriginal Infant Development
		Infant Development Program

Number of Representatives	Number of Strong Relationships	Identified Structured Community Resource
		Early Intervention Therapy Program: SLP – Speech and Language OT – Occupational Therapy PT – Physical Therapy
		School-aged therapy programs
		Child Care Services
		Aboriginal Head Start
		Child Care Resource/Referral Program
		Other ECD Initiative
		Child Development Centre
		Autism Programs
		Other Aboriginal Agencies
		Local School District
		Ministry of Education
		Ministry of Children and Family Development
		Community Living BC
		Neighbouring Aboriginal Community _____
		Regional Aboriginal Planning Table
		Regional Health Authority
		Community Care/Facilities Licensing
		Mental Health
		Community Health Nurse
		Nursing Support Service
		Family Resource Program:
		Other:
		Other:

**Program Development Resources**

**From question 6 of Summary of Child and Family:** Parents available to sit on an advisory committee for ASCD:

Name - Email – Telephone

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**From question 3 in the Summary of Community Information** - Names of those who have a good understanding of Aboriginal Supported Child Development services.

Name - Email – Telephone

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**From question 22 in the Summary of Community Information** - Programs available to sit on an advisory committee for ASCD.

Organization - Name - Email – Telephone

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**From question 23 in the Summary of Community Information**– Names of who should be involved in the planning and assessment stages for the development of an ASCDP

Organization - Name - Email – Telephone

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**From question 24 in the Summary of Community Information** - Persons who might be interested in training as an Aboriginal Supported Child Development staff:

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ email: \_\_\_\_\_  
 Current Position \_\_\_\_\_  
 Current Program \_\_\_\_\_

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ email: \_\_\_\_\_  
 Current Position \_\_\_\_\_  
 Current level of training \_\_\_\_\_

**From the Summary of Community Information** – Attach the list of community organizations that would be beneficial to the process of developing and Aboriginal Supported Child Development Program – see the last page of Appendix 5:

**From question 18 in the Summary of Community Information** – Responses and program contact information of those who might support the development of an Aboriginal Supported Child Development:

Community program strengths	# of responses	Contact Information
High Elder involvement – <b>information provided with permission</b>		
Mission/purpose of child development program		
Early child development programs available		
Staff/human resource knowledge		
Materials and information resources		
Space availability		
Cultural knowledge and practices		
Policy development knowledge		
Political knowledge: local, federal, provincial		

Community program strengths continued...	# of responses	Contact Information
Networks – community relationships		
Program development knowledge		
Child development knowledge		
Funding sources knowledge		
Proposal development knowledge		
Previous community assessments done		
Time		
Motivation		
Program funding available		
Education services		
Other:		
Other:		
Other:		
Other:		

**From question 19 in Summary of Community Information** - Contact names of participants with *personal* strengths to offer in the development of an Aboriginal Supported Child Development Program:

Personal Strengths	Name and contact information
Child Development training	
Supported Child Development training	
Knowledge of disability or delays	
Knowledge of materials and information resources	
Cultural knowledge and practices	
Political knowledge: local, federal, provincial	
Networking – community relationship	
Program development knowledge	
Funding sources knowledge	
Proposal development knowledge	
Time	
Motivation	
Other:	
Other:	
Other:	

## Community Feedback for Addressing Service Barriers

**From question 7 from Summary of Child and Family Information:** Parent comments on accessing Supported Child Development:

Parent Comments on Access Barriers to Supported Child Development	
Distance to the existing program	
Transportation to the existing program	
Times of support offered matches when my child needs it	
Comfort level going to the existing program	
Knowledge of all services offered	
Costs and finances	
Suitable program	
No childcare programs or lack of child care spaces	
Cultural practice	
Child ill or doesn't want to attend	

**From question 17 in the Summary of Community Information** - Respondent's suggestions for addressing identified family access barriers to SCD services:

<b>Respondents suggestions for addressing family access barriers to SCD services</b>
Distance or community isolation
Family/Social isolation
No Supported Child Development services
Parental denial or attitude
Lack of transportation
Time
Level of awareness of existing services
Level of comfort to attend services
No support at home
Parent health or disability

From question 17 in the Summary of Community Information continued -

<b>Respondent's suggestions for addressing family access barriers to SCD services continued...</b>
No child care facilities or lack of child care spaces
Waitlisted for SCDP
Child not eligible for SCDP, but family still requires support
Costs and fees
Suitability of existing SCDP program
Available SCDP program lacks cultural appropriateness
Parent Circumstances
Other:

**From question 21 in the Summary of Community Information** - Respondent's suggestions for addressing identified barriers in developing an Aboriginal Supported Child Development Program:

<b>Respondent's suggestions for addressing barriers in developing an ASCDP</b>
Lack of child care and other ECD programs
Lack of trained Aboriginal Supported Child Development staff.
Lack of program administrative support
Lack of physical space
Lack of resources or materials
Lack of funding
Level of understanding in the community about the importance of supporting children with special needs and their families

Level of awareness of the process to start an Aboriginal SCD Program
Level of interest from the community and leadership to support the process
Level of human resources to support the process
Level of collaboration and networking between community support services
Other:

From question 20 in the Summary of Community Information – What is important in developing an Aboriginal SCD program?

What is important in developing an Aboriginal Supported Child Development Program	Number
Train and educate staff or community members in Supported Child Development	
Mentor with mainstream Supported Child Development Programs	
Mentor with Aboriginal Supported Child Development Programs	
Collaborate with other band and communities to develop an Aboriginal Supported Child Development Program	
Partner with mainstream Supported Child Development Program	
Develop our own Aboriginal Supported Child Development Program	
Other:	
Other:	