



# Placement and Support Packages Procedure

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## 1. Purpose

The Department for Child Protection (DCP) has developed the Placement and Support Packages (PaSP) model to provide short-term targeted support packages based on the specific needs of children and young people, where no other placement option is available. The required support packages will be identified by DCP and delivered by non-government agencies who have been specifically contracted to provide PaSP packages through the PaSP Panel.

The primary objectives of the PaSP are to:

- ensure placements are available 24 hours a day 7 days a week in licensed children's residential facilities
- ensure children and young people in PaSP are provided targeted support packages based on specific, identified needs as assessed
- provide placement management that includes a pro-active placement review and escalation process to exit children and young people within 90 days
- ensure placements do not exceed 90 days
- encourage the use of dual or multiple occupancy facilities to support children and young people to develop the skills to live with others.

The benefits expected from PaSP include:

- quality, bespoke care for children and young people
- better outcomes for the children or young people who are exited from PaSP placements into suitable alternative longer-term placements
- providing PaSP panellists with greater scope to propose innovative placement solutions
- in situations where a PaSP placement is meeting all requirements during the initial 90-day placement, the PaSP Panellist may be offered the opportunity to convert the PaSP placement into a longer term contracted placement if it is considered the best available option for the child or young person.

This procedure provides key steps, business rules and guiding principles for completing PaSP-related activities.

All PaSP approvals will be managed through workflows within Digital Workspace (DW).

## 2. Scope

### 2.1 Eligible children and young people

This procedure applies to children and young people who are under the guardianship or custody of the Chief Executive pursuant to an order or authority under the *Children and Young People (Safety) Act 2017*, who DCP



has not been able to place through standard placement avenues. This includes children and young people subject to the following orders:

- Instrument of Guardianship – section 45(1) and section 47
- Guardianship of the Chief Executive for up to 12 months – section 53(1)(e)
- Guardianship of the Chief Executive until the child or young person attains 18 years of age – section 53(1)(g)
- Custody of the Chief Executive – section 53(1)(j)
- Custody of the Chief Executive through a Voluntary Custody Agreement – section 96(1)
- Post Guardianship/Custody (18-25 years) (NOTE: This authority will only be used for periods of transition from PaSP placements).

It also applies to children and young people who are under the Guardianship of the Commonwealth Minister for Immigration (pursuant to section 6(1) of the *Immigration (Guardianship of Children) Act 1946*). For children and young people residing in South Australia, the Minister delegates their function as guardian to the DCP Chief Executive.

**Target Group** - children and young people eligible for PaSP placements may:

- have experience of significant trauma, neglect, physical and sexual abuse, witnessed and/or have been subjected to domestic and family violence and exposure to anti-social family cultures
- have vulnerability, identified by a range of behaviours including:
  - leaving or being absent from placement
  - sexualised behaviours
  - violent behaviours
  - substance misuse
  - self-harming
  - mental health issues
  - emotional dysregulation
  - other complex behavioural needs
- have disability or developmental delay
- be:
  - Aboriginal and Torres Strait Islander
  - culturally and linguistically diverse (CALD).

## 2.2 Service providers

Only service providers who have applied and been selected to be a member of the PaSP Provider Panel will provide PaSP services.

## 2.3 DCP staff

This procedure applies to all DCP staff directly and indirectly involved in the placement of children and young people in PaSP placements.



## 3. Authority

### 3.1 Legislative context

- [Children and Young People \(Safety\) Act 2017](#):
  - Instrument of Guardianship – section 45(1) and section 47
  - Guardianship of the Chief Executive for up to 12 months – section 53(1)(e)
  - Guardianship of the Chief Executive until the child or young person attains 18 years of age – section 53(1)(g)
  - Custody of the Chief Executive – section 53(1)(j)
  - Custody of the Chief Executive through a Voluntary Custody Agreement – section 96(1)
  - Post Guardianship/Custody (18-25 years) (NOTE: This authority will only be used for periods of transition from PaSP placements)
  - Placement of child or young person in care – section 84
  - Principles to be applied in operation of this Act – Part 3 – section 10(1)(a)(b)(c), section 10(2), section 11(1)(a), section 11(2), section 12(1), section 12(2)(a)(b)(c), section 12(3)(b)(c).
  - Section 6(1) of the Immigration (Guardianship of Children) Act 1946

### 3.2 Whole of Government requirements

Not Applicable.

### 3.3 DCP requirement for panellists and service providers

It is a requirement that all panellists and providers contracted by DCP that provide services to Aboriginal and Torres Strait Islander infants, children, young people and their families are committed to implementing and working within the Aboriginal and Torres Strait Islander Child Placement Principle (ATSICPP), including supporting the infant, child or young person's connection to their community, identity and culture. Refer to the [ATSICPP Practice Paper](#).

## 4. Procedure requirements

### 4.1 PaSP model

The PaSP panellist must have the capacity to deliver:

- quality placements to children and young people
- therapeutic care that is trauma and developmentally informed
- services that respond to the individual needs and characteristics of children and young people
- therapeutic support packages where required, as indicated in assessments and at the direction of DCP
- culturally safe and responsive approaches as a part of the therapeutic foundation



- the level of worker support required to provide care 24 hours a day, every day of the year, including when children and young people are not attending school, during school holidays and other times as required
- safe, responsive and nurturing home environments that promote safety and wellbeing of children and young people and provide a predictable and culturally safe environment where staff have positive and strong relationships with children and young people to support stabilisation, recovery and development
- environments that facilitate a high level of support to maintain the safety and wellbeing of children and young people
- client centred outcomes for children and young people as identified by assessment and at the direction of DCP
- a stable workforce to ensure continuity of care.

PaSP panellists will be selected to quote for a PaSP placement based on their capacity and ability to:

- establish facility-based placements at short notice
- rapidly stand up compliant services, with required staffing models, in appropriate locations and licensed as required
- provide a range of specialised services, such as:
  - specialist disability support
  - Aboriginal and Torres Strait Islander specific services
  - specialist support for children and young people with complex behavioural needs
  - therapeutic residential care
  - specialist support for children and young people from culturally and linguistically diverse backgrounds.

PaSP costs will be determined using the Costing Template. The Costing Template specifies a range of 'standard costs' but also enables panellists to change those costs, where required, or add in additional 'non-standard' costs.

A key component of the PaSP model is the establishment of an Individual Client Service Agreement (ICSA) as the contractual agreement between DCP and the panellist for each placement.

Support package requirements may not be known at the time of the initial placement but any critical requirements that the child or young person may have should be identified and assessed as soon as possible. If additional supports have been identified as required, a variation of the ICSA will allow for the provision of the required supports.

Assertive placement management processes by the Placement Services, Regional PaSP Coordinator (RPC) and DCP case worker will be reviewed by the PaSP Placement Review Group (PRG), to ensure children and young people exit PaSP to alternative placements within 90 days.

## 4.2 Initiate a Placement Request and Standard Placement

For all children and young people requiring a placement where an appropriate kinship or Specific Child Only (SCO) placement has not been identified, a Placement Request (PRQ) must be created by the DCP case worker in C3MS using standard processes.

In the first instance, staff are to refer to the following documents:



- C3MS guide – [Recording a placement request](#) (PRQ)
- C3MS Guide – [Request for Placement](#) – contacting providers, recording responses, creating placements.

Placement Services will undertake placement scoping in accordance with current practice in the [Placement Procedure](#).

If a placement is available, staff should refer to the [Place a child or young person in care](#) chapter of the DCP Manual of Practice.

If all placement options have been exhausted, proceed to step 4.3 below.

### 4.3 Identify a PaSP placement is required

When DCP Placement Services is unable to place a child or young person through foster care, specialist foster care, residential care or other general contracted services, Placement Services will:

- record 'unable to place' in C3MS under the Placement tab
- refer to the [Initiating a Placement and Support Package \(PaSP\) Request Workflow Guide](#) and initiate the PaSP request under the Initiation tab in Digital Workspace (DW) and attach the following documents, as available:
  - PRQ
  - NDIS plan
  - Complexity Assessment Tool (CAT)
  - case plan, including completed Aboriginal Cultural Identity Support Tool (ACIST) for Aboriginal and Torres Strait Islander infants, children and young people
  - any other documents as relevant
- liaise with the DCP case worker to ensure they have consulted with DCP Disability and Development Services for all children and young people identified as having a disability or significant developmental delay who have, or require, a NDIS plan to inform an initial assessment of placement needs and supports
- email the Placement Services, supervisor and manager to alert them a PaSP request has been initiated.

The Placement Services PaSP team and Manager will review the PaSP Initiation request.

The allocated placement support worker and DCP case worker will continue to explore for kinship, foster-based or alternative residential care options.

### 4.4 Consult with a recognised Aboriginal or Torres Strait Islander organisation

Before placing an Aboriginal or Torres Strait Islander infant, child or young person, DCP must, where reasonably practicable, consult with a recognised Aboriginal or Torres Strait Islander organisation in line with section 12(3)(c) of the CYPS Act [Consult with recognised organisation](#).

To support culturally informed decision making about the placement of an Aboriginal or Torres Strait Islander infant, child or young person, the DCP case worker should consult with the Principal Aboriginal Consultant and may also seek the views of other Aboriginal and Torres Strait Islander DCP staff.

To enable the recognised Aboriginal or Torres Strait Islander organisation to participate in decision making about the PaSP placement, the DCP case worker must complete the Aboriginal and Torres Strait Islander



Child Placement Principle – consultation with recognised organisation form [Consultation with recognised organisation form](#).

#### 4.5 Seek confirmation from regional director that PaSP is required

To progress the PaSP request for a child or young person, DCP Placement Services will:

- seek confirmation from the relevant regional director via DW that all alternative care options have been exhausted and a PaSP placement is required
- the regional director will receive an email request with a link to the item in DW to be endorsed
- the regional director may refer to the Processing a Placement and Support Package Request for Regional Directors Workflow Guide [Processing a Placement and Support Package Request for Service Contracts and Licensing Workflow Guide](#)
- confirmation from the regional director that a PaSP placement is required will be forwarded to the Placement Services DW group (RPCs, Placement Services, supervisors and Manager) for actioning by the RPC
- Placement Services and the DCP case worker will continue to scope alternative placements after a PaSP placement requirement has been confirmed.

NOTE: If the regional director does not provide confirmation a PaSP placement is required, DCP Placement Services will close the PaSP Initiation on DW and continue to scope for alternative placements.

#### 4.6 Action the PaSP request and seek approval to request quotes from PaSP panellists

Once confirmation has been received from the regional director, the RPC on the Placement Services Response Team will:

- refer to the [Processing a Placement and Support Package Request for PaSP Coordinators Workflow Guide](#)
- liaise with the DCP case worker and relevant specialist staff (such as Principal Aboriginal Consultant (PAC), practice leader, DCP Multicultural Services, DCP disability consultant or DCP Psychological Services) to identify necessary supports or additional assessments, as required
- identify PaSP panellists to seek quotes, based on their capacity to provide the required placement and supports in the preferred location
- identify the staffing model required to meet the child or young person's placement needs
- complete the 'Proposed PaSP Placement' section under the Initiation tab in DW, inclusive of a rationale for the selection of panellists to quote (based on the Placement Services PasP Panellist Capability Matrix)
- workflow the request to Service Contracts and Licensing (SC&L) to seek a Costing Template that meets the required staffing ratio.

SC&L should refer to the [Processing a Placement and Support Package Request for Service Contracts and Licensing Workflow Guide](#).

Once the Costing Template has been received from SC&L, the RPC will:

- attach relevant and available documents (such as the PRQ, NDIS plan, CAT and case plan) to the request
- submit the request to seek quotes to the Manager, Placement Services via DW.



#### 4.7 Action the request to seek quotes from PaSP panellists

The Manager, Placement Services and supervisor will receive the PaSP request for quotes via DW and take into consideration Placement Services' attempts to locate alternative placements, efforts to scope for kinship or SCO placement options, and the needs of the child or young person.

The Manager, Placement Services will either:

- approve the request to seek quotes from the identified PaSP panellists (see 4.8)
- deny the request, pending the receipt of further information
- deny the request and propose an alternative action.

If the Manager, Placement Services is unavailable, a Placement Services supervisor will approve or deny the request.

The Placement Services DW group and SC&L will receive a notification via DW when the PaSP request to quote has been approved or denied.

#### 4.8 Forward a PaSP request to panellist(s)

If the PaSP request to seek quotes has been approved by the Manager, Placement Services the RPC will:

- forward the pre-populated Costing Template, the Care Package Proposal Template and other relevant documents to each identified PaSP panellist as soon as possible after receiving the approval notification requesting a quote for placement and supports
- create a C3MS note 'PaSP request' summarising the actions taken.

It should be noted that all requests to quote will be forwarded from the [DCPPlacementServicesPaSP@sa.gov.au](mailto:DCPPlacementServicesPaSP@sa.gov.au) mailbox to dedicated PaSP mailboxes of PaSP panellists. All quotes will be returned from panellists to both the SC&L PaSP mailbox at [DCPPaSP@sa.gov.au](mailto:DCPPaSP@sa.gov.au) and the Placement Services PaSP mailbox [DCPPlacementServicesPaSP@sa.gov.au](mailto:DCPPlacementServicesPaSP@sa.gov.au).

#### 4.9 Review the Costing Template and Care Package Proposal and provide a recommendation for approval

PaSP panellist(s) will be required to return the completed Costing Template and Care Package Proposal (or Variation; refer 4.18 for further guidance) to the [SC&L](#) and [Placement Services PaSP](#) mailboxes for review.

SC&L will review the Costing Template (or variation) sent in by all panellists and make a recommendation to the RPC via DW regarding the acceptability of quote(s) from panellist(s).

The RPC will:

- review the Care Package Proposal(s) received from panellist(s), in consultation with the Placement Services supervisor, and make a recommendation via DW based on which panellist can best meet the identified clinical and care needs of the child or young person
- workflow the recommendation to the Manager, Placement Services for review.

The Manager, Placement Services will workflow the final recommendation to SC&L for final review and progression for purchasing approval.

SC&L will forward the request for purchasing approval of the preferred quote to the Executive Director, OOH and other delegates.

If SC&L and the RPC's recommendations differ, the clinical appropriateness of the placement and supports, as determined by the RPC, will take precedence.



If SC&L and Placement Services are unable to make a recommendation based on the quote or the Care Package Proposal, Placement Services and SC&L will meet as a matter of urgency to discuss the actions required. Options may include to renegotiate with relevant panellist(s) or identify an alternative placement option and terminate the PaSP Initiation process.

**4.10 Seek purchasing approval for PaSP**

SC&L will complete and submit the request for PaSP purchasing approval (including projected costs) via DW to the Executive Director, OOHC. If the Executive Director, OOHC is unavailable, SC&L should refer to the Financial Authorisation Register for alternative delegates [Financial Authorisation Register](#).

The delegate will either:

- approve the purchase (including projected costs) with the recommended PaSP panellist
- deny the request, pending further negotiation with the panellist regarding services and/or costs
- deny the request and propose an alternative action.

The delegate can provide relevant details and conditions in relation to their decision within the free text box in DW.

The Placement Services DW group and SC&L will be notified via DW when the delegate has recorded their approval decision.

**4.11 Seek contractual approval and signatures**

Once approved, SC&L will:

- draft the ICSA
- submit the ICSA to the procurement delegates per the [Financial Authorisation Register](#) for signing via DocuSign in DW, noting that the DCP delegate signing the ICSA must be different from the delegate who provided the purchasing approval per section 4.10 above
- forward the signed ICSA to the PaSP panellist for signing via DocuSign.

DW/DocuSign will send a notification to the Placement Services PaSP DW group and SC&L on receipt of the signed ICSA from the panellist. DW will identify the delegate who provided the purchasing approval in the Contract Execution request email.

The ICSA can only be executed once the authorised representative for each party has signed it.

**4.12 Record the ICSA**

Following signing of the ICSA by both parties the ICSA details will be entered into the following information systems:

Information system	Recording requirements
The DCP Contract Management and Licensing System (CMLS)	SC&L will create a Work Order in CMLS, which will include a summary of the ICSA to enable tracking of costs. A copy of the approved ICSA must be attached to the Work Order in CMLS.
Basware	SC&L will enter the ICSA details and costs into Basware to create a Purchase Order (using the standard Basware process). The provision of a Purchase Order is critical for invoice processing.
C3MS	The RPC will:



Information system	Recording requirements
	<ul style="list-style-type: none"> <li>notify the Carer Payments Team to close the existing placement on C3MS, if relevant</li> <li>create the PaSP placement in C3MS as a sub-type of residential care, short term</li> <li>record a 'PaSP placement' case note in C3MS summarising the PaSP placement and support details.</li> </ul>
Digital Workspace	The RPC will enter the C3MS Placement ID immediately upon creation against the ICSA in DW.

### 4.13 Facilitate PaSP placement transition

Following contract execution, the RPC will:

- contact the PaSP provider to discuss placement details and transition arrangements
- notify the DCP case worker (or DCP Call Centre if after hours) and provide details of the PaSP placement and transition arrangements
- if the DCP case worker is unavailable, create an alert in C3MS recording the placement details to ensure the DCP Call Centre is aware of the placement and location.

The DCP case worker will:

- prepare the child or young person for placement (for further guidance, refer to [Prepare for the placement of a child or young person in care](#) chapter of the DCP Manual of Practice)
- arrange transport to placement (for further guidance, refer to [Transporting children and young people in Supporting children and young people in care](#) chapter of the DCP Manual of Practice).

If PaSP placement transitions are required after business hours, the DCP After-Hours team will perform tasks listed above as negotiated with the RPC and DCP office.

### 4.14 Active placement management

Support package requirements may not be fully known at the time of the initial PaSP placement. However, any clinical risks and critical placement and support needs will require early identification and assessment to ensure their needs can be met.

DCP case workers should actively work with the RPC and the PaSP panellist, which includes (but is not limited to):

- providing information as requested
- continuing to provide active case management and identifying changes to a child or young person's needs and supports
- seeking the views of the child or young person
- implementing the ATSICPP for Aboriginal and Torres Strait Islander infants, children and young people
- ensuring that Aboriginal and Torres Strait Islander infants, children and young people have an up to date Aboriginal Cultural Identity Support Tool (ACIST) [Identify and respond to the cultural needs of Aboriginal children and young people](#)



- ensuring that children and young people from culturally and linguistically diverse backgrounds have an appropriate cultural consultation regarding their care and wellbeing needs [Culturally and linguistically diverse child placement Policy](#)
- attending and contributing in case conferences arranged by the RPC
- referring for specialist assessments
- liaising with the RPC and PaSP panellist regarding any proposed variations to the ICSA
- continuing to explore for safe and appropriate kinship or SCO placement options
- referring to family led decision making where appropriate.

Placement Services staff will keep the PRQ open and continue to scope alternative placements within general OOHC services.

In accordance with the ATSICPP, the DCP case worker, in consultation with the Principal Aboriginal Consultant (PAC) and recognised Aboriginal Community Controlled Organisation (ACCO), will continue actively exploring for safe placement with family, kin and community for Aboriginal and Torres Strait Islander infants, children and young people.

The Placement Services RPC and DCP case worker will provide active placement management for the duration of the PaSP placement. This includes (but is not limited to):

- developing or reviewing the child or young person's case plan, the DCP case worker completing a CAT assessment and PRQ, noting that this should be initiated within seven calendar days of placement start
- coordinating further identification of the child or young person's needs and supports with the DCP case worker, PaSP panellist, specialist staff (such as a DCP psychologist, a DCP disability consultant, a PAC, DCP Multicultural Services or a DCP practice lead) and other relevant services
- monitoring the progress of kinship scoping
- facilitating a case conference with all relevant stakeholders (the DCP case worker and supervisor, PAC if the infant, child or young person is Aboriginal or Torres Strait Islander, specialist DCP staff and the PaSP panellist) within two weeks of PaSP placement start to discuss the child or young person's:
  - current and ongoing needs
  - supports
  - proposed options to exit PaSP
- identifying funding for specialist disability supports provided through the child or young person's NDIS plan and initiate an ICSA variation as required (if no NDIS plan has been developed but is required, the RPC will request that the DCP case worker initiate the development of a NDIS plan)
- requesting that the DCP case worker complete specialist assessment referrals, as required
- monitoring PaSP placements fortnightly, at a minimum
- initiating PaSP variation process and approvals, as required
- generating a priority list for review from DW for the PRG
- providing a summary and recommendation for all PaSP placements to be reviewed by the PRG (inclusive of the length of placement, supports provided, additional supports required and long-term placement needs)
- maintaining up to date case notes in C3MS



- managing exit processes from PaSP placements.

An ICSA variation can be made if further support requirements are identified.

ICSAs should not exceed a maximum duration of 90 days (although exceptions to this may be assessed by PRG on a case by case basis).

#### 4.15 Placement review

A review of the PaSP placement will occur for each child or young person at the 30, 60, 90-day timeframe. More frequent placement review meetings may be needed in response to the complexity of the child or young person's needs on a case by case basis. This is in addition to the prescribed 30, 60, 90-day review meetings. Consideration to be given to the following criteria:

Priority	Placement review criteria
Very high	<ul style="list-style-type: none"> <li>• placements reported as not meeting the child or young person's needs</li> <li>• identified clinical risks</li> <li>• placements about to expire.</li> </ul>
High	<ul style="list-style-type: none"> <li>• exceptional needs</li> <li>• significant ICSA variations</li> <li>• length of time in PaSP.</li> </ul>
Medium	<ul style="list-style-type: none"> <li>• length of time in PaSP.</li> </ul>
Low	<ul style="list-style-type: none"> <li>• length of time in PaSP.</li> </ul>

The RPC will:

- provide a report to the PRG on the priority list with a summary of current situation, length of placement, supports provided, additional supports required and recommendations for future alternative placement, variation, extension or new procurement
- follow-up the required recommendations and actions from the PRG
- liaise with SC&L to engage in longer-term procurement negotiations with panellists
- facilitate any further approval from the Executive Director, OOHC through DW
- forward the approval and documentation to DCP Procurement and Contracting and SC&L to complete the purchase recommendation for a new long-term placement, as required
- report on recommendation/action status at the next PRG meeting.

#### 4.16 Placement Review Group

The purpose of the PaSP Placement Review Group (PRG) is to:

- provide oversight to the PaSP service provision
- monitor active placement management of PaSP placements
- ensure children and young people are provided with placements that meet their clinical and assessed needs
- ensure children and young people exit their PaSP placement within 90 days
- identify ongoing longer-term placement options



- identify systemic issues in relation to PaSP operations
- provide reports and recommendations to the Executive Director, OOHC in relation to PaSP operational and systemic issues (Executive Officer role).

The PRG consists of the following members:

- Manager, Placement Services Unit
- Manager, Specialist Services Team
- Principal Aboriginal Consultant, Out of Home Care Directorate
- Practice Leader, Out of Home Care Directorate
- Supervisor(s), Placement Services Unit
- PaSP Coordinator, Placement Services Unit
- Contract Manager, Service Contracts and Licensing.

The PRG will meet monthly to review the PaSP Priority List and make recommendations regarding placement options post the 90-day period.

Recommendations by PRG may include:

- additional casework required
- more information required
- variation of existing ICSA (see 4.17)
- negotiation for a longer-term contract with the existing PaSP provider (see 4.18)
- approaching other PaSP panellists to quote for a longer-term contract (see 4.18)
- escalation to procure a new longer-term placement (see 4.18).

The Executive Officer will communicate outcomes from the PRG meeting to the relevant Placement Services supervisor, DCP case worker and supervisor, SC&L and the PaSP provider.

#### 4.17 ICSA variations

An ICSA may require a variation due to a range of reasons including:

- additional carer or support services are required
- extension of term beyond 90 days, in exceptional circumstances and as recommended by the PRG
- other changes to the service affecting the original quote.

An ICSA variation can be proposed by the DCP case worker, Placement Services, SC&L, PaSP provider or the PRG.

All variation requests must be forwarded to the RPC to assess and progress.

The RPC should refer to the [Processing Variations and Extensions of Placement and Support Package Requests Workflow Guide](#) for further guidance.

To vary the ICSA, the RPC must collect all the required information and add this to the Variation tab on DW to inform further approval. This includes:

- description of what is changing from the original agreement
- reasons for the variation



- expected timing when changes will take effect
- financial impacts (where they can be determined).

The RPC will request a variation of the Costing Template from SC&L via DW. SC&L will provide the draft ICSA variation of costs to the RPC via DW.

The RPC will forward the draft ICSA variation to the PaSP provider for review and completion via the [PaSP mailbox](#).

The PaSP provider will return the variation to both the [SC&L](#) and [Placement Services PaSP](#) mailboxes for review.

SC&L will review the ICSA variation quote and provide a recommendation to the RPC via DW. The RPC will review any proposed changes to the Care Package Proposal and provide a recommendation in DW.

SC&L will complete the request for purchasing approval (including projected costs) of the ICSA variation in DW.

If the Executive Director, OOHC is unavailable, refer to the [Financial Authorisation Register](#) for alternate purchasing delegates.

The delegate can approve, reject or reassign the variation request. The RPC and SC&L will be notified of the purchasing approval of the ICSA variation via DW.

SC&L will prepare the ICSA variation and forward to the delegates group for signing. The delegate signing the ICSA variation must be different from the delegate who provided purchasing approval of the variation request. DW will identify the purchasing approver in the Contract Execution request email notification.

Once signed by the delegate, SC&L will forward the ICSA to the successful panellist for signing via DocuSign.

The PaSP provider will sign the ICSA variation and return via DocuSign for contract execution. SC&L and the Placement Services DW group will be notified by DW when the signed variation has been returned.

The ICSA variation is recorded in CMLS, Basware and C3MS as follows:

Information system	Recording requirements
The DCP Contract Management and Licensing System (CMLS)	SC&L will amend the Work Order in CMLS. A copy of the approved ICSA variation must be attached to the Work Order in CMLS.
Basware	Finance’s CMLS System Administrator will modify the value of the existing Purchase Order, attaching the approved ICSA variation as support.
C3MS	The RPC will: <ul style="list-style-type: none"> <li>• notify the Carer Payments Team to extend the existing placement in C3MS in accordance with the approved ICSA variation</li> <li>• record a ‘PaSP placement’ case note in C3MS summarising the PaSP variation details.</li> </ul>

The ICSA variation comes into effect when the authorised representative for each party has signed the ICSA.

#### 4.18 Procure a longer-term placement

The PRG may recommend any of the following four longer-term placement options:



- negotiation for a longer-term contract with the existing PaSP provider
- approaching other PaSP panellists to quote for a longer-term contract
- escalation to procure a new long-term placement through a tender process
- consideration of disability specialist placement options.

To negotiate for a long-term contract with the existing PaSP:

Role	Responsibility
RPC	Liaising with SC&L to seek a quote from the existing PaSP provider.
PaSP provider	Completing the quote for review by SC&L.
SC&L	Seeking approval of the projected costs from the DCP Chief Financial Officer.
Business representative	In consultation with DCP Procurement and Contracting, completing a summary procurement report and seeking procurement approval.

Once approved, SC&L will establish a new residential care agreement with the provider (meaning the placement will no longer be identified as a PaSP placement).

DCP Procurement and Contracting will report annually to the Department for Treasury and Finance. Standard contract management processes will apply following sign off the agreement.

If the PRG recommends either approaching other PaSP panellists to quote for a long-term contract or procuring a new long-term placement outside of the panel, standard procurement rules will apply. The RPC should liaise with SC&L and the Procurement and Contracting Team to proceed.

#### 4.19 PaSP terminations and exits

A PaSP placement may be terminated early in the following circumstances:

- a kinship placement has been identified by the DCP case worker
- an alternative placement has been sourced by Placement Services within existing DCP or other contracted services
- the PaSP placement breaks down
- the PRG identifies an exit point or alternative course of action.

For all PaSP terminations, the RPC will:

- identify and communicate the transition timeframes from the PaSP placement with the PaSP provider and the DCP case worker
- notify SC&L that the ICSA will need to be terminated which involves updating CMLS, the Basware Purchase Order and executing a termination letter
- advise the Carer Payments Team to close the PaSP placement in C3MS
- create a C3MS note summarising the rationale for termination and future placement actions.

The DCP case worker will support the child or young person to transition from a PaSP placement (for further guidance refer to [Support the child or young person to transition between placements](#) section of the Supporting children and young people in care chapter of the DCP Manual of Practice).



## 5. Compliance, monitoring and evaluation

The Executive Director, OOHC is responsible for the PaSP program.

The Out of Home Care Reform Steering Group (OOHCRSG) will provide oversight of the implementation, monitoring and evaluation of the PaSP program.

## 6. Related documents

Related documents, forms and templates	
Digital Workspace Guides	<a href="#">Initiating a Placement and Support Package (PaSP) Request Workflow Guide</a>
	<a href="#">Processing a Placement and Support Package Request for Regional Directors Workflow Guide</a>
	<a href="#">Processing a Placement and Support Package Request for PaSP Coordinators Workflow Guide</a>
	<a href="#">Processing a Placement and Support Package Request for Service Contracts and Licensing Workflow Guide</a>
	<a href="#">Processing Variations and Extensions of Placement and Support Package Requests Workflow Guide</a>
DCP Manual of Practice, practice papers and procedures	<a href="#">Aboriginal and Torres Strait Islander Child Placement Principle Practice Paper</a>  <a href="#">Placement Procedure</a>  <a href="#">Place a child or young person in care</a>  <a href="#">Consult with recognised organisation</a>  <a href="#">Consultation with recognised organisation form</a>  <a href="#">Prepare for the placement of a child or young person in care</a>  <a href="#">Transporting children and young people</a>  <a href="#">Identify and respond to the cultural needs of Aboriginal children and young people</a>  <a href="#">Culturally and linguistically diverse child placement Policy</a>  <a href="#">Support the child or young person to transition between placements</a>

## 7. Glossary

Term	Meaning
ACCO	Aboriginal Community Controlled Organisation



Term	Meaning
ATSICPP	Aboriginal and Torres Strait Islander Child Placement Principle
Basware	Basware is the SA Government's purchase-to-pay system used for purchase management and invoice payments.
DCP After-Hours team	DCP after-hours business unit.
Capability Matrix	A services matrix used by Placement Services to identify PaSP panellists that have capacity to deliver cultural and specialised placements and supports in the location required.
Care Package Proposal	The Care Package Proposal is a template for PaSP panellists to complete that outlines the individual care and support needs they will provide the child or young person, inclusive of service description, support and intervention and staffing model.
CAT	Complexity Assessment Tool
CMLS	Contract Management and Licensing System
Costing Template	<p>The costing template outlines the total direct and indirect costs, inclusive of staffing and incidentals.</p> <p>All Costing Templates will have an end date of 90 days</p> <p>Once signed by all parties the Costing Template is referred to as the ICSA.</p>
C3MS	DCP electronic case management system
DW	Digital Workspace – DCP's Electronic Document and Records Management System (EDRMS) through which the PaSP workflows operate.
ICSA	<p>Individual Client Service Agreement</p> <p>The ICSA is the legal agreement that sets out the scope and price of services purchased by DCP from the PaSP panellists.</p>
NDIS	National Disability Insurance Scheme
OOHC	Out of Home Care
OOHCRSG	Out of Home Care Reform Steering Group
PaSP	Placement and Support Packages
PaSP placement	All PaSP placements will be delivered by PaSP panellists in licensed children's residential facilities, regardless of the number of occupants.
PaSP mailbox	Refers to the PaSP specific mailboxes established for Placement Services, SC&L and PaSP panellists.



Term	Meaning
PaSP panellist	A PaSP panellist is one of a number of suppliers who has been selected through a tender process who have agreed to the terms and conditions for supply.
PaSP provider	The PaSP panellist who has been contracted through the ICSA to provide the individual PaSP placement and supports.
PAC	Principal Aboriginal Consultant
PRQ	Placement Request
PRG	PaSP Placement Review Group
Response Team, Placement Services	The Placement Services team on weekly rotation that responds to PRQs
RPC	Regional PaSP Coordinator, Placement Services
SC&L	Service Contracts and Licensing

## Document control

Reference No./ File No.			
Document Owner		Lead Writer (position title)	
Directorate/Unit: Out of Home Care		Lead Project Officer, Operational Support, Out of Home Care	
Accountable Director: Executive Director, Out of Home Care			
Commencement date	09 April 2024	Review date	5 April 2027
Risk rating	Consequence Rating	Likelihood	Risk Rating
<a href="#">Risk Assessment Matrix</a>	Moderate	Unlikely	Moderate

REVISION RECORD		
Approval Date	Version	Revision description
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05/04/2024	V2.0	Review as per the DCP policy review cycle