

Appendix A - Children's Residence

Licence ID #: 0001117

Agency Name: Bayfield Homes Ltd. – Manor Residence

The application form must be provided to the ministry with the following information:

1. A description of the services to be offered (or that are) being offered to the children, including any treatment or clinical services by the applicant or licensee.

Please ensure that you restrict the information included in this response to services being offered by the licensee to the children, as opposed to including services that are being offered or arranged for the children by their parents or placing agencies.

Our staff supported homes serve the needs of youth who require a highly structured living environment and intensive therapeutic intervention. By increasing youth's self-esteem and creating a safe and structured environment where youth can learn by their experiences and choices, we enable youth to make the transition to less structured living environments through the continuum of care with an eventual repatriation to their own home communities, i.e., kinship care. Youth are placed in homes based on gender, age and their presenting issues and are assessed individually, through the Plan of Care process, to determine their ability to move to a less structured environment on an on-going basis.

The staff supported milieus are structured in such a manner that brings staff and young people together in common activities and joint problem-solving contexts. Bayfield staff employ a work-with and play-with approach to engaging, mentoring and teaching our youth in the areas of life skills and recreational activities. Chores, sports, games and crafts offer an informal but highly effective method of fostering relationships, as well as developing interpersonal and life skills with our youth. Recreational activities at Bayfield occur during the day, in the evenings and on weekends to provide an enjoyable and constructive leisure experience. As youth progress in their treatment, autonomy is increased and they are encouraged to become involved in structured community activities, based on the youth's interest, ability and risk level.

In addition to the staff supported milieus noted above, Bayfield offers the following additional services that are available for purchase through separate per diems:

- **Clinical Services**
Includes: required psychological and psychometric testing used to inform treatment and educational planning; psychiatric consultation, assessment, diagnosis and monitoring of psychotropic medications, and; weekly individual psychotherapy involving methodologies such as Applied Behaviour Analysis, Psychotherapy or Cognitive Behaviour Therapy, by therapists registered with one of the six psychotherapy regulatory colleges.
- **Day programming and enrolment in Bayfield School**
Includes: elementary or secondary educational programming in a private school inspected bi-annually by the Ontario Ministry of Education and structured to meet the educational needs of hard to serve youth and youth with psychiatric and/or behavior problems in a range of ages and abilities.
- **Placement in a Family Based Care (foster) home**
Includes: parent-modeled residential accommodation in a family setting for young persons experiencing social, emotional, psychological, developmental and/or behavioural challenges; including food, clothing, shelter, recreation, life skills training and local travel.

2. If treatment or clinical services are to be offered, (or, in the case of a renewal application, are being offered) by the applicant or licensee, details on the specific services and the names of the persons or agencies responsible for providing those services (e.g., counselling, life skills training, psychiatry etc.).

Bayfield's clinical programming is offered at Bayfield through a separate per diem and provides a comprehensive approach to treatment planning including the youth's experiences of victimization, sexual abuse, physical abuse, neglect, family violence, exposure to substance abuse, deficits in social skills, emotional coping strategies and self-esteem.

Bayfield offers psychological testing and assessment of emotional and cognitive functions and the diagnosis of emotional and cognitive disorders. Based on the testing and assessment results our Psychologist makes recommendations to our Clinical Therapists on the use of evidence-based psychological treatments and psychotherapies. Bayfield's Senior

Clinician works with our consulting Psychologist to determine and prioritize the testing needs of our youth.

Individual therapy is provided by Masters level Clinical Therapists, with education and significant experience in Psychology, Social Work, Counseling, Applied Behavioural Analysis, etc. They are registered practitioners and maintain their certifications with their provincial regulatory bodies. Their primary objective is to assist the youth on their caseload in becoming more psychologically flexible, expediting behavioural stabilization through skill development related to emotional regulation and in developing alternative coping strategies, so that youth can adapt and successfully integrate into their environment, in order to facilitate their progression through Bayfield's continuum of care.

Bayfield contracts with a licensed Psychiatrist, that is a member in good standing with the College of Physicians and Surgeons of Ontario, to provide psychiatric consultation, assessment, diagnostic and treatment services to the youth within the Bayfield programs. They also provide education to the youth, their families, placing agency workers and treatment teams with regard to any medications prescribed for the purpose of alleviating identified symptoms. Psychiatric services are provided in strict compliance with current federal and provincial legislation, the College of Physicians and Surgeons Practice Guide, Bayfield policies and procedures and according to CARF (Commission on Accreditation of Rehabilitation Facilities) international standards.

3. The specific characteristics of children to be served (or, in the case of a renewal application, that are being served), including age range, gender, needs and any clinical diagnoses (e.g., medically fragile, developmentally delayed, etc.).

(a) Select the specific characteristics of children to be served (or, in the case of a renewal application, that are being served):

- Medically Fragile Developmentally Delayed Fire Setting Physical Aggression
- Sexualized Behaviour Substance Abuse Autism Sex Trafficking
- Mental Health Fetal Alcohol Spectrum Disorder

Other (please list): [Click or tap here to enter text.](#)

(b) Does your program support any of the specific identity or cultural categories?

- First Nations, Inuk or Métis Lesbian/Gay/Bisexual/Transsexual/Transgender

Other (please list): [Click or tap here to enter text.](#)

(c) Provide the following information:

Age Range 7 to 14 years old upon intake, but may remain until their 18th birthday, provided that there are no regulat safety issues presented to the younger youth in the home.

Gender Male

Other needs and relevant information [Click or tap here to enter text.](#)

4. Describe the specific characteristics of children the applicant or licensee will not serve, and list the excluding factors (e.g., fire setting, physical aggression).

Exclusionary Criteria:

- Medically fragile children/adolescents
- Children/Youth currently prescribed Clozapine

- Individuals over 14 years of age, unless they have demonstrated not to be a risk to younger children
- Severely Mentally Disabled
- Not Toilet Trained

5. A list of the qualifications, skills and training of management and staff that will be (or, in the case of a renewal application, that are) delivering the program, and how they relate to the needs of the children that the applicant proposes to serve, or in the case of a renewal application, that the licensee serves.

Bayfield endeavors to recruit and hire qualified personnel for each role; however we recognize that a formal education is not the only means of qualifying one to work with youth. Similarly, it is recognized that a variety of educational and experiential backgrounds enriches our collective expertise.

Applicants for Child Care Therapist positions require at least 2 years of postsecondary education in a related field of study or one and a half times the amount of experience (3 years, or 6,240 hours) in working with youth in a residential or school environment. Applicants that are actively engaged in the process of completing a postsecondary education in a related field of study may work part-time to supplement their learning with experience and prepare them for a full-time career at Bayfield. Acceptable diplomas and degrees include:

- Child and Youth Care Worker
- Developmental Service Worker
- Social Service Worker
- Behavioural Psychology
- Behavioural Science
- Autism and Behavioural Science
- Therapeutic Recreation
- Recreation and Leisure Services
- Educational Support Program
- Community and Justice Services
- Psychology
- Psychiatry
- Counseling
- Child Development
- Mental Health/Wellness and Addictions Worker

The above-noted experienced applicants that do not have a diploma or are not enrolled in a program of a related field of study must complete prescribed on-line training courses related to the position of Child Care Therapist within their probationary period of employment at Bayfield (within the first six months). These courses are in addition to the regular orientation training for direct care staff and include:

- Child Development
- Parent-Child Attachment
- Positive Parenting (I, II and III)
- Trauma-Informed Parenting
- Culturally Competent Parenting
- Understanding Behaviour
- Noncompliance and Defiance
- Running Away
- The ABCs of Anger

Those applying for positions within our clinical, educational, finance and human resource departments must be members, in good standing, with their professional regulating bodies. Additionally, Bayfield staff are required to obtain training as specified below:

- Rights and Responsibilities of the person served
- The Duty to Report Child Abuse
- The Prevention of Workplace Harassment and Discrimination
- Confidentiality and Privacy requirements

- Cultural Competency
- Bayfield Policy and Procedures
- Expectations regarding professional conduct – Code of Ethics
- Whistle Blower Policy
- Operation of the Bayfield Information System (EMHWare) & Dayforce/HCM
- AODA
- Occupational Health & Safety
- Health and Safety Training, including emergency plans and Fire Extinguisher Operation

Training must be completed within the first three (3) months of employment at Bayfield. Refresher reviews in Health and Safety, Cultural Competency, Harassment & Discrimination Prevention, Child's Rights & Responsibilities and Whistle Blower Policy will be required each year.

In addition to the above training outlined, Child Care Staff are required to successfully complete the following training in their first week of employment before commencement of their work duties with children/youths:

- Understanding and Managing Aggressive Behaviour (UMAB)
- Reporting Serious Occurrences
- Use of Physical Restraint (related policies and legislation)
- Report Writing
- Canada's First Nations, Inuit and Métis People
- Medication Administration Training (full-time Child Care Staff)
- 12-hours of job shadowing

6. Information on all promotional material specific to the program and materials shared with placing agencies and/or parents respecting the program, including the website (if any), to be used by the applicant or, in the case of a renewal application, that are being used by the licensee. The information submitted should include details on how to access the promotional material and/or copies of promotional material.

All promotional material, including the company website, research papers, referral form, job application, and bed availability, is available on Bayfield's website at www.bayfield.info.

Information on this form is collected under the legal authority of the *Child, Youth and Family Services Act, 2017* and its regulations.

How to submit completed form in SOR-RL:

Licensees who submit their application through SOR-RL can upload the completed 'Appendix A' into SOR-RL as supporting documents with their request for renewal of their licence, as follows:

1. Supporting Documents
2. Upload additional document – Title: – 'Appendix A'
(see RL User Guide s.5.3)