Communities and Justice

EXTERNAL USE

Partner ChildStory & CIF Mapping - NGO

A **Placement Needs Assessment (PNA)** is a record in ChildStory which is completed when a child or young person requires a placement with a non-government organisation (NGO) or authorised DCJ foster carer(s).

In a PNA record in ChildStory information is entered across 10 different elements of a child or young person's life:

1. Identifying Details
2. Personal Identity
3. Family and Significant Relationships
4. Placement Information
5. Contact Arrangements
6. Health
7. Education and Vocation
8. Emotional and Behavioural Functioning
9. Daily Living Arrangements
10. Other Services and/or Supports

The information recorded in the Placement Needs Assessment is generated by DCJ into the **Client Information Forms** referred to as **'CIFs'.**

Two forms are generated with varying levels of information:

- CIF A – Personal Information
- CIF B – Very Personal Information

These are designed to give DCJ the ability to share different levels of information with providers ensuring a child or young persons' privacy while placement matching.

Due to this the information recorded in a PNA appears either in the CIF A or B or in both. As the layout and sections of the CIFs is quite different to the PNA, this mapping is an easy guide to reference where information sits across the PNA and CIFs.

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CIF A – Personal Information		CIF B – Very Personal Information

• Identifying Details
  ○ Legal Information
• Family & Significant Relationships
  ○ Siblings
• Placement Information – Type of Placement Required
• Health Documentation
• Current Health - Medication
• Current Health
• Current Health – Allergies
• Current Health – Special Equipment
• Health Condition
• Medical History or Disability
	Placement Needs Assessment Record Section	• Personal Identity
		• Current Placement
		• Placement History
		• Contact Arrangements
		• Health Documentation
		  ○ Immunisation History
		• Current Health - Health Practitioners
		• Current Health – Appointments
		• Current Health Hospital
		• Education and Vocation
		• Emotional and Behavioural Functioning
		  ○ Offending Behaviours
		• Daily Living Information
		  ○ Sleeping Arrangements
		  ○ Eating & Food Requirements
		• Other Services and/or Supports

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ChildStory PNA	CIF A	CIF B
Identifying details		
Identifying details	✓	
Legal Information	✓	
Personal Identity		✓
Family and Significant Relationships		
Family and Significant Relationships	✓	
Siblings	✓	
Placement Information		
Type of Placement Required	✓	
Current Placement		✓
Placement History		✓
Contact Arrangements		✓
Contact Arrangements		
Health		
Health Documentation	✓	✓
Immunisation History		✓
Current Health - Medication	✓	✓
Current Health – Health Practitioners		✓
Current Health – Appointments		✓
Current Health – Hospital		✓
Current Health	✓	
Current Health – Allergies	✓	
Current Health – Special Equipment	✓	
Health Condition	✓	
Medical History or Disability	✓	
Education and Vocation		
Education and Vocation		✓
Emotional and Behavioural Functioning		
Emotional and Behavioural Functioning		✓
Offending Behaviours		✓
Daily Living Information		
Daily Living Information		✓
Sleeping Arrangements		✓
Eating & Food Requirements		✓
Other Services and/or Supports		
Other Services and/or Supports		✓