

Checklist: Documents required for CMT

FACS and funded service providers seek consent or inform children, their parents and family/kin when information is exchanged.

Documents required for Case Management Transfer (CMT)

The following list of documents is required for case management transfer of a child in out of home care (OOHC). This includes case management transfer:

- between FACS and funded service providers and
- between funded service providers.

Note, when documents are accessible in ChildStory by both transferring and receiving provider, they do not need to be separately provided.

<i>Child's file</i>	<i>Carer's file</i>
Always provide:	
<ul style="list-style-type: none"> <input type="checkbox"/> Child's original birth certificate <input type="checkbox"/> For non-citizen children, a copy of their visa – noting that an application for Australian citizenship should normally be made well before the child leaves out of home care <input type="checkbox"/> Any passport held by the child <input type="checkbox"/> Original Blue Book <input type="checkbox"/> Child's Genogram <input type="checkbox"/> Child's Medicare Card <input type="checkbox"/> Child or young person's Health Care Concession Card <input type="checkbox"/> Child's Immunisation history <input type="checkbox"/> Consents for the use of psychotropic medication as a restricted practice and reviews (if applicable) <input type="checkbox"/> Behaviour Management Plan (if applicable) <input type="checkbox"/> All related specialist physical, behavioural or mental health reports and assessments <input type="checkbox"/> Original letters and photos and available life story work including baptism certificates, school certificates <input type="checkbox"/> FACS Safety and Risk Assessments (SARA) including risk re-assessments, safety plan 	<ul style="list-style-type: none"> <input type="checkbox"/> Carer assessment including confirmation of Aboriginal status if applicable <input type="checkbox"/> Home safety assessment including pool compliance form <input type="checkbox"/> Medical checks <input type="checkbox"/> Reference checks <input type="checkbox"/> All training record <input type="checkbox"/> Authorisation letter each child/young <input type="checkbox"/> Signed Code of Conduct <input type="checkbox"/> Confirmation of placement letter for each child/young person in placement <input type="checkbox"/> Working with Children Check (WWCC) clearance letter from the Office of the Children's Guardian* <input type="checkbox"/> Notifications of s149B-K decisions <input type="checkbox"/> Letter to carer re any suspensions, de-authorisations and changes in authorisation

Child's file

reviews, restoration assessments and closing safety assessments (appropriately redacted)

- Recent FACS SAS2 or Alternate Assessments
- Client Information Forms (CIF)
- Previous file history summaries
- Sealed Application and Report Initiating Care Proceedings

Note: always remove sensitive, third party personal information that may not be relevant or necessary for the FSP to have in order to undertake case management.

- Sealed Summary of Proposed Plan (SOPP)
- Reports obtained or prepared by FACS/FSP such as developmental surveys, psychological reports, medical reports and clinical notes for treatment. Consider author's confidentiality if consent has not been provided
- Reports obtained or prepared by FACS/FSP (including specialist reports and Clinical Issues Unit reports)
- Sealed FACS care plan
- Sealed Final or Interim court orders and other current court orders from any jurisdiction
- Sealed Section 82 and 76 reports to the Children's Court
- Documents regarding juvenile justice involvement, bail conditions, AVOs
- Documents supporting decision making in relation to family and sibling contact plans
- FACS/FSP Family Action Plans (preservation) and/or OOHC case plans)
- Cultural Plan (if applicable)
- For Aboriginal children, information supporting their Aboriginality
- For children with a cultural and linguistically

Carer's file

conditions

- Decisions of the NSW Civil and Administrative Tribunal (NCAT)
- Any reportable conduct assessment and finalisation letter
- Carer development plan
- Annual carer reviews

Child's file***Carer's file***

diverse (CALD) background, information supporting their CALD identity

- For children with a disability, information about the child's NDIS Plan
- All case plan reviews
- Notifications of s149B-K decisions
- Child Assessment Tool (CAT) or Reports
- Health assessments, specialist reports and/or reviews
- Education Assessments, School reports, Individual Education Plan and Teenage Education Payment application (if applicable)
- Victims of crime audit or referral request for audit
- Life Story Work.

Documents NOT to be provided

The following list of documents refers to case management transfer of a child in out of home care (OOHC) from FACS to a funded service provider only.

Note, some of these documents can be lawfully provided in some circumstances if required and relevant without leave of the court, for example, under Chapter 16A.

<i>Child's file</i>	<i>Carer's file</i>
<i>Never provide:</i>	
<ul style="list-style-type: none"><input checked="" type="checkbox"/> The Children's Court Clinic assessment report unless the court has granted leave for it to be provided to the FSP; or it has been annexed to the child's care plan filed in the proceedings<input checked="" type="checkbox"/> Sealed Affidavits deposed and filed by FACS, or deposed and filed by other parties, in proceedings unless the court has granted leave for it to be provided to the FSP<input checked="" type="checkbox"/> Criminal histories provided by NSW Police Force or any other jurisdiction<input checked="" type="checkbox"/> Third party personal information, for example medical history of birth family not immediately relevant to the care of a child or young person<input checked="" type="checkbox"/> Information that identifies the name of could lead to identifying the name of a reporter. All documents provided are redacted by deleting any information identifying a person who has made a risk of significant harm report<input checked="" type="checkbox"/> Documents subject to legal professional privilege (privileged communications between a client and its legal representative) including legal advice and court outcome reports prepared by a solicitor for FACS. <p><i>Note, if documents subject to legal professional privilege are relevant and needed by the funded service provider, FACS can waive privilege. FACS policy is to always seek legal advice first, before waiving privilege.</i></p>	<ul style="list-style-type: none"><input checked="" type="checkbox"/> National Criminal History Check (NCHC)