|  |  |  |  |
| --- | --- | --- | --- |
| **NGO** | **TRIM REF** | **DUE DATE** |  **TO CFDU/Person**  |
| Name | DCJ to add | XXXX | Who to send information to including contact details |

Financial approval for forward costs for an Individual Placement Arrangement (IPA) is required through the completion of a Briefing Note (BN).

Child and Family District Units (CFDUs) require specific information in order to seek financial approval of the:

* HCEA Executive Lead for forward costs up to $249,999.99 (inclusive of GST)
* Deputy Secretary for Child Protection and Permanency for forward costs of up to $499,999.99 (inclusive of GST)
* Secretary for forward costs of over $500,000 (inclusive of GST).

Approval is required by the delegated officer on a cumulative basis from the commencement of the arrangement.

The BN due date is allocated by DCJ for approval of the IPA based upon the proposed daily costs.

If the BN is submitted after this timeframe, financial delegations may have already been exceeded, and no further payments can be made until the BN is approved.

**Below is a list of the sources of information CFDU staff / Managers will rely upon to complete a BN for financial approval on behalf of a PSP Service Provider:**

If any of the below have not been provided recently to the CFDU, please forward:

|  |  |
| --- | --- |
| * CIF
 | * CAT
 |
| * Entry Notification Form
 | * Fortnightly IPA updates
 |

The below must be provided (where relevant and not recorded on ChildStory) to the CFDU:

|  |  |
| --- | --- |
| * OOHC Case Plan
 | * Behaviour Support Plan (BSP)
 |
| * NDIS Plan
 | * Cultural Plan
 |
| * Copy of detailed and itemised quotes for IPA services, including any subcontracting arrangements.
 |

In addition to the above, the following information, if applicable, must be provided to the CDFU:

* A short paragraph on how the child came to be in an IPA
* Any relevant/recent previous placement history (i.e. last 6-12 months), including the reasons for the breakdown and any efforts to support or maintain previous placements
* Attempts to locate alternative placement types
* Consultations with clinicians or Permanency Coordinators (if relevant)
* Family finding efforts and whether a family group conference is proposed, and key dates and timeframes
* How the arrangement meets the child’s needs and provide value for money
* Evidence of financial probity and ensuring costs are reasonable and supported.

## National Disability Insurance Scheme (NDIS)

* Use this section to provide information on whether the child or young person is eligible for NDIS and/or has a NDIS plan
* Detail how this plan is being utilised, including financial details of expenditure and future costs, and a rationale if underspent
* Is the NDIS funding appropriate for the child’s needs?

**Details of the arrangement**

* IPA accommodation type and the service provider
* Any recent changes to the accommodation, service provider, staffing ratios as daily figures may require recalculations
* If the arrangement is 2:1 staffing, provide a strong rationale/reason and specific step-down plan, and outline the monitoring in place. This includes overnight awake shifts
* Psychological services and behaviour management strategies should be in place to support the Child or Young Person with a goal to reducing the need for 2:1 staffing
* Progress in the arrangement
* Any quality of care issues
* Any changes to the child or young person’s school enrolment or attendance, including rationale for partial attendance
* If the child or young person attends school, specify how these arrangements are taken into consideration with regards to staffing rosters
* Family time arrangements including sibling contact
* General overview of health. i.e. are there any outstanding health issues and how are they being addressed.

## Step Down/Transition Planning

* All children must have an exit strategy with associated actions and timeframes for both (preferably dates)
* Outline what actions have been done towards creating a strategy or transition (concisely). This could include restoration and other permanency options, provisional authorisations underway for kinship care, transitions to foster care or other more preferred funded placement options
* Where possible, include information on alternative or concurrent exit plans and/or respite options.