



Quality Assurance Framework

General Use QAF - Workshop Delivery Plan

Context **Three workshops have been designed to lead teams through the QAF in a staged manner over a period of 3 months.**

The three workshops cover the following topics:

Workshop 1 – Completing the Questionnaires

Workshop 2 – Read and Analyse the Questionnaire Results

The workshops are staged to allow:

- Teams to work through key elements of the QAF as they present in casework
- Key activities are to be undertaken between each workshop
- Resolution of implementation issues that may arise to be addressed by managers

Workshop 1: Completing Questionnaires

Time needed: 3hrs

The workshop covers:

- A practical run through of the questionnaires on Viewpoint
- Introduction of the QAF and questionnaires to the carer, child and young person
- Review of high risk responses and supports needed
- Saving the questionnaire results on agency systems

Participants are: Casework Managers, Managers, Caseworkers, Foster Care Teams, Psychologists (will vary depending on your agency structure)

Participants will need: Tablet, laptop with Wi-Fi connection

Post workshop actions: complete SDQ and CYPQ for site cohort

Managers Meeting Pre- Workshop 2

3-4 weeks post Workshop 1

Time needed: 2hrs

This meeting covers:

- Workshop structure and roll and responsibilities
- SDQ results basics
- CYPQ results basics
- Case review process for the site

Participants: Casework Managers, Managers, Psychologist, Casework Specialist (will vary depending on your agency structure)



Participants will need: User Guides SDQ and Child and Young Person Questionnaire, SDQ results example, MEIM results example, CYPQ safety and permanency results example, ACCQ results example.

Post meeting actions: TAB at the meeting

Workshop 2: 4-6 weeks post workshop 1

Read and Time needed: 5 hrs

Analyse This workshop covers:

Questionnaire

Results

- Group reflections on implementing the questionnaires
- SDQ analysis – Decision Making Pyramid, follow up
- CYPQ Analysis of Safety and Permanency Questions – concerns, follow up
- CYPQ Analysis of Multicultural Questions – concerns, follow up
- Introduction of the Aboriginal Cultural Connections Questionnaire (2hrs)
- CYPQ Analysis of Aboriginal Cultural Connections Questions – key learnings, action list and follow up

Participants: Casework Managers, Managers, Psychologist, Casework Specialist (will vary depending on your agency structure)

Participants will need: Bring a real SDQ and CYPQ that has been completed post workshop 1.

Post Workshop actions: Caseworks to present information at case review meetings for discussion with their manager and inclusion in the child's Case Plan.