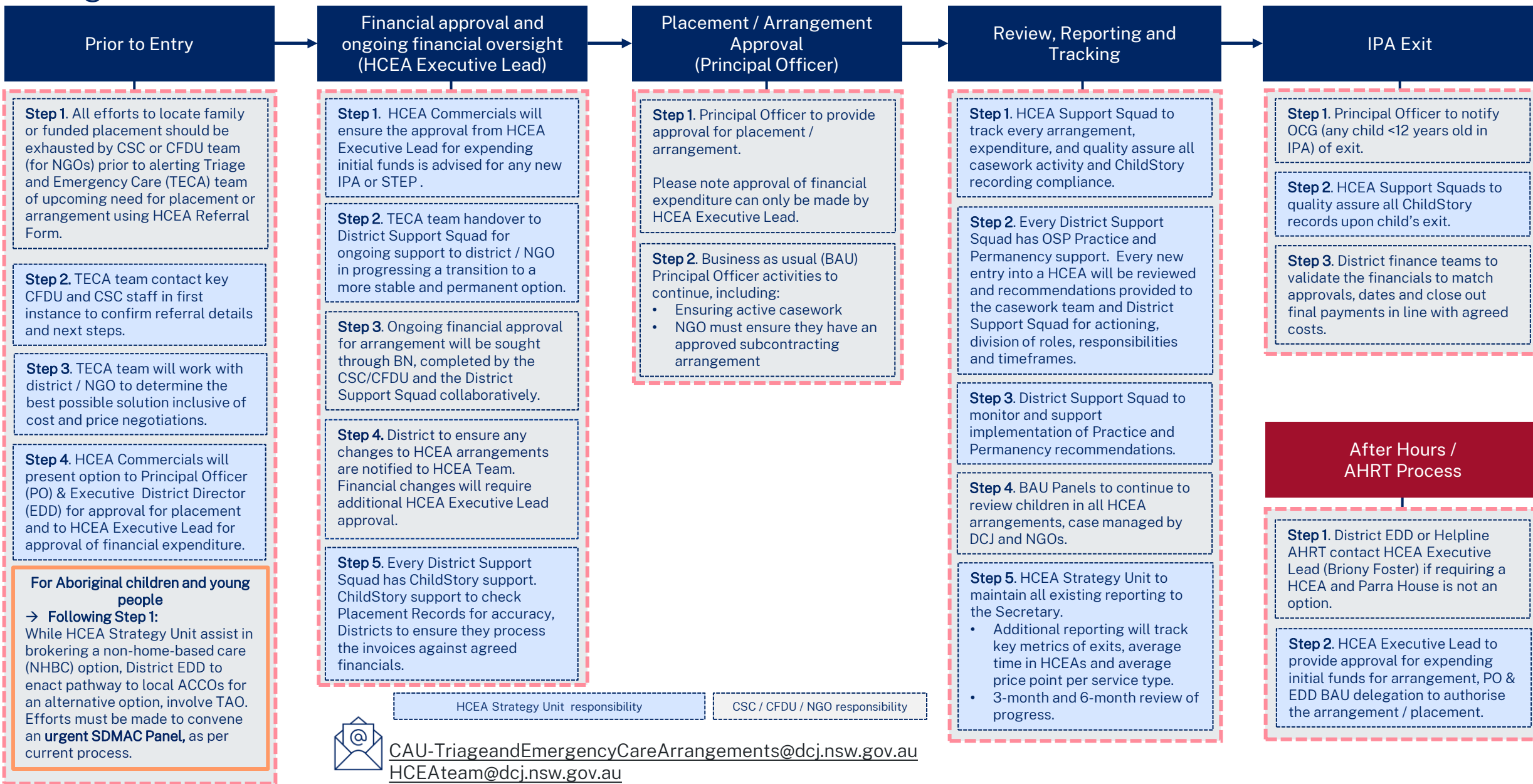


# Quick Reference Guide – Establishing a new HCEA arrangement for DCJ and NGO case management



# Prior to Entry – detailed process

As soon as the casework team identifies the potential need for non-home-based care (NHBC) option > Casework team to complete HCEA Referral Form and send through to the CFDU who will contact the Central Access Unit mailbox [CAU-TriageandEmergencyCareArrangements@dcj.nsw.gov.au](mailto:CAU-TriageandEmergencyCareArrangements@dcj.nsw.gov.au)

**Suggested steps before requesting a High Cost Emergency Arrangement (HCEA) Prompt Guide to be referred too.**

Triage and Emergency Care Arrangements (TECA) team review Referral Form and conduct placement needs assessment, schedule initial meeting with casework team, including the relevant CFDU team or NGO casework team.

> Discussion to focus on child or young person's current situation, family and kinship networks, Permanency and Placement hierarchy and referral processes (CIFs/CATs), placement broadcasts and agreed next steps.

Casework team continue with family finding and exploring the child's kinship and social networks.

NGO and CFDU continue to look for foster carers, including emergency foster carers.

Where funded options are unavailable, TECA caseworker liaises with casework team and CFDU to advise HCEA is required, and source local option in preferred location.

NGO/TECA requests quote from HCEA Provider and completes 'arrangement details' and 'HCEA recommendations and next steps' sections in HCEA Referral Form and forwards for financial approval.

NGO carer recruitment team continue to canvass available foster care options from existing pool or if applicants in the pipeline may be expedited to authorisation.

All potential relative and kinship options identified should be expedited for Provisional assessment

HCEA Commercial provides support for model costings and liaises directly with NGO/HCEA Provider as required where queries arise.

HCEA Commercial team completes 'value for money' section in HCEA Referral Form and forwards to HCEA Executive Lead (Briony Foster) for financial approval, inclusive of the District Executive, HCEA Manager, CFDU, NGO, local Commissioning and Planning and Contract Lead.

Support squad follow up HCEA recommendations and next steps with casework team, including the CFDU.

TECA/CFDU team returns approved Referral Form, quote to NGO casework team for Principal Officer placement approval.

HCEA Executive Lead approves financial expenditure for the arrangement.

TECA team continue to explore all NHBC funded options, including ICM, ITC, STEP, TSIL/SIL (as appropriate).

NGO Principal Officer remains responsible for all placement approval and usual functions such as ensuring workers are authorised, accommodation is suitable, Service Agreements are in place, notification to the OCG and DCJ approval for subcontracting arrangements are in place.

Child allocated to support squad for focused review.

TECA team handover to CAU Placement team for monitoring for more preferred, funded interim NHBC options (ICM, STEP) and ongoing referral for over 12 year old with high needs (ITC, ITC-SD service types) AND Handover to District Support Squad for Focused Review and practical casework support as agreed and identified with the district casework team.

Casework team progress recommendations from the focused review with support of the District Support Squad.

Exit options continue to be explored and discussed at district panels.