



# update

## for Services Coordinators

ISSUE 6 - AUGUST 2009

**Me mahi tahi tātou** working together for children and young people with high and complex needs

### **Kia ora tatou**

I have a couple of updates for you.

### **The interagency plan form**

I am very pleased to let you know that the new [interagency plan form and funding template](#) is now on the website. It has some exciting new features, including:

- spell-check
- row add-ins for team members
- a range of 'print by sections' to reduce the amount of paper you use – you can also email these smaller sections to team members, but note these will not reintegrate to the plan document
- the funding request as a separate document
- goal attainment scaling (although you don't need to complete this yet)
- guiding questions for reviews.

Additionally, the flow of the form has changed to reflect Te Whare Tapa Whā, as well as the new [team planning resources](#). (See 'Guidelines for team analysis', attached.)

There is no longer a [long term vision](#) section; it has been replaced by a section to outline the concerns the team has identified that the plan will address. Also, there is no longer a [fourth review](#) section as you will either write a new plan or complete the Final Review.

We have not been able to get rid of all the glitches associated with having a protected document, but I hope the changes we have made make the template more user-friendly.

The previous plan form has been removed from the website. If you are part way through writing a plan using the old form, you do not need to transfer to the new one, but any new plans should be completed on the new form.

You are likely to have lots of questions about the new template. As usual, ask your HCN Advisor in the first instance. If they are unable to help, you can contact [me](#) or [Emma Petry](#).

### **Services Coordinator Contributions**

As of July 2009, the HCN Unit increased the contribution it makes to plan development from six to 12 weeks (\$1,680 to \$3,360) to align with our target timeframe of the plan start date being within 13 weeks of approval. We hope you feel this reflects the significant amount of work you do during plan development.

In addition, the HCN Unit now provides funding for Services Coordinators to assist teams to complete the application for HCN funding. This is to assist managers and practitioners with the timeliness of submissions to the Application Panel.

We have been working with Interagency Management Groups (IMGs) to make sure they only agree to progress an application once all the necessary information is collated by team members; however, IMGs comment that practitioners often do not have time to collate the documentation for the Application Panel. We know that if the right people are identified to support the application, and if there is up-to-date information to support the application, it should take about four weeks to complete the application template and submit it to the Application Panel. If you are asked to assist with an application, please be aware of the timeframes we have identified, and please use the attached 'Guidelines for completing applications – Services Coordinators' to assist you.

We will monitor the effectiveness of this contribution for 12 months before deciding whether to continue it in the long term.

### **Services Coordinator Forum**

Remember this is coming up on 6 November 2009. We will talk about assisting with applications, the new plan template, goal setting and goal attainment scaling. To see the invite, click [here](#).

Me mahi tahi tātou

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