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Service Stream	Families and Young People Services	Category	Foster and Kinship Care
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When should a referral be completed?

The referral form is to be completed when a carer (Provisionally Approved, Foster or Kinship) approval ends.

A carer approval ends when:

- An approved carer indicates they do not wish to renew their carer approval;
- An application for renewal of approval is refused; or
- A carer's certificate of approval is cancelled.

Agencies should complete the referral when they are aware the carer has exited and is not seeking to appeal a decision, or the appeal has been decided and the carer has exited.

For clarity, referral forms are not completed for:

- Provisionally Approved carers when their provisional approval ends and a new approval as a foster or kinship carer commences;
- Carers change carer type or carer entities are changed when a carer's partner joins or leaves the carer household;
- Suspension of certificate of approval; or
- Transfer of carers between Foster and Kinship Care (FKC) services.

Information to be provided in the referral

The referral form is divided into three (3) sections:

- **Section 1 – FKC agency details**
 - Referring agencies are to complete organisation and service contact details.
- **Section 2 – Carer contact details**
 - Agencies are to complete carer contact details for the purpose of Queensland Foster and Kinship Care (QFKC) making contact to undertake the exit survey.
 - The Child Safety region and Child Safety Service Centre (CSSC) the carer is attached to should be selected from the drop-down selection boxes.
 - The type of carer as per the Certificate of Approval should be selected from the drop-down selection box.
 - The type of carer as per the Foster Care Agreement (FCA) should be selected from the drop-down selection box.
- **Section 3 – Additional details about the carer including basic information about the reasons/issues attached to the carer's exit (Carer Exit Categories)**
 - Agencies must select the exit categories as determined by the description in the matrix below to the best of their ability.

These categories are draft and subject to testing and may be updated.

- **Was the carer's exit expected** as part of case planning or FCA or as an outcome (made or anticipated) from Standard of Care (SOC)/Harm/Assessment?
Yes or no – click to select.
- **Was a new care arrangement required because of the carer exit?**
Yes or no – click to select.

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The draft matrix below has been designed to guide consideration.

Carer Exit Categories		Was a new care arrangement required because of the carer exit?	
		No The carers exit did not impact a child's care arrangement - no new care arrangement request was made because of the exit.	Yes The carers exit did impact a child's care arrangement - a new care arrangement request was required because of the exit.
Was the Carer's exit expected?	Yes The Carer's exit was expected as part of case planning or Foster Care Agreement or as an outcome (made or anticipated) from SOC/Harm/Assessment	Expected AND the exit did not impact a child's care arrangement	Expected AND the exit has had a <u>planned impact</u> on a child's care arrangement
	No The Carer's exit was not expected as part of case planning or Foster Care Agreement or as an outcome (made or anticipated) from SOC/Harm/Assessment	Not Expected AND the exit did not impact a child's care arrangement	Not Expected AND the exit has had a n <u>unplanned impact</u> on a child's care arrangement

Roles and responsibilities

Foster and kinship care agencies are responsible for completing the exit referral for carers attached to their agency and forwarding to QFKC and their regional Placement Support Unit (PSU) or Placement Support Service (PSS).

Child Safety Placement Services are responsible for completing the exit referral for carers who are not attached to a foster and kinship care agency and forwarding to QFKC.

QKFC is responsible for contacting carers who have exited to complete the Carer Exit Survey.
Note: There is no expectation Provisionally Approved Carers will be contacted by QFKC to participate in the survey, however foster and kinship care agencies and Placement Services will still make referrals for carer exit data collection purposes.

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