**QAF Caseworker Checklist for Implementing Questionnaires**

(Strengths and Difficulties Questionnaire and Child and Young Person Questionnaire)

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| Administering Activities  | Notes |
| Before home visit | 1. Ascertain the age of the child or young person and questionaries to be completed:
* Child and Young Person Questionaries - aged between 7 and 17 years
* Carer Strengths and Difficulties Questionnaire - 2-4 years non-school participation, 4-10 primary school attendees or 11-17 high school and/or alternate education
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| 1. Review fact sheets. Ensure your device laptop, tablet has internet access, is charged.
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| 1. Test web access <https://www.vptol.com.au/qaf> before the visit and take with you on the home visit.
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| During home visit | 1. Explain key elements of the questionnaire and its purpose to carers and children/young people. Provide them with the fact sheets or further information as required.
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| 1. Explain the use of the questionnaire and how the results will be used to inform case planning.
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| 1. Establish whether the child/young person requires support. Some children may need you to define words in the questionnaire.
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| 1. Child/young person completes the questions on the device.
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| 1. Review the results check for safety, self-harm/suicide **for immediate action** – high risk answers will be in **RED** on your screen or if printed in colour.
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| 1. Store the Report according to agency protocol.
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| After home visit | 1. Review results from the questionnaires, refer to the relevant user guide for more information.
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| 1. Seek support from manager or psychologist as needed
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| 1. Use all of this information to develop actions and inform case planning.
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| 1. Discuss information with the carer, child or young person and other relevant agencies to support the best outcomes from child and young person.
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