

Child and Family Services Referral Form:

Victoria

Referring Agency Details			
Referring Agency:			
Postal Address:			
Phone:		Mobile:	
Referrer Name:		Position:	
Email:			
Supervisor Name:		Position:	
Email:			
Referral Date:			

Report Required Outside of Standard Timelines?			
Date Required:			
Reason:			
Is this matter currently before the court?	Y / N	If yes, date of next hearing:	

Specific Assessor Request (If applicable)	
e.g. Psychologist, Social Worker, Multicultural or Aboriginal/Torres Strait Islander Assessor	

Type of Assessment Required (tick where applicable)			
<input type="checkbox"/>	Relative Kinship Carer Authorisation RKC Initial Training Guardianship Viability Plan	<input type="checkbox"/>	Carer Review Annual 5 year
<input type="checkbox"/>	Carer Training	<input type="checkbox"/>	Placement Review
<input type="checkbox"/>	Parenting Capacity Assessment	<input type="checkbox"/>	Restoration Assessment/Plan
<input type="checkbox"/>	Permanent Care Assessment	<input type="checkbox"/>	Shared Lives Training
<input type="checkbox"/>	Foster Care Assessment	<input type="checkbox"/>	SBS Framework to be used
<input type="checkbox"/>	Best Interest Placement Assessment (Comparative assessment of 2 or more placements for the one child or sibling group)	<input type="checkbox"/>	Other: _____ (Our clinical team will call to discuss a solution to your specific need)

To assist providing you with an accurate range of hours, please provide a comprehensive description of the specific components, including quantity of additional tasks, number of additional members to be interviewed, and number of professionals to be consulted on the following pages.

Child and Family Services Referral Form:

Additional Assessment Components Required (if not included in standard assessment)

Component Required

Case Consultation prior to commencing Assessment (additional to the initial half-hour consultation)

Case Files to be Reviewed (a physical file, or bundle of 100 electronic documents)

Child	Number of Files	
Carer	Number of Files	

Documents or Reports to be considered (when a Case File Review is not requested)

Number of Files	
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Service Provider Consultations (Please list)

1: _____

2: _____

3: _____

Observations of the relationship between the child and applicant

Comprehensive Interview of Other Household Members e.g.: Grandparents, boarders

Interview of Adult Children no longer living in the home

Interview of the Child/Young Person whom the assessment concerns not living in the home of the applicant

Aboriginal Consultation

Comprehensive Cultural Considerations

Interview Child(ren) / Young Person's Parents

Additional Documentation to Complete for the Assessment

Housing Safety Inspection Checklist

Individual Profile of Applicant

Executive Summary Page

Confidential Referee Forms	Number of referees to complete:	
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Other Task not listed above (to be discussed prior to quoting)

Child and Family Services Referral Form:

Household Summary

Number of applicants in the home	
Number of children 16 years and above living in the home (including adult children)	
Number of children under 16 living in the home	
Number of other household members (not included above)	
Number of extended family / regular visitors to be assessed as household members	

Applicant(s)

Name	D.O.B.	Gender	Relationship to the C/YP
1.			
2.			
Address	Contact	Cultural Identification (nationality, ethnicity, language, religion)	
1.			
2.			

Household Composition

All adults, children and extended family / regular visitors to be interviewed, excluding applicants, and referred child(ren)/young person)

Name	D.O.B.	Age	Gender	Relationship to the C/YP
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Child and Family Services Referral Form:

Child(ren) / Young Person's Parents (If an interview has been requested)

Name	D.O.B.	Gender	Phone Number	Relationship to the C/YP
1.				
2.				

Child(ren)/Young Person(s) for whom this Assessment Concerns

Name	D.O.B.	Age	Gender	Aboriginal and/ or Torres Strait Islander	Cultural Identification	Medical needs /diagnosis	Legal Order
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Additional Household Information

Worker Safety and Access to the Property

Please note whether there are any known risks associated with home visits in relation to the household or its residents. Please also outline any necessary information regarding access to the property:

Language spoken at Home		Interpreter Required	Y / N
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Child and Family Services Referral Form:

Child Protection / Placement History

Notes: Reports and/or other records that identify harm/risk/s for the child(ren)

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Additional Information Relevant to the Specific Assessment Requested

Notes: Including, but not limited to, overall assessment purpose or background of applicants/parents

Documents Attached

Please identify the title and date of each document attached to this referral form

Title	Author	Date

Please email the completed form to cwa@assessments.com.au

We look forward to working with you.