

CDS and CLDS Critical and Non-Critical Services: Staffing Plan

Critical Services and Sites	Staffing	Non Critical Services/ Staff Redeployment	Working From Home
<p>Access Centres (CLDS)</p> <ul style="list-style-type: none"> - Triage - IR's - Access Center Critical Needs 	<p>One CSW per Access Center</p>	<ul style="list-style-type: none"> - Child Development - Regular Behavioral Services - Autism Outreach - Regular Case Management - SIS Facilitation - Regular Residential Care Licensing - Resource Coordinators - Resource Assistants <p><i>Any of these positions could be redeployed to support critical needs in other programs or to perform critical functions such as EIA, administrative support or financial assistance.</i></p>	<p>CSWs:</p> <ul style="list-style-type: none"> - Fielding calls - Calling highest priority cases and identifying priority issues - CSWs should create a list of highest priority/need individuals and plans - SDM and PGTO templates from home and save to memory stick - Case notes (on word) - Special projects - Reports <p>CDSs/BSPs:</p> <ul style="list-style-type: none"> - Updating behavioural plans, case notes and developmental plans - Checking-in with families - School reports - Project work <p>Resource Assistants may be redeployed to support other functions (such as finance)</p> <p><i>This is not an exhaustive list of duties.</i></p>

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<p>2015 Portage Ave (CLDS) Incident Command</p> <ul style="list-style-type: none"> - Crisis Response - Incident Reports - Placement - Protection - Finance/Payments and Invoicing 	<p>Incident Command (CLDS) Mailbox: email address for invoices and submitting Incident Reports: CLDScentralizedservicesandresources@gov.mb.ca</p> <ul style="list-style-type: none"> - 1-844-730-0105 number (5 phone lines) - 1 Program Manager - 5 CSWs on rotation - 2 Behavioral Specialists - 1 Residential Care Licensing Coordinator - 1 Residential Services Coordinator - 2 or 3 Finance Team - Protection Team will be available either on or off site for consultation <p>Flexibility with hours including weekends</p>	<p>Kouki will manage the roster for all CSWs/SIS Facilitators scheduled to work in the community area sites and Incident Command.</p> <p>Program Managers across community areas and CS&R will also be on a roster at Incident Command.</p> <p>Morning Huddle with all staff and Program Manager to review managing phone calls and crisis management.</p> <p>Regular check ins with Abilities MB/agencies. Sandra and Andrea will be providing updates.</p>	<p>Staff may be called in at any time.</p> <p>Regular check-ins from Program Managers with staff by phone/Skype or other technology.</p>

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111 Rorie (CDS) Incident Command - Crisis Response - Incident Reports (CLDS) - Finance/Payments and Invoicing	Incident Command (CDS) Mailbox: email address for invoices: - 1-844-805-0004 number (3 phone lines) - 3 CSWs (CDS) on rotation - 1 Behavioral Specialist on call or on site as needed - 1 or 2 Resource Coordinators - 2 CSW's (CLDS) on rotation	All CSW's at 111 Rorie will be scheduled on a roster for Incident Command Program Managers on a scheduled roster.	CSWs: Fielding calls from families - Connecting with staff at Rorie and or SSCY - Checking in with families, especially those that may go into crisis. CSW should create list of high need families/children and possible crisis plan. - Case notes (on Word) - Special projects - Learning plans
114 Garry - Urgent issues ADM/DM/MO - Program Specialists Case Work Managing critical and urgent issues/case work notes	- CDS: ▪ 1 Policy Analyst/Program Specialist - 2 times per week - CLDS: ▪ 1 Policy Analyst 2 times per week ▪ 1 Program Specialist 5 days per week	Morning huddles via phone/skype	- Responding to emails and phone calls from home - Completing any project work - Policy updates - Learning plans - Reading/research Incident Command may contact Program Specialist via phone or request their attendance on site.
SSCY - Families in Crisis - Child Development Clinic	- 1 CSW - 2 Child Development Counsellors - 1 Autism Outreach - 1 Program Manager	Same as above but specific to SSCY	Same as above

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RN/S Regions (CLDS/CDS) - Triage - Incident Reports - Response to Region Critical Needs - Finance/Payment of invoices/Bills	- Every Region will determine minimal amount of staff required - Incident Command will be available to assist each Region as required/requested.	Same as above but specific to each Region	Same as above