Swimlanes (left labels):

- Parent, sig. person, carer, NGO, Community
- Legal/Children's Court
- DCJ CW, MCW, Helpline, PC
- FSP CW/ Placement officer

Process boxes and flow:

Legal/Children's Court lane:
- Provide Listing Date
- 2.10 Care matter is mentioned in Children's Court and court makes interim Court Order
- Children's Court makes a final order based on Care Plan

DCJ CW, MCW, Helpline, PC lane:
- Process 1.0 Triage assessment and Preservation·
- 2.2 CSC Completes field assessment including SARA
- Preservation process
- SARA outcome — Safe / Unsafe
- Aboriginal/Cultural Consultation
- 2.3A File application and report initiating care proceeding
- 2.3 Remove child from parent care
- 2.4 Family consultation to find Kinship placement
- Kinship placement possible — Yes / No
- 2.5b DCJ completes Relative/Kin Assessment
- DCJ authorise Rel/Kin carer
- CSC contact CFDU to request Foster care placement
- 2.6 Create Placement Needs Assessment
- 2.7 Complete the CIF and CAT
- 2.8 CFDU put out Broadcast for placement
- 2.16 CAU referral for YP over 12 years with CAT of 5/6
- 2.11 DCJ determines the Permanency Plan for the child
- 2.12 File summary of proposed plan
- 2.13b Care Plan meeting
- 2.14 File Care Plan
- 2.15 Carry out case work as per the order
- 2.13a DCJ convenes case transfer meeting within 10 days of placement

Annotations (DCJ lane):
- DCJ must offer ADR prior to filing application unless in case of special circumstances. Preferred form of ADR is FGC
- If Restoration is the decision then a FAP needs to be developed with the family shortly after child enters care
- The FSP is always provided with opportunities to actively participate in development of Care Plan

FSP CW/ Placement officer lane:
- 2.5a FSP completes Relative/Kin Assessment
- FSP authorise Rel/Kin carer
- FSP accepts referral
- 2.9b FSP completes Case Plan
- 2.9a FSP placement of child commences
- DCJ is always provided with opportunities to actively participate in development of case plan. DCJ always sets Case Plan Goal

Notes (bottom):

2.2 Field Assessment including SARA completed (in ChildStory)
2.3 Remove/Assume/Medical (RAM) record created and completed
2.4 Create meeting record. After meeting with family, attach meeting record to ChildStory in notes and attachments. If a family or kin member wants to be assessed as a carer, create Contact record and update person details and Person Relationships records in ChildStory
2.5a DCJ requests FSP conduct relative/kin carer assessment; 2.5b If not, DCJ conducts. Carer development plan created and approved in ChildStory
2.6 Create Placement Needs Assessment in ChildStory
2.7 CSC contacts CFDU for foster care placement, CSC creates PNA and completes CIFA and CIFB, CSC creates Placement Request and attaches CIF A/B. CFDU completes CAT in ChildStory
2.8 CFDU broadcasts Placement Request to FSPs in ChildStory. CFDU updates the placement record in ChildStory
Case Responsibility record is created and case responsibility is allocated to FSP. 2.9b OOHC Case Plan is completed within minimum timeframes which vary depending on case – in general, within 30 days. BSP education and health plan to be completed as required at this point. Where Case Plan Goal (CPG) is Restoration, Family Action Plan (FAP) is also completed

2.10 Care matter is mentioned in Children's Court and usually Interim Parental Responsibility is allocated to the Minister. Legal record will need to be updated with mention date and outcome
2.11 DCJ determines proposed permanency plan for child (restoration, guardianship, adoption or long term care). The permanency plan will inform the CPG and CPG updated on ChildStory
2.12 Summary of Proposed Plan (SOPP) is created in ChildStory in the legal record, it is settled by MCW and legal services and is filed via email
2.13a Case Transfer meeting (DCJ and FSP) held within 10 business days of commencement of placement, documents exchanged and Transfer (Case) record created in ChildStory
2.14 CSC CW creates a Care Plan document from within ChildStory which is settled by MCW and legal services and filed via email. FAP for Change should be developed with family shortly after child is removed because this is how we case plan towards restoration and the families progress is used in the SDM restoration tool
2.15 Update legal record with Final Order of Children's Court, update ChildStory as required while carrying out casework as per permanency plan for child
2.16 CFDU alerts CAU who conduct a further entry pathway assessment. If accepted, CAU broadcasts placement request (ITC)