

## HAYWOOD, Lauren

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**From:** WILKES, Carolyn  
**Sent:** Friday, 16 November 2012 3:37 PM  
**To:** WILKES, Carolyn  
**Subject:** FW: Occassional Paper and Best Practice Booklet [SEC=UNCLASSIFIED]

Carolyn Wilkes

**Ph:** s47F - personal privacy  
**Email:** s47F - personal privacy

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**From:** BROWN, Janice  
**Sent:** Thursday, 24 May 2012 12:07 PM  
**To:** Margot Ruth Prior; Jacqueline Roberts s47F - personal privacy  
**Cc:** WILKES, Carolyn; REYNOLDS, Jennifer  
**Subject:** RE: Occassional Paper and Best Practice Booklet [SEC=UNCLASSIFIED]

Hi Margot

Do you have an electronic copy of the most recent version of the Guidelines booklet (the version with coloured block headings) to email to me?  
Also can I have your telephone number?

Kind regards  
Janice

s47F - personal privacy

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**From:** Margot Ruth Prior s47F - personal privacy  
**Sent:** Wednesday, 23 May 2012 9:45 AM  
**To:** REYNOLDS, Jennifer; Jacqueline Roberts s47F - personal privacy  
**Cc:** WILKES, Carolyn; BROWN, Janice  
**Subject:** RE: Occassional Paper and Best Practice Booklet [SEC=UNCLASSIFIED]

Dear Jennifer,

Thank you for putting me in the picture. I will look forward to reading the finished booklet as well as the Review of Research Report.

I do feel that the Guidelines should remain our publication as originally intended, and that this would be important to the intended audiences. It also would allow you some distance in contested instances regarding treatment, since the guidelines are coming from international scientific literature sources. I recall that one of our recommendations was about providing external expert backup in challenging or difficult cases on request from FaHCSIA staff. I hope Jacque will be commenting on this also, I understand she is overseas at the moment.

With regards,  
Margot

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**From:** REYNOLDS, Jennifer s47F - personal privacy  
**Sent:** Tuesday, 22 May 2012 5:40 PM  
**To:** Jacqueline Roberts s47F - personal privacy Margot Ruth Prior  
**Cc:** WILKES, Carolyn; BROWN, Janice  
**Subject:** FW: Occassional Paper and Best Practice Booklet [SEC=UNCLASSIFIED]

Hi Margot and Jacquie

Thanks for your replies. The minor changes being proposed for [the Guidelines booklet](#) are mainly to put the content of the booklet in a more logical progression. The proposed changes are:

1. Adding the following text to the front cover: Funded by the Australian Government Department of Families, Housing, Community Services and Indigenous Affairs
2. Moving the Box containing the words "This booklet provides:...." to the beginning of page 1
3. Moving the HCWA Early Interventions Table (final agreed version is still to be determined) and the Positive Partnerships Planning Matrix sections to come after the section on Australian Government Services for children with ASD, their families and carers (slight rewording of title for this section)
4. Swapping the information regarding the HCWA Package web address and Hotline to be before the information on current AG support for students with disability (which then becomes the last sentence on p21).
5. Typo corrections
6. A final check within DEEWR, FaHCSIA and DoHA that the wording for program content is current for them.
7. A final check to ensure State/Territory government details are all current

Regarding the inclusion of photos, we would still like to consider this idea further, covering the additional expense in the contract. The reason for wanting photos is to make the booklet more accessible and appealing to a wider general audience including families.

A possible alternative is for FaHCSIA to undertake the above changes and finalise the booklet through the Department's communication and media branch. This would change the booklet to being a FaHCSIA publication. What are your thoughts?

The [Review of the Research Report](#) is now going to be released electronically via the FaHCSIA website, after some editing to ensure suitability for public release and web accessibility. Any substantial changes to the material (other than removal of parts written for internal departmental use, minor typo corrections and changes to ensure suitability for the web or font/numbering consistency) will be discussed first with you to ensure you are accepting of the changes, as the authors of the report. The report that FaHCSIA propose to release electronically will also be sent to you both prior to its release, for final confirmation.

We realise we have not progressed the contract due to our other priorities but will get on to it now and ensure we incorporate any additional work etc. and finalise payment asap.

Regards  
Jenny

**Jennifer Reynolds**  
**Section Manager**  
**Autism Section**  
**Autism and Early Intervention**

s47F - personal  
privacy

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**From:** Margot Ruth Prior s47F - personal privacy

**Sent:** Friday, 18 May 2012 8:55 AM

**To:** BROWN, Janice

**Cc:** WILKES, Carolyn; Jacqueline Roberts s47F - personal privacy

Jacqueline Roberts s47F - personal privacy

**Subject:** RE: Occassional Paper and Best Practice Booklet [SEC=UNCLASSIFIED]

Dear Janice,

Thank you for your message, I have also now read Jacquie's emailed comments.

I Was a little alarmed by reading that you are in the process of editing the Guidelines we put together at your request, particularly as there has not been any discussion of the scope and process of the editing or any

amendments. The contract was for an updated set of Guidelines following on the 2006 booklet, and taking into account the updated review of treatment evidence which we completed for you in 2011. The purpose of the Guidelines is to underpin the work of professionals and service providers working within the Autism package, in supporting best practice based on the scientific evidence available for treatment of autism.

In the final stages the booklet the all important summary table of evidence previously agreed with FaHCSIA needed to be inserted along with some additional information provided by your department. Is it perhaps the latter which is receiving further editing or does this include the Prior and Roberts main text content? As noted in my previous email, the reviewing group, through me, negotiated on the table categories at the last stage of the process and this was agreed by Carolyn in a phone exchange with me.

As for pictures of children and families, my feeling is that this would not be appropriate for this publication which needs to maintain its scientific review and evidence emphasis, and to remain focused on highlighting the best intervention recommendations available to guide your many registered practitioners.

I would be grateful for clarification on your current process.

With regards,

Margot Prior

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**From:** BROWN, Janice <sup>s47F - personal privacy</sup>  
**Sent:** Thursday, 17 May 2012 3:39 PM  
**To:** Margot Ruth Prior  
**Cc:** WILKES, Carolyn; Jacqueline Roberts <sup>s47F - personal privacy</sup> Jacqueline Roberts <sup>s47F - personal privacy</sup>  
**Subject:** RE: Occassional Paper and Best Practice Booklet [SEC=UNCLASSIFIED]

Hello Margot

My own understanding is that there is some work remaining before the draft booklet is accepted by FaHCSIA as a final version. I am currently doing some amendments, with any changes I propose then needing to be agreed by you, Jacqueline and Carolyn. I hope to provide an amended draft to you for your consideration by Wednesday next week.

One thing that I think might improve the booklet is photos of children with ASD and families / service staff. Can you provide such photos?

Regards  
Janice Brown

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**From:** Margot Ruth Prior <sup>s47F - personal privacy</sup>  
**Sent:** Wednesday, 16 May 2012 8:35 AM  
**To:** WILKES, Carolyn; Jacqueline Roberts <sup>s47F - personal privacy</sup> Jacqueline Roberts <sup>s47F - personal privacy</sup>  
**Cc:** BROWN, Janice  
**Subject:** RE: Occassional Paper and Best Practice Booklet [SEC=UNCLASSIFIED]

Dear Carolyn and all,  
Thanks for this message.  
Just to clarify.

My understanding is that we had reached almost the end of the process with the booklet except for the fact that we had reached an agreement at the last moment on the all important table, for a switch back to the penultimate version. This was following consultation with the reviewing group who proposed that the categories' emerging evidence' and 'clinical evidence' should not be combined in classification but separate as in the final version of the booklet sent by Jacque and Margot.

Best regards,  
Margot

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**From:** WILKES, Carolyn <sup>s47F - personal privacy</sup>  
**Sent:** Tuesday, May 15, 2012 1:46 PM

**To:** Jacqueline Roberts <sup>s47F - personal privacy</sup>

Jacqueline Roberts <sup>s47F - personal privacy</sup>

Margot Ruth Prior

**Cc:** BROWN, Janice

**Subject:** Occassional Paper and Best Practice Booklet [SEC=UNCLASSIFIED]

Hi Jacqui and Margot

Janice Brown has started with the Branch today, until the end of June to assist us to get 2 key projects done relating to the Review – the Occasional Paper (or similar publicly released document) and to help complete the booklet with you. Janice can be contacted on <sup>s47F - personal privacy</sup>

Janice will be in contact to progress these.

Regards

*Carolyn Wilkes*

Acting Assistant Section Manager

Autism Section

Autism and Early Intervention Branch

Department of Families, Housing, Community Services and Indigenous Affairs

<sup>s47F - personal privacy</sup>

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