

MacKillop Family Services

OHC-P-054: Home Based Carer Review and Re-accreditation

1. PURPOSE

To guide staff in undertaking annual formal reviews of caregivers to:

- Review their competencies
- Assess the impact of foster care on them and their families
- Review use of supervision and any issues that have arisen throughout the year
- Identify any support and training needs
- Accredite them for different age groups and care types
- Exit them from the program

2. SCOPE

All MacKillop Home Based Carers and staff.

This procedure covers regular annual reviews and unscheduled reviews

3. DEFINITIONS

Term	Definition
Annual Review	A formal review to confirm ongoing appropriateness, availability and capacity to provide care. It is a pre-cursor to reaccreditation.
Unscheduled Review	A review to assess the impact on significant changes to the carer circumstances or accreditation status. It may comprise some or all of the standard components for annual review
Significant changes	Changes in carer circumstance that impact on their capacity to provide care, including but not limited to: change to household composition; quality of care issues; a long gap in provision of care

4. PROCEDURE

- 4.1 One month prior to the 12 month anniversary contact carers by phone or letter informing them of the date of review and provide information about the review process and content.
- 4.2 Undertake the review using the following guidance:
- Discussion of each placement and its impact on them and their family
 - Identifying the strengths and skills developed
 - Reflection on training undertaken
 - Identifying information or training required
 - Impact of caring on the household
 - Any changes in the household that may impact on caring in the coming year including new people
- 4.3 Undertake a Home and Environment Check and Fire Audit if this has not already been done as required for annual compliance. ¹
- 4.4 Identify household members who will turn 18 in the coming year and make sure that their details are on MDRS so that programs will be alerted to ensure they obtain a criminal record check on their 18th birthday. Identify household members whose criminal record check or Working with Children Check will expire in the following 12 months and make plans for renewal.
- 4.5 Confirm that any criminal record check or working with children check that was required to commence or be renewed during the period under review has been undertaken.
- 4.6 Consult with other staff who have worked with the carer in the past 12 months
- 4.7 Complete the Caregiver Review Form and prepare a report summarising outcomes of the review and discuss with carers. Provide carers with a copy of the review report.
- 4.8 If differences arise during the review process between the worker and carer convene a meeting between the parties and Manager. Where the issue is not able to be resolved then put both perspectives to the Accreditation panel for consideration.
- 4.9 Present the report to the Accreditation panel for discussion and decision making
The panel will make a decision to:
- Accredit for a further 12 months
 - Change the carers accreditation status
 - Not re-accredit the carer

¹ Home and Environment and Fire Audit checks are required to be done annually and must have 100% compliance. Where the annual carer review dates and the Home and Environment and File Audit checks dates do not align these checks must be done separately.

- 4.10 Where a decision is made not to reaccredit a carer feedback will be given verbally by the worker and through a formal letter that includes the grievance process.
- 4.11 Undertake unscheduled reviews in the following circumstances:
- If the membership of the carers household changes including any new adult living in the home. In addition to the requirement for a new police check the impact of this change on the household including the child or young person needs to be assessed.
 - When caregivers wish to return to caring after a period of inactivity of 12 months or longer including the gap for carers who have taken on permanent care of a child or young person. All carer reviews following a period of inactivity are to be presented to the Accreditation panel.
 - If a quality of care concern is raised and investigated (Quality of Care Review) and the outcome includes a change to the carers accreditation status
 - If there is concern that the carer is not meeting core competencies
 - When the circumstances of the family have changed markedly from the initial assessment (divorce/ death of a household member / illness)
 - Long term carers who were initially assessed prior to current Departmental and sector reforms to assess whether they meet the current competencies required of carers.

REFERENCES

OHC-F-111 Introduction to the Annual Caregiver Review
OHC-F-112 Caregiver Supervision and Support Information Sheet
OHC-F-113 Carer annual review letter
OHC-F-114 Carer annual review template