



3.2 Update legal record on ChildStory with the details of the order made and a copy of the order  
 3.4 OOHC Case Plan review is recorded by FSP in Partner portal. DCJ CW updates placement records on ChildStory.  
 3.5 PC updates ChildStory with outcomes from the CPG review  
 3.6 PC records consultation in ChildStory  
 3.7 DCJ Case Worker settles the document with Legal, files the report and attaches to ChildStory and updates the Legal record  
 3.8 PC records consultation in ChildStory  
 3.9 DCJ Case Worker updates the Placement Record in ChildStory

3.10 Once the CYP returns to the parent/s home the SDM Restoration Assessment Tool (or other evidenced based restoration tool) is no longer used and a Risk Re-assessment is completed by the DCJ CW. This needs to be completed in line with SARA policy, every three months in line with the FAP. The Risk Re-assessment is completed on ChildStory by creating a Review Assessment record, complete the record and get MCW approval  
 3.11 Case Plan Goal Package changes are updated by the DCJ CW and approved by the MCW in ChildStory  
 3.12 DCJ CW completes the Closing Safety Assessment by conducting a home visit to the parent/s home. The Closing Safety Assessment is completed in the Review Assessment record on ChildStory and is approved by MCW  
 3.13 PC records consultation in ChildStory  
 3.14 DCJ Case Worker settles the document with Legal, files the report and attaches to ChildStory and updates the Legal record