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| Carer transfer checklist |
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This carer transfer checklist is to support the transfer of foster carers from community service organisations to Aboriginal community controlled organisations. A copy of the completed checklist is to be stored securely by both agencies.

# Carer’s details

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| --- | --- |
| Name |  |
| Address |  |
| Contact |  |

# Sending agency

## Details

|  |  |
| --- | --- |
| Sending agency name: |  |
| Contact worker name: |  |
| Contact phone number and email: |  |

## Sending agency checklist

| Item | Yes or No | Comments |
| --- | --- | --- |
| Carer written consent to release assessments, including:  original care assessment, accreditation (inclusive of approval final report) and all subsequent reviews  medical assessments, including psychiatric and any relevant health assessments  Home and environment check  agreement to share criminal history check of all members of the household over the age of 18 years |  |  |
| Details of any information considered relevant to the assessment of the person’s suitability to be a carer |  |  |
| Length of accreditation and registration |  |  |
| Age, gender, and length of stay of all children during the last five years |  |  |
| Capacity of carer to achieve case plan objectives |  |  |
| A summary of carer’s history - strengths and skills of individual carers, and any issues identified that is key to carer’s history |  |  |
| Quality of care concerns and Reportable Conduct |  |  |
| Date and outcome of any investigation of allegations or concerns.  *A verbal conversation with carers of all investigations to be held during carer transfer meeting* |  |  |
| Criminal history: date of initial and last police check (must be less than 3 years ago). Provide reference number of latest police check  *If disclosable outcome is identified, provide evidence that the department endorsed the appointment (copy of email of endorsement from Area Director)* |  |  |
| Working with Children Check – see [‘Receiving agency’](#_Receiving_agency) |  |  |
| Foundation skills, experience, training and qualifications (such as first aid, CPR, therapeutic care, grief, loss and trauma, cultural awareness, behavioural management) including dates and provide certificates |  |  |
| Specialised training (such as understanding and guiding adolescents, alcohol and other drugs, or family violence) include dates and provide certificates |  |  |
| Payments: ensure existing agency provides cost breakdown of client expenses (previous and in progress) |  |  |

# Receiving agency

## Details

|  |  |
| --- | --- |
| Receiving agency name: |  |
| Contact worker name: |  |
| Contact phone number and email: |  |

## Receiving agency checklist

| Item | Yes or No | Comments |
| --- | --- | --- |
| Induction to new agency: familiarisation with new policies and procedures of the service |  |  |
| CSO completes *Form C: change of details*  New agency completes *Form B: commence placement* |  |  |
| New criminal history check only required if check is not within the last three years |  |  |
| Working with Children Check: new agency to ensure that carer is registered under the receiving agency |  |  |
| Conduct new ‘disqualified carer check’ for foster carers |  |  |
| New case management contract between DHHS and ACCO |  |  |

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| Carer to receive this publication in an accessible format, [email the Transitioning Aboriginal Children team](mailto:TransitioningAboriginalChildrensTeam@dhhs.vic.gov.au) <transitioningaboriginalchildrensteam@dhhs.vic.gov.au>.  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne. © State of Victoria, Department of Health and Human Services, Version 1, March 2018 Where the term ‘Aboriginal’ is used it refers to both Aboriginal and Torres Strait Islander people. Indigenous is retained when it is part of the title of a report, program or quotation. ISBN 978-1-76069-346-6 (pdf/online) Available at [Aboriginal children in care](http://providers.dhhs.vic.gov.au/aboriginal-children-care) <http://providers.dhhs.vic.gov.au/aboriginal-children-care> |