



**2020-2024 ACTION PLAN DEVELOPMENT GRID**  
[First Nations Child and Family Services (FNCFS)]

Part	Description	Section	Steps	Comments
<b>1. IDENTIFICATION</b>	<ul style="list-style-type: none"> <li>* Name and contact information of the child and family services agency which administers front-line services.</li> <li>* Name and contact information of the person who can be reached to obtain additional information.</li> </ul>			
<b>2. SUMMARY</b> <b>Optional</b>	<ul style="list-style-type: none"> <li>* 1 or 2 page summary of all the sections in the action plan and description of main funding information.</li> </ul>			
<b>3. COMMUNITY ASSESSMENT</b> <b>*According to the most recent data available</b>	<ul style="list-style-type: none"> <li>* Elements allowing you to put the current situation of the community into context.</li> </ul> <p><u>Note:</u> You must explain the steps taken and stakeholders contacted to obtain this information. It is important to indicate what has been done, along with the challenges encountered. You may also refer to other existing plans (e.g., health).</p>	<p><b>a) SOCIO-DEMOGRAPHIC PORTRAIT</b></p> <p><u>Note:</u> This involves producing a portrait based on statistics or information about the composition and characteristics of the community's members.</p>	<p><b>Population</b> Present:</p> <ul style="list-style-type: none"> <li>• The number of people living in-community and off-community. (ISC)</li> <li>• The number of people by age group and sex. *(Surveillance Portal)<sup>1</sup></li> <li>• The number (or rate) of births and deaths.</li> <li>• The average age of mothers when they give birth and distribution of mothers by age group. (I-CLSC)</li> </ul> <p><b>Characteristics of families</b> Present:</p> <ul style="list-style-type: none"> <li>• Proportions (%) of each family type: two-parent and single-parent. *(Surveillance Portal)<sup>1</sup></li> </ul>	

<sup>1</sup> The communities that participated in the First Nations Regional Health Survey 2015 may access the survey data from the FNQLHSSC website at <http://cssspnql.com/en/areas-of-intervention/research-sector/population-surveys/regional-health-survey> (CSSSPNQL/areas of intervention/research sector). They may also contact Joannie Gray Roussel, Support Agent – Research and Evaluation, at [Joannie.GrayRoussel@cssspnql.com](mailto:Joannie.GrayRoussel@cssspnql.com).



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			<ul style="list-style-type: none"> <li>Average number of children per family. *(Surveillance Portal)<sup>1</sup></li> </ul> <p><b>Housing</b> *(Surveillance Portal)<sup>1</sup> Present:</p> <ul style="list-style-type: none"> <li>Number and type of housing units and housing needs (development needs).</li> <li>Condition of housing (basic facilities).</li> <li>Level of housing overpopulation (and lack of privacy); type of occupation (owner or renter).</li> </ul> <p><b>Education</b> Present:</p> <ul style="list-style-type: none"> <li>School dropout rates. *(EREEES)<sup>1</sup></li> <li>Distribution of the population according to level of educational attainment (elementary, secondary, post-secondary, university, trades). *(Surveillance Portal)<sup>1</sup></li> </ul> <p><b>Economic situation</b> *(Surveillance Portal)<sup>1</sup> Present:</p> <ul style="list-style-type: none"> <li><i>Employment</i>: % active population, unemployment rate, main sources of jobs in the community.</li> <li><i>Income</i>: % of main sources of families' incomes and average income of families.</li> </ul> <p><b>Cultural values in the community</b> Present:</p> <ul style="list-style-type: none"> <li>Languages spoken (French, English, and Aboriginal). *(Surveillance Portal)<sup>1</sup></li> <li>Situation of culture in the community.</li> <li>Level of integration of cultural values.</li> </ul>	
<p><b>3. COMMUNITY ASSESSMENT (cont.)</b> <b>*According to the most recent data available</b></p>	<p>* Elements allowing you to put the current situation of the community into context.</p> <p><u>Note</u>: It is preferable to hold a meeting with the members of the community to validate the information obtained under sections b), c) and e)</p>	<p><b>b) MAIN PROBLEMS</b></p> <p><u>Note</u>: This involves specifying the main difficulties affecting children (all ages) and families in the community.</p>	<p>On the basis of the needs assessment, present the main problems in the community.</p> <p>Describe:</p> <ul style="list-style-type: none"> <li>The types of social problems identified and expressed by the community's members.</li> <li>The scope and intensity of these problems.</li> </ul>	



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			<p><u>Examples of problems:</u> Alcohol, drug and gambling dependencies*(Surveillance Portal)<sup>1</sup>; violence and criminality; school dropout rate; money problems, etc.</p>	
		<p><b>c) RANK PROBLEMS BY ORDER OF PRIORITY</b></p> <p><u>Note:</u> This involves indicating the priority problems.</p>	<p>On the basis of the community portrait and problems presented (in section b.), specify:</p> <ul style="list-style-type: none"> <li>The problems that the project will address.</li> <li>Reasons justifying your prioritization of problems.</li> </ul>	
<p><b>3. COMMUNITY ASSESSMENT (cont.)</b> <b>*According to the most recent data available</b></p>	<p>* Elements allowing you to put the current situation of the community into context.</p> <p><u>Note:</u> It is preferable to hold a meeting with the members of the community to validate the information obtained under sections b), c) and e)</p>	<p><b>d) CASE SUMMARIES</b></p> <p><u>Note:</u> This involves specifying the number of children (all ages) and families affected by the main problems identified in the previous section, and specifying the trends and profiles characterizing these children and families.</p>	<p>Describe the situation of children <b>who received</b> youth protection services <b>in the year 2018-2019</b> or <b>according to the most recent data available</b>. *(CISSS/CIUSSS)</p> <p><b>Cases</b></p> <ul style="list-style-type: none"> <li>Types of cases.</li> <li>Number or percentage (%) of children under youth protection, % of reported cases acted on, sources of reports of cases, placement rate in and away from the community, % of types of legal and consensual measures, % of each type of reasons for taking charge of children.</li> <li>Profile of the social services clientele.</li> <li>Reasons for all cases of children taken in charge.</li> </ul> <p><b>Trends and future projections</b></p> <ul style="list-style-type: none"> <li>For the number of cases (increasing, decreasing, etc.), profile of the clientele, reasons for taking charge of children, etc.</li> </ul>	



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		<p><b>e) COMMUNITY'S STRENGTHS / WEAKNESSES</b></p> <p><u>Note:</u> This involves describing the social dynamics and listing all existing resources and services.</p>	<p>Based on what is known and what has been expressed by the community members and key stakeholders in the community, specify:</p> <p><b>Strengths</b> Describe the factors, relationships and dynamics that will <i>contribute in positive ways</i> to the project's implementation. <u>Examples:</u> collaboration, mobilization, safety, solidarity, desire to resolve a situation, existence of community projects, successes and impacts of existing services, etc.</p> <p><b>Challenges and weaknesses</b> Describe: The factors, relations and dynamics that will have a <i>constraining effect</i> on the project's implementation. <u>Examples:</u> geographical isolation and its consequences, lack of adequate housing or infrastructures, working in silos (no cohesive force for action), absence of jobs, etc.</p>	
<p><b>3. COMMUNITY ASSESSMENT (cont.)</b> <b>*According to the most recent data available</b></p>	<p>* Elements allowing you to put the current situation of the community into context.</p>		<p><b>Existing services for the community's members</b> Describe:</p> <ul style="list-style-type: none"> <li>• Type and scope of existing services for meeting the community's health and social problems.</li> <li>• Strengths of and main results achieved by existing social services.</li> </ul> <p><b>Available resources</b></p>	



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			Describe: <i>In the community</i> <ul style="list-style-type: none"> <li>Band council.</li> <li>Main businesses and stores.</li> <li>Services (health, social, police, education, etc.).</li> <li>Community services (women's shelter, recreation centre, etc.).</li> <li>Formal and informal mutual support networks.</li> <li>Clans (large families?).</li> <li>Citizen participation.</li> </ul> <i>Outside the community</i> <ul style="list-style-type: none"> <li>Partners outside the community.</li> <li>Other types of collaboration.</li> </ul>	
<b>3. COMMUNITY ASSESSMENT (cont.)</b> <i>*According to the most recent data available</i>	* Elements allowing you to put the current situation of the community into context.	<b>f) PROMISING ACTIONS</b>  <u>Note:</u> This involves presenting examples of actions/activities for the group targeted by the project that will be implemented.	<b>Emerging projects</b> Present the different <b>projects being planned or currently run</b> in the community and which may affect the implementation of your project.	
			<b>Promising actions and activities</b> Present initiatives <b>that have been carried out</b> to resolve problems experienced by children and families. <b>You may also be able to indicate the lessons learned from these initiatives.</b>	
<b>4. DESCRIPTION OF THE AGENCY</b>	* Description of the child and family services agency.	<b>a) ORGANIZATIONAL CHART</b>	Present the overall management functioning of the agency that will administer the project.	
		<b>b) DESCRIPTION</b>	Describe the functioning of the agency.	
		<b>c) STRENGTHS OF EXISTING SOCIAL SERVICES AND MAIN RESULTS</b>	Describe: <ul style="list-style-type: none"> <li>Current strengths of social services in the community.</li> <li>Main results expected by these social services.</li> </ul>	



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<p>5. MOBILIZATION and COLLABORATION of COMMUNITY PARTNERS (INTERNAL AND EXTERNAL)</p>	<p>* Description of actions taken and results of mobilization for implementing or maintaining front-line services.</p>	<p>a) ACTIONS TAKEN WITH THE BAND COUNCIL AND OTHER AUTHORITIES AND THEIR RESULTS</p>	<p>Describe: 1. STEPS TAKEN</p> <ul style="list-style-type: none"> <li>• Mobilization actions carried out.</li> <li>• Level of local leaders' commitment to the project.</li> <li>•</li> </ul> <p>2. RESULTS OF STEPS TAKEN</p> <ul style="list-style-type: none"> <li>• Main elements that facilitated these steps and/or made them difficult to carry out.</li> <li>• Support received verbal commitments, etc.</li> </ul>	
		<p>b) ACTIONS TAKEN WITH MAIN PARTNERS (IN- AND OFF-COMMUNITY) AND THEIR RESULTS</p>	<p>Describe: 1. STEPS TAKEN</p> <ul style="list-style-type: none"> <li>• Situation of communication between internal and external sectors (in and outside the community).</li> <li>• How the different sectors offering services to the community work together.</li> <li>• Mobilization actions taken.</li> <li>• Steps for collaboration among the different sectors.</li> </ul> <p>2. RESULTS OF STEPS TAKEN</p> <ul style="list-style-type: none"> <li>• Main elements that facilitated these steps and/or made them difficult to carry out.</li> <li>• Avenues for action that supported strengthening of inter-sectorial collaboration.</li> <li>• Support received verbal commitments, etc.</li> </ul>	
<p>5. MOBILIZATION and COLLABORATION of COMMUNITY PARTNERS (INTERNAL AND EXTERNAL) (cont.)</p>	<p>Description of actions taken and results of mobilization for implementing or maintaining front-line services.</p>	<p>c. ACTIONS TAKEN WITH MEMBERS OF THE POPULATION AND THEIR RESULTS</p>	<p>1. STEPS TAKEN</p> <p>Describe:</p> <ul style="list-style-type: none"> <li>• Mobilization actions taken.</li> <li>• Main elements that facilitated these steps and/or made them difficult to carry out.</li> <li>• Groups/committees (members and mandates) or current informal leaders.</li> </ul> <p>2. RESULTS OF STEPS TAKEN</p> <ul style="list-style-type: none"> <li>• Avenues for action that supported strengthening of community mobilization.</li> <li>• Support received verbal commitments, etc.</li> </ul>	



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		<b>d. PROPOSED INVOLVEMENT FOR IMPLEMENTATION AND MONITORING OF THE ACTION PLAN</b>	Present the type and desired or planned level of involvement for: <ul style="list-style-type: none"> <li>Political decision-making authorities (Band Council).</li> <li>Local and external partners.</li> <li>Community members (population).</li> </ul>	
<b>6. PROPOSED MODEL</b>	* Description of planned measures and selected objectives for meeting the targeted problems. <u>Note:</u> the model should be based on strategies for action suggested by the community development approach.	<b>a) PROPOSED MEASURES</b>	Present the measures planned to mitigate the difficulties identified by the needs assessment, based on: <ul style="list-style-type: none"> <li>Problems chosen to be acted on.</li> <li>Action according to the most promising ones identified.</li> </ul>	
		<b>b) PROJECT'S RELEVANCE</b>	Explain: <ul style="list-style-type: none"> <li>How the proposed model for the project is related to the realities in the community.</li> </ul>	
		<b>c) CULTURAL ASPECTS OF THE PROJECT</b>	Describe: <ul style="list-style-type: none"> <li>How the proposed model for the project is related to First Nations culture.</li> <li>How cultural aspects will form part of the project's activities.</li> </ul>	
		<b>d) NECESSARY SUPPORT EXPECTED (if needed)</b>	If needed: Describe the expected support from: FNQLHSSC, ISC, MSSS HSS Agencies and their establishments in producing and implementing the action plan.	
<b>7. ACTION PLAN</b>	* Present the action plan and details on its implementation. (See the table provided as a template in Annex 2)	<b>a) MISSION/VISION (mandate)</b>	Present: <ul style="list-style-type: none"> <li>The ultimate goal of the project's implementation in the community.</li> </ul>	
		<b>b) OBJECTIVES AND TARGET</b>	Describe:	



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		<b>GROUPS</b>	<ul style="list-style-type: none"> <li>Age groups targeted by the project.</li> <li>Expected results and changes (objectives) from the implementation of the project.</li> </ul>	
		<b>c) PROPOSED MEANS</b>	Describe: <ul style="list-style-type: none"> <li>Operational requirements (administrative, financial, etc.).</li> <li>Human resources (give the total number of positions planned for implementing the project, along with their job descriptions).</li> <li>Proposed protection services and planning of their permanence.</li> <li>Services planned for well-being of families (types of activities, number of families/children receiving services) according to 4 components: promotion, intervention, prevention and collaboration/concertation.</li> <li>Plan for building and consolidating links with the resources in the community.</li> <li>Communication plan to provide information to and obtain suggestions from community workers.</li> </ul>	
<b>7. ACTION PLAN (cont.)</b>	* Present the action plan and details on its implementation.	<b>d) SUCCESS INDICATORS</b>	Describe the indicators (criteria) which will show how each objective has been achieved.  <u>Examples of success indicators:</u> Rental of specific offices for the project, monthly meetings, participation of members, activities organized reduction in reports to YPB, positive comments, creation of a follow-up table/committee.	
		<b>e) EXPECTED RESULTS</b>	For each objective, specify the type of result/change expected from the implementation or maintenance of the project.	
		<b>f) MAIN ANTICIPATED PROBLEMS AND SOLUTIONS</b>	Present: <ul style="list-style-type: none"> <li>Main difficulties that could slow down the project's implementation or maintenance process.</li> </ul>	





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			<ul style="list-style-type: none"> <li>Possible solutions that could be considered.</li> </ul>	
		<b>g) CALENDARS</b>	For each objective, give the time planned for its implementation.	
		<b>h) LINK BETWEEN ACTIONS AND GUIDELINES (Prevention framework)</b>	Show how the planned actions and activities adhere to the guidelines for the front-line prevention program established by the FNCFS terms and conditions and the prevention framework.	
<b>8. PRELIMINARY BUDGET</b>	* Present the budget forecast for the next five years (2019-2024)		Follow the regional template sent by ISC regional office to present: <ul style="list-style-type: none"> <li>Estimated budget for each element of the action plan.</li> </ul>	
<b>9. APPROVAL SECTION</b>	* Approval letter of the action plan from the Band Council to ISC * First name and last name, position, date and signature.			
<b>10. RELEVANT DOCUMENTS</b>	* Include as annexes.		Include as attachments: <ul style="list-style-type: none"> <li>Services agreement with the youth centre if necessary.</li> </ul>	