

Case Management Reflection Tool

*Please complete one per child

Name of Practitioner:

Details:

Version: May 2022

Organisations have a responsibility to respond to the safety and wellbeing needs of each child. Infants, children and young people are clients in their own right and are entitled to have their voices heard.

The intention of the Children's Wellbeing Case Management Reflection tool is to:

- prompt conversations focused on the needs of individual infants, children and young people
- guide and support reflective practice
- complement your agency's assessment forms
- support the formulation of specialised and individual case planning and ongoing engagement for each child
- be used as a case management and supervision tool to support best practice when working with children and their caregivers.
- support the MARAM Framework and the Information Sharing Schemes

Practitioners can use this form as a guiding resource to inform and support their ongoing assessments, case management and planning through conversations that represents the individual child's voice. The Children's Wellbeing Case Management Reflection Tool is intended to be reviewed and updated from the first point of contact with the infant, child and young person and their caregiver right through until case closure.

Date of initial asse	ssment:	Date of Reviews:		
Child's Details				
Given Name:				
Family Name:				
Gender:				
DOB:				
Identifies as:	Aboriginal	Torres Strait Islander	Neither	
Country of Birth:		Year of Arrival:		
Culturally and Ling	juistically Diverse:			
Language at home	:	Interpreter required:	Yes	No
Address:				
Telephone:				
School/Education:				

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Case Management Reflection Tool

Support Network or Ecogram/Genogram

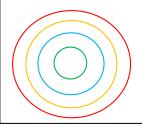
Support Network

Green: Name of the child and family members being supported?

Blue: Who is currently involved in supporting the family?

Yellow: Who is known to the family that could be drawn on for greater support?

Red: Who poses a risk to the child or family? Are there any supports that need to be informed or involved more?



Ecogram or Genogram:

Family Violence	Considerations/Prompts
What is the history and pattern of family violence?	Family violence includes: physical, emotional, sexual, verbal, psychological, social, financial, cultural and spiritual abuse
	How has the family violence uniquely impacted on the infant, child or young person? What are their vulnerabilities with regards to their age and developmental needs? How has the caregiver responded to these impacts?
	What are the protective factors that currently exist for the child that mitigate their risk of harm?
	Has the appropriate MARAM assessment been completed for the child?
Safety Needs	
Are there any immediate needs that are not being met for the child?*	Consider isolation, neglect, abuse (physical, emotional, spiritual, sexual, cultural), food security, clothing, emotional support, engagement with education
	*Are you required to share information about the safety of the child? Consider who this information needs to be shared with to ensure the ongoing safety of the child.



Case Management Reflection Tool

Statutory Interventions

Is there any Child Protection or legal involvement?

What were the concerns that led to their involvement?

Has there been a past history of involvement with Child Protection or Out of Home Care?

What have the child's experience of Child Protection involved? How does the child feel about the involvement?

Is the child involved with Youth Justice?

Are there legal or custody arrangements in place? Family Violence Intervention Order, Family Law, Child Protection Orders?

What are the child's feelings regarding care arrangements?

Family Risk Factors

Are there any other family risk factors or vulnerabilities?

Risk factors that may be present for the caregiver or child:

- · Risk taking behaviour
- Child and parental conflict
- School avoidance
- Lack of family and community support
- · Alcohol and Other Drugs use
- Mental Health
- Physical health
- Gambling
- Parenting capacity
- Unemployment
- Adolescent who uses violence in the home

What is the role of the person/people who choose to use violence in the child's life?

Do I need a secondary consultation with a specialist?

What safety supports are currently in place for the child and family?

Is there anything that the child needs to feel safe?



ACTION PLAN			
What	Who	When	

STABILITY	
Housing	Considerations/Prompts
What are the child's current living and care arrangements?	Frequency or number of moves
arrangements:	Security of housing, finances, food
	Appropriateness of housing and furniture eg: does the child have their own bedroom, are there overcrowding issues.
	Does the child live across more than one household?
	Is a service involved to support the child and family around housing? How is the child being supported?
Education	
What is the child's attendance and engagement win school, kindergarten or early learning?	Is the child enrolled, attending and engaged?
	Are there any barriers to attending education? Eg. transport, behaviour
	How many schools has the child attended?
	How does the child interact with peers?
Details of Child's school:	Is the child achieving at an age appropriate level – physical and cognitive?
Details of Child's School.	How does the caregiver assist the child's learning and development?
Contact person:	
Culture	
Does the family or child identify as Aboriginal or	What is the child's cultural background?
culturally and linguistically diverse?	What do you need to know to be culturally sensitive, informed and safe?
	Is the child supported to have a strong cultural connection?
	Is there a significant person or elder that can provide support or advice?
	How is the child & family's connection to culture a strength? Would they like it to be strengthened?



Community Connections	
Is the child involved in any recreational or community activities?	What activities would the child like to access? What are the child's interests?
	Are there any barriers to accessing these activities? Eg. Financial, transport
Is there anything else that may increase the child's sense	of stability?

ACTION PLAN		
What	Who	When

DEVELOPMENT	
Health	Considerations/Prompts
Are there any health or developmental concerns for the child?	Is the child meeting age appropriate developmental milestones? • Maternal and Child Health care • General health • Dental health • Immunisations • Nutrition • Hygiene / social presentation • Lifestyle • Medication needs • Hearing and vision screening
Does the child have a disability? Does the child receive a National Disability Insurance Scheme (NDIS) support package?	Are the caregivers able to identify and prioritise the child's needs?
Contact agency and person:	



Wellbeing		
What experiences have impacted the child's wellbeing?	Has the child been exposed to trauma including family violence, grief and loss, emotional, physical or sexual abuse?	
Are there any other current concerns?	Are there any other concerns identified for the child? • Bed wetting • Anxiety/withdrawal • Aggression • Tantrums • Discipline issues • Routines – sleep, meals, feeding • Addictions • A & OD misuse	
Strengths		
What does the child or young person consider their strengths?	Strengths may be kindness, creativity, team participation, resilience, etc.	
Can the caregiver identify the strengths and coping skills of their child?	How does the caregiver: Respond to the child's needs View their responsibility Prioritise their child's needs	
What would the child or young person like their future to look like?	How can the barriers be reduced?	
Who else is currently working with the child? Eg. Maternal services etc.	Child Health, Psychologist, Family	
What supports have the child and family previously engaged with?		



ACTION PLAN		
What	Who	When

ADDITIONAL NOTES



Case Management Reflection Tool

CHECKLIST (please indicate where completed)

Has a MARAM Assessment been completed for the child?

Has a safety plan been completed that includes (where possible) discussions with the child?

Has information been shared or requested under the MARAM and Information Sharing Schemes?

Details of assessments, safety plans or information sharing/requests:

		1	
Date	Organisation	Practitioner Name	Details

Identify any risks to the child, family and practitioner below (including IVO's)

Details of risks identified	

Has the child been sighted, spoken to (where possible) and asked about at the most recent contact with the family?

Has a case plan been developed that responds to the individual needs of the child?

Have available support actions been completed where required:

Referrals to relevant services

Secondary consultation

Care team/case plan meeting

Other:

Details of support actions completed:

Date	Organisation	Practitioner Name	Details



Case Management Reflection Tool

Have brokerage options been explored to support **the child?**

Family Violence Flexible Support

Package

Camps, Sports and Excursions Fund

Homeless Children's Brokerage

Program

Creating Connection and Education and

Employment Pathways (CEEP)

State School Relief Other program specific brokerage

Get Active Kids Vouchers Other

SERVICE LIST

Name of Agency	Name of Practitioner	Contact Details	Notes/Details of Support Provided
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SUPERVISION NOTES

RESPONSE

ACTION PLAN				
What	Who	When		