

Attachment 5

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Step-by-Step Carer Assessment Program

The Step-by-Step Program is a Competency Based Assessment and recognises the important work carried out by authorised carers. It allows accredited assessors to explore the skills and experience of potential carers in order to make an informed decision on their competency to undertake the work of an authorised carer.

All applications from potential carers will be comprehensively assessed in a series of interview and information exchange sessions using the CCWT/ACWA Step-by-Step Program. This process allows prospective carers to withdraw at any stage in the process.

The Step-by-Step program contains the following sections:

Course Outline - A detailed outline for a training course for assessors on how to use Step by Step as a competency based assessment tool.

Information Pack for prospective carers – A resource sent to people after they have made an initial enquiry about being a Carer. It contains a flow Chart of the Assessment process, assessment and training process and a “Registration of Interest” form.

Manual for Assessors – a detailed outline of the assessment activities undertaken with applicants.

Applicant booklet – A collection of handouts and worksheets used by the applicant during the assessment interviews and includes a guide for completing a Life History.

Assessment record –It is commenced when a "Registration of Interest" has been completed and an appointment for an Information Exchange Session has been made. The Assessment Record contains the Assessment Record Checklist and becomes the basis for the decision to approve or decline the prospective carer. The Assessment Record can be used in any appeal process.

Initial Meeting

The Service Coordinator & Casework Specialist are present at the initial meeting with a prospective carer. This meeting is held at the home of the prospective carer or at another nominated venue.

Post Training Assessment:

Post training assessments (Interviews A,B,C,D, E found in the CCWT/ACWA Step by Step Package) are carried out by two of the professional staff members, and takes place over a number of home visits, at least one of which is an opportunity to talk to all family members of the primary carer. Once information is compiled, Competencies A, B, C, D, E (ACWA Step by Step Package) are completed by the Case Workers.

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Objectives of Assessment:

The following list of objectives is contained in the “Applicant Booklet” (ACWA’s Step by Step Competency Based Resource Package) may be referred to by the carers during their assessment, as an outline for the interview.

- To explore aspects of your life up till now which may impact on your abilities in this area;
- To look at your family situation as it is now, and its strengths and vulnerabilities regarding another person coming into your family;
- To look at your supports from friends and family and the wider community, and how they may be of best use to you;
- To flag, at this stage, any problems or issues which may arise in your family because of the presence of a young person;
- To discuss with you, areas which arose during the interviews and training so far which need more attention, discussion, or clarification;
- To explore with you, the areas which you will need least assistance in caring for a child or young person;
- To explore with you, the areas where you will need quite a lot of support, at least in the first stages of a placement;
- To explore your attitudes to parents who have abused and/or neglected their child, especially the child that you will be caring.
- Summary Report and Recommendations

A summary report and recommendations is to be completed and signed by the Regional Manager of UPA and the Program Manager of Youth Care UPA.

Authorisation of Carers:

Carers, who have completed the training and have undergone the assessment process successfully, are licensed by Youth Care UPA. Carers may also have specific conditions added to their authorisation; for example, number of children and young persons, or for children and young persons of a specific age range they are licensed to have placed in their care.