

February 22, 2007

E6590-0

All Holders of the Social Development
Policy and Procedures Manual
British Columbia Region

Manual Amendment Letter No # **06** 2006/2007

To: All holders of the Social Development Policy & Procedures Manual

Re: New Assisted Living Manual

This manual amendment update introduces changes to the Social Development Policy and Procedures Manual, BC Region, effective immediately.

New Assisted Living Manual, Volume Two

The Department of Indian Affairs and Northern Development (DIAND) has reformatted the Social Development Policy and Procedures Manual for BC Region.

Please update your existing manual with the enclosed reformatted sections and manual cover page. The manual has been reformatted for ease of use and new chapters have been created to make policy information easier to find. For example, policies regarding Transition to Employment Programs are now presented in Chapter 12 and much of the material in Chapter 12 has been reformatted and rewritten for clarity and readability.

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INSTRUCTIONS FOR UPDATING THE MANUAL:

All changes are **highlighted**. Please remove the following chapters and sections and replace them with the corresponding sections and chapters that are included in this package:

Please insert the **new** Volume 1 of 2 *Social Development Policy and Procedures Manual* Cover Page into your existing binder.

Please insert the **new** Volume 2 of 2 *Social Development Policy and Procedures Manual* Cover Page into a new manual for Volume 2.

Please remove the Table of Contents (pages 1 to 8) and replace it with the attached Table of Contents (pages 1 to 6) dated February 2007.

Please remove Chapter 1, Section 1 (pages 1 to 4) and replace it with the attached Chapter 1, Section 1 (pages 1 to 4) dated February 2007.

Please remove Chapter 4 Section 2 (pages 1 to 6) and replace it with the attached Chapter 4, Section 2 (pages 1 to 6) dated February 2007.

Please remove Chapter 11, Section 4 (pages 1 to 3) and replace it with the attached Chapter 11, Section 4 (pages 1 to 4) dated February 2007.

Please remove all of Chapter 12, Sections 1, 2, 3, 4, 5, 6, and 7. The changes to the Chapter were made in order to move this Chapter to the new Volume Two, Assisted Living Program manual. Please insert the **new** Chapter 2, Sections 1, 2, 3, 4, 5, 6, and 7 dated February 2007 into your new Volume 2, Assisted Living Program manual.

Please remove all of Chapter 13, Sections 1, 2, 3, 4, 5, 6, 7, 8, and 9. The changes to the Chapter were made in order to move this Chapter to the new Volume Two, Assisted Living Program manual. Please insert the **new** Chapter 3, Sections 1, 2, 3, 4, 5, 6, 7, 8 and 9 dated February 2007 into your new Volume 2, Assisted Living Program manual.

Please remove all of Chapter 14, Sections 1, 2, 3, 4, 5, 6, and 7. The changes to the Chapter were made in order to move this Chapter to the new Volume Two, Assisted Living manual. Please insert the **new** Chapter 4, Sections 1, 2, 3, 4, 5, 6, and 7 dated February 2007 into your new Volume 2, Assisted Living Program manual.

Please remove all of Chapter 15, Sections 1, 2, and 3 and replace with the **new** Chapter 12, Sections 1, 2 and 3 dated February 2007. The changes to the Chapter were made when three other Chapters were moved to Volume Two, Assisted Living manual.

Please remove Appendix 1 (pages 1 to 13) and replace it with the attached Appendix 1 (pages 1 to 14) dated February 2007

Please insert the **new** Assisted Living, Table of Contents (pages 1 to 2) dated February 2007 into your Volume 2 manual.

Please insert the **new** Assisted Living, Chapter 1, Section 1 (pages 1 to 2) dated February 2007 into your Volume 2 manual.

Should you have any questions or require clarification on this policy amendment, please contact Gwen John, Communications Officer, Resource Centre, First Nations Social Development Society (FNSDS) at 1-800-991-7099.

Yours truly,

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Attach.

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