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| Case transfer checklist |
| To be completed by the team requesting transfer\* |
| \*Please note these tasks do not all have to be completed prior to transfer. This list clarifies the tasks that have been achieved, and the tasks still to be completed, where relevant, by the receiving team.   |  |  | | --- | --- | | Completed by: |  | | DFFH Area: | Choose an item. | | Child/ren name/s: |  | | CRIS number/s: |  | |

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| **Yes** | **No** | **N/A** | **Client recording** |
|  |  |  | Client name (inc. spelling) correct in CRIS |
|  |  |  | Client DOB is confirmed |
|  |  |  | Aboriginal/Torres Strait Islander status is verified and recorded |
|  |  |  | Where investigation completed, CALD information is recorded in CRIS |
|  |  |  | Language and requirement for an interpreter recorded in CRIS |
|  |  |  | Placement screen is accurate, including old placements closed if possible |
|  |  |  | Police history checks completed for carer (any anyone else over 18 residing in the home), noted in CRIS and current (three-year requirement) |
|  |  |  | Adverse police history checks for carers (and anyone else over 18 residing in the home) have been appropriately endorsed and endorsement recorded in CRIS. |
|  |  |  | Medicare, individual reference number (IRN)/Health care number (if available) recorded for children in care |
|  |  |  | Parent details up to date, correct names, DOBs, contact numbers, addresses |
|  |  |  | Family relationship details up to date, correct names, DOBs, contact numbers, addresses |
|  |  |  | Professional details up to date, names, roles, business addresses and contact numbers |
|  |  |  | Carer authorisation completed and recorded on CRIS (where applicable) |
|  |  |  | Child is a dual client with Youth Justice |
|  |  |  | All case notes (inc. first visit case note where applicable) & transfer summary complete |
|  |  |  | Worker safety alerts are recorded (where applicable) |
|  |  |  | Paper file prepared for transfer |
|  |  |  | A CRIS data fix has been lodged |
|  | | | **Court** |
|  |  |  | Court screens and court activity case notes are up to date |
|  |  |  | Documents that can be finalised are |
|  |  |  | Chronology screens in case practice tab are up to date (contact and urine screens) |
|  | | | **Education** |
|  |  |  | Current school and year level is recorded accurately |
|  |  |  | Previous schools attended have been closed |
|  |  |  | SSG (school support grant) & IEP (Individual Education Plan) are reflected in CRIS |
|  | | | **Health** |
|  |  |  | Medical alerts for the child recorded on CRIS (where applicable) |
|  |  |  | Medical conditions recorded on CRIS (in case practice), including any prescribed medication and immunisation status if known |
|  |  |  | Health professionals recorded on CRIS |
|  |  |  | My Health Record restricted, and parents access removed (only required if safety risk) |
|  |  |  | Disability and disability type is recorded on CRIS |
|  |  |  | Child has been referred to the National Disability Insurance Scheme (NDIS) |
|  |  |  | Where the child is an NDIS participant, the NDIS plan is attached to CRIS |
|  |  |  | Disability and/or early intervention services are recorded on CRIS |
|  |  |  | Client planning |
|  |  |  | Current endorsed case plan on CRIS including the permanency objective and associated actions table |
|  |  |  | Other plans recorded and documents attached (eg. Leaving care, behaviour support, 15+…) |
|  |  |  | Cultural planning |
|  |  |  | Cultural planning has been commenced for Aboriginal children in care |
|  | | | **Case practice** |
|  | | |  |
|  |  |  | Essential Information Categories are up to date and completed |
|  |  |  | Substantiation and person assessed as responsible for harm records up to date |
|  |  |  | Risk Assessment or review reflects current risk and is endorsed |
|  |  |  | MARAM assessment is completed |
|  |  |  | MARAM risk rating is recorded |
|  |  |  | Actions table up to date |
|  | | | **Kinship carer assessment** |
|  |  |  | Part A completed and on CRIS |
|  |  |  | Part B completed and on CRIS (note: if transferring from I&R, with timely transfer it is preferable for CM to undertake this process) |
|  |  |  | Part C completed and on CRIS |
|  |  |  | First supports/family finding referral has been made |
|  |  |  | Carer WWCC application submitted, evidence of this noted in CRIS |
|  | | | **Financial matters** |
|  |  |  | Carer payments commenced |
|  |  |  | Carer payments ceased - if required |
|  |  |  | Existing financial commitments are detailed in case transfer summary |
|  | | | **Identity documents** |
|  |  |  | Birth certificate on file/birth certificate application made |
|  |  |  | Medicare registration/card for the child in their own name (where required) |
|  |  |  | Child has a passport |
|  |  |  | Immigration status recorded |
|  | | | **Client contact** |
|  |  |  | Last visit with the child was within two weeks before transfer was requested |
|  |  |  | Arrangements have been made to advise the parent/s, carer /school /professionals that the case is transferring |