Introduction

The Premier’s Mandate Letter issued to the Ministry of Children and Youth Services in September 2016 sets out direction for the ministry to “work with children’s aid societies to collect identity-based data in order to better plan culturally appropriate services and inform work to address over-representation of racialized children and youth in care.”

The policy directive has been informed by feedback received from child welfare stakeholders, including staff from children’s aid societies, the Ontario Association of Children’s Aid Societies and the Association of Native Child and Family Service Agencies of Ontario. The policy requires societies using the Child Protection Information Network (CPIN), to collect, and to report in aggregate to the ministry, identity-based data about the children and youth they serve.

This Questions and Answers document is updated from the original document that accompanied Policy Directive: CW005-17, which was issued to societies on December 18, 2017. This version includes answers to questions received following the issuance of the Policy Directive. The additional questions and answers are provided in red.

CONTEXT

Q1. What is identity-based data?

A1. Identity-based data refers to the socio-demographic information about a person including, but not limited to, their race, ethnicity, sexual orientation, and gender identity.

Q2. Why is the ministry requiring children’s aid societies (societies) to collect identity-based data?

A2. Promoting the best interests, protection and well-being of children is the paramount purpose of the Child and Family Services Act (CFSA), and additional purposes of the CFSA include the recognition that, wherever possible, services to children and their families should be provided in a manner that respects cultural, religious and regional differences.

Collecting standardized identity-based data consistently from children and youth is
one way in which societies and the ministry can better understand who is receiving
child protection services and the outcomes for specific groups of children and youth.
This data can also improve transparency and accountability of ministry-funded
services.

The analysis of identity-based data can help identify any outcome disparities
about the children and youth receiving child protection services to better support
planning across the provincial child welfare system and locally at the level of
individual societies.

**Q3. Don’t societies already collect this information?**

**A3.** Some societies collect identity-based data. However, the collection of data (both
the methodology used and elements collected) varies across societies. The aim of
the policy is to standardize data collection across societies to improve system
planning and to understand the impact of services on children and youth receiving
services through a society.

**Q4. Is the collection of identity-based data (such as race and ethnicity)
prohibited in the Ontario Human Rights Code, 1990?**

**A4.** No. The Ontario Human Rights Code does not prohibit the collection and
analysis of data such as race, ethnicity, disability or gender. The Ontario Human
Rights Code permits collection of identity-based data where it is used to “monitor
and evaluate potential discrimination; identify and remove systemic barriers;
ameliorate or prevent disadvantage; and/or to promote substantive equality”.

Additionally, section (1) of the Ontario Human Rights Code, 1990, protects all
persons from discrimination with respect to services because of race, ancestry,
place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation,
gender identity, gender expression, age, marital status, family status or
disability. Identity-based data collected under this directive will be used to address
any disproportionality or inequity that may exist in the child welfare system and to
support service and system planning.
APPLICATION OF THE POLICY

Q5. When will societies be required to start collecting this data?

A5. Societies will be required to start collecting data as they “go live” on CPIN. Societies who are currently using CPIN will be required to start data collection immediately following the effective date of the policy directive on February 5, 2018.

Q6. Are societies that are not on CPIN, and that do not have the capacity to collect all the required fields in their current data system, required to collect this information?

A6. The policy directive only applies to societies where CPIN is in use. The policy directive will take effect on the date that an individual society “goes live” on CPIN. Societies not on CPIN can choose to collect identity-based data in their current data system but the information will not be required to be reported to the ministry under this directive.

Q7. Will this data collection be done by Indigenous societies?

A7. The ministry is engaging with First Nations partners and Indigenous societies with respect to data management and CPIN. The ministry is interested in how the collection and reporting of identity-based data, including the data standard and other resources, could be potentially used by Indigenous societies while discussions about CPIN and data management continue.

Q8. If a society that is not currently on CPIN collects this information in their legacy system, will the information collected be able to migrate over to CPIN?

A8. No. Identity-based data collected in legacy systems will not be migrated over to CPIN.

Q9a. When should societies start data collection for newly opened cases following the effective date of the policy directive?

A9a. Societies will begin data collection for all newly opened child protection investigations following the effective date of the policy directive. Data collection will occur during the investigation and prior to the investigation’s completion.
Q9b. Is data collection required for cases that were opened prior to the effective date of the policy directive (i.e. will societies be required to collect identity-based data retroactively)

A9b. Yes. Societies are required to collect identity-based data for children and youth where the case was opened to investigation or ongoing service prior to the effective date of this directive. The collection of data can occur at the first reasonable opportunity following the effective date of the policy directive when meeting with the child or youth (e.g. as part of the plan of care meeting or minimally at the service plan review). However, there is no specified date by which society workers are expected to collect identity-based data and society workers are not expected to contact children and youth for the sole purpose of identity-based data collection.

Q10. Does the identity-based data policy directive apply to protection cases that re-open within the same year or 12 month period?

A10. If a case is reopened, the society worker should re-administer the Data Standard with the child/youth. The directive requires society workers to confirm the data collected at regular intervals as many aspects of identity may change over time.

Q11. Who determines the “first reasonable opportunity” for the collection of data? Is there a need to document or record this in CPIN?

A11. The society worker will determine the appropriate first reasonable opportunity to collect this data from the child or youth. As outlined in the policy directive, data collection should occur during a regular point of contact (e.g. as part of the review of the service plan, plan of care meetings, conducting the Assessment Action Record, or the youth plan meetings if youth are in receipt of Continued Care and Support for Youth). The directive also outlines that the data collected should be confirmed annually, at a minimum.

Q12. Is the policy directive expected to change when the Child, Youth and Family Services Act (CYFSA) is proclaimed as it relates to the collection and handling of personal information?

A12. Yes. The policy directive will be updated and re-issued upon proclamation of the CYFSA to align with the new language and sections of the CYFSA (e.g. the term Crown ward will no longer be used in the CYFSA; changes to align with Part X – Personal Information).
Questions and Answers

Updated January 31, 2018

Q13. Once the amendments to raise the age of protection are proclaimed, are societies expected to collect data for 16 and 17 year olds who have entered into the new voluntary services agreement?

A13. Yes. The policy directive will apply to 16 and 17 year olds who have entered into the new voluntary services agreement (i.e. are in receipt of ongoing services), once the amendments to the CFSA are proclaimed in January 2018.

Data Collection

Q14. What is the Data Standard and why are societies required to collect data using the Data Standard?

A14. The Data Standard is a taxonomy (or classification) of data elements that was developed by the ministry to standardize and expand the collection of identity-based client data across ministry-funded services. The goal of identity-based data collection is to support equitable access to, and the delivery of, culturally appropriate child welfare services across Ontario.

Q15. Has the Data Standard been implemented in any other ministry programs or services?

A15. Yes. The Data Standard is currently being implemented in other ministry programs, including the Youth Outreach Worker (YOW) program, Youth Mentorship program, Stop Now and Plan (SNAP), Youth Justice Services and the Annual Crown Ward Review Youth Questionnaire.

Q16. Why were these data elements chosen?

A16. The data elements included in the Data Standard are primarily based on Statistics Canada's National Household Survey (2011) and the 2016 Census to ensure consistency with national data standards and to enable broader analytic capacity. A few data elements are taken from the Aboriginal Self-Identification Data Standard (Ministry of Indigenous Relationships and Reconciliation); others reflect protected grounds under the Ontario Human Rights Code, and also align with the race data standard developed by the Anti-Racism Directorate (ARD). The ARD was established by government in February 2016 to eliminate systemic racism in government policies, programs and services.
Q17. Are societies expected to collect all the data elements included in the Data Standard that is appended to the policy directive?

A17. Yes. Societies are required to collect information from children and youth on all the data elements in the Data Standard, with the exception of the exclusions noted in the policy directive (i.e. with respect to gender identity, sexual orientation, marital status and family status). However, children and youth can choose not to answer any or all of the questions in the Data Standard (i.e. choose 'prefer not to answer' as a response).

Q18. What is the estimated timeframe required to administer the Data Standard?

A18. The time that it will take to establish consent and to administer the Data Standard is expected to vary depending on the child or youth (e.g., some children or youth may have questions about the process or need assistance in understanding the questions in the Data Standard).

Q19. Why are there exceptions to whom data should be collected from (e.g. age exceptions when collecting information about gender identity, sexual orientation, marital status and family status)?

A19. The gender identity exclusion is based on research about a child or youth’s capacity to understand gender development. The exceptions to marital and family status are based on legal considerations (e.g. a 16 year old can be legally married with parental consent whereas a 15 year old cannot). While data collection on gender identity and sexual orientation is not required for children ages 0-7 years, society workers can use their professional judgement to determine a child or youth’s capacity and collect information about gender identity and sexual orientation where appropriate. Where a determination has been made not to collect this data, the society worker will leave the associated field blank in CPIN.
Q20. Why are we collecting children and youth’s sexual orientation at an early age?

A20. The sexual orientation exclusion is based on developmental research about a child or youth’s capacity to understand their sexual orientation. The ministry’s approach to collecting this data for children eight years old and older is aligned with the current Ontario Health and Physical Education Curriculum under the Human Development and Sexual Health section (healthy relationships, physical and emotional development), taught in grade 3. While data collection on sexual orientation is not required for children ages 0-7 years, society workers can use their professional judgement to determine a child or youth’s capacity and collect information about sexual orientation where appropriate. Where a determination has been made not to collect this data, the society worker will leave this field blank in CPIN.

Q21. Is there a requirement to document where a child or youth may be exempt from certain questions based on age?

A21. Where a determination has been made not to collect this data, the society worker will leave the associated field blank in CPIN. There is no requirement to document the age exemption in CPIN.

Q22. How should the data standard be administered?

A22. For consistency in data collection, the Data Standard cannot be modified. Society workers are expected to pose the questions and responses in the Data Standard verbatim, in the order and in the format that the questions and responses are presented (i.e. beginning with citizenship and ending with postal code). To facilitate data collection, society workers may want to provide the child or youth with a copy of the Data Standard, which is appended to the policy directive, so that a child or youth has the opportunity to actively participate by reviewing the questions and answers as they appear in the Data Standard.

Q23. Are society workers also expected to collect identity-based data from parents about how they identity?

A23. At this time, the policy directive applies only to children and youth who meet specific criteria as outlined in the policy directive. The directive does not apply to parents. As outlined in the policy directive, consent for the collection of identity-based
Data about the child or youth may be sought from a child or youth’s parent if it is determined that the child or youth does not have the capacity to consent.

**Q24. Why do the questions have to be asked in the order they are listed?**

**A24.** The questions must be asked by the worker in the order they are listed in order to maintain a standardized approach to data collection. The sequence of the questions in the Data Standard is based on best practice and feedback the ministry received from stakeholders during the development of the Data Standard, including the Ontario Human Rights Commission.

**Q25. Should all the questions from the Data Standard be answered in one interview or can the questions be spread over multiple interviews?**

**A25.** The Data Standard must be administered in its entirety in one sitting/ interview rather than spread over multiple interviews. This will further support a standardized approach to data collection. If possible, the answers should be logged and then saved in CPIN in a single session.

**Q26. What if a child or youth seeks clarification on any of the data elements or has questions?**

**A26.** While the questions and responses as they appear in the Data Standard cannot be modified, society workers can provide clarification or additional information to a child or youth on any of the data elements presented in the Data Standard (e.g. if a child or youth seeks clarification on the definition of a data element).

**Q27. How often are society workers required to update and confirm the identity-based information?**

**A27.** As identities and the ability to consent may change over time, society workers are required to update and confirm identity-based information collected about a child or youth, annually at a minimum, and should do so at a regular point of contact (e.g. as part of the review of the service plan, plan of care meetings, youth plan meetings if youth are in receipt of Continued Care and Support for Youth). Additionally, information should be updated at any time as requested by a child or youth.
IDBD Data Standard Elements

Q28. Under the “Family Status” data element, what “family” is this referring to - the child/youth's family of origin or their current family/living arrangement?

A28. This will be defined by the child or youth participating in the identity-based data collection.

Q29. What residence should be captured under the “Postal Code” field – e.g., the family home or youth’s current placement? Should this field be updated every time the child or youth moves?

A29. This will be defined by the child or youth participating in the identity-based data collection. The child or youth may choose to identify the postal code of their current place of residence or another place of residence. The worker may support the child or youth in identifying a postal code if it is not known (e.g., if the child or youth knows a street address and requests assistance in identifying the postal code).

Q30. Are there restrictions on who enters the data into CPIN? Does it have to be the society worker or could an administrative assistant enter the data?

A30. As a best practice, the society worker who administered the Data Standard should enter the data into CPIN to support the protection of the child or youth’s privacy.

Data Storage

Q31. Where will identity-based information collected under this policy directive be stored?

A31. Information collected will be stored in CPIN on the Identity Tab of the person record.

Q32. How will this information be stored in CPIN and who will be able to see it? What happens to the information if it changes or is updated?

A32. Identity-based information about a child or youth will be stored in CPIN and viewable to all CPIN users. When information is updated, only the most current
information will be viewable in CPIN; the previous set of responses will be stored in CPIN although society workers will not be able to view this information.

Q33. In the Previous Tab in CPIN, workers can see how many times the Data Standard has been administered. Can society workers review previous responses of a child/youth in CPIN?

A33. No. When information is updated, only the most current information will be viewable in CPIN. The previous set of responses will be stored in CPIN but society workers will not be able to view this information.

Q34. Will any of the information from the Identity Tab be linked to other information in CPIN (e.g., the child’s Social History)?

A34. No. Identity-based data will not link into the child or youth’s social history, as this is a separate data collection process.

Consent

Q35. Are children and youth required to provide identity-based data to a society?

A35. No. Children and youth are not required to provide identity-based data to a society for purposes set out in this directive. The collection of this identity-based data is voluntary, and is based on an informed consent model. Society staff should clearly communicate the rationale for data collection with each child or youth, with an opportunity for the child or youth to ask questions.

Q36. Is consent required from the child or youth’s parent?

A36. No. Formal consent from parents or guardians is not required for the collection of identity-based data directly from the child or youth unless a determination has been made that a child or youth does not have the capacity to provide consent. In this instance, parents or guardians must be informed about the purpose of the data collection, the collection procedures, and access and disclosure safeguards at the time of obtaining parental consent for the collection of identity-based data.
Q37. How are society workers to inform parents and families that consent to participate in the data collection is required from the child/youth and not the parent unless it is determined that the child/youth does not have the capacity to consent to participate? What happens if a parent raises concerns or objects to the worker asking the child or youth certain questions?

A37. Society workers can inform parents and families that self-reporting is a guiding principle to the collection of identity-based data under this initiative. This supports the ministry’s commitment to providing children and youth with a voice by capturing information about their identities from their perspective. Workers can also provide parents and families with information about the collection of identity-based data, e.g.: a copy of the directive, the purposes of the data collection; that participation by children and youth is voluntary; that children or youth will not be identifiable through reporting; and; that the goal is that young people will not be discriminated against based on how they identify. The “Consent” section of the directive provides useful information that can be conveyed to parents and families.

Youth-friendly resources will also be provided to assist societies in informing young people and their families about this work. The ministry will share these resources with societies to align with the effective date.

Q38. In establishing consent, what if a child or youth raises concerns about how the information will be used?

A38. Society workers should clearly indicate that it is the child or youth’s choice to participate in the data collection, and that it is voluntary. The child/youth can also choose to withdraw consent at any time. Society workers should also outline the purposes of data collection (i.e. to support planning across the provincial child welfare system and locally at the level of individual societies to inform child protection workers in their case planning with diverse children youth and families), in a manner that can be understood by the child or youth (i.e. given their age, literacy level, language). It is important to help children and youth understand that their information is very valuable for the improvement of child welfare services and that the information they provide will be treated with respect and kept confidential. Additionally, information provided to a child or youth should be communicated in a sensitive, non-labelling, anti-oppressive manner.
Q39a. What happens when a child or youth does not have the capacity to provide consent?

A39a. If a determination has been made that a child or youth is not able to provide consent, consent will be sought from the child or youth’s parent as defined by s. 3(2) of the Child and Family Services Act:
(a) the person who has lawful custody of the child; or
(b) if more than one person has lawful custody of the child, all of the persons who have lawful custody of the child, excluding any person who is unavailable or unable to act as the context requires.

Q39b. If the child or youth is unable to answer the questions in the Data Standard, can a society worker ask a parent the questions?

A39b. Yes; in specific circumstances. As per the policy directive, if it is determined that a child or youth does not have the capacity to consent, consent should be sought from the child or youth’s parent as defined in s. 3(2) of the Child and Family Services Act.

Q39c. What if a society worker assesses that the child or youth has capacity to consent, but the parent does not agree with that assessment? Is there a way to document this in CPIN?

A39c. Society workers will use their professional judgement when determining the capacity of a child/youth to consent. Factors that a society worker should consider when determining capacity to consent include the child/youth’s age, maturity, developmental and psychological state. As a best practice, society workers can document this in the comment box on the Identity Tab.

Q39d. When consent has been obtained from a parent to the collection of identity-based data, who will provide this information (i.e. the child or the parent)?

A39d. When a determination has been made that a child is not able to provide consent and the parent has provided consent, identity-based information will be collected from the parent who provided consent.
Q40. How is capacity determined?

A40. Capacity is defined by a child or youth’s ability to understand the information that is needed to make a decision about providing information about their identity and the ability to appreciate what it means to give, withhold or withdraw consent. A child or youth is presumed to be capable unless there are reasonable grounds to suspect incapacity, meaning the child or youth is unable to make an informed decision given their age, maturity, psychological and developmental state (i.e. does not have the ability to understand the information that has been presented).

Q41. Who determines capacity?

A41. The society worker, who has case management responsibilities of the file, including the child protection worker conducting an investigation, may use their professional judgement in determining whether a child or youth is capable of providing consent given their age, maturity, psychological and developmental state if there are reasonable grounds to believe that the child or youth is not capable of providing consent.

Q42. Some concepts in the policy directive around determining capacity may be difficult for younger children to understand. How can society workers best convey this information to children and youth?

A42. To assist in conveying information about the data collection and in establishing consent, youth-friendly resources will be provided to assist societies to inform young people and their families about this work. The ministry will share these resources with societies to align with the effective date of the directive.

In addition, the Ontario Association of Children’s Aid Societies (OACAS) has developed training on the collection of identity-based information, which is currently available for society workers on the myOACAS Learning platform. The training provides information about the key principles of the identity-based data initiative, approaches to asking children and youth for demographic information, barriers to data collection, and tips for collecting data in a sensitive, respectful and anti-oppressive manner.
Q43. How is consent being documented? Will there be a specific form?

A43. The ministry will provide a consent script/form that can be used to document that consent has been established. This form will be available prior to the effective date of the directive. Workers will have the ability to scan and upload this form into CPIN.

Q44. Are society workers required to document why consent was not established? Will the ministry be tracking this information to find trends as to why consent may not have been received?

A44. The reasons for which consent was not established are not being requested. There is no area in CPIN to indicate the reason(s) consent was not established.

Q45. Is there an area in CPIN to identify whether a child/youth has refused to respond to certain questions?

A45. If a child or youth does not want to respond to certain questions, the society worker will select “Prefer not to Answer” for these questions. This will differentiate these responses from blank responses (which may be due to an exemption related to age).

Q46. Once consent is obtained, do society workers have to re-establish consent when reviewing or updating the identity-based information?

A46. Yes. Society workers are expected to obtain consent prior to collecting any identity-based information and, at every instance, when updating and reviewing the information. When consent is given again, the new consent script/form can be used and uploaded into CPIN.

Q47. What happens to the information when a child or youth withdraws consent?

A47. If a child or youth chooses to withdraw consent to one or all questions, that information will continue to be stored in CPIN although it will no longer be visible to society staff. The only information that will be visible to society staff will be answers for which consent was given. Information will only be reported to the ministry for the period which the child or youth provided consent.
Q48. When a child/youth is no longer receiving services from an agency (e.g., if the child/youth becomes an adult or if the file closes), is consent regarding the reporting of this data to the ministry automatically withdrawn? Will information for children/youth no longer receiving services still be used in reporting?

A48. There is no automatic withdrawal of consent functionality built into CPIN for identity-based data. Societies will only report data with respect to children and youth receiving services at the time that the data is being reported. The ministry is working on an approach to reporting identity-based data and functionality will be built into CPIN so that reports pull information only on active cases. Further information about reporting requirements will be communicated at a later date.

Q49. If a child/youth’s information is entered into the person record and that same individual has future involvement with the society as an adult, will the information provided when the individual was a child/youth still be captured in their person record once they become an adult?

A49. Yes, the information will still be visible and captured in the person record. Societies will only be reporting information for children and youth that meet the criteria outlined in the policy directive, not those involved with societies as adults.

Self-Reporting

Q50. Why is identity-based data being collect using a self-report model?

A50. The collection of standardized identity-based data from children and youth using a self-report model supports the ministry’s commitment to providing children and youth with a voice by capturing information about their identities from the child or youth’s perspective.

Q51. Will voluntary participation and self-reporting affect data quality?

A51. No. Research has shown that the ‘gold standard’ for identity-based data collection should be based on a self-report model as staff or third party observation leads to 50% or more of clients being misclassified and generates extremely high rates of missing data. Further, these errors in classification tend to occur in relation to the most marginalized populations. Best practices in other sectors (e.g. medical sector) have indicated that higher levels of participation can be achieved by clearly
communicating the benefits of voluntary self-identification to children and youth, ensuring that privacy and confidentiality issues are clearly communicated, and that any questions or concerns are addressed.

Q52. Are societies expected to collect identity-based information for data elements that already exist in CPIN?

A52. Yes. Society workers are expected to collect identity-based information for all data elements in the Data Standard as this is consistent with the self-report model of data collection. This applies even if there are other areas on the person record that already collects identical or similar information, as part of the case management process.

Q53. In collecting identity-based information, what if it is different from information contained in the child or youth’s person record?

A53. The collection of identity-based information using a self-report model supports the ministry’s commitment to providing children and youth with a voice by capturing information about their own identities from the child or youth’s perspective. In situations where the identity-based information provided by a child or youth differs from existing information in CPIN, society workers should enter the information provided by the child or youth into CPIN in keeping with the ‘Self-Reporting’ guiding principle of the policy directive.

Q54. What if the information obtained from the child/youth is different from the worker’s views and/or the information already noted in the child or youth’s case record?

A54. Self-reporting is a guiding principle to the directive. Under this initiative, children and youth are provided with the opportunity to describe their own identities across various diversity dimensions. This information should inform society workers in their case planning with children and youth. There may be differences between information already found in the child or youth’s case records (e.g., information noted in the medical section) and how the child or youth identifies. The child or youth may not identify in the same way a third party may assess them on certain identity dimensions.
Protection of Privacy

Q55. How will identity-based information be stored in CPIN and who will have access to this information?

A55. Identity-based information will be stored on the Identity Tab of the Person Record in CPIN and will be viewable to all society staff and staff of other societies who have access to CPIN.

Q56. With increased client data being collected, how is client privacy protected?

A56. Data collection and retention is required to be in accordance with best practices as defined by the Ontario Human Rights Commission which includes informing the child or youth about:
- the steps that will be taken to protect privacy and confidentiality;
- who will have access to the information (e.g. child protection workers); and
- how their identity-based data will be stored (e.g. in CPIN).

CPIN has built-in features to ensure protection of privacy related to access and control of sensitive and confidential information. There is a two-factor authentication process requiring an individual user identification and password, and a Public Key Infrastructure (PKI) profile. This means access to confidential data, including identity-based data, is managed by a set of roles, policies, and procedures using digital certificates. CPIN also has an audit trail that tracks application usage, enabling societies to better protect child welfare data access and helping to prevent unauthorized access to a file.

In addition to these built-in features, all societies have management and human resources practices and policies that protect child welfare data. These include strictly defined user roles within the system, training and business processes.

Societies will also ensure that access, storage and retention of identity-based information is consistent with applicable policies and legal requirements for societies, including the Information Sharing Guidelines for CASs Using CPIN (2014), the CPIN Privacy Procedures (2014) and the Case Information Disclosure Policy (1986).
Q57. What are the implications for file disclosure in a court process of the information that the child/youth provided pursuant to this directive? Is identity-based information provided in file disclosures?

A57. As outlined in the policy directive, a child or youth’s information may be disclosed, if relevant, to a court proceeding and where required by law (e.g. under the Family Law Rules) or society policy. When seeking consent, the society worker will provide this information to the child or youth.

Reporting to the Ministry

Q58. How will data be reported to the ministry?

A58. Identity-based information will be reported to the ministry in aggregate form (i.e. does not contain personal identifiable information) on a quarterly basis and reports must be generated through CPIN on the dates (i.e. count dates) as specified by the ministry.

Q59. When will Societies be required to submit their first report to the ministry?

A59. The ministry is currently developing a reporting template to support societies in submitting reports to the ministry. Further information on when the first report will be due to the ministry will be communicated at a later date.

Q60. Will any other information from a child or youth’s person record be included in the reports to the ministry?

A60. Yes. Non-identifiable information from a child or youth’s person record that is not part of the Data Standard (i.e. service information and court status) will be included in the reports to the ministry for the period of time for which the child or youth provided consent.

Q61. Why are Board Presidents required to sign the reports that will be submitted to the ministry?

A61. Board Presidents are required to sign the reports submitted to the ministry, consistent with other types of reporting to the ministry (e.g., for societies’ reports of performance indicator data). This helps to ensure Board Presidents are aware of the
Collection and Reporting of Identity-Based Data

Questions and Answers
Updated January 31, 2018

data reported by the society. It is also used as a practice to promote accountability for the accuracy of the data reported to the ministry.

Q62. What is the expected timeframe for the production of reports on identity-based data?

A62. The ministry is working on an approach to reporting this data. Further information about reporting requirements will be communicated at a later date.

Training

Q63. How will society workers be supported to comply with this policy directive?

A63. Training will be provided to society workers through the Ontario Association of Children’s Aid Societies (OACAS) e-learning platform and includes, but is not limited to, the following topics:

• Key principles of the identity-based data collection initiative;
• Asking service users for demographic information;
• Addressing barriers to data collection; and
• Identifying tips for collecting data in a sensitive, respectful and anti-oppressive manner.

Registration for this course is currently available through myOACAS Learning and can be found in the Orientation and Onboarding category under Online Self-Study.

Q64. Will training be available to support society workers to enter identity-based information into CPIN?

A64. Yes. Training for entering identity-based data collection into CPIN will be developed by the CPIN Operations Unit of the ministry, and distributed to societies who are live on CPIN. For societies that have yet to go live, training on identity-based data collection in CPIN will become a part of the training material that is used during the CPIN Deployment phase, so that once they go live, they will be ready to collect the information.
Implementation and Roll-Out

Q65. Is there a ministry phone number that families, children and youth can call if they have questions?

A65. Children, youth and families should direct questions about the collection and reporting of identity-based data to society staff. If societies need assistance in responding to questions from children and youth, they can submit questions to the ministry via their Regional Office.

Q66. Will the ministry monitor the implementation of this initiative, including identifying successes and addressing any challenges?

Q66. Yes. The ministry will engage with the sector as the identity-based data initiative is implemented. This will include gathering feedback on progress and successes, as well as identifying any challenges and opportunities to address those through future changes or enhancements to the initiative.