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| **Use this checklist when undertaking a provisional assessment of a carer applicant and the application has been ‘properly made’.** |
| 1. **Meet pre-assessment requirements**

[ ]  CSSC manager (or for a Child Safety employee, the regional director) supports proceeding with the provisional assessment of the carer applicant, if the following legislative requirements are met: [ ]  there are no other suitable care arrangements available for the child, or one that is in their best interests[ ]  the prospective carer agrees to be provisionally assessed [ ]  the prospective carer will or has lodged all the carer application forms and blue card application forms.[ ]  The application is deemed to be ‘properly made’. All fields in the carer application documents are completed; all forms signed where required by each applicant and adult household member; the appropriate identification documents are sighted and verified by a staff member from either Child Safety or a foster and kinship care service provider; all documents have been lodged at a CSSC or PSU.[ ]  Use the *Prospective kinship carer applicant checklist* to make sure all early steps have been completed.[ ]  Refer to the additional requirements if the applicant is a Child Safety employee – refer to the CSPM procedure, Respond when a carer applicant is also a Child Safety employee. |
| 1. **Refer to CSU for a suitability assessment**

[ ]  Email the CSU mailbox csces\_csu\_process@Communities.qld.gov.au, and include in the email subject line the EOI number for the carer entity, and that the request is for a provisional assessment. or[ ]  If it is proposed to place the child on the same day the carer application and assessment documents are completed – in the email subject line to the CSU state it is for an urgent provisional assessment.[ ]  Read the CSU suitability assessment (CSU outcome letter) from the carer applicants EOI tab in ICMS, and: [ ]  Do not proceed further with the assessment – if the CSU manager determines the applicants or their AHMs are not suitable persons.[ ]  Discuss the CSU outcome letter with the CSSC manager.[ ]  Make sure the applicants are advised that the provisional assessment will not proceed and the reasons for this. Explain that their kinship carer application will be able to proceed.**NB**: Do not use SSoDR or ICMS to gather information about the prospective carer applicants or their household members.  |
| 1. **Prepare for the assessment**

[ ]  Identify information requiring further exploration from the carer application documents - read the self-disclosure section of the APA form; read the information provided in the *Carer applicant health and wellbeing questionnaire* for relevant information about relevant health and lifestyle issues*.* [ ]  Consider how to ensure that an Aboriginal or Torres Strait Islander child and their parents can be provided with the best opportunity to provide their views about the proposed carer/care arrangement. [ ]  Consider how the proposed care arrangement will meet the Aboriginal and Torres Strait Islander Child Placement Principle, and if relevant, how this will be explored with the carer applicant.[ ]  Be familiar with the standards of care (refer to the *Child Protection Act 1999,* section 122) so that these can be explained and assessed. [ ]  Identify whether CSSC manager to CSSC manager endorsement of the proposed care arrangement will be requested – only if the applicant lives in another CSSCs catchment area. [ ]  Arrange a time to complete the assessment with the applicant/s in their own home (where possible). |
| 1. **Complete the provisional approval assessment**

[ ]  Complete part 1 of the *Household safety study* with the applicant. (Note: this can be done during the home visit, using a video conferencing platform where key safety features can be ‘live’ demonstrated).[ ]  Use the *Provisional approval assessment* guidelines to assess the applicants (Refer to the suggested questions and approaches in the guidelines to help gather information and focus the assessment). [ ]  Use the *Provisional approval assessment* template to document the assessment, including the need to:[ ]  Explore the applicant’s views about the child’s parents and the risk they pose to the safety and wellbeing of the child. [ ]  Determine their capacity to work with Child Safety and follow their decisions for keeping the child safe and meeting their needs. [ ]  Discuss each of the 11 standards of care and how they would ensure these are in place for the child.[ ]  Seek the views of the child and their parents about the proposed carer, or document reasons why these have not been sought.[ ]  Assess strengths, risks and vulnerabilities of the proposed care arrangement and identify additional supports or strategies that could be provided to mitigate these.[ ]  Formulate a clear recommendation to the delegated officer about whether the applicant/s meet the legislative requirements to be provisionally approved. (Note: Refer to the *Child Protection Act 1999,* section 136C,and the Child Protection Regulation 2023, sections 25 and 26).[ ]  Provide the *Vendor master data* form to the applicant for completion (to ensure carer payments can commence promptly, if and when approved).[ ]  Complete relevant parts of the ICMS *Form 5: Approval decisions – Provisionally approved carer* (such as names associated with the assessment and the checklist)*.* |
| 1. **Provide the assessment to the CSSC manager**

[ ]  Attach the completed provisional assessment documents to the carer entity EOI using the iDocs hyperlink. [ ]  Ensure the CSSC manager has the information needed to make an approval or refusal decision. **Alternatively, if the CSU suitability assessment has not been finalised, and an urgent same day care arrangement is proposed, the duty executive officer can approve/refuse the provisional assessment. Follow the steps outlined below.** |
| **6. Use the alternative approval process in exceptional circumstances**Use this alternative process only when the carer application and the carer assessments are completed on the same day as the carer approval or refusal decision is being sought, **and** the CSU suitability assessment has not been finalised by 5:00 pm. [ ]  Make sure that the CSU is aware that the suitability assessment is for an urgent same-day provisional approval. (Note: CSU and QPS will prioritise these matters and ensure that CSAHSC is provided with all available information). [ ]  Complete the *Provisional approval assessment* report and the *Household safety study* report; as well as relevant parts of the ICMS *Form 5: Approval decisions – Provisionally approved carer.*[ ]  Attach assessment documents to the carer entity EOI to enable CSAHSC access.[ ]  Advise the CSSC manager/regional director that an after-hours approval or refusal decision is required and that CSAHSC will facilitate the decision to the duty executive officer after 5:00 pm. Discuss the completed assessment findings (thus far) with them to seek endorsement. [ ]  Negotiate ‘in person’ with CSAHSC (STL to STL) to undertake urgent assessments tasks if relevant, or to request assistance.[ ]  Be aware that the duty executive officer is the delegated officer to make the carer approval/refusal decision.[ ]  Check ICMS for the CSU outcome letter - this might be the next business day or shortly thereafter. Note: If the CSU manager has determined that the applicant and AHMs are not suitable persons, immediately discuss action to remove the child with the CSSC manager. |
| **NB**: All Child Safety forms referenced in this checklist (in italics) can be accessed from the CSPM procedure, [*Provisional assessment and approval*](https://cspm.csyw.qld.gov.au/procedures/provide-and-review-care/provisional-assessment-and-approval)*.* |