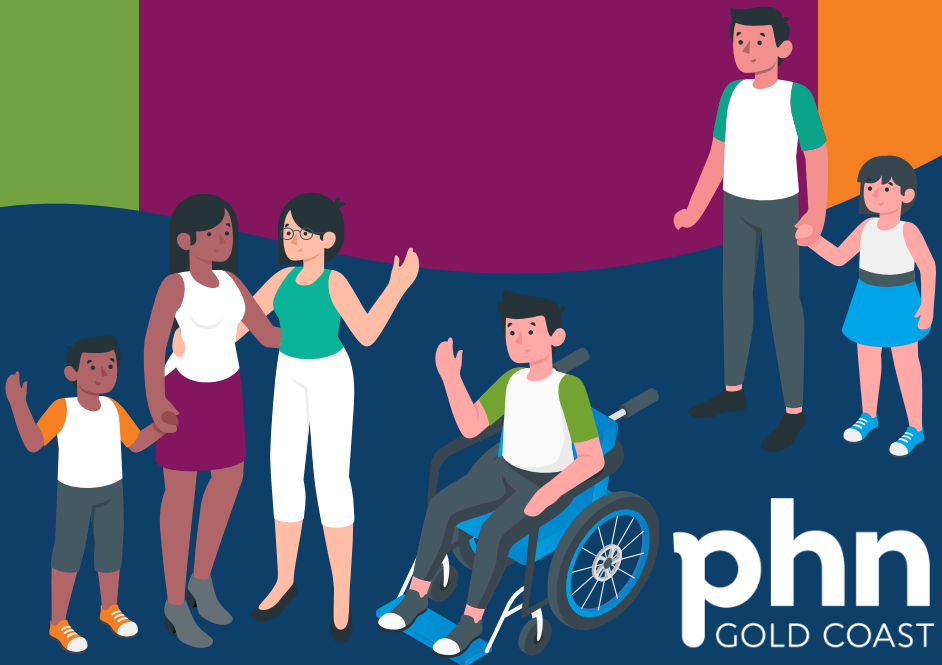


# The Out-of-Home Care Health Assessment Handbook

Helping children and young people  
achieve better health outcomes



**phn**  
GOLD COAST

An Australian Government Initiative

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# The journey



Every child and young person in out-of-home care (OOHC) has a different set of experiences which can have an impact on their current and future health.

For some children/young people, this can mean that their engagement with health care professionals has been minimal, or sometimes, non-existent. Providing health care pathways for children/young people in OOHC requires advice and encouragement from a broad range of health professionals that take into account their various needs, including: mental; physical; learning and developmental; and social and emotional wellbeing.

The Out-of-Home Care Health Assessment Pathway (OOHC Health Assessment Pathway) is a defined process aimed at improving both Child Safety and Health sector responses to the health needs of children and young people in OOHC. The core elements include ensuring each child/young person receives:

1. A Preliminary Health Check within 30 days of entering OOHC.
2. A Comprehensive Health and Developmental Assessment conducted:
  - within 90 days of entering OOHC; and
  - every 6 months thereafter (if the child is under 5yrs old); or
  - every 12 months thereafter (if the child/young person is 5yrs or older).
3. A Health Management Plan within 90 days of entering OOHC, with a focus on early intervention, care coordination and continuity of care.



This is an adapted version of a resource originally developed by Darling Downs and West Moreton PHN.

# I am a child or young person



## Who can help you?

- Child Safety Officers;
- child health nurses;
- GPs (doctors);
- teachers;
- carers;
- family and friends; and
- community visitors.

## How can they help you?

- keep you safe;
- listen to your concerns;
- check your health to make sure you are healthy and happy;
- refer you to medical specialists, health professionals, support groups; and
- put a plan in place to help you learn and have fun at school.

## How long will you need to keep going to medical appointments?

Health assessments are conducted every 12 months by your GP (doctor) and they will determine if you need further appointments while you remain in out-of-home care.

## Who might you see at the hospital?

- child health nurses;
- GPs (doctors); and
- paediatricians (specialised doctors for children).

# I am a parent

**Together, we are a team – you are an important part of your child’s health journey.**

Child Safety wants to support you to be involved in your child’s health assessments and in managing their health needs.

## **What is your role?**

As a parent or guardian, you play a significant role in enabling effective care for your child. Their health and wellbeing is important to you. You can help with your child’s health and wellbeing in the following ways:

- share current and relevant health information with Child Safety and other significant health professionals (related to your child’s care) in a timely manner, via phone, email or in person;
- where possible, participate in their health appointments;
- make certain medical decisions;
- have a positive relationship with your child’s carer; and
- receive information about your child’s health needs.

## **Who will advise you?**

Child Safety will contact you to help you stay involved in your child’s health journey. You can also talk to your Child Safety Officer about being involved, providing and receiving information about your child, and being notified of medical emergencies.



# I am a carer

## What is your role?

Your primary role is to book medical appointments with the GP and bring all documentation available to you, such as:

- proof of identity;
- authority to care;
- Child Information Form;
- Child Health Passport;
- legal authority to make health decisions;
- child/young person's Medicare card;
- Parents' Evaluation of Developmental Status (PEDS) (if child/young person is 0-8yrs);
- Strengths and Difficulties Questionnaire (SDQ) (if child/young person is 2-17yrs);
- Personal Health Record (red book); etc.



Book **two separate appointments** with a GP for a Preliminary Health Check (within 30 days of the child/young person being placed with you) and a Comprehensive Health and Developmental Assessment (within 90 days of the child/young person being placed with you). Thereafter, make an appointment with the GP for a Comprehensive Health and Developmental Assessment every six months (if the child is under five years of age) or every 12 months (if the child/young person is five years or older).

## How do I assist with the Preliminary Health Check?

When booking an appointment, advise the receptionist that you require a Preliminary Health Check for a child/young person in out-of-home care and that the assessment will require a **45 minute appointment**. Bring all available documentation listed above in addition to this handbook as it contains information that the general practice and/or GP may not be aware of. Complete age-specific PEDS and/or SDQ (found on GCPHN's *Children and Young People in Out-of-Home Care* webpage) as this is required by the GP to assist with the health assessment.

## How do I assist with the Comprehensive Health and Developmental Assessment?

Follow the same process as the Preliminary Health Check but advise that you require a Comprehensive Health and Developmental Assessment for a child/young person in out-of-home care and the assessment will require a **one hour appointment**.

### **Is there a different health assessment process for children 8yrs and younger?**

Yes, contact Community Child Health - Early Childhood Services and book the child in for developmental checks that are to be completed at the following ages:

0-4wks → 6-8wks → 4, 6, 12 and 18mths → 2, 3 and 4yrs.

*note: all developmental checks are free of charge*

### **What if the general practice/GP is unaware of the Preliminary Health Check or Comprehensive Health and Developmental Assessment that is required?**

Advise the general practice/GP to visit the GCPHN webpage, *Children and Young People in Out-of-Home Care*, where they can access further information and resources (e.g. assessment templates that can be uploaded into practice software).

### **What if the child/young person does not have a Birth Certificate or Medicare Card?**

Child Safety can provide you with a certified copy of a child or young person's birth certificate and Medicare details.

### **Can the child/young person go to medical appointments without a Medicare card?**

Yes. If the Child Safety Officer is unable to provide you with Medicare details, a GP or pharmacist is able to obtain them. If not enrolled with Medicare, bulk billing and subsidised medication from pharmacies is not available. Full fees or charges will have to be paid. Medicare will reimburse the rebate when a Medicare card is issued. It is therefore important that you keep all receipts (both medical and pharmaceutical).

### **Is my child/young person eligible for a Foster Child Health Care Card?**

To receive a Foster Child Health Care Card (that provides access to cheaper medicines and some discounts), you must meet certain eligibility requirements. To apply, visit the Services Australia webpage, *Foster Child Health Care Card*.

### **Where can I find more information about financial support and Child Related Costs?**

Child Safety will develop a written placement agreement with you, including the existing or required support and services for the child/young person and details about who has financial responsibility for any additional costs incurred (that fall outside of your Fortnightly Caring Allowance). You may be eligible to receive financial support from other sources. Contact Child Safety and your foster/kinship care agency for advice. You can also visit the Queensland Government webpage, *Information for existing foster and kinship carers*, for more information.

### Are free dental services available?

Yes. Eligible children/young people in out-of-home care can access free dental checks without a Health Care Card. It is recommended that these checks are conducted every 6 months from their first tooth. Contact Oral Health (via the Gold Coast Health website) for more information.

### What services are available to Aboriginal and Torres Strait Islander children/young people?

You can make contact with an Aboriginal Community Controlled Health Organisation (e.g. Kalwun) who provide culturally safe integrated services, such as: medical; dental; speech and occupational therapy; counselling; child psychology; paediatrics; psychiatry; NDIS support; early years education; and cultural and community connection. Culturally appropriate appointments are available, and include: Aboriginal and Torres Strait Islander Health Checks; Health Management Plans; and additional specialist appointments as required.

### Why do you need to take the child/young person for health assessments when there are no obvious issues?

Children and young people in out-of-home care exhibit a higher prevalence of chronic and complex conditions (physical, neurological, developmental, psychological and behavioural difficulties) when compared to other children and young people in Australia. It is important for GPs and dentists to complete a check-up every 6-12 months (depending on age) to ensure the child/young person remains healthy.

### Why is it important for the child/young person to continue seeing the same GP?

Seeing the same GP saves time, increases treatment adherence, improves patient outcomes and means the child/young person doesn't have to retell their story and feel unheard.

### Where can I access more health and support services?

Via the Gold Coast Health website, contact **Community Child Health**, which provides community health and support services, including: Early Childhood Services School Based Youth Health Nurses; Child Development Service; Immunisation; and Oral Health. Their specialist clinical teams also offer: health and developmental checks; feeding and nutritional support/information; education and support groups; hearing assessments and referrals (4 years and over); and information and advice for parents on healthcare.

Visit GCPHN's webpage for *Children and Young People in Out-of-Home Care*, which provides contact details and further information and resources.



	Pathway	Role	Time Frame	Done
<b>STEP 1</b>	Initiating a health assessment and gathering information	<p>Meet with carer agency to confirm placement of the child/young person and receive advice on the following:</p> <ul style="list-style-type: none"> <li>• Who is the preferred GP for the child/young person;</li> <li>• If a copy of the Child Health Passport is available;</li> <li>• Carer Connect app; and</li> <li>• kicbox app for child.</li> </ul>	As early as possible	<input type="checkbox"/>
<b>STEP 2</b>	Preliminary Health Check	<p>Book and attend Preliminary Health Check (45min appointment) and take all documentation listed under 'What is your role' (pg. 6).</p> <p>Make GP aware of any of the child/young person's concerns.</p> <p>Take this handbook and completed PEDS and/or SDQ to appointment.</p>	Within 30 days of child/young person entering your care	<input type="checkbox"/>
<b>STEP 3</b>	Comprehensive Health and Developmental Assessment	Follow the same process as Step 2 but book and attend a Comprehensive Health and Developmental Assessment (1hr appointment).	Within 90 days of child/young person entering your care	<input type="checkbox"/>
<b>STEP 4</b>	Development of a Health Management Plan (HMP)	<p>The HMP is developed by the GP during Steps 2 and 3, with the carer and child/young person to contribute and provide consent to targeted service interventions.</p> <p>Support implementation and ongoing requirements of the HMP.</p>	Within 90 days of child/young person entering your care	<input type="checkbox"/>
<b>STEP 5</b>	Targeted Services/Early Intervention	Have the opportunity to attend/contribute and support.	As needed	<input type="checkbox"/>
<b>STEP 6</b>	Periodic Review	Have the opportunity to attend/contribute and support.	6 or 12 months (depending on age)	<input type="checkbox"/>

# I am a teacher



## How can you help the child/young person?

1. Get to know the student and access school-based support where required to support participation and engagement in learning.
2. Discuss any concerns promptly with appropriate staff at your school (Principal, Guidance Officer, etc.).
3. Let Child Safety know (via your line manager) if the child or young person is presenting with any concerns regarding learning, development or safety.
4. Familiarise yourself with the School Based Youth Health Nurse Program by visiting the Gold Coast Health website.
5. Assist in the development and regular review of an Education Support Plan (ESP) for each student in OOHC and ensure the ESP continues to meet the student's evolving academic, social and emotional needs.
6. Visit GCPHN's webpage for *Children and Young People in Out-of-Home Care*, which provides contact details and further information and resources.

## What services can you make the carer and child/young person aware of?

You can discuss the needs of the student with your administration team, Guidance Officer or relevant support staff, to determine appropriate services that could be discussed at stakeholder meetings.

Where local programs and offerings to support students exist (i.e. Youth-based Health Nurse, Youth Support Coordinator etc.), these staff may provide relevant support to assist student engagement at school.

	Pathway	Role	Time Frame	Done
STEP 1	Initiating a health assessment and gathering information	If received, complete questionnaire and S159 request sent by Child Safety.	As early as possible	<input type="checkbox"/>
STEP 2	Preliminary Health Check	Nil action required.	Within 30 days of child/young person's placement in out-of-home care	<input type="checkbox"/>
STEP 3	Comprehensive Health and Developmental Assessment	Nil action required.	Within 90 days of child/young person's placement in out-of-home care	<input type="checkbox"/>
STEP 4	Development of a Health Management Plan (HMP)	Incorporate the HMP into the child/young person's Education Support Plan.	Within 90 days of child/young person's placement in out-of-home care	<input type="checkbox"/>
STEP 5	Targeted Services/Early Intervention	Nil action required.	As needed	<input type="checkbox"/>
STEP 6	Periodic Review	If applicable, Child Safety Officer will liaise with school if any changes occur.	6/12 months (depending on age)	<input type="checkbox"/>

# I am a kinship, foster or residential care agency



## How can you help the carer?

As the kinship, foster or residential care agency, your role is to ensure the carer is supported and aware of the importance of the child/young person going through the OOHC Health Assessment Pathway, which includes the completion of the following:

- a Preliminary Health Check (within 30 days of placement with the carer);
- a Comprehensive Health and Developmental Assessment (within 90 days of placement with the carer and every 6/12 months thereafter depending on the age of the child/young person); and
- a Health Management Plan.

Communicate with the carer the importance of taking the child/young person to the same GP for continuity of care. Continuity of care saves time, increases treatment adherence, improves patient outcomes and means the child/young person doesn't have to continually retell their story and feel unheard.

Encourage the carer to utilise the Carer Connect and kicbox app and ensure they are aware of agency resources and community services that can support them in their role as a carer. Advise carers to visit GCPHN's webpage for *Children and Young People in Out-of-Home Care*, which provides contact details and further information and resources.

## How can Child Safety help you?

Child Safety can provide you with:

- advice around medical billing reimbursements that carers will receive and time frames of when they will receive funds;
- written advice of financial delegation of pending ongoing medical/dental treatment; and
- clear communication regarding liability of consent (parental, departmental or carer consent) with regards to medical management decisions.

### What are some services that I can make the carer aware of, which may be of assistance to them?

- **Carer Gateway - Looking out for yourself** (webpage) - an Australian Government website supporting carer health and wellbeing;
- **Connecting with Carers portal** - a Queensland Government site providing numerous resources, information and training for carers;
- **DCYJMA Information for existing carers** (webpage) - numerous information and fact sheets developed to assist carers;
- **Head to Health Assessment and Referral Phone Service** - provides initial clinical assessment (where required) and service navigation to connect people to the most appropriate mental health services.

### What are some services that I can make the carer aware of, which may be beneficial to the child/young person?

- **CREATE Foundation** - national peak body representing the voices of children and young people in out-of-home care, providing programs and services that connect and empower children/young people with a care experience;
- **Act for Kids** - professional therapy and support services to children and families who have experienced or are at risk of harm;
- **Hopes** - counselling service for children/young people under 18 years, who have experienced abuse (sexual, physical or emotional) and/or neglect;
- **Community Child Health** - Gold Coast Health support services for children/young people, their parents and carers (see pg. 8 for details);
- **Head to Health Assessment and Referral Phone Service** - provides initial clinical assessment (where required) and service navigation to connect people to the most appropriate mental health services;
- **Child and Youth Mental Health Service** - free specialist mental health service for children and young people (<26yrs) in Gold Coast.
- **Queensland Foster and Kinship Care** - Queensland's peak agency representing, advocating and supporting foster and kinship carers and children and young people in OOHC. They provide: information; training; advice; and assistance with administrative and legal processes.

# I am an ACCHO GP or staff member

## What is your role?

1. Familiarise yourself with the OOHC Health Assessment Pathway by visiting GCPHN's *Children and Young People in Out-of-Home Care* (OOHC) webpage, which provides resources inclusive of age-appropriate health check templates.
2. Register for Gold Coast Community HealthPathways and review the *Children and Young People in Out-of-Home Care* page, which was **developed to assist GPs** navigate the OOHC Health Assessment Pathway by providing clinical guidance on the assessment and management of children/young people in OOHC.
3. Conduct or assist with Aboriginal and Torres Strait Islander Health Checks and Health Management Plans.
4. Review the AACHO guide on pages 20 and 21 of this handbook.



## Why is your role so important?

Children/young people in OOHC exhibit a higher prevalence of chronic and complex conditions (physical, neurological, developmental, psychological and behavioural difficulties) compared to other children and young people in Australia. Typically, from the time of placement in OOHC, a GP from your practice will be the first medical professional that the child/young person engages with. This is why the **Aboriginal and Torres Strait Islander Health Check** (conducted within 30 days of the child/young person entering OOHC) is so important for early intervention. It establishes an ongoing relationship between the GP, child/young person and carer. The information obtained will allow for the commencement of a **Health Management Plan** whereby any immediate health, dietary, emotional, sensory and/or behavioural concerns, can be addressed via appropriate measures or referrals.

### **How can you help the child/young person?**

Keep the child/young person's My Health Record updated after each appointment and remind carers of when their next assessment is due. For priority access eligibility, note on referrals to specialists that the child/young person is in out-of-home care.

### **How can you help Child Safety?**

Provide the Child Safety Officer with: recall appointment details; referral information (name, address and profession of the referred to practitioner/service and reason for referral), and copies of the Preliminary Health Check and Comprehensive Health and Developmental Assessment (which includes the HMP).

### **Which Medical Benefits Schedule (MBS) items are available for the primary health care needs of children/young people in out-of-home-care?**

Visit GCPHN's Children and Young People in Out-of-Home Care webpage to access the *Children in Out of Home Care Fact Sheet* which provides a list of applicable MBS items.

### **What services are offered by the Child Protection Unit?**

Gold Coast Health's Child Protection Unit runs special clinics for children and young people in OOHC, offering one-off paediatric assessments for developmental concerns as well as physical abuse assessments. Prior to referring to the Child Protection Unit, please visit the Gold Coast Health website to confirm eligibility requirements.

### **Can my practice improve care coordination and management of children/young people in care via a Practice Incentives Program Quality Improvement activity?**

Yes. Visit GCPHN's *Children and Young People in Out-of-Home Care* webpage for information.

### **Where can I go for further assistance?**

- GCPHN's webpage for *Children and Young People in Out-of-Home Care*, which provides contact details and further information and resources;
- Gold Coast Community HealthPathways webpage for *Children and Young People in Out-of-Home Care*; and
- Children's Health Queensland Hospital and Health Service's webpage for *Children and Young People in Out-of-Home Care*.

# I am a general practice GP or staff member

## What is your role?

1. Familiarise yourself with the OOHC Health Assessment Pathway by visiting GCPHN's *Children and Young People in Out-of-Home Care (OOHC)* webpage and upload assessment templates into your practice software.
2. Register for Gold Coast Community HealthPathways and review the *Children and Young People in Out-of-Home Care* page, which was **developed to assist GPs** navigate the OOHC Health Assessment Pathway by providing clinical guidance on the assessment and management of children/young people in OOHC.
3. Conduct or assist with Preliminary Health Checks, Comprehensive Health and Developmental Assessments and Health Management Plans.
4. Review the general practice guide on pages 22 and 23 of this handbook.



## Why is your role so important?

Children/young people in OOHC exhibit a higher prevalence of chronic and complex conditions (physical, neurological, developmental, psychological and behavioural difficulties) compared to other children and young people in Australia. Typically, from the time of placement in OOHC, a GP at your practice will be the first medical professional that the child/young person engages with. This is why the **Preliminary Health Check** (conducted within 30 days of the child/young person entering OOHC) is so important for early intervention. It establishes an ongoing relationship between the GP, child/young person and carer, and allows for the commencement of a **Health Management Plan (HMP)** that addresses any immediate health, dietary, emotional, sensory and/or behavioural concerns (via measures or referrals). The **Comprehensive Health and Developmental Assessment** (conducted within 90 days of the child/young person entering OOHC) provides a more in-depth assessment. Any identified concerns requiring additional assessment and treatment should be referred to the appropriate health professional and documented in the HMP section of the form.



### **How can you help the child/young person?**

Keep the child/young person's My Health Record updated after each appointment and remind carers of when their next assessment is due. For priority access eligibility, note on referrals to specialists that the child/young person is in out-of-home care.

### **How can you help Child Safety?**

Provide the Child Safety Officer with: recall appointment details; referral information (name, address and profession of the referred to practitioner/service and reason for referral), and copies of the Preliminary Health Check and Comprehensive Health and Developmental Assessment (which includes the HMP).

### **Which Medical Benefits Schedule (MBS) items are available for the primary health care needs of children/young people in out-of-home-care?**

Visit GCPHN's Children and Young People in Out-of-Home Care webpage to access the *Children in Out of Home Care Fact Sheet* which provides a list of applicable MBS items.

### **What services are offered by the Child Protection Unit?**

Gold Coast Health's Child Protection Unit runs special clinics for children and young people in OOHC, offering one-off paediatric assessments for developmental concerns as well as physical abuse assessments. Prior to referring to the Child Protection Unit, please visit the Gold Coast Health website to confirm eligibility requirements.

### **Can my practice improve care coordination and management of children/young people in care via a Practice Incentives Program Quality Improvement activity?**

Yes. Visit GCPHN's *Children and Young People in Out-of-Home Care* webpage for information.

### **Where can I go for further assistance?**

- GCPHN's webpage for *Children and Young People in Out-of-Home Care*, which provides contact details and further information and resources;
- Gold Coast Community HealthPathways webpage for *Children and Young People in Out-of-Home Care*; and
- Children's Health Queensland Hospital and Health Service's webpage for *Children and Young People in Out-of-Home Care*.

# I am a Child Safety Officer (CSO)

## What is your role?

Provide the carer with essential health information. When a child/young person is placed in care, obtain information (from the child/young person, parents, carers, relatives or health professionals) about the child/young person, such as:



- regular GP, medical specialist and any outstanding appointments;
- medication (dosage, its purpose and who prescribed the medication);
- oral health history;
- diagnosed or suspected disability and who is meeting their support needs;
- immunisation history;
- Medicare and health care card details, etc.


	Pathway	Role	Time Frame	Done
STEP 1	Initiating a health assessment and gathering information	<p>Gather information to complete the Child Health Passport (CHP) by contacting the child/young person’s previous GP, local hospital and health service, Department of Education, etc.</p> <p>Obtain parent consent (including immunisations) and preferred GP.</p> <p>Provide this handbook to the carer.</p> <p>Confirm placement of child/young person and advise carer of the following:</p> <ul style="list-style-type: none"> <li>• need to book in with preferred GP for Preliminary Health Check and Comprehensive Health and Developmental Assessment;</li> <li>• CHP;</li> <li>• Carer Connect app; and</li> <li>• kicbox app for child/young person.</li> </ul>	Prior to initial appointment	<input type="checkbox"/>

	Pathway	Role	Time Frame	Done
STEP 2	Preliminary Health Check	<p>Provide opportunity for parent to be involved at health appointments with carer, where possible. Update Child Safety health care file.</p> <p>Progress reimbursement to carer 'gap fee' (if applicable).</p>	Within 30 days of child/young person's placement in out-of-home care	<input type="checkbox"/>
STEP 3	Comprehensive Health and Developmental Assessment	<p>Provide opportunity for parent to be involved at health appointments with carer, where possible. Update Child Safety health care file.</p> <p>Progress reimbursement to carer 'gap fee' (if applicable).</p>	Within 90 days of child/young person's placement in out-of-home care	<input type="checkbox"/>
STEP 4	Development of a Health Management Plan (HMP)	<p>Contribute to the development of the HMP and provide opportunity for the parent to be involved.</p> <p>Progress Child Related Costs (CRC) form for any expenditure approval in advance, to reduce time for carer's reimbursement on any additional services (if applicable).</p> <p>Integrate HMP into the child/young person's Case Plan with links to Education Support Plan. Update Child Safety health care file.</p>	Within 90 days of child/young person's placement in out-of-home care	<input type="checkbox"/>
STEP 5	Targeted Services/Early Intervention	<p>Liaise and handover with GP when child/young person changes placement.</p> <p>Update Child Safety health care file.</p>	As needed	<input type="checkbox"/>
STEP 6	Periodic Review	Liaise with GP to ensure HMP review occurs when due.	6/12 months (depending on age)	<input type="checkbox"/>

# At the ACCHO

Within 30 Days	Within 90 Days
<b>Aboriginal and Torres Strait Islander Health Check and information gathering</b>	<b>Aboriginal and Torres Strait Islander Health Management Plan (HMP)</b>
<p><b>Practice Manager to:</b></p> <ul style="list-style-type: none"> <li>Download age-appropriate Aboriginal and Torres Strait Islander Health Check template from RACGP website and inform all GPs about this process</li> </ul>	<p><b>Receptionist to:</b></p> <ul style="list-style-type: none"> <li>On arrival, remind carer to book in again in 6mths (if child is &lt;5yrs) or 12mths (if child/young person is ≥ 5yrs) for their next Aboriginal and Torres Strait Islander Health Check. Send recalls/reminders to CSO and carer</li> </ul>
<p><b>Receptionist to:</b></p> <ul style="list-style-type: none"> <li>Always ask if a child/young person is in OOHC. Record answer in patient chart with Child Safety Officer (CSO) contact details if applicable</li> <li>Book an Aboriginal and Torres Strait Islander Peoples Health Assessment (MBS Item 715) with GP and ask carer to bring all medical documentation available: Child Information Form, strength and needs assessment, proof of identity, authority to care; PEDS; SDQ; Medicare Card; Child Health Passport, Personal Health Record (red book) etc.</li> <li>Book next appointment (case conference) for formulation of a Health Management Plan (HMP)</li> </ul>	<p><b>GP to:</b></p> <ul style="list-style-type: none"> <li>Register for Gold Coast Community HealthPathways and review the <i>Children and Young People in Out-of-Home Care</i> webpage for assessment and referral information</li> <li>Flag child/young person as 'in OOHC' in software</li> <li>Review: Letter to the Health Professional*, My Health Record and information provided by CSO and carer</li> <li>Complete Aboriginal and Torres Strait Islander Health Check and commence development of a HMP</li> <li>Include CSO and carer when sending recalls and reminders (ensure correct contact details are recorded)</li> <li>Upload shared health summary/event summary to My Health Record as needed</li> <li>Ensure receptionist has booked in the next appointment (case conference) for formulation of a Health Management Plan (HMP) and invited all relevant participants</li> </ul> <p><b>GP to:</b></p> <ul style="list-style-type: none"> <li>Work with care team to formulate a HMP for early intervention and define need for:               <ul style="list-style-type: none"> <li>- referrals</li> <li>- Team Care Arrangements (TCA)</li> <li>- GP Management Plan (GPMP)</li> <li>- Mental Health Treatment Plan (MHTP)</li> <li>- paediatrics, etc.</li> </ul> </li> </ul>
<p><b>Practice Nurse to:</b></p> <ul style="list-style-type: none"> <li>Complete appropriate sections of the Aboriginal and Torres Strait Islander Health Check template</li> </ul>	

GP
  Practice Manager
  Practice Nurse
  Receptionist


	As Needed	6/12 Month
	Targeted services for early intervention	Aboriginal and Torres Strait Islander Health Check
<p><b>GP to:</b></p> <ul style="list-style-type: none"> <li>• Upload shared health summary/ event summary to My Health Record as needed</li> <li>• Book appointments or make referrals for: <ul style="list-style-type: none"> <li>- investigations</li> <li>- immunisations</li> <li>- preventative health checks (STI or CST)</li> <li>- MHTP</li> <li>- GPMP/TCA</li> <li>- paediatrics</li> <li>- other targeted services</li> </ul> </li> <li>• Share all referrals, Aboriginal and Torres Strait Islander Health Check and HMP, with CSO and carer</li> <li>• Ensure receptionist has booked an appointment for next Aboriginal and Torres Strait Islander Health Check (6/12 month)</li> </ul>	<p><b>GP to:</b></p> <ul style="list-style-type: none"> <li>• Review reports from targeted services, evaluate child/young person's progress and make any necessary referrals and future appointments</li> <li>• Remind carer to continue with regular dental checks and child health nurse checks</li> </ul> 	<p><b>GP to:</b></p> <ul style="list-style-type: none"> <li>• Complete 6 month (if child is under 5yrs of age) or 12 month Aboriginal and Torres Strait Islander Health Check</li> <li>• Book next 6/12 month Aboriginal and Torres Strait Islander Health Check</li> <li>• Dental review to occur every 6 months</li> <li>• Share review with CSO and upload shared health summary/ event summary to My Health Record as needed</li> </ul>

\*If available, this letter includes information about consent requirements for the child/young person in OOH, from Child Safety

# At the General Practice

Within 30 Days	Within 90 Days
<p><b>Preliminary Health Check and information gathering</b></p>	<p><b>Comprehensive Health and Developmental Assessment (CHDA) and Health Management Plan (HMP)</b></p>
<p><b>Practice Manager to:</b></p> <ul style="list-style-type: none"> <li>Upload Preliminary Health Check and Comprehensive Health and Developmental Assessment (CHDA) templates into practice software via GCPHN webpage - <i>Children and Young People in Out-of-Home Care</i> (OOHC)</li> </ul>	<p><b>GP to:</b></p> <ul style="list-style-type: none"> <li>Register for Gold Coast Community HealthPathways and review the <i>Children and Young People in Out-of-Home Care</i> webpage for assessment and referral information</li> </ul>
<p><b>Receptionist to:</b></p> <ul style="list-style-type: none"> <li>Always ask if a child/young person is in OOHC. Record answer in patient chart with Child Safety Officer (CSO) contact details if applicable</li> <li>Book a 45min appointment with GP for a Preliminary Health Check, time with a Practice Nurse, and ask carer to bring all medical documentation available: Child Information Form, proof of identity; authority to care; Medicare card; CChild Health Passport; PEDS; SDQ; Personal Health Record (red book) etc.</li> <li>Book next appointment (1hr) for a CHDA and Health Management Plan (HMP), and time with a Practice Nurse</li> </ul>	<ul style="list-style-type: none"> <li>Flag child/young person as 'in OOHC' in software</li> <li>Review: Letter to the Health Professional*, My Health Record and information provided by CSO and carer</li> <li>Complete Preliminary Health Check and provide to CSO and carer</li> <li>Include CSO and carer when sending recalls and reminders (ensure correct contact details are recorded)</li> <li>Upload shared health summary/event summary to My Health Record as needed</li> <li>Ensure receptionist has booked in the next appointment (1hr) for a CHDA and HMP</li> </ul>
<p><b>Practice Nurse to:</b></p> <ul style="list-style-type: none"> <li>Complete appropriate sections within the Preliminary Health Check</li> </ul>	<p><b>Receptionist to:</b></p> <ul style="list-style-type: none"> <li>On arrival, remind carer to book in again in 6mths (if child is &lt;5yrs) or 12mths (if child/young person is ≥ 5yrs) for their next CHDA and HMP. Send recalls/reminders to CSO and carer</li> </ul> <p><b>Practice Nurse to:</b></p> <ul style="list-style-type: none"> <li>Complete appropriate sections within the CHDA to assist the GP</li> </ul> <p><b>GP to:</b></p> <ul style="list-style-type: none"> <li>Complete the CHDA and formulate a HMP for early intervention. Define the need for:             <ul style="list-style-type: none"> <li>- referrals</li> <li>- Team Care Arrangements (TCA)</li> <li>- GP Management Plan (GPMP)</li> <li>- Mental Health Treatment Plan (MHTP)</li> <li>- paediatrics, etc.</li> </ul> </li> </ul>

GP
  Practice Manager
  Practice Nurse
  Receptionist

	As Needed	6/12 Month
	Targeted services for early intervention	CHDA and HMP
<p><b>GP to:</b></p> <ul style="list-style-type: none"> <li>• Upload shared health summary/ event summary to My Health Record as needed</li> <li>• Book appointments or make referrals for: <ul style="list-style-type: none"> <li>- investigations</li> <li>- immunisations</li> <li>- preventative health checks (STI or CST)</li> <li>- MHTP</li> <li>- GPMP/TCA</li> <li>- paediatrics</li> <li>- other targeted services</li> </ul> </li> <li>• Share all referrals, CHDA and HMP with CSO and carer</li> <li>• Ensure receptionist has booked a 1hr appointment for 6/12 month CHDA and HMP</li> </ul>	<p><b>GP to:</b></p> <ul style="list-style-type: none"> <li>• Review reports from targeted services, evaluate child/young person's progress and make any necessary referrals and future appointments</li> <li>• Remind carer to continue with regular dental checks and child health nurse checks</li> </ul>	<p><b>GP to:</b></p> <ul style="list-style-type: none"> <li>• Complete 6 month (if child is under 5yrs of age) or 12 month CHDA and HMP</li> <li>• Book next 6/12 month CHDA and HMP</li> <li>• Dental review to occur every 6 months</li> <li>• Share CHDA and HMP with CSO. Upload shared health summary/ event summary to My Health Record as needed</li> </ul>
		

\*If available, this letter includes information about consent requirements for the child/young person in OOH, from Child Safety

# At the Hospital



## How can hospital staff help?

Hospital staff are responsible for liaising with:

- the child/young person;
- carer and/or parent; and
- Child Safety.

Hospital staff are involved in conducting screenings and assessments as requested by Child Safety or via GP referrals. Assessments may be forensic, physical and/or involve the completion of a Comprehensive Health and Developmental Assessment.

## Where can we access more information regarding the OOHC Health Assessment Pathway?

1. Register for Gold Coast Community HealthPathways and review the *Children and Young People in Out-of-Home Care* webpage, which was developed to assist GPs navigate the OOHC Health Assessment Pathway by providing clinical guidance on the assessment and management of children/young people in OOHC.
2. Familiarise yourself with the OOHC Health Assessment Pathway by visiting GCPHN's *Children and Young People in Out-of-Home Care* webpage, which provides information and resources inclusive of assessment templates and contact details.



	Pathway	Role	Time Frame	Done
STEP 1	Initiating a health assessment and gathering information	If received, complete questionnaire and S159 request sent by Child Safety.	As early as possible	<input type="checkbox"/>
STEP 2	Preliminary Health Check	A Preliminary Health Check is typically not conducted at the hospital as the Comprehensive Health and Developmental Assessment takes priority.	Within 30 days of child/ young person's placement in out-of-home care	<input type="checkbox"/>
STEP 3	Comprehensive Health and Developmental Assessment	Complete this assessment (following a request by Child Safety or a referral from a GP) and provide a copy back to Child Safety and the GP.	Within 90 days of child/ young person's placement in out-of-home care	<input type="checkbox"/>
STEP 4	Development of a Health Management Plan (HMP)	Contribute to the HMP and attend any stakeholder meetings if arranged by the GP or Child Safety.	Within 90 days of child/ young person's placement in out-of-home care	<input type="checkbox"/>
STEP 5	Targeted Services/Early Intervention	Further appointments at the hospital may be with: Paediatrician or the child development service i.e. speech therapist, physiotherapist, occupational therapist, social worker, psychologist, etc.	As needed	<input type="checkbox"/>
STEP 6	Periodic Review	Nil actions required unless otherwise directed.	6/12 months (depending on age)	<input type="checkbox"/>





