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| During these difficult and unprecedented times, this form will help you feel safe, supported and prepared. COVID-19 has created many challenges that may continue. With proper planning and resources, you will be more equipped to navigate these challenges. Take time today to talk with your loved ones about some of the supports you may need. Assemble a list of funds, food banks, community supports and respite programs that you can turn to. Start planning for yourself and your family today, in order to keep those you care about feeling safe and prepared during this pandemic period. Some of these questions are of a sensitive nature, but they are important points for you to consider at this time. Your goal should be to feel confident and organized as you face potential barriers over the coming months. This planning tool serves as a reference for both you, your family, and your chosen support system (e.g. family friends, relatives, healthcare workers). | |
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| **Client Information** | |
| *Client’s Name:* | *D.O.B. D D/M M/YYYY:*  *Age:* |
| *Parent Name:* | *Time Completed:* |
| *Date completed:* | *Completed by:* |
| **Use of this Tool** | |
| **Initial Planning**  Read the probing questions below and place and ‘X’ or ‘Checkmark’ beside each one. Record supports that the family already has in place in the box labelled “What I have”. Record supports or resources that the family still needs access to in the box labelled “What I need”. If family does not have concerns with a particular area at this time, please check off “No Concerns”. Discuss with family how they will get the supports they need and record if the clinician is needed to follow up on specific items. Please use the links below each section to determine what a family may need in terms of support during COVID-19 (they are numbered to show the links that will help with each question). If you do not have all the answers to the questions, you can let the family know that you will look into it and follow up with them. You can also let the family know that there are links in the tool (which they will receive their own copy of), that they can browse through and explore to help them in their areas of need.  **My Support System**  Use this chart to write down contact information for family, friends, as well as service providers (or others involved). The chart will be used as a reference for those within the family unit as well as therapists, health care providers, and those individuals who work with the family.  **Planning Ahead**  As COVID-19 continues, it is important to keep track of major life events that may disrupt the usual routine for the client. By recording the date and time of important events (i.e. surgeries, appointments), families can prepare by contacting any necessary support persons in advance (using the ‘My Support System’ below). | |
| **Finance and Funding** | |
| *Probing Questions:*   1. *Do you anticipate a loss of income or have you lost your job due to the COVID-19 pandemic?* ☐ 2. *Are you able to access additional government funding available to your family if you lose employment?* 3. *Do you know about the changes made by the MCCSS on how to use your ACSD, SSAH and Enhanced Respite Funding?* 4. *Are you able to see the changes to taxes and benefits made by Canada Revenue?* 5. *Have you applied to any charitable organizations for financial support?*   **No Concerns** | |
| *What I have:* | *What I need:* |
| **NEXT STEPS:** | |
| *Caregiver will call/set up:*  *Clinician to Follow Up:*  Yes  No (Describe below) | |
| **Links:**  1+2 Learn what financial, mental health and other supports are available during COVID-19.  <https://www.ontario.ca/page/covid-19-support-people#finhelp>  1 +2 Financial Relief Navigator Tool  <https://financialreliefnav.prospercanada.org/en>  4. Changes to taxes and benefits: CRA and COVID-19  <https://www.canada.ca/en/revenue-agency/campaigns/covid-19-update.html>  1 Emergency Financial Assistance, Social Assistance, EI, Income for Older Adults  <https://211ontario.ca/211-topics/income-support>  Funds for existing financial distress as a direct result of the COVID-19 Pandemic  <https://www.hollandbloorview.ca/our-services/family-workshops-resources/holland-bloorview-family-support-fund>   1. Rent Bank   <http://www.nipost.org/toronto-rent-bank>  3. SSAH & Enhanced Respite Funding-Temporary changes to eligible expenses in response to COVID-19  <http://www.children.gov.on.ca/htdocs/English/specialneeds/specialservices.aspx>  3. ACSD-Temporary changes to eligible expenses in response to COVID-19  <http://www.children.gov.on.ca/htdocs/English/specialneeds/disabilities.aspx>  2. Ontario Disability Support Program (ODSP)  <https://www.mcss.gov.on.ca/en/mcss/programs/social/odsp>  2. Ontario Works (OW)  <https://www.mcss.gov.on.ca/en/mcss/programs/social/ow> 5.Jennifer Ashleigh Childrens Charity- Household Costs directly related to child’s medical issues not due to COVID-19 Pandemic. Certain diagnoses do not meet eligibility criteria. <https://jenash.org> | |
| **Food Supply and Meal Planning** | |
| *Probing Questions:*   1. *Are you receiving adequate amounts of food as you typically would?* 2. *If you are unable to leave your home due to illness, who can you depend on for help with grocery shopping?* ☐ 3. *Are you unable to leave your home and need food or groceries delivered?* 4. *Are you having difficulty paying for your groceries?* 5. *Do you need infant formula or infant food for your child?*   **No Concerns** | |
| *What I have:* | *What I need:* |
| **NEXT STEPS:** | |
| *Caregiver will call/set up:*  *Clinician to Follow Up:*  Yes  No (Describe below) | |
| **Links:**   1. Food Banks by Postal Code or City (Toronto, East York, Etobicoke, North York, Scarborough)   <https://www.torontocentralhealthline.ca/listServicesDetailed.aspx?id=10572&region=Toronto>   1. Food Banks, Food Delivery, Free/Low-Cost Meals, Infant Formula/Baby Food   <https://211ontario.ca/211-topics/food>   1. Food Banks, Meal Programs, Clothing Banks   <https://www.streethealth.ca/street-resources>   1. Healthy meals to low income households with children and vulnerable youths in need.   [https://handuptoronto.org/hand-up-for-kids](https://handuptoronto.org/hand-up-for-kids/)  Good Neighbour Project-Delivery Assistance for Supplies and Groceries    5.Labatt Better Together- Infant Formula and Baby Food  <https://www.labattbettertogether.ca>  3+4. Ceridian Cares- Food & Basic Household Needs  <https://www.ceridiancares.ca> | |
| **Physical Environment and Equipment Needs** | |
| *Probing Questions:*   1. *Do you have all the equipment you need to properly physically support your child at home? (e.g. Hospital bed, wheelchair, walker, lift)* ☐ 2. *Does your equipment continue to meet the needs of your child or do you need to apply for new equipment? (e.g. have they have outgrown their wheelchair and require a larger size)* ☐ 3. *Are you able to physically provide support to your child for their activities of daily living? (e.g. Do you qualify to have a worker from the LHIN that is able to provide support? (bathing, showering)* ☐ 4. *Are you going into crisis? (not able to physically support your child at home because of support needs or increased behaviours)* ☐ 5. *Do you have any issues or barriers to technology? (e.g. access to a device, access to the internet, access to a webcam, does the device work properly, difficulty financially paying for the device)* ☐ 6. *Do you have the technology you need for your child to be successful at home? (e.g. a tablet for communication, learning and development)* ☐   **No Concerns** | |
| *What I have:* | *What I need:* |
| **NEXT STEPS:** | |
| *Caregiver will call/set up:*  *Clinician to Follow Up:*  Yes  No (Describe below) | |
| **Links:**   1. Easter Seals-Equipment Funding   <https://services.easterseals.org>  1+2) Holland Bloorview- Equipment Funding  <https://www.hollandbloorview.ca/our-services/family-workshops-resources/holland-bloorview-family-support-fund>  1,3,4. SMILE- Funding for therapy, respite services and adaptive equipment.  <https://www.smilecan.org/programs>  1+2. Kids Life Line-Specialized or needed furniture and equipment  <https://www.acvf.ca>  1+2. Ceridian Cares- Prosthetics, eyewear, medical equipment, home adjustments for barrier free living, respite services, braille books, short-term counseling services, physiotherapy  <https://www.ceridiancares.ca>  1,2, 3. Labatt Better Together- Prosthetics, eyewear, medical equipment, special therapies, respite services, Braille materials, and physiotherapy  <https://www.labattbettertogether.ca> | |
| **Respite and Alternative Care** | |
| *Probing Questions:*   1. *Do you have anyone that is able to watch your child when you need a break? (e.g. going to the grocery store, weekend support, summer support, after-school support, overnight support)* ☐ 2. *Do you have trusted family members/ neighbours/ friends that are able to watch your child (now or should you become ill), or do you need to look for additional support (e.g. support workers, respite programs, overnight respite)* ☐ 3. *Are you able to access this extra child care in a safe way?* 4. *Are you struggling to provide support for your children and need supports immediately? (e.g. services such as wm+a and VHA are currently offering paid in-home supports during COVID-19)* 5. *Consider alternative programming in the event that schools do not re-open in the fall (e.g. remote learning)*   **No Concerns** | |
| *What I have:* | *What I need:* |
| **NEXT STEPS:** | |
| *Caregiver will call/set up:*  *Clinician to Follow Up:*  Yes  No (Describe below) | |
| **Links:**   1. respiteservices.com   [www.respiteservices.com](http://www.respiteservices.com)   1. Community Living Toronto   <https://cltoronto.ca/respite/>    1+4. VHA  <https://www.vha.ca/personal-home-support/>  1-3. SSAH & Enhanced Respite Funding-Temporary changes to eligible expenses in response to COVID-19  <http://www.children.gov.on.ca/htdocs/English/specialneeds/specialservices.aspx>  1+2. ACSD-Temporary changes to eligible expenses in response to COVID-19  <http://www.children.gov.on.ca/htdocs/English/specialneeds/disabilities.aspx>  1-3. Holland Bloorview- Respite  <https://www.hollandbloorview.ca/our-services/family-workshops-resources/holland-bloorview-family-support-fund>  1-3. Jennifer Ashleigh Children's Charity- Funding for Respite  <https://jenash.org>  1-4. SMILE- Funding for therapy, respite services and adaptive equipment.  <https://www.smilecan.org/programs>  1,2,3. Labatt Better Together- Prosthetics, eyewear, medical equipment, special therapies, respite services, Braille materials, and physiotherapy  <https://www.labattbettertogether.ca>  1,2,3. Ceridian Cares- Prosthetics, eyewear, medical equipment, home adjustments for barrier free living, respite services, braille books, short-term counseling services, physiotherapy  <https://www.ceridiancares.ca>  5.Ministry of Education: <http://www.edu.gov.on.ca/eng/new/new.html>  YRDSB: <http://www.yrdsb.ca/schools/Repository/NewsEvents/Pages/BoardNews/Coronavirus.aspx>  Remote Learning TDSB: <https://www.tdsb.on.ca/remote-Learning>  KPDSB: <http://www.kpdsb.on.ca/pages/view/covid-19-information-updates> | |
| **Supportive Tools and Materials** | |
| *Probing Questions:*   1. *Has the family talked about what COVID19 is?* 2. *Do you have some materials to practice safety procedures (e.g. visuals for hand washing, social distancing)?* 3. *Do you have visuals and materials for health care workers should your family member with a disability need medical attention? (e.g. communication tools for non-verbal child, guidelines for caretakers)* 4. *Have you established a routine at home for your child?* 5. *Are you staying connected to family members/friends?* 6. *Support and planning for individualized/Direct Funding*   **No Concerns** | |
| *What I have:* | *What I need:* |
| **NEXT STEPS:** | |
| *Caregiver will call/set up:*  *Clinician to Follow Up?*  Yes  No (Describe below) | |
| **Links:**       1. What is COVID19?   <https://www.autismspeaks.ca/siteAutismCaEN/assets/File/News/WHAT%20IS%20THE%20CORONAVIRUS.pdf>   1. Getting Tested for COVID19:   <https://connectability.ca/Garage/wp-content/uploads/2020/04/Social-Story-COVID-19-Getting-Tested-004-.pdf>     1. Visuals and Social Stories**:**   <https://www.smore.com/udqm2-covid-19-preparedness>  <https://theoatmeal.com/comics/touch_face>   1. Patient Visuals and Guides for Health Care Workers:   <https://www.patientprovidercommunication.org/covid-19-free-tools.htm>  <http://ddprimarycare.surreyplace.ca/wp-content/uploads/2019/03/1.1CommunicateCare.pdf>  <https://ddprimarycare.surreyplace.ca/wp-content/uploads/2019/03/5.1-About-My-Health.pdf>  <https://ddprimarycare.surreyplace.ca/wp-content/uploads/2020/05/COVID-19-Hospital-Transfer-Form-for-Patient-with-IDD.pdf>  4+5. General Resources (prevention, caring for family, handling service closures):  <https://www.autismspeaks.ca/media-request-contact-us/news/news-press-releases/covid-19-information-and-resources/>  <https://www.surreyplace.ca/resources-publications/coronavirus-updates-resources/#information>  <https://ontariocaregiver.ca/covid-19/>   1. In Home Daily Routine:   <https://docs.google.com/presentation/d/1r84IFgajRV9hb_HpORetxLZCBFqumrWqcWstq32AN-Q/present?ueb=true&slide=id.p>   1. Staying Connected Tool:   <https://cdn.agilitycms.com/partners-for-planning/covid19/Plan%20poster%20Mar16.20.pdf>   1. Surrey Place Individualized Funding Library:   <https://www.surreyplace.ca/resources-publications/if-library/>  <https://iflibrary.ca/> | |

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| **My Support System**  *Probing Questions: Who are some individuals that you can connect with during this difficult time?*  *Should you or someone in your household become ill, who would you like your family members to contact?* | | | | | | | |
| Contact Name/Title/Relation (e.g. Dr. Betty Smith; Joe Turner, Uncle) | *Organization/Agency (e.g. Surrey Place)* | | *Telephone/Email* | | *Service type/Role (e.g. Psychologist)* | | *When to Connect (e.g. parent loses job)* |
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| **Planning Ahead** | | | | | | | |
| *Probing Questions: Are there any major life events occurring within the next 6 months to 1 year? (Example: surgery, trips, hospitals visits for testing etc.)* | | | | | | | |
| **Event (e.g. surgery)** | | **Family Member** | | **Date/Time/Length** | | **Individuals Needed for Support (e.g. respite worker, aunt)** | |
| Sample: Eye Surgery | | Ben Smith (Father) | | June 1, 2020  2:00PM-5:00PM  (2 hour extra stay)  5 hours out of home | | Respite  Tina Turner  555-7601  Called: Confirmed to watch son | |
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