

### Not in Placement procedure

**PSP** Away from Placement policy

#### Reference table: Not in Placement (NIP) procedure

## Permanency Support Program (PSP) providers

PSP providers are not required to 'apply' for the Case Coordination – NIP funding package.

Our central office extracts data from ChildStory and pays on confirmation by a provider's contract manager.

To make sure the payment systems work as intended, it's *really important* that providers use ChildStory Partner to:

- 1. create an Away from Placement Whereabouts record, when a child experiences an AFP event
- 2. end-date the AFP Whereabouts record when the child returns to their primary placement, or transitions to a new placement
- 3. close the primary Placement record, if the AFP period expires (maximum 8 weeks for foster care; 4 weeks for ITC).

It's a *good idea* for providers to also check that their CFDU has:

4. referred children that are NIP to the district's complex case panel.

**Note**: All rise.articulate hyperlinks in this table operate outside the DCJ Citrix environment. If you experience difficulties, manually copy/paste the hyperlinks into a supported browser.

# DCJ Child and Family District Units (CFDUs)

CFDUs are notified of children who are Away from Placement (AFP), when they receive an AFP Whereabouts entered by the provider in ChildStory Partner.

It's really important that CFDUs monitor the period of time that a child is AFP (maximum 8 weeks) to:

- refer the child to the district complex case panel (or equivalent), if it looks like the child's AFP period will expire
- obtain approval for NIP funding package from a Director Community Services or above (usually via complex case panel minutes), if the AFP period expires
- 3. **create** a Case Coordination NIP funding package in ChildStory.

It's a good idea for CFDU's to also check that a PSP provider has:

- 4. **closed** the AFP Whereabouts record when the child has returned to their primary placement, or enters a new placement
- 5. **closed** the primary Placement record, if the AFP period expires (maximum 8 weeks).

#### **Additional resources**

- PSP Away from Placement policy
- PSP Packages eligibility business rules and inclusions
- PSP Rates (effective from 1 October 2022)

