



LMO's Family Finding Process

Step 1: Referral and Purpose Identification

A general referral is completed; the referral form needs to be signed by your team leader and then sent to the Resource Team Leader Trisha Cruickshank who assigns it to the Permanency Support Worker.

Step 2: Initial Family Finding

Once the referral is approved, known and newly identified family members are documented in an initial family mapping document. This document includes names, relationships to the child or youth, dates of birth (if known), and available contact information.

Step 3: Internal Care Team Planning

After names are gathered in the first document, Permanency Support Worker will ask the case manager to call an ICM with the internal care team where the first document of names will be shared with the team and the family finding referral form will be completed collaboratively in this meeting. During this meeting, the initial family mapping document is reviewed collaboratively.

The team provides guidance on:

- Who should be contacted and who should not
- Filling out the family finding specific referral form
- The purpose of contacting each individual (connection, relational permanency, support, visits, or permanency)
- Any safety, relational, or emotional considerations

This step ensures family finding efforts are intentional, well informed, coordinated, and aligned with the child or youth's best interests.

Step 4: Family Engagement and Ongoing Documentation

Following the ICM, approved family members are contacted by the Family Finding/Permanency Support Worker. Conversations, shared information, and expressed hopes or boundaries are documented in a second working document.

This document is continuously updated as new information is gathered and as connections develop, serving as a living record of family engagement, relationships, and progress toward the identified goal.

Step 5: File Closure and Transition

Family finding files are closed once the goals outlined in the original referral have been addressed or when all reasonable efforts to identify and engage family members have been completed within the scope of the referral.

The Permanency Support Worker will complete a **Family Finding Closure Summary**, which includes:

- A summary of the original referral purpose and goals
- An overview of work completed and Key outcomes and connections established
- Next steps and recommendations for the care team moving forward

The following documents are attached to the closure summary:

- Document 1: Initial Family Mapping
- Document 2: Family connections and best hopes tracking
- Genogram

This closure summary is shared with the Case Manager and placed on file to support continuity of connection.

Note:

Family finding is a dynamic and ongoing process. Files may be reopened if new information emerges, new goals are identified, or additional support is required by the care team.