

Inala Community House – Out of Home Care Caseworker Guide

| Monitor | Support | Advocacy |
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| <p>ATC expiry date</p> <ul style="list-style-type: none"> - Follow up with the CSO for a new ATC if the current one has expired – especially if the child is still on interim orders (these will expire after each time the CPO application is mentioned in Court) <p>Expiry date of COA</p> <ul style="list-style-type: none"> - Is a new APA needed? Fill this out with the carers to ensure it is done correctly. Any adult household members will also have to sign. - Health and Wellbeing Questionnaires also need to be filled out and submitted with the APA. This needs to be done 3 months before the COA expires. <p>Expiry date of Blue Cards for carers and adult household members</p> <ul style="list-style-type: none"> - Blue Cards can be renewed online. If they haven't already, carers/AHMs will need to make an online Blue Card account that is linked to their driver's license. If their license photo is older than 5yrs they will need to get a new photo before renewing. You can help carers/AHMs renew by bringing your laptop out and walking them through the process. | <p>Skill – Education/Training</p> <ul style="list-style-type: none"> - Do carers have access to the Carers Handbook or useful information sheets such as Money Matters or decision making for a child? - Do the carers have an interest in a particular area of development e.g. trauma, neuroscience, child development and attachment, Positive Behaviour Support - Advise upcoming and carer requested training e.g. Evolve online training calendar - Upcoming carer Events/Support Groups e.g. quarterly carer support group, Easter and Christmas events - Quarterly ICH newsletter or flyers for other ICH programs e.g. Healthy Ageing and Community Engagement programs such as homework club. - Ask if the carer would like to be signed up to Foster Parent College for access to further online training. <p>Financial</p> <ul style="list-style-type: none"> - Are carers in receipt of Carer Allowance? Have they been paid correctly for any respite/emergency placements they have provided? Follow up with the CSO if there are any issues with carer pay. - Are carers aware of what they can claim under Money Matters? E.g. school uniforms, school camps - Are carers receiving Centrelink benefits and are children linked to carers to receive family tax benefit, CCS and ACCS (additional childcare subsidy)? Do the carers need a new ACCS letter from the CSO to continue receiving this? | <p>Any advocacy required to assist carer to meet the children's needs e.g:</p> <ul style="list-style-type: none"> - advocacy for specialist appointments such as speech pathologist or OT - NDIS eligibility - Evolve or Child Psych - Family time – is this working with the carer's schedule/capacity <p>Any issues or needs of carer that needs to be followed up with Child Safety? E.g:</p> <ul style="list-style-type: none"> - Previously agreed support such as payment for services/equipment that CS has agreed to fund but has not provided yet - HSNA/CSNA for children – provide a rationale/cost breakdown for the funding <p>Have Carers submitted claims for all claimable items? Has reimbursement been received?</p> <p>Are there documents that have not been provided to the carer? E.g:</p> <ul style="list-style-type: none"> - Current ATC - Health Care Card/CRN - Medicare details - Immunisation Records - Birth Certificate <p>Any feedback from the carer in regard to our support and services – either positive or constructive</p> |

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| <p>Foster Care Agreement (FCA)</p> <ul style="list-style-type: none"> - For general carers only. Check if this is still current in terms of capacity/willingness for placements. Check if general carers have any capacity to take emergency or respite placements and update the intake worker. If the carers capacity changes the FCA may need to be updated. <p>Current Placement Agreement</p> <ul style="list-style-type: none"> - carers adherence to the action tasks planned out in this - eg providing transport/supporting family contact. Follow up with the CSO if the placement agreement is expiring to arrange for a new Placement Meeting to be held. <p>Current Case Plan</p> <ul style="list-style-type: none"> - This also includes a Cultural Support Plan for Indigenous children, Transition to Adulthood case plan for young people 15yrs+, Education Support Plans and Behaviour Support Plans if applicable. Follow up with the CSO if any of these documents are expiring. | <p>Emotional</p> <ul style="list-style-type: none"> - General check-in on carer household including biological children. - Check in with the children if they are present. - Ensure effective communication which enables information sharing – keep the carer updated with the CSO. Book joint home visits with the CSO if the carer is okay with this. - Supportive response to significant events e.g. after initial placement, emergency placements, placement breakdown, Standard of Care Matter, Reunification, significant decisions about child (eg contact, reunification, Court Proceedings). - Supportive response to other events e.g. check in after any respite, any illness/injury to child/carers. - Attendance with Carers at Stakeholder Meetings, eg Placement Meetings, Contact Meetings with the Department, Family Group Meetings, ESP meetings - If the placement is unstable, talk to the carer/Manager about completing a Vulnerable Placement Referral - Support from other Carers – explore the carer's own support network and link them with other carers for respite or mentoring <p>Respite</p> <ul style="list-style-type: none"> - Do Carers access/want/need respite/child care? Are there any options in their family network for organic respite/playdates/sleepovers if a respite option is not found. Keep in mind the 48hr rule for non-carers looking after children in care. - If there is no internal respite options or other people in their network who can help out, talk to the CSO about completing an external respite referral | <p>Is the Community Visitor coming on a regular basis? Is the child linked with a Pyjama Angel (school age children only) – would they benefit from one – follow up with CSO as they complete the referrals</p> |
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| <p>Carer Training</p> <ul style="list-style-type: none"> - Record any training that the carer has done in the last month. Follow up with any mandatory training that needs to be completed e.g. Water Safety Training and Cultural Awareness Training (for all carers), Hope & Healing (for general carers only) and Starting Out Training for new general carers <p>Monthly Home Visits – risk assessment</p> <ul style="list-style-type: none"> - Are carers still meeting the Standards of Care? - Are there any significant changes/stresses in the household? E.g. change of employment, change in placements or any other change that would require the carer to fill out a CICC - Any adult household members intending to join or leave the household? - Any major renovations or moving house – this will require a new household safety study/fire escape plan/pool safety certificate if applicable. - Have the carers had their smoke alarms checked/services in accordance with the new standards? They may be eligible for reimbursement if cost is involved - Any upcoming holidays/travel/high risk activities that requires approval from Child Safety | <p>Practical</p> <ul style="list-style-type: none"> - Provision of information, other practical support (eg transport of child to respite if necessary). - Any flexi-funding requests or one-off purchases that will support the stability of the placement? - Any resources from our office that we could provide e.g. movie tickets, Hope in a Suitcase, clothes, toys, bikes and laptops (check with Bec from FIS) - Any other practical support from other services such as Baby Give Back packages for new young children in care or food hampers from CitiPointe Church in Inala - Are young people in care (16+) eligible for YHARS or TILA funding – follow up with the CSO about this - Any staff changes/updates from ICH or Child Safety that could impact the carer - QFKC calendars, flyers for school holiday activities, NAIDOC events, upcoming Partners in Care events, Child Protection Week events | |
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- General observations of the home:
 - Cleanliness/Safety
 - Presentation of child/ren
 - Carer Health
 - Personal interactions
 - Pets

Placements – check in with carers about the children in their care:

- Health
- Education
- Recreation
- Behaviour/Therapeutic needs
- Achievements/Milestones

Are carers uploading photos/stories each month to Carer Connect?

- Carer Connect is an app that carers can use to access documents and share photos relating to the child. The app is connected to Child Safety so their information is protected. You may need to help the carer to access Carer Connect by giving them the information sheet.