



Leaving Care - Checklist for Staff

Phase 2 Transition – 16/17 years of age

Practice Requirements:

Assessment and Planning

Young people should be clearly informed about what supports they will receive and who will undertake what tasks as part of that support.

A continued focus on the development and consolidation of life and independent living skills is required. Planning during the transition phase must include monitoring and review of the Plan at key stages to ensure objectives are being met and modification occurs when required.

Transition planning should build upon the requirements and achieved goals from the preparation phase.

Accommodation

Planning for the after care living arrangements is one of the most significant steps of the transition for young people. Field workers should ensure a range of accommodation options are explored. Options should be appropriate and sustainable.

Leaving Care Services

From 16 years of age young people should be referred to a Leaving Care Service. These services work alongside Departmental Field Workers and provide ongoing support to young people up to the age of 25 years.

Education, Training and Employment

Field Workers are responsible for assisting young people to access post secondary education and training.

Planning should include information about the young person's individual goals and ambitions for work or further education and the practical supports which will support these goals.

The Field Workers should also ensure the young person is receiving any relevant Commonwealth post secondary education supports.

Legal and Financial

Contact should be made with the Department's Civil Litigation Unit to establish whether any legal and financial issues require addressing.

The checklist below is designed to assist staff to identify and consider leaving care needs.

GENERAL	
1.	How are the young person's independent living skills being consolidated?
2.	What further work needs to be done and what resources are required to achieve independence?
3.	Is a mentor engaged with the young person to assist with the transition from care?
4.	Does the young person have copies of the documents they will need as an adult or do they know where to find them if they need them in the future? <ul style="list-style-type: none"> • Birth certificate • Health care card • Medicare card • Student card • Drivers licence/Learners Permit • Income management (Centrelink) • Tax File Number
	Does the young person have sufficient documentation to meet a 100 point identification check?

5.	What services are currently engaged with the young person?	
6.	Which Leaving Care Service is the young person engaged with and what is the name of the contact there? Have they identified any additional supports required for the young person? How are these being addressed?	
7.	Is the young person aware of the phases of leaving care and do they understand what to expect during each phase?	
8.	How is the young person providing input to the plan? And how are they kept aware of any changes to the plan?	
9.	Are all stakeholders, including the young person, aware of their roles and responsibilities in relation to tasks outlined in the Plan for leaving care?	
IDENTITY AND CULTURE		
1.	Does the young person know about their <i>Child History Folder</i> and where do they intend to keep it?	
2.	Does the young person have a cultural plan?	
3.	Does the young person identify with a particular culture or people?	
4.	What plans are in place to support the young person's wishes in relation to their connection with culture?	
SOCIAL AND FAMILY RELATIONSHIPS		
1.	Has a plan for keeping the young person's significant relationships connected and maintained been developed? What is it?	
2.	Does the young person have reliable support networks?	
3.	Does the young person have regular contact with family or significant others?	
4.	What community groups could the young person be linked with to help develop wider social and support networks?	
SAFETY		
1.	Are there any ongoing safety needs for the young person?	
2.	Does the young person know how to contact relevant people in an emergency?	
3.	Do they have a list of emergency contacts?	
HOUSING		
1.	What are the accommodation arrangements post care? Are all relevant people clear regarding these arrangements? What further work needs to be done?	
2.	What services are involved that may be able to provide ongoing or one off assistance to the young person?	
3.	Do they currently have stable accommodation? How long is it likely to remain stable? Can the young person remain in their current living arrangement when they leave care? How is this being supported?	
4.	Has contact been made with the Department of Housing regarding available options?	
5.	What are the contingency arrangements should a placement breakdown occur? How will the young person be assisted to enact these arrangements?	
HEALTH		
1.	What are the young person's ongoing medical and dental needs and how are they being addressed?	
2.	Is the you person engaged with a therapeutic service to support their ongoing mental health?	
3.	Does the young person have a Health Passport?	
4.	Does the young person need ongoing medication? If yes, do they understand how to manage this, including obtaining scrips from a Doctor, filling scrips at a Chemist, etc.	
5.	Does the young person understand their sexual health and how to manage this?	
6.	Does the young person have alcohol or drug issues? If yes how are these to be managed?	
EDUCATION/TRAINING/EMPLOYMENT		
1.	What are the young person's plans for the future in terms of education and employment?	
2.	Does the young person have a Documented Education Plan?	
3.	Is the young person aware of the new requirements for people aged 15 to 20 to "earn or learn" in order to qualify for Youth Allowance.	
4.	Does the young person have a resume, and do they know how to write a job application?	
5.	Is the young person engaged with a job support agency?	
FINANCIAL AND LEGAL CONSIDERATIONS		
1.	What are the young person's financial supports?	
2.	Has the young person been assisted to apply for the TILA?	
3.	Has the young person been assisted to apply for:	

	<ul style="list-style-type: none"> • Youth Allowance; • Drivers Licence; • Centrelink payments; • Tax File Number; • Enrolment to vote; • Health Care Card; • Disability Support Pension. 	
4.	Does the young person have a bank account? Do they know how to use it?	
5.	Does the young person know how to budget or do they require financial counselling?	
6.	Are there any outstanding financial issues for the young person?	
7.	Have you contacted the Civil Litigation Unit yet, to determine if there are any outstanding or potential legal or financial claims? Email CivilLitigation.UnitQuery@dcp.wa.gov.au or phone (08) 9222 2888.	
LEAVING CARE FUNDING		
1.	Is the young person eligible for after care assistance as outlined in the Casework Practice Manual?	
2.	Has contact been made with Client Support Services in head office?	
3.	Has a submission for leaving care funding from the Department been developed? Is a copy of the modified Care Plan included in the submission?	
4.	Has a thorough costing and justification of leaving care requirements been prepared and included in the submission?	

ⁱ Department for Child Protection - January 2012