

**York Region Early ID Network (EID Network)**  
(Formerly York Region Early Identification Community Planning Network) -  
A Subcommittee of the Child & Family Collaborative (C&FC)

## **Terms of Reference**

### **Purpose**

The EID Network is a community table of York Region partners, developed to support the early identification of developmental delay by striving to meet the following objectives:

- To reach a target population of families from the prenatal period up to when the child is 6 years old (or enters Grade 1).
- To continue to develop and support a comprehensive system that promotes healthy child development and early risk identification for the target population.
- To work collaboratively on the “Enhanced 18 Month Well Baby Visit” initiative within York Region.
- To increase awareness of the value of healthy child development and the family support services, emphasizing family well-being.
- To foster systems that support early referrals to appropriate assessment and intervention services in a timely, effective manner for children who are at potential risk.
- To identify and address barriers to universal early identification and early referral to appropriate assessment and intervention services.

These objectives acknowledge that a child can become "with risk" for poor developmental outcomes at any time across the developmental continuum. If early identification initiatives are successful, it is anticipated that the following outcomes are possible:

- Enhanced health, development and coping skills for all children
- Children with risk will be identified with risk and will receive intervention as early as possible
- Improved program integration and services that support early childhood screening
- Increased knowledge about the importance of the early years, early childhood development, access to screening tools and education for primary care providers (PCP'S), early years professionals, parents, and caregivers.
- The school system's ability to predict trends and anticipate need will be enhanced.

### **Membership**

Membership will consist of key individuals in the York Region community who represent agencies and services that support healthy child development for the target population. A list of members will be maintained and will be updated annually.

### **Goals**

- To facilitate a process in York Region to develop common local principles and goals for delivery and design of identification and developmental monitoring for the target population/group.
- To involve primary care providers, educators, social service providers, early learning and care providers in planning for the early identification and interventions in York Region for universal screening and assessment.
- To revise the Red Flags Guide every five years with York Region Public Health.

- To facilitate the distribution and sharing of the Red Flags Guide with community partners.
- To update the resources of all EID Network members annually and distribute electronically.

### **Frequency and Focus of meetings**

- Meetings will be held 4 times per year January, April, June and October or as required.
- Projects and working groups may meet monthly or as required
- Meetings will be held at a York Region hosted location.
- There will be an annual visioning/planning meeting.

### **Chair/Co-Chair and Minute Taker**

- York Region EID Network will elect a chairperson annually at the visioning/planning meeting. Following their term the chair person will serve as past chair. This will ensure continuity of leadership.
- The chair of the EID Network (or alternate) will sit on the leadership committee of the C&FC.
- Minute taker responsibilities will be rotated amongst members.
- Approved minutes will be posted on the C&FC website.
- Current Terms of Reference will be posted on the C&FC website.
- The Chair will send out a call out two weeks prior to the next meeting via email.
- The Chair will send out a formal agenda with the last meeting minutes attached.

### **Responsibilities of Members**

- Members will communicate the wishes of their sector and/or will seek their sector's viewpoint when offering best practice recommendations to reach goals.
- Members will provide a project/agency update at each meeting, and will submit it in writing if not able to attend.
- Members will actively participate in assisting the EID Network to develop and implement strategies to encourage universal screening and assessment for early child development.
- Members will act as communication links to their representative sectors, in order to inform them of the plans and decisions of this planning network.
- Members will submit agenda items one week prior to the scheduled meeting.
- For meeting attendance, members will respond by accepting attendance or sending regrets.
- Alternates will be encouraged to attend if members must miss more than one meeting.
- Terms of Reference will be used as a framework of conduct by members
- Terms of Reference will be reviewed every two years and revised as necessary.