



Change of details/circumstances process for children/young people in out-of-home care (OOHC) for DCJ and NGO Service Providers

October 2022

What is a change of details/circumstances?

A change of a child/young person's details or circumstances includes, but is not limited to, change of:

- carer
- contact details for carer or child/young person, e.g. name or address
- caseworker and/or case management responsibility – transferred from DCJ to NGO service provider, or from service provider to DCJ
- school, preschool, alternative education/TAFE setting
- placement – including new placement e.g. Foster Care to Intensive Therapeutic Care
- service provider – such as change in health/allied health services, disability, therapeutic, psychological and behavioural support services
- legal status – change from interim court order to permanent order
- significant issues that are relevant to the safety, welfare, wellbeing of the child/young person (such as hospitalisation). Important documentation should be included.
- exiting care through restoration to family, guardianship, adoption or turning 18 years old.

Who needs to be advised when a child/young person's details/circumstances change while they are in OOHC?

Your district [OOHC Health Coordinator](#) should be advised when a child/young person's details/circumstances change. It is essential that they have the most up-to-date information about children/young people in order to ensure their eligibility and participation in the OOHC Health Pathway Program while they are in care. This program enables all children/young people in statutory OOHC to undertake health assessment, planning and review.

NSW Education should also be advised when a child/young person's circumstances or details change. It is also important that they also have up-to-date information to ensure children/young people's eligibility, participation and attached funding in the OOHC Education Pathway Program continues. This program enables all children/young people in statutory OOHC to undertake personalised learning and support planning within 30 days of entering care or starting a new school and for ongoing annual review.

How do caseworkers advise Health and Education that a child/young person's details/circumstances have changed?

DCJ and NGO caseworkers should complete the change of circumstance/details form and email it to the OOHC Health Coordinator and Department of Education central mailbox OOHC.CPS@det.nsw.edu.au within 7 days of the change. Additional instructions for completion are included on the form.

How is information provided in the change of details/circumstances form disclosed?

Under Chapter 16A of the *Children and Young Persons (Care and Protection) Act 1998 Act*, information provided by agencies should only be used or disclosed for reasons associated with the safety, welfare or wellbeing of the child/young person to whom it relates unless another use or disclosure for another purpose is required or permitted by any law.

Where can I go if I have questions or need further information?

For further questions or further information, please email permanency.support@dcj.nsw.gov.au and refer to the DCJ [website](#).