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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](https://cspm.csyw.qld.gov.au/procedures/provide-and-review-care/respond-to-specific-carer-assessment-and-approval#Respond_when_a_carer_applicant_applies_or_is_a_Child_Safety_employee). |
| 1. **Refer to CSU for a suitability assessment**   Email the CSU mailbox [csces\_csu\_process@Communities.qld.gov.au](mailto:csces_csu_process@Communities.qld.gov.au), and include in the email subject line the Unify *regulation of care* case ID number, 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.  Check the progress of the CSU checks in the *regulation of care* case via the *assessment* tab, and:  Do not proceed further with the assessment – if the CSU manager determines the applicants or their AHMs are not eligible to progress.  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 Unify 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](https://www.dcssds.qld.gov.au/_media/documents/foster-kinship-care/carer-health-wellbeing-form.pdf) 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](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1999-010#sec.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](https://cspm.csyw.qld.gov.au/resources/template/Form-2-Household-safety-study/1d499dcb-99af-480d-93bd-05d7c4443179) 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](https://cspm.csyw.qld.gov.au/getattachment/69b8ac3b-e0f5-4e0d-9ec4-ceff6c73f644/PG-Provisional-Approval-Assessments.pdf) 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](https://cspm.csyw.qld.gov.au/resources/template/Provisional-approval-assessment/504fd091-ce28-4b74-b19c-794c766fdc4b)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](https://cspm.csyw.qld.gov.au/resources/form/Vendor-customer-master-data-form/0749035d-4621-4742-b079-34bb6afe4209) form to the applicant for completion (to ensure carer payments can commence promptly, if and when approved).  Complete relevant parts of the 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**   Save the completed provisional assessment documents to the *regulation of care* case via the *documents* tab.  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 assessmentreport and the Household safety studyreport; as well as relevant parts of the Form 5: Approval decisions – Provisionally approved carer*.*  Attach assessment documents to the Unify *regulation of care* case via the *documents* tab 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.  Be aware that the CSU manager is the delegated officer to decide if the applicant and the adult household members are suitable persons—only with respect to personal history checks and national criminal history. Note: If the CSU manager subsequently determines that the applicant and AHMs are not suitable persons, immediately discuss action to remove the child, with the CSSC manager. |