

# OOHC Health Assessment Pathway - Tools

## GCPHN webpages dedicated to the OOHC Health Assessment Pathway

- ***“I work in Health Care”*** version – designed specifically for GPs; general practice staff; hospital staff; and medical specialists
- ***“I am a Community Member”*** version – tailored to Child Safety staff; carers/carer agencies; and the community

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## Children and Young People in Out-of-Home Care (OOHC)

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# OOHC Health Assessment Pathway - Tools

## OOHC Health Assessment Handbook

An all-in-one guide to the OOHC Health Assessment Pathway that describes the roles and responsibilities of all those involved in the pathway with dedicated chapters for the: carer, GP, teacher, Child Safety Officer, etc.

**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.


6 | The Out-of-Home Care Health Assessment Handbook



**The Out-of-Home Care Health Assessment Handbook**

Helping children and young people achieve better health outcomes

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	Pathway	Role	Time Frame	Done
STEP 1	Initiating a health assessment and gathering information	Meet with carer agency to confirm placement of the child/young person and receive advice on the following: <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"/>
STEP 2	Preliminary Health Check	Book and attend Preliminary Health Check (45min appointment) and take all documentation listed under "What is your role" (pg. 6). Make GP aware of any of the child/young person's concerns. Take this handbook and completed PEDS and/or SDQ to appointment.	Within 30 days of child/young person entering your care	<input type="checkbox"/>
STEP 3	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"/>
STEP 4	Development of a Health Management Plan (HMP)	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. Support implementation and ongoing requirements of the HMP.	Within 90 days of child/young person entering your care	<input type="checkbox"/>
STEP 5	Targeted Services/Early Intervention	Have the opportunity to attend/contribute and support.	As needed	<input type="checkbox"/>
STEP 6	Periodic Review	Have the opportunity to attend/contribute and support.	6 or 12 months (depending on age)	<input type="checkbox"/>


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# OOHC Health Assessment Pathway - Tools

Aboriginal Community Controlled Health Organisation (ACCHO) Pathway Guide Provides AACHO's with a timeline of the pathway and information relevant to each stage and staff member

## OOHC Health Assessment Pathway - ACCHO Guide

Within 30 Days	Within 90 Days	As Needed	6/12 Month		
Aboriginal and Torres Strait Islander Health Check and information gathering	Aboriginal and Torres Strait Islander Health Management Plan	Targeted services for early intervention	Aboriginal and Torres Strait Islander Health Check		
<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>Always ask if a child 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; Strengths and Difficulties Questionnaire; 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>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>	<p><b>GP to:</b></p> <ul style="list-style-type: none"> <li>Register for and review Gold Coast Community HealthPathways webpage for assessment information</li> <li>Review Letter to the Health Professional* and My Health Record prior to the appointment</li> <li>Flag child/young person as 'in OOHC' in software</li> <li>Review all health information provided by CSO/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>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>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</li> </ul> </li> <li>Ensure receptionist has booked an appointment for 6/12 month review</li> </ul>	<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 People Health Check and HMP, with CSO and carer</li> <li>Upload shared health summary/event summary to My Health Record, as needed</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 5-years 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>




Adapted from Children in OOHC HealthPathway and National Clinical Assessment Framework

GP
Practice Manager
Practice Nurse
Receptionist

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

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



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# OOHC Health Assessment Pathway - Tools

## General Practice Pathway Guide

Provides general practice with a timeline of the pathway and information relevant to each stage and staff member

### OOHC Health Assessment Pathway - General Practice Guide

Within 30 Days		Within 90 Days		As Needed	6/12 Month	
Preliminary Health Check and information gathering		Comprehensive Health and Developmental Assessment (CHDA) and Health Management Plan (HMP)		Targeted services for early intervention	CHDA and HMP	
<b>Practice Manager to:</b> <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 (OOHC)</i></li> </ul>	<b>GP to:</b> <ul style="list-style-type: none"> <li>Register for and Review Gold Coast Community HealthPathways webpage for assessment information</li> <li>Review the Letter to the Health Professional* and My Health Record, prior to appointment</li> <li>Review all health Information provided by CSO/carer</li> <li>Flag child/young person as 'in OOHC' in practice software</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>	<b>Receptionist to:</b> <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>	<b>Practice Nurse to:</b> <ul style="list-style-type: none"> <li>Complete appropriate sections within the CHDA to assist the GP</li> </ul>	<b>GP to:</b> <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>	<b>GP to:</b> <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>	<b>GP to:</b> <ul style="list-style-type: none"> <li>Complete 6-month (if child is under 5-years 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>
<b>Receptionist to:</b> <ul style="list-style-type: none"> <li>Always ask if a child is in OOHC. Record answer in patient chart with Child Safety Officer (CSO) contact details, if applicable</li> <li>Book a 45 min 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; Child Health Passport, Strengths and Difficulties Questionnaire; 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>						
<b>Practice Nurse to:</b> <ul style="list-style-type: none"> <li>Complete appropriate sections within the Preliminary Health Check</li> </ul>	<p>Adapted from Children in OOHC HealthPathway and National Clinical Assessment Framework</p>					

GP
 Practice Manager
 Practice Nurse
 Receptionist

phn

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# OOHC Health Assessment Pathway - Tools

## Health Assessment Templates

- Developed by Children’s Health Queensland in partnership with:
  - Child Safety;
  - ATSICHS Brisbane;
  - Brisbane North and Brisbane South PHN’s.
- Utilised state-wide for assessment consistency
- Uploadable into Best Practice and Medical Director software

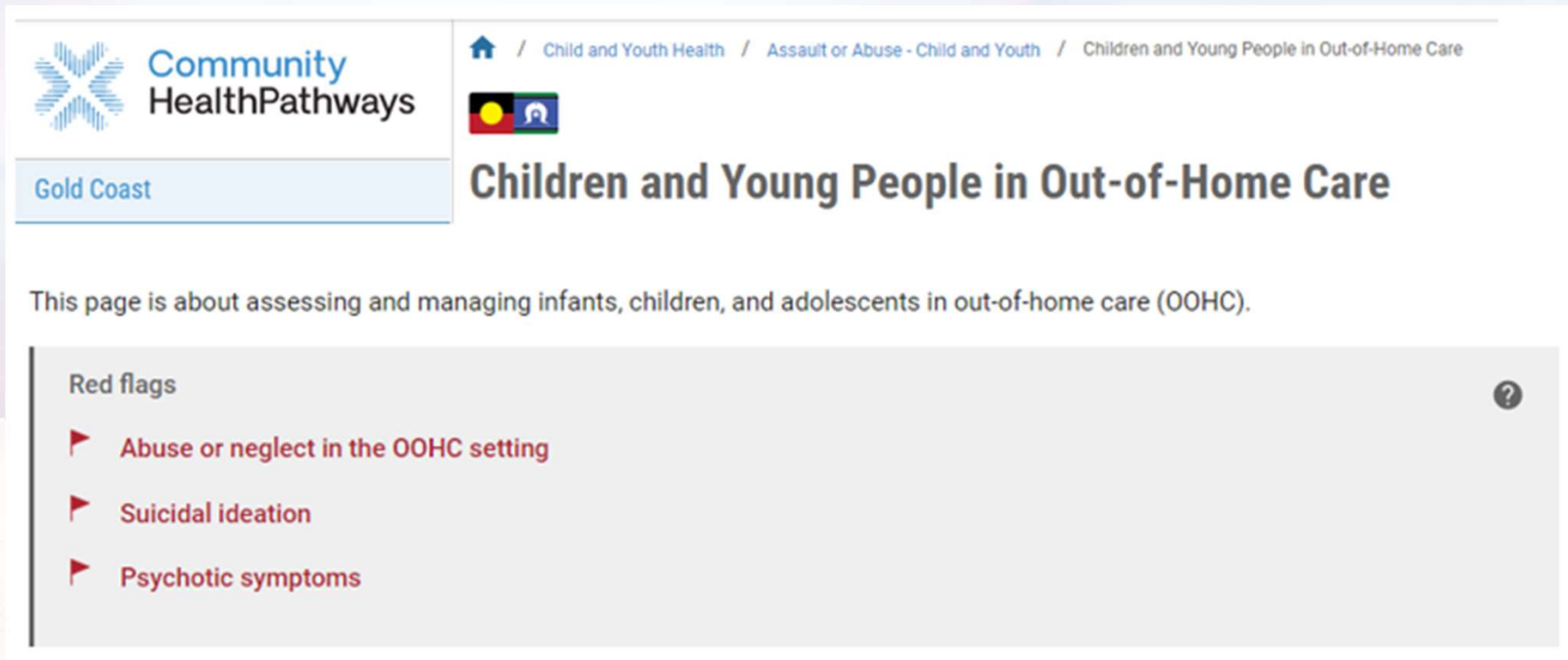
 <p><b>Queensland Government</b></p>		(Affix patient identification label here)
<p><b>Comprehensive Health and Developmental Assessment</b> 0 - 11 Years</p>		
<p><b>RESPIRATORY</b></p> <p>RR: <input type="checkbox"/> Tachy <input type="checkbox"/> Normal</p> <p>Sounds: <input type="checkbox"/> Air entry equal with no added sounds <input type="checkbox"/> Other</p> <p><input type="checkbox"/> Normal <input type="checkbox"/> Abnormal / further action required <input type="checkbox"/> Declined / not performed</p>		
<p><b>ABDOMINAL EXAMINATION</b></p> <p><input type="checkbox"/> Normal <input type="checkbox"/> Abnormal / further action required <input type="checkbox"/> Declined / not performed</p>		
<p><b>HEALTH MANAGEMENT PLAN FOR EARLY INTERVENTION</b> e.g. GPMP, GPMHP, NDIS, ECEI</p>		
<p>Issues / goals</p>	<p>Actions taken</p>	<p>By whom e.g. GP, carer, patient, Child Safety</p>
<p> </p>	<p> </p>	<p> </p>

 <p><b>Queensland Government</b></p>		(Affix patient identification label here)
<p><b>Preliminary Health Check</b></p>		
<p><b>Name:</b> <input type="text"/> <b>Date of birth:</b> Click or tap to enter a date. <b>Assigned sex:</b> Choose an item.</p>		
<p><b>Assessment date:</b> Click or tap to enter a date. <b>Age at time of assessment:</b> <input type="text"/> <b>Gender:</b> Choose an item.</p>		
<p><b>Are you of Aboriginal or Torres Strait Islander origin?</b> Choose an item.</p>		
<p><b>Other cultural and linguistic diversity:</b> <input type="text"/></p>		
<p><b>Child's Legal Guardian</b></p>		
<p><b>Name</b></p>	<p><b>Contact details</b></p>	
<p> </p>	<p> </p>	

# OOHC Health Assessment Pathway - Tools

## Gold Coast Community HealthPathways

- Provides clinical guidance on the assessment and management of children/young people in OOHC
- 2 updates in 2023 to provide GPs additional information and easier navigation



The screenshot shows the website interface for the Gold Coast Community HealthPathways. The top navigation bar includes the logo for Community HealthPathways, a breadcrumb trail: Home / Child and Youth Health / Assault or Abuse - Child and Youth / Children and Young People in Out-of-Home Care, and the Australian flag. Below the navigation, the page title is "Children and Young People in Out-of-Home Care". A sub-header "Gold Coast" is visible on the left. The main content area begins with the text: "This page is about assessing and managing infants, children, and adolescents in out-of-home care (OOHC)." Below this, a section titled "Red flags" is displayed in a light grey box, containing a list of three items: "Abuse or neglect in the OOHC setting", "Suicidal ideation", and "Psychotic symptoms". A question mark icon is located in the top right corner of the "Red flags" section.

Community HealthPathways

Gold Coast

Home / Child and Youth Health / Assault or Abuse - Child and Youth / Children and Young People in Out-of-Home Care

Children and Young People in Out-of-Home Care

This page is about assessing and managing infants, children, and adolescents in out-of-home care (OOHC).

**Red flags**

- ▶ Abuse or neglect in the OOHC setting
- ▶ Suicidal ideation
- ▶ Psychotic symptoms

# OOHC Health Assessment Pathway - Tools


## Standardised Email Templates

Templates available to Child Safety staff and carer agencies

- 2 x templates available (Indigenous and Non-indigenous) to send to carers asking them to take the child/young person to the GP and providing them with all necessary information
- 2 x templates available (Indigenous and Non-indigenous) to send to GPs, advising to expect a booking for the child/young person and providing them with all necessary information

### Health Assessment Required

for a child or young person in out-of-home care.



Dear [enter carer name here]


I am writing to inform you of your role in ensuring that the following child/young person in out-of-home care (OOHC) receives their necessary health assessments:

**Initials:** [enter initials here]  
**D.O.B:** [enter D.O.B here]  
**Child Safety Officer:** [enter Child Safety Officer's name here]  
**Child's Doctor:** [enter the child's doctor's name here]

Gold Coast Primary Health Network (GCPHN) has been working with the Department of Child Safety to improve health outcomes for children and young people in OOHC. This work included the development of an OOHC Health Assessment Pathway, which states that children/young people in OOHC require the following:

### Health Assessment Required

for a child or young person in out-of-home care.



**Attention:** This email contains [live links](#) to assist you in conducting the required health assessments for children and young people in out-of-home care.

Dear Dr [enter name here]  
Cc: [enter Child Safety Officer's name here]

My name is [enter name here] and I am writing to you on behalf of [enter organisation name here].

The following information is to support you in the upcoming [Preliminary Health Check / Comprehensive Health and Developmental Assessment] for the following child/young person in out-of-home care (OOHC):

# OOHC Health Assessment Pathway - Tools

## General Practice Continuous Quality Improvement (CQI) Toolkit

A practical guide to improve care coordination and management of children and young people in out-of-home care (OOHC) as a Continuous Quality Improvement activity (CQI), which can be utilised for a:

- Practice Incentives Program (PIP) Quality Improvement (QI) Incentive; or
- Continuing Professional Development (CPD) purposes.





# OOHC Health Assessment Pathway - Tools

## **Ongoing promotion of pathway and resources**

To continue post project cessation via GCPHN Newsletter; GP and Practice News; social media; and promotional events.