



update

for Services Coordinators

ISSUE 4 - JUNE 2008

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

Kia ora tatou

I want to thank those of you who provided feedback regarding the value supervision plays in supporting you in your role. There is a lot of information in this update, which is two pages long and covers:

- Regional Services Coordinators Forums happening in June and July
- a new Financial Review Form
- the National Services Coordinator Forum taking place in October
- an update on the Shared Workspace
- feedback from Panel decisions.

Regional Services Coordinators Forums

We are holding a series of Regional Services Coordinators Forums around the country in June and July:

- 27 June: Wellington, CYFS Office Manners Mall
- 2 July: Auckland, Auckland City Special Education Office
- 4 July: Napier, Napier CYFS Office
- 24 July: Dunedin, Otago/Southland CYFS Office
- 25 July: Nelson, Nelson CYFS Office
- Tauranga: date and venue to be confirmed

Invitations are attached with this update.

New Financial Review Form

As a result of the Managers' Forum in April, we are introducing a new Financial Review Form. Training around this new form will take place at the Regional Services Coordinators Forums. (You will see we have also invited Finance contacts and Lead Agency Managers to this post-lunch session). I have asked the HCN Advisors to follow up with people who are unable to attend.

National Forum for Services Coordinators

Just a reminder that we will be holding a National Forum for Services Coordinators on 23 October in Wellington. If there is anything you would like to see us address on the day, or if you would like more information, please let me know. This is a great opportunity to network with other professionals, and I look forward to meeting all of you. Details about the Forum can be found on our website, www.hcn.govt.nz.

Shared Workspace Update

We will be closing the Shared Workspace, which was difficult to access and wasn't being used by many people. We are looking at other options, as we know that the ability to readily link with others doing this work is important. If you have any questions, please contact Carrie Miller, Communications Advisor (Carrie.Miller013@cyf.govt.nz; 04-918-9062)

Panel Decisions

The Plan Approval Panel is tightening up its decision making process as a result of the findings from the review of what works and what doesn't.

When approving plans, the Panel looks for a strong team focus where all interventions complement each other to help achieve the goals identified for the child or young person. A few tips:

1. The Panel believes the need for **permanent placement** supersedes all other priorities.
2. Where a child has a permanent placement but is not attending school full-time, the Panel expects the team to focus on achieving **school attendance**.
3. Interventions need to be **prioritised** – in order to achieve positive changes for our young people, it is important to concentrate on a few key interventions.
4. **The engagement of the young person** is critically important, and so the Panel looks for their goals and concerns to be voiced.

The Panel needs:

- **detail** about what the interventions will entail, so it has an understanding of how the interventions will support the child or young person achieve their goals;
- **baseline data** – a clear picture of the skills and/or behaviour the child or young person currently displays so that progress can be measured;
- **outcome measures** – detail of how progress towards goals will be measured, including data collection that can provide pre- and post-intervention information, or checklists. This should be reported on at review time.

When the Panel asks for **clarification or additional information**, the response to the Panel should come from the Lead Agency Manager (and sometimes also from the Interagency Management Group). It should not come directly from you or the interagency team, and definitely not from providers.

When the Panel makes **recommendations** to the team, it will look for a response to these at the next review or available opportunity. If this does not occur, related Funding Change Requests may be jeopardised.

When a **Funding Change Request** is submitted, the Panel looks for:

- a clear rationale for how the request will affect the achievement of the goals set
- how the intervention will support sustainability at a local level over time
- how the intervention will reduce intensity of support over time.

It is best, if possible, to submit Funding Change Requests with quarterly reviews.

Please remember that your HCN Advisor can provide you with lots of helpful information. Make sure that they have plenty of time to review plans so that they can pick up on any areas that could be addressed prior to submission. If requests or plans have been declined or deferred, you can expect detailed one-on-one feedback about what the Panel said from your HCN Advisor.

Thank you, and I look forward to seeing you at the forums.

Clare Shepherd

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