**Interagency guide to Gateway Assessments**

This Interagency Guide provides information and guidance to all agencies and professionals involved in delivering Gateway Assessments. It’s a resource that promotes effective collaboration between agencies and professionals.

On this page:

* [Introduction](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/interagency-guide-to-gateway-assessments.html#Introduction1)
* [Section one: Working together](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/interagency-guide-to-gateway-assessments.html#SectiononeWorkingtogether2)
* [Section two: Informed consent and information-sharing](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/interagency-guide-to-gateway-assessments.html#SectiontwoInformedconsentandinformationsharing3)
* [Section three: Guide for social workers and other Child, Youth and Family workers](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/interagency-guide-to-gateway-assessments.html#SectionthreeGuideforsocialworkersandotherChildYouthandFamilyworkers4)
* [Section four: Guide for the Education sector](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/interagency-guide-to-gateway-assessments.html#SectionfourGuidefortheEducationsector5)
* [Section five: Guide for coordinating the Gateway Assessment Service](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/interagency-guide-to-gateway-assessments.html#SectionfiveGuideforcoordinatingtheGatewayAssessmentService6)
* [Section six: Guide for Health Assessors](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/interagency-guide-to-gateway-assessments.html#SectionsixGuideforHealthAssessors7)
* [Appendices](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/interagency-guide-to-gateway-assessments.html#Appendices8)

**Introduction**

Gateway Assessments are for children and young people at risk of coming into Child, Youth and Family care, entering care or already in care. As a result of their backgrounds, many of these children and young people have a combination of health and education needs that have gone unidentified or untreated prior to coming into care. They’re often disconnected from regular services and more likely to have barriers to overcome than other Kiwi kids.

Gateway Assessments make a significant difference by linking these children and young people to the health and education services and support they need. To be successful, Gateway Assessments require Child, Youth and Family, District Health Boards (DHBs), schools, ECE providers and other education services to work closely together.

Click on the link below to find out more about Gateway Assessments, including how to use the guide.

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[Find out more about Gateway Assessment and how to use the interagency guide](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-introduction.html)

**Section one: Working together**

Gateway Assessments require Child, Youth and Family, DHBs, schools, ECE providers and other education services to work closely together. Every professional involved in the assessment process brings a different set of skills and model of practice. Having shared values and principles enables them to work together more effectively, and ensure the child or young person and their family/ whānau are partners in the process.

Click on the link below to find out more about:

* Objectives of the Gateway Assessment service
* Principles
* Overview of roles and the assessment process
* Timeframes
* The Interagency Service Agreement (ISA)
* Working with Māori and other cultures
* Gateway Assessment Governance Groups

[Find out more about Section one - 'Working Together'](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-working-together.html)

**Section two: Informed consent and information-sharing**

Children, young people and their families/whānau need good information in order to make informed choices about Gateway Assessments. When they understand the process and how it can help them, they are much more likely to consent and be involved in the Gateway Assessment process.

The purpose of information sharing within the Gateway Assessment process is to help agencies identify and provide effective services to children/young people and their families/whānau.

Click on the link below to find out more about:

* Seeking informed consent
* Getting consent from children and young people
* Consent pathway and responsibilities
* Information sharing
* Useful links on consent and information sharing

[Find out more about Section two - Informed consent and information-sharing](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-informed-consent-and-information-sharing.html)

**Section three: Guide for social workers and other Child, Youth and Family workers**

Social workers identify and refer children and young people who are likely to benefit from a Gateway Assessment.  This involves engaging with the child or young person and their family, explaining what is involved, getting written consent, and supporting them through every step of the process. They also make referrals and work with other agencies to ensure the child or young person has their needs met.

Click on the link below to find out more about:

* Role of the Child, Youth and Family social worker
* When to refer for a Gateway Assessment
* Seeking consent to make a Gateway Assessment referral
* Preparing and managing the Gateway Assessment referral
* Other Child, Youth and Family roles in the Gateway Assessment process

[Find out more about Section three: Guide for social workers and other Child, Youth and Family workers](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-social-workers-and-other-child-youth-and-family-workers.html)

**Section four: Guide for the Education sector**

The Education sector plays a vital role in meeting the needs of vulnerable children through the Gateway Assessment process. Information about a child or young person’s learning and development is critical to creating a comprehensive understanding of the child or young person and their needs.

Education professionals share what they know about the child or young person by completing an education profile. This provides information on the child or young person’s learning, development, achievements and needs; their progress in the education setting (where appropriate); observations of their behaviour and social interaction skills. It also provides information on what support has been given previously (e.g. special education services) and what may be needed to meet future needs.

Click on the link below to find out more about:

* Education sector’s role in Gateway Assessments
* Eligibility for Gateway Assessment referrals
* Requesting an Education Profile
* Before completing the education profile...
* Completing the education profile
* The Profile
* Information security
* Returning the completed education profile
* What happens next?

[Find out more about Section four: Guide for the Education sector](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-the-education-sector.html)

**Section five: Guide for coordinating the Gateway Assessment Service**

Gateway is coordinated by DHB Gateway Assessment services (Gateway service). This section provides details of the steps involved in coordinating the Gateway Assessment service. This covers who/what is involved, key considerations, the responsibilities of the professionals involved, and timeframes.

Click on the link below to find out more about:

* Step 1: Receiving a referral for a Gateway Assessment
* Step 2: Receiving the Education Profile
* Step 3: Collating information
* Step 4: Referral management
* Step 5: Determining the most appropriate health assessor
* Step 6: Creating a Clinical Record
* Step 7: Supporting the health assessment
* Step 8: Reporting back to involved practitioners
* Step 9: Developing the Interagency Services Agreement
* Step 10: Multi-disciplinary clinical meeting
* Step 11: Referring the child or young person to services to address their needs
* Step 12: Follow-up at three months

[Find out more about Section five: Guide for coordinating the Gateway Assessment Service](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service.html)

[Overview of coordinating the Gateway Assessment service (PDF 260.22KB)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/ways-we-work-with-families/interagency-guide-documents/overview-of-coordinating-the-gateway-assessment-process.pdf)

**Section six: Guide for Health Assessors**

Health assessor play a vital role in the Gateway Assessment process, by making sure their health and wellbeing needs are identified (including where these may affect educational needs), and advising on ways these needs can be met. This may include completing appropriate referrals, ensuring the child or young person has a primary care provider, and following up any investigations. You will be appropriately experienced in child and/or youth physical and/or mental health.

Your report and recommendations will help inform the Interagency Services Agreement (ISA), the care and protection family group conference (FGC), and other processes that plan and put in place services and support for the child or young person.

Click on the link below to find out more about:

* Role of the Health Assessor
* Key considerations when undertaking the health assessment
* Assessment of children
* Assessment of young people
* Investigations
* Providing treatment at the time of the health assessment
* Specialist referrals
* Creating a clinical record
* Gateway report and recommendations, including distribution

[Find out more about Section six: Guide for Health Assessors](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-health-assessors.html)

**Appendices**

[Appendix one: The information sharing checklist](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/interagency-guide-to-gateway-assessments-appendix-one-the-information-sharing-checklist.html)

[Appendix two: Guiding principles](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/interagency-guide-to-gateway-assessments-appendix-two-guiding-principles.html)

[Appendix three: Interagency Service Agreement process (PDF 330.8KB)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/ways-we-work-with-families/interagency-guide-documents/interagency-service-agreement-process.pdf)

[Appendix four: Education profile request flowchart (PDF 167.17KB)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/ways-we-work-with-families/interagency-guide-documents/education-profile-request-flowchart.pdf)

**Interagency Guide to Gateway Assessments: Introduction**

This page is an introduction to the Interagency Guide to Gateway Assessments. The programme is aimed at children and young people at risk of coming into Child, Youth and Family care, entering care or already in care, linking them to the health and education services and support they need.

Gateway Assessments are for children and young people at risk of coming into Child, Youth and Family care, entering care or already in care. As a result of their backgrounds, many of these children and young people have a combination of health and education needs that have gone unidentified or untreated prior to coming into care. They’re often disconnected from regular services and more likely to have barriers to overcome than other Kiwi kids.

Gateway Assessments make a significant difference by linking these children and young people to the health and education services and support they need. To be successful, Gateway Assessments require Child, Youth and Family, District Health Boards (DHBs), schools, ECE providers and other education services to work closely together. More than 5,000 assessments have been completed since this service began in 2011. This is a great result. These children and young people are now closer to being on the path to a brighter future.

The education sector plays a key role in helping to improve life outcomes of vulnerable children and young people. Child, Youth and Family and the Ministry of Education have been working together to ensure that as many children as possible receive an education profile as part of their Gateway Assessment.

Mental health and behavioural issues are the most common types of problems identified through Gateway Assessments and we must do better in this area. Addressing children’s mental health and behavioural problems is critical to helping them thrive.

Our focus is now on improving the quality and timing of Gateway Assessments; making sure the recommendations are put into action; and monitoring and reviewing the difference these make for children. Once an assessment has been completed, the formulation of an Interagency Services Agreement (ISA) and the follow up actions of a wide range of health, education and social services will make the difference to the outcomes of these children, young people and their families. We’ve learnt that joint local leadership and a commitment to finding new ways of working together are essential to success at all levels of service.

Gateway Assessments form part of the [Children’s Action Plan (CAP](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/childrensactionplan.govt.nz/)). This is the Government’s framework for protecting vulnerable children and includes Children’s Teams and the Vulnerable Children’s Act 2014. The CAP Programme Executive (CAPPE) has agreed on five outcomes to direct multiagency collaboration and shared accountability for vulnerable children’s outcomes. These five outcomes also guide cross agency collaboration on Gateway Assessments.

**Using the Interagency Guideline**

The Gateway Assessments Interagency Guide provides information and guidance to all agencies and professionals involved in delivering Gateway Assessments. It’s a resource that promotes effective collaboration between agencies and professionals.

The Interagency Guide is presented in six sections. All agencies and professionals involved in delivering Gateway Assessments should familiarise themselves with the first two sections.

The remaining four sections provide more specific guidance for Child, Youth and Family, education and health agencies and professionals.

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| --- | --- |
| Section one          | [Working Together](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-working-together.html) |
| Section two | [Informed Consent and Information Sharing](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-informed-consent-and-information-sharing.html) |
| Section three | [Guide for social workers and other Child, Youth and Family workers](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-social-workers-and-other-child-youth-and-family-workers.html)      |
| Section four | [Guide for the Education sector](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-the-education-sector.html) |
| Section five | [Guide for Coordinating the Gateway Service](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service.html) |
| Section six | [Guide for Health Assessors](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-health-assessors.html) |
| Appendix 1 | [The information sharing checklist](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/interagency-guide-to-gateway-assessments-appendix-one-the-information-sharing-checklist.html) |
| Appendix 2 | [Guiding Principles](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/interagency-guide-to-gateway-assessments-appendix-two-guiding-principles.html) |
| Appendix 3 | [Interagency Service Agreement process](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/ways-we-work-with-families/interagency-guide-documents/interagency-service-agreement-process.pdf) |

**Gateway Assessments - Working Together**

This page forms the first section of the Interagency Guide to Gateway Assessments. The programme is aimed at children and young people at risk of coming into Child, Youth and Family care, entering care or already in care, linking them to the health and education services and support they need.

On this page:

* [Objectives of the Gateway Assessment service](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-working-together.html#ObjectivesoftheGatewayAssessmentservice1)
* [Principles](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-working-together.html#Principles2)
* [Overview of roles and the assessment process](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-working-together.html#Overviewofrolesandtheassessmentprocess3)
* [Timeframes](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-working-together.html#Timeframes4)
* [The Interagency Service Agreement (ISA)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-working-together.html#TheInteragencyServiceAgreementISA5)
* [Working with Māori and other cultures](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-working-together.html#WorkingwithMāoriandothercultures6)
* [Gateway Assessment Governance Groups](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-working-together.html#GatewayAssessmentGovernanceGroups7)

**Objectives of the Gateway Assessment service**

The aim of Gateway Assessments is to enhance the physical, mental, education and social wellbeing of vulnerable children and young people, by identifying their un-met needs and providing support and referrals to address these.

A Gateway Assessment should not be seen as an isolated event. It is part of continuous activity by agencies and professionals to ensure the needs of these highly vulnerable children and young people are met.

**Principles**

Gateway Assessments require Child, Youth and Family, DHBs, schools, ECE providers and other education services to work closely together. Every professional involved in the assessment process brings a different set of skills and model of practice. Having shared values and principles enables them to work together more effectively, and ensure the child or young person and their family/ whānau are partners in the process.

The following principles apply to the Gateway Assessment service:

* to ensure the welfare, interests and safety of children and young people are the first and paramount considerations
* to act honestly and in good faith
* to communicate openly and in a timely manner
* to share information safely within the law, in the best interests of the child or young person
* to work in a collaborative and constructive manner
* to recognise the different strengths and models of practice of health practitioners, the education sector and social workers, while respecting each agency’s responsibilities
* to encourage quality, innovation and solutions to achieve positive outcomes.

**Overview of roles and the assessment process**

Social workers begin the process by making referrals to the Gateway Assessment coordinator and requesting education profiles.

The core components of a Gateway Assessment are:

* Make a Gateway referral
	+ The social worker gains written consent from parents/guardians, makes a referral for a Gateway health assessment and requests an education profile. The social worker then supports the child or young person and their family/whānau (as appropriate) through the Gateway Assessment process.
* Complete an education profile
	+ The education professional or service completes an education profile and returns it to the social worker and Gateway Assessment coordinator.
* Accept Gateway referral and gather information
	+ The Gateway Assessment coordinator collates existing health and education information to inform the health assessment and Gateway Assessment report.
* Complete health assessment and perform immediate interventions
	+ The health assessor assesses the child or young person’s health needs
	+ The health assessor identifies, where possible, if there are any mental health and/or drug and alcohol needs of the child’s birth parent that are likely to have an impact on the child or young person.
* Coordinate Gateway report and recommendations
	+ The Gateway Assessment coordinator or health assessor provides a Gateway report
	+ The social worker explains the report and recommendations to the child or young person and their guardians.
* Coordinate MDCM and ISA
	+ The Gateway Assessment coordinator liaises with each agency around their ongoing involvement in meeting the needs of the child or young person and drafts an Interagency Services Agreement (ISA)
	+ If there are differing views on the child or young person’s needs and/or the case is complex, the Gateway Assessment coordinator calls an interagency multidisciplinary case meeting (MDCM) to discuss the draft ISA with the other professionals involved.
* Implement support and referrals
	+ All professionals implement the ISA and make referrals to appropriate services, or put in place supports to address health, education and social wellbeing needs.
* Three month review
	+ The Gateway Assessment coordinator organises a review of the ISA and prompts professionals to follow up any outstanding referrals and recommendations at three months.
	+ The Gateway Assessment and ISA informs the plan the social worker develops with the child or young person and their family – usually through the care and protection Family Group Conference (FGC) process.
	+ The interventions and monitoring outcomes for the child are integral parts of the Gateway Assessment and are where the value of the cross agency work is added.

[Find out more about the roles and responsibilities](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-an-overview-of-roles-and-responsibilites.html)

**Timeframes**

For a child or young person and their family/whānau to benefit from timely access to appropriate supports, the Gateway Assessment process needs to happen within timeframes. The process is interdependent and this means the actions of each agency/sector will impact on how long it takes for a child or young person to move through the Gateway process and to have their needs met.

Delays in one part of the process should not delay a child’s needs being met. For example, if immediate education needs are identified, appropriate support should be put in place as soon as possible. This is irrespective of whether other measures can be implemented.

Where timeframes can’t be achieved, the Gateway Assessment coordinator will notify the referring social worker of the delay and the expected completion timeframe.

The flow chart below provides a high level overview of the Gateway Assessment process, including the pathway and expected timeframes for completing each step.

[See Service Overview process map (PDF 520.31KB)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/ways-we-work-with-families/interagency-guide-documents/gateway-assessment-service-overview.pdf)

**The Interagency Service Agreement (ISA)**

The ISA is a critical part of the Gateway Assessment process and commits partner agencies to delivering support and services to meet the needs of a child or young person. Delivery on the actions outlined in the ISA make a difference to the outcomes of children and young people.

Multidisciplinary clinical meetings between agencies involved in the ISA are also important if there are differing views on the child or young person’s needs and/or the case is complex.

[Detailed overview of the ISA process and responsibilities - flow chart (PDF 330.8KB)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/ways-we-work-with-families/interagency-guide-documents/interagency-service-agreement-process.pdf)

**Working with Māori and other cultures**

The Treaty of Waitangi/Tiriti o Waitangi provides a context for the relationship between the Crown, iwi and Māori. Gateway practice needs to reflect the commitment and obligations agencies have under Tiriti o Waitangi. This includes ensuring the Gateway Assessment process is responsive to the needs of Māori children, young people and their whānau. Māori children and young people make up around half of the children and young people Child, Youth and Family work with. An overarching aim of the Gateway service is to reduce inequalities for Māori. This may be achieved through mechanisms that facilitate Māori access to services, which might include, but are not limited to:

* appropriate pathways of care
* referrals to Kaupapa Māori, Tikanga Māori and/or Whānau Ora-based services
* ensuring services are culturally capable.

It’s expected, where appropriate, Māori will take part in the decision making and delivery of, the Gateway service. This may include involvement in multidisciplinary clinical meetings and local governance groups.

**Wider culturally responsive practice**

Children and young people have their own views, values and beliefs. Some will reflect those of their family, community, culture and faith. For others, there will be some difference between their values and beliefs and those of their family/whānau.

Each agency should ensure the identity, language and culture of the children and young people and their family/whānau are considered and supported during all stages of their work.

This responsibility to provide a culturally responsive service extends further than providing opportunities to contribute in a person’s first language. It means a commitment from the worker to truly engage with the child and their family/whānau to understand relevant cultural issues. This includes, for example, when children and young people don’t have a strong sense of identity and culture. It’s important all children, young people and their families/whānau feel respected and supported in their cultural beliefs and personal identity.

**Resources**

Child, Youth and Family and the Ministries of Education and Health have their own resources that support staff to provide services responsive to Māori children, young people and their families/whānau.

The Child, Youth and Family practice centre has further information around culturally responsive practice, including guidelines for working with Māori whānau.

Child, Youth and Family is strengthening its response to Māori. A new indigenous and bicultural practice framework is being developed and will guide all aspects of the agency’s work. The principles of the new framework are attached as appendix two.

The Ministry of Education gives guidance to its staff, education professionals and other education services around culturally responsive practice.

Te Korowai Oranga: The Maori Health Strategy - sets the overarching framework to guide the Government and the health and disability sector to achieve the best health outcomes for Māori

[Practice Centre (Child, Youth and Family)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/cyf-practice-centre.ssi.govt.nz/policy/assessment-and-decision-making/resources/working-with-maori.html)

[Ka Hikitia (Ministry of Education)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.minedu.govt.nz/theMinistry/PolicyAndStrategy/KaHikitia.aspx)

[Māori enjoying success as Māori (Ministry of Education)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.minedu.govt.nz/Boards/TeachingAndLearning/MaoriEducationSuccess.aspx)

[Pasifika Education Plan (Ministry of Education)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.minedu.govt.nz/NZEducation/EducationPolicies/PasifikaEducation/~/media/MinEdu/Files/EducationSectors/PasifikaEducation/PasifikaEdPlan2013To2017V2.pdf)

[Pasifika Education Plan – Implementation Plan (Ministry of Education)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.minedu.govt.nz/NZEducation/EducationPolicies/PasifikaEducation/~/media/MinEdu/Files/EducationSectors/PasifikaEducation/PEPImplementationPlan20132017V2.pdf)

[Te Korowai Oranga: The Maori Health Strategy (Ministry of Health)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.health.govt.nz/our-work/populations/maori-health/he-korowai-oranga)

**Gateway Assessment Governance Groups**

Governance and leadership for Gateway Assessments are essential to forming a child and young person-centred approach to care and effective referral pathways.

At a local level this is managed by governance groups organised by DHB sites. The group includes:

* DHB representatives (e.g. Gateway service manager, mental health service manager, planning and funding portfolio managers)
* Child, Youth and Family representatives (a liaison person and usually the operations manager)
* Education representatives.

The local governance group will meet on a regular basis as agreed by the members – at a minimum the group is expected to meet quarterly, with other discussions and meetings scheduled as needed.

The local governance group will:

* discuss and resolve problems related to the local Gateway pathway (e.g. streamline referral processes to minimise waiting lists, develop referral and support pathways, identify and address training needs and other improvements)
* consider ways of improving access to services to meet the child or young person’s individual needs and on a population basis
* identify and discuss service gaps i.e. areas where it is difficult to respond to the needs identified through Gateway Assessments and Interagency Service Agreements (ISA), and explore solutions
* monitor referrals, outputs and outcomes data. Identify any bottlenecks in service and support/guide local solutions for managing these (e.g. if children/groups of children are delayed in moving through the service pathway, these should be monitored and followed up)
* identify issues and improvement opportunities for escalation through to the Ministries of Health and Education and Child, Youth and Family national offices.

In areas where a Children’s Team is operating, the Gateway governance group and the Children’s Team governance group should work together. The aim should be to form a local ‘Children’s Action Plan approach to vulnerable children and service delivery. In other areas, leadership groups may be an extension of local forums, e.g. Strengthening Families’ local management groups or child health executives.

The local governance group will operate to a terms of reference acceptable to all members.

Responsibility for coordinating the governance group is shared between Child, Youth and Family and the DHB Gateway Assessment service.

**Gateway Assessments: Informed consent and information-sharing**

This page forms the second section of the Interagency Guide to Gateway Assessments. The programme is aimed at children and young people at risk of coming into Child, Youth and Family care, entering care or already in care, linking them to the health and education services and support they need.

On this page:

* [Seeking informed consent](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-informed-consent-and-information-sharing.html#Seekinginformedconsent1)
* [Getting consent from children and young people](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-informed-consent-and-information-sharing.html#Gettingconsentfromchildrenandyoungpeople2)
* [Consent pathway and responsibilities](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-informed-consent-and-information-sharing.html#Consentpathwayandresponsibilities3)
* [Information sharing](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-informed-consent-and-information-sharing.html#Informationsharing4)
* [Useful links on consent and information sharing](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-informed-consent-and-information-sharing.html#Usefullinksonconsentandinformationsharing5)

**Seeking informed consent**

The Gateway Assessment is an extra and non-routine matter outside of the normal function of a custodian and Child, Youth and Family social worker.

Children, young people and their families/whānau need good information in order to make informed choices about Gateway Assessments. When they understand the process and how it can help them, they are much more likely to consent and be involved in the Gateway Assessment process.

For consent to be valid it must be informed consent, which means it must be given:

* voluntarily/freely (with no coercion or deceit)
* by an individual who is able to give consent
* by an individual who has been fully informed about the process

For Gateway, the person seeking consent to the assessment (usually the social worker) needs to make sure the person being asked to give consent:

* understands who will provide/share/receive information
* understands the benefits of having a Gateway Assessment and of any alternative actions
* is not pressured or coerced into consenting (e.g. by statements such as ‘it will look good at your next review if you’ve agreed to this’)
* understands they can withdraw consent at any stage and how they can do this.

Children and young people should be involved in decisions affecting them at a level appropriate to their maturity and understanding, regardless of their capacity to consent.   To ensure informed consent, information must be given to the child, young person and their family/whānau/caregivers using appropriate language and in a culturally appropriate way (refer Section one, culturally responsive practice).

**Getting consent from children and young people**

Young people aged 16 years or older are legally competent to give consent to medical procedures and treatment (see Section 36(1) of the Care of Children Act 2004). Children and young people younger than 16 years may also be competent to give consent to their Gateway education profile and health assessment.

In seeking consent to a Gateway Assessment, the social worker must carefully consider competency of the child or young person. Think about:

* age and maturity
* history – have they made informed decisions competently in the past, or have they been vulnerable and prone to making decisions not in their best interests?
* do they understand what is being asked of them?
* do they understand the consequences of consenting/not consenting?

**Consent pathway and responsibilities**

**The social worker is responsible for:**

* discussing the Gateway Assessment process with children and young people and their parents/whānau and guardians. They also need to ask for written consent. Both must happen before:
	+ the child or young person can be referred for a Gateway Assessment (except when the young person is 16 years old or assessed as competent to give their own consent, and has done so) [Legal guardian or competent young person to consent]
	+ the education sector can request, receive and share educationally related information about the child or young person as part of the Gateway Assessment [Legal guardian or competent young person to consent]
	+ the Gateway Assessment coordinator/health practitioner can gather information about the child or young person or their birth parent/s [Birth parents to consent to their own health information being collected]
	+ the Gateway report can be written and given to the Child, Youth and Family social worker [Legal guardian or competent young person]
	+ the Gateway recommendations/ISA can be developed, discussed and shared with the child’s education professional or service, or education sector representative, health provider, an FGC and/or the child’s legal counsel as part of the Gateway Assessment process [Legal guardian or competent young person to consent].

The ‘Keeping Kids Healthy and Well’ brochures, (one for caregivers and one for parents/guardians), help explain the process. The parent/guardian version includes the consent form and there is also a brochure available for young people, which includes an informed consent form - see links below.

**The Gateway Assessment coordinator or health assessor is responsible for:**

* seeking additional consent from the legal guardians or competent young person for any interventions recommended at the assessment (e.g. prescriptions, immunisations or referral to CAMHS or other specialist services such as Ear Nose and Throat). They must pass the Gateway Assessment report (or part of) on to the referred service and/or the GP.
* If for some reason the legal guardian is not at the assessment and treatment is considered urgent the social worker may need to get the consent through the Interagency Service Agreement (ISA) process or separately. (Verbal consent should be recorded).
* The health assessor should discuss and agree with the legal guardians or competent young person how much information is provided in the Gateway report. They should also be clear about the opportunity to give information confidentially.

**The social worker is responsible for:**

* discussing the ISA recommendations with the child, young person and their legal guardians and family/whānau.
* Where the ISA recommends referral for a specialised assessment or to another service (not previously covered by the Gateway Assessment coordinator, health assessor or education service), the social worker must get consent for the referral from the legal guardians and/or competent young person. At this point they will also need to get their consent to pass on all or part of the Gateway Report to the referred service. (Verbal consent is fine as long as it’s documented in the child or young person’s file).

**The specialist/referred services is responsible for:**

* getting any consent needed from the legal guardian or competent young person before they deliver their service. Health professionals are bound by their own [regulations/standards](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.hdc.org.nz/media/24833/leaflet%20code%20of%20rights.pdf) for informed consent and information sharing.

[Keeping Kids Healthy and Well - information for parents (PDF 1.3MB)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/final-gateway-assessment-parents-290611.pdf)

[Keeping Kids Healthy and Well - information for caregivers (PDF 1.77MB)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/final-2-gateway-caregivers-240611.pdf)

[Getting sorted - Gateway Assessments information for young people (PDF 1.69MB)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/about-us/publications/29397-sorting-it-out-1-0.pdf)

**Information sharing**

The purpose of information sharing within the Gateway Assessment process is to help agencies identify and provide effective services to children/young people and their families/whānau. The collection and use of information within the Gateway process is governed by the Privacy Act 1993, the Children, Young Persons and Their Families Act 1989, and to an extent the Official Information Act 1982, the Health Act 1956 and the Health Information Privacy Code 1994.

The guardian/s or competent young person gives consent to gather information about the child or young person, and birth parent/s about their own information, on the basis it’s used to inform the child’s or young person’s Gateway Assessment, report and recommendations. A signed consent form, alongside robust file noting, is necessary to capture exactly what information may be collected, how it can be used and who it can be shared with.

It’s important to remember information gathered for one purpose can’t automatically be used for another. Those involved in Gateway Assessments must consider the authority they have to share information before they do so. The consent forms are designed to be clear about authorisation.

Exceptional circumstances can and do arise, where use or release of information may need to be wider than originally anticipated. In those cases, additional consent must be sought. Alternatively, the social worker, educational professional or Gateway health professional could seek legal advice as there is an exception provision contained in the Privacy Act.

**Rule of Thumb:**When we share information, we need to make sure we protect people’s privacy. Use your judgement. Think about what information you want to share, who you want to share it with and why.

**Double Check:**
It’s always a good idea to double check your decision with a supervisor, manager or your organisation’s legal advisor. They will also be able to give advice if you are unsure about whether it’s appropriate to share information.

A useful checklist for deciding whether you have the authority to share information about a child, young person or their family/whānau is attached as [Appendix 1](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/interagency-guide-to-gateway-assessments-appendix-one-the-information-sharing-checklist.html) to this guide.

**Share and store information safely/securely**

Personal information collected through the Gateway Assessment process must be kept safe and secure and only released where there is authority to do so. The storage and security of information must be in accordance with Principle 5 of the Privacy Act 1993. It’s important professionals keep up to date and comply with the highest level of security guidance provided.

Refer to [Appendix 1, question 6](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/interagency-guide-to-gateway-assessments-appendix-one-the-information-sharing-checklist.html) for guidance on sharing and storing information safely.

**Useful links on consent and information sharing**

[Privacy Act 1993](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html?search=ts_act%40bill%40regulation%40deemedreg_Privacy+Act+1993_resel_25_a&p=1)

[Information privacy principles and other information-sharing guidance](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/https%3A/privacy.org.nz/)

[Ministry of Education’s Informed Consent Guidelines](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.minedu.govt.nz/~/media/MinEdu/Files/EducationSectors/SpecialEducation/FormsGuidelines/MOEInformedConsentGuidelinesART.pdf)

[Privacy-related case notes and court decisions](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/https%3A/privacy.org.nz/news-and-publications/case-notes-and-court-decisions/)

[Health Information Privacy Fact Sheet 3: Disclosure of health information – the basics](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/https%3A/privacy.org.nz/assets/Files/Brochures-and-pamphlets-and-pubs/HIPC-Factsheet-3-Disclosure-2011-amended.doc)

[Health Information Privacy Fact Sheet 4: Dealing with requests for health information](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/https%3A/privacy.org.nz/news-and-publications/guidance-resources/health-information-privacy-fact-sheet-4-dealing-with-requests-for-health-information/)

**Gateway Assessments - Guide for Social Workers and other Child, Youth and Family Workers**

This page forms the third section of the Interagency Guide to Gateway Assessments. The programme is aimed at children and young people at risk of coming into Child, Youth and Family care, entering care or already in care, linking them to the health and education services and support they need.

On this page:

* [Role of the Child, Youth and Family social worker](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-social-workers-and-other-child-youth-and-family-workers.html#RoleofthenbspChildYouthandFamilynbspsocialworker1)
* [When to refer for a Gateway Assessment](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-social-workers-and-other-child-youth-and-family-workers.html#WhentoreferforaGatewayAssessment2)
* [Seeking consent to make a Gateway Assessment referral](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-social-workers-and-other-child-youth-and-family-workers.html#SeekingconsenttomakeaGatewayAssessmentreferral3)
* [Preparing and managing the Gateway Assessment referral](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-social-workers-and-other-child-youth-and-family-workers.html#PreparingandmanagingtheGatewayAssessmentreferral4)
* [Other Child, Youth and Family roles in the Gateway Assessment process](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-social-workers-and-other-child-youth-and-family-workers.html#OtherChildYouthandFamilyrolesintheGatewayAssessmentprocess5)

**Role of the Child, Youth and Family social worker**

Social workers identify and refer children and young people who are likely to benefit from a Gateway Assessment.

This involves engaging with the child or young person and their family, explaining what is involved, getting written consent, and supporting them through every step of the process. They also make referrals and work with other agencies to ensure the child or young person has their needs met.

The social worker’s key responsibilities of the social worker are to:

* do an initial health check to determine if the child or young person should see a doctor right away. See the [Child, Youth and Family practice centre](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/cyf-practice-centre.ssi.govt.nz/policy/caring-for-children-and-young-people/resources/initial-health-check.html) for more information
* refer an eligible child or young person within 10 working days from when they enter care, or are identified as likely to benefit from a Gateway Assessment.
* fully inform children or young people and their families/whānau about the purpose and process of Gateway Assessments
* get written consent from legal guardian/s or competent young person for a Gateway Assessment referral and to share information from the assessment (refer Gateway Assessment consent brochure)
* get written consent from the birth parent/s to access their health information
* request an education profile from an education professional or service (see [Appendix four](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/ways-we-work-with-families/interagency-guide-documents/education-profile-request-flowchart.pdf))
* attend an initial education meeting (only in cases where RTLB is responsible for coordinating the education profile)
* let the child or young person and their family/whānau/caregiver know about the Gateway Assessment health appointment and support them to attend e.g. by organising transport
* attend the Gateway health assessment with the child or young person
* ensure that all eligible parties (the undersigned on the consent form or parties by FGC agreement) get a copy of the Gateway report
* support the child or young person and their parents and caregiver to engage with health and education services
* share information and work with the family/ whānau, caregivers, and health and education agencies, to address the child or young person’s needs
* make referrals to services and make sure all tasks allocated to Child, Youth and Family have been completed
* keep family/whānau, caregivers and health and education agencies informed about progress on the child or young person’s health, education and wellbeing
* review progress with the Gateway Assessment coordinator and education professional three months after the ISA has been finalised and consented to by the family/whānau,
* keep health, education and welfare agencies informed of the current caregivers and their contact details, making sure to include information about legal matters such as restraining orders and whether contact details can be shared, and if so with whom.
* incorporate the recommendations and actions from the Gateway Assessment and ISA into the child or young person’s Tuituia assessment and FGC plan.
* contribute to the Interagency Services Agreement (ISA), discuss recommendations with the child or young person and their parents and help them understand the child or young person’s health and education needs, what services are needed, and why
* get consent from the legal guardians and/or competent young person for any referrals/interventions identified in the ISA - consent can be verbal (case-noted) but best practice would be to get written consent and confirm with the service receiving the referral that consent has been given

The child or young person’s social worker is responsible for implementing the agreed interventions while the child or young person is in care.

**When to refer for a Gateway Assessment**

Gateway Assessments are for children and young people at risk of coming into Child, Youth and Family care, entering care or already in care.

[Find out more about when to refer for a Gateway Assessment](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-social-workers-when-to-refer-for-a-gateway-assessment.html)

**Seeking consent to make a Gateway Assessment referral**

Social workers are responsible for:·

* getting written consent from the legal guardian or competent young person to refer for a Gateway Assessment and to share information between Child, Youth and Family and the health and education sectors
* getting written consent from the birth parent/s to collect and share their health information
* uploading a scanned copy of the written consents into CYRAS so the Gateway Assessment coordinator can view them.

(For more detail on the consent process for Gateway Assessments, refer to [Section two](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-informed-consent-and-information-sharing.html)).

**Who has guardianship?**

While the mother is automatically a natural guardian, the father is a guardian if:

* he was married to, in a civil union with or living with the mother at any time from conception to birth of the child, OR
* he is named on the child’s birth certificate.

If the child was born before 1 July 2005, then the father is guardian if:

* he was married to the mother at any time from conception to birth, OR
* was living with the mother at the time of birth.

The Chief Executive of the Ministry of Social Development may be appointed as:

* a sole guardian
* an additional guardian
* a guardian for a specific purpose, for example, medical treatment

Refer to the [Child, Youth and Family practice centre](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/cyf-practice-centre.ssi.govt.nz/policy/caring-for-children-and-young-people/key-information/custody-guardianship-and-wardship.html) for more information about other types of guardianship.

**If a guardian can’t be located**

Guardians/additional guardians can sometimes be difficult to locate.

Where reasonable attempts have been made to locate a guardian/s without success, and if the guardian/s contacted consider the treatment or procedure (including a Gateway Assessment) needs to be progressed in the interests of the child or young person, then those guardian/s that are contactable can consent to the treatment or procedure.

If a guardian can’t be located (after reasonable diligence) and the Chief Executive is the person acting as custodian in the place of a parent, then the Child, Youth and Family practice leader can consent to the Gateway Assessment.

If the social worker can’t locate any of the guardian/s despite reasonable efforts and the Chief Executive is not the custodian or a guardian, then section 36 of the Care of Children Act (COCA) provides that consent may be given by a person (in NZ) who has been acting in the place of a parent. For example, if a grandparent has been caring for the child and the guardians can’t be found after careful and persistent efforts, then the grandparent(s) as caregiver(s) can consent to the Gateway Assessment.

Consent using the rules in the COCA does not require a legal application but a social worker should make file notes outlining the steps taken to locate the guardian(s), who they spoke with (e.g. Counsel for Child, other whānau etc) and why they think it necessary to proceed with a decision about the treatment/procedure. The file note should record that the decision was made under section 36 of COCA.

If consent is not givenWhile this is a consent-based process, if a social worker believes the child or young person needs a Gateway Assessment and hasn’t been able to get written consent, they can apply to the Family Court to seek legal direction. Another option is to defer the application and seek consent later. When a referral is deferred it should be file-noted in CYRAS.

***If you are unsure, get legal advice***

**Useful resource**

Child, Youth and Family has more information for social workers about legal aspects of the Gateway Assessment process on the intranet. This covers things like consent and information sharing, additional guardianship, and what to do if a legal guardian can’t be located:  Staff can access the information on the CYF intranet by pasting the following url into the address bar [http://doogle.ssi.govt.nz/whats-on/projects/child-youth-family/health-and-education-gateway-assessments/legal-aspects-relating-to-the-gateway-assessment-process.html](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/doogle.ssi.govt.nz/whats-on/projects/child-youth-family/health-and-education-gateway-assessments/legal-aspects-relating-to-the-gateway-assessment-process.html)

**Preparing and managing the Gateway Assessment referral**

The social worker completes a Gateway Assessment referral form within ten days of a child or young person entering care or where it’s identified a Gateway Assessment may help a child or young person. The social worker should use the [Tuituia assessment domains](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/cyf-practice-centre.ssi.govt.nz/policy/assessment-and-decision-making/resources/the-tuituia-assessment-framework-guidelines.html#TheTuituiaframework3) to help complete the referral.  If a social worker believes an early appointment is needed (e.g. to provide information to a FGC), they should discuss this with the Gateway Assessment coordinator and the child or young person’s education professional.

Click on the link below to find out more about preparing and managing a Gateway Assessment referal, including:

* requesting an Education profile
* education sector contact information
* the social worker’s role in developing the Interagency Service Agreement (ISA)
* how the ISA relates to the FGC plan
* What to do if a case is closed before the Gateway Assessment is completed.

[Find out more about preparing and managing a Gateway Assessment referral](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/preparing-and-managing-a-gateway-assessment-referral.html)

**Other Child, Youth and Family roles in the Gateway Assessment process**

***Gateway Assessment liaison person (also known as site champion)***

Each site has a Gateway Assessment liaison person who promotes the service and supports staff to identify children and young people who would benefit from a Gateway Assessment. This role:

* liaises between the Child, Youth and Family site and the Gateway Assessment coordinator and the education sector
* works with the site manager to enable Child, Youth and Family staff to accompany the Gateway Assessment coordinator when they attend meetings in their community to promote Assessments
* monitors reports and updates the Child, Youth and Family site on performance, and follows up with site managers when Gateway Assessment issues arise.

***Regional Implementation Coordinator***

* delivers Gateway Assessment updates and training to the site with help from the Gateway Assessment coordinator (if possible)
* supports site managers and staff to develop good working relationships with education services and health providers in their area .

***Care and protection coordinator***

* identifies children and young people who may benefit from a Gateway Assessment and works with the social worker to make a referral
* incorporates recommendations from the Interagency Services Agreement (ISA) into the care and protection family group conference plan
* calls for a formal review of the FGC if the ISA needs to be incorporated into the FGC plan

***Site manager***

* supports social workers to refer all eligible children and young people for a Gateway Assessment
* is familiar with the details of the process so they can support and guide staff in the Gateway Assessment service
* builds good working relationships with the key health and education professionals in their area, including: schools, ECE providers, DHBs, child health, primary care providers, primary mental health providers, NGO’s and district/regional education services
* monitors site progress in Te Pakoro reports and follow-up
* works with the social worker on any children and young people who have not been referred or who remain on a waiting list for an appointment.

***Operations manager***

* is jointly responsible with the DHB for ensuring local governance arrangements are in place to oversee the implementation and operation of the Gateway Assessment process (refer section one for information on local governance groups)
* tracks regional trends in referrals via the monthly Gateway regional reports and encourages Child, Youth and Family site managers to refer all children and young people who would benefit from a Gateway Assessment.

***Social work regional administrator***

The regional administrator supports social work staff in the Child, Youth and Family regional office and the regional team, with administrative tasks.

**Gateway Assessments: Guide for the Education sector**

This page forms the fourth section of the Interagency Guide to Gateway Assessments. The programme is aimed at children and young people at risk of coming into Child, Youth and Family care, entering care or already in care, linking them to the health and education services and support they need.

On this page:

* [Introduction](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-the-education-sector.html#Introduction1)
* [Education sector’s role in Gateway Assessments](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-the-education-sector.html#EducationsectorrsquosroleinGatewayAssessments2)
* [Eligibility for Gateway Assessment referrals](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-the-education-sector.html#EligibilityfornbspGatewayAssessmentreferrals3)
* [Requesting an Education Profile](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-the-education-sector.html#RequestinganEducationProfile4)
* [Before completing the education profile...](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-the-education-sector.html#Beforecompletingtheeducationprofile5)
* [Completing the education profile](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-the-education-sector.html#Completingtheeducationprofile6)
* [The Profile](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-the-education-sector.html#TheProfile7)
* [Information security](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-the-education-sector.html#Informationsecurity8)
* [Returning the completed education profile](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-the-education-sector.html#Returningthecompletededucationprofile9)
* [What happens next?](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-the-education-sector.html#Whathappensnext10)

**Introduction**

The Ministry of Education works alongside Child, Youth and Family and the Ministry of Health to support the needs of vulnerable children and young people.

The education sector plays a vital role in meeting the needs of vulnerable children through the Gateway Assessment process. Information about a child or young person’s learning and development is critical to creating a comprehensive understanding of the child or young person and their needs.

Education professionals share what they know about the child or young person by completing an education profile. This provides information on the child or young person’s learning, development, achievements and needs; their progress in the education setting (where appropriate); observations of their behaviour and social interaction skills.  It also provides information on what support has been given previously (e.g. special education services) and what may be needed to meet future needs.

The Ministry of Education is committed to ensuring every child and young person receives education input into their Gateway Assessment. This is so their education strengths and needs are identified and the appropriate cross agency supports are put in place. Every child that has a Gateway Assessment will have an Education profile completed.

**Education sector’s role in Gateway Assessments**

The education professional contributes by:

* providing information about a child or young person’s strengths, learning and development needs; making recommendations on how these needs can be met; details of any existing supports and how these are making a difference
* helping develop an Interagency Service Agreement (ISA), i.e. the plan for meeting the child or young person’s needs
* attending a multidisciplinary clinical meeting (MDCM), if a child’s needs are complex or if there are specific concerns about them
* implementing education sector recommendations in the ISA
* participating in a review of recommendations after three months.

The education professional may be:

* an early childhood education teacher or educator
* a teacher, SENCO or principal from a school or other education professional
* a Resource Teacher: Learning and Behaviour (RTLB)
* a Ministry of Education staff member
* a provider of education services contracted by the Ministry of Education

[Overview of the Education role in the Gateway Assessment process](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-an-overview-of-roles-and-responsibilites.html#Educationprofessional2)

**Eligibility for Gateway Assessment referrals**

Gateway Assessments are for children and young people entering care, already in care, or at risk of coming into Child, Youth and Family’s care.

***Children entering care***

Every child or young person entering into care under certain sections of the Children, Young Person and their Families Act (1989) will be referred for a Gateway Assessment.

***Children already in care or involved with CYF through the Family Group Conference process***

Social workers may also make a referral for other children and young people when they believe a Gateway Assessment will help identify and address their health and education needs.

For more information on Gateway Assessment referral pathways and exceptions, see [Section three – Guide for Social Workers and other Child, Youth and Family Workers.](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-social-workers-and-other-child-youth-and-family-workers.html)

**Requesting an Education Profile**

Once a social worker has made a referral and gained consent for a Gateway Assessment, they will request an education profile from an education professional.

Social workers are advised to request an education profile for all children and young people who are referred for an Assessment.

***Who to contact***

The individual/s responsible for completing the profile depends on the child’s age, referral pathway and education setting. The [flow chart in Appendix 4](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/ways-we-work-with-families/interagency-guide-documents/education-profile-request-flowchart.pdf) will help the social worker identify who to request a profile from.

***What the profile looks like?***

If the education professional and social worker determine a full profile isn’t required the education professional will partially complete the profile. A note is made of the reasons for the decision.

This means a profile will be completed and returned for every child. Receipt of the profile will be updated on CYRAS to make sure request and completion data of profiles is accurate.

***What happens next?***

Irrespective of whether a full profile is completed or not, the education professional (or appointee) should always be invited to attend the multi-agency meetings for the child or young person.

If social workers experience any issues, in the first instance, they should work with the service manager in their region.

***The education profile forms***

There are four different profile forms:

* early childhood education (children under five years of age or aged between five and six years and not yet enrolled in school)
* primary (years 1-6)
* intermediate (years 7-8)
* secondary (years 9-13)

Each version follows a similar format, but has questions, tools and language appropriate for the age group. The forms include a range of questions for the education professional to consider in assessing the child or young person’s strengths and needs.

The education profile template will be sent to the education professional responsible for completion of the education profile by the social worker.

Refer to the flow chart in [Appendix 4](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/ways-we-work-with-families/interagency-guide-documents/education-profile-request-flowchart.pdf) for information about which education professional completes the education profile.

**Pre-school aged children**

* ***Children under school age enrolled in ECE -*** For children under school age who are enrolled in an ECE service, the education profile will be requested from the ECE service. The ECE service will be asked to complete it t, and return it to the social worker and GAC within seven days.
* ***Children under school age not enrolled in ECE -*** There is a Child, Youth and Family initiative to ensure that all children aged 18 months or older are enrolled into an ECE. Where this is possible in a timely manner, the social worker should request the education profile from the ECE service. The timeframes will not apply in this case as the child needs time to settle into the ECE. Where the child is not enrolled in an ECE refer to the [flow chart in Appendix 4](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/ways-we-work-with-families/interagency-guide-documents/education-profile-request-flowchart.pdf).

**School-aged children**

For school-aged children, refer to the flow chart in [Appendix 4](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/ways-we-work-with-families/interagency-guide-documents/education-profile-request-flowchart.pdf) for information about which education professional completes the education profile.

***Initial meeting for school-aged children***

* If the child is entering care, in year 1-10 of a state, integrated or partnership school, the RTLB is responsible for coordinating the completion of the education profile although the information will often be provided/completed by the class teacher. As part of this process, RTLB call an initial meeting.
* The purpose of this meeting is to identify the immediate educational needs of the child or young person and for everyone involved in their education to work together to ensure that support is put in place to meet those needs.
* The initial meeting should take place within four working days of being asked for an education profile. The RTLB should contact the social worker to arrange the meeting. The meeting should include the social worker, RTLB, school (principal, teacher and/or SENCO) and the parents and/or caregivers as appropriate. Social workers should attend in person. If this isn’t possible they should be available by telephone.
* If immediate educational needs are identified, a short term plan, support and interventions should be identified. They may include:
	+ support from school both within and outside the classroom
	+ support from the RTLB service
	+ referrals for support from the Ministry of Education Special Education Services (including behaviour services)
* The initial meeting and information sharing will also inform the education profile and ISA, i.e. the plan for the child. It also provides an opportunity for parents and/or caregivers and social workers to be included in the decision making.
* If the child or young person is already in care, has been referred through and FGC or other referral or is not enrolled in school refer to the [flow chart in Appendix 4](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/ways-we-work-with-families/interagency-guide-documents/education-profile-request-flowchart.pdf) to determine who the profile form should be sent to.

**Before completing the education profile...**

The educational professional should check:

***Has the form been sent to the right person?***

* Use the flow chart in [Appendix 4](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/ways-we-work-with-families/interagency-guide-documents/education-profile-request-flowchart.pdf) to check the form has been sent to the right person.
* If not, contact the social worker immediately, return the form, and delete all emails from your system including items from your ‘sent’ and ‘deleted’ folders.

***Has consent been given?***

* The social worker works with parents and/or caregivers to get consent before a child or young person is referred for a Gateway Assessment.
* The social worker is responsible for ensuring informed consent is received prior to the referral. By asking for an Education Profile, the social worker is confirming they have consent from the parents/guardians. If the consent provided is not in full, the social worker will advise what consent has been given by the parents.
* For more information see [Section two: Informed consent and information sharing](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-informed-consent-and-information-sharing.html).

***Are timeframes clear and realistic?***

* It’s important multiagency assessment and support is given promptly for vulnerable children and young people.
	+ For children under school age enrolled in ECE, teachers and educators are asked to return completed education profiles within seven days of receipt.
	+ For school-aged children and young people entering care, teachers, educators, special education staff and RTLB are asked to return completed education profiles within seven days of receipt.
	+ For all other children and young people, the social worker may ask that the form be returned by a particular date or for a purpose, e.g. an upcoming FGC. If so, determine whether the profile is able to be completed within this timeframe.
		- If the timeframe can be met, confirm this with the social worker.
		- If the timeframe is NOT able to be met, or no timeframe has been given, contact the social worker to let them know what can be provided within the timeframe, and when the profile form will be returned to them and the Gateway Assessment Coordinator.
* Meeting these timeframes allows the Gateway Assessment Coordinator to arrange the health assessment to coincide with the return of the completed profile, whilst giving the social worker, parents and/or caregivers enough notice to enable them to attend the health assessment.

**Completing the education profile**

Education professionals are asked to use their professional judgement and discretion in completing the education profile.

It’s important to use language you would be comfortable with others reading such as professionals, parents and/or caregivers. Evidence-based information should be given.

***Only relevant/useful sections of the education profile form should be completed.*** If there is information available pertinent to the child or young person’s strengths and needs that doesn’t fit on the education profile template form, a separate page should be completed and attached.

As much information as possible that is available and relevant should be included in the education profile. If the education professional and social worker determine a full profile isn’t required the education professional will partially complete the profile. A note is made of the reasons for the decision.

This means a profile has been completed and returned for every child. Receipt of the profile will be updated on CYRAs to make sure request and completion data of profiles is accurate.

Some education services or providers may have their own internal processes for managing the completion of the education profile. These should be followed to ensure timeframes and other requirements are adhered to.

Support to complete forms may also be available from a number of education services or providers. For example, some ECE organisations may provide support for their member services to complete the form, and RTLB may be available to support staff to complete forms for school age children.

**The Profile**

***The Early Childhood education profile***

The early childhood education profile form has been designed for ECE teachers or educators to use. It provides prompts for the following:

* information on the child’s enrolment, interests and strengths
* an assessment of the child’s learning and development using Te Whāriki
* information about the child’s learning and other needs, and factors affecting the child’s learning
* information about assessments and support needed or already in place
* a Strengths and Difficulties Questionnaire (SDQ) for children over three years old

***The school education profile***

There are three profile forms for school aged children – primary, intermediate and secondary.   They provide prompts for the following:

* information on services and schools that may have been involved with the child
* information about the child or young person’s interests, activities and participation
* information about the child or young person’s wellbeing, their learning and achievement, development, strengths and challenges/needs
* background information about previous support and what the outcome of this was (learning and/or behaviour support)
* students views on their learning, strengths, needs and aspirations for the future
* what the next steps are for this child/young person
* if relevant, details of previous schools the child may have attended may be included on a separate sheet.

***Strengths and difficulties questionnaire***

The Education profile forms include a Strengths and Difficulties Questionnaire (SDQ). This helps identify behaviour and socialisation strengths and concerns. The SDQ varies according to age and is completed by a range of people, including professionals who know the child/young person, parents/carers and (where appropriate) the child/young person.

This information is helpful for health professionals completing the Gateway health assessments.

The SDQ is a tool that can be revisited at intervals to monitor and/or evaluate progress and record outcomes for children and young people.

More information about SDQ is available at [http://www.sdqinfo.com/](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.sdqinfo.com/).

***Needs and recommendations***

It’s important to complete the ‘needs and recommendations’ section of the education profile. When a child is not enrolled and/or engaged in education, or little is known about their educational needs, the recommendations should:

* reflect the need for the child to be enrolled and engaged in education
* indicate how information about the child’s current strengths and needs will be obtained, by who and when.

***Collecting information from other sources***

Sometimes the person completing the form may be able to complete all sections using information already available. For example, if the person completing the form is the child’s main teacher.

In other situations, information may be obtained from other sources or services, unless the social worker has specified otherwise.

Other sources of information may include:

* the child’s previous ECE or school
* the child’s teacher or key worker
* Ministry of Education Special Education Services, or their appointed external agency

**Information security**

All education professionals and services involved in Gateway Assessments should be aware of the provisions of the Privacy Act 1993 in relation to how they store or share the education profile and supporting information. This also includes any other information related to a Gateway Assessment for a child or young person. Protecting the privacy of the child and their family is vital.

Everything possible must be done to protect information exchanged about children. It’s important to make sure information is secure, sent to the right person, and can’t be read by anyone other than the intended recipient.

To do this, all education professionals are required to share personal information about vulnerable children, young people and their families in person or via email. All personal information (e.g. the education profile form) must be password protected before being emailed. The education professional should take the following steps:

* Complete the education profile form online and password protect it. Instructions on how to do this can be found on the Microsoft office website:
	+ [Password protect documents, workbooks, and presentations](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/https%3A/support.office.com/en-nz/article/Password-protect-documents-workbooks-and-presentations-ef163677-3195-40ba-885a-d50fa2bb6b68?CorrelationId=f0b31820-8a7e-4cfe-bc09-07ce3e8948eb&ui=en-US&rs=en-NZ&ad=NZ)
	+ [Password protect a document](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/https%3A/support.office.com/en-nz/article/Password-protect-a-document-3e2d1a5e-2452-4546-b28e-06974fa21bec?CorrelationId=d7006585-2da2-4ef9-b23d-4c4e548eff8e&ui=en-US&rs=en-NZ&ad=NZ)
* Ensure all personal and sensitive information is only contained in the password protected document. Do not put any personal or identifiable information in the email itself or subject line.
* Include the sender’s contact number in the email.
* The email should be sent to a named person whenever possible, not a generic email address, e.g. office@example.co.nz.
* Double check the email address is correct and the identity of the recipient is known before it’s sent.
* The password should be given to the intended recipient of the email (and attachment) in a safe way in person or over the telephone (phone call, voicemail message or text). Do not send the password in an email.

 If an email is received from another organisation with a document that contains personal information and it is not password protected, it should be password protected before it is sent to any other party

**Returning the completed education profile**

Once the education profile is completed, it should be returned to the Gateway Assessment Coordinator and the social worker named on the form. Even if the profile has minimal information it should still be returned to the Gateway Assessment Coordinator. Include a comment stating why there is minimal information (as discussed with the Social Worker).

Forms should be returned via email, following the above process to ensure the information is secure.

ECE services and schools may have their own internal processes for managing the return of completed education profiles. For example, the RTLB may pass the completed profile form to their cluster manager. This person returns it to the Gateway Assessment Coordinator and social worker. Irrespective of the method of return, the password protection process must be followed.

**What happens next?**

The information from the education profile is considered by the health assessor and Gateway Assessment coordinator when preparing the health report and ISA.

Once the education profile is returned, the Gateway Assessment Coordinator organises a comprehensive health assessment.

The Gateway Assessment Coordinator then drafts the ISA. This is an interagency plan for meeting the needs of the child or young person.

If there are differing views on the child or young person’s needs and/or the case is complex, the Gateway Assessment Coordinator will organise a multidisciplinary clinical meeting (MDCM).

[Find out more about next steps once the Education Profile is completed](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessment-education-profile-next-steps-after-completion.html)

**Guide for coordinating the Gateway Assessment Service**

This page forms the fifth section of the Interagency Guide to Gateway Assessments. The programme is aimed at children and young people at risk of coming into Child, Youth and Family care, entering care or already in care, linking them to the health and education services and support they need.

On this page:

* [Step 1: Receiving a referral for a Gateway Assessment](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service.html#Step1ReceivingareferralforaGatewayAssessment2)
* [Step 2: Receiving the Education Profile](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service.html#Step2ReceivingtheEducationProfile3)
* [Step 3: Collating information](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service.html#Step3Collatinginformation4)
* [Step 4: Referral management](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service.html#Step4Referralmanagement5)
* [Step 5: Determining the most appropriate health assessor](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service.html#Step5Determiningthemostappropriatehealthassessor6)
* [Step 6: Creating a Clinical Record](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service.html#Step6CreatingaClinicalRecord7)
* [Step 7: Supporting the health assessment](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service.html#Step7Supportingthehealthassessment8)
* [Step 8: Reporting back to involved practitioners](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service.html#Step8Reportingbacktoinvolvedpractitioners9)
* [Step 9: Developing the Interagency Services Agreement](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service.html#Step9DevelopingtheInteragencyServicesAgreement10)
* [Step 10: Multi-disciplinary clinical meeting](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service.html#Step10Multidisciplinaryclinicalmeeting11)
* [Step 11: Referring the child or young person to services to address their needs](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service.html#Step11Referringthechildoryoungpersontoservicestoaddresstheirneeds12)
* [Step 12: Follow-up at three months](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service.html#Step12Followupatthreemonths13)
* [Overview of coordinating the Gateway Assessment service](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service.html#OverviewofcoordinatingtheGatewayAssessmentservice14)

This section provides details of the steps involved in coordinating the Gateway Assessment service. This covers who/what is involved, key considerations, the responsibilities of the professionals involved, and timeframes.

Gateway is coordinated by DHB Gateway Assessment services (Gateway service).

**Step 1: Receiving a referral for a Gateway Assessment**

The Gateway Assessment coordinator makes sure the referral is complete before they accept the referral (in the IT Tool). Then they proceed with collecting health information and making a booking for a health assessment.

Click on the link below to find out more about:

* receiving the referral
* creating a DHB child or young person record
* what to do when a child or young person is transferred from another DHB

[Find out more about receiving a referral for a Gateway Assessment](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service-step-one-receiving-a-referral.html)

**Step 2: Receiving the Education Profile**

**2.1: Managing the education profile**

The social worker requests the education profile from the relevant education professional. The education professional completes the education profile and returns it to the Gateway service and social worker.

The Gateway service then uploads the Education Profile onto the IT Tool

The education profile will be sent in a password protected document (refer [Section Four](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-the-education-sector.html#Informationsecurity8)). The password needs to be removed before the education profile can be uploaded. If the document is sent in password protected pdf format and there is no access to the software to remove this (Adobe Acrobat), print the education profile and rescan it and save it as a pdf without a password.

**2.2: What is in the education profile?**

The education profile provides a template for the education professionals to share what is known about the child or young person. This includes attendance at the place they are receiving an education, development, learning and achievement, social interaction and whether they have had any specialist educational assistance. It helps the education professional identify the child or young person’s strengths and challenges. This will determine whether any assistance or other services may be required to support their ongoing education.

There are four versions of the education profile: early childhood education, primary (years 1-6), intermediate (years 7-8) and secondary school (years 9-13). Each version follows a similar format, but has questions, tools and language appropriate to the age group.

A range of questions to help the education professional assess the child or young person’s strengths and needs of learning, development and factors that impact a child’s educational success.

It also contains the Strengths and Difficulties Questionnaire (SDQ) for all children aged over three years old. This needs to be completed by an education professional who knows the child/young person. In some circumstances, where a child is not enrolled in or attending an education service/provider, the education professional will liaise with the social worker to determine the level of detail required in the profile. In these instances it may be necessary to complete very basic information and note on the profile the reasons for a full profile not being completed. A profile should be completed for EVERY request.

Refer to Section three and Section four for more information on who completes the education profile, what information is provided and the timeframes.

**Step 3: Collating information**

Before a child or young person receives a health assessment, it’s essential the health professional undertaking the assessment is given as much relevant information as possible.

Click on the link below to find out more about:

* what information should be collated and from where
* requesting information from other agencies
* maternal/paternal mental health and alcohol and drug screening
* the Education Profile
* sharing additional information with the social worker

[Find out more about collating information](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/section-five-step-3-collating-information.html)

**Step 4: Referral management**

The Gateway Coordinator is responsible for managing all referrals and this includes prioritising all referrals into two groups.

The information provided by Child, Youth and Family and information gathered from health sources such as the New Zealand Health Information Service (NZHIS) and primary care provider, and other sources (such as the education profile) will inform priority setting.  Discussions with Child, Youth and Family social workers or the Child, Youth and Family liaison person may be required e.g. the timing of an FGC will be relevant in some situations.

The two groups are:

1. Referrals where there is a high likelihood that unmet health and education needs are contributing to care and protection concerns are prioritised.[[1]](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/teamsite.ssi.govt.nz/iw-cc/command/#_ftn1)  Priority referrals are assessed within 20 working days following referral.
2. All other referrals – these are allocated for assessment in the order in which they were received, and should be assessed within 40 working days following referral.

[[1]](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/teamsite.ssi.govt.nz/iw-cc/command/#_ftnref1) This does not include acute and/or emergency health services, which should be referred to the appropriate health service outside of the Gateway process.

**Step 5: Determining the most appropriate health assessor**

The Gateway service decides who will be the most appropriate health assessor using the referral information, background health information available and information in the education profile. Often this will be done with the Gateway coordinator with/or by the service manager or a senior paediatrician. The assessment should be undertaken by registered health professionals who are appropriately experienced in child and/or youth physical and/or mental health. This person/s should have a good understanding of the child or young person’s health history, development and current health access.

[Find out more about determining the most appropriate health assessor](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/section-five-step-4-determining-the-most-appropriate-health-assessor.html)

**Step 6: Creating a Clinical Record**

The Gateway service and the health assessor create and maintain a clinical record of the background information, examination findings and outcome of any tools used in the assessment. These may be requested by other health practitioners who are subsequently involved in the care of the child or young person. The information gathered during the Gateway Assessment process remains within the health sector as a clinical record or as a separate clinical record system for children and young people in care.

**Step 7: Supporting the health assessment**

These include a systems review, physical examination and mental health assessment. The assessor/s reviews background health information and the education profile to report on the health and wellness needs of the child and young person.

Click on the link below to find out more about:

Providing treatment at the time of the health assessment

Facilitating investigations and specialist assessments

[Find out more about supporting the health assessment](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service-step-6-supporting-the-health-assessment.html)

**Step 8: Reporting back to involved practitioners**

The health assessor prepares a report outlining their findings and recommendations. The Gateway service ensures the Gateway report is provided to the referring social worker within the agreed and contracted timeframes. The recommendations should also be shared with the appropriate professionals involved in the care of the child or young person.

Click on the link below to find out more about:

Writing the report and recommendations

Distributing the report

Confidentiality

[Find out more about reporting back to involved practitioners](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service-step-7-reporting-back-to-involved-practitioners.html)

**Step 9: Developing the Interagency Services Agreement**

The Interagency Services Agreement (ISA) summarises the health and educational needs of the child or young person and the recommendations made by the health and education professionals involved about how those needs can best be met. The Gateway service is responsible for coordinating the ISA.

The ISA will contribute to the child’s overall ‘plan’ developed by the social worker through engagement with the family.

The Gateway service needs to consult the social worker and education professional in drafting the ISA recommendations particularly, where this involves educational services or resources. For example, the ISA should use language such as ‘request/referral for specialist behaviour services in school’ or ‘requires special education support around behaviour and/or communication’.

The draft ISA recommendations are circulated to the social worker and appropriate education professional for confirmation or comment. Sometimes views may differ about the child or young person’s needs and/or the case is complex. In this instance, the Gateway Assessment coordinator will arrange a multidisciplinary clinical meeting to discuss the ISA recommendations with the other professionals in order to reach a consensus.

The ISA will also reflect how the identified health and educational needs will be met between the three agencies.

**Step 10: Multi-disciplinary clinical meeting**

These meetings are coordinated by the Gateway Assessment coordinator, and focus on determining the most appropriate way to address any emotional, behavioural and mental health issues for the child or young person.

The frequency of the multidisciplinary clinical meeting will depend on the volume of referrals and assessments completed.

Click on the link below to find out more about:

* who attend the meetings
* frequency of meetings
* seeking agreement and consent

[Find out more about multi-disciplinary clinical meetings](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service-step-9-multi-disciplinary-clinical-meeting.html)

**Step 11: Referring the child or young person to services to address their needs**

Once the social worker has discussed the Interagency Services Agreement (ISA) recommendations with the child/young person’s family or whānau and gained their agreement, referrals to services can commence.

When children and young people are referred for a care and protection FGC or other family meeting information can be given to address a child’s or young person’s needs. The child’s or young person’s FGC or Court Plan should reflect the recommendations in the ISA.

A care and protection family group conference (FGC) Plan and any associated Court Plan are the formal documents that guide the care, interventions and management of the child or young person for the immediate and medium term.

If the child has particularly complex health or education needs, the health assessor or education professional may be invited to attend the FGC. This will allow them to provide the family with information explaining the assessment findings and recommendations so a plan can be developed.

Any identified service gaps should be referred to the local governance group (refer [Section one: Working Together](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-working-together.html))

**Step 12: Follow-up at three months**

The Gateway report and ISA are reviewed by the Gateway service three months after the assessment, to determine what progress the child has made and to update any outstanding actions or referrals as appropriate. This is done with the appropriate education professional, social worker and other professionals where referral to services was recommended.

Click on the link below to find out more about:

* the review process
* exiting the Gateway service
* general administrative duties, including recording, reporting and measuring outcomes.

[Find out more about follow-up at three months](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-coordinating-the-gateway-assessment-service-step11-follow-up-at-three-months.html)

**Overview of coordinating the Gateway Assessment service**

[Overview of coordinating the Gateway Assessment service (PDF 260.22KB)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/ways-we-work-with-families/interagency-guide-documents/overview-of-coordinating-the-gateway-assessment-process.pdf)

**Gateway Assessments - Guide for Health Assessors**

This page forms section six of the Interagency Guide to Gateway Assessments. The programme is aimed at children and young people at risk of coming into Child, Youth and Family care, entering care or already in care, linking them to the health and education services and support they need.

On this page:

* [Role of the Health Assessor](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-health-assessors.html#RoleoftheHealthAssessor1)
* [Key considerations when undertaking the health assessment](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-health-assessors.html#Keyconsiderationswhenundertakingthehealthassessment2)
* [Assessment of children](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-health-assessors.html#Assessmentofchildren3)
* [Assessment of young people](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-health-assessors.html#Assessmentofyoungpeople4)
* [Investigations](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-health-assessors.html#Investigations5)
* [Providing treatment at the time of the health assessment](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-health-assessors.html#Providingtreatmentatthetimeofthehealthassessment6)
* [Specialist referrals](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-health-assessors.html#Specialistreferrals7)
* [Creating a clinical record](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-health-assessors.html#Creatingaclinicalrecord8)
* [Gateway report and recommendations, including distribution](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-health-assessors.html#Gatewayreportandrecommendationsincludingdistribution9)

**Role of the Health Assessor**

Gateway Assessments help build a complete picture of children and young people who come to the attention of Child, Youth and Family. The overall objective is to enhance their physical, mental, emotional, educational and social wellbeing.

As a health assessor, you play a vital role in the Gateway process, by making sure their health and wellbeing needs are identified (including where these may affect educational needs), and advising on ways these needs can be met. This may include completing appropriate referrals, ensuring the child or young person has a primary care provider, and following up any investigations. You will be appropriately experienced in child and/or youth physical and/or mental health.

Your report and recommendations will help inform the Interagency Services Agreement (ISA), the care and protection family group conference (FGC), and other processes that plan and put in place services and support for the child or young person.

[Overview of the Health Assessor role in the Gateway Assessment service (PDF 277.43KB)](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/documents/keeping-kids-safe/ways-we-work-with-families/interagency-guide-documents/overview-of-the-health-assessors-role-in-the-gateway-assessment-process.pdf)

**Key considerations when undertaking the health assessment**

There are a number of things to consider when undertaking a health assessment.  Click on the link below to find out more about:

* specialist oversight
* structure of the assessment
* accompanying adults
* personal safety
* risks associated with reliance on health records
* sensory screening and dental status
* using the Education Profile.

[Find out more about key considerations when undertaking the health assessment](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-health-assessors-key-considerations-when-undertaking-the-health-assessment.html)

**Assessment of children**

Engaging with the family or whānau and assessing the child are the standard components of any child health assessment.  Click on the link below to find out more about:

* components of the health assessment
* welcome, introduction and explanation
* background information
* systems review
* physical examination
* developmental, emotional and behavioural overview.

[Find out more about assessment of children](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/guide-for-gateway-health-assessors-assessment-of-children.html)

**Assessment of young people**

Young people will usually be assessed by a Youth Health practitioner.  Click on the link below to find out more about:

* Working with young people
* Confirming background information
* HeEADSSS assessment
* Systems review and physical examination

[Find out more about assessing young people](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-health-assessors-assessment-of-young-people.html)

**Investigations**

Whilst there are no recommended standard investigations for all children or young people, the assessing health practitioner should initiate appropriate tests to confirm a health need or quantify their significance.

**Providing treatment at the time of the health assessment**

Services such as immunisation can also be provided at the time of the assessment, but only with consent. If the child or young person requires urgent treatment such as for injuries or infections, the treatment should be provided by the health practitioner at the time of the health assessment.

Consent for the Gateway Assessment does not cover subsequent treatment. Consent specific to the intervention, needs to be gained before any treatment (particularly injections, immunisations or the provision of mental health services) is provided. If the legal guardians are not present, the social worker may need to help gain their consent.

Interventions that may be provided at the time of the assessment include:

* immunisations
* investigations following on from the assessment
* prescriptions for medications
* sexual health screening/contraception.

The Gateway Assessment coordinator or assessing health practitioner ensures that children and young people who require ongoing treatment have access to an appropriate health practitioner.

**Specialist referrals**

The health assessment may identify the need for some children or young people to be referred for a specialist assessment or intervention, either by the Gateway Assessment coordinator as they collect background information or by the clinician as they complete the health assessment.

Click on the linkk below to find out more about:

* the types of specialist services
* disability services
* mental health services

[Find out more about specialist referrals](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-health-assessors-specialist-referrals.html)

**Creating a clinical record**

The health assessor maintains their own clinical record of the findings from the assessment. These are made available to other health practitioners who are involved in the subsequent care of the child or young person.

It is not appropriate for Child, Youth and Family to keep a record of the physical examination, results of information requests, screening tools or clinical findings in the Child, Youth and Family system. Rather, the detailed clinical observations and findings should remain part of the health assessor’s medical record stored by the practitioner or their agency.

This clinical record should be kept by the DHB along with any other records held on the child or young person. The existence of the record may be flagged on the Medical Warning System if required, following the appropriate MDT approval process.

**Gateway report and recommendations, including distribution**

The report and recommendations are a key outcome of the health assessment process, and set out the health practitioner’s advice to the family, other health service providers, the teacher/RTLB and the social worker, about the child or young person’s current health and wellbeing status and the interventions required to address these needs.

Click on the link below to find out more about:

* the format and content of the report
* current or transitional recommendations
* community or long term recommendations
* report distribution

[Find out more about Gateway report and recommendations](http://ndhadeliver.natlib.govt.nz/ArcAggregator/arcView/resource/IE27868507/http%3A/www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-assessment-guidelines/gateway-assessments-guide-for-health-assessors-report-and-recommendations.html)