

**Out of home care  
Business Rules**

**November 2012**

**DS-CRIS practice requirements  
DS-CRISSP practice requirements**

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# 1. Overview of Out-Of-Home Care

## 1.1 Introduction

Disability Services provides and funds a range of out-of-home care options for children with a disability including family-based placements (Family Options) and residential placements. Children with a disability living in out-of-home care are a vulnerable client group. There has been an increased focus on the care provided to children with a disability following the Ombudsman Victoria's *Own motion investigation into out-of-home care* (2010) and the development of a joint work plan across Children, Youth and Families and Disability Services of the Department of Human Services (the department) which has as a key objective to integrate the policy and operating framework of out-of-home care.

Enhancements to DS-CRIS and DS-CRISSP enable the recording of information about placements, details of the Child Care Agreements (CCAs) or Child Protection Orders and where caregivers are engaged by a registered disability service provider, caregivers' details. These enhancements will support the Department of Human Services (the department) and registered disability service providers to fulfil their responsibilities in administering CCAs, enable the use of placement information to support planning in a child's best interest and support compliance with the *Children, Youth and Families Act 2005* (CYFA).

## 1.2 Purpose

The purpose of this document is to provide information about the practice rules that should be followed by departmental staff and staff of registered disability service providers when recording the details of a child living in out-of-home care in DS-CRIS and DS-CRISSP Out-of-home care component.

To ensure complete records of children in Disability Services funded placements, department staff members have responsibilities for recording placements and CCA information for children with disability service providers which do not use DS-CRISSP. Regions (and in future Divisions) will be responsible for identifying which roles (eg agency partnership roles, case managers, accommodation support staff) are responsible for ensuring that there are complete records of all children in Disability Services funded out-of-home care arrangements in DS-CRIS and DS-CRISSP.

It is important to note that this document does not replace information contained elsewhere, and should be read in conjunction with other relevant documents, such as the handbook for *Administering Child Care Agreements in Voluntary Out-of-home Care 2010* (the handbook).

## 1.3 How to use the CRIS, CRISSP and CRIS & CRISSP Steps

This document contains instructions on how to record information about out-of-home placement within DS-CRIS and DS-CRISSP. In some instances, the processes are the same in both systems, but other processes are only applicable to one system. The steps shown have been broken into three categories and have been colour coded, as shown below:

**CRIS Steps:** Only apply to the CRIS system

**CRISSP Steps:** Only apply to the CRISSP system

**CRIS & CRISSP Steps:** Apply to both systems. Screenshots may be slightly different, and for consistency, have been taken in CRIS throughout.

For easy reference, these steps are listed alphabetically at the start of this document, and categorised into CRIS Steps and CRISSP Steps. Those that apply to both systems appear in both lists.

This document is a practice document, not a systems training manual. As such, the CRIS & CRISSP Steps presented in this document are not in sequential order. They have been included as a reference for how to apply the practice discussed in this manual within CRIS(SP). Where possible, all concepts and terminology required to enter information into CRIS(SP) have been covered before the CRIS(SP) steps are presented.

A CRIS (& CRISSP) training manual for out-of-home care is available on the Human Services Hub.

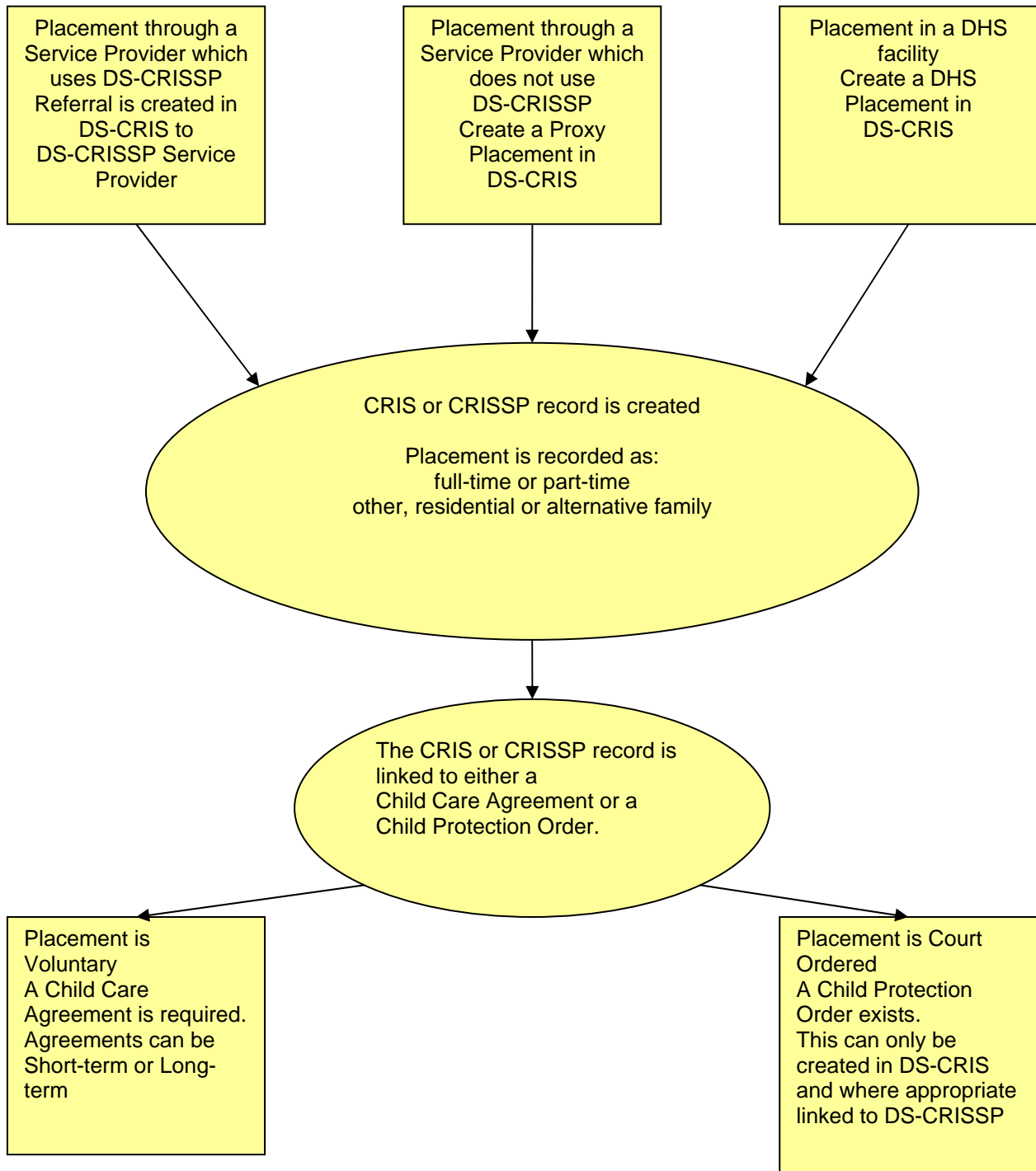
## 1.4 The out-of-home care recording process

Out-of-home care is provided through the placement of a child with a registered disability service provider or in a DHS facility. The enhancements in DS-CRIS and DS-CRISSP include the capacity to:

- record placement information including shared placements ie the child is living part-time in a placement or in two part-time placements
- record whether a placement is court-ordered or voluntary, including any changes to the legal status of the placement
- record CCA information and to record extensions and reviews to an existing CCA within the business rules of the handbook
- inform stability planning through being able to easily examine a child's placement history
- develop reports about the number of children on CCAs

The diagram below illustrates different placement scenarios and how they are recorded in DS-CRIS or DS-CRISSP.





## 1.5 Child Care Agreements and Child Protection Orders

Children with a disability may be placed in out-of-home care:

- through the intervention of Child Protection and on an order of the Children’s Court
- following the intervention of Child Protection under a CCA.
- at the request of their parents under a CCA

A CCA is a written short-term or long-term agreement in accordance with Part 3.5 of the CYFA between a parent and service provider to place a child in the care of that service provider. The service provider may be a registered disability service provider, an out of home care service or DHS.

Child Protection Orders are made by court and can provide for the placement of a child in out of home care.

An out of home care placement with a disability service provider **must** be authorised by:

- a Court Order for a child up to the age of 18 years **or**
- a CCA for a child up to the age of 17 years.

More information about creating and changing CCA and Child Protection Orders can be found in sections 5 and 6.

## 1.6 Regional register of children with a disability in out-of-home care

As part of the implementation of the *Children, Youth and Families and Disability Services Operating Framework* regions are required to maintain a register of children with a disability in out-of-home care. The register is maintained as an excel spreadsheet separate to the out-of-home care enhancements to DS-CRIS and CRISSP. When a child enters or exits out-of-home care or experiences a change of placement type, disability service provider or change to the legal status of the placement, it is important to update the register. Regular updating of the register:

- ensures that the register is an accurate reflection of the children with a disability currently in out-of-home care
- ensures its value as a tool in monitoring this vulnerable group across program areas is maintained
- supports annual reporting.

## 1.7 Living arrangements of adults with a disability

The out-of-home care screens in DS-CRIS and DS-CRISSP have been developed to record placement information for children under the age of 18 years where the department is responsible for establishing and/or funding an accommodation arrangement.

The living arrangements of adults with a disability may be supported by Disability Services funding, such as through Family Options, and Individual Support Package or Supported Accommodation and these living arrangements are recorded through service provision records in DS-CRIS and DS-CRISSP.

## 1.8 Quarterly Data Collection

Quarterly Data Collection (QDC) is collected in DS-CRIS and DS-CRISSP through service provision records. The out-of-home care component does not meet QDC reporting requirements.

## 2. Placements

When a child is not able to live with their family or with someone within their network, arrangements for the child's care and accommodation must be made. This is known as a placement.

The entry of a child or young person into out-of-home care is often a traumatic event. It is a responsibility of all involved to work in a way that ensures the child's safety and wellbeing and promotes positive connections with the child or young person's family, caregivers, community and culture.

Placements must be recorded for all children up to the age of 18 years of age.

### 2.1 Start Date

The start date of a placement is recorded in DS-CRIS or DS-CRISP. It is possible to record a placement which has commenced in the past.

### 2.2 Placement types

There are three types of placements:

- **Alternative Family:** Family-based placements may be funded through Family Options and by exception through Individual Support Package funding and are only provided by registered disability service providers.
- **Residential Placement:** Placement in a residential service. This may also include a placement in residential respite (facility-based respite) as a short-term measure to seeking a longer-term accommodation arrangement or to enable supports to be put in place so the family can resume care. A residential placement located in another region may also be recorded, for example if the child lives near the boundary of two regions and the residential placement in the next region is closer to the child's family or a placement is only available in a neighbouring region. Additional information can be added such as the name the residential service or residential respite service is known by or a telephone number and description.
- **Other:** This category applies to contingency arrangements which are established on a short-term basis until a more suitable placement can be established, such as booking a motel room or caravan or cabin in a caravan park where the child is cared for by a support worker or a team of support workers. The Placement Comments field must be completed describing the type of accommodation arrangement, the name of the venue, address, the care arrangements and contact details.

### 2.3 Legal Status

The legal status identifies the legal authority for the placement.

- **Voluntary:** The placement is voluntary when a parent has signed a CCA which authorises the department, disability service provider or a CSO to provide the placement. The parent retains the guardianship of the child and the voluntary nature of the arrangement means that the parent retains the right to end the placement at any time and have the child returned to their care.
- **Court Ordered:** The placement is court ordered when the Children's Court has made a Child Protection Order and the child is placed in out-of-home care in accordance with the order. The type of order made by the court determines the guardianship arrangements for the child.

The legal status of a placement may change from voluntary to court ordered and vice versa. An example of where this may occur is where a child's parents have entered into a CCA with a registered disability service provider and the child lives in a voluntary placement with a caregiver. When visiting the child's parents, the child's safety and wellbeing is put at risk. Following a Child Protection investigation the Court makes an Interim Accommodation Order and three weeks later the child is placed on an Interim Protection Order. During the period of these orders the parents address the protective concerns and no further intervention is sought by Child Protection. The parents sign a new CCA with the disability service provider to enable the child to continue to live with the caregiver in the voluntary placement until the parents are in a position to resume care.

Another example where this may occur is where a child has been the subject of Child Care Agreement for over 12 months and the parents have not maintained contact with the child or the service provider party to the CCA and are stating that they wish to relinquish care of the child. Child Protection assess that the child requires an effective guardian to make appropriate decisions about his/her care and make an application to the court for a Guardianship Order.

CRIS and CRISSP Steps: Change the Legal Status of a Placement	
To change the recorded legal status of a placement:	
View the placement	
Click on the Change to Court Ordered or Change to Voluntary button.	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; background-color: #ffffcc; padding: 2px 10px; margin-right: 10px;">Change to Court Ordered</div> <div style="margin: 0 10px;">OR</div> <div style="border: 1px solid black; background-color: #ffffcc; padding: 2px 10px;">Change to Voluntary</div> </div>
Record and/or link to either a child care agreement or a child protection order as determined by the new Legal Status. More details on child care agreements are available in section 5 starting on page 31. More details on child protection orders are available in section 6 starting on page 45.	
Save.	

## 2.4 Arrangements

There are two types of Arrangements: full-time and part-time. Most children will have a full-time placement, although part-time placements are also possible. For example, a child may be placed part-time with an alternative family and reside for the rest of the time with their birth family. A child may have two part-time placements, living with an alternative family for part of the week and in a residential placement for the rest. When completing the placement, it is important to identify if the arrangement is full-time or part-time. If the child has more than one placement, placement details for each must be completed. It is also possible to change a part-time placement to a full-time placement or a full-time placement to a part-time placement.

Respite, the provision of a temporary planned break for either the child's family or caregiver, does not constitute a placement.

## Tip

- When changing the legal status of the type of arrangement of a placement it is important to check the dates reflect the date the changes occurred before saving.

### CRIS and CRISSP Steps: Change the recorded Arrangements of a Placement

To change the recorded arrangements of a placement:

View the placement

Click on the Change to Full-Time or  
Change to Part-Time button.

Change to Full-Time

OR

Change to Part-Time

If necessary end any other part-time placements when changing from part-time to full-time and create appropriate child care agreement records. For more information on ending placements, see section 2.9 starting at page 17. For more information on child care agreements, see section 5 starting on page 31.

Save.

## 2.5 Indigenous status and consultation

The Indigenous status of a child must be recorded. Knowledge of a child's indigenous status is central to ensuring the child's cultural safety through case and care planning.

The CYFA recognises the principle of Aboriginal self-management and self-determination in making decisions or taking actions in relation to an Aboriginal child and describes the Aboriginal Child Placement Principle (section 13). It is vital that members of the Aboriginal community to which a child belongs and other respected Aboriginal persons be able to contribute their views about a Court Ordered placement of a child.

Whilst the Aboriginal Child Placement Principle does not apply to CCAs, the handbook outlines a number of expectations of the placement provider in relation to supporting the child's connection to their culture including:

- that a non-Aboriginal service provider assist the parent to explore placement opportunities with an Aboriginal Community Controlled Organisation (ACCO)
- that arrangements are made to ensure that the child has an opportunity for continued contact with the Aboriginal family, community and culture during the placement
- where Child Protection is involved in facilitating a voluntary placement, consulting and considering the views of the Aboriginal Child Specialist and Support Service (ACSASS) in making decisions in the best interests of the child.

For further details, please consult the handbook.

Where a client has a recorded Indigenous Status of Aboriginal and/or Torres Strait Islander you must also record whether an Aboriginal Child Agency, such as an ACCO or, where Child Protection has been involved ACSASS, has been consulted. If the response is 'no' an explanation of why consultation did not occur must be recorded, for example, if a child is placed in an emergency. Consultation should occur as soon as is practicable and the response to whether consultation has occurred is then updated to 'yes'.

Where a child is not Aboriginal and/or Torres Strait Islander, this field is left blank.

CRIS and CRISSP Steps: Record consultation with an Aboriginal Child Agency							
To record consultation with an Aboriginal Child Agency (or a reason for not consulting):							
View the relevant placement							
<p>If the Client Indigenous Status records either Aboriginal and/or TSI origin, enter whether consultation with the appropriate Aboriginal service has occurred.</p> <p>If the client is not of Aboriginal or Torres Strait Islander origin, DO NOT select anything in the consultation with the appropriate Aboriginal service has occurred field.</p> <p>If consultation has not occurred, you must record why it has not occurred in the Comments box.</p> <p>These fields can be updated at a later stage.</p>	<table border="1"> <tr> <td>Client Indigenous Status:</td> <td>Aboriginal but not TSI origin</td> </tr> <tr> <td>Consultation with the appropriate Aboriginal service has occurred:</td> <td><input type="text" value="Yes"/></td> </tr> <tr> <td>Comments:</td> <td><input type="text"/></td> </tr> </table>	Client Indigenous Status:	Aboriginal but not TSI origin	Consultation with the appropriate Aboriginal service has occurred:	<input type="text" value="Yes"/>	Comments:	<input type="text"/>
Client Indigenous Status:	Aboriginal but not TSI origin						
Consultation with the appropriate Aboriginal service has occurred:	<input type="text" value="Yes"/>						
Comments:	<input type="text"/>						

## 2.6 Client's date of birth

The provision of out-of-home care carries significant responsibilities for the department and service providers. It is essential that the child's date of birth is accurate to ensure that the child is correctly identified and any information relating to the child is accurately provided. A CCA can not be entered into if a child is over the age of 17 years and a child can only be recorded as being in a placement up to 18 years of age.


The client's date of birth must be recorded as Accurate in both CRIS and CRISSP. Even if the CRISSP client is created from a link to their CRIS Record, the Date of Birth Accuracy value does not transfer across, and the CRISSP user also needs to select a value of Accurate.

## CRIS and CRISSP Steps: Update Client Person Details from within a Placement

To update client person details from within a placement

View the relevant placement

Click on the Transfer to Client Person Details icon.

**Transfer to Client Person Details:** 

Enter the updated information in the relevant section of Person Details.

Note: Date of Birth and Date of Birth Accuracy data entry screen is shown to the right.

To change the Indigenous status, click on the Demographics link (Save any other changes first) and then select the appropriate Indigenous status.



Person Information Sharing Person Audit

Primary [Name](#) [Address](#) [Phone](#) [Pager](#) [Email](#) [Demographics](#)

Name	Phone	Age
Fred Pink	04 1241 2412 Silent	9 Y 0 M

Profile Information

Sex:

Pref. Communication:

Date of Birth:  Age: 9 [Age](#) Date of Birth Accuracy:

Date Deceased:  Date of Death Accuracy:

**Save** and then close the window.

Refresh the placement screen if any changes were made to this section.



## 2.7 Placement Address

The address in the Placement record provides the details about where the child is living on a day-to-day basis.

Under a Child Care Agreement, the child's Primary Address record in CRIS/SP remains that of the parent/guardian, who is the child's primary contact. There is a link from the Placement address to the client's Person details so these can easily be updated if there has been a change in the parent's address.

Under a Child Protection Order, the child's Primary Address record in CRIS/SP remains that of the parent with the exception of a Guardianship to the Secretary Order where it would be the address of the Secretary's delegate.

- Where the Placement Type is Alternative Family there are a number of changes which can be made to the Placement Address:
- the Placement Address changes as the caregiver has moved to a new address
- the child moves to live with a new caregiver at a new address but with the same service provider.
- In both instances the Placement remains open as the Placement Type hasn't changed and neither has the CSO.

CRISSP Steps: View Address History for a child in alternative family care

View Address History for a child in alternative family care

View the relevant placement

Click on the triangle to the left of the **Address History** title on the Placement screen.

▶ Address History

Address History will be displayed, including changes to the Address of a carer, and changes of primary carers.

▼ Address History			Find   View
Address	Primary Caregiver	Date / Time	
56 Glenlyon Road, BRUNSWICK, VIC, 3056, AUS	Doug Smith	17/09/2012	
56 Glenlyon Road, BRUNSWICK, VIC, 3056, AUS	Doug Smith	17/09/2012	
the pad, 80 Marks Street, COBURG, VIC, 3058, AUS	Doug Smith	17/09/2012	
25 Jade Way, HILLSIDE, VIC, 3037, AUS	Anne Jones	10/09/2012	

### Tip

- When entering the placement address, a prompt appears reminding the user to update the client's address details if applicable.

## 2.8 Record case notes related to a placement

Any case notes about the placement are recorded. There are a number of different types of case notes, many of which relate to the Looking After Children planning framework:

- Assessment & Progress Record
- Care & Placement Plan
- Essential Information Record
- Review Care & Placement Plan
- General.

### Tip

- DS-CRIS Users are able to record case notes on DS-CRISP placements including in relation to CCAs and Child Protection Orders. DS-CRISP users can identify these as being made by a DS-CRIS User by expanding the case notes and selecting user details.
-

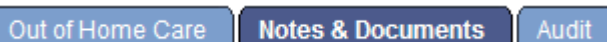


## CRIS and CRISSP Steps: Record a Case Note in a Placement

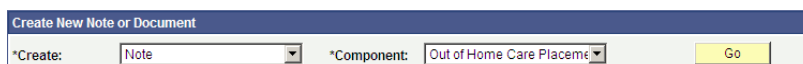
To record a case note:

View the placement that the case notes refer to.

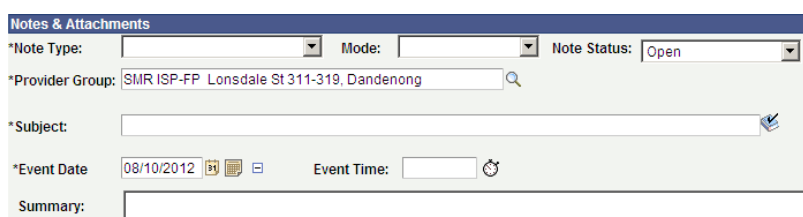
Click on the **Notes & Documents** tab



Ensure it is set to create a note, in the placement component as shown to the right, and click on the **Go** button.

A screenshot of a web form titled 'Create New Note or Document'. It contains two dropdown menus: '\*Create:' with 'Note' selected and '\*Component:' with 'Out of Home Care Placeme...' selected. A yellow 'Go' button is on the right.

Select the appropriate Note type and enter the Mode of contact, Subject and Summary details.

A screenshot of a web form titled 'Notes & Attachments'. It includes several fields: '\*Note Type:' (dropdown), 'Mode:' (dropdown), 'Note Status:' (dropdown with 'Open' selected), '\*Provider Group:' (text field with 'SMR ISP-FP Lonsdale St 311-319, Dandenong' and a search icon), '\*Subject:' (text field with a checkmark icon), '\*Event Date:' (calendar icon showing '08/10/2012'), 'Event Time:' (text field with a refresh icon), and 'Summary:' (text area).

If you wish to attach a document to the case note, more information on how to attach documents can be found in Attach documents to a Referral on page 27.

Save.

## 2.9 End a Placement

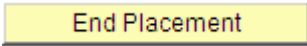
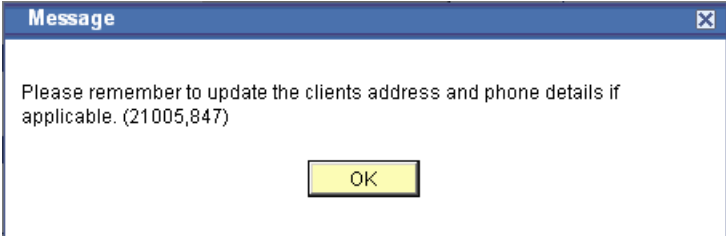
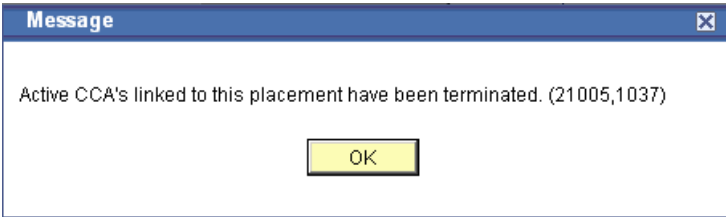
A Placement may end for a number of reasons:

- the child returns to their family
- the child moves into a new Placement Type eg from Alternative Family Placement to Residential Placement
- one of two part-time placements becomes full-time
- the child moves to a new placement with another disability service provider
- the child moves from one residential placement to another or from one 'Other' Placement to another 'Other' Placement
- the child turns 18 years of age
- the child passes away.
- The reason for the placement ending must always be provided together with the final date of the placement.
- It is important to note that an Alternative Family Placement remains open when:
  - another member of the household where the child is placed becomes the primary caregiver, for example if a primary caregiver goes into hospital and the caregiver's spouse becomes the primary caregiver for this period

- the child moves to live with a new caregiver

If recording the end date of a Placement retrospectively, it is important to record the actual end date.

When a placement ends this may impact on the Child Care Agreement or the Child Protection Order which provides the authority for the placement. Further details on this are provided in Sections 5 and 6 of this document.

CRIS and CRISSP Steps: End a placement																	
To end a placement:																	
View the relevant placement.																	
Click on the <b>End Placement</b> button.																	
Enter an End Date, and the Reason Ended.	<table border="1"> <tr> <th colspan="4">Placement Details (ID: PLC1660)</th> </tr> <tr> <td>Start Date:</td> <td>20/08/2012</td> <td>End Date:</td> <td><input type="text" value="24/08/2012"/></td> </tr> <tr> <td>Type:</td> <td>Residential</td> <td>Reason Ended:</td> <td><input type="text" value="Client returned home"/></td> </tr> <tr> <td>Legal Status:</td> <td>Voluntary</td> <td>Effective From:</td> <td><input type="text" value="20/08/2012"/></td> </tr> </table>	Placement Details (ID: PLC1660)				Start Date:	20/08/2012	End Date:	<input type="text" value="24/08/2012"/>	Type:	Residential	Reason Ended:	<input type="text" value="Client returned home"/>	Legal Status:	Voluntary	Effective From:	<input type="text" value="20/08/2012"/>
Placement Details (ID: PLC1660)																	
Start Date:	20/08/2012	End Date:	<input type="text" value="24/08/2012"/>														
Type:	Residential	Reason Ended:	<input type="text" value="Client returned home"/>														
Legal Status:	Voluntary	Effective From:	<input type="text" value="20/08/2012"/>														
Save.																	
The client's address is usually that of their parent. The message is a reminder to update the parent address details if there have been any changes.																	
A variety of other messages may appear depending on whether other conditions are found on that placement.																	
Where the placement was voluntary, you will see a message letting you know that any active CCAs linked to the placement have been terminated.																	
If there is any period for this placement that is not covered by a CCA or Court Order, you will see a prompt informing you of the relevant dates.																	

Where the placement is voluntary, you must either create a CCA for those dates, or enter a reason for not having a CCA recorded.

More details about recording child care agreements can be found in section 5 starting on page 31.

**Message**

No active CCA has been linked to this Placement. (21005,915)

Click OK to indicate that no CCA was entered into and record a reason

Click CANCEL to exit the save process and Create / Link CCA.

---

No active CCA exists

**Note, once saved, you will not be able to create/link a CCA to this Placement.**

**Comments**

Emergency placement that only lasted for the out of business hours time.

Where the placement is court ordered, you must create/link to a child protection order.

More details about recording child protection orders can be found in section 6 starting on page 45

**Message**

There must be an Order to cover each day of a Court Ordered Placement.

The following periods are not covered by an Order:  
- 17/09/2012 - 17/09/2012

Click OK to update End Date or Cancel to create/link a "Court Order".  
(21005,1135)

## 2.10 Placement history

It is possible to generate reports on the history of a child's Placement. This is valuable information to assist with planning stable long-term care arrangements for a child and should always be reviewed when planning for a child, particularly when a new placement is required.

The history of the Legal Status and Arrangement of a Placement can be viewed together with the history of consultation with Aboriginal Child Agencies (Consultation with Aboriginal Services audit).

CRIS and CRISSP Steps: View Placement History

To view placement history:

View the relevant placement.

Expand the Legal Status History section by clicking on the arrow to the left of the Legal Status History title bar.

Expand the Arrangements History by clicking on the arrow to the left of the Arrangements History title bar.

**Placement Details (ID: PLC1027)**

Start Date: 01/08/2012

Type: Residential

Legal Status: Voluntary

**▶ Legal Status History**

Arrangement: Full-time

**▶ Arrangement History**

**Placement Details (ID: PLC1825)**

Start Date: 31/08/2012 End Placement

Type: Residential

Legal Status: Court Ordered Effective From: 31/08/2012 Change to Voluntary

**▼ Legal Status History** Find First 1-2 of 2 Last

Legal Status	Effective From	Date / Time Added	Modified By
Court Ordered	31/08/2012	31/08/2012 4:11PM	Cameron James
Voluntary	31/08/2012	31/08/2012 9:46AM	Cameron James

Arrangement: Full-time Effective From: 31/08/2012 Change to Part-Time

**▼ Arrangement History** Find First 1-2 of 2 Last

Arrangement	Effective From	Date / Time Added	Modified By
Full-time	31/08/2012	31/08/2012 3:24PM	Cameron James
Part-time	31/08/2012	31/08/2012 9:46AM	Cameron James

To view the history of any changes to Consultation with Aboriginal Services, click on the **Audit** tab of the placement.

Out of Home Care | Notes & Documents | **Audit**

\*Return: 2 - Return to Case

Name	Phone	Sex	Age	Program Area	Id
Hilton Little	62 4523 4654	Female	7 Y 6 M	Disability Services	50004029

Consultation with Aboriginal Service Audit Customize Find View All First 1-2 of 2 Last

Changed By	Date and Time Stamp	Old Value	New Value	Action
Cameron James	07/09/2012 12:39:30PM	No	Yes	Change
Cameron James	07/09/2012 12:39:13PM	No	No	Change

Where the placement type is alternative family, the Address History summary table will show changes to primary carer and changes to primary carer address.

**▼ Address History** Find View

Address	Primary Caregiver	Date / Time
56 Glenlyon Road, BRUNSWICK, VIC, 3056, AUS	Doug Smith	17/09/2012
56 Glenlyon Road, BRUNSWICK, VIC, 3056, AUS	Doug Smith	17/09/2012
the pad, 80 Marks Street, COBURG, VIC, 3058, AUS	Doug Smith	17/09/2012
25 Jade Way, HILLSIDE, VIC, 3037, AUS	Anne Jones	10/09/2012

### 3. Placements recorded by DHS staff

All children with a disability in DS-funded out-of-home care must have a Placement Record in either DS-CRIS or DS-CRISSP. Regional DS staff members have a responsibility to use DS-CRIS to:

- record placements in DHS facilities
- record placements with registered disability service providers which do not use DS-CRISSP, referred to as proxy placements
- make referrals for placements with a registered disability services provider which does use DS-CRISSP (see Section 4, starting on page 25 for further details about making referrals)

Regions (and in the future Divisions or Areas) are responsible for establishing and maintaining processes across Disability Client Services, Disability Partnerships and Service Planning and Disability Accommodation Services to ensure that all placements are recorded.

#### 3.1 DHS Facility or Other Placements

A Placement can only be recorded in DS-CRIS if the person has been assessed as being Within Target Group or as an Assessment is in progress.

Where DS staff members have directly arranged a placement in either a DHS Facility or a Placement Type of ‘Other’, the details are recorded in DS-CRIS.

In most cases the DHS Facility will be within the region, however there may be occasions where a child is placed in a DHS Facility in another region, for example, where a child lives near the boundary of a region and the facility in a neighbouring region is closer to the child’s family than other alternatives or the most suitable place for a child is in a facility in another region.

**CRIS Steps: Create a DHS Placement**

To Create a DHS or Proxy Placement::

Access the client’s case and select the **Out of Home Care** tab.

Court Order
Referral
DSR
Out of Home Care

For a placement in a DHS facility, click on the **Create DHS Placement** button.

Create DHS Placement

Enter the following data:

Out of Home Care
Notes & Documents
Audit

Name	Phone	Sex	Age	Pro
Fred Pink	04 1241 2412	Silent	9 Y 0 M	Disi

**Worker Details (responsible for maintaining placement record)**

Contact Name:

Contact Phone:       Contact Email:

Enter the relevant data for:

**Start Date.** Note that this can be back dated if necessary

**Type**

**Legal Status**

Placement Details (ID: NEXT)	
*Start Date:	24/08/2012
*Type:	Residential
*Legal Status:	Voluntary
<a href="#">▶ Legal Status History</a>	
*Arrangement:	Part-time

If the type of placement is *Residential*, complete the details of the facility.

Location Details	
Region:	Eastern Metropolitan Region
Residency:	PG093  Whitehorse Rd - 201, Balwyn - SSA
Address:	201 Whitehorse Rd, BALWYN, VIC, 3103
Residency Phone:	4444 4444
Residency Name:	201 Whitehorse Road

If the type of placement is *Other*, complete the details of the location.  
The Property Name must be entered.

Location Details	
Property Name:	Anglicare Services
Street Address:	145 Canning Street
Address Line 2:	
Suburb:	CARLTON
State:	VIC Victoria
Post Code:	3053 LGA: 24600 Melbourne
Contact Name:	Jane Citizen
Contact Phone:	4444 4444

Complete Indigenous Consultation information if relevant.

Client Indigenous Status:	Aboriginal but not TSI origin
Consultation with the appropriate Aboriginal service has occurred:	Yes
Comments:	<div style="border: 1px solid black; height: 40px;"></div>

**Save** the placement.

### 3.2 Placements with service providers not using DS-CRISSP

When a Placement is through a registered disability service provider which does not use the DS-CRISSP or the DS-CRISSP Out-of-home care component departmental staff members have the responsibility of recording the placement in DS-CRIS, referred to as a proxy placement. The department has a responsibility to know which registered disability service provider has the responsibility for arranging and monitoring a child's placement, including the name of the contact person and their contact details. Where a child is Aboriginal and/or Torres Strait Islander consultation with an Aboriginal Child Agency is expected and should be recorded as part of the proxy placement. It is the registered disability service provider's responsibility to advise the department:

- that a CCA has been entered into and of any extensions or other changes to the agreement
- whether consultation with an Aboriginal Child Agency has been undertaken
- if they become aware that the child's placement has become a court-ordered placement.

They also have a responsibility to maintain accurate records of the child's placement in their chosen business system, such as the address of a placement, caregiver details and the administration arrangements of Child Care Agreements as per the handbook.

**CRIS Steps: Record a proxy placement**

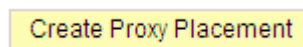
It is possible that the Client will not be recorded in CRIS at this stage. Regional Processes for creating a new client should be followed prior to following the steps below. For more details, see the Intake and Response training manual.

To record a placement with a service provider who doesn't use CRISSP:

Access the client's case and select the **Out of Home Care** tab.

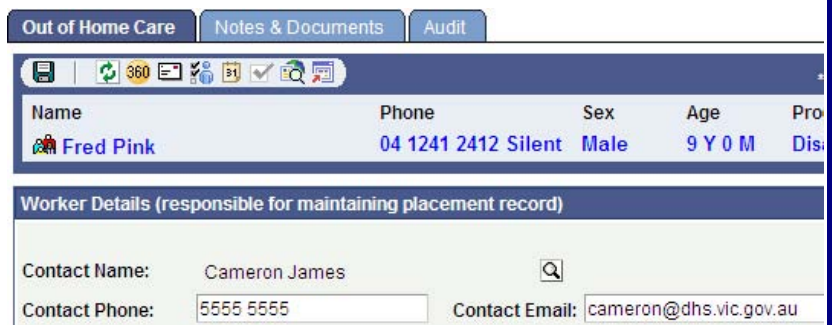


Click on the Create Proxy Placement button.

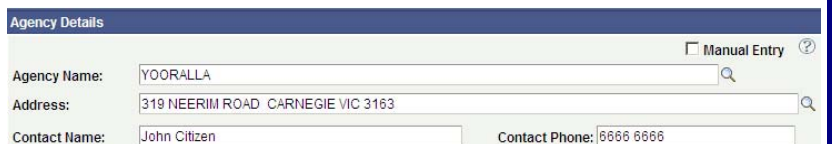


Enter the following data:

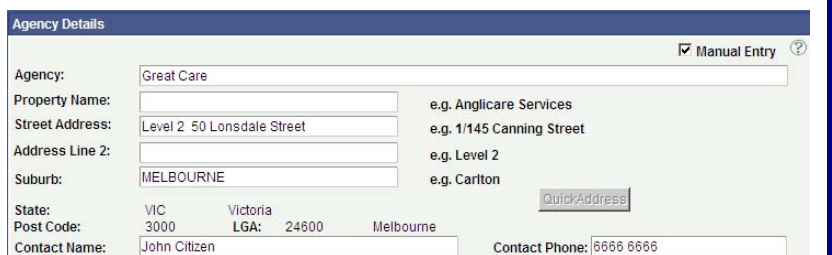
Contact Phone  
Contact Email.



Enter the Agency Details.

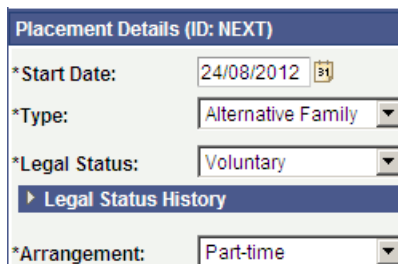


If the Agency is not listed in the Agency Name lookup list, then tick the Manual Entry check box and complete details of the agency.



Enter the relevant data for:

**Start Date.** Note that this can be back dated if necessary  
**Type**  
**Legal Status**



Where information is available about the Placement and is relevant, enter this into the Placement Comments.

**Placement Comments:**

Placement in a home with 3 other children close to their family.

Complete Indigenous Consultation information if relevant.

Client Indigenous Status:

Aboriginal but not TSI origin

Consultation with the appropriate Aboriginal service has occurred:

Yes

Comments:

**Save** the Placement



## 4. Referrals from DS-CRIS to DS-CRISSP

The department has a responsibility to have oversight of the children living in out-of-home care and the placements it provides and funds. In most cases the child will come to the attention of the department in the first instance. A child with a disability may enter out-of-home care through a variety of pathways, including:

- an offer for an Individual Support Package is made to a family following a Disability Support Register application
- the parent has requested that their child be placed
- through discussions with Children, Youth and Families Placement and Support it is considered that the best available placement for the child is through a Disability Services provided placement.

It is important that telephone contact is made by the department with the DS-CRISSP agency prior to the DS-CRIS referral being made. A good referral ensures that both the department and the agency have sufficient context and overview of the key issues for the child, their family and other services involved prior to commencing further discussions with them.

Where a child requiring a placement first comes to the attention of a service provider, the service provider must contact the department, for example, where a family has been receiving respite and the parents advise that they do not plan to collect the child from facility-based respite.

### 4.1 Out-of-home care referrals

A DS-CRISSP placement record can only be created via a referral from DS-CRIS.

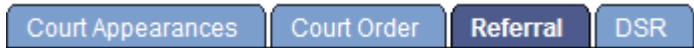
The referral information includes:

- the name of the child
- the type of placement (whether it is Alternative Family, Residential or Other)
- the legal status of the placement (Voluntary or Court-Ordered).

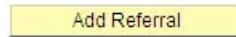
## CRIS Steps: Create a referral for a placement

To create a referral for a placement:

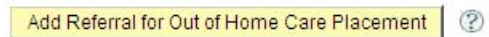
View the child's case and select the Referral tab.



Click on the Add Referral for Out of Home Care Placement button.



There are currently no referrals for out of home care placements for this client



Complete the Placement Type and Legal Status fields.

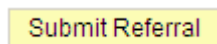
Referral Items	
Referral Item ID:	1
*Service Type:	Request for Placement
Placement Type:	Alternative Family
Legal Status:	Voluntary
Referral Details:	

Select the name of the agency you are referring to from the Provider Group look up list.

Referral Sent to		Find   View
Provider Type:	External	
Provider Group:	PG0437	Berry Street Eastern Disability Out of Home Care Program 2
Organisation:	Berry Street Eastern Disability Out of Home Care P	Contact Details:
Address:	23 Dorset Road, FERNTREE GULLY, VIC, 3156, AUS,	Email:
Phone:		

Attach relevant documents (see below)

Click on the **Submit Referral** button.



## 4.2 Attach relevant documents

The DS-CRIS referral can include relevant attachments, such as the Disability Support Register Application or a Person Profile. When making the referral it is best practice to attach all relevant documents.

CRIS Steps: Attach documents to a Referral for Out-Of-Home Care	
To attach documents to a referral for out-of-home care:	
View the referral	
Click on the <b>Notes &amp; Documents</b> tab of the Referral	
Click on the <b>Go</b> button	
This will create a case note	
Enter all relevant data, including the mandatory fields of Note Type and Subject.	
Click on the <b>Attach a File</b> button towards the bottom of the screen.	
Click on the <b>Browse</b> button, locate the file to attach and double click on the file.	
Click on the <b>Upload</b> button	
Enter a Description for the attachment.	
<b>Save</b> the case note.	

Note that it is best practice to only attach one file to each case note. Where multiple files are to be attached, create one case note for each.

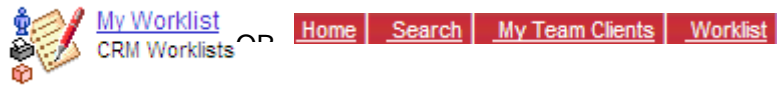
### 4.3 Locate Submitted Placement Referrals

DS-CRISP agencies can locate placements through either their Worklist, or through searching the Client & Referral list.

#### CRISP Steps: Locate a Submitted Referral through the Worklist

To locate a submitted referral for a placement through the Worklist:

Click on the **My Worklist** icon on the launch page, or on the **Worklist** link on the universal navigation bar.



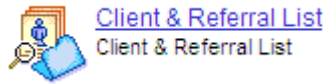
Click on the **Referral received for Out of Home Care Placement** for the child whose referral you wish to access.

Worklist Summary			
Select	Description	Type	Worklist
<input type="checkbox"/>	<a href="#">Referral received for Out of Home Care Placement</a>	Plcmnt Ref	My Worklist

#### CRISP Steps: Locate a Submitted Referral through the Client & Referral List

To locate a submitted referral for a placement through the Client & Referral list:

Click on the **Client & Referral List** icon on the launch page.

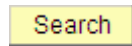


Select the following data:

Business Unit: **DHS – Disability Services**  
 Service Type Code: **Request for Placement**  
 Referral Status: **Submitted**

Business Unit:	=	DHS - Disability Services	
Service Type Code:	=	PLACE	Request for Placement
Requested Service:	=		
Recommended / Accepted Service:	=		
Service Status:	=		
Referral Status:	=	Submitted	

Click on the **Search** button (or press Enter)



Click on the **Referral** link for the child whose referral you wish to access.

Search Result List						
	Transferred	Link	Referral ID	Service Order ID	Referred Date	Client Name
1		<a href="#">Referral</a>	7668		07/09/2012	Denise Wu

## 4.4 Accept Placement Referrals

It is important to search for the child in CRISSP to ensure they are recorded and have an open DS Case before accepting the referral.

### Tips

- For information on how to create a client and case in CRISSP please refer to the *Creating a Disability Client*, *Creating a Disability Case* and *OOHC Accepting a Referral User Guides*. If you do not have access to these guides, please send a request for them to [CRISSP.Questions@dhs.vic.gov.au](mailto:CRISSP.Questions@dhs.vic.gov.au).
- For children in out-of-home care, you must ensure that their date of birth is recorded, and that it is recorded as being accurate. You must also ensure that the Indigenous status is complete. Both of these fields can be found in the Person Details section of CRISSP.

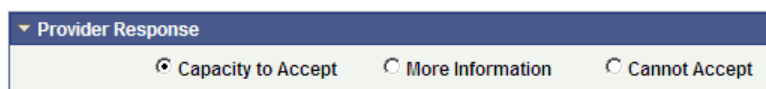
Once a service provider has ensured that the client is recorded in CRISSP, they can access the referral and indicate that they have the capacity to accept the referral.

### CRISSP Steps: Accept a referral for a placement

To accept a referral for a placement:

Locate and access the Referral.

Select Capacity to Accept.



Save.

## 4.5 Record Placements from a Referral

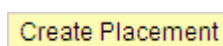
Once a referral has been accepted and saved, the client has been created in CRISSP and has a Disability Services case recorded, then the placement itself can be recorded. The resulting placement can then also be viewed in DS-CRIS.

### CRISSP Steps: Record a Placement from a Referral

To record a placement from a referral:

Access the Referral.


Click on the **Create Placement** button.



Click on the lookup icon next to Client:

**Create Placement**

Search for Existing Client

\*Client:  

Enter the child's name.

First Name: =

Last Name: =

Click on the **Search** button (or press Enter).

**Search**

Click on the Client Id link for the child.

**Search Results**

Client ID	First Name	Last Name
<a href="#">905102441</a>	DENISE	WU

Select the Disability Services Case for the child.


Case ID	Business Unit	Primary Assigned Worker
<input checked="" type="radio"/> 38848	SPDS1	Pam Burns

**Create Placement**

Click on the **Create Placement** button.

Enter a Start Date and the Arrangement (full-time or part-time) for the Placement.

**Placement Details (ID: NEXT)**

\*Start Date:  

Type: Alternative Family


Legal Status: Voluntary

**Legal Status History**

\*Arrangement:

If the placement is residential, select the appropriate Residency and fill in the data.

**Location Details**

Residency:  

Address:

Residency Phone:  Residency Name:

If the placement is Other, fill in the location details and the Property Name.


**Location Details**


Property Name:  e.g. Anglicare Services

Street Address:  e.g. 1/145 Canning Street

Address Line 2:  e.g. Level 2

Suburb:  e.g. Carlton

State:   Victoria **QuickAddress**

Post Code:  LGA:  

Contact Name:  Contact Phone:

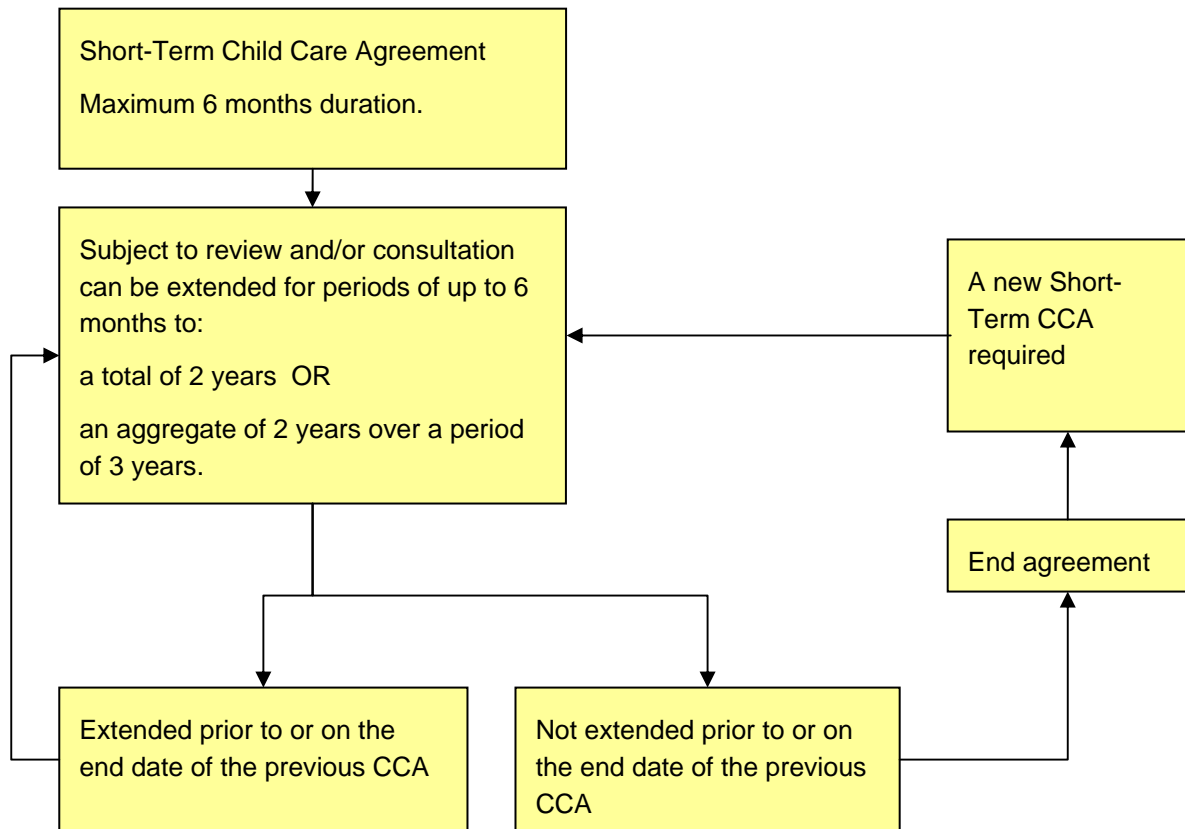
If the placement is Alternative Family, see section 7.1 starting on pages 49 for how to add caregiver details.

**Save** the placement

# 5. Child Care Agreements

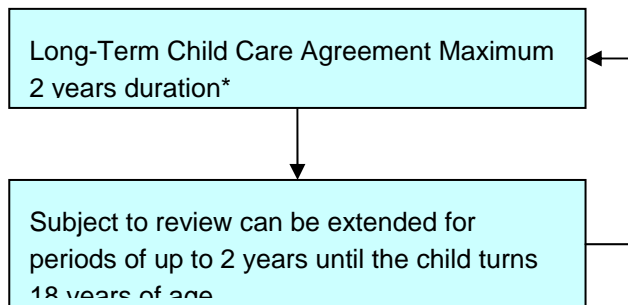
A child care agreement is a written agreement between a parent and a service provider to place a child in the care of that service provider in accordance with Part 3.5 of the CYFA. Voluntary out-of-home care is where a parent(s) makes a voluntary arrangement with a service provider for the placement and care of their child. The parent(s) sign a written Child Care Agreement (CCA) in accordance with Part 3.5 of the CYFA. There are two types of agreements: short-term and long-term.

The diagram below provides an overview of short-term and long-term CCAs.



If out-of-home care is still required once the maximum total period of care has been reached for a short-term agreement, the short-term agreement must be ended and a long-term agreement entered into.

A child must have been in out-of-home care for two years prior to entering into a long-term CCA (with a legal status of court-ordered or voluntary care).



31 \*A long-term CCA can be entered into with a suitable person for any period up until the child turns 18 years of age.

## 5.1 Establish a Child Care Agreement

A short-term CCA is for a maximum of 6 months duration or for an aggregate of 6 months in a 9 month period. Where consultation and review requirements are met, a short-term CCA may be extended for up to 6 month periods to a maximum of 2 years or an aggregate of 2 years in a 3 year period. The short-term CCA template can be found at Appendix IV.

A long-term CCA is for maximum of 2 years duration and where review requirements are met, may be extended for up to 2 year periods. The long-term CCA template can be found at Appendix VIII of the handbook.

Appendix XII of the handbook has a guide for service providers in completing all sections of short-term and long-term CCAs.


## 5.2 Create and link CCAs to Placements

A CCA may only be created from within a Placement record in DS-CRIS or DS-CRISP and is automatically linked to the placement. The Placement Page must be saved before creating a CCA.

The user is required to choose whether they are creating a short-term or a long-term CCA.

When an agreement is signed, a pdf of the document should be attached to the client's file under Notes and Documents. For proxy placements there is no requirement to attach a pdf of the CCA.

### Tips

- Links to the Child Care Agreement Handbook are available from within the placement and child care agreement screens of CRIS.
- Help text is available via the help icon, , on relevant screens of CRIS and CRISP describing short-term and long-term child care agreements.
- Help text is also available whilst recording a CCA. When the type of agreement is selected, text will appear describing key elements of the selected agreement.

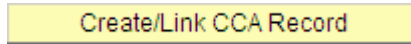


CRIS and CRISSP Steps: Record a Child Care Agreement

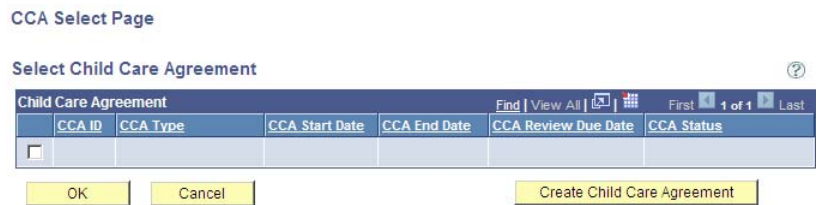
To record a Child Care Agreement:

View one of the placements that the agreement is to be linked to.

Click on the **Create/Link CCA Record** button.



When recording a new child care agreement, click on the **Create Child Care Agreement** button.

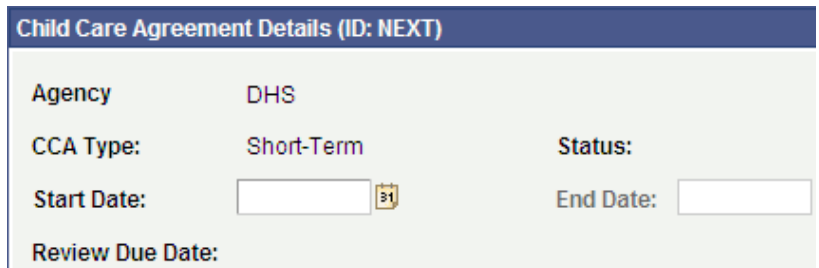


Select the type of child care agreement, and click on **OK**.

Note that when you select a type, information regarding this type of agreement will appear on your screen.



Enter a Start Date and End Date for the agreement. Note that the Review Due date will be automatically calculated.



Attach a scanned copy of the child care agreement to a case note with a note type of **Short-term CCA**. Create the case note using the Notes & Documents tab within the child care agreement. More information on recording case notes related to a CCA can be found on page 41. More information on how to attach documents can be found in Attach documents to a Referral on page 27.

**Save** the child care agreement.

A child over the age of 12 years can be a non-legal participant to a Long Term CCA. Wherever possible the wishes of the child in relation to the CCA should be taken into consideration and their views recorded. Where a child aged over 12 years is a non-legal participant to the agreement, this can be recorded in the Comments and further details provided in case notes.

### 5.3 CCAs with more than one Placement

If a placement changes but the disability service provider remains the same and the CCA is still current, it can be linked to the new placement. Please note that a parent or the service provider may also choose to end the current CCA and complete a new CCA for a new placement.

If a child has two part-time placements with the same disability service provider, the CCA can be linked to a second concurrent placement. For example, a child may be living in an alternative family placement, however due to a change in circumstances the caregiver is no longer able to provide a full-time placement and the placement becomes part-time. A second part-time residential placement is found and the CCA is then also linked to it.

CRIS and CRISSP Steps: Link to an existing Child Care Agreement

To link to an existing child care agreement:

View the placement that the agreement is to be linked to.

Click on the Create/Link CCA Record button.

Tick the agreement that should be linked to this placement.

Click on **OK**.

**Save** the placement.

Create/Link CCA Record

Child Care Agreement					
CCA ID	CCA Type	CCA Start Date	CCA End Date	CCA Review Due Date	CCA Status
<input checked="" type="checkbox"/> CCA1015	Short-Term	17/09/2012	26/09/2012	17/03/2013	Active
<input type="checkbox"/> CCA1014	Short-Term	17/09/2012	17/09/2012	Not Required	Terminated

### 5.4 Extend a CCA (Not part of a Review)

Short-term CCAs can be extended for 6 month periods up to a maximum of 2 years (or an aggregate of 2 years in a 3 year period) where consultation and review requirements are met. If the consultation and review requirements overlap, a review takes precedence and consultation is considered to have occurred as part of the review. See section 5.5 starting on page 36 for more details about review requirements.

As an agreement passes different lengths of time, different requirements must be met:

**Consultation:** A disability service provider must request a consultation by the Secretary's delegate before extending a short-term CCA beyond each 6 month period or an aggregate of 6 months in a 9 month period. Templates for the Request for consultation are in Appendix VI of the handbook.

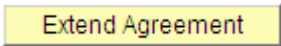


The details of the extension of the CCA are recorded, including whether consultation with the Secretary's delegate has occurred and the outcome.

The Extension Request Date is the date the request for an extension was made and must be before the current End Date of the agreement. Where consultation has occurred, it is the date of the consultation. The new End Date of the CCA is entered.

**Approval:** The CYFA states that 'a child may not be placed in the care of a service provider for a period exceeding 12 months, or for periods which in aggregate exceed 12 months in any period of 18 months unless the Secretary has consented in writing to that placement.' This scenario is likely to arise where an agreement has been extended but there is no previous review, which would provide the approval.

The User is prompted to provide approval and consent details of the Secretary's delegate, including the date of the approval and any comments about the approval provided. The written consent should be attached within the Notes and Documents component of the CCA.

- A long-term CCA may be extended for 2 year periods where review requirements are met.
- 

CRIS and CRISSP Steps: Extend a Child Care Agreement (No Review)	
<p>Note: where the agreement is recorded in CRIS as part of a proxy placement, where the proxy involvement type is Reporting purposes (see page 43), then extensions are recorded by extending the end date of the agreement. All other agreements must be extended either through a review or by using the extend agreement button.</p>	
<p>To extend a child care agreement without performing a review:</p>	
<p>View the child care agreement.</p>	
<p>Click on the <b>Extend Agreement</b> button.</p>	
<p>Click on <b>OK</b>.</p>	 <p><b>Message</b></p> <p>If this Extension was an outcome of a Review, click Cancel and then click Record Review. If this Extension was outside of a Review, click OK to proceed. (0,0)</p> <p>OK Cancel</p>
<p>Enter the Extension Request Date and new End Date for the agreement as well as any comments.</p>	 <p><b>Extension Details</b></p> <p>Extension Request Date: <input type="text"/> End Date: <input type="text"/></p> <p>Comments (Max 254 Chars): <input type="text"/></p> <p>Entered By: _____ Entered On: _____</p>

CRIS will calculate the total care time, and if consultation or approval is required, you will be required to fill in details of that consultation or approval.

#### Consultation Required:

Extension Details	
Extension Request Date:	28/04/2010 ?
End Date:	01/08/2010
Consultation Details	
Contact Date:	28/04/2010 ?
Secretary's Delegate:	Terry Jones ?
Position:	Assistant Manager Child Protection Eastern Region
Phone:	3333 3333

#### Approval Required

Extension Details	
Extension Request Date:	25/09/2010 ?
End Date:	01/04/2011
Approval/Consent Details	
Approve Date:	25/09/2010 ?
Secretary's Delegate:	Terry Jones ?
Position:	Assistant Manager Child Protection Eastern Region
Phone:	3333 3333
Comments (Max 254 Chars):	
<input type="text"/>	
Entered By:	Entered On:

Attach the request for consultation document to a case note with a note type of **Request Consultation**. Create the case note from within the Notes & Documents tab within the child care agreement. More information on recording case notes related to a CCA can be found on page 41. More information on how to attach documents can be found in Attach documents to a Referral on page 27.

**Save** the agreement.

## 5.5 Reviews

CCAs are required to be regularly reviewed by a delegate of the Secretary of the department. Child Protection Managers in rural regions and Assistant Managers in metropolitan regions are the Secretary's delegate for the CCA decision-making requirements of the CYFA (see Appendix VII of the handbook for further details). Reviews are required after the first 6 months of a short-term or long-term CCA and annually thereafter, however, they may occur at other times where:

- A party to the agreement, including a child in care aged over 12 years or the Secretary's delegate requests a review (unscheduled review).
- The child has not been in a placement for a continuous period of 6 months under a short-term CCA, the first review must occur where a child has been in a placement for an aggregate of 6 months during a 9 month period.
- When there is a request for approval to enter a long-term CCA and the short-term CCA is due for review in the preceding six month period.

Long-term CCAs can only be extended following a review.

The final date by which the review must be finalised, referred to as the Review Date, is auto-calculated in DS-CRIS and DS-CRISSP. As the Review Date nears a warning appears on the screen that the Review Date is approaching. If the CCA has reached term and there is no CCA in place but the child is still recorded as being in a placement, a further warning appears on the screen that the review is overdue.

## CRIS and CRISSP Steps: View upcoming Review indicator

To View upcoming Review indicator:

View the child care agreement.

The indicator will appear in the Child Care Agreement Details section.

Name	Phone	Sex	Age
<a href="#">Samantha Sparrow</a>	8459 5452	Female	10 Y 0 M

[Child Care Agreement Handbook](#)

Related Placements			
ID	Type	Start Date	End Date
<a href="#">PLC1702</a>	Other	01/03/2012	

**Child Care Agreement Details (ID: CCA1443)**

Agency: MELBOURNE CITY MISSION INC. [Proxy]  
CCA Type: Short-Term      Status: Active  
Start Date: 01/03/2012      End Date: 31/08/2012  
**Review Due Date: 01/09/2012** ! Approaching

[Request Review](#) [Record Review](#) [Extend Agreement](#)

Event History			Customize
Event	Event Date	Date/Time	

## 5.6 Request a review

It is the responsibility of the disability service provider to advise the Secretary's delegate that a review is required. The templates, Request for agreement review (Appendix XIII of the handbook) are completed and forwarded to the relevant regional manager in Child Protection together with any attachments.

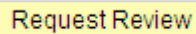
The Request Review button is selected to record the details of the request and copies of any relevant documents, such as the most recent plan guiding the placement in out-of-home care, and the meeting record placement, are attached. Further details of the request for a review are detailed in case notes, recording any telephone conversations and preparations for the review, for example.

## CRIS and CRISSP Steps: Record a Request for Review

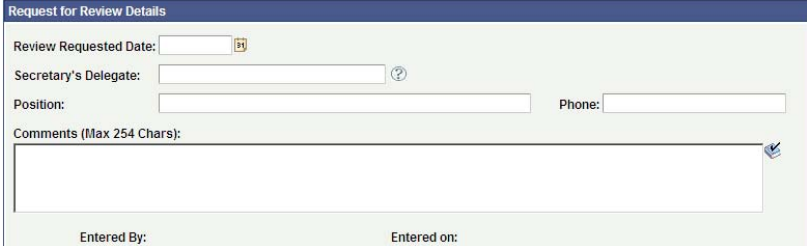
To record a request for review:

View the child care agreement.

Click on the **Request Review** button.



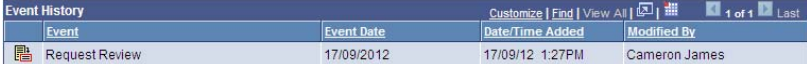
Enter information about when the review was requested and from whom.




The form contains the following fields:

- Review Requested Date:
- Secretary's Delegate:
- Position:
- Phone:
- Comments (Max 254 Chars):
- Entered By:
- Entered on:

The Event History summary will be populated with this information.



Event	Event Date	Date/Time Added	Modified By
 Request Review	17/09/2012	17/09/12 1:27PM	Cameron James

Attach the request for review document to a case note with a note type of **Request Review**. Create the case note from within the Notes & Documents tab within the child care agreement. More information on recording case notes related to a CCA can be found on page 41. More information on how to attach documents can be found in Attach documents to a Referral on page 27.

**Save** the agreement.

## 5.7 Record a review

Record Review is selected to record the outcomes of a review. Appendix XIV is the template of the review record which is to be completed by the disability service provider and signed by the Secretary's delegate. There are a number of possible outcomes

- **Agreement unchanged:** The CCA remains unchanged and will continue to the end of its term.
- **Agreement extended:** The CCA is to be extended. If this occurs, it must be extended on or before the last date of the agreement.
- Agreement terminated: The CCA is ended.
- **Agreement varied:** The term of the CCA is varied or any considerations on the CCA are changed.
- When recording the outcomes of a review of a long-term CCA, there is an additional option:
- A new CCA may be entered into.
- The comments field enables a brief summary of the rationale behind the outcome to be recorded. Further details about the outcome and its communication and implementation are recorded in case notes.

## CRIS and CRISSP Steps: Record Review

To record a review:

View the child care agreement.

Click on the Record Review button.

Record Review

Enter information about the date of the review, who performed it, an outcome, and any other comments.

Review Details

Completed Review Date:  Review Outcome:

Secretary's Delegate:

Position:  Phone:

Comments (Max 254 Chars):

Entered By:  Entered On:

Different additional data entry fields may appear depending on the outcome of the review. These must be completed.

Attach any documentation of the review to a case note with a note type of **Review Record**. Create the case note from within the Notes & Documents tab within the child care agreement. More information on recording case notes related to a CCA can be found on page 41. More information on how to attach documents can be found in Attach documents to a Referral on page 27.

**Save** the agreement

## 5.8 Terminate a CCA

Reasons for terminating a CCA include:

- the situation of the parent(s) has changed and they are in a position to resume care of the child
- the Secretary has provided approval for a long-term CCA to be entered into
- the placement breaks down and the disability service provider is unable to find a suitable alternative placement
- an outcome of a review by the Secretary's delegate is that the CCA should be terminated as, for example, a Child Protection Order is required.

Where the parent or the disability service provider plan to terminate the CCA, they do so by giving written notice.

If the termination is the outcome of a review, it must be recorded as such first prior to completing the steps to terminate the CCA. Once a CCA record is terminated, all details are locked down and no further changes are able to be made.

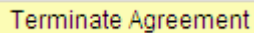
Where a CCA is linked to only one placement, and that placement is ended, the CCA is automatically terminated by the system.

## CRIS and CRISSP Steps: Terminate a child care agreement

To terminate a child care agreement:

View the child care agreement.

Click on the **Terminate Agreement** button.

A rectangular button with a yellow background and a black border, containing the text "Terminate Agreement" in black font.

If the termination is not the result of a review, click on **OK**.

If the termination is the result of a review, click on Cancel, and record the review with an outcome of Agreement Terminated. For more details, see Record Review on page 39.

### Message

If Termination was an outcome of a Review, click Cancel and then click on Record Review. If this Termination was outside of a Review, click OK to Proceed. (0,0)

OK

Cancel

Enter a termination date and any comments.

### Termination Details

Termination Date:  

Comments (Max 254 Chars):

**Save** the agreement.

## 5.9 Record a long-term CCA

A long-term CCA provides for long-term stability for the child where a parent is unable to resume care of the child, a Court Ordered placement is not required and it is considered to be in the child's best interests. A long-term CCA can only be entered after a child has been in out-of-home care for two years, into is usually entered into after a child has been living in out-of-home care under a short-term CCA for two continuous years or an aggregate of two years within a three year period.

A long-term CCA can also be entered into for a child who has been in an out-of-home care placement or in the care of a residential service within the meaning of the *Disability Act 2006*, even if not on a short-term agreement for this period.

Before a long-term CCA can be entered into the Secretary's delegate must provide approval to enter into the agreement and these details of the approval are recorded. Approval may be provided at the same time as a review of the short-term CCA is conducted. Appendix IX of the handbook is the template Request for approval to enter a long-term agreement.

A long-term CCA can not be recorded unless the previous short-term CCA has ended or been terminated.



## CRIS and CRISSP Steps: Record a Long-term child care agreement

To record a long-term child care agreement:

View the placement that this agreement concerns.

Click on the Create/Link CCA Record button.

Create/Link CCA Record

Click on the Create Child Care Agreement button.

Create Child Care Agreement

Select **Long-term Agreement** and read the information that appears.

### Child Care Agreement Type

- Short-term Agreement
- Long-term Agreement

Click on the **OK** button.

OK

Enter a Start Date and End Date, remembering that a long term child care agreement can be for a maximum of 2 years.

### Child Care Agreement Details (ID: NEXT)

Agency	DHS	Status:	
CCA Type:	Long-Term	End Date:	07/10/2014
Start Date:	08/10/2012		
Review Due Date:	08/04/2013		

Enter the date the agreement was approved, who the Secretary's delegate was, their position and phone number and any relevant comments.

### Approval/Consent Details

Approve Date:   

Secretary's Delegate:  

Position:  Phone:

Comments (Max 254 Chars):

Save.

## 5.10 Record case notes related to a CCA

Case notes relating to CCAs are recorded in this area. There are a number of different types of notes, which include:

- **Long-Term CCA:** Case notes relating to the establishment of a long-term CCA
- **Req Review Decision:** Any decision made by the department as part of the decision-making process concerning a child subject to a CCA is a reviewable decision. Case notes relating to the request for review are recorded here

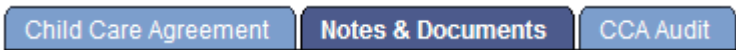
- **Request Approval LT:** Prior to entering a long-term CCA, the Secretary's delegate must provide written approval. Case notes relating to the request for approval are recorded here
- **Request Consultation:** Case notes relating to a request for consultation by the Secretary's delegate
- **Request Review:** Case notes relating to a request for a review of the CCA by the Secretary's delegate
- **Review Record:** Case notes relating to a review are recorded
- **Short-Term CCA:** Case notes relating to the establishment of a short-term CCA
- Note that case management case notes are recorded under the Notes & Documents tab within the Case, whereas case notes directly relevant to the CCA and its administration are recorded on the Notes & Documents tab of the CCA.

CRIS and CRISSP Steps: Record a Case Note in a CCA


To record a case note in a CCA:

View the child care agreement that the case notes refer to.

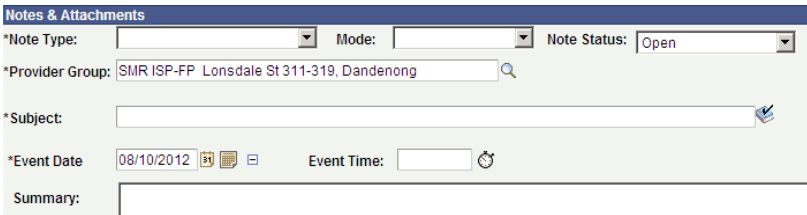
Click on the Notes & Documents tab



Ensure it is set to create a Note, in the child care agreement component as shown to the right, and click on the **Go** button.



Select the appropriate Note type and enter the Mode of contact, Subject and Summary details.



If you wish to attach a document to the case note, more information on how to attach documents can be found in Attach documents to a Referral on page 27.

Save.

## 5.11 Overview of CCA event history

There can be a number of changes to a CCA over time. An overview of the event history enables Users to quickly see when a review was last completed, whether a short-term CCA or a long-term CCA has been extended and other related events, which can assist in managing the planning, review and administration of CCAs and the child's placement.

## CRIS and CRISSP Steps: View CCA event history

To view child care agreement event history:

View the child care agreement.

Scroll down until you see the Event History. All requests for review, reviews, extensions and terminations will be listed.

The screenshot displays the 'Child Care Agreement Details (ID: CCA1565)' interface. It includes fields for Agency (DHS), CCA Type (Short-Term), Status (Expired), Start Date (01/01/2010), and End Date (01/04/2011). Below these fields are four buttons: 'Request Review', 'Record Review', 'Extend Agreement', and 'Terminate Agreement', each with a help icon. The 'Event History' section is a table with columns for Event, Event Date, Date/Time Added, and Modified By.

Event	Event Date	Date/Time Added	Modified By
Extension with Approval/Consent	25/09/2010	03/09/12 4:14PM	Cameron James
Review	30/06/2010	03/09/12 3:49PM	Cameron James
Request Review	28/06/2010	03/09/12 3:38PM	Cameron James
Extension with Consultation	28/04/2010	03/09/12 3:32PM	Cameron James
Extension	25/02/2010	03/09/12 3:09PM	Cameron James

## 5.12 Record CCAs in DS-CRIS for non-DS-CRISP agency

Under the CYFA the department is required to report annually on CCAs. To ensure that reports on CCAs are complete, department staff members are required to record CCAs of registered disability service providers which do not use DS-CRISP. Department staff members are required to link these CCAs to the proxy placement record in DS-CRIS and make any subsequent changes to the agreement dates. It is important for regions to identify the most appropriate person to take on this role, for example, the worker with the CCA portfolio.

When recording a CCA the User has two options:

- To create a CCA for 'Reporting Purposes'. In this scenario, the registered disability service provider is responsible for undertaking the administration of the CCA and ensuring compliance with legislation. The service provider is also responsible for advising the department of any CCAs it has entered into, including the start and end dates and any changes to these dates. The department records information necessary for reporting purposes.
- To create a CCA to 'Manage Legislative Compliance'. Disability Services is responsible for ensuring that consultations, reviews and approvals of CCAs are conducted and recorded in DS-CRIS. This may occur when a Disability Client Services case manager is supporting a disability service provider with the administration of the CCA. Usually the expectation is that the disability service provider would undertake this function, however there may be circumstances where it is appropriate for the department to take on this role.

### Tip

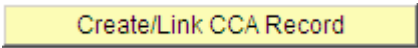
- Where the CCA is created for reporting purposes only, any extensions can only be recorded by changing the end date of the CCA, and creating a case note with any details of the change.

**CRIS Steps: Record a child care agreement for a proxy placement**

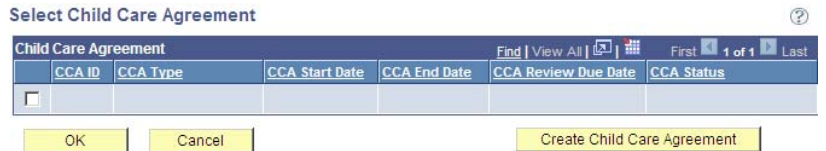
To record a child care agreement for a proxy placement:

View the placement.

Click on the Create/Link CCA Record button.



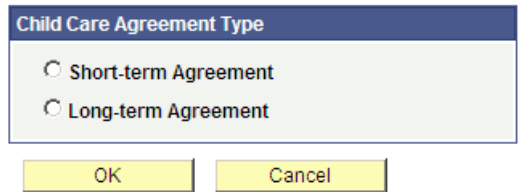
Click on the Create Child Care Agreement button.



Select the type of child care agreement.

Click on **OK**.

**Select Child Care Agreement Type**



Select the proxy involvement type.

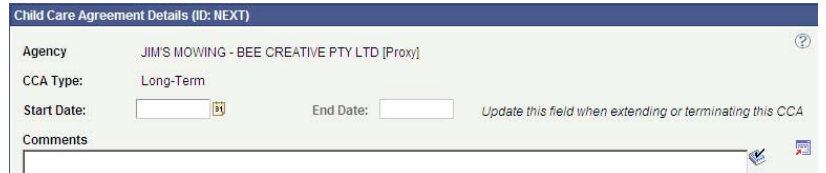
Click on **OK**.

Text explaining each choice appears when that choice is selected.

**Select proxy involvement type**



Enter the start date, end date and any comments for the agreement.



**Save** the agreement.

## 6. Child Protection Orders

When Child Protection receives a report about a child's safety they may assess as a result of an investigation that an out-of-home care placement is in the best interests of the child. Unless a parent agrees to enter into a child care agreement in respect of the child, child protection must make an application to the Children's Court for an appropriate Child Protection Order to allow for placement in out of home care.

Where a child is in a placement funded by Disability Services it is important that Disability Services records information about the Child Protection Order which authorises the child to reside at the placement. Disability Services has responsibility for monitoring the service provided and that includes ensuring that the service provides care in accordance with the order.

Child protection must make an application to the Children's Court for a Child Protection Order to authorise the placement.

Where a child is in a placement funded by Disability Services it is important that Disability Services records information about a Child Protection Order which requires a child to reside at the placement. Disability Services has responsibility for monitoring the service provided and that includes ensuring that the service complies with any legal conditions required for the provision of the child's care.

The DS-CRIS User is responsible for recording the details of a Child Protection Order, which can then be linked to a DS-CRIS or DS-CRISP recorded placement.

Regional processes need to be established to ensure that:

Child Protection advises Disability Services of any Child Protection Orders relevant to a DS-funded placement the details of the Child Protection Order are recorded in DS-CRIS.

Further details about Child Protection Orders are included in Appendix 1.

### 6.1 Order types

There are a number of different Child Protection Orders pursuant to which a placement can be made. These are discussed in more detail in the table below. Child Protection Orders are recorded in DS-CRIS and then linked to a placement in DS-CRIS or DS-CRISP. There is only ever one active Child Protection Order in place for a child.

Child Protection Order	Description
Interim Accommodation Order	An Interim Accommodation order directs where the child must live until the next court date. The order is made when the Court believes that there are some problems that must be sorted out about the child's safety and wellbeing. An Interim Accommodation order may provide for the placement of the child in an out of home care service.. Legal guardianship of the child remains with the parent, who continues to make long-term decisions for the child, for example about their education or medical needs.

Custody to the Secretary Order	A custody to the Secretary order grants sole custody of the child to the Secretary without affecting the guardianship of the child. The Secretary is responsible for day-to-day decision making in respect of the child. This order is appropriate where a child cannot live at home with a parent and where the risk of significant harm cannot be managed within the family and the issues to be resolved require the child to be in the custody of the Secretary for a period of time. However, there should be reasonable prospects of the child returning to the parents care within the period of the order, based on a consideration of what is in the child's best interests.
Guardianship to the Secretary Order	A guardianship to the Secretary order grants custody and guardianship to the Secretary to the exclusion of all others. The Secretary has responsibility for the long term welfare of the child and has all the rights and duties that are usually associated with parental responsibility.
Interim Protection Order	An Interim Protection order provides for a period of supervision and placement of a child if the court considers it necessary to test out a course of action. The order can include conditions that the court considers to be in the best interests of the child, including where the child lives, Where the child is residing in out of home care on an Interim Protection order, conditions regarding what access arrangement is in the child's best interests will often be made.

## 6.2 Expiry date

Child Protection Orders are time limited. The expiry date and any subsequent changes to the expiry date are recorded to assist with planning for a child. If a court order is ended earlier than anticipated, for example if the Children's Court determines that the order is no longer necessary or is only required to be in place for a reduced period, the end date of the court order can be changed by the DS-CRIS User. The updated information is automatically available to the DS-CRISP user. The DS-CRIS User includes case notes providing information about the change, which are visible to the DS-CRISP user. It is important to ensure good communication between Child Protection, the registered disability service provider and Disability Services in relation to any changes to Child Protection Orders.

If a placement is to continue after expiry of the Child Protection Order, the Legal Status of the placement must be changed from Court Ordered to Voluntary, and a Child Care Agreement must be signed if the child is under 17 years of age.

To view how to change the Legal Status of the placement in CRIS, see Change the Legal Status of a Placement on page 12.


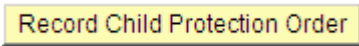

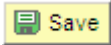
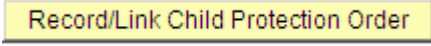
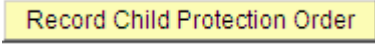
## 6.3 Conditions

Some children with a disability on Child Protection Orders may have conditions attached to their order, which are relevant to the placement and the care and protection of the child. It is important that all relevant conditions to the placement are discussed with Child Protection and recorded to ensure compliance by the service provider. Examples of the types of relevant conditions include:

- **Conditions around access to the child by a parent or other person.** The disability service provider may have a role in facilitating the child's access.

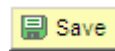
- **Conditions to participate in a service**, which the placement service provider may need to support and or consider in the provision of the child's day-to-day care.
- In the case of an Aboriginal child there may be a **condition of incorporating a cultural plan**.

## 6.4 Record a Child Protection Order

CRIS Steps: Record a Child Protection Order	
To record a child protection order:	
View the child's case.	
Click on the Court Order tab	
Click on the Record Child Protection Order button.	
Enter the Order Type, Issue Date, Expiry Date and any conditions.	
Save.	
This Child Protection Order must now be linked to the relevant placement within CRIS or CRISSP. For details on how to Link a Child Protection Order to a Placement see page 48.	
The method above can be used to record a child protection order for any type of placement, including CRISSP placements.	
For DHS or DHS Proxy placements, it is also possible to record the order from within the placement as shown below:	
View the placement	
Click on the Record/Link Child Protection Order button.	
Click on the Record Child Protection Order button.	

Enter the Order Type, Issue Date, Expiry Date and any conditions.

Save.



## 6.5 Link Child Protection Orders in DS-CRIS and DS-CRISSP

Once a Child Protection Order has been created in DS-CRIS it is linked to the placement. Where a child has more than one placement, the Child Protection Order can be linked to those placements.

### CRIS and CRISSP Steps: Link a Child Protection Order to a Placement

To link a child protection order to a placement:

View the placement.

Click on the Record/Link Child Protection Order button.

**Record/Link Child Protection Order**

Tick the check box next to the child protection order that applies to this placement.

Child Protection Orders				
Order ID	Order Type	Order Issue Date	Order Expiry/End Date	Status
<input type="checkbox"/> OR02408	Custody to Secretary Order	07/10/2012	08/10/2012	Active

Click on the **OK** button.

**OK**

## 6.6 Modify Child Protection Orders

If changes occur to a child protection order, these should be recorded as case notes within the child protection order, and the expiry date and or conditions modified appropriately.



## 7. Caregiver details

### 7.1 Record Caregiver/Household members in an Alternative Family Placement

DS-CRISSP has the capacity to record both caregiver details and household members in an Alternative Family Placement. The primary carer is the carer who has the day-to-day responsibility for caring for the child. Details of anyone else over the age of 18 years of age who resides in the household or who regularly stays overnight must also be recorded.

- **Address:** The address is always that of the primary caregiver. When the caregiver has more than one child in their care and the address record is updated, all records are automatically updated.
- **Primary Caregiver:** The primary caregiver in a household must be identified.
- **Aboriginal status:** The Aboriginal status of the primary caregiver must be identified.
- **Placement Criteria:** This can be used to record information about the outcome of an accreditation by a foster care panel of a caregiver to care for children of a particular age or sex.
- **Type of Care:** This is used to record the placement preferences of the caregiver in regards to:
  - the age of child
  - the sex of the child
  - the nature of the care provided: shared care, long-term or short-term.

In most cases carers will be recruited to be long-term carers and in many cases caregivers may have been recruited to support a placement for a specific child.

- **Carer Register:** Out-of-home carers are regulated by Part 3.4 of the CYFA, which requires home-based carers, such as alternative family carers and residential carers to be registered. Carers are required to be registered before caring for children, and must be checked against the confidential list of carers either disqualified or under investigation. The date the person was registered is recorded and there is the capacity to record comments. It is important to note that this section has no link to the carer register, but supports community service organisations to track that the carer has been registered and is taken off the register when no longer providing care.
- **Note:** Work is being undertaken in relation to the applicability of the *Guidelines for responding to Quality of Care Concerns*, including the application of the carer register to Disability Services funded out-of-home care as part of a broader departmental project examining responses to vulnerable client groups.
- **Police Check:** The caregiver and any member of the household over the age of 18 years, including anyone who regularly stays overnight must have a Police Check. It must be recorded in DS-CRISSP that a Police Check has been conducted and the outcome. Enter the date that the Police Check was carried out and select the outcome from the drop down box. If an Outcome of Adverse – Endorsed for Placement is selected, a drop down box appears to record why the placement was endorsed
- **Caregiver Training:** Record training provided to the caregiver helps to build a central profile of caregiver's skills and abilities.
- **Allegations:** Caregiver Allegations can also be entered including the date, the nature of allegation, comments and the outcome of the response to the quality of care concern. Note: some agencies don't use this because of privacy concerns.

## Tip

- Be careful not to overwrite information. It is possible to add multiple lines by clicking on the + sign. This enables you to record, where a carer has had a break from caring, for example, and then subsequently decides to resume the role.

## 7.2 Caregiver reports

Details of various Caregiver Reports can be recorded. Select the type of report, and the date which the report was obtained. A brief description can also be included and reports can also be attached.

- **Working with Children Check:** The outcome of Working with Children Checks should be entered in CRISSP for carers and other adults who live in the family home or who regularly stay overnight. The date of the check and its expiry date are included in the description.
- **Medical Report:** Prospective carers must provide evidence that they are medically fit including a medical report from their general medical practitioner.
- **Referee Check:** For every prospective carer and members of their household who are 18 years of age or over and who have spent 12 months or more overseas during the past five years, an international police check must be conducted. If this is not possible, three additional referee checks from people who knew the applicant while in that country must be conducted.
- **Home and Environment Assessment** (which makes up part of the annual review of a residency): A home environment assessment is conducted annually and when a carer has a change of address.
- **Annual Review of Caregiver:** It is good practice to undertake an annual review. The annual review includes consideration of:
  - placements in the past 12 months
  - currency of Police Checks and Working With Children Checks (note this should be reviewed for members of the household and regular visitors at the same time as it is for the Primary Caregiver).
  - medical checks
  - personal readiness and capacity to continue caring
  - ability to work as part of a care team
  - ability to provide a safe environment
  - ability to support and promote the healthy development of the children
  - incident reports of quality of care reviews.

CRISSP Steps: Record a Caregiver/Household member in an Alternative Family Placement

To record a caregiver/household member in an alternative family placement:

Access the placement

Click on the Add Caregiver / Household Member button.

**Add Caregiver / Household Member**

Click on the search icon to search for the name of the caregiver or household member.

Role Category	
Role Category	DS ALTERNATIVE FAMILY
Select Role	Caregiver/Household Member

Add Associated Person	
Name	<input type="text"/> 
<input type="button" value="Save"/>	

Enter the First name and Last Name of the caregiver.

<input type="button" value="Search"/>	<input type="button" value="Clear"/>	<a href="#">Save Search Criteria</a>
First Name:	=	<input type="text" value="JIMMY"/>
Last Name:	=	<input type="text" value="JONES"/>

Click on the **Search** button.

If the name of the person is found, click on their Client ID link in the search results.

If their name is not found, then click on the **Create a New Associated Person** link to add their details.

Search Results		
Client ID	First Name	Last Name
<a href="#">905101693</a>	JIMMY	JONES
<a href="#">905101693</a>	JIMMY	JONES


[Create a New Associated Person](#)

All caregivers and household members must have their date of birth recorded as being accurate, and a response for Indigenous Status. These can be changed using the Person Details icon within the Search Results.


Search Results				
Client ID	First Name	Last Name	Primary Name	
<a href="#">905101693</a>	JIMMY	JONES	Jimmy Jones	

If the caregiver or household member is over 18, you will be prompted to enter police check details for them.

Enter the Report Date and Outcome if prompted, and click on the **Save** button.

Add Associated Person	
Name	<input type="text" value="Jimmy Jones"/> 
<input type="button" value="Save"/>	

Police Check	
Report Date	Outcome
1 <input type="text" value=""/> 	<input type="text" value=""/>

# 8. View Placements, Agreements and Orders


## 8.1 View Placements



CRIS and CRISSP Steps: View Placements

To view placements:

View the child's case and click on the **Out of Home Care** tab.

Referral   DSR   **Out of Home Care**

To view a particular placement, click on the More Details icon, , to the left of the placement in the summary screen.

Placement Summary		
Details	ID	Agency
	PLC1066	DHS
	PLC1067	DHS

Active placements can also be viewed from within the 360-Degree view of the child. To access these placements, click on the link for the appropriate placement.

OoHC Placement (2)  
[08-OCT-12 - Residential:Voluntary](#)  
[23-SEP-12 - Residential:Cr Order](#)


## 8.2 View Child Care Agreements


CRIS and CRISSP Steps: View Child Care Agreements

To view child care agreements:

View the child's case and click on the **CCA** tab.

Out of Home Care   **CCA**

To view a particular agreement, click on the More Details icon, , to the left of the agreement in the summary screen.

Child Care Agreement Summary		
Details	CCA ID	Agency
	CCA1025	DHS

Child care agreements can also be viewed from within a placement.

View the placement

Click on the **CCA ID** for the agreement in the Child Care Agreement table.

Child Care Agreement Details	
<a href="#">Child Care Agreement Handbook</a>	
Child Care Agreement	
CCA ID	CCA Type
<a href="#">CCA1025</a>	Long-Term

### 8.3 View Child Protection Orders

#### CRIS and CRISSP Steps: View Child Protection Orders

To view child protection orders

View the placement.

Click on the Order ID link for the relevant order.

Child Protection Order Details	
Order ID	Order Type
<a href="#">OR02408</a>	Custody to Secretary Order

View details and conditions of the child protection order on the **Child Protection Order** tab.

View case notes relating to the child protection order on the **Notes & Documents** tab.

View the audit trail using the **Audit** tab.

Child Protection Order    Notes & Documents    Audit

\*Return: 2 - Return to Placemen

Name	Phone	Sex	Age	Program Area	Id
Denise Wu	9878 1233	Female	12 Y 0 M	Disability Services	50003307

Child Protection Order Details (ID: OR02401)

Order Type: Custody to Secretary Order    Status: Active

Issue Date: 27/08/2012

\*Expiry Date: 26/08/2013

Conditions:

1. Mother, father and child must accept support services as agreed with DHS
2. Mother, father and child must accept visits from and cooperate with DHS.
3. Mother and father may have access with the child at times and places as agreed between parties. DHS or its nominee will supervise access unless DHS assesses that supervision is not required.

Date Created: 10/09/12 5:20PM    By: Cameron James  
 Last Modified: 10/09/12 5:20PM    By: Cameron James


Within CRIS, you can also view Child Protection Orders from within the Court Order tab.



#### CRIS Steps: View Child Protection Orders in CRIS

To view child protection orders in CRIS

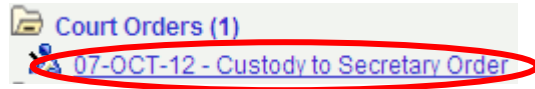
View the child's case and click on the **Court Order** tab.

<a href="#">Court Appearances</a>	<b><a href="#">Court Order</a></b>	<a href="#">Referral</a>
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To view a particular agreement, click on the More Details icon, , to the left of the order in the summary screen.

Child Protection Orders		
	Order ID	Order Type
	<a href="#">OR02408</a>	Custody to Secretary Order
	<a href="#">OR02409</a>	Custody to Secretary Order

In CRIS, court orders can also be viewed from the 360-Degree view of a child. To access an order from within the 360-Degree view, click on the link to the order.



## 9. Reports

### 9.1 CCA Annual Report

The purpose of the Annual Report on Child Care Agreements is to enable service providers to report on all CCAs they were a party to in the reporting period (12 months prior to report date) including those that were current at any time during this reporting period. The report also provides data to support the annual reporting requirement by the Secretary which counts CCAs entered into in the previous 12 months from the report date, as well as the number of agreements that exist beyond the report date.

### 9.2 CCA Operational Report

The purpose of the Child Care Agreement Operational Report is to enable DHS to monitor Child Care Agreements (CCAs), and to summarise operational events that have occurred with the CCA at any point in time. It provides information in relation to CCAs that can be used for further analysis and to track when CCA reviews are due. The report is able to be run as at the system date.

### 9.3 Placement Details Report

The purpose of the Placement Details Report is to provide comprehensive information on clients placed in Out of Home Care, which includes information associated with the Placement and also any Child Care Agreements (CCAs) or Court Orders linked to the Placements. This report can also be used to generate a full history of a child's placements.

## 10. Business Rules Definitions

Aboriginal Child Agency	Aboriginal Community Controlled Organisation with a child and family service or, where Child Protection is involved, Aboriginal Child Specialist and Support Service (ACSASS)
CCA	Child Care Agreement
Child Care Agreement	A Child Care Agreement is a written short-term or long-term agreement in accordance with Part 3.5 of the CYFA between a parent and service provider to place a child in the care of that service provider.
CRIS	The department's Client Relationship Information System
CRISSP	The Client Relationship Information System for Service Providers
CYFA	Children, Youth and Families Act 2005
Department or DHS	The Department of Human Services (DHS)
Disability service provider	The Department of Human Services Disability Services and disability service providers registered under the Disability Act 2006.
DHS facility	A residential service or residential (facility-based) respite service managed by the department.
Handbook	Handbook for Administering Child Care Agreements in Voluntary Out-of-home Care 2010
OoHC	Out-of-home care
Parent	A parent, in relation to a child, includes: <ul style="list-style-type: none"> <li>a) the father and mother of the child; and</li> <li>b) the spouse of the father or mother of the child; and</li> <li>c) the domestic partner of the father or mother of the child; and</li> <li>d) a person who has custody of the child; and</li> <li>e) a person whose name is entered as the father of the child in the register of</li> </ul>



	<p>births in the Register maintained by the Registrar of Births, Deaths and Marriages; and</p> <p>f) a person who acknowledges that he is the father of the child by an instrument of the kind described in section 8(2) of the Status of Children Act 1974; and</p> <p>g) a person in respect of whom a court has made a declaration or a finding or order that the person is the father of the child.</p>
Placement	An arrangement for a child's care and accommodation funded by the department when the child is not able to live with their family or with someone within their network.
Registered disability service providers	Community service organisations funded by the Department of Human Services funds to provide disability services to persons with a disability.

## 11. Feedback

The department is committed to ongoing improvement to Out-of-home care process and practices. Regions should email the IT Service Centre and registered disability service providers should email the CRISSP team: [crissp.questions@dhs.vic.gov.au](mailto:crissp.questions@dhs.vic.gov.au) or contact 1300 799 470 when an issue or defect has been found in the Out-of-home care component system, or to propose suggestions for future enhancements.

## 12. Appendix 1: Further information about Child Protection Orders

### What is a protection order?

A protection order is an order made by the Children's Court of Victoria when the court finds that a child or young person is in need of protection. There are eight protection orders that the court can make. However, as some of these orders do not result in a child or young person being removed from their home and placed in the OoHC system, only some of the protection orders are presented here.

### Impact on custody and guardianship

- Some of the protection orders discussed below change either the custody arrangements or both the custody and guardianship arrangements for a child or young person.

#### **Custody** includes

- a) the right to have the daily care and control of the child; and
- b) the right and responsibility to make decisions concerning the daily care and
  - control of the child. (s.5 CYFA)
  - Guardianship includes

The responsibility for the long-term welfare of the child and all the powers, rights and duties that are vested by law or custom in the guardian of a child, other than custody of the child. (s.4 CYFA)

### Protection orders applicable to out-of-home care

- Custody to Secretary order
- A custody to Secretary order grants sole custody of a child to the Secretary of the Department of Human Services but does not affect the guardianship of the child. The Secretary has sole right and responsibility to make daily decisions about the daily care and control of the child including deciding where and with whom the child or young person lives. The order lasts for up to 12 months and can be extended for up to two years.
- Guardianship to Secretary order
- A guardianship to Secretary order grants guardianship to the Secretary to the exclusion of all others. The Secretary then has the responsibility for important long-term decisions on behalf of the child or young person, as well as decisions about the daily care and control of the child including deciding where and with whom the child or young person lives. This order lasts for up to two years and can be extended.
- Long-term guardianship to Secretary order
- This order is similar to a guardianship to Secretary order in that it grants both custody and guardianship of the child or young person to the departmental Secretary to the exclusion of all others. However, this order can only be made in respect of a child or young person who is aged 12 years or over and it lasts until they

turn 18 or get married. This order may be made instead of extending a guardianship to Secretary order if all parties agree.

- Interim accommodation order
- This order specifies with whom a child or young person lives on an interim basis pending the final outcome of a protective application to the court. An interim accommodation order (IAO) may stipulate the infant, child or young person reside with their parent(s), another person(s) named in the order, an OoHC service, a secure welfare service, a declared hospital or declared parent and baby unit. There is no change in guardianship under the order. Where the child or young person is in OoHC, the order lasts for up to 21 days and can be extended.
- Interim protection order
- This order may be in place for an infant, child or young person placed in OoHC on an interim basis; however, may also apply to children while they remain with their parent(s). An interim protection order (IPO) is made when the court wants to test the appropriateness of a particular course of action before making a protection order. The child may be placed in their parents' care or in an OoHC placement. The order lasts up to three months and cannot be extended. The order will state who has responsibility for the child or young person's supervision, which may be the child or young person's parent(s). There is no change in guardianship under this order.

## What other Children's Court orders may apply?

- In addition to protection and interim accommodation orders, there are also other Children's Court orders that may apply to a child or young person under Child Protection and the OoHC system that either change the custody arrangements or both the custody and guardianship arrangements for the child or young person.
- Therapeutic treatment and therapeutic treatment (placement) orders
- Therapeutic treatment orders (TTO) and therapeutic treatment (placement) orders (TTPO) are orders of the Family Division of the Court that have been available since 2007. These orders require the child to participate in an appropriate therapeutic treatment program. Where a TTO has been granted by a court, Child Protection can also apply for a TTPO, which will allow the child to be placed away from home for the duration of the treatment order.
- These orders can be made for one year, with capacity to extend for a further 12 months. Should a child turn 15 years of age during the specified period of the order, the order continues to be in force. A TTPO grants sole custody of the child or young person to Child Protection; however, there is no change to the guardianship of the child or young person under this order.
- Permanent care order
- This order grants custody and guardianship of the child or young person to a person(s) named in the order, who then assumes responsibility for the permanent care of the child or young person. This order will not be granted to a parent or to Child Protection. The order may provide for joint guardianship between those named in the order and the child or young person's parent(s).