



Changes in applying for PSP Packages

November 2020

Streamlining administrative processes

We are streamlining administrative processes to apply for PSP packages. This will make the process faster and more efficient. The changes will:

- reduce the number of tasks that need to be performed by PSP service providers and Department of Communities and Justice ('DCJ') districts ('local districts') and
- ensure service providers receive the right funding at the right time.

The information below outlines what you need to do (table 1). Local districts and service providers read this table in conjunction with the [PSP Permanency Case Management Policy](#), [Business Rules](#) and [Away from Placement policy](#).

This is just the first step. We will be collaborating with local districts and service providers (table 2) to:

- further streamline administrative processes wherever opportunities are identified
- ensure consistent processes across districts.

We welcome feedback from local districts and service providers through the permanency support [mailbox](#).

Table 1

Changes in the process to apply for PSP Packages	
Packages	What you need to do
Specialist Cultural Plan (Aboriginal) CALD Leaving Care	These packages no longer require a formal <i>application or service request</i> . Annual lump sum payments are made automatically to each service provider in relation to children that meet eligibility requirements. Service providers continue to be required to: <ul style="list-style-type: none"> • Develop and review cultural support plans annually and report to DCJ within the <i>Case Plan Review</i> record on ChildStory Partner Community • Develop and review <i>Case Plans</i> with a goal of <i>Leaving Care</i> and record the completed review on Partner Community.

Changes in the process to apply for PSP Packages

Packages	What you need to do
Specialist Adoption Legal Payment	Payments will be made following Accredited Adoption Service Providers submitting existing reporting to DCJ confirming that an adoption application is approved or filed at court.
Baseline package Away from Placement	<p>The <i>Notification and request</i> form continues to be required at <u>commencement</u> of any Away from placement period.</p> <p>For a child in foster care (only), approval is granted for the entire period of up to eight weeks (in total). There is no longer a requirement to seek approval for an extension.</p> <p>Multiple absences of a child from their authorised placement does not require multiple <i>notification and request forms</i> during the Away from Placement period. The child's placement information is to be updated on ChildStory Partner Portal to reflect their whereabouts.</p> <p>Service providers continue to be required to:</p> <ul style="list-style-type: none"> • make reports to Helpline per Mandatory Reporter Guide (MRG) • complete <i>Whereabouts</i> on ChildStory Partner Community • update district complex case panel. <p>Payments are made automatically to each service provider in relation to children that meet eligibility requirements (above), commencing from the date of <i>Whereabouts</i> on ChildStory Partner Community.</p>
Baseline package Case Coordination: Not in Placement	<p>The <i>Notification and Request</i> form continues to be required at commencement of any Not in placement period.</p> <p>For a child in foster care (only), there is no longer a requirement to seek approval for an extension in some circumstances.</p> <p>Automatic extension of the Not in Placement period occurs for a maximum period of up to 6 months when:</p> <ul style="list-style-type: none"> • a section 90 application has been filed in the Children's Court (or will soon be filed before the initial period expires) • district complex case panel has discussed and agreed the initial period will be extended. <p>Automatic extension does <i>not</i> occur when section 90 court proceedings have not commenced during the initial 6 month period. If an extension is sought, service providers continue to be required to complete an updated <i>notification and request form</i>.</p> <p>During the initial or extended period, service providers continue to be required to:</p> <ul style="list-style-type: none"> • make reports to Helpline per Mandatory Reporter Guide (MRG) • complete <i>Whereabouts</i> on ChildStory Partner Community • update district complex case panel.

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	Payments are made automatically to each service provider in relation to children that meet eligibility requirements (above), commencing or continuing from the date of <i>Whereabouts</i> on Partner Portal.
Baseline package Case coordination: Post Permanency Casework Support	This package no longer requires a formal <i>application or service request</i> . <u>Restoration</u> <i>Case Coordination - Post Permanency Casework Support</i> baseline package no longer requires an application form when a child is restored in accordance with their care plan. <u>Guardianship or Adoption</u> As outlined in the business rules, this package will generally not be required for guardianship or adoption permanency outcomes. Requests for this package is now made during Permanency Goal Reviews where eligibility requirements have been met.
Case Plan Goal Package Case Plan Goal Package Extension	Request for an extension to the Case Plan Goal package no longer requires an application form. Any request for an extension is now made through the Permanency Goal Review process. The approval delegation remains the DCJ Executive District Director. Where the review process and Permanency Coordinator do not support an extension, the agency can continue to apply using the existing application form.

Table 2

Future changes being considered	
Packages	What's next?
Baseline package Away from placement Case Coordination: Not in Placement	Opportunities will be explored to streamline administrative processes for children in ITC.
Annual renewal of existing packages Additional Carer Support 4+ Sibling Placement	Opportunities will be explored to streamline the process for annual renewal of these packages for children who meet the criteria.