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## Information Sharing for mch services

## Update to Responder post sharing Correspondence Template

## & SUpporting tools

Updated December 2021

## Information Sharing for mch

## - Correspondence Templates and SUpporting tools

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## available Information sharing Correspondence Templates

Making a Request Template

Responding to Information Request Template

Proactively Sharing Template

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**Terms of Reference**

|  |  |
| --- | --- |
| **Abbreviation** | **Meaning** |
| **CISS** | Child Information Sharing Scheme |
| **FVISS** | Family Violence Information Sharing Scheme |
| **ISE** | Information Sharing Entity |
| **ISS, or IS** | Information Sharing Schemes, Information Sharing |
| **MCH services** | Maternal and Child Health services |
| **MARAM Framework** | Multi-Agency Risk Assessment and Risk Management Framework |
| **RAE** | Risk Assessment Entity(FVISS only) |

## For further support, please VISIT...

[Guides, Templates and Tools for Information Sharing and MARAM](https://www.vic.gov.au/maram-practice-guidance-and-tools)

## Update to Responder post sharingCorrespondence Template

**[Date:]**

**Subject:** RE: Request for information under the *child and family violence information sharing schemes.*

Dear ***[Recipient Name]***,**[*ISE Organisation*]**

Thank you for promptly responding to our request for information.

The information you provided was invaluable in supporting the safety of the **[*child and/or victim survivor*]**. We used the information to:

* ***[Brief description of how the information was used to mitigate risk.***

*Eg; ‘We used the address you provided to locate the victim survivor and her daughter, allowing MCH tomaintain engagement through the appropriate local MCH service.]*

Thank you for your assistance, and please get in touch if you require anyfurther information from MCH.

Regards,

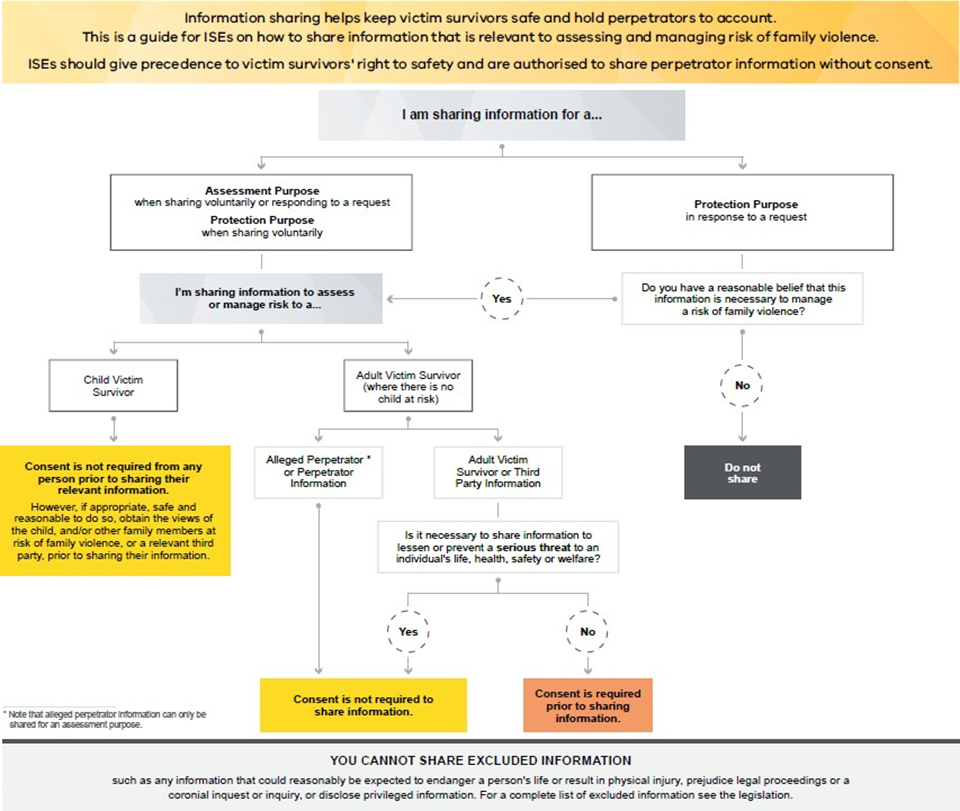
***[E-mail signatureblock,***

***including Organisation details]***

## Key Reference Tools

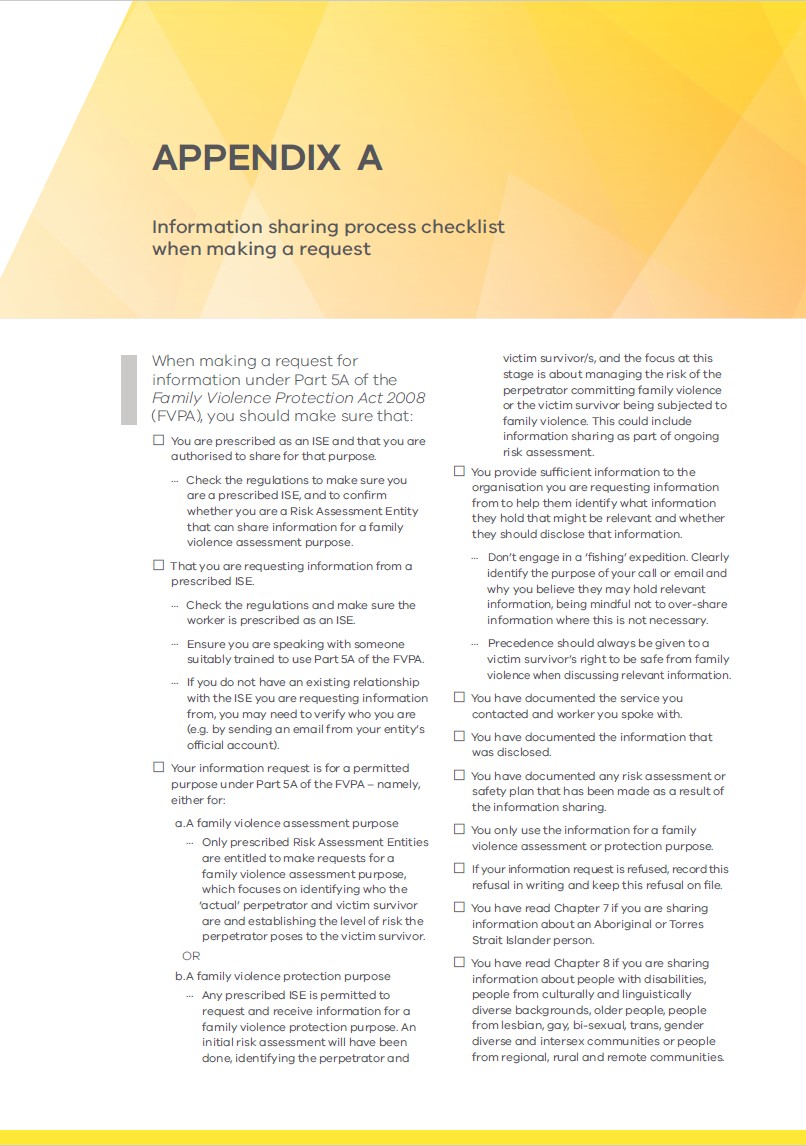
## Information Sharing Consent Guidance under FVISS

This [simple decision-making guide](https://www.vic.gov.au/system/user_files/Documents/fv/A%20guide%20for%20ISEs%20on%20how%20to%20share%20information.pdf)will help determine whether consent is required.



## [FVISS Ministerial Guidelines, p64](https://www.vic.gov.au/sites/default/files/2021-04/Ministerial%20Guidelines%20-%20Family%20Violence%20Information%20Sharing%20Scheme_2.pdf) (April 2021 version)

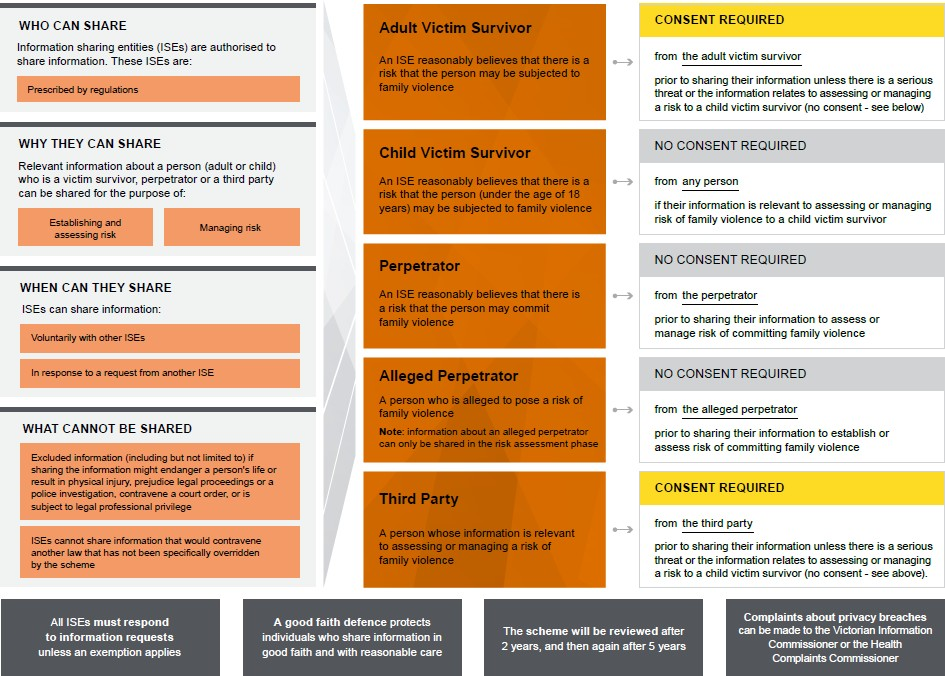
## Information Sharing Checklist for FVISS

This [information sharing process checklist](https://www.vic.gov.au/system/user_files/Documents/fv/Appendix%20A%20-%20Information%20sharing%20process%20checklist%20when%20making%20a%20request.pdf)should guide you when making a request.

## [FVISS Ministerial Guidelines, p139](https://www.vic.gov.au/sites/default/files/2021-04/Ministerial%20Guidelines%20-%20Family%20Violence%20Information%20Sharing%20Scheme_2.pdf) (April 2021 version)

## FVISS1 Page Overview

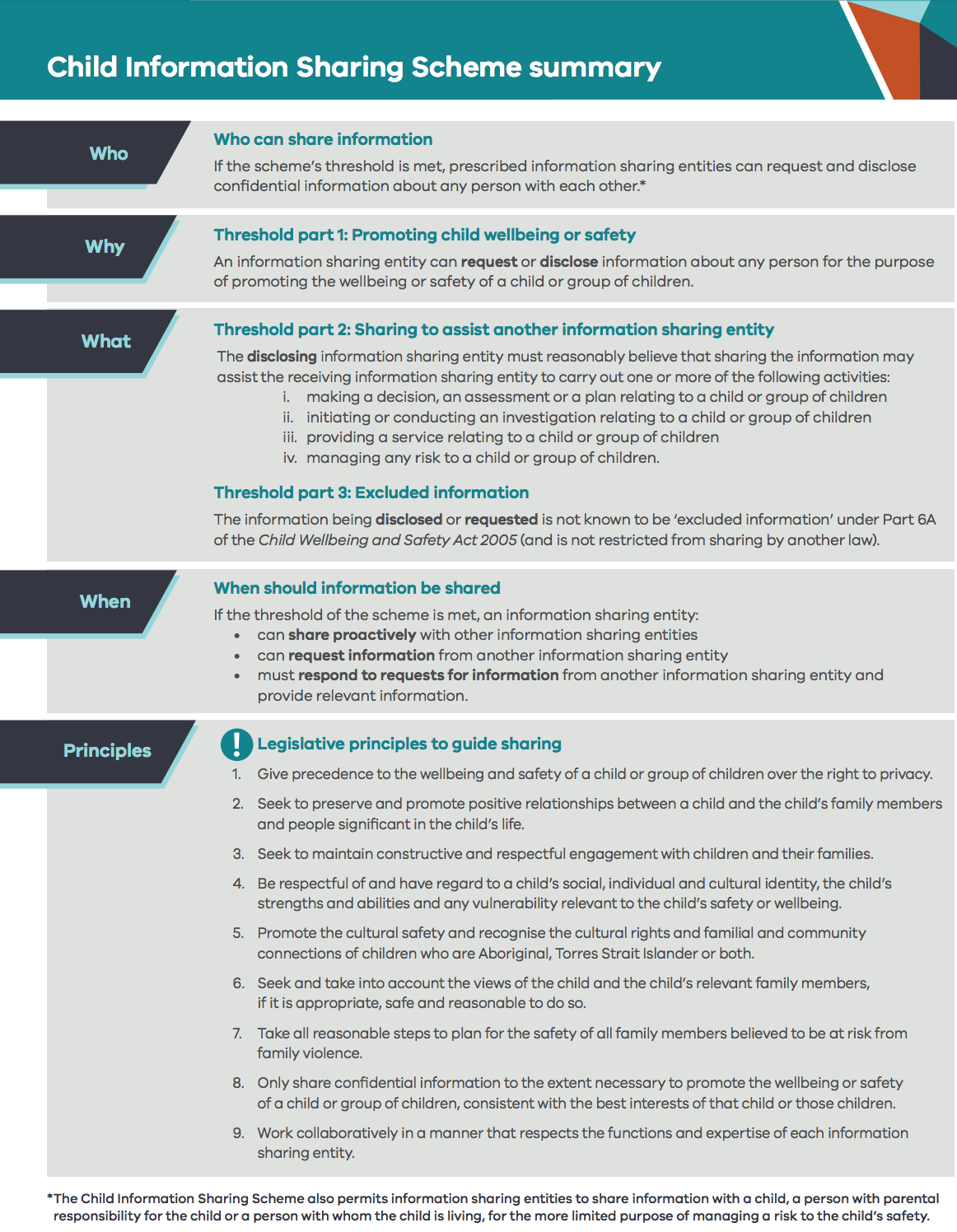
This one-page overview ofthe FVISSwill help you assess when to share information.



## [FVISS Ministerial Guidelines, p23](https://www.vic.gov.au/sites/default/files/2021-04/Ministerial%20Guidelines%20-%20Family%20Violence%20Information%20Sharing%20Scheme_2.pdf) (April 2021 version)

## CISS 1 Page Overview

This one-page overview of the CISS will help you assess when to share information.



[Child Information Sharing Scheme on a page](https://www.vic.gov.au/sites/default/files/2019-01/Child%20Information%20Sharing%20Scheme%20on%20a%20page.pdf)