11.4 MyEdBC Procedure for Child and Youth in Care

CCO – Continuing Custody Order

TCO – Temporary Custody Order

CYIC – Child Youth in Care

YAG – Youth Agreement

How to find Students with CYIC/YAG in MyEd BC:

- School view>student top tab
- Filter – CYIC or YAG Students
- You will be presented with any students that has either
  - CYIC or YAG = Y (Social Worker or Director are the only options for custody of a CYIC or YAG) **or**
  - Agreement or Order = one of the non-blank options is chosen

How to add a CCO/TCO to a student record (Two Steps):

Step 1: Adding/Changing Custody Information to the Student Record

- School View>student top tab
- Select desired student
- Use Details side tab
- Find field labeled "Who has custody?" – chose appropriate guardianship. Refer to guardianship documentation. (Most likely Social worker or Director)
- Find field Labeled "CYIC or YAG" - Check this box
- Find field labeled "Agreement or Order" – choose appropriate agreement or order

Agreement or Order Values	Description
Continuing Custody Order	The court placed a child/youth permanently in the custody of a director due to a safety concern.
Extended Family Program Agreement	An agreement with a friend or family member to support a child/youth for a limited time.
Interim or Temporary Custody Order – In Care	The court placed a child/youth temporarily in custody of a director due to a safety concern
Interim or Temporary Custody Order – Out of Care	The court placed a child/youth temporarily in custody of a friend/family due to a safety concern
Special Needs Agreement	A child/youth with a permanent or long-term disability is in the care of a director for a limited time.
Volunteer Care Agreement	An agreement that places a child/youth in the care of a director for a limited time.
Youth on a Youth Agreement	An agreement between a child/youth and a director to support the youth to live independently.
Another Province of Jurisdiction	An agreement with another province or territory for a child who is in the care of that jurisdiction

Step2: Adjusting Parent Contacts

- School view>Student top tab>select student>Contacts side tab
- Adjust contacts by adding and removing necessary individuals. This would include adding Agency Representative and or Foster Parent.
- Adjust priorities and permissions including access to parent portal and receiving emails

How to remove a CCO/TCO from a student record:

Contact Agency Representative or Guardianship worker for updated custody information to ensure correct information.

Step 1: Adding/Changing Custody Information to the Student Record

- School View>student top tab
- Select desired student

- Use Details side tab
- Find field labeled "Who has custody?" – chose appropriate guardianship.
- Find field Labeled "CYIC or YAG" - Uncheck this box
- Find field labeled "Agreement or Order" – field should be blank

Step2: Adjusting Parent Contacts

- School view>Student top tab>select student>Contacts side tab
- Adjust contacts by adding and removing necessary individuals.
- Adjust priorities and permissions including access to parent portal and receiving emails