



# IRM

## Independent Review Mechanism for the Autism Intervention Program

When you receive notification that your child is ineligible for or is being discharged from the Autism Intervention Program (AIP), you may request an independent review of that decision. The Ministry of Children and Youth Services (MCYS) has developed an Independent Review Mechanism (IRM) for the AIP which is being coordinated by Contact Niagara, a non-profit agency funded by the Ministry. In addition to coordinating the provincial IRM, Contact Niagara is also the single point of access to Ontario government-funded services for children in the Niagara community.

### The review process will include:

- a mandatory internal administrative review conducted by the AIP Provider; and
- an external review conducted by an independent reviewer selected by the IRM Coordinator.

The request for a review must be made in writing to the AIP Provider within 20 business days of receiving the written decision related to ineligibility for or discharge from the AIP.

### Internal Administrative Review

This step is an internal review of the process by which the ineligibility or discharge decision was made and also gives you and the AIP Provider an opportunity to further discuss how the decision was made. You may wish to provide any additional information about your child's care and treatment that is relevant to the decision under review. This could include information about your child's diagnosis, behaviour, or other assessments made outside of the AIP.

The internal administrative review phase of the IRM will be completed within 10 business days of receiving a written request for a review.

After the internal review is completed, you may decide to request the second level of the review process—an independent review. This request must be made in writing to the AIP provider within 5 business days of the completion of the internal review. With your consent, your child's case file materials will be sent to the IRM Coordinator.

### External Independent Review

If you request an independent review, the IRM Coordinator will send your child's case file materials, with all identifying information removed, to an independent reviewer. Independent reviewers are selected by the IRM Coordinator, and are psychologists and psychological associates with experience and expertise in the field of Autism Spectrum Disorder (ASD) and Intensive Behavioural Intervention (IBI).

The independent reviewer will determine if the decision is consistent with the information in the case file materials based on his/her clinical judgment and the AIP Guidelines. The independent reviewer's written decision and explanation will be sent to you and the AIP Provider.

If the independent reviewer determines that the decision of ineligibility is inconsistent with case file materials, your child will be placed on the waitlist for IBI based on the date of the original referral to the AIP. If the independent reviewer determines that the decision to discharge your child is inconsistent with case file materials, the AIP Provider responsible will take appropriate action to comply with the independent reviewer's decision.

The decision made by the independent reviewer is final.

The full review process can take no more than 75 business days to complete.

The Independent Review Mechanism Guidelines can be found on the MCYS Website at: [www.children.gov.on.ca](http://www.children.gov.on.ca)

For more information about the process, please visit our website at [www.contactniagara.org](http://www.contactniagara.org) or call Contact Niagara, as the Independent Review Mechanism Coordinator: **1-866-416-1023** or **289-273-4627** or e-mail [IRM@contactniagara.org](mailto:IRM@contactniagara.org)



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