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| Home Based Care - Complex31216 |
| Outcome objective: Victorians have capabilities to participate  Output group: Child Protection and Family Services  Output: Placement Services |

**OFFICIAL**

## 1. Service objective

To provide home-based care services and foster care services to children and young people who are temporarily unable to live with their families due to issues of abuse and neglect.

## 2. Description of the service

Approved foster carers look after children and young people in their own homes and receive a care allowance as a contribution to the costs associated with providing this care. Community service organisations (CSOs) are responsible for recruiting, assessing, training and supporting foster carers and for client case management.  
Complex placements are highly resourced, consisting of specific service responses and individualised interventions. ‘Complex’ placements are intended to constitute 10% of all home based care and foster care placements.  
Tailored care packages are flexible funding packages ‘attached’ to a child or young person and can only be used where existing foster care options and supports available to all children in care have been explored and found to be unavailable or inappropriate.  
Note: the tailored care packages are a different activity to the targeted care packages, announced in February 2015.  
A further sub component of this activity is the ‘Pre-NDIS disability to Home Based Care’. This component identifies grand-fathered funding arrangements for the care of children and young people who resided in disability funded Family Options and Host Family programs prior to the roll-out of the National Disability Insurance Scheme (NDIS). These funding arrangements are specific to the child or young person and will continue until the child or young person moves to an alternative placement type, leaves care or turns 18 years old.

## 3. Client group

The client group this activity is targeted at children and young people aged from 0 to 18 years who are, or have been, registered on the high risk adolescent register, or whose behavioural, emotional and physical needs place them in the extreme upper percentage of all children in out-of-home care, 100 per cent of whom will be subject to current protective involvement. Children and young people may move between the respective care categories (general, intensive and complex), depending upon the level of support and specialisation required by the community service organisation supporting the placement and corresponding demand on the carer, to meet the needs of the child.  
Tailored care packages – in order of priority access:  
• for children under 12 years old and currently in a residential care setting  
• children under 12 years old and at risk of entering residential care  
• children and young people aged 13 years and over in residential care  
• sibling groups.  
All children accessing tailored care packages must be subject to protective involvement.

## 4. Obligations specific to this activity

In addition to the obligations listed in the Service Agreement, organisations funded to deliver this activity must comply with the following:

### 4a. Registration and Accreditation

* Independent review and accreditation against the department’s Human Services Standards, unless exempted.
* Registration under the Children, Youth and Families Act 2005

### 4b. Program requirements and other policy guidelines

* [Home-based care performance and reporting requirements](file:/F:/Oracle/Middleware/Oracle_Home/user_projects/domains/bi2)

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* [Human Services Standards policy](https://providers.dffh.vic.gov.au/human-services-standards-policy)

<https://providers.dffh.vic.gov.au/human-services-standards-policy>

* [Program Requirements for Home-Based Care in Victoria](https://providers.dffh.vic.gov.au/program-requirements-out-home-care-services%3e)

<https://providers.dffh.vic.gov.au/program-requirements-out-home-care-services>>

* [Child Protection Practice Manual](http://www.cpmanual.vic.gov.au)

<http://www.cpmanual.vic.gov.au>

* [Guide to emergency use of physical restraint in out-of-home care](http://providers.dffh.vic.gov.au/guide-emergency-use-physical-restraint-out-home-care)

<http://providers.dffh.vic.gov.au/guide-emergency-use-physical-restraint-out-home-care>

## 5. Performance

Funding is subject to achieving the performance targets specified in Schedule 2 of the Service Agreement.

Performance is measured as follows:

### Key performance measure 1: Daily Average Occupancy

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| **Aim/objective** | This performance measure provides quantitative information on the number of targets for the placement of children and young people who require out of home care (in the complex category) |
| **Target** | The performance measure target is provided in the Service Agreement |
| **Type of count** | Non-cumulative |
| **Counting rule** | The daily average occupancy refers to the total delivered placement days for each client in the reporting period, divided by the total number of days within the reporting period. |
| **Data source(s) collection** | * CRISSP * Service Delivery Tracking (SDT) |
| **Definition of terms** | Approved carers are accredited through a registered community service organisation, are registered on the department’s Carer Register, have their details recorded in CRISSP and are in receipt of a carer allowance |

### Performance measure 2: Percentage of the total number of children and young people in placements greater than six months who are on family reunification, care by Secretary or long-term care orders that are contracted to the provider

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| **Aim/objective** | This performance measure provides information about the number of longer-term contracted placements in the complex category (> six months) as a proportion of all placements. |
| **Target** | 80 per cent |
| **Type of count** | Non-cumulative |
| **Counting rule** | 1) Identify and count the number of clients contracted to the provider on family reunification, care by Secretary or long-term care orders whose placements have been > six months for each day over the reporting period 2) Count all clients contracted to the provider on family reunification, care by Secretary or long-term care orders who are placed for each day over the reporting period Take the count of client numbers from 1) Divided by The total number of clients To obtain the proportion of clients in placements > 6 months For example: For 1st quarter each financial year: Counting Rule 1) Day 1 Client A < 6 months (= 182 placement days) Client B < 6 months Client C > 6 months Client count = 1 Day 2 Client A > 6 months (= 183 placements days) Client B < 6 months Client D > 6 months Client count = 2 Total client count (Day 1 and 2) = 3 Counting Rule 2) Day 1 Client A – placed Client B – placed Client C – placed Client D – placed Client E – not placed Total clients placed = 4 Take the count of clients from counting rule 1) – 3 clients Divided by Total number of clients from counting rule 2) – 4 clients (3/4) x 100 = 75% |
| **Data source(s) collection** | * CRISSP |
| **Definition of terms** | Placement refers to the accommodation provided. > six months refers to placements > 182 days Contracted means case management or case management functions, formally agreed by DHHS and the service provider, undertaken by the service provider |

### Performance measure 3: Daily average occupancy

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| **Aim/objective** | This performance measure provides quantitative information on the number of targets for the placement of children and young people who require out of home care (in the complex category) |
| **Target** | The performance measure target is provided in the Service Agreement |
| **Type of count** | Non-cumulative |
| **Counting rule** | The daily average occupancy refers to the total delivered placement days for each client in the reporting period, divided by the total number of days within the reporting period. |
| **Data source(s) collection** | * CRISSP * Service Delivery Tracking (SDT) |
| **Definition of terms** | Approved carers are accredited through a registered community service organisation, are registered on the department’s Carer Register, have their details recorded in CRISSP and are in receipt of a carer allowance |

### Performance measure 4: Percentage of total exits from placement that are planned

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| **Aim/objective** | This performance measure provides information required to plan placement transition |
| **Target** | 90 per cent |
| **Type of count** | Non-cumulative |
| **Counting rule** | Number of planned exits during the reporting period divided by total number of exits x 100. For example: Number of planned exits during the quarter = 32 Total number of exits during the quarter = 145 Percentage of total planned exits (32 / 145) x 100 = 22.0% |
| **Data source(s) collection** | * CRISSP |
| **Definition of terms** | Exit refers to when the placement ends and the client leaves the placement. Placement refers to the accommodation provided. Planned (exits) means the case planning process which ensures that exits from placements are planned, notwithstanding the possible unanticipated or premature termination of the placement |

## 6. Data collection

The reporting requirements for this service are:

| **Data collection name** | **Data system** | **Data set** | **Reporting cycle** |
| --- | --- | --- | --- |
| CRISSP | CRISSP | Placement and Support | Monthly |
| Percentage of young people in placements (> six months) on family reunification, care by Secretary or long-term care orders contracted to the provider | CRISSP |  | Monthly |
| Service Delivery Tracking (SDT) | My Agency/SAM | SAMS/Service delivery tracking data set | Monthly |

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