

ADMINISTRATIVE INSTRUCTION No...443.....

SUBJECT TRANSFER OF CASE MANAGEMENT RESPONSIBILITIES  
FOR CHILDREN IN RESIDENTIAL CHILD CARE..

KEYWORD SUBSTITUTE CARE.....

FILE NUMBER.. KC0023.....

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DEPARTMENT FOR  
COMMUNITY  
SERVICES

Government of Western Australia

### INTRODUCTION

This instruction replaces Instruction 304 Liaison with Voluntary Residential Child Care Agencies (9.11.84).

Consultation for the development of the transfer of Case Management responsibilities has occurred with the participating Residential Child Care Agencies and the Residential Child Care Consultative Committee. Executive approval was given in (June 1988/June 1989) to the transfer of case management responsibilities with the Catherine McAuley Centre and Parkerville Children's Home.

The features of the scheme allows for the transfer, through the Case Conference process, of specific responsibilities for children, after their entry to Out of Home or Alternative Care. This will require the mutual agreement of the participating Residential Child Care Agency and the Divisional Social Work Supervisor/Manager. The decision to transfer Case Management responsibilities cannot be a condition of admission.

The transfer of Case Management responsibilities between agencies will:

1. allow for the effective implementation of the case conference plan towards achieving the maximum quality care for the child.
2. formalise the reciprocal sharing of information pertaining to the child's progress and welfare between the Divisional Office and the Residential Child Care Agency.

### Definition

The transfer of case management from the Department for Community Services to a Residential Child Care Agency is defined as:

"The transfer of the responsibility for the development and management of the Case Conference plan for a particular child or family."

### Decision to Transfer

The decision to transfer Case Management responsibilities must be based on:

- . the needs of the child
- . the nature of work to be undertaken with immediate and extended family members

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Long term Departmental involvement or statutory requirements should not prevent transfer from occurring. Factors such as distance of the placement from the family and the nature of departmental services provided to children not in the agency's care, may require departmental case management to continue.

It is expected that the decision to transfer or not to transfer case management from the Department to the Agency will have been made within 6 months of placement. This decision to be recorded in the Case Conference.

Procedures of the Case Conference System have been formalised with the development of the Case Conference guidelines and the issue of Administration Instruction No 431. (26 September 1989).

These documents detail the requirements and functions of Case Conferences, such as:

- . Case Conferences to be chaired and approved by Divisional Social Work Supervisors/Managers
- . A change of Case Conference Plan to be by way of a Case Conference.
- . When and how Case Conferences are to be held and who is to attend.
- . Definitions of Case Conferences and Case Reviews.

They also provide the context, boundaries and obligations for the Department for Community Services on "case transfer" issues to Residential Child Care Agencies. Decisions made at the Case Conference at which agency representatives were present, will be implemented by the Agency.

Where the families of non-wards have been receiving a departmental service, such as family support, then the requirements for the Department to participate in planned admission and Case Conference processes are similar to that for wards.

#### Departmental Guardianship Responsibility

In accordance with the Department's legislative obligations under the Child Welfare Act, the Division retains the statutory and guardianship responsibilities of decision making. The Divisional office retains responsibility for all statutory functions such as the writing of court reports, obtaining an anaesthetic consent, permission to travel interstate etc.

To facilitate this process, the Divisional Supervisor/Manager or nominated representative, will be responsible for liaising with the Residential Child Care Agency. The Divisional Social Work Supervisor/Manager retains responsibility for the chairing of all case conferences at which representatives of the Agency will present reports and recommendations. The Divisional Supervisor/Manager will facilitate liaison and access to Departmental services and not allocate a Field Officer as case manager.

Residential Child Care Agency Management Responsibility

Prior to the transfer of case management responsibility, the Residential Child Care Agency must agree to accept responsibility for the development and management of the Case Conference plan from the time of the transfer.

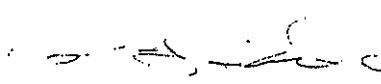
When transfer has been agreed the Agency will report on the implementation of the Case Conference plan, provide information about the child and family and make recommendations towards the development of subsequent plans.

The Residential Child Care Agency will conduct Case Reviews consistent with the Case Conference plan, and forward these reports to the Divisional Supervisor/Manager. In addition the Agency will keep the Division informed of significant or sensitive issues or occurrences.

Any alteration to the Case Conference plan or decisions affecting the discharge of the child from the Residential Child Care facility will require liaison and endorsement between the Divisional Social Work Supervisor/Manager and the agency through the case conference process. In cases of emergency should discharge be required, the agency will contact the Divisional Supervisor/Manager or appropriate Line Manager.

The discharge of a child from Residential Child Care may require the division to resume management of the Case Conference plan or alternatively it may be retained by the Agency. This is to be decided as an integral part of a Case Conference plan.

The transfer of Case Management responsibilities with participating Residential Child Care Agencies will streamline the process of liaison and consultation. The Residential Child Care facility will assume responsibility for implementing the Case Conference plan in relation to the child and family. The process of regular liaison and feedback with the Divisional office will maintain a high degree of information sharing and discussion.

  
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28 September 1990