Building GRAND-Families Inc.
Prince Edward Island

Kinship Case Conference Checklist

A meeting tool for professionals and caregivers when several systems are involved. Use it to keep the meeting child-centred, clarify authority and avoid making the caregiver repeat the same history.

Before the meeting

- ☐ Confirm who needs to attend and who has authority to make decisions.
- ☐ Ask whether the child or youth should participate directly, indirectly or through another process.
- ☐ Identify the current legal arrangement and bring the relevant order, agreement or GACP document.
- ☐ Circulate only the minimum information people actually need.
- ☐ Ask the caregiver what the most urgent practical problem is.

During the meeting

- ☐ State the child's current living arrangement and who provides day-to-day care.
- ☐ Clarify the plan: temporary care, reunification, permanent kinship care, guardianship, adoption or still undecided.
- ☐ Review safety and parent/sibling contact without using the child as messenger.
- ☐ Identify school, health, disability, transportation, financial and housing barriers.
- ☐ Ask what family and kin connections should be preserved or explored.
- ☐ Assign each action to a named person with a due date.

GACP = Grandparent and Alternative Care Provider Program

Planning tool only. Reviewed September 2026.

Kinship Case Conference: Decisions & Follow-up

Child / youth [initials only if needed]

Caregiver

Meeting date

Lead contact

Decisions made

Actions, owner and due date

What the child or youth said matters

End every meeting with three answers: What happens next? Who is responsible? When will the family hear back?