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## Information Sharing for mch services

## Making a request Correspondence Template

## & SUpporting tools

Updated December 2020

## Information Sharing for mch

## - Correspondence Templates and SUpporting tools

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## available Information sharing Correspondence Templates

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**Terms of Reference**

|  |  |
| --- | --- |
| **Abbreviation** | **Meaning** |
| **CISS** | Child Information Sharing Scheme |
| **FVISS** | Family Violence Information Sharing Scheme |
| **ISE** | Information Sharing Entity |
| **ISS, or IS** | Information Sharing Schemes, Information Sharing |
| **MCH services** | Maternal and Child Health services |
| **MARAM Framework** | Multi-Agency Risk Assessment and Risk Management Framework |
| **RAE** | Risk Assessment Entity(FVISS only) |

## For further support, please VISIT:

[Guides, Templates and Tools for Information Sharing and MARAM](https://www.vic.gov.au/maram-practice-guidance-and-tools)

## Making a Request Correspondence Template

**[Date:]**

[\***Flag if 'Urgent'**]

**Subject:** Request for information under the *child and family violence information sharing schemes*

*Request to:* ***[Name]*** *of* ***[ISEOrganisation]***

* **ISE is also an RAE**

My name is ***[Name]*** and I am a ***[Role]*** at ***[Organisation].*** I am authorised, within Maternal and Child Health (MCH) as a prescribed ISE, to make requests under the child and family violence information sharing schemes.

I require information in relation to ***[Name/s]****,* ***[DOB] [Address]****to...*

***(include which is relevant);***

- **under the CISS** - promote the wellbeing or safety of a **[child/ group of children]**

-**under the FVISS**assess or manage the risk of family violencefor a**protectionpurpose**

In relation to the above, I am seeking the following information **[specific detail here]**.

To assist you in providing the relevant information, below is some context.

[***Brief explanation of the circumstances prompting the request***

* *outline under what context you are working with the family,*
* *the risk (wellbeing or safety to a child; or reason for seeking information to assess or manage a risk of family violence for protection purpose;*
  + *if the request is being provided to an ISE that is not also an RAE this must demonstrate reasonable belief there is a family violence risk),*
  + *and who is causing or being impacted by the risk (if request relates to FV and is being provided to an ISE that is not also an RAE this should outline who the perpetrator and victim survivor and how you have reached that conclusion),*
  + *include identified* ***risk factors****, and assessed* ***MARAM level of risk***

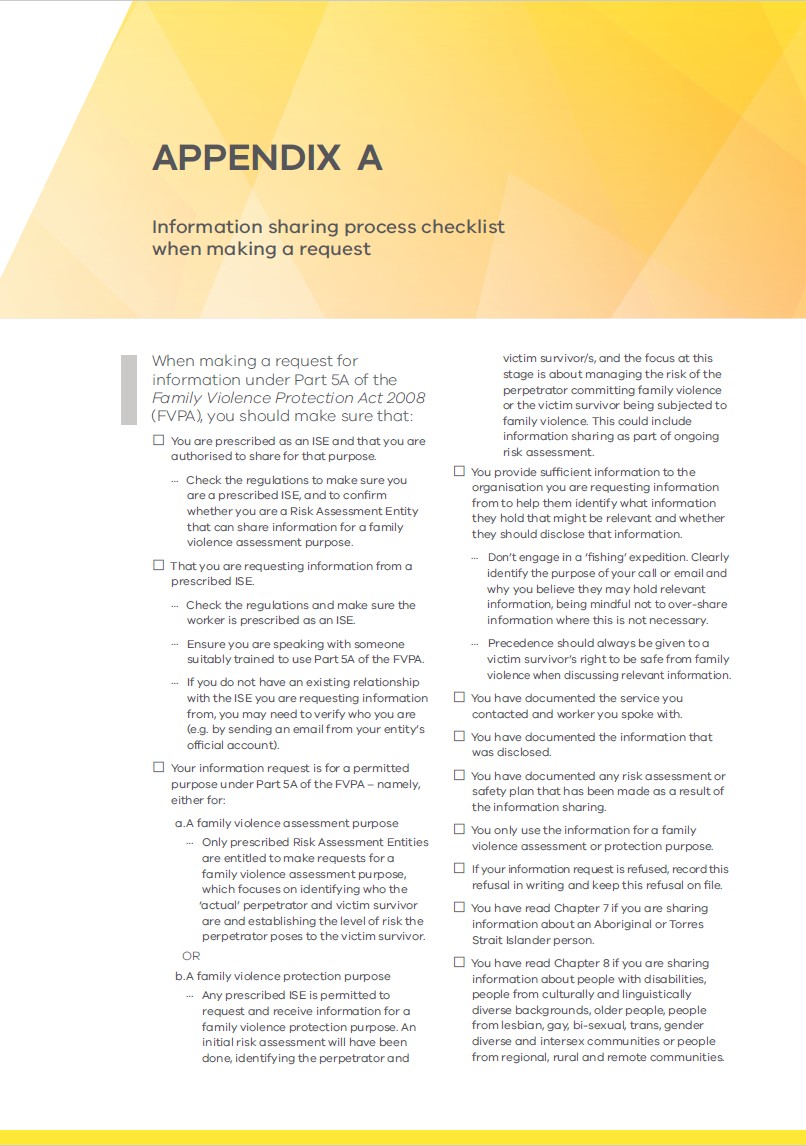
Please include any further information you deem relevant to appropriately manage this risk.Please get in touch should you require any further information.

Thank you,

***[E-mail signature block, including Organisation details]***

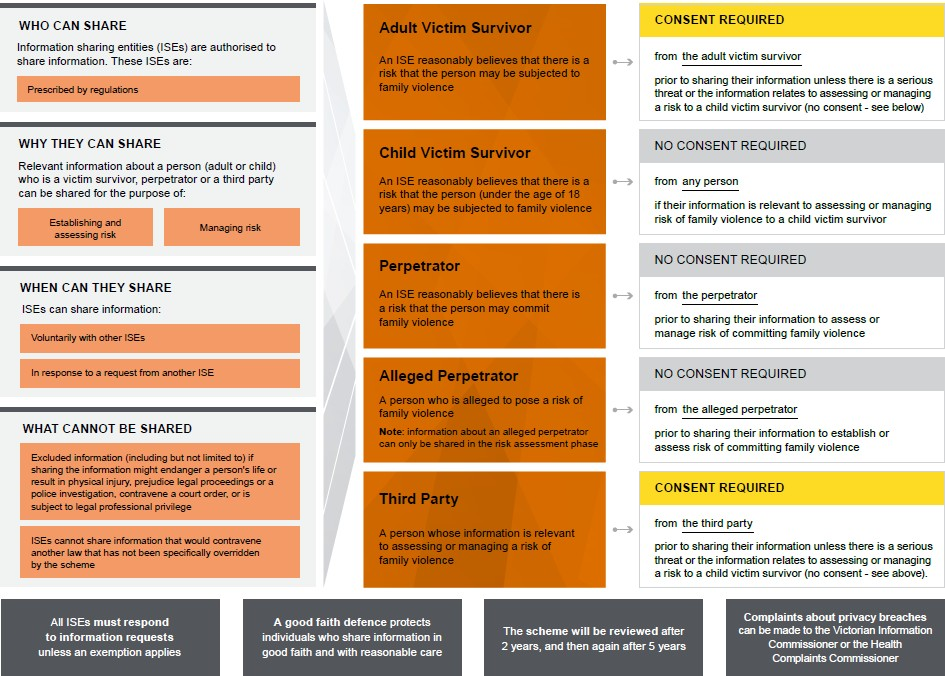
## Key Reference Tools

## Information Sharing Checklist under FVISS

This [information sharing process checklist](https://www.vic.gov.au/system/user_files/Documents/fv/Appendix%20A%20-%20Information%20sharing%20process%20checklist%20when%20making%20a%20request.pdf)should guide you when making a request.

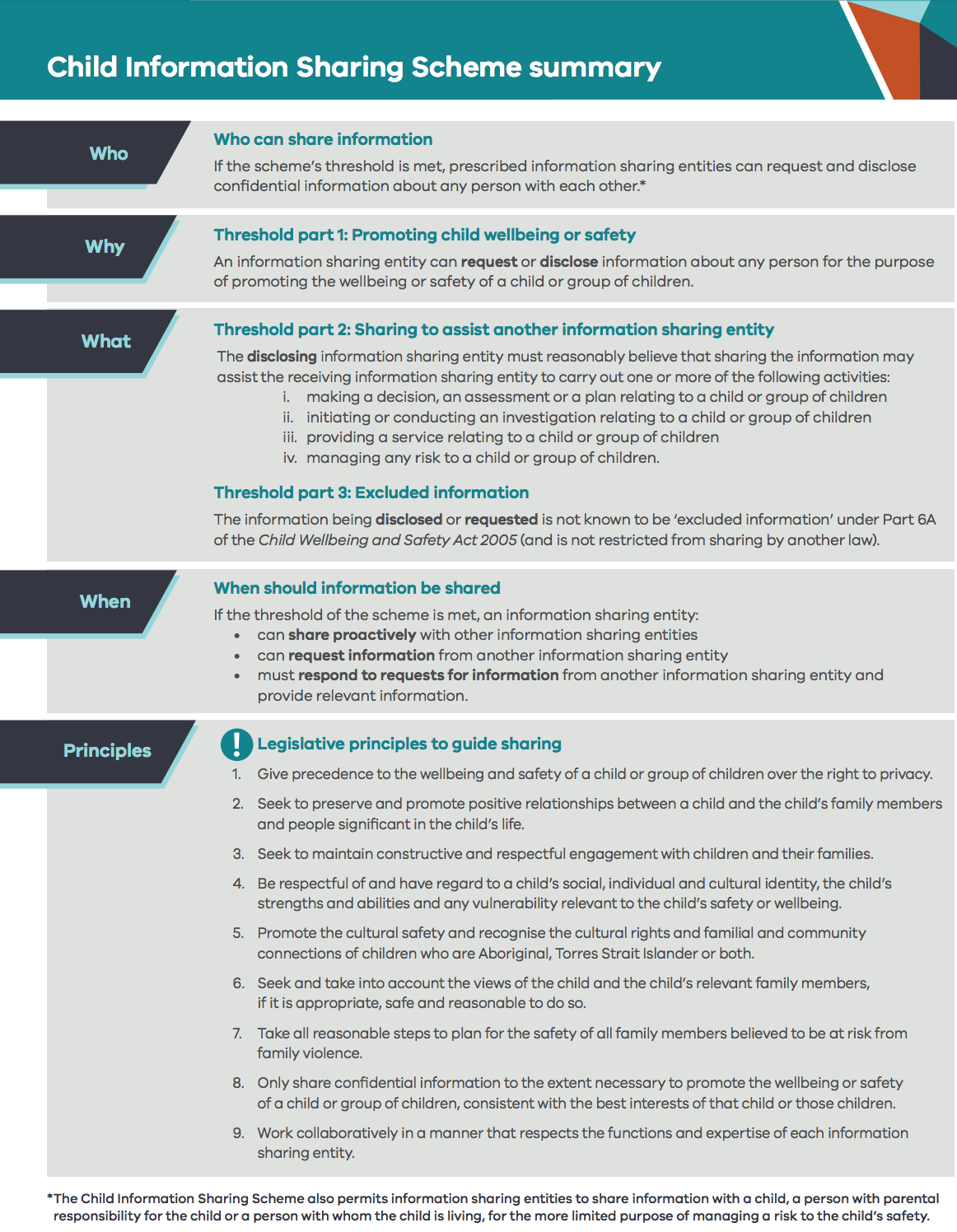
## [FVISS Ministerial Guidelines, p139](https://www.vic.gov.au/sites/default/files/2021-04/Ministerial%20Guidelines%20-%20Family%20Violence%20Information%20Sharing%20Scheme_2.pdf) (April 2021 updated version)

## FVISS1 Page Overview



## [FVISS Ministerial Guidelines, p23](https://www.vic.gov.au/sites/default/files/2021-04/Ministerial%20Guidelines%20-%20Family%20Violence%20Information%20Sharing%20Scheme_2.pdf) (April 2021 updated version)

## CISS 1 Page Overview



[Child Information Sharing Scheme on a page](https://www.vic.gov.au/sites/default/files/2019-01/Child%20Information%20Sharing%20Scheme%20on%20a%20page.pdf)