

# Out of Home Care Program Process

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## **On notification that a child has entered Out of Home Care:**

### **Child Information**

Search for child in CDIS

Go to Client Details tab and select Update client details

Under Child Protection Status, complete details including:

Is the child under the care of Child Protection: Yes

Child Protection worker's name:

Department of Health and Human Services office:

Out of Home Care: Yes

Type of care:

Click Save

Go to Client Details tab and select Relationship

Click on the pencil icon to update the other relevant family members' primary care giver, care giver, contactable, and information sharing statuses. For example, if the birth mother is no longer the primary care giver - un-tick primary care giver, care giver, information sharing and contactable checkboxes and Click Save.

Click Add relationship to add the new primary care giver if known at the time or at a later stage

Go to Clinical Activity select Referrals

Under Make a New Referral select Internal

Select Program from look-up list - choose Out of Home Care

Select Referral Reason from look-up list – Choose Current Intervention from Child Protection and click on green plus sign

Enter Referral Information eg. Notified by letter from DDH of child moving into OoHC – letter attached

Click Save

### **Out of Home Care (OoHC) Program Information**

Go to Home Screen

Go to General and select Programs Active List

Select Program from look-up list - choose Out of Home Care

Site – choose All

Action – choose accept referral

Click on search

Find child on list and tick box next to ID number

Click on accept referral at bottom left of list

Action – choose view (this will show you the entire list of children in OoHC in your Council)

Find child ID

Use edit to add comments e.g. 3 ½ KAS due July '19, ESK registered etc (this comment will be visible on client summary page under programs heading as well as the OoHC program list)