



HCN Funding Framework Summary

July 2007
Version 1.0

Introduction

This document provides a summary

This document provides a high level summary of the Funding Framework that governs the application of the HCN Unit's funding. It summarises:

- The funding process;
- The application criteria; and
- The roles and responsibilities.

The Funding Framework has been developed in consultation with each of the health and disability, education and social services sectors, namely:

- The Ministry of Health
- The Ministry of Education
- Child, Youth and Family Services
- The Needs Assessment and Service Coordination Association.

A Governance Protocol between the Ministries of Health, Education and Social Development was signed in May 2007 by senior managers across the three sectors. The Governance Protocol details the responsibilities of all agencies related to policy and governance issues, service delivery and coordination at the local level, including reference to funding management.

The Funding Framework and related documents have been reviewed and approved by Audit New Zealand. This is to ensure that HCN funding processes are robust, in keeping with required government funding practices and meet Audit New Zealand's requirements and Treasury Guidelines on contracting with non-government organisations.

Other related documents include:

HCN Funding Process Handbook which provides further detailed assistance and a step by step guide to the systems and processes of the Funding Framework used in applying HCN funding.

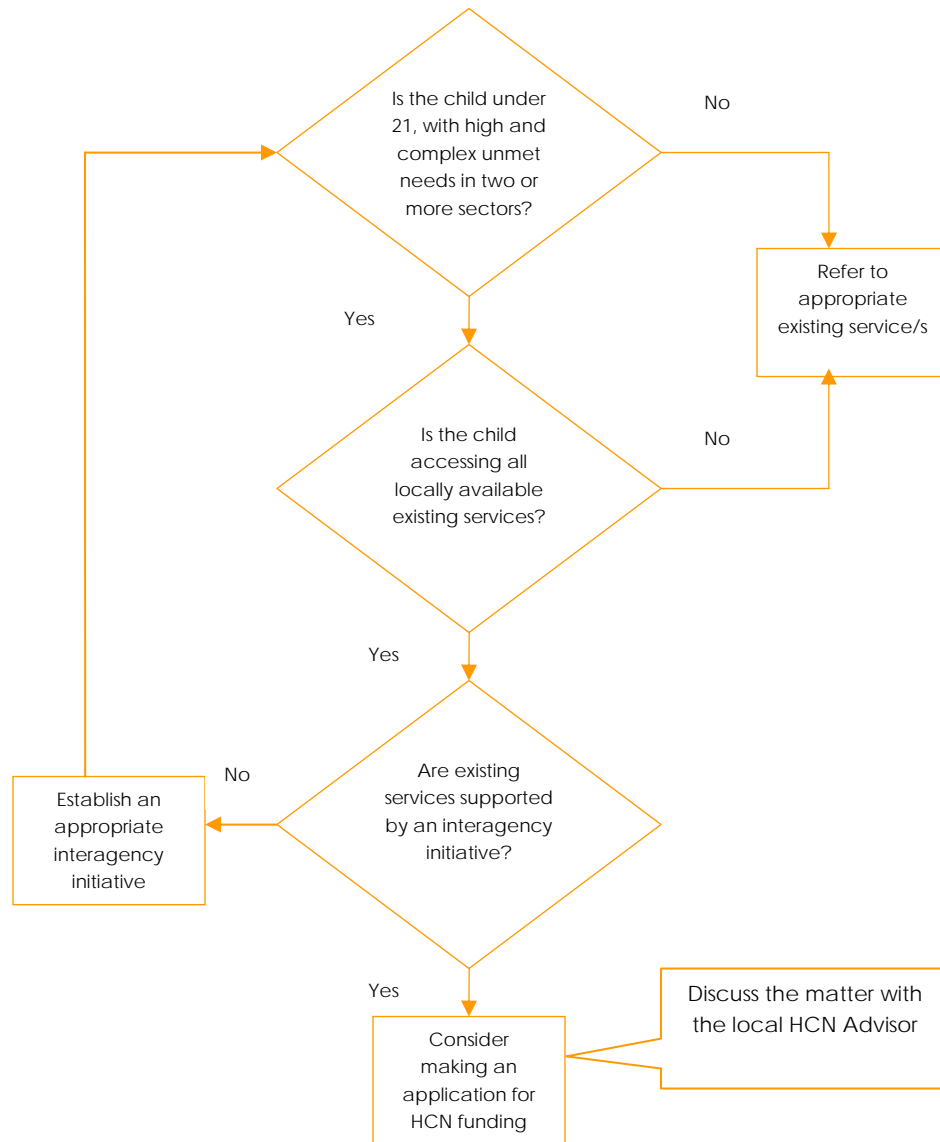
Overview of HCN Funding

HCN Funding is a nationally coordinated pool of funding for tailored service plans (Interagency Plans) that provides for the coordinated delivery of additional health and disability, education and care and protection services for children and young people in New Zealand whose needs are unable to be met by existing services.

Interventions directly funded under the HCN Funding Framework are in addition to what is provided by families, communities and local agencies. They are not a replacement, and HCN Funding is not an alternative funding source, for existing services.

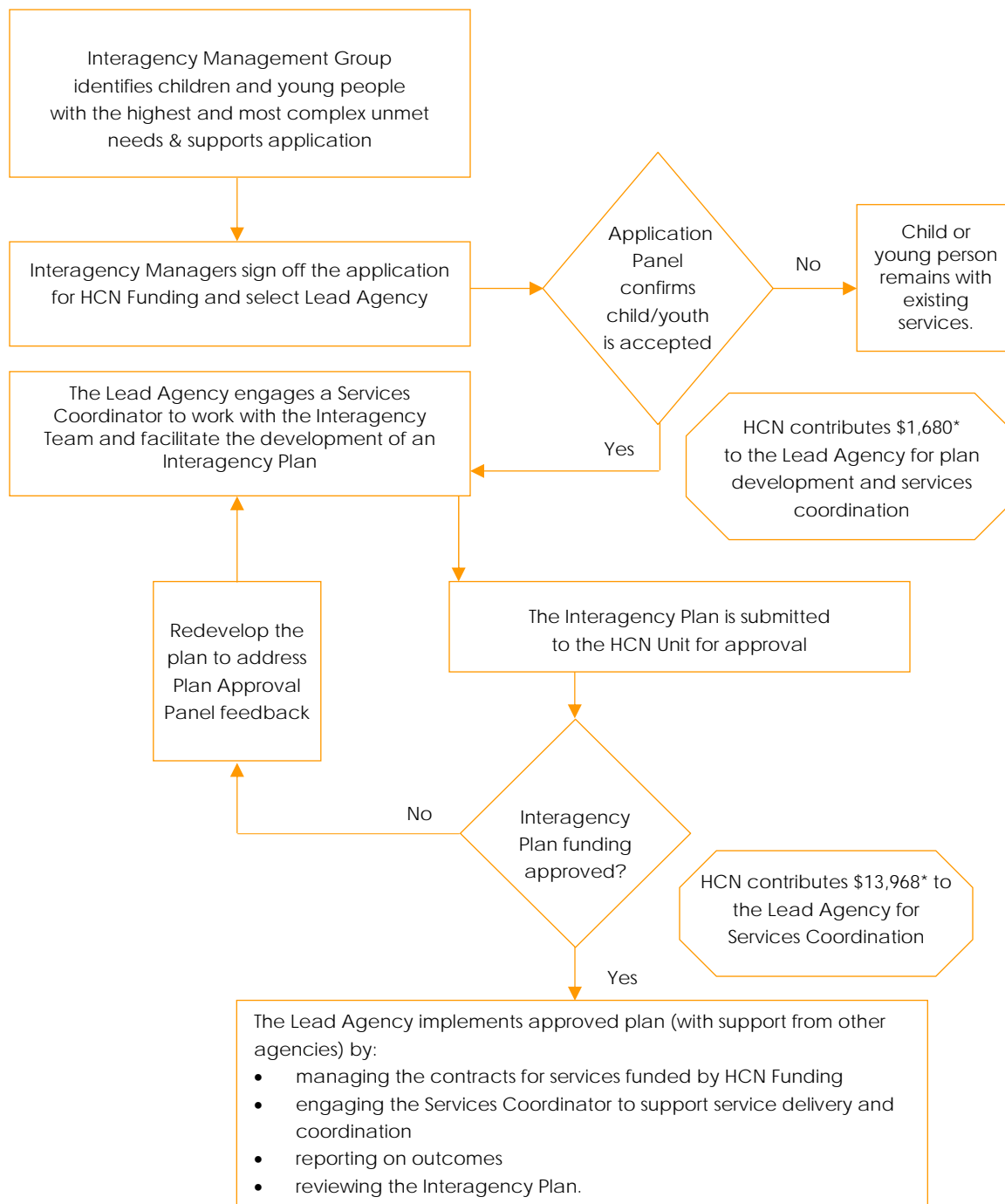
The HCN application criteria

A child or young person must meet the following criteria to be accepted by the Application Panel for HCN funding.



Once a child or young person is accepted for HCN funding, an Interagency Plan is developed. The HCN Unit's Plan Approval Panel approves funding for Interagency Plans provided the plan meets the requirements for Interagency Plans (as set out in the Funding Process Handbook).

Overview of the HCN funding process



* From 1 July 2007, the HCN contribution for services coordination increased to the amount shown & includes a 20% loading for overheads. Plans that are already underway will be paid the increase on a pro-rata basis for the remaining instalments after this date.

Timeframe overview

The HCN funding process timeframes are set out below. A schedule of meeting dates for the HCN Unit decision making panels can be found at <http://www.hcn.govt.nz/calendar/default.htm>

Stage / Process	Timeframes
Tabling a case for potential HCN funding for discussion at Interagency Management Group	Most Interagency Management Groups meet monthly
Preparing an application for HCN funding	Governed by the Interagency Management Group
Applications submitted for HCN funding	Can be submitted any time to the Application Panel which meets fortnightly
Notification of decision of the Application Panel	Notified within five working days of the meeting
Developing the Interagency Plan	As soon as possible and generally within six weeks and no later than three months following acceptance of the application Submitted to the Plan Approval Panel which meets fortnightly
Term of the Interagency Plan	Plans can be for up to twelve month's duration Plans can be revised for a further twelve month term
Frequency of Interagency Team meetings	As regularly as the Interagency Team considers appropriate for the duration of the Interagency Plan
Unscheduled Interagency Plan or budget modifications	Submitted to the Plan Approval Panel which meets fortnightly
Interagency Plan and funding reviews	Quarterly
Transition planning / revising the Interagency Plan for a further term	Occurs as part of the third quarter review

Overview of Roles in the HCN Funding Process

The table below summarises the key roles in the HCN Unit's funding processes. Each role is discussed in more detail in the Funding Process Handbook. ✓✓ Indicates that this is a lead role. The HCN Unit has HCN Advisors who are able to assist with every step in the funding process.

HCN Funding Framework Process	HCN Unit	Interagency Management Group	Lead Agency's Manager	Services Coordinator	Interagency Team / Other Service Provider/s	Child or young person and their family
Initial discussion with HCN Advisor around application criteria and the need for Interagency Plan					✓	
Identify children or young people with high and complex unmet needs for HCN funding		✓	✓		✓	
Confirm local priority of each child or young person with high and complex unmet needs		✓				
Identify the Lead Agency		✓				
Prepare the Application for HCN funding					✓✓	✓
Sign off the Application for HCN funding before being submitted to HCN		✓				

HCN Funding Framework Process	HCN Unit	Interagency Management Group	Lead Agency's Manager	Services Coordinator	Interagency Team / Other Service Provider/s	Child or young person and their family
Accept the application for HCN funding	✓					
Engage the Services Coordinator			✓			
Develop the Interagency Plan			✓	✓✓	✓	✓
Develop the Interagency Plan Budget			✓✓	✓	✓	
Sign off of the Interagency Plan		✓	✓			
Approve HCN funding for the Interagency Plan	✓					
Identify providers to deliver the Interagency Plan			✓✓		✓	
Contract with service providers to deliver the additional services described in the Interagency Plan			✓			
Work with service providers to support service coordination of both additional and existing services				✓		
Manage contractual issues with Service Providers			✓			

HCN Funding Framework Process	HCN Unit	Interagency Management Group	Lead Agency's Manager	Services Coordinator	Interagency Team / Other Service Provider/s	Child or young person and their family
Report on Interagency Plan processes and outcomes			✓	✓✓	✓	✓
Report on expenditure of approved funding			✓✓	✓		
Review the Interagency Plan (Quarterly)	✓			✓✓	✓	✓
Approve amendments to the Interagency Plan and/or funding	✓		✓	✓	✓	