

# CHILD AND FAMILY SERVICES MAINTENANCE REPORT

**DCI Number/Fiscal Year:**

455917 (2022-2023)

**Purpose:**

The purpose of the report is to review expenditures paid for services provided for eligible children. The data is used to ensure eligibility of First Nations children under the terms and conditions of the funding agreement, to verify eligible expenses for billing purposes and to provide activity level indicators which Indigenous Services Canada uses for trend analysis.

**Reporting Period:**

First to last day of the reporting period, inclusive

**Due Date:**

15 days after the end of the reporting period

**Field Definitions:**

For further details on how to fill out the First Nations Child and Family Services Maintenance Report, refer to the First Nations Child and Family Services Information Management System DCI User Guide.

Field	Definition
Province or Territory for Reporting	Identifies in which province the recipient operates.
Agency Name	Name of the agency responsible for the delivery of child and family services.
Funding Recipient Number	4 digit number assigned to the First Nation, Agency, Tribal Council or Province.
Funding Recipient Name (Agreement)	This is the name (First Nation, Tribal Council, Province, or Agency) with whom Indigenous Services Canada has a funding agreement for the delivery of child and family services.
Submission Type For further information on the DCI submission process, refer to Submission Type in the DCI User Guide	<p>This identifies if the Data Collection Instruments submitted is an Original, Supplemental, Amendment, or Resubmission.</p> <ul style="list-style-type: none"> <li>- <b>Original:</b> Refers to the first maintenance report submitted for the reporting period.</li> <li>- <b>Amendment:</b> Refers to changes made to previously submitted child maintenance information for the reporting period.</li> <li>- <b>Supplemental:</b> Refers to the addition of child maintenance information that is net new to the reporting period.</li> <li>- <b>Resubmission:</b> Refers to replacing a previously submitted maintenance Data Collection Instruments with a new submission.</li> <li>- <b>Rate Adjustment:</b> The Province or Territory has implemented a rate change and it must be retroactively claimed as a maintenance expense affected by a rate adjustment for a previous reporting period.</li> </ul>

Field	Definition
Reporting Period	Identifies to which reporting period the information provided pertains.
IRS Number/Temporary Non Registered Number	<p>The Indian Registry System (IRS) number of the child placed in protective care. A valid Indian Registry System number is comprised of 10 digits and in the format #####. If the child is not registered, leave blank and a temporary number for First Nations Child and Family Services purposes (for agencies in regions where available) will be generated. Notification of this temporary number will be provided to the recipient.</p> <p>Temporary Non-Registered Number: This is 13 characters long, assigned to all children in care who are not yet registered as a Status Indian as defined by the <i>Indian Act</i>. For further information on the temporary non-registered number, refer to the Child Information Section in the Data Collection Instruments User Guide.</p>
Child's Family Name	The last name of the child who has been placed in care.
Child's Given Name	The first name of the child who has been placed in care.
Date of Birth (YYYYMMDD)	The child's date of birth in the format 'Year Month Day'.
Gender (M/F/X/NR)	The gender of the child who has been placed in care: Male (M); Female (F); Another Gender (X); Not Reported (NR)
Net New Admission	<p>This identifies when a child comes into care for the first time receiving services, only the first placement expense should have the net new admission flag enabled. The subsequent placement expenses should not have the flag enabled.</p> <p>This also identifies when a child has previously been discharged and is back in the system receiving services. Only the first placement expenses associated with the child returning into care should have the net new admission flag enable. The subsequent placement expenses should not have the flag enabled.</p>
Child Welfare/Legal Status	Status assigned to the child as per provincial/territorial legislation (e.g. temporary care, voluntary care, permanent care).
Provider Name	This refers to the name of the care provider as identified by the Province/Territory where the child was placed into care (i.e. foster home or group home, etc.).
Number of Days in Care	The total number of days in the reporting period the child has been in this continuous placement.
Placement Type	Refers to the placement of a child (e.g. group home, foster home, institutional care, kinship care).
Start Pay Date (YYYYMMDD)	The first day when the expense incurred, in the format 'Year Month Day'. Use a new line if the child has been discharged and readmitted into care during the month or if the placement type changed during the reporting period.
End Pay Date (YYYYMMDD)	The last day when the expense incurred, in the format 'Year Month Day'.
Rate	This refers to the basic rate for the care provided. For further information on monthly and per diem rates, refer to the Placement

Field	Definition
	Type Expenses section of the Data Collection Instruments User Guide.
Care Cost	The total placement type cost based on the start pay date, end pay date and the placement type rate.
Additional Child Cost Type	<p>This refers to any additional costs over and above the basic/regular maintenance rate associated with the provision of services for a child in care. Eligible expenditures are set out in the First Nations Child and Family Services Program National Guidelines and must be within Indigenous Services Canada authorities, reasonably comparable to those provided by the Province/Territory and not fundable through other sources.</p> <p>The Categories are:</p> <ul style="list-style-type: none"> <li>- Child Care Support</li> <li>- Therapy/Assessment Not Covered by Non-insured health benefits for First Nations and Inuit</li> <li>- Family Connection</li> <li>- Health and Well Being Not Covered by Non-insured health benefits for First Nations and Inuit</li> <li>- Education Related Expenses Not Covered by First Nations Education</li> <li>- Legal</li> <li>- Placement Costs</li> <li>- Recreation Allowance</li> <li>- Vacation Allowance</li> <li>- Transportation</li> <li>- Other</li> <li>- Not Applicable</li> </ul>
Additional Child Cost	This field is to provide the amount paid for the additional child cost that is outside of the basic/regular maintenance rate.
Additional Child Cost Description	This field is to provide additional description of the additional child costs associated with the provision of services for a child in care.
Post Adoption Subsidy Expense(s)	Post-adoption subsidies and supports are to the adoptive parents and/or supports including counseling services and support for children with special needs to facilitate permanent placement.
Expense Cost	This field is to provide the amount paid for the post adoption subsidy expense.
Expense Description	This field is to provide a description of the post adoption subsidy expense.
<b>Financial Summary</b>	
Placement Type/Service	The type of placement when the child is in care (e.g. Foster Home)
Total Number of Child Placements	<p>The number of individual placements for children in care reported in the submitted Data Collection Instruments. For calculation rules, refer to Maintenance Report Financial Summary section of the Data Collection Instruments User Guide.</p> <p><b>OR</b></p> <p>The total number of post adoption subsidies for children receiving federal funding based on post adoption subsidy expenses.</p>

Field	Definition
Total Number of Days	<p>By placement type - the number of days of care for all children reported in the Data Collection Instruments being submitted. For calculation rules, refer to the Maintenance Report Financial Summary section of the Data Collection Instruments User Guide.</p> <p><b>OR</b></p> <p>The total number of days based on the start pay date and end pay date of the post adoption subsidy expenses for the reporting period.</p>
Total Care Costs	<p>By placement type - the total Care Costs for all children reported in the Data Collection Instruments being submitted. For calculation rules, refer to the Maintenance Report Financial Summary section of the Data Collection Instruments User Guide.</p> <p><b>OR</b></p> <p>The total Post Adoption Subsidy expense cost for the reporting period.</p>
Total Additional Child Expense	<p>By placement type - the total additional child costs for all children reported in the Data Collection Instruments being submitted. For calculation rules, refer to the Maintenance Report Financial Summary section of the Data Collection Instruments User Guide.</p>
Total Maintenance Costs	<p>By placement type - the total amount being claimed for reimbursement. For calculation rules, refer to the Maintenance Report Financial Summary section of the Data Collection Instruments User Guide.</p>
Post Adoption Subsidy	<p>Post-adoption subsidies and supports are to the adoptive parents and/or supports including counseling services and support for children with special needs to facilitate permanent placement for children.</p>
<b>Authorization</b>	
Given Name Family Name Title Date (YYYYMMDD)	<p>The given name, family name and position title of the person who acknowledged the accuracy of the information, and the date on which it was completed.</p> <p>Dates are in the format of 'Year Month Day'.</p>
<b>Contact</b>	
Given Name Family Name Title Telephone Number Email Address	<p>The given name, family name, position title, telephone number and email address (if applicable) of the person who can be contacted for further information about the report.</p> <p>A valid telephone includes the 3 digit area code in the format ###-###-####.</p> <p>A valid email address may be in upper or lower case in the format a@a.a.</p>