



7/198-204 Marrickville Rd  
Marrickville NSW 2204  
Office: 02-9569-6933  
Fax: 02-9569-6883  
saf@stretchafamily.com.au  
www.stretchafamily.com.au  
ABN No: 99 897 792 897

**Established 1977**

## Stretch-A-Family Inc. Public Documents Protocol & Guidelines for referrals to Stanmore House.

### STANMORE HOUSE REFERRALS

BEFORE MAKING A REFERRAL TO THE STANMORE HOUSE MEDIUM TERM RESIDENTIAL CARE PROGRAM, PLEASE READ THE FOLLOWING GUIDELINES

For more general information about Stretch-A-Family's programs please look at the website [www.stretchafamily.com.au](http://www.stretchafamily.com.au)

#### The Stanmore House program.

Stretch-A-Family Stanmore House is a Department of Community Services (DoCS) out-of-home-care (OOHC) funded service predominantly for DoCS clients who originate from the DoCS Metro Central Area.

Referrals to Stanmore House can only be made through the DoCS Metro Central Regional Child and Family Unit. The email address is [MetroCentralRegionalChildandFamilyUnit@community.nsw.gov.au](mailto:MetroCentralRegionalChildandFamilyUnit@community.nsw.gov.au).

The Phone number of the Intake team is **02 8303 7644**

#### Clients suitable for referral to "Stanmore House"

1. Males and females in need of care aged 12-16. The young person must be "homeless" (not living in stable long-term accommodation or with their families of origin) at the time of referral. The age criteria may occasionally be extended if appropriate, particularly if sibling groups are involved.
2. Stanmore House provides Case Management and medium-term residential care which generally means until such time as a suitable long term placement is found for the young person. Referrals will be considered for young people who require one of the following long term placement options
  - restoration to family of origin
  - long-term foster care
  - long term residential care or a transition to independent living program

3. The young person must be attending, or be willing to attend school. Alternatively the young person must be willing to participate in other full-time education, or be actively involved in full-time work or employment training.
4. The young person must not currently be using or dependant on illegal drugs or alcohol.
5. The young person must not be living with a parent or with a person who holds parental responsibility at the time of referral.
6. Stanmore House can care for a mix of clients including some young people with difficult and challenging behaviours. The program is funded by DoCS to care up to six young people - three low needs, two medium needs and one high needs. Stanmore House is not funded for an awake worker except during emergencies or identified high risk conditions.

**PLEASE NOTE:**

STANMORE HOUSE IS NOT A CRISIS ACCOMMODATION SERVICE. YOUNG PEOPLE IN CRISIS MAY BE REFERRED BUT THE REFERRING OFFICER WILL NEED TO MAKE TEMPORARY ACCOMMODATION PROVISIONS FOR THE YOUNG PERSON PENDING ASSESSMENT.

If the young person you wish to refer is age 15-18, originates from DoCS Metro Central region, requires long-term residential care and would benefit from an independent living preparation program make a referral to Stretch-A-Family's "ON TRACK" Program. A separate protocol is in place for these referrals.

**PROTOCOL FOR MAKING THE REFERRAL**

1. Referrals to Stanmore House can only be received from the DoCS Metro Central Child & Family unit. Community Service Centres in the DoCS Metro Central Region should therefore direct their referral through this team.
2. The DoCS Metro Central Child and Family unit makes the referrals on the DoCS **Attachment 3 DoCS Client Information Form.**
3. On receipt of this information the SAF Caseworker will ensure that adequate information has been provided including:
  - family background and history
  - history of Dept of Community Services involvement (including name of DoCS Caseworker)
  - reasons for referral
  - details of current care plan
  - court reports and psychological assessments need to be supplied with the written referral or immediately upon being available during the assessment process
  - details of other agencies involved with the young person and/or the young person's family
  - school history
  - medical history

These details can also be faxed to (02) 9564 1653 or emailed to [saf@stretchfamily.com.au](mailto:saf@stretchfamily.com.au)

4. The information provided will be reviewed by the Stanmore House Manager, and the Stanmore House Caseworker. Additional information will be sought if required. This should take no longer than three working days. The SAF Intensive Care Assessment Tool (SAF ICAT) will be applied to the information provided, to determine the level of needs of the young person/s being referred. This ensures that Stanmore House continues to operate with a manageable level of client needs. A risk assessment will also be conducted to consider if the client being referred poses unmanageable risks to other young people in the program and staff of SAF.
5. SAF will respond to the Metro Central Child and Family as to whether the referral is considered suitable. If the referral is deemed to be unsuitable, the reasons for this will be outlined. If the referral is deemed suitable, the assessment of the young person for the program will commence. If there is more than one young person considered suitable for the vacancy, a decision will be made by the SAF team in consultation with DoCS Metro Central Child and Family Unit as to which young person will be given the priority to be considered in the first instance.
6. As part of the assessment, the Stanmore House Caseworker will make arrangements for the young person to attend an interview accompanied by the referring office. The Stanmore Program Manager and On Track Caseworker will also attend this interview. During this meeting the young person will be shown around the house and given a copy of the Information booklet for Stanmore House residents. The young person's wishes to further explore at placement at Stanmore House will be given serious consideration.
7. If the assessment is to continue, the Stanmore House Caseworker will provide the referring DoCS worker with copies of LAC Forms EIR 1 and EIR 11. The Stanmore House Caseworker will also seek information for the completion of LAC forms PP1 and PP11 and the LAC Care Plan. These forms will need to be completed by the referring officer and returned to the Stanmore House Caseworker PRIOR to the case conference if the referral proceeds to admission.
8. If the case plan for the young person is family restoration, a meeting will be organised between the young person and the relevant family member/s. The referring officer will usually also attend this meeting.
9. As part of the assessment, the young person will be invited to come for a meal to meet other residents and staff. The young person will later be invited to come for a minimum two night stay. If there is doubt about the appropriateness of the placement, this introductory period and overnight stays may be extended.
10. The SAF Stanmore team in conjunction with the Manager Stanmore Program will make a decision about the young person's suitability, and the referring person and the DoCS Metro Central Child and Family Unit will be informed. If it is decided that the referral is not appropriate at this stage, SAF will outline the reasons for this in writing and forward these to the referring office and to the DoCS Metro Central Child and Family Unit.

11. The Stanmore House Caseworker will convene a case conference in a suitable location which will need to be held prior to the young person moving in. The young person as well as his/her DoCS Caseworker and DoCS Manager for the office the young person is from will need to attend. Other relevant people such as family members and other professionals will also be invited. During this Case Conference, a Care Plan will be formulated for the young person and a review date set. The possibility of Case Management transfer will be discussed during this meeting.

### **Placement Costs.**

Stanmore House is a fully funded OOHC service and all placement and establishment costs will be met by Stretch-A-Family if the referral proceeds to admission.