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## Information Sharing for mch services

## Responding to a Request

## Correspondence Template

## & SUpporting tools

Updated December 2021

## 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)

## Responding to a Request

## Correspondence Template

**[Date:]**

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

*To:* ***[Requester Name],[ISE Organisation]***

* **ISE is also an RAE**

Thank you for your request for information under the child and family violence information sharing schemes.

**I note the request meets the requirements of the schemes** and I am providing the following relevant information:

**[Include specific detail here]**

**The information you requested cannot be provided,** given:

* your organisation does not appear to be an ISE. If you could clarify this, we may be able to proceed with your request.
* the information you have requested is not relevant to promoting the wellbeing or safety of a child or group of children, or assessing or managing the risk of family violence.
* information is excluded under section 41Q of the *Child Wellbeing and Safety Act 2005* or section 144C of the *Family Violence Protection Act 2008*, or it would contravene another law.
* we require consent to release the information, and do not have consent.
* we do not hold any relevant information to your request.

***[Add any further notes as relevant to request.]***

Please get in touch should you require further assistance.

Regards,

***[E-mail signature block,***

***including Organisation details]***

## Key Reference Tools

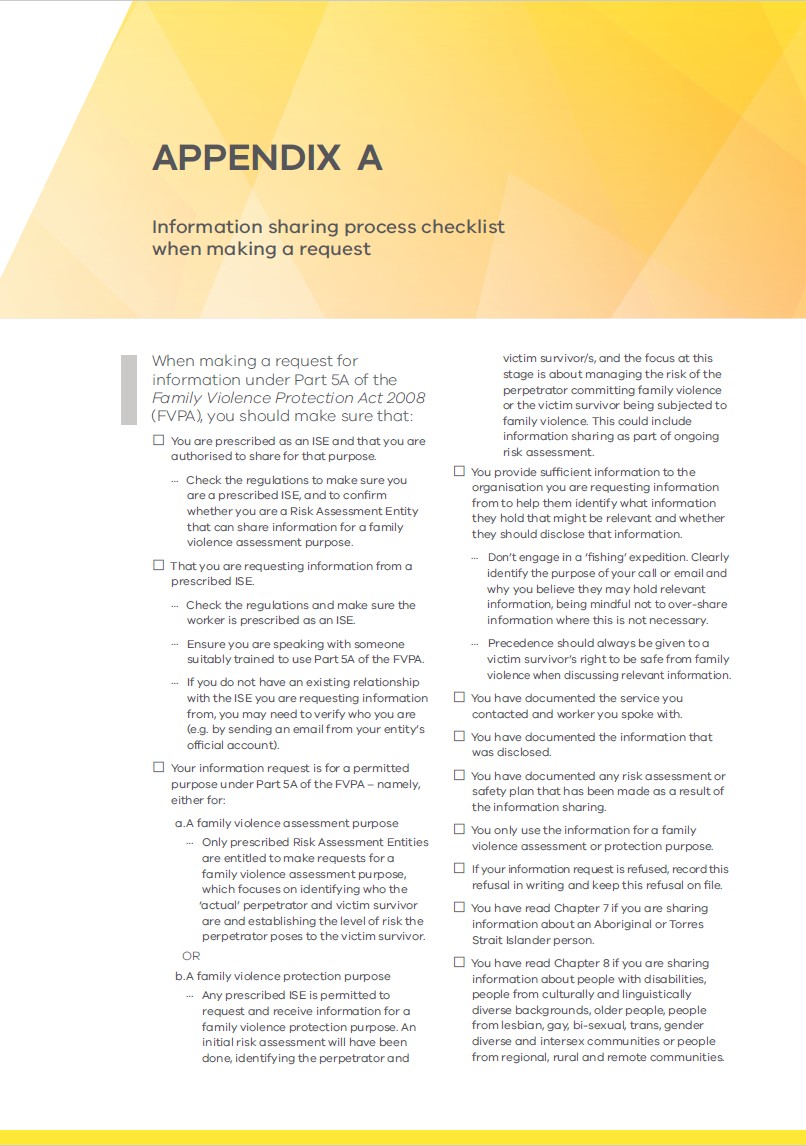
## Information Sharing Consent Guidance for FVISS

This guide will help determine whether consent is required.



## [FVISS Ministerial Guidelines, p64](https://www.vic.gov.au/sites/default/files/2021-04/Ministerial%20Guidelines%20-%20Family%20Violence%20Information%20Sharing%20Scheme_2.pdf) (April 2021 updated version)

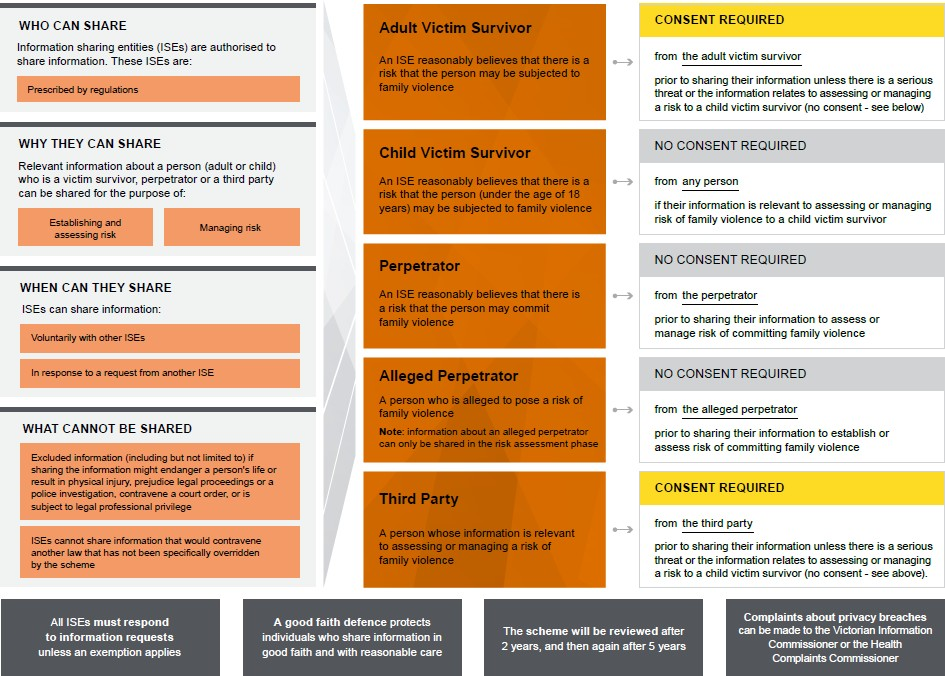
## Information Sharing Checklist under FVISS

This checklist 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

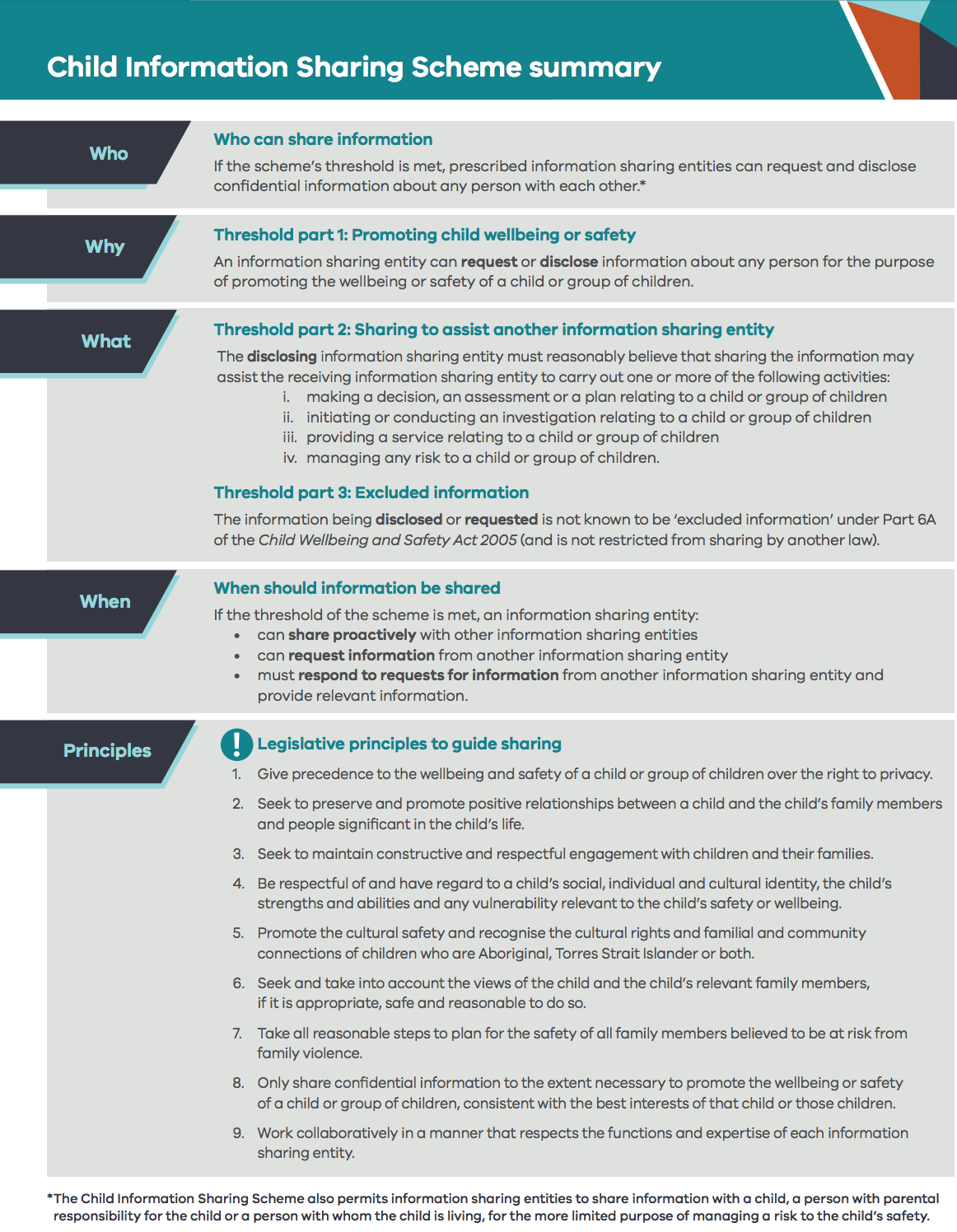
This one-page overview of the FVISS will help you assess when to share information.



## [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

This one-page overview of the CISS will help you assess when to share information.



[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) (April 2021 updated version)