Child Protection Liaison Officer (CPLO) access to and use of information from the Alcohol, Tobacco and Other Drugs Information System (ATODS-IS) Procedure

1. Purpose
This Guideline provides recommendations regarding best practice for the processes for Hospital and Health Service (HHS) Child Protection Liaison Officer (CPLO) to access and utilise information obtained from the Alcohol, Tobacco and Other Drugs Information System (ATODS-IS).

2. Scope
This Guideline provides information for all employees, (permanent, temporary or casual) undertaking the role of CPLO and to employees who are required to provide information or system access to CPLO’s through ATODS-IS.

CPLO access to ATODS-IS is approved to only respond to requests for information from the Department of Communities, Child Safety and Disability Services under the information exchange provisions of the Child Protection Act 1999.

3. Related documents
Policy and Standard/s:
- Protecting Children and Young People (QH-POL-078)

Legislation:
- Hospital and Health Boards Act 2011
- Child Protection Act 1999

4. Guideline for CPLO access to and use of information from the ATODS-IS Procedure
4.1 Requesting access to and utilisation of information from ATODS-IS
4.1.1 Upon request, CPLOs will be granted ‘read-only’ access to ATODS-IS.

4.1.2 Access will provide the CPLO with the ability to search for clients, view basic demographic data and service contact dates.

4.1.3 Read-only access does not enable the CPLO to view clinical notes relating to the client or to edit information within the record.
4.2 Process for requesting access to ATODS-IS

4.2.1 To request access to ATODS-IS, the CPLO is required to send a request for ‘read only’ access to their local ATODS-IS Coordinator.

4.2.2 On receipt of the request, the ATODS-IS Coordinator should:

- send the request for ‘read only’ ATODS-IS access to the Clinical Systems Support Team, Information and Performance Unit, Mental Health Alcohol and Other Drugs Branch for actioning
- notify the requesting CPLO of login details via email.

4.3 Using ATODS-IS Information

4.3.1 Sections 159M and 159N of the Child Safety Act 1999 provide for the exchange of information from prescribed entities and section 148 of the Hospital and Health Boards Act 2011 provides for the disclosure of confidential information for the protection, safety or wellbeing of a child.

4.3.2 Following a request for information from the Department of Communities, Child Safety and Disability Services:

   The CPLO should:

- Check ATODS-IS to determine if an individual has a client history
- If client history exists, make contact with the relevant ATODS manager to discuss the client’s case before supplying information about the client.
- Advise ATODS-IS Coordinator of provision of information from ATODS-IS.

   The ATODS-IS Coordinator is required to:

- Record details of the CPLO contact on the client’s history in ATODS-IS.

5. Review

This Guideline is due for review on: 01 July 2015

Date of Last Review: Not applicable

Supersedes: Nil.

6. Business Area Contact

Clinical Systems Support Team, Information and Performance Unit, Mental Health, Alcohol and Other Drugs Branch
7. Definitions of terms used in the policy and supporting documents

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition / Explanation / Details</th>
<th>Source</th>
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<tbody>
<tr>
<td>Child Protection Liaison Officer</td>
<td>Child Protection Liaison Officers are Hospital and Health Service employees who provide a single point of contact regarding child protection matters for Queensland Health staff, the Queensland Police Service and the Department of Communities, Child Safety Services regarding Hospital and Health Service clients. Persons occupying these positions can be from a variety of disciplines (e.g. nursing, social work, psychology, medicine)</td>
<td>Child Safety Unit Fact Sheet 3.1</td>
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<tr>
<td>Department of Communities, Child Safety and Disability Services</td>
<td>Department of Communities, Child Safety and Disability Services aims to enable vulnerable Queenslanders to improve their lives by investing, providing and partnering in effective and innovative services. Child Safety Services is the Queensland Government agency for child protection and adoption services. Child Safety Services is responsible for ensuring children and young people up to 18 years of age are safe and protected from harm when their parents cannot provide the necessary levels of care and protection.</td>
<td><a href="http://www.communities.qld.gov.au/childsafety/about-us/our-department">http://www.communities.qld.gov.au/childsafety/about-us/our-department</a></td>
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8. Approval and Implementation

**Policy Custodian:**
Executive Director  
Mental Health Alcohol and Other Drugs Branch  
Health Service and Clinical Innovation Division.

**Responsible Executive Team Member:**  
Deputy Director-General, Health Service and Clinical Innovation Division.

**Approving Officer:**  
Dr Jeanette Young, A/Deputy Director-General, Health Service and Clinical Innovation Division.

**Approval date:** 13 December 2013  
**Effective from:** 01 January 2014

Version Control

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<td>1.0</td>
<td>05/12/2013</td>
<td>Information and Performance Unit, Mental Health, Alcohol and Other Drugs</td>
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