

What is a change of details?

A change of a child/young person's details includes, but is not limited to, change of:

- carer
- contact details for carer or child/young person, e.g. name or address
- caseworker and/or case management responsibility – transferred from DCJ to NGO service provider, or from service provider to DCJ
- school, preschool, alternative education/TAFE setting
- placement – including new placement e.g. Foster Care to Intensive Therapeutic Care
- service provider – such as change in health/allied health services, disability, therapeutic, psychological and behavioural support services
- legal status – change from interim court order to permanent order
- significant issues that are relevant to the safety, welfare, wellbeing of the child/young person (such as hospitalisation). Important documentation should be included.
- exiting care through restoration to family, guardianship, adoption or turning 18 years old.

Who needs to be advised when a child/young person's details change while they are in OOHC?

Your district **OOHC Health Coordinator** should be advised when a child/young person's details change. It is essential that they have the most up-to-date information about children/young people in order to ensure their eligibility and participation in the OOHC Health Pathway Program while they are in care. This program enables all children/young people in statutory OOHC to undertake health assessment, planning and review.

NSW Education should also be advised when a child/young person's details change. It is also important that they also have up-to-date information to ensure children/young people's eligibility, participation and attached funding in the OOHC Education Pathway Program continues. This program enables all children/young people in statutory OOHC to undertake personalised learning and support planning within 30 days of entering care or starting a new school and for ongoing annual review.

How do caseworkers advise Health and Education that a child/young person's details have changed?

DCJ and NGO caseworkers should complete the change of details form and email it to the OOHC Health Coordinator and Department of Education central mailbox OOHC.csp@det.nsw.edu.au within 7 days of the change. Additional instructions for completion are included on the form.

How is information provided in the change of details form disclosed?

Under Chapter 16A of the *Children and Young Persons (Care and Protection) Act 1998 Act*, information provided by agencies should only be used or disclosed for reasons associated with the safety, welfare or wellbeing of the child/young person to whom it relates unless another use or disclosure for another purpose is required or permitted by any law.

Where can I go if I have questions or need further information?

For further questions or further information, please email permanency.support@dcj.nsw.gov.au and refer to the DCJ [website](#).