OOHC transition process

Community Services (CS)



Phase 1: Carer identification CRFU/CSC staff to identify and develop a strategy for prioritising eligible carers for transfer to NGO.



Phase 2: CS provision of information to carers about the transition

Initial contact with carers to discuss their plans to transition and the available NGO options in the area.



Phase 3: Exchange of information and initiating transfer

NGO to provide CS with 'Consent for Release of Information' form signed by the carer and information to be provided to the NGO about the carer.



Phase 4: Transfer progression CS will prepare required documents for case management transfer (CMT) as detailed in the 'File Transfer List'.



Phase 5: CMT of children and young people placed with transitioning carers Exchange of information to take

place at the CMT meeting. CMT and financial transfer to occur at the same time.

Carers



Phase 1: Becoming informed Carers to explore information

about the transition and the services NGOs offer.



Phase 2: Making a decision about which NGO to transfer to

Carers will make a decision about which NGO they would like to transfer to with the support of CS and the NGO.



Phase 3: Exchange of information and initiating transfer

Carers will sign the 'Consent for Release of Information' form. Exchange of information will occur between CS and the NGO.



Phase 4: Transfer progression and authorisation

The re-authorisation of a carer will be completed by the NGO.



Phase 5: CMT of children and young people placed with transitioning carers Exchange of information to take place at the CMT meeting. CMT and financial transfer to occur at the same

Non-government organisations (NGOs)



Phase 1: Carer engagement

Engagement and connection of carers to the transition



Phase 2: Carers making a decision about which NGO to transfer to

Carers to gather information and make a decision about which NGO to transfer to, with the support of NGOs and Community Services.



Phase 3: Exchange of information and initiating transfer

NGO to provide the signed 'Consent for Release of Information' form to CS. NGO to commence carer authorisation.



Phase 4: Transfer progression and authorisation

NGO to complete work required for the carer authorisation including formal report for approval.



Phase 5: CMT of children and young people placed with transitioning carers

Information exchange to take place at the CMT meeting. CMT and financial transfer to occur at the same time.

*Timeframe guidelines for transition is four weeks from Phase 3.







time.

