



Long-term guardianship (specified person) flowchart

Phase 1 Assessment

Phase 2 Assessment

Youth Court application

LTGSP order granted

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DCP case worker identifies carer as a potential long-term guardian through casework and supports them to lodge an [application for LTGSP](#)

Child or young person's carer lodges an independent application for LTGSP

LTGSP Assessment team [acknowledges the application](#) within five days of receipt and forwards to relevant DCP office for Phase 1 Assessment

DCP case worker completes [Phase 1 Assessment](#)

- Seek the views of the child or young person, birth family/kin and relevant parties about proposed LTGSP order
- Work with birth family and other significant family members to facilitate family led decision making
- Ensure appropriate cultural consultation is undertaken with a Principal Aboriginal Consultant (PAC) for Aboriginal children and young people, or DCP Multicultural Services for children and young people from CALD backgrounds
- Prepare evidence of carer competencies, supporting documents, CAT assessment and Special Needs Loading.

DCP case worker convenes a meeting of the Phase 1 Assessment panel (within three months of receipt of the carer's application) to determine whether Phase 2 Assessment is recommended
The decision must be approved by the panel chair (practice leader, DCP psychologist or PAC)

Phase 2 Assessment recommended

Further case work required

DCP case worker implements recommendations
Review case plan, record recommended actions. Implement case plan and monitor progress. For Aboriginal children and young people and those from CALD backgrounds, ensure that the case plan addresses the carer's competencies in meeting the child or young person's cultural needs (for example, training, mentoring, support to attend cultural events).

Phase 2 Assessment not recommended

DCP case worker (or LTGSP assessor) informs the carer of the decision not to proceed
Explain the reasons for the decision, referring to the rationale provided in the meeting minutes/assessment report.

DCP case worker continues working in partnership with the carer to support the child or young person under long-term guardianship of the Chief Executive

DCP case worker [refers the carer for Phase 2 Assessment](#) within 14 days of the Phase 1 Assessment panel meeting
Ensure all supporting documents and evidence are recorded in C3MS and case work tasks are completed. Create person group in C3MS if there are two or more children. Complete referral to LTGSP team in C3MS.

Phase 1 Assessment panel convenes a meeting to review the application
Provide signed copies of the meeting minutes to all participants and upload to C3MS. This decision must be approved by the panel chair (practice leader, DCP psychologist or PAC).

Phase 2 Assessment recommended

Phase 2 Assessment not recommended

LTGSP assessor undertakes [Phase 2 Assessment](#) within 6 months of allocation
Seek to resolve concerns with the carer and consult as required with practice leader, PAC, DCP Multicultural Services, or DCP psychologist

Carer assessed as not suitable for LTGSP

LTGSP assessor prepares [long-term care plan and report in support of application](#) and seeks supervisor's endorsement

LTGSP assessor [seeks approval for LTGSP application from Executive Director, OOH](#)

LTGSP application not approved

LTGSP application approved

LTGSP assessment team [prepares and submits a Crown Instruction letter, the application for a LTGSP order to the Youth Court and other supporting documents](#) to the Crown Solicitor's Office

LTGSP assessor arranges service of court documents on all parties

First court hearing
Allocated solicitor seeks order to join proposed guardian to application

Second court hearing
Child or young person and carer provide their views (in person at the Youth Court, where appropriate)

Family group conference

Trial

-Matter is contested-

All parties consent

Youth Court grants the LTGSP order

DCP withdraws application for LTGSP or Youth Court dismisses the application

LTGSP assessor provides [written notice of LTGSP order being granted to child or young person's birth parents](#) and written confirmation of order to guardian

LTGSP assessor and DCP case worker advise Carer Payments (within 5 days of order being granted)

CARU provides the long-term guardian with a Guardian Card

[LTGSP Case Management team provides ongoing case management support](#) for the child or young person and the long-term guardian, including annual financial reviews and review of the long-term care plan (as required) until the child or young person's order expires.

To be read in conjunction with the [Long-term guardianship \(specified person\) chapter](#) of the Manual of Practice