



update

for managers

ISSUE 11 - October 2009

Ma mahi taahi tātou working together for children and young people with high and complex needs

Kia ora tātou

This is a busy time of year for everyone. In this update I want to:

- alert you to the Christmas close off dates
- clarify reimbursement processes for health, disability and education lead agencies
- promote the regional practitioners forums and national services coordinator forum
- website access to previous updates.

Services coordinators national forum – Wellington, 6 November 2009

There is still time for services coordinators to RSVP to attend the forum: please contact [Chris Walker](#) (04 918 9276) for more information. At the forum, we will be covering:

- supporting applications
- using the team planning resources
- goal setting
- goal attainment scaling
- outcome measurement.

The forum is in Wellington and we appreciate those managers who have been able to support your services coordinators to attend. They find it really helpful.

Regional practitioners forums

We are holding regional practitioners forums this month and will set dates and venues for the south island in the New Year.

These forums provide an opportunity for your workers professional development, networking, and to gain more knowledge and tools, whether or not they are working directly with children with HCN funding. We will be covering:

- an introduction by agencies
- facts and figures, including regional data, about children with high and complex needs
- using a case study to demonstrate the effectiveness of collaborative working
- analysis
- goal setting
- outcome measurement.

Rotorua 30 October (full)
Counties Manukau 12 November (full)
Northland 13 November (space available)
Wellington 20 November (space available)
South island – dates to be confirmed

Reimbursement processes for education, health and disability lead agencies

You may have recently received correspondence from the Ministry of Social Development around the new processes for invoicing to Child, Youth and Family. The correspondence advised that you will receive a purchase order from Child, Youth and Family, and that you should quote this on your invoice. It also says you should now send all invoices to the Ministry of Social Development National Accounting Centre in Rotorua.

While this applies when CYF is the lead agency for a child with HCN funding, it does not apply when health, education or disability agencies are the lead agency – you should continue to invoice the HCN Unit for reimbursement as you do now.

Christmas close-off and January 2010 start-up

I just wanted to let you know the Christmas **close-off is midday on 2 December** for applications, plans, reviews and funding change requests –to get the decision before Christmas. While we will accept submissions after this date we may not be able to give you the decision before Christmas.

The first Application Panel in the New Year is 19 January and the first Plan Approval Panel is on 20 January. The close-off date for submissions for these Panels is midday 13 January. The calendars will be on the website next week.

Website – previous updates

We have added a new page to our website where electronic newsletters and updates to managers, services coordinators and practitioners are able to be accessed.

Regards

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HCN Unit Manager